



Messe  
Düsseldorf

# Technical Guidelines

Comparison of Changes 2021 – 2022.



Messe  
Düsseldorf

2021

2022

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## 1 Introduction and general notes on Messe Düsseldorf guidelines

Messe Düsseldorf GmbH has issued guidelines for its trade fairs and other events in order to provide each exhibitor/organiser with the best conditions for presenting their exhibits and making contact with their visitors and all those who are interested. For these guidelines, the regulations on the construction and operation of special buildings for the state of North Rhine-Westphalia (Sonderbauverordnung SBauVO) were to be considered. The guidelines are binding for all exhibitors and organisers.

In the interests of our exhibitors and visitors, these guidelines contain safety regulations which are intended to ensure a high standard of safety where technical and stand construction considerations at the event are concerned.

The regulations applicable for fire prevention, construction and other safety precautions have been agreed with the Düsseldorf Department of Works, as the local authority responsible for trade fair construction and technical acceptance. **Compliance with these regulations will be checked at the time of acceptance and by the Department of Works if applicable.** In addition, the relevant and current statutory regulations must be observed. In the interests of all participants, a stand may be prevented from opening where any defects found are not rectified by the start of the event. Any other reservations which might be involved because they may arise in the context of safety concerns as resulting from stand construction inspections will still be upheld.

Reservations and orders can usually be made as soon as you have registered with OOS. They must be completed in full and must be submitted via OOS by the relevant dates, specified separately. If forms are submitted late, Messe Düsseldorf can give no guarantee that work will be completed properly or on time and/or may then be unable to perform the relevant work at all. The same applies for services utilised but not ordered in advance. Services already rendered must be paid in full.

Further circulars on the preparation for and implementation of the event will be sent to exhibitors where required. Such circulars are part of the conditions of participation and these technical guidelines. Where the term "stand construction" is used in the general sense of the word in the Technical Guidelines, it is not a structural system as defined in the German Building Code (Baugesetzbuch). Legally, trade fair stand construction is "furnishings" within a place of assembly.

These Technical Guidelines have been formulated to conform with those of Deutsche Messe AG Hannover, Leipziger Messe GmbH, Messe Berlin GmbH, Messe Düsseldorf GmbH, Messe Frankfurt GmbH, Messe München GmbH, KölnMesse GmbH, NürnbergMesse GmbH and Landesmesse Stuttgart GmbH. Since building law is subject to the law of the particular German state and since conditions vary at the individual sites, the regulations will differ.

Otherwise, Messe Düsseldorf GmbH reserves the right to make changes and updates.

The German text is binding.

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Messe Düsseldorf GmbH has issued guidelines for its trade fairs and other events in order to provide each exhibitor/organiser with the best conditions for presenting their exhibits and making contact with their visitors and all those who are interested. For these guidelines, the regulations on the construction and operation of special buildings for the state of North Rhine-Westphalia (Sonderbauverordnung SBauVO) were to be considered. The guidelines are binding for all exhibitors and organisers.

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The regulations applicable for fire prevention, construction and other safety precautions have been agreed with the Düsseldorf Department of Works, as the local authority responsible for trade fair construction and technical acceptance. **Compliance with these regulations will be randomly checked during the stand inspection, if necessary, in the presence of the regulatory authority (building inspectorate).** In addition, the relevant and current statutory regulations must be observed. In the interests of all participants, a stand may be prevented from opening where any defects found are not rectified by the start of the event. Any other reservations which might be involved because they may arise in the context of safety concerns as resulting from stand construction inspections will still be upheld. **The exhibitor is responsible for operational safety and compliance with occupational safety and accident prevention regulations at his stand. The exhibitor is responsible for road safety on the areas used by him in the context of stand construction/operation.**

Reservations and orders can usually be made as soon as you have registered with OOS. They must be completed in full and must be submitted via OOS by the relevant dates, specified separately. If forms are submitted late, Messe Düsseldorf can give no guarantee that work will be completed properly or on time and/or may then be unable to perform the relevant work at all. The same applies for services utilised but not ordered in advance. Services already rendered must be paid in full.

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## 1.1 House rules for the Düsseldorf exhibition grounds

8. Depending on the type of event, persons may not be allowed to carry bags and similar receptacles. For safety reasons, bags and similar receptacles as well as clothing, such as coats, jackets and capes may be checked for their contents.

