

# Technical Regulations 2024-2025



# Hamburg Messe und Congress GmbH

## Technical Regulations 2024 / 2025

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## 1. Introduction

Hamburg Messe und Congress GmbH, Messeplatz 1, 20357 Hamburg, Phone +49 40 3569-0 (hereinafter HMC) has drawn up guidelines applying to all exhibitions and trade fairs (hereinafter event) held here. Their purpose is to provide all exhibitors and organizers with the best possible standard of facilities for presenting their exhibits and for meeting the needs of visitors and enquirers.

There are leaflets providing additional details on some sections of these Technical Guidelines which are available to download on [www.hamburg-messe.de](http://www.hamburg-messe.de). They are constituent parts of these Guidelines.

These regulations are mandatory for all exhibitors and organizers (see 1.1).

In the interests of exhibitors and visitors, the regulations also include security regulations designed to ensure the highest degree of safety on the technical and presentational aspects of the event. These do not affect the legal safety norms to be observed in the version currently valid.

The regulations governing construction, fire protection and other safety regulations have been cleared with the relevant agencies of the Free and Hanseatic City of Hamburg. The most important telephone numbers are indicated in Section 8.

HMC and the organizer reserve the right to check – or to have checked – compliance with these rules. In addition, all relevant legal regulations are to be observed in the version valid from time to time.

Where the term "booth construction" ("Standbau") is used in the Technical Guidelines in common parlance, it does not refer to a building in the sense of the German code of construction law (Baugesetzbuch - BauGB). In legal terms, trade fair booth construction belongs to the "fixtures and fittings" ("Einrichtung") in the place of public assembly.

In the interest of all participants, the holding of an event or the opening of an exhibition stand (hereinafter stand) may be prohibited or restricted in the event that any existing defects have not been eliminated by the start of such event. The right is reserved to impose further requirements regarding safety and stand construction where circumstances dictate.

The booth must be fitted with the regulation fixtures and staffed with duly qualified personnel throughout the fixed opening times during which the trade fair /exhibition is open to visitors.

Services for exhibitors in connection with a fair or exhibition can be booked at HMC's Online Service Center (OSC). Event organisers may make different arrangements and also have orders carried out elsewhere. They should be ordered within the times indicated, because otherwise no guarantee can be given for proper and timely processing of the order. In addition, in the event of orders placed late, HMC retains the right to charge a supplement in accordance with the data given at the OSC.

The following crafts may only be carried out by official contractors of HMC: Electrical installations, compressed air, information and communication technologies, sanitary installations, ceiling fixtures, steam extractors, security, forwarding and storage services. Where required, additional circulars will be sent to notify exhibitors of further details relevant to the preparation and holding of the event.

To make it easier for the organizer, the exhibitors and the stand constructors to find specific requirements, these technical regulations have been structured in a standard numerical listing coordinated with exhibition and fair organizers elsewhere.

HMC/the organizer also reserves the right to make alterations. Otherwise HMC site rules apply.

The German text shall have priority and shall be the sole legally binding text.

### 1.1. Deviations regarding guest events

Any events referred to as “HMC-managed events” in the Technical Guidelines are events run by Hamburg-Messe und Congress GmbH (HMC). Where an event is hosted by a guest, the organiser is not HMC, but a third party. In consultation with HMC, organizers may tighten or simplify these regulations for the duration and the area of their event. Simplifications are only permissible for aspects that are not relevant for safety. Agreement on this must be made with HMC in mutual consent and in written form. HMC reserve the right to charge a fee for the inspection of stands at guest events. Details are contractually regulated.

### 1.2. Hazards

Any event and any other ventures entail a certain fundamental element of risk. Hazards typically arising when setting up for events, running events and clearing away after events are listed below. Adhering to these Technical Guidelines goes some way towards reducing such hazards as are listed below to an acceptable level.

- ⇒ Personal injury and damage to property by vehicles (knocking down, crushing, obstruction of emergency exits and escape routes, falling)
- ⇒ Personal injury and damage to property caused by booth construction
  - Dropping of booth parts, tools, materials
  - Fire hazards caused by electrical installations, naked flames, hazardous substances, use of prohibited building materials, storage of flammable substances
  - Health risks caused by hazardous substances, noise, radiation, dust, electrical systems, compressed air systems
  - Obstruction, restriction, insufficient allowance for emergency exits and escape routes
  - Obstruction of safety equipment (e.g. fire safety installations)
  - Use of defective working materials / improper use of working materials
  - Risk of falling
- ⇒ Lack of organisation(!)
- ⇒ Lack of structural integrity
- ⇒ Health risk due to poor hygiene
- ⇒ Weather-related hazards (e.g. storms, torrential rain, black ice)
- ⇒ Environmental hazards caused by improper waste disposal (e.g. hazardous substances)

### 1.3. Appendices

As specified in paragraph 1, these Technical Guidelines are supplemented by leaflets with additional details. These leaflets are available to download at [www.hamburg-messe.de/downloads/](http://www.hamburg-messe.de/downloads/) or on the website of the relevant event.

