



Messe
Düsseldorf

Technical Guidelines

Comparison of Changes 2022 – 2023.



Messe
Düsseldorf

2022

2023

2.1.4 Loading and unloading of vehicles

On the exhibition grounds and in the halls of Messe Düsseldorf manual unloading of construction materials and furnishing objects from trucks is not permitted. For all materials to be transported into the halls suitable transport units such as pallets or other units to be handled with forklifts shall be used. Unloading shall only be done professionally with forklift trucks or cranes by forwarders authorised for this task by Messe Düsseldorf. Unwrapped materials shall only be stored on the exhibitor's own stand area.

4.2 Stand construction inspection

Provided that the Technical Guidelines are observed in the design and implementation of the stand, single-storey stand constructions in exhibition halls do not require the submission of drawings for clearance. *If requested to do so, Messe Düsseldorf is, however, prepared to check stand construction drawings (to be supplied in duplicate originals with clear indication of dimensions in plan and top views).* The final date for submission is six weeks before commencement of the construction. Moreover, any other stand constructions, mobile stands, special structures and constructions and special components (especially textile stand constructions) are subject to clearance. Outdoors all stand constructions and facilities are subject to clearance and/or approval. Clearances/approvals are only valid for the event for which they have been issued.

2.1.4 Loading and unloading of vehicles

On the exhibition grounds and in the halls of Messe Düsseldorf manual unloading of construction materials and furnishing objects from trucks **>7.49t** is not permitted. For all materials to be transported into the halls suitable transport units such as pallets or other units to be handled with forklifts shall be used. Unloading shall only be done professionally with forklift trucks or cranes by forwarders authorised for this task by Messe Düsseldorf. Unwrapped materials shall only be stored on the exhibitor's own stand area.

4.2 Stand construction inspection

Provided that the Technical Guidelines are observed in the design and implementation of the stand, single-storey stand constructions in exhibition halls do not require the submission of drawings for clearance. **Upon request, Messe Düsseldorf offers to review the stand construction plans in German or English language (comprising at least floor plan, elevation and perspective drawings with unambiguous dimensions stated in the floor plan and elevation).** The final date for submission is six weeks before commencement of the construction. Moreover, any other stand constructions, mobile stands, special structures and constructions and special components (especially textile stand constructions) are subject to clearance. Outdoors all stand constructions and facilities are subject to clearance and/or approval. Clearances/approvals are only valid for the event for which they have been issued.

4.4.1.2 Exhibition of motor vehicles

Motor vehicles of all kinds may only be exhibited after due notification via the Online Order System. There is no special permit issued by the trade fair company. The use of vehicles instead of exhibition stands and the placement of vehicles and trailers in Halls 7.0, 7.1 and 7.2 is only permitted under certain conditions and upon being reviewed and cleared by Messe Düsseldorf GmbH. Vehicles must be positioned in such a way that they cannot be driven away. They must be positioned on a statically appropriate support and be protected on the outside against rolling away. Vehicles must be prepared in such a way that it becomes impossible to inadvertently move the vehicles or attached parts. Vehicle parts, vehicle doors and other movable vehicle components or add-on parts must not protrude into the hall aisles. We operate a strict ban on the starting, manoeuvring and driving of vehicles inside exhibition halls during events. Vehicles with combustion engines may only be exhibited inside the halls with mostly empty tanks (5 litres max). The fuel tank must be locked. To prevent the vehicle from moving, the battery must be disconnected or disabled by means of a circuit breaker. If a vehicle requires electric power for presentation purposes, then this must be supplied through an external auxiliary power supply. It must be disconnected again when leaving the exhibition stand. The Vehicle Rescue Card must be placed in an easily accessible position within the vehicle (preferably below the sun visor on the driver's side). For gas-propelled engines see section 5.7 with regard to the pressure container.

Vehicles with electric drives may only be exhibited with non-hazardous batteries. Electric vehicles must be presented to the company fire brigade for inspection 1 hour before being brought into the hall and must not be parked in the hall until they have been approved by the trade fair company. For this purpose, it is absolutely necessary to present the rescue card for the electric vehicle. Electric vehicles may not be parked unattended in the exhibition halls. When leaving the exhibition stand, electric vehicles must be supervised by a fireman. Electric and hybrid vehicles must not be charged inside exhibition halls. Vehicles with fuel cells and/or gas drive must only be displayed in the exhibition halls without gas/fuel.

Additional requirements may be imposed depending on vehicle type and presentation location and will be determined on a case-by-case basis. To allow sufficient time for the required preparations, we should be grateful if you could let us know the intended timing of your vehicle demonstration as early as possible, though no less than 2 working days prior to the relevant showing. To make appointments with the Messe Düsseldorf Fire Service for electric vehicles or for vehicles with other alternative engine types, please ring +49 211 4560-118 or email Feuerwehr@messe-duesseldorf.de.

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The charging level of the energy storage battery must not exceed 20% of the capacity.

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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.

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).