### 1.2.1 Construction and dismantling times

During the general construction and dismantling times work can be performed in the halls and open-air premises from 7.30 am to 8.00 pm (10.00 pm on the final construction day) unless exhibitors are notified of other times specific to a trade fair. For general safety reasons, both halls and grounds remain locked outside the stated times.

### 1.2.2 Duration of the event

During the period of the actual event, the halls remain closed until 90 minutes before the official opening time and are closed one hour after the official closing time. Exhibitors who need to work at their stand after this time due to special circumstances require a written night working permit from the organiser. In any event, the halls will remain locked. **Entry and exit will be granted by the security personnel upon presentation of the permit.**

## 2.5 Supervision

The trade fair organisation shall bear responsibility for general supervision of the trade fair halls and the open-air area during the event. There will be general supervision during the construction and dismantling period which begins on the first day of build-up and ends on the last breakdown day. The trade fair organisation is entitled to take all measures necessary for control and supervision. Exhibitors are required to arrange for supervision of their property. The exclusion of liability for personal injury and damage to property shall not be restricted by the general supervision undertaken by the trade fair organisation. Special supervision during the course of the trade fair may only be undertaken by the security company commissioned by the trade fair organisation. Stand security and video stand security orders must be placed via the Online Order System.

## 3 Technical data and facilities in the halls and the outdoor space as well as general technical notes about the exhibition grounds

### Fire safety doors (hall intersections I - IV)

Halls 3 to 4 and 15 to 17  
width 5.20m – height 4.80m  
Halls 4 to 5 and hall 9 to 12  
width 5.20m – height 4.50m  
Halls 13 and 14  
width 16.00m – height 5.00m

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8. Depending on the type of event, persons may not be allowed to carry bags and similar receptacles. For safety reasons, bags and similar receptacles as well as clothing, such as coats, jackets and capes may be checked for their contents. **More extensive controls and access restrictions are possible on an ad hoc basis.**

### 1.2.1 Construction and dismantling times

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### Load-bearing capacity of the hall floors

Exhibits weighing 100 kN/m<sup>2</sup> (10 t) per square metre floor area (distributed weight, not concentrated loads) require a support construction adapted to the load-bearing capacity of the hall floor. Only loads up to 5 kN/m<sup>2</sup> (500 kg/m<sup>2</sup>) are permitted in the gallery of Hall 6 (level 6.1) and on the 1<sup>st</sup> and 2<sup>nd</sup> floors of Hall 7 (level 7.1 and 7.2) (evenly spread loads, no lump loads).

#### 4.1 Stand safety

Exhibition stands including equipment and exhibits as well as advertising hoardings must be securely erected so that they are not a risk to public safety, in particular they should not endanger life or health. Care shall be taken during construction and dismantling that any possible consequences of hazardous situations arising from that work remain limited exclusively to the rented stand space. Risks on adjacent escape and rescue routes or neighbouring stand space must be effectively avoided through corresponding planning and preparation of the work.

If, during assembly or dismantling, the safety of the stand (e.g. of slim and high elements such as wall disks, corresponding decoration items or comparable exhibits) is not yet or no longer ensured, particular account must be taken of this. The related required safety measures and necessary rulings shall be arranged by the performing company on its own responsibility. The exhibitor is responsible for the structural safety and may be required to provide proof of such.

In justified cases, Messe Düsseldorf is entitled to commission a structural engineer to carry out a check of stand safety at the expense of the exhibitor.

Standing structural elements or special constructions (e.g. free-standing walls, LED walls, high exhibits, high decorative elements) that could fall over must be designed for at least a horizontally-effective equivalent distributed load  $q_{h1}$ :

$q_{h1} = 0,125 \text{ kN/m}^2$  up to 4 metres in height from the upper edge of the hall floor

$q_{h2} = 0,063 \text{ kN/m}^2$  for all space higher than 4 metres above the upper edge of the hall floor.

The reference area is the respective face area. The evidence created for this must be submitted to the exhibition company in auditable form upon request.

Otherwise, the **Landesbauordnung NW (State Building Code of North Rhine-Westphalia)**, dated 07 March 1995, in the version of 01 March 2000, GV NW (Law and Ordinance Gazette North Rhine-Westphalia) p. 256, in its current version from time to time, shall apply. Note the applicable Regulations on the Construction and Operation of Special Structures NW, dated 17 November 2009, GV NRW, 2017 page 2, in their latest version.