Leaflets are available on the following subjects:

- Leaflet on the use of glass/acrylic glass for booth construction
- Leaflet on raised platforms, staircases and ladders
- Leaflet on rigging
- Leaflet on booth structures and outdoor exhibits
- Leaflet on WLAN and IT
- Leaflet on food and beverage stalls and catering facilities at trade fair booths
- Leaflet / Factsheet on „joints“
- Leaflet on drones

## 2 Opening hours

Erecting and dismantling work may be carried out at the contractually specified times only.

At HMC's own events, it is also possible to apply for earlier assembly and extended disassembly time, but there is no guarantee that any such application will be approved. The approval of such times is subject to charge and must be applied for in the OSC. Outside of these times, the HMC site and building are closed. For guest events, early assembly is to be applied for directly with the organizer.

Following the end of official erection time on the last day of construction, any subsequent stand construction work shall be permissible only within the exhibitor's own area. Visitor aisles are to be cleared by this time.

For the duration of an event, the exhibition halls are open two hours prior to official opening and for one hour after official closing time.

Exhibitors who for legitimate reasons need to be working at their stand before or after these times require specific written permission from the organizer.



### **3. Traffic, Emergency Exits, Safety Equipment**

#### **3.1. Traffic regulations and information**

It is essential for traffic to abide by the rules and to obey the signs on site in order to be able to guarantee a smooth flow of traffic during assembly and disassembly times and during events. The following principles apply unless a specific traffic code is issued for an individual event.

- The German road traffic regulations (StVO) apply on the entire HMC exhibition grounds and in the company's car parks.
- The speed limit on the HMC site is 10 km per hour. Speed must be modified at all times to the partly special traffic situation on the premises.
- Illegally parked vehicles, trailers, semi-trailers, containers, boxes and empty packaging of any kind will be towed away at the cost and risk of the owner.
- The instructions issued by the staff employed by HMC to route and control the traffic must be followed and the relevant information observed.
- During assembly and disassembly times and while events are running, vehicles may drive onto the HMC grounds to make deliveries after checking in at a gate and leaving a deposit. Access is allowed for a limited period of time. If the time limit expires, the deposit will be forfeited, and the vehicle will be deemed to be illegally parked. Please note that certain types of vehicles may be subject to restricted access times. Please note the regulations relating to specific events.
- Before driving into the halls, permission must be obtained without fail from the relevant hall supervisor. Care must be taken to avoid bringing in water, snow or dirt.
- When vans and lorries are reversing, a lookout must be posted to keep watch over the danger zone.
- During assembly and dismantling, cars are to be parked in the underground car parks in order to keep the outdoor area free for bigger vehicles.
- In the case of deliveries to the CCH, the mandatory check-in and deposit payment procedure generally already applies from the point of driving into the street by the name of Tiergartenstraße.
- While events are in progress, parking spaces in the exhibition grounds must be booked in advance in the OSC and a charge paid for parking. Parking spaces are limited. As spaces are limited, cars must be parked in the underground car parks or in the multi-storey car parks as a general rule. There are no parking spaces for delivery vehicles to rent in the immediate vicinity of the CCH.
- It is forbidden to stay overnight in a vehicle of any kind on the HMC site. There are parking spaces for motorhomes nearby, e.g. on the Heiligengeistfeld site not far from the South Entrance.
- The HMC parking regulations also apply along with the traffic instructions issued for any specific event.

Please note the site opening times for specific events.

