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**Please note:**

Your orders can only be executed if you **fill in your address**, stand number and **denomination of the event**.  
For various orders we need the exact measurements. Please use the relative **sketch pages (e.g. 2a, 3a etc)**.

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# Technical Guidelines

## 1. Introduction

Messe Friedrichshafen GmbH (MFN) has drawn up regulations applying to all events, with the purpose of giving all exhibitors/organizers the best possible standard of facilities for presenting their exhibits and appealing to their visitors and enquirers.

These Regulations are mandatory for all exhibitors and organizers.

In the interests of exhibitors and visitors, the Regulations also include security regulations designed to ensure the highest degree of safety and reliability for the technical and presentational aspects of the event.

The regulations governing construction, fire protection and other safety regulations have been cleared with the relevant agencies of Friedrichshafen reserves the right to check compliance with these rules. In addition, all relevant legal regulations are to be observed in the version valid from time to time. The most important telephone numbers are indicated under item 7.

In the interest of all participants at the event, the holding of an event or the opening of an exhibition stand may be prohibited in the event that any existing defects have not been eliminated by the start of such event.

All rights are reserved for imposing further requirements regarding safety and stand construction where circumstances dictate.

Order forms for services are as a rule dispatched with notification of acceptance, these must be filled out and sent back before the deadline since MFN is unable to undertake responsibility for prompt and orderly performance in the event of late submission.

The organizer also reserves the right to impose a price surcharge on orders received late, in accordance with the details given in the service manual. Where required, additional circulars will be sent to notify exhibitors of further details relevant to the preparation and holding of the event.

These Technical Guidelines have been standardised in agreement with other trade exhibition companies in order to simplify the search for specific requirements for exhibitors and stand constructors.

The building law forms part of the law of the respective country. Construction legislation is governed by the law of the respective country (German regional states).

For this reason, and because of differences in construction circumstances, there are differences in the implementation provision at the individual fair sites. MFN also reserves the right to make further changes.

The German text shall be authentic.

### 1.1. General Regulations for Exhibition site of MFN

Police	110	(external)
Fire/First aid	112	(external)
First aid	0 75 41/708-109	(internal)

#### 1.1.1.

The exhibition site is private property. As the authorised user Messe Friedrichshafen GmbH, Neue Messe 1, D-88046 Friedrichshafen, Tel. +49-7541-708-0, together with the respective organisers, exercises domiciliary rights.

#### 1.1.2.

Visitors may only enter the grounds, including the buildings (with the exception of the administrative building) if they are in possession of a valid admission ticket. All other persons require a pass issued by MFN. The stay is limited to the times and to the buildings specified on the admission ticket or pass. The admission tickets must be retained while on the grounds. Persons who are not able to present a valid admission ticket or a pass issued by MFN can be expelled from the exhibition grounds.

#### 1.1.3.

Children under the age of 14 may only remain on the exhibition grounds if in the company of a parent or guardian.

Exceptions will only apply if specific notification is displayed at the ticket offices.

#### 1.1.4.

The facilities made available to visitors should be treated with due care. Visitors are not allowed onto any other facilities or installations, and may not operate such installations. Exhibition stands may only be stepped onto in the presence of the stand personnel.

### **1.1.5.**

Commercial photography or filming on the exhibition grounds or in the halls, especially of the items and objects being exhibited, is not permitted.

### **1.1.6.**

Vehicles may not be driven on the exhibition grounds unless a special permit has been granted.

### **1.1.7.**

Smoking may be prohibited within the halls or in individual rooms. Any such instructions must be complied with.

### **1.1.8.**

In accordance with the particular nature of the event a prohibition on bringing bags and similar receptacles into the event may be imposed. For safety reasons the contents of bags and similar receptacles and of items of clothing such as coats, jackets and capes as well as vehicles may be examined.

### **1.1.9.**

No weapons or things which can be used as weapons may be brought onto the grounds.

### **1.1.10.**

At closing time visitors to events must leave the event and the grounds.

### **1.1.11.**

The instructions of supervisory personnel must be complied with.

## **1.2. Opening times**

### **1.2.1. Stand erection and dismantling times**

During the general construction and dismantling periods work may be carried out in the halls and on the open air grounds between 7 a.m. and 10 p.m., unless in the case of a specific trade exhibition other times have been announced by the security service.

For reasons of general safety on the exhibition grounds, the halls and the entire exhibition grounds will be closed outside these times.

After the official end of dismantling period only final works are allowed within one's own exhibition area. The aisles have to be cleared at this time.

### **1.2.2. Duration of event**

For the duration of the event the halls will be opened one hour before the start of the exhibition and closed again one hour after the official closing time.

For individual cases, where valid reasons exist for exhibitors to be working on their stands, special written permission must be obtained from MFN.

## **2. Traffic in the exhibition grounds, escape routes, safety equipment**

### **2.1. Traffic regulations**

In order to ensure the smooth circulation of traffic during stand set-up erection/dismantling times and for the duration of the event, all rules relevant to the regulating and directing of traffic including any instructions given by staff responsible for this are strictly to be observed without exception.

The provisions of the Road Traffic Act (StVO) shall apply throughout the exhibition grounds and on car parks belonging to the Fair. The speed limit within the exhibition grounds is 10 kph.

Any unlawfully parked vehicles or trailers, or unlawfully placed containers, boxes or empty receptacles of any kind may be removed at the owner's expense and risk.

During the construction and dismantling periods only vans are allowed to enter the exhibition grounds – against a deposit. These vehicles have to be unloaded as soon as possible and to be removed from the exhibition grounds. The shutoff of truck and containers on the visitor's parking bays is not permitted. Cars are to be parked on the allocated parking areas. MFN reserves the right to make alterations.

During an event, parking on the MFN parking areas is subject to charge after prior ordering of a parking space (see order form 7).

Further deliveries during the event can be made against a deposit.

It is forbidden to stay overnight on the exhibition grounds, except the specifically designated caravan park on the East II parking area, and this only by arrangement with the exhibition administration.

### **2.2. Escape routes**

#### **2.2.1. Fire brigade access zones, hydrants**

Essential fire brigade access routes and free movement zones marked by no parking signs shall be kept free at all times.

Any vehicles parked or objects placed on access routes or safety zones may be removed at the owner's cost and risk.

Hydrants inside the exhibition halls and in open-air areas may not be obstructed, obscured or made inaccessible.

#### **2.2.2. Emergency exits, escape exits, hall entrances**

Escape and rescue routes are to be kept free at all times. Any doors situated on such routes must be easy to open from inside, opening over their full width.