DIN 4102/EN 13501 (fire behaviour of building materials, building components) must be observed and adhered to without exception.

### Load-bearing capacity of the hall floors – Halls 1 - 17

Exhibits weighing more than 100 kN/m<sup>2</sup> (10 t) per square metre floor area (distributed weight, not concentrated loads) require a support construction adapted to the load-bearing capacity of the hall floor.

In the foyer of Hall 1, the load-bearing capacity of the floor is 100 kN/m<sup>2</sup> (10 t) (distributed loads, no point loads).

On the upper floor of Hall 1 as well as on the Magistrale on the ground floor, on the gallery of Hall 6 (level 6.1), on the 1<sup>st</sup> and 2<sup>nd</sup> upper floors of Hall 7 (levels 7.1 and 7.2) and in the ground and upper floor of the North Entrance, only floor loads of up to 5 kN/m<sup>2</sup> (500 kg/m<sup>2</sup>) are permitted (distributed loads, no point loads).

#### 4.1 Stand safety

Exhibition stands including equipment and exhibits as well as advertising hoardings must be securely erected so that they are not a risk to public safety, in particular they should not endanger life or health. Care shall be taken during construction and dismantling that any possible consequences of hazardous situations arising from that work remain limited exclusively to the rented stand space. Risks on adjacent escape and rescue routes or neighbouring stand space must be effectively avoided through corresponding planning and preparation of the work.

If, during assembly or dismantling, the safety of the stand (e.g. of slim and high elements such as wall disks, corresponding decoration items or comparable exhibits) is not yet or no longer ensured, particular account must be taken of this. The related required safety measures and necessary rulings shall be arranged by the performing company on its own responsibility. The exhibitor is responsible for the structural safety and may be required to provide proof of such.

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Standing structural elements or special constructions (e.g. free-standing walls, LED walls, high exhibits, high decorative elements) that could fall over must be designed for at least a horizontally-effective equivalent distributed load  $q_{h1}$ :

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DIN 4102/EN 13501 (fire behaviour of building materials, building components) must be observed and adhered to without exception.

#### 4.2.3 Removal of stand construction elements that have not received clearance

According to the relevant legal provisions, any stand constructions that have not been approved or which do not comply with Technical Standards are prohibited. They may need to be either removed or modified at the exhibitor's expense. This also applies in the event that Messe Düsseldorf has replaced any or all of the stand construction.

#### 4.2.4 Extent of liability

All claims for compensation against Messe Düsseldorf, arising from loss or damage to the submitted drafts, models or other documents, irrespective of the legal basis, are excluded. In case of non-compliance with the construction regulations, the exhibitor shall be liable for possible damage. In the event that the trade fair company is subject to a claim arising from such non-compliance, the exhibitor herewith exempts and holds harmless the organiser.

### 4.3 Construction heights

Hall	Maximum construction height
1	8.00 metres
3-5 + 9-14	6.00 metres
6 directly adjacent to the Gallery*	6.00 metres
6 inside section	8.00 metres
6 Gallery	3.20 metres
7A	8.00 metres
7.0	4.00 metres
7.1/7.2	3.00 metres
EN Mall GF	2.50 metres
EN Mall UF	2.00 metres
8A/8B	8.00 metres
15-17	8.00 metres

#### 4.4.1.9 Waste containers

No waste containers for waste made from flammable materials are to be used in the stands. **All waste containers in the stands must be emptied at regular intervals, at the latest each evening after the trade fair closes for the day, at the materials collection points situated at the hall entrances.** If large quantities of flammable waste have been accumulated, these should be disposed of several times during the day. Any waste disposal bags ordered from the organiser will be collected from the stand area during the evenings.

Waste must always be disposed of by the person who created or caused the waste and as specified in the German Commercial Waste Regulation (Gewerbeabfallverordnung), which has been in force since 1 August 2017.

See also the German Recycling Management Act (KrWG) of 24 February 2012, as amended on 20 July 2017 (Federal Law Gazette BGBl I, page 2808).

The German Commercial Waste Regulation (Gewerbeabfallverordnung) of 18 April 2017 (BGBl I, page 896) is also applicable, as amended on 5 July 2017 BGBl I, page 2234).