4.4.1.13 Fire extinguishers

During setup and dismantling at least one suitable fire extinguisher must be available on each stand (e.g. A 6 kg ABC powder extinguisher) with at least 10 extinguishing agent units. There must be notices on the stand indicating the location of the fire extinguisher, using pictograms as specified in the Technical Workplace Regulations, ASR A1.3, "Health and Safety Signage" and DIN/EN ISO 7010. Depending on the stand space, more fire extinguishers may be required. Two-storey stands must have a fire extinguisher at the top of each staircase leading down from the upper storey. In addition, the dimensions must comply with the Technical Workplace Regulations ASR A 2.2 – "Firefighting Measures".

4.7.4 Hall floors

Carpets and other floor coverings must be laid with due regard to safety and may not protrude beyond the stand area. Only adhesive tape (e.g. PE or PP) may be used to fix such coverings and, when removed, must leave no residues. All materials used must be removed with no residues. Substances such as oil, grease, paint and similar materials must be removed from the hall floors immediately. Neither paint nor adhesives may be used on the hall floors. The wear occurring on the asphalt flooring in the halls may produce soiling of lightly coloured floor coverings. Messe Düsseldorf does not accept any liability for soiled floor coverings. It is not permitted to anchor stand buildings in the floors of the halls. Exhibits or other parts may only be anchored to the floor in case of justified exceptions and subject to written consent of the trade fair company. No claims for the right to fit and use floor anchoring fixtures shall be accepted. Costs for repairing floors shall be borne by the exhibitor. **The supply duct ventilation covers are used for air-conditioning the halls and must not be covered by floor coverings or structures.**

Costs for power installations in the hall floors requested by the exhibitor are invoiced to the exhibitor. Substructure installation of lines at a maximum of 7 cm depth is possible. If larger pipes or cables are required, the feasibility of such installation must be checked and a price agreement reached with Messe Düsseldorf. The Performance of all work of this nature and anchoring shall be exclusively in accordance with the requirements of Messe Düsseldorf and must be carried out by specialist companies authorised by Messe Düsseldorf. The corresponding costs are borne by the exhibitor.

4.4.1.9 Waste containers

No waste containers for waste made from flammable materials are to be used in the stands. **The containers in the stand must be emptied regularly during the event, at the latest every evening after the end of the trade fair into the recyclables bags supplied by Messe Düsseldorf sorted by type of waste. Bags filled with recyclables are collected from the stand in the evening. Larger amounts of flammable substances and/or production waste must be disposed of several times a day at the exhibitor's responsibility and 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).

The German Commercial Waste Regulation (Gewerbeabfallverordnung) (GewAbfV) is applicable.

4.4.1.13 Fire extinguishers

At least one suitable fire extinguisher (e.g. 6 kg ABC powder extinguisher) with at least 10 extinguishing units (LE) must be kept on the stands during assembly and dismantling and for the duration of the event. There must be notices on the stand indicating the location of the fire extinguisher, using pictograms as specified in the Technical Workplace Regulations, ASR A1.3, "Health and Safety Signage" and DIN/EN ISO 7010. Depending on the stand space, more fire extinguishers may be required. Two-storey stands must have a fire extinguisher at the top of each staircase leading down from the upper storey. In addition, the dimensions must comply with the Technical Workplace Regulations ASR A 2.2 – "Firefighting Measures".

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Costs for power installations in the hall floors requested by the exhibitor are invoiced to the exhibitor. Substructure installation of lines at a maximum of 7 cm depth is possible. If larger pipes or cables are required, the feasibility of such installation must be checked and a price agreement reached with Messe Düsseldorf. The Performance of all work of this nature and anchoring shall be exclusively in accordance with the requirements of Messe Düsseldorf and must be carried out by specialist companies authorised by Messe Düsseldorf. The corresponding costs are borne by the exhibitor.

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.

5.4 Water and waste water facilities installation

Each stand to be supplied with a water/waste water connection will be provided with one or more connections. Only Fair organisation may install these connections. When placing an order via "Sanitary Installations, Compressed Air" in the Online Order System, the exhibitor must attach a ground plan, showing the requested locations of the supply points. Any stands directly adjacent to hall joint strips must not contain water or wastewater installations. No water or waste water installations can be provided to stands around the edges of the halls. The relevant exhibitor is in charge of and responsible for correct installation and maintenance of drinking water facilities on the stand according to DIN 1988 part 4. Only steel-sheathed rubber pipes with screw unions on both ends may be used for pressurised, flexible pipes between the water connection and consumer point. The exhibitor's installations for carrying drinking water must be in good sanitary condition before being connected to the Messe Düsseldorf water supply. Messe Düsseldorf reserves the right to conduct inspections on a random basis, which shall be proactively supported by exhibitors. Water consumption is calculated per m³ based on estimate. For safety reasons, the water supply will be turned off one hour after the event closes on its last day, as will the power supply.

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.

5.1.1 Damage

Any damage to the exhibition grounds, its buildings or facilities and any waste left behind in breach of the contract will be removed by Messe Düsseldorf at the exhibitor's expense after the end of the event. All damage and remaining waste must be reported to the trade fair company without delay.