Exit doors and emergency exits and any markings of these shall not be obstructed, built over, blocked, covered by hangings or otherwise rendered unrecognisable.

The escape and rescue routes in the halls may not at any time be restricted by objects placed in the route or projecting into the route. MFN is entitled in case of violation of the above to remedy the situation at the risk and expense of the owner.

Such materials as are needed for stand construction purposes and such exhibits as are to be set up on the stand immediately may during the stand set-up and dismantling periods be deposited on the perimeter of escape and rescue routes for a short time providing the route widths required for safety reasons are nevertheless observed and logistical necessities are given sufficient due consideration.

This is considered to be the case if a strip of a maximum width of 0.9 m along the stand perimeter adjoining the stand aisle is used for depositing the items concerned. Irrespective of the width of the hall aisle and the goods deposited, a minimum width of 1.2 m is to be kept clear as a mandatory requirement.

Escape routes accessing emergency exits and the hall aisle junction areas are excluded from this and must be kept clear to their full width at all times. Hall aisles may not be used as assembly/installation areas or as locations for setting up machinery (e.g. woodworking machines, work benches, etc.)

At the request of the MFN immediate clearance of all hall aisles can be demanded for logistical reasons (too).

### **2.3. Safety equipment**

Fire alarms, fire extinguishing equipment, smoke alarms, closing devices on hall doors and other safety equipment marked as such, together with the related markings and the green emergency exit signs, must at all times be easily accessible and visible; they may not be obstructed or made inaccessible.

### **2.4. Stand numbering**

All stands will be marked with stand numbers by the organizers.

### **2.5. Supervision**

MFN will be responsible for providing general supervision of the halls and the open air grounds for the duration of the exhibition. During construction and dismantling a general supervision is provided.

The organizer is entitled to implement any measures needed for carrying out checks and providing security cover. If security cover for the stand itself is required, the exhibitors themselves must organize this. Security officers to guard the stands may only be carried out by the security company designated by MFN (see order form 19).

### **2.6. Floor Load Limitations in Buildings**

There is a floor load limitation of 500kg per m<sup>2</sup> for the West and East Foyers as well as all areas between the halls. The use of fork lift and stacker trucks is strictly forbidden in these areas. Loads can only be transported by pneumatic floor conveyor trucks. A floor plan of the limited load areas is available upon request or under

[www.messe-friedrichshafen.com/floorloading](http://www.messe-friedrichshafen.com/floorloading)

### **2.7 Evacuation in case of emergency**

The closure of rooms and buildings and the evacuation of any persons herein can be ordered by MFN for reasons of safety and security. The costs resulted by an emergency clearing or failures are not refunded.

## **3. Technical data and equipment of halls and the open air grounds/spaces**

### **3.1. Technical details of the halls**

Technical details of the halls is available upon request or under [www.messe-friedrichshafen.com/technical\\_details](http://www.messe-friedrichshafen.com/technical_details)

#### **3.1.1. General lighting, power supply, voltages**

With switched on general lighting the middle density of light in the halls are approx. 300 luxes.

Available types of current and voltages on the exhibition grounds:

AC 230 volts (+6%/-10%)/50 Hz.

Three-phase 3x400 volts (+6%/-10%)/50 Hz.

Tolerance values according to DIN EN 160

Type of supply: TN-CS-network. Tolerances in accordance with DIN EN 50160.

#### **3.1.2. Compressed air, electricity and water supplies**

The supplies of compressed air (see order form 5/5a), electricity (see order form 2/2a) and water (see order form 3/3a) to the stand are predominantly obtained from the ducts in the hall floors respectively through connection units in the hall floors.

#### **3.1.3. Communication facilities**

Internet, Telephone, Telefax and data connections to the stands are ordered from MFN who then advise Neuschwender (see order form 6/6a).

Aerial connections are installed in some halls. In case it is necessary to install aerials on the hall roofs approval by MFN is required.

The exhibition centre (all halls, West and East Foyers) has W-LAN connections (order form 23+24).

Dear exhibitor please note: Use of personal WLAN-net is prohibited in order to ensure interference-free function of the Messe Friedrichshafen WLAN system (exception possible after consultation with project management). Messe Friedrichshafen has the right to have WLAN nets turned off in case of non-compliance.

#### **3.1.4. Sprinklers**

Not available.

#### **3.1.5. Heating, ventilation**

There is warm air heating and a ventilation system in halls A1-A7 and B1-B5.

#### **3.1.6. Failures**

Any failures in technical supplies shall be notified immediately to Fair management. MFN accepts no liability for any losses or damage caused by such failures/interruptions.

### **3.2. Open air grounds/spaces**

The open air grounds consist of gravel with the required slope for rainwater disposal. The site has general street lighting during the night.

The necessary connection points for services are provided to a limited extent. Possible water supplies or sewage pipes have to be agreed upon with MFN in any case before planning.

The traffic areas are cleaned, kept free of snow and gritted by MFN. Parking lots will not be cleared (limited winter services).

## 4. Exhibition stand construction regulations

### 4.1. Stand construction safety

Stands, including all equipment and exhibits and advertising matter are to be constructed with such stability as to pose no danger to public safety and order, and in particular to life and health. The exhibitor is responsible for structural safety and if necessary has to provide proof of this.

Upright structural elements and/or special constructions (e.g. free-standing walls, tall exhibits, tall decorative elements) that can topple over must at least be capable of withstanding a distributed load impacting horizontally  $q_h$  as follows:

$q_{h1} = 0.125 \text{ kN/m}^2$  up to a height of 4 m above the upper edge of the floor

$q_{h2} = 0.063 \text{ kN/m}^2$  for all areas with a height in excess of 4 m above the upper edge of the floor, whereby the relevant area is the exposed area concerned.

Verification of compliance produced in respect of the above is to be presented at the request of the fair company. Non-compliance in this respect is possible in justified individual cases whereby such non-compliance must be precisely verified and documented.

MFN reserves the right in justified cases to have stand safety verified on site by a qualified structural engineer with the costs incurred payable by the exhibitor.

### 4.2. Approval of stand construction

On the assumption that the technical regulations have been observed in the design and construction of the stand, there is no requirement for submission of drawings for approval in respect of a single storey structure up to 3.00 m high (see also item 4.3).

If requested by exhibitors MFN can arrange for the stand construction plans (submitted in duplicate) to be checked.

All other stand structures, mobile stands, special structures and constructions as well as mobile constructions require approval.

#### 4.2.1. Examination and acceptance of structures requiring approval

Scaled plans of stands, to a scale of at least 1: 100, showing the layout and elevations, must be submitted in duplicate to MFN for approval by the deadline indicated by MFN.