### 4.3 Construction heights

Hall	Maximum construction height
1	8.00 metres
Foyer Hall 1	2.50 metres
Hall 1 upper floor	2.50 metres
3-5 + 9-14	6.00 metres
6 directly adjacent to the Gallery*	6.00 metres
6 inside section	8.00 metres
6 Gallery	3.20 metres
7A	8.00 metres
7.0	4.00 metres
7.1/7.2	3.00 metres
EN Mall GF	2.50 metres
EN Mall UF	2.00 metres
8A/8B	8.00 metres
15-17	8.00 metres

#### 4.4.1.9 Waste containers

No waste containers for waste made from flammable materials are to be used in the stands. **The containers on the stands must be emptied regularly, at the latest every evening after the end of the trade fair, into the recycling or residual waste stations at the hall exits using the recyclable waste bags to be ordered from Messe Düsseldorf.** If large quantities of flammable waste have been accumulated, these should be disposed of several times during the day. Any waste disposal bags ordered from the organiser will be collected from the stand area during the evenings.

Waste must always be disposed of by the person who created or caused the waste and as specified in the German Commercial Waste Regulation (Gewerbeabfallverordnung), which has been in force since 1 August 2017.

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The German Commercial Waste Regulation (Gewerbeabfallverordnung) of 18 April 2017 (BGBl I, page 896) is also applicable, as amended on 5 July 2017 BGBl I, page 2234).

#### 4.7.8 Advertising media / presentations

Stand and exhibit inscriptions, logos and trademarks must not exceed the specified construction height. They should provide an attractive appearance from all sides. Presentations, visual, slow-moving and audible advertising media as well as musical reproductions are permitted, provided this does not disturb the neighbours, cause crowding in the aisles or drown out the public address systems in the halls. The noise level at the boundary of the stand must not exceed **70dB(A)**. 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. These areas must be integrated into the stand design in a way that they face towards the inside of the trade fair stand. Areas for the audience must be provided inside the limits of the stand area. The adjacent aisles must not be used for the audience. Messe Düsseldorf is empowered to intercede and, if necessary, close down operation in cases where this provision has been violated. Distribution of printed matter and use of advertising media are not permitted outside the boundaries of the stand. The maximum amount of brochures and advertising materials allowed to be stored at the exhibition stand is the amount required for one day. It is, however, based on the type of hazard and may be reduced in certain individual cases.

#### 4.8.3.2 Wind loads for temporary structures

Temporary structures as defined in BauO NRW (Construction Regulations for North Rhine Westphalia) or M-FIBauR (Regulations for the Construction and Operation of Temporary Structures) must be resistant to wind loads in accordance with DIN EN 13814, 5.3.3.4 (for event equipment, platforms, etc.) or DIN EN 13782, 6.4.2.2 (for marquees). If a load case is used in accordance with DIN EN 13814, 5.3.3.4, then the required operational setting must be organisationally ensured by the exhibitor / stand operator from a wind speed of  $v_{10} = 15$  m/s or 54 km/h upwards (also for single gusts).

In the case of movable equipment (e.g. small exhibits, furniture, sunshades, small display units, etc.) it is possible to depart from the required stability if such items can easily be dismantled and secured at short notice in response to a given weather forecast. It must be possible for the relevant operator/owner to completely secure gale-endangered items within a maximum of 30 minutes of the announcement of inclement weather conditions.

#### 4.7.8 Advertising media / presentations

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Outside of the exhibitor's own stand areas, advertising on the grounds of Messe Düsseldorf may only be carried out by Messe Düsseldorf's service partners.

#### 4.7.8.1 Film, projection, television and auditoriums

##### 4.7.8.1.1 Stand Construction Permit

Cinemas or auditoriums require special approval by the Building Control Office if they have 200 or more seats, see No. 4.2.1.

##### 4.7.8.1.2 Exits

Rooms larger than 100 m<sup>2</sup> must have two exits directly to the hall aisles. The exits shall be arranged opposite each other as far as possible.

##### 4.7.8.1.3 Projection surfaces

If projectors, such as overhead projectors, are used, the projection surfaces must not be mounted directly on the aisle. They must not disturb neighbours or drown out the fair's own public address system (see also 4.7.8). Note 5.11

#### 4.8.3.2 Wind loads for temporary structures

Temporary structures as defined in BauO NRW (Construction Regulations for North Rhine Westphalia) or M-FIBauR (Regulations for the Construction and Operation of Temporary Structures) must be resistant to wind loads in accordance with DIN EN 13814, 5.3.3.4 (for event equipment, platforms, etc.) or DIN EN 13782, 6.4.2.2 (for marquees). If a load case is used in accordance with DIN EN 13814, 5.3.3.4, then the required operational setting must be organisationally ensured by the exhibitor / stand operator from a wind speed of  $v_{10} = 15$  m/s or 54 km/h upwards (also for single gusts).