5.4 Water and waste water facilities installation

The use of drinking water is intended for human consumption in accordance with the relevant EU directives. Each stand to be supplied with a water/waste water connection will be provided with one or more connections. Subject to sufficient dimensioning the water pressure is 2.0 to max. 5.0 bar, with a flow pressure of 1 bar agreed for stand supply. The drinking water temperature fluctuates between 10 - 20°C depending on the season and weather. Only Fair organisation may install these connections. When placing an order via "Sanitary Installations, Compressed Air" in the Online Order System, the exhibitor must attach a ground plan, showing the requested locations of the supply points. Any stands directly adjacent to hall joint strips must not contain water or wastewater installations. No water or waste water installations can be provided to stands around the edges of the halls. The relevant exhibitor is in charge of and responsible for correct installation and maintenance of drinking water facilities on the stand according to DIN 1988-100. Only steel-sheathed rubber pipes with screw unions on both ends may be used for pressurised, flexible pipes between the water connection and consumer point. The exhibitor's installations for carrying drinking water must be in good sanitary condition before being connected to the Messe Düsseldorf water supply. Messe Düsseldorf reserves the right to conduct inspections on a random basis, which shall be proactively supported by exhibitors. Water consumption is calculated per m³ based on estimate. For safety reasons, the water supply will be turned off one hour after the event closes on its last day, as will the power supply.

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For the rest, see the Circular Economy Act (Kreislaufwirtschaftsgesetz - KrWG). The German Commercial Waste Regulation (Gewerbeabfallverordnung (GewAbfV)) shall apply.

6.1.1.1 Packaging material

Under the Packaging Ordinance of 21 August 1998, BGBl I, p. 2379, manufacturers and distributors are liable to take back packaging, such as cartons, wrappings, cases, pallets, etc., or to make arrangements for their disposal. If, therefore, you need any of your packaging for dismantling purposes, please use our own freight forwarders' storage facilities for empty packaging materials, which you can order via "Empties" in the Online Order System. If you have packaging material that you are not going to use again you can place it into recycling via our service partners. Orders can be placed via "Waste Disposal" in the Online Order System.

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.

6.1.1.3 Production waste

The removal of production waste must be ordered via "Waste Disposal" in the Online Order System, specifying the material and the volume.

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.

6.1.4 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.

6.1.1.1 Packaging material

Under the Packaging Ordinance of 21 August 1998, BGBl I, p. 2379, manufacturers and distributors are liable to take back packaging, such as cartons, wrappings, cases, pallets, etc., or to make arrangements for their disposal. Exhibitors therefore have the option of using the empties storage service of the trade fair forwarding agents for their packaging materials that they will need again for dismantling. Corresponding orders can be placed in the Online Order System in the category "Logistics / Forwarding → Storage". Packaging material that exhibitors do not reuse can be recycled by service partners. Corresponding orders can be placed in the Online Order System in the category "Cleaning and Disposal → Waste Disposal".

6.1.1.2 Kitchen waste

Kitchen and catering waste must be sorted separately into plastics, glass, paper and residual waste and collected in the waste disposal containers ordered from the trade fair company or - within the scope of the waste disposal service covered by the runtime disposal fee - in the waste disposal bags provided. Recyclable materials are to be taken to the recycling stations in front of the hall and placed in the correspondingly marked containers if they cannot be disposed of via the waste disposal service covered by the flat-rate waste disposal fee. If waste disposal is not carried out by the exhibitor himself, it may be charged as a service in the category "Cleaning and Disposal → Waste Disposal" in the Online Order System. No separate order is required for the waste disposal service covered by the flat-rate waste disposal fee.

6.1.1.3 Production waste

Production waste must be registered in the Online Order System in the category "Cleaning and Disposal → Waste Disposal", stating the material and quantity.

6.1.1.4 Stand components

During the assembly and dismantling of the stand, materials such as wood and cardboard e.g. wood and cardboard packaging, are only to be disposed of in the containers ordered for this purpose and marked accordingly. Appropriate orders can be placed in the category "Cleaning and Disposal → Waste Disposal" in the Online Order System. Only PE or PP adhesive tapes are permitted when laying carpeting and covering foils.

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. This waste disposal service is based on the waste disposal notification of the trade fair company. With the exception of the waste disposal service covered by the flat-rate waste disposal fee, all other waste disposal services are invoiced via waste disposal notifications stating material and quantity details. 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.

Upon request, Messe Düsseldorf employees can confirm that the exhibitor has left the stand area in an orderly manner.

7.1.2 Waste disposal

Any waste that occurs during assembly or dismantling and any special waste can be disposed of by Messe Düsseldorf against payment of a charge (see No. 6). The relevant orders can be placed via "Waste Disposal" in the Online Order System.

7.1.2 Waste disposal

Waste and hazardous waste generated during assembly and dismantling as well as during the trade fair period can be disposed of by the trade fair company at a charge following a separate order - provided this is not part of the waste disposal service covered by the flat rate for the trade fair period (see No. 6); orders to this effect are required and possible in the Online Order System in the category "Cleaning and Disposal → Waste Disposal".