Following examination, one copy of the stand plans will be returned to the exhibitor/stand constructor endorsed as approved.

For the approval of:

- two-floor buildings
- cinema or other kinds of auditoriums
- outdoor buildings
- special structures

the following documents in German (in duplicate) are required at least 6 weeks prior to the start of the event to MFN:

- a) structural calculations complying with German standards verified by a second independent structural engineer or verified by same with German standards
- b) Building specification

c) Stand construction drawings on a scale of 1: 100 (ground plans, elevations, sectional views), larger-scale drawings of design details

d) Rescue route plan with verification of the length and width of the relevant rescue routes

e) On submission of a duly stamped official inspection logbook/a type qualification, the above items a), b), c) shall not be required.

The exhibitor/stand constructor will be invoiced for the costs of the approval procedure.

#### 4.2.2. Vehicles and containers (see also 4.4.1.2.)

Vehicles and containers used as stands in the halls require official approval.

#### 4.2.3. Changes to non-authorized stand components

Stand structures which are not authorized or do not conform to the Technical Guidelines or the law must be altered or removed. In the event that this is not done within the deadlines specified, MFN is entitled to have changes made at the expense and risk of the exhibitor.

#### 4.2.4. Extent of liability

To the extent that the exhibitor or the stand-builder he appoints does not comply with the above stand construction regulations, he is liable for any damage resulting from violation of these regulations.

Moreover, the exhibitor or the stand-builder he appoints agrees to exempt the MFN from all claims by third parties that may be asserted due to violation of the above stand construction regulations.

### 4.3. Construction heights

The standard height of stand constructions is 3.00 m above the surface of the floor. If this standard height is to be exceeded due to suspended items, advertising elements or for optical adjustment layout, a sketch has to be submitted to MFN for approval.

In case of stands in rows, at the corner or at the head it is not allowed to exceed the standard height at the booth border. Exhibits are not subject to this regulation.

### 4.4. Fire protection and safety regulations

#### 4.4.1. Fire protection

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

Easily flammable materials which cause flaming droplets when burning or which generate toxic gas, for example polystyrene foam (styrofoam) or similar material may not be used. In certain cases, for loadbearing constructions, special requirements may be imposed (i.e. not inflammable).

Decoration material must conform to minimum B 1 (i.e. they must be flame retardent) according to DIN 4102 or shall comply with EN 13501-1 and be at least Class C (C-s3, d0-d2), i.a. flame-resistant.

#### The following materials are prohibited

- bales of straw (except for impact protection), hay, straw, bark mulch, turf, unplanned wood
- rescue foil under cars (Tuning World)
- cut trees or bushes
- flammable decorations on flowerpots

- paper tablecloths or coverings with similarly flammable properties on sales stands.

#### **The following materials are permitted**

- unplanned wood with fire protection coating
- deciduous and coniferous woods or bushes with damp root clumps
- straw mats with fire protection coating
- highly flame-resistant foils under cars

Where wood chips are used, the following rules apply:

- may not be accessible to visitors and may only be used as an underlay for exhibits and in a raised enclosure (e.g. wooden beam)
- material must be kept damp constantly or must be treated with a fire protection coating
- area of max. 10% of the stand area, and max. 10 sqm per individual area

**Cable attachments made from synthetic material may not be used on elements which are of static importance.**

#### **4.4.1.2. Display of motor vehicles**

Vehicles powered by combustion engines may only be exhibited within the halls upon authorization and if the fuel tank is full. The fuel tank must be locked.

Depending on the event concerned and the location of the exhibit at the venue, further safety measures may be required such as the inertization of the fuel tank, the disconnection of the batteries and/or the deployment of security guards.

For vehicles with alternative drive systems e.g. electric or hybrid drives, the drive batteries are to be isolated from the drive via a safety disconnect switch (master switch). For vehicles with gas drives, the pressure tank must have been emptied and depressurized.

#### **4.4.1.3. Explosive hazard substances, ammunition**

Explosive substances are regulated by the Act on Explosives (Sprengstoffgesetz) in its current amendment and may not be displayed at trade fairs or exhibitions. This also applies to ammunition as defined by the Weapons Act (Waffengesetz).

#### **4.4.1.4. Pyrotechnical displays**

Pyrotechnical displays require official authorization and the intended special pyrotechnical effects must be approved by MFN.

#### **4.4.1.5. Balloons**

Use of balloons is prohibited (no matter which type of filling is being used) within the halls as well as on the open air grounds (possibility of setting off fire alarm - close vicinity to the airport).

#### **4.4.1.6. Flying objects**

Use of flying objects is prohibited (no matter which type of filling is being used) within the halls as well as on the open air grounds (possibility of setting off fire alarm - close vicinity to the airport). Exceptions must be previously approved in writing by MFN.

#### **4.4.1.7. Artificial mist/smoke**

The agreement of MFN is imperative before using smoke machines and is chargeable.

#### **4.4.1.8. Ashbins, Ashtrays**

In all closed rooms a "non-smoking" order exists. Smoker zones are designated.

Where smoking has not been expressly banned on the stand or parts thereof, arrangements must be made to provide an adequate number of ashbins or ashtrays of non-inflammable material and to empty these at regular intervals.

#### **4.4.1.9. Refuse, recyclables, waste containers**

No bins of inflammable materials for waste and recyclable materials may be located on stands. These containers located on stands must be emptied regularly at the latest each evening after closing time. In the event of accumulation of larger quantities of inflammable materials, disposal is to be effected several times a day (see order form 8). Please also see „Special guide-lines" of stand admittance, if applicable.

#### **4.4.1.10. Spray guns, solvents**

Neither the use of spray guns nor that of substances and paints containing solvents is permitted.

#### **4.4.1.11. Rotary cutters and work using naked flame**

A written application for welding, cutting, soldering, melting, grinding and other forms of work that pose a fire risk must be submitted to MFN. MFN will issue approval for such work together with the authorisation certificate. When carrying out such work the surrounding area must be effectively screened to eliminate any risk. A means of extinguishing fires must be kept ready in the immediate vicinity. There is a presence duty of 3 hours after the end of the works.

#### **4.4.1.12. Empty containers, packaging/ Storage**

It is prohibited to store empty containers, packaging, etc. of any kind on or off the stand in the hall. Any such materials accumulating are to be disposed of without delay. Empty packaging can be stored subject to charge through the exhibition forwarder (see order form 20).

MFN is entitled to remove at the expense and risk of the exhibitor any empty containers, packaging, etc. stored on the stand in violation of the regulations.