The required stability may be deviated from in the case of mobile installations (e.g. small exhibits, furniture, sunshades, small advertising stands, etc.) if these can be dismantled and secured at short notice at any time, in the event of corresponding weather forecasts. It must be possible for the relevant operator/owner to completely secure gale-endangered items within a maximum of 30 minutes of the announcement of inclement weather conditions.

#### 4.8.3.5 Exits of escape routes on outdoor premises

The length of an escape route must not exceed a 30-metre walk from any point within an enclosed stand construction and its exit to the outside.

No permission is given for putting up tents, caravans or mobile homes for the purpose of camping or sleeping on the premises of the exhibition centre. No aerodromes must be set up. The regulations for construction heights (4.3) are also applicable to outdoor construction. Outdoor stands must maintain a distance of at least 5 metres from a hall or from any other buildings.

### 4.10 Films, slides, television and auditoria

#### 4.10.1 Stand construction permit

Cinemas and/or auditoria with seating capacities for 200 people or more require a special permit from the Department of Works, see 4.2.1.

#### 4.10.2 Exits

Rooms measuring over 100 m<sup>2</sup> must have two exits right through to the aisles of the hall. The exits are to be positioned as far apart as possible.

#### 4.10.3 Projection area

If projectors are used, e.g. data projectors, the projection surfaces must not be placed directly next to the aisle. They must not be a nuisance to the neighbours and must not drown out the public address system of the organisers (see also 4.7.8). See 5.11.

#### 5.1.1 Damage

Any damage caused by the exhibitor or his/her agent in the exhibition grounds, its buildings or facilities, as well as rubbish left behind, will be removed at the end of the event by Messe Düsseldorf at the expense of the exhibiting company. All damage and remaining rubbish must be reported to organiser.

#### 5.1.2 Coordination of works on the exhibition stand

If jobs have to be carried out simultaneously by employees of different companies at the exhibition stand (in particular during the construction/dismantling phase), the stand construction manager will coordinate any possible mutual hazards in accordance with the German Occupational Health and Safety Act (ArbSchG) and DGUV Regulation 1 (German Statutory Accident Insurance). This also applies, in particular, to work carried out by service providers of the trade fair company at the trade fair stand.

#### 4.8.3.5 Exits of escape routes on outdoor premises

The length of an escape route must not exceed a 30-metre walk from any point within an enclosed stand construction and its exit to the outside. Stairs or ramps at entrances and exits must not project into the traffic and escape routes.

No permission is given for putting up tents, caravans or mobile homes for the purpose of camping or sleeping on the premises of the exhibition centre. No aerodromes must be set up. The regulations for construction heights (4.3) are also applicable to outdoor construction. Outdoor stands must maintain a distance of at least 5 metres from a hall or from any other buildings.

### 4.10 Infringement /Violation and Liability

Stand constructions which, insofar as they require approval (see 4.2.1), have not been approved and/or do not comply with the Technical Guidelines or the laws must be modified or removed if necessary. If the work is not carried out in due time, the trade fair company is entitled to make changes or have them made by third parties at the exhibitor's expense and risk. If the exhibitor or the stand constructor commissioned by him fails to comply with the above stand construction regulations, the exhibitor shall be liable for all damage resulting from the breach of the stand construction regulations. Any claims for damages due to loss, damage or any other impairment of the submitted drafts, models or other documents against the trade fair company, regardless of the legal grounds they may be based on, shall be excluded. Furthermore, the exhibitor or the stand constructor commissioned by the exhibitor hereby indemnifies the trade fair company against all claims by third parties which are asserted against the trade fair company on the basis of a breach of the above stand construction regulations.

#### 5.1.1 Damage

Any damage caused by the exhibitor or his/her agent in the exhibition grounds, its buildings or facilities, as well as rubbish left behind, will be removed at the end of the event by Messe Düsseldorf at the expense of the exhibiting company. All damage and remaining waste must be reported to the trade fair company without delay.