#### **4.4.1.13. Fire extinguisher**

In special cases appropriate fire extinguishers may be required at the stand.

#### **4.4.2. Glass and acrylic glass**

Only glass suitable for a specified purpose may be used. For designs and/or constructions only compound safety glass may be used. For instruction leaflet „use of glass/acrylic glass at trade fairs and exhibitions" see [www.messe-friedrichshafen.com/glas-acryl](http://www.messe-friedrichshafen.com/glas-acryl). Edges of panes of glass must be worked or protected in such a way as to eliminate any risk of injury.

Parts made entirely of glass and placed at eye level, must be marked!

### **4.5. Exits, escape routes, doors**

#### **4.5.1. Exits, escape routes**

The distance between any point on an exhibition area and an exhibition hall aisle shall not exceed 20 m walking distance.

Lounges with more than 100 m<sup>2</sup> floor area must each have at least two as far apart and at opposite ends outputs to the



escape and rescue routes. Number and clear width of escape routes (exits, stairways, corridors) must be provided at least as follows:

- To 100 m<sup>2</sup>  
1 rescue, 0.90 m wide
- More than 100 m<sup>2</sup> and 200 m<sup>2</sup> to  
2 escape routes, each 0.90 m wide
- More than 200 m<sup>2</sup> and 400 m<sup>2</sup> with  
2 escape routes, each 1.20 m wide.

The escape routes are to be marked according to ASR A1.3.

#### **4.5.2. Doors**

Swinging, revolving, code-operated and sliding doors and other access barriers in escape and rescue routes is possible with existing building regulations approval.

#### **4.6. Platforms, ladders, stairs, catwalks**

Generally accessible walkways and other such areas which are directly adjacent to areas that are more than 0.20 m lower must be surrounded by parapets. These must be at least 1.10 m high. At least one upper rail, one middle rail and one lower rail must be provided (possible exceptions have to be approved by MFN).

Static proof must be supplied for platforms. In accordance with use, the structure must be designed to take a load of at least 3.0 kN/sqm in accordance with DIN EN 1991-1-1/NA in conjunction with the National Annex, Tab. 6.1 DE [cat. C1].

Single-step platforms may not exceed 0.20 m in height. Ladders, ramps and raised walkways must comply with accident prevention regulations.

The distance between their members shall in a direction not more than 0.12 m (MVStättVO §11, section 2, see also 4.9.6).

#### **4.7. Stand design**

##### **4.7.1. Stand appearance**

The exhibitor is responsible for stand design. Typical exhibition criteria of the relevant event are to be complied with.

Walls adjoining visitor aisles should be made visually interesting by the incorporation of showcases, niches, displays, etc. They must not exceed a height of 3.00 m.

The rear sides of stands adjoining neighbouring stands are to be kept neutral (white) in order to avoid impairing the appearance of the given neighbouring stand (see item 4.3).

Products manufactured by way of the exploitative employment of child labour as defined under the provisions set out in ILO Convention 182 may not be used for the construction or equipping of the stand.

##### **4.7.2. Verification of area rented**

The space rented is marked out by MFN. Dimensional discrepancies up to 0.10 m compared to the submitted stand layout can occur.

Every exhibitor is required to find out on the spot about stand location, dimensions and any fittings such as buttresses, electrical connection boxes, water supplies, sewage distributors, fire alarms etc.

The boundaries of the stand must be strictly observed.

##### **4.7.3. Alteration of building substance**

Hall substance and technical equipment must not be damaged, soiled or altered in any way, e.g. by drilling or the use of nails or screws.

Nor is painting, papering or the use of glue permitted.

Neither hall substance nor equipment may be exposed to any load from stand superstructures or exhibits. Hall pillars/ supports may be utilised within stands, provided that no damage is caused and that the permitted height is not exceeded.

##### **4.7.4. Hall floors**

Carpets and other floor coverings measures must be taken in all edges with the subsoil. These carpets and floor coverings may not extend beyond the boundaries of the stand.

All floor coverings must meet requirements according to treacly inflammable DIN 4102 or of EN 135101-1. Carpets with a foam back are not permitted.

All used material must be removed completely without leaving residues. Substances such as oil, grease, paint and such like, must be removed from floor immediately. Adhesive tape, any remains of adhesive tape or even floor covering attached to the floor which has not been (or can not be) completely removed within the disassembly time limit, will be removed with costs which will be invoiced to the instigator.

Hall floors may never be painted nor may carpets be glued to it completely. It is required to use fabric adhesive tapes with PE/PP-glue, non-toxic solvents.

Working with sand, soil or similar can only be done with prior approval of MFN. Soiling by sand and earth is removed to loads of the cause. The service ducts in the hall floors are to be covered.

Anchor points and attachments in the hall floor e.g. in the case of two-floor stands, have to be approved by MFN.

##### **4.7.5. Suspension of objects from hall ceilings**

Lightweight ceilings, advertising material, banners, lighting appliances may be suspended from the hall ceilings using the technical facilities provided. This is not possible in each hall.

Items may be suspended from the hall ceilings only after submitting a stand layout to MFN.

The work must be carried out by MFN's appointed contractors and has to be ordered directly (order form 4/4a) (and item "suspensions" in the service index).

##### **4.7.6. Stand boundary partitions**

Partition walls (System walls, 2.50 m high, 1.00 m wide, consisting of synthetic-coated panels, 4-6 mm thick, bordered by an aluminium profile) marking the boundaries of a stand may be ordered with the corresponding order form 10 or 11 subject to a charge.

Walls of brown hardboard from MFN are available under the following conditions:

- An optical treatment (wall papering or covering with cloth) is required. Only water soluble paste may be used to hang wallpaper. The wallpaper must be removed before leaving the stand.
- In order to ensure the stability of the partitions marking the boundaries of the stand, supporting walls are absolutely

necessary in special cases (walls as 3 m length as of 5 m length). They are subject to charges, too, and may only be removed by MFN. In case the exhibitor or a representative removes the supporting walls required for safety and stability, he is fully responsible for any damage arising thereby.

– In the case of building a system stand e.g. a prefabricated stand, the installation of these walls is not required. Further regulations can be taken from the special conditions for participation.

– Any type of damage arising from shooting staples into the walls, cuts and drillholes, nails etc. requires the repair of the wall elements.

– Adhesive tapes have to be removed without residue and without damage to the coating. The costs are to be borne by the exhibitor.

#### **4.7.7. Advertising materials/presentations**

Lettering referring to the stand or exhibits, company or brand logos must not exceed the prescribed construction height.

They should contribute towards a harmonious overall impression.

Presentations, optical, slowly moving or acoustic forms of advertising are permitted, as is the reproduction of music, provided they do not cause annoyance to adjoining stands, to congestion in the aisles or drown out announcements by the exhibition authorities in the halls. The volume must not exceed 70 dB(A) at the boundaries of the stand.

Exhibitors are only permitted to distribute printed matter and to conduct advertising only at their own stands.

#### **4.7.8. Accessibility**

In the design of the stands should be paid to accessibility. Stands and their institutions should be accessible and usable for people with disabilities without assistance.

#### **4.8. Open air grounds**

As well as the exhibition halls, MFN also has open air grounds at its disposal. Without exception, approval must be obtained for mobile constructions such as marquees, pavilions etc., even if only erected temporarily.

#### **4.9. Two-floor structures**

##### **4.9.1. Application**

The erection of two-floor structures is only possible subject to the agreement of MFN. Enquiries have to be made together with stand application.

##### **4.9.2. Regulations on building over stand area, safety gaps and height of rooms in stands**

Maximum height of overlying structures is 6.00 m – depending on height of hall and should be confirmed with the MFN.

Headroom (interior rooms) of at least 2.30 m in two-floor structures are mandatory.

Stand structures adjoining neighbouring stands must be kept neutral above a height of 2.50 m (refer to 4.3.).

##### **4.9.3 Loads/acceptable loads**

The floor of the upper storey of a two-floor stand within an exhibition hall must be able to withstand a perpendicular

working load and comply with DIN EN 1991-1-1/NA in conjunction with the National Annex, Tab. 6.1 DE [cat. C1] as follows:

If the storey is used in an unrestricted manner by trade visitors or stand staff for meetings and customer service purposes i.e. it is furnished with tables and chairs in a free arrangement or in the form of separate meeting offices, it must withstand a working load [cat. C]:  $q=3,0$  kN/sqm.

In case of unrestricted use as a freely accessible exhibition and assembly area or sales room with or without rows of chairs, the floor of the upper storey must be able to withstand a working load [from cat. C3]:  $q = 5,0$  kN/sqm. To provide two-storey exhibition stand or platforms with sufficient longitudinal/lateral stability, the top floor must be able to withstand a horizontal load of  $H=q/20$  ( $q =$  perpendicular working load). Parapets and banisters must be able to EN 1991-1-1 / NA, in conjunction with the National Annex, Table 6.12 DE a horizontal working load [in areas of the cat. C1-C4] to  $q$  1,0 kN/m at support mounting level in accordance with DIN 1055-3, table 7.

Other freestanding wall elements/stand construction elements higher than 4 metres must be verifiably able to withstand a horizontal load of 0,125 kN/sqm (hall draught) or 1/100 of their own weight at midwall level if sufficient stability and tilt resistance of the base mounting is to be achieved. Proof is required that the permitted loading capacity of the hall floor e.g. via individual supports is not exceeded (see section 3.1 Hall data).

Stands with a height of more than 4,00 metres must be structurally stable under an impact pressure of 0,125 kN/sqm (=hall draught).

##### **4.9.4. Escape routes, stairs**

On the upper floor of a two-floor exhibition stand the walking distance from any accessible point to the hall aisle may not exceed 20 m.

Number and clear width of escape routes (exits, stairways, corridors) must be provided at least as follows:

- To 100 m<sup>2</sup>  
1 rescue, 0.90 m wide
- More than 100 m<sup>2</sup> and 200 m<sup>2</sup> to  
2 escape routes, each 0.90 m wide
- More than 200 m<sup>2</sup> and 400 m<sup>2</sup> with  
2 escape routes, each 1.20 m wide.

If the upper floor area exceeds 100 m<sup>2</sup>, at least two stairways are required, the opposite should be arranged.

All stairways must conform to DIN 18065.

The steps may not exceed 0.19 m in height, the tread width should not be less than 0.26 m.

The clear width of necessary stairways shall not be more than 2.40 m. The clear height should be at least 2.00 m. Treads are closed execute. Spiral or solid newel staircases are not permitted.

Handrails must provide a secure grip and should be continuous. The lateral distance of the handrails from neighboring components must be at least 0.05 m.

#### 4.9.5. Building materials

For two-floor structures the load-bearing components, ceiling of ground floor and floor of the upper storey must be made of materials that are at least flame retardant and in accordance with DIN 4102 or EN 13501-1.

#### 4.9.6. Upper floor

Rooms in stand have to face hall. Exceptions have to be approved by MFN.

Should railings be required at the edge of the upper floor, a lip at least 0,05 m high is to be provided at the base of

these to prevent objects rolling away. Railings are to be executed in accordance with Sections 4.6 and 4.9.3.

In addition to fire extinguishers in the ground floor rooms there have to be additional ones on each stairway, placed in open view and easily accessible.

Additionally radio controlled fire alarms must be in use (available for rent). The amount of required radio controlled fire alarms will be determined in vote with the fire brigade by MFN after the stand plan has been submitted.

### 5. Technical safety regulations, technical rules, technical supplies

#### 5.1. General regulations

The exhibitor is responsible for operational safety and compliance with work safety and accident prevention regulations on his stand. Assembly and dismantling work may only be conducted in accordance with the relevant provisions set out in the labour and factory acts.

##### 5.1.1. Damage

At the conclusion of the event, any damage caused by the exhibitor or his employees on the exhibition grounds, in the buildings or to installations are immediately to announce and will be repaired by MFN at the exhibitor's expense.

#### 5.2. Use of tools and equipment

The use of devices that fire bolts is not permitted.

Woodworking equipment that is not fitted with sawdust extractors may not be used in the halls.

The use of cranes and forklift trucks is reserved for the contract forwarding agent of MFN (Schenker, order form 20).

Any working platform lift owned or rented by the exhibitor may only be operated by persons over 18 years of age with the relevant qualifications. The minimum qualification for this purpose must equate to that required by the employers' liability insurance directive DGUV-G 308/008. Proof of the existence of an operating permit, valid and adequate employers' liability insurance, al licence for operating in closed premises an atest certificate in accordance with relevant accident prevention regulations must be provided.

#### 5.3. Electrical installation

##### 5.3.1. Connections

Each stand requiring electrical power (up to 415 V) will be provided with one or more connection points as per order.

These connection points will be installed by MFN or its appointed contractors. The material mentioned in order form 2/2a is put at the exhibitor's disposal on rental basis. Orders should be made using the order form 2a and should be accompanied by a sketch of the layout showing the required position of the connections.

The power consumption is determined by means of calibrated meters in case of connection values from 7.0 kW on. If the connection value is under 7.0 kW the power consumption is determined and invoiced in a lump sum under consideration of the indicated consumption and a factor of simultaneity.