#### 5.1.2 Coordination of works on the exhibition stand/Terrain

If work has to be carried out at the same time by employees of different companies on the exhibition stand/in the event area (in particular during the assembly/dismantling phase), the stand construction manager/assembly manager shall coordinate the work in accordance with the German Occupational Health and Safety Act (ArbSchG) and DGUV Regulation 1 (German Social Accident Insurance) in the event of possible mutual hazards. This also applies, in particular, to work carried out by service providers of the trade fair company at the trade fair stand. Furthermore, the necessary measures for improving the safety and health of workers at the workplace in accordance with the currently valid European Directive EC-RL 89/391/EEC must be observed and implemented during work at the Exhibition Centre.

#### 5.9.4 High frequency and other radio equipment, wireless transmissions

The installation and use of radio equipment (e.g. Wi-Fi and radio microphones) is not allowed. Should this be absolutely necessary for the operation of certain exhibits, an exception may be requested from Messe Düsseldorf. **Messe Düsseldorf will then consider the request and may grant it, if appropriate.** Regardless of any permission that may be given by Messe Düsseldorf, high-frequency and radio equipment may only be operated if it meets the provisions of the German Telecommunications Act (TKG) of 22 June 2004, Federal Law Gazette I (BGBl I, page 1190) and the German Electromagnetic Compatibility Act (EMVG) of 18 September 1998 Federal Law Gazette I (BGBl I, page 2282), each as amended. Personal paging, microport, intercom and remote control systems may only be used if they have been approved by the Federal Network Agency for Electricity, Gas, Telecommunications, Post and Railway (Bundesnetzagentur für Elektrizität, Gas, Telekommunikation, Post und Eisenbahnen, Tulpenfeld 4, 53113 Bonn – see also 8.22). Further details can also be found in the German Radio and Telecommunications Terminal Equipment Act (FTEG) of 31 January 2001, Federal Law Gazette I (BGBl I, page 170). It is the exhibitor's responsibility to obtain the aforementioned permit from the German Federal Network Agency (Bundesnetzagentur), which must be submitted to Messe Düsseldorf upon request.

#### 5.11 Musikalische und audiovisuelle Wiedergaben

**Für musikalische oder audiovisuelle Wiedergaben aller Art ist unter den Voraussetzungen des Urheberrechtsgesetzes, § 15 Urhbergesetz (vom 09.09.1965 BGBl 1965, I, S. 1273) die Erlaubnis der Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (GEMA), Bayreuther Straße 37, 10787 Berlin, Tel.: +49 30 21245-00, Fax: +49 30 21245-950, E-Mail: gema@gema.de, www.gema.de erforderlich.**

Nicht angemeldete Musikwiedergaben können Schadenersatzansprüche der GEMA in doppelter Höhe der normalen Vergütungssätze nach sich ziehen (§ 97 Urheberrechtsgesetz).

#### 6.1 Waste management

Any waste accumulated during the event or during the construction and/or dismantling of the stand as well as any remaining materials must be disposed of by the exhibitor at the exhibitor's expense. Waste must always be disposed of by the person who created or caused the waste and as specified in the German Commercial Waste Regulation (Gewerbeabfallverordnung), which has been in force since 1 August 2017.

See also the German Recycling Management Act (KrWG) of 24 February 2012, as amended on 20 July 2017 (Federal Law Gazette BGBl I, page 2808).

The German Commercial Waste Regulation (Gewerbeabfallverordnung) of 18 April 2017 (BGBl I, page 896) is also applicable, as amended on 5 July 2017 BGBl I, page 2234).

#### 5.9.4 High frequency and other radio equipment, wireless transmissions

The installation and use of radio equipment (e.g. Wi-Fi and radio microphones) is not allowed. Should this be absolutely necessary for the operation of certain exhibits, an exception may be requested from Messe Düsseldorf. **Messe Düsseldorf will check the application and approve the request where appropriate.** Regardless of any permission that may be given by Messe Düsseldorf, high-frequency and radio equipment may only be operated if it meets the provisions of the German Telecommunications Act (TKG) of 22 June 2004, Federal Law Gazette I (BGBl I, page 1190) and the German Electromagnetic Compatibility Act (EMVG) of 18 September 1998 Federal Law Gazette I (BGBl I, page 2282), each as amended. Personal paging, microport, intercom and remote control systems may only be used if they have been approved by the Federal Network Agency for Electricity, Gas, Telecommunications, Post and Railway (Bundesnetzagentur für Elektrizität, Gas, Telekommunikation, Post und Eisenbahnen, Tulpenfeld 4, 53113 Bonn – see also 8.22). Further details can also be found in the German Radio and Telecommunications Terminal Equipment Act (FTEG) of 31 January 2001, Federal Law Gazette I (BGBl I, page 170). It is the exhibitor's responsibility to obtain the aforementioned permit from the German Federal Network Agency (Bundesnetzagentur), which must be submitted to Messe Düsseldorf upon request.