For safety reasons MFN reserves the right to cut off the power supply on the final day one hour after closing of the exhibition.

Further requirements have to be registered with MFN before the end of the event.

##### 5.3.2. Stand installation

After orders have been placed electrical installation work on the stand will be carried out by MFN or its appointed contractors.

The exhibitor may use his own electrical contractors or an approved specialist firm in accordance with regulations valid European regulations and current available technology to carry out installation work within the stand.

##### 5.3.3. Regulations on installation and operation

All electrical equipment must be installed and operated in accordance with the currently valid safety regulations of the Association of German Electrical Engineers (VDE).

In principle, the provisions of the standard series DIV VDE 0100 and in particular their supplementary parts 711-719, part 740, VDE 0128 or DIN EN 50107-1 and IEC 60364-7-711 apply. All final circuits and circuits for outlets with a rated current of  $\leq 32A$  in the institutions must (RCD) be protected by a rated differential current of  $I_{\Delta N} \leq 30mA$  with fault current protective devices. The proportion of high or low frequency interference to the mains, 61000-2-4 specified values must not exceed the in VDE 0160 and VDE 0838 (EN50 006) and EN.

Conductive components must be in the precautions intended to prevent indirect contact (stand earthing).

Generally, for exhibitions, the usual cables and cable types, such as NYM, NYY, H05RN, H07RN or approved based on their intended use with a minimum cross section of 1.5 mm<sup>2</sup> CU. Flexible cables (and flat cables) must not be laid unprotected against mechanical loads under floor coverings. For the establishment of lighting systems, the general requirements of DIN VDE 0100-599 and DIN VDE 0100-714 for outdoor lighting installations and for low voltage lighting systems DIN VDE 0100-715 apply. The existing electrical installation in the exhibition stand may only be put into operation for the event after inspection in accordance with DIN VDE 0100-600 by a qualified person, tested, measured and released. The results must be documented and kept on site and shall be presented upon request.

##### 5.3.4. Safety measures

As a special precaution, all heat-emitting electric appliances (hotplates, floodlights, transformers, etc.) are to be mounted on non-flammable, asbestos-free bases (see also 4.4.1.12).

Depending on the heat generated, an adequate distance is to be maintained from flammable materials. Light fittings may not be mounted on combustible decorations or the like.

### **5.3.5. Emergency lighting**

Additional emergency lighting in accordance with VDE 0100-718 is required for any stands where special construction renders the existing general emergency lighting system ineffective.

The system is to be designed to ensure that people can find their way to the general escape routes.

### **5.4. Water and waste water facilities**

Each stand to which water and waste water connections are to be made will be provided with one or more such connections. Water supply and sewage pipes can only be supplied by MFN or its appointed contractors.

Orders should be made using order form 3 and should be accompanied by a sketch of the layout (order form 3a) showing the required positions of the connections.

In all halls water and sewage installations can only be laid from the point of connection above the hall floor. The hydraulic pressure is 7 psi.

If there is no connection possibility for water and sewage on the rented stand area, MFN will clarify how and whether to facilitate a supply to the stand. In order to prevent from water damage the installed valve has to be closed before leaving the stand.

MFN is not liable for any damage arising from improper installation or use through the exhibitor or the stand constructor.

For safety reasons the water supply is normally cut off one hour after the close of the exhibition on the final day.

All installations on stands must comply with the relevant drinking water regulations valid at the given time such that any sustained reduction in the quality of drinking water due to the installation and operation of a water/waste water connections is ruled out.

### **5.5. Compressed air installations**

Each stand to which compressed air connections are to be made will be provided with one or more such connections.

Compressed air pipes can only be supplied by MFN or its appointed contractors.

Orders should be made using order form 5 and should be accompanied by a sketch of the layout (order form 5a) showing the required positions of the connections.

In all halls compressed air installations can be laid from the point of connection above the hall floor.

The quality of the air pressure orientates itself by the ISO norm in 8573-1 with a least pressure of 7.5 psi without aerial drying.

If there is no connection possibility for compressed air on the rented stand area, MFN will clarify how and whether a care of the booth/stand can be allowed.

In order to prevent damage the installed valve has to be closed before leaving the stand.

MFN is not liable for any damage arising from improper installation or use through the exhibitor or the stand constructor.

For safety reasons the compressed air is normally cut off one hour after the close of the exhibition on the final day.

### **5.5.1. Gas installations**

Gas installations are not possible in any of the halls.

### **5.6. Machines, pressure vessels, exhaust gas units**

#### **5.6.1. Machine noise**

In the interests of other exhibitors the operation of noisy machinery and appliances should be kept to a minimum.

Noise levels at the boundaries of the stand must not exceed 70 dB(A).

#### **5.6.2 Equipment and medical products**

##### **5.6.2.1 Exhibition and distribution of products**

Manufacturers, importers and distributors may only exhibit and distribute products which comply with the requirements of the currently valid European product safety regulations.

##### **5.6.2.2 Safety devices**

All protective devices must be in place when machinery and apparatus are being operated.

Non-transparent protective devices may be replaced by a secure cover made of organic glass or some other similar, transparent material. If equipment is not being operated and separated from energy supply the protective devices may be removed in order to show visitors the type of construction and design of the parts otherwise covered. Such protective devices must be placed next to the machine where they can be clearly seen.

During presentations the necessary precautions to protect persons have to be taken by the stand personnel.

##### **5.6.2.3. Ban on the operation**

MFN is entitled at any time to prohibit the use of machinery, apparatus and appliances if, in its opinion, operation might present a material or personal risk.

#### **5.6.3. Pressure vessels**

##### **5.6.3.1. Acceptance certificate**

Pressure vessels may only be operated at the stand if the tests required by the Operating Safety Directive (BetSichV) have been carried out.

Test certificates issued for this purpose shall be kept at the place of installation of the pressure vessel, and shall be presented to the responsible supervisory authority on request.

##### **5.6.3.2. Testing**

Certification on structural/water pressure testing is not sufficient in itself. This also applies to hired vessels or those manufactured abroad.

Pressure vessels subject to testing and notified four weeks before the start of the fair may be tested up to one day before opening of the event on production of a certificate on structural/water pressure testing and provided that a fitter has been engaged for present on the stand.

#### **5.6.4. Exhaust gases and vapours**

Combustible vapours and gases emitted by exhibits or appliances and representing a health hazard and/or nuisance to the general public may not be discharged into the halls.

They must be discharged into the open through suitable piping as provided for in the Federal Emissions Act (Bundesimmissionsschutzgesetz BImSchG).

#### **5.6.5. Exhaust gas systems**

When operating grills, ovens etc., and when preparing meals on open fire the installation of smoke and vapour outlets is required. Unhealthy steam or gases or those that irritate the general public are to be drawn off into the open air as per official regulations. Waste gas extractor hoods and their devices are to be constructed and installed as such that an outlet of steams and gases will be guaranteed.

All necessary installations, e.g. hoods, pipes, ventilators are to be made of non-inflammable material and to be fastened safely.

### **5.7. Use compressed gases, liquid gases and combustible liquids**

#### **5.7.1. Compressed/liquid gas appliances**

It is strictly prohibited to store or use compressed/liquid gases in the halls and exhibition grounds without written permission from MFN.

##### **5.7.1.1. Application for permission for use of pressure gas flasks/cylinders**

Where liquid gas or other combustible gas in pressure gas flasks/cylinders are to be used for presenting exhibits, written permission must be obtained in accordance with MFN to the "Bauordnungsamt BOA" on time (see item 7.).

Compressed gas flasks/cylinders shall be protected against impact, from falling over, from unauthorised use and from heating up, in accordance with the relevant regulations.

##### **5.7.1.2. Use of liquid gas**

Use of liquid gas is prohibited! For exceptions written permission must be obtained from the „Bauordnungsamt BOA" in good time.

##### **5.7.1.3. Installation and operation**

In installing and operating liquid gas equipment, it is essential to observe the „Technical Rules for Liquid Gas" (TRF 88) published by the DVGW (Deutscher Verein des Gas- und Wasserfaches e.V.) and DVFG (Deutscher Verband Flüssiggase e.V.) together with the „Regulations for the Use of Liquid Gas" ZH 1/455 (Publisher: Hauptverband der gewerblichen Berufsgenossenschaften).

#### **5.7.2. Flammable liquids**

##### **5.7.2.1. Storage and use**

The storage and use of inflammable liquids (see German "Richtlinie 67/548/EWG für flüssige Stoffe") is prohibited in the exhibition halls and on the grounds is not permitted without written approval.

Approval for the storage and use of flammable liquids can only be issued for the operation or demonstration of exhibits obtained in accordance with MFN to the "BOA" and the fire brigade on time. Dummies are to be used for advertising and decoration purposes.

### **5.8. Asbestos and other dangerous substances**

Usage of material or products containing asbestos and/or other dangerous substances is prohibited. This is based on the law protection from dangerous substances. The latest issue (ChemGesetz) BGB 1, Part 1, Page 1703 is applicable in combination with the chemical prohibition decree (ChemVerbotsV) and the decree regarding dangerous substances (GefStoffV).

### **5.9. Film, photography and television and other forms of presentation**

Auditoriums for more than 50 persons must be provided with at least two exits directly adjacent to the hall aisles. These exits should be as far away from each other as possible. Special approval must be obtained for auditoriums seating more than 200 people (see item 4.2.1).

### **5.10. Protection against radiation**

#### **5.10.1. Radioactive substances**

The handling of radioactive substances is subject to granting of a permit, and must also be cleared with MFN on time. Application for permission under the Radiation Protection Ordinance may be applied for to the responsible authority and must be submitted to MFN at least six weeks prior to the opening of the trade fair. Where authorization already covered for handling radioactive substances within the exhibition grounds.

#### **5.10.2. X-ray units and stray radiation sources**

The operation of X-ray units and stray radiation sources is subject to permission and/or prior notification in accordance with Arts. 3, 4, 5, 8 of the RöV. The responsible authority for the event location MFN is Regierungspräsidium Tübingen, to which application is to be made - in triplicate - at least four week prior to the start of the event.

#### **5.10.3. Laser systems**

Agreement of MFN has to be obtained for the operation of laser installations.

Operation of Laser systems requires a permit and must be cleared with MFN. The operation of laser systems must be notified to the relevant supervisory agency, pursuant to Art. 6 of the Accident Prevention Regulations "Laser radiation" - BGV B2.

Notification is to be accompanied by a written appointment of a locally-based radiation protection expert.

The authority responsible for industrial health and safety is Regierungspräsidium Tübingen.

### **5.11. High frequency equipment, radio systems, electromagnetic compatibility and harmonics**

To ensure uniform frequencies and to eliminate mutual interference between the various system wherever possible, the approval of the Federal Networks Agency and the agreement of MFN must be obtained by operators of high frequency equipment and radio systems. Operation of RF equipment and radio installations will only be allowed provided that these conform to the stipulations of the Telecommunications Act and the Electromagnetic Compatibility Act (EMVG) as set out in the German Official Journal I.

If exhibits or stand decorations are used that involve the creation of electrical, magnetic or electromagnetic fields, the stipulations of the 26th Regulation on the Implementation of the German Anti-Pollution Law must be observed.

The electrical installations used in exhibits and stands must be carried out in such a way as to avoid residual current in the power supply to the exhibition grounds caused by unacceptable levels of harmonics (see also section 5.3.3).

#### **5.12. Cranes, forklift trucks, empty packaging**

For safety and control reasons the use of cranes, driver operated stacker trucks or similar transportation vehicles for loading and offloading as well as construction and dismantling is only permitted to MFN's contractual forwarding agent.

The General German Conditions for Forwarding Agents (Allgemeine Deutsche Spediteurbedingungen – ADSp) – latest amendment as well as the forwarder's rates for exhibitions and exhibitions in Friedrichshafen are applicable.

The liability of MFN's contractual forwarder ends with the offloading of the goods at the stand or at any other allocated place in the hall, even if the exhibitor or his representative is not present. This also applies to the project manager of a guest exhibition or his representative.

The required services can be ordered as per corresponding order form 20.

MFN accepts no liability for any risks arising from activities of the forwarding company. Storage of empty packaging of any kind at the stands is not permitted. Any empty packaging must be immediately transported, by the appointed forwarding company, to the appropriate storage facility for empty packaging.

#### **5.13. Musical reproduction**

Under the terms of the Copyright Law, § 15 Urheberrechtsgesetz (BGBI. 1) in its current amendment, the reproduction of music of all kinds require the approval of Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (GEMA). Failure to register the reproduction of music may result in claims for damages by GEMA. (§ 97 Urheberrechtsgesetz).

#### **5.14. Beverage dispensing systems**

The regulation on facilities for dispensing drinks (Verordnung über Getränkeanlagen, BGB 1) in its current amendment must be complied with when setting up and operating facilities for dispensing drinks on the stand. Information can be obtained from the appropriate authorities, Landratsamt Bodenseekreis Veterinärämter, Albrechtstrasse 67, D-88045 Friedrichshafen.