#### 5.11 Musikalische und audiovisuelle Wiedergaben

**Für musikalische oder audiovisuelle Wiedergaben aller Art ist gegebenenfalls nach den gesetzlichen Bestimmungen (Urheberrechtsgesetz) die Erlaubnis der Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (GEMA), Bayreuther Straße 37, 10787 Berlin, Tel.: +49 30 21245-00, E-Mail: kontakt@gema.de, www.gema.de/messen erforderlich.**

Nicht angemeldete Musikwiedergaben können Schadenersatzansprüche der GEMA in doppelter Höhe der normalen Vergütungssätze nach sich ziehen (§ 97 Urheberrechtsgesetz).

#### 6.1 Waste management

**In accordance with the principles of recycling management, the Circular Economy Act (Kreislaufwirtschaftsgesetz), the Commercial Waste Ordinance (GewAbfV) and the Waste Framework Directive (Directive 2008/98/EC as amended by Directive (EU) 2018/851), waste must primarily be avoided during the construction, running time and dismantling of exhibition grounds. Exhibitors and their contractual partners are obliged to contribute effectively to this at every stage of the event. This objective must be pursued as early as the planning stage and in coordination with all those involved. In general, reusable materials with the least possible impact on the environment should be used for stand construction and operation. Any waste accumulated during the event or during the construction and/or dismantling of the stand as well as any remaining materials must be disposed of by the exhibitor at the exhibitor's expense. Waste must always be disposed of by the person who created or caused the waste and as specified in the German Commercial Waste Regulation (Gewerbeabfallverordnung), which has been in force since 1 August 2017.**

**For the rest, see the Circular Economy Act (Kreislaufwirtschaftsgesetz-KrWG) of 24 February 2012 in the version of 20 July 2017 (BGBl I p 2808) or in the respective current version.**

**The Commercial Waste Ordinance of 18 April 2017 (BGBl. I p. 896), in the version of 05.07.2017 (BGBl. I p. 2234) or in the respective current version.**

#### 6.1.1.2 Kitchen waste

Kitchen and catering waste must be sorted into plastics, glass, paper and leftover waste. Recyclable materials must be placed in the appropriate containers at the recycling stations in front of the exhibition hall. Unless waste disposal is handled by the exhibitor, it can be ordered as a "Waste Disposal" service through the Online Order System.

#### 6.1.1.4 Stand components

Containers will be available for materials such as wood and cardboard discarded during stand construction and dismantling. Orders can be placed via "Waste Disposal" in the Online Order System. All adhesive tape used in laying floor coverings or protective sheeting must be either PE or PP.

#### 6.1.3 Waste brought to the exhibition

Materials and waste not arising in connection with the exhibition, the construction or dismantling of the stand may not be brought into the exhibition grounds.

#### 6.1.4 Invoicing

Cost-effective disposal depends on waste sorting. Non-registered waste and/or waste left in the halls is subject to extra charges for the originator. Fees for disposal will be based on our waste disposal notification. All additional waste disposal charges will be invoiced according to said notification, detailing materials and amounts involved. This information will serve as the basis for the invoice. Our staff may be contacted for confirmation that your stand area has been properly cleared.

#### 7.2.3 Trade fair insurance

Messe Düsseldorf offers the following insurances for participation in an event. They can be obtained via "Exhibition Insurance" in the Online Order System:

Exhibition Insurance for exhibits and stand  
Accident Insurance  
Liability Insurance

In accordance with the Terms and Conditions of Participation, exhibitors have the option of taking out an exhibition insurance policy with Messe Düsseldorf to insure the exhibits against the usual risks. It should be indicated whether insurance is required on the relevant application form. Messe Düsseldorf accepts no responsibility for exhibition goods or stand fittings and excludes any liability for damage or loss. The liability exclusion is also valid regardless of the security measures undertaken by Messe Düsseldorf. All damage must be immediately reported to the police, the insurance company and Messe Düsseldorf. The exhibitor may insure him(her)self and his/her employees against accidents with the accident insurance.