#### **5.15. Food inspection**

Distribution of samples for immediate consumption on the spot and likewise sales of food and drink must conform to the legal provisions and especially to those of the Food Hygiene Ordinance. For any further enquiries, please contact Landratsamt Bodenseekreis Veterinärämter, Albrechtstrasse 67, D-88045 Friedrichshafen.

## **6. Environmental protection**

MFN is committed to pro-active environmental protection. As the contractual partner of MFN the exhibitor is obliged to ensure that all his contractors (e.g. stand builders) observe the regulations and instructions concerning environmental protection in a binding manner.

### **6.1. Waste management**

The following rules are based on the instructions in the Recycling and Waste Management Act (KrW/AbfG), on the related regulations and ordinances on implementation, and on „country laws“ and „local government bye-laws“.

The exhibitor is responsible for the proper and environmentally acceptable disposal of all waste that he produces during the fair and during erection and dismantling of the stand. The exhibitor is considered to be the party generating such waste.

The technical aspects of disposal for recycling and destruction are the responsibility of MFN and its designated contractors.

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

The principles of recycling law lay emphasis on avoiding waste at exhibition/fair centres.

Exhibitors and their contractors are required to make a positive contribution to achieving this aim at all stages of the event.

This goal must be pursued from the planning stage onwards and in coordination among all those involved. Recyclable materials and/or those least harmful to the environment are generally to be used for construction and running of the stand.

Any materials left behind will be disposed of without verification of their value and at the exhibitor's expense, a higher charge being payable.

The waste disposal can be ordered with order form 8.

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

The exhibitor and his contractors (e.g. stand builders) are obliged to notify MFN of any waste that on account of its nature, properties or quantity represents a particular threat to health, the atmosphere or the water, or is explosive or combustible (e.g. batteries, lacquers/ varnishes, solvents, lubricants, paints, etc.) and to arrange for its proper disposal by the designated contractors.

#### **6.1.3. Unnecessary waste**

No materials or waste with no bearing on the period of the event or stand assembly/disassembly may be brought into the MFN exhibition grounds.

### **6.2. Water, sewage and soil conservation**

#### **6.2.1. Oil and grease separators**

Discharges into the water network may not exceed the pollutant level deemed normal for households.

Where water containing oil or grease above such normal levels is to be disposed of, oil/grease separators are to be used.

These must comply with generally accepted technical standards.

Mobile catering units are to ensure that fats and oils are collected separately and taken to the appropriate disposal point.

### 6.2.2. Cleaning / cleaning agents

All cleaning work is to be done using biologically degradable products. Cleaning agents containing an agent that poses health risks may only be used in exceptional cases and as laid down in the regulations.

Materials used for work (brushes, buckets etc.) may not be cleaned in the hall toilets and washrooms. There are separate areas with water for this purpose.

### 6.3. Environmental pollution

Any environmental damage or pollution (e.g., by petrol, oil, solvents, paints) is to be reported immediately to MFN.

Damage is eliminated by MFN at the expense of the exhibitor.

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## 7. Important addresses, telephone and fax numbers

### Fire protection, pressurised containers

Stadtverwaltung Friedrichshafen, Bauordnungsamt,  
Technisches Rathaus,  
Charlottenstr. 12, D-88045 Friedrichshafen  
Tel.: ++49 (0)7541-2034710, Fax: ++49 (0) 7541-20384710

### Mobile constructions, stands etc.

Stadtverwaltung Friedrichshafen, Technisches Rathaus,  
Charlottenstr. 12, D-88045 Friedrichshafen  
Tel.: ++49 (0)7541-2034710, Fax: ++49 (0) 7541-20384710

### 2 floor construction and special construction accord.

#### 4.2.1. approval

Messe Friedrichshafen GmbH  
Abt. Technik/Logistik & Service  
Neue Messe 1, D-88046 Friedrichshafen  
Tel.: ++49 (0)7541-708-0, Fax: ++49 (0) 7541-708-110

### Safety of equipment

Regierungspräsidium Tübingen,  
Konrad-Adenauer-Str. 20, D-72072 Tübingen  
Tel.: ++49 (0) 7071-757- 0, Fax: ++49 (0) 7071-3190

### Pyrotechnics

Regierungspräsidium Tübingen,  
Konrad-Adenauer-Str. 20, D-72072 Tübingen  
Tel.: ++49 (0) 7071-757- 0, Fax: ++49 (0) 7071-3190

### Facilities for dispensing drinks

Landratsamt Bodenseekreis Veterinäramt  
Glärnischstr. 1-3, D-88045 Friedrichshafen  
Tel.: ++49 (0)7541-204-5177, Fax: ++49 (0)7541-204-5555  
vet@Bodenseekreis.de

### High frequency equipment, radio installations, electromagnetic compatibility and harmonics

Regierungspräsidium Tübingen,  
Konrad-Adenauer-Str. 20, D-72072 Tübingen  
Tel.: ++49 (0) 7071-757- 0, Fax: ++49 (0) 7071-3190

### Medical equipment

Regierungspräsidium Tübingen,  
Konrad-Adenauer-Str. 20, D-72072 Tübingen  
Tel.: ++49 (0) 7071-757- 0, Fax: ++49 (0) 7071-3190

### Laser installations

Regierungspräsidium Tübingen,  
Konrad-Adenauer-Str. 20, D-72072 Tübingen  
Tel.: ++49 (0) 7071-757- 0, Fax: ++49 (0) 7071-3190

### Inspection of foodstuff

Landratsamt Bodenseekreis Veterinäramt  
Glärnischstr. 1-3, D-88045 Friedrichshafen  
Tel.: ++49 (0)7541-204-5177, Fax: ++49 (0)7541-204-5555  
vet@Bodenseekreis.de

### Reproduction of music GEMA

GEMA, Herdweg 63, D-70174 Stuttgart  
Tel.: ++49 (0)711-2252-710, Fax: ++49 (0)711-2252-800  
bd-s@gema.de

### Radiation protection

Regierungspräsidium Tübingen,  
Konrad-Adenauer-Str. 20, D-72072 Tübingen  
Tel.: ++49 (0) 7071-757- 0, Fax: ++49 (0) 7071-3190

### Accommodation for pets (animals)

Tierschutzverein Friedrichshafen e.V.,  
Messestr. 224 (neben Messegelände)  
D-88046 Friedrichshafen  
Tel: ++49 (0)7541-6311, Fax: ++49 (0)7541-6331  
tierschutzverein-fn@t-online.de