The liability insurance covers third party losses that occur as a result of participation.

Cancellation insurance covers the costs for the preparation and participation in the event.

The details are stated in the conditions.

Furthermore, Messe Düsseldorf is liable for property and asset damages only if intent or gross negligence can be proven.

#### 6.1.1.2 Kitchen waste

Kitchen and catering waste must be collected separately from plastics, glass, paper and residual waste in the disposal containers ordered by you from Messe Düsseldorf. Recyclable materials must be placed in the appropriate containers at the recycling stations in front of the exhibition hall. Unless waste disposal is handled by the exhibitor, it can be ordered as a "Waste Disposal" service through the Online Order System.

#### 6.1.1.4 Stand components

During the construction and dismantling of your stand, please dispose of your materials, such as wood and cardboard packaging, only in the containers ordered by you and marked accordingly. Orders can be placed via "Waste Disposal" in the Online Order System. All adhesive tape used in laying floor coverings or protective sheeting must be either PE or PP.

#### 6.1.3 Waste brought to the exhibition

Materials and waste that are not produced in connection with the operation of the trade fair, the assembly or dismantling on the Messe Düsseldorf grounds may not be brought onto the grounds.

#### 6.1.4 Invoicing

Cost-effective disposal depends on waste sorting. Non-registered waste and/or waste left in the halls is subject to extra charges for the originator. Fees for disposal will be based on our waste disposal notification. All additional waste disposal charges will be invoiced according to said notification, detailing materials and amounts involved. This information will serve as the basis for the invoice. Materials left behind can be disposed of at the exhibitor's expense for an increased fee without checking the value.

Our staff may be contacted for confirmation that your stand area has been properly cleared.

#### 7.2.3 Trade fair insurance

Messe Düsseldorf offers the following insurances for participation in an event. They can be obtained via "Exhibition Insurance" in the Online Order System:

Exhibition Insurance for exhibits and stand  
Accident Insurance  
Liability Insurance

In accordance with the Terms and Conditions of Participation, exhibitors have the option of taking out an exhibition insurance policy with Messe Düsseldorf to insure the exhibits against the usual risks. It should be indicated whether insurance is required on the relevant application form. Messe Düsseldorf accepts no responsibility for exhibition goods or stand fittings and excludes any liability for damage or loss. The liability exclusion is also valid regardless of the security measures undertaken by Messe Düsseldorf. All damage must be immediately reported to the police, the insurance company and Messe Düsseldorf. The exhibitor may insure him(her)self and his/her employees against accidents with the accident insurance.

The liability insurance covers third party losses that occur as a result of participation.

The details are stated in the conditions.

Furthermore, Messe Düsseldorf is liable for property and asset damages only if intent or gross negligence can be proven.

**Keeping escape and rescue routes clear when stands are being assembled or dismantled****The relevant occupational safety measures must be observed. Sanding and sawing only with suction.**

GBFor safety reasons, escape and rescue routes are not allowed to be blocked with stand construction materials.

Regardless of how wide the hall aisles are, each aisle must have a clear path of at least 1.20 m in width all the way down.

This means that in the case of an aisle that is 3.00 m wide, for example, stand construction material can only be rested in a strip of 0.90m wide on each side along the stand sides bordering the aisle.

The areas directly in front of the emergency exits and the areas where escape and rescue routes cross must be kept completely clear.

Goods are not allowed to be stored in escape and rescue routes (see sketch).

**Keeping escape and rescue routes clear when stands are being assembled or dismantled****The corresponding occupational safety measures must be observed. Grinding, sawing and milling are only permitted with the appropriate extraction system.**

For safety reasons, it is not permitted to obstruct the escape and rescue routes with stand construction materials or other equipment. Irrespective of the hall aisle width, a minimum passage of 1.20 m must be kept free in the aisles.

This means that in the case of an aisle that is 3.00 m wide, for example, stand construction material can only be rested in a strip of 0.90m wide on each side along the stand sides bordering the aisle.

The areas directly in front of the emergency exits and the areas where escape and rescue routes cross must be kept completely clear.

Goods are not allowed to be stored in escape and rescue routes (see sketch).