### 3.2. Escape routes

#### 3.2.1. Fire brigade access zones, hydrants

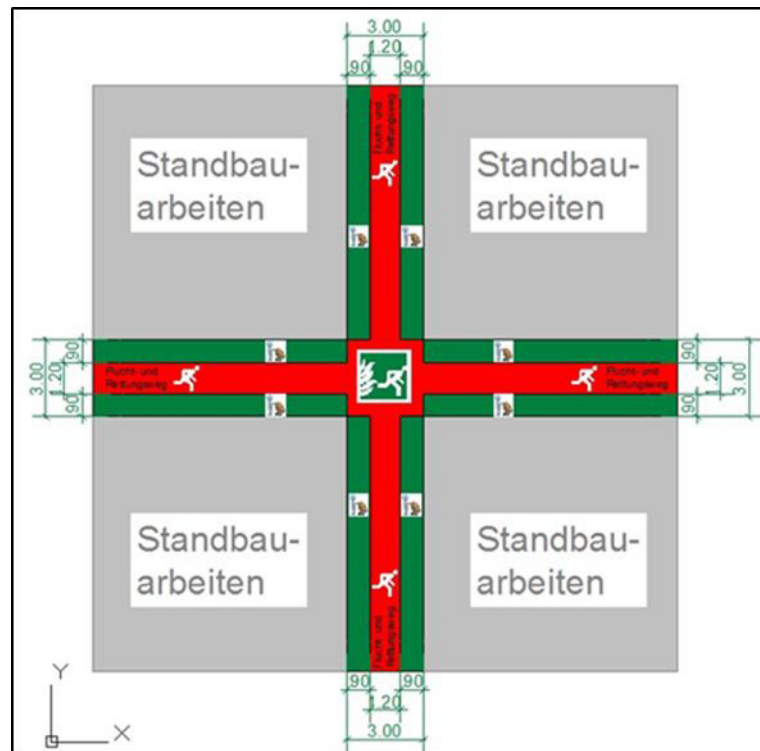
Essential fire brigade access routes and free movement zones marked by no parking signs shall be kept free at all times. Vehicles and objects parked on access routes or safety zones will be removed at the owner's cost and risk. Hydrants inside and outside exhibition halls may not be obstructed, obscured or made inaccessible.

#### 3.2.2. Emergency exits, escape routes, hall entrances

The emergency exits and escape routes must be kept clear at all times. It must be possible to open the doors on emergency exit and escape routes easily from the inside and to their full width.

Emergency exits, escape routes, exit doors and escape hatches in the hall floor and their markings must not be obstructed, built over, barred, covered or rendered otherwise unrecognisable.

The emergency exits and escape routes in the halls must never be blocked by items left standing or jutting into the aisle. The exhibition company shall be entitled to take corrective action in response to any contraventions of this rule at the expense and risk of the offender.



Materials needed to construct the booth or exhibits delivered for immediate display on the stand may be left at the edges of emergency exit and escape routes for a short time in the assembly and disassembly phase provided that the aisles remain of the regulation width required for safety reasons and that sufficient account is taken of logistical issues.

This condition is regarded as having been met if a strip of no more than 0.9 m at the side of the booth adjoining the aisle is used for temporary storage. A passage at least 1.2 m wide must be kept free, regardless of the width of the aisle and the goods left in the gangway. Areas in front of emergency exits and the points at which aisles cross are

exceptions to this rule and their full width must be kept free at all times. The aisles may not be used to set up assembly areas or to erect machines (e.g. woodworking machines, workbenches).

HMC can order the immediate clearance of all aisles or certain aisles for logistical reasons. The emergency exits and escape routes must be kept clear at all times. It must be possible for the automatic doors on escape routes to open from the inside quickly and easily to their full width at all times.

⇒ Further information: Section 5.4.1.11

### **3.3. Safety equipment**

Sprinklers, fire alarms, fire extinguishing equipment, smoke alarms, firewalls and corresponding technical equipment closing devices on hall doors and other safety equipment marked as such, together with the related markings and especially the green emergency exit signs, must all times be easily accessible and identifiable; they may not be obstructed or made in accessible.

### **3.4. Stand numbering**

All the booths at trade fairs and exhibitions are numbered by the event organiser. A layout plan clearly showing the position of the numbered booths in the hall must be displayed in the relevant hall supervisor's office. A printed plan of DIN A1 size or larger is required for public display.

A layout plan is also required for other events (e.g. functions, parties, concerts). Emergency exits, escape routes and equipment in the hall must be clearly identifiable on the plan.

### **3.5. Security patrols / access to the exhibition site**

The site is only kept under general surveillance by HMC during assembly and disassembly and while events are in progress. There is no security patrol watching over halls, rooms, stands or vehicles. The HMC does not take charge of equipment and items brought onto the site or delivered by exhibitors and third parties acting on their instructions.

Exhibitors must organise security, if needed, for any specific booth, equipment, property or rooms. Personnel deployed to keep watch outside opening hours during assembly, disassembly, events or booth parties may only be provided by the security company hired by HMC (cf. form/OSC).

As a general principle, anyone who has work to do on the site in connection with an event or who is delivering goods for booths or collecting goods from booths has access to the site during the official assembly and disassembly times. While events are in progress, access to the site will only be granted to persons with a legitimate ID accepted by the event organiser or by HMC (e.g. entrance ticket, exhibitor pass).

⇒ Further information: SITE RULES Section 1.

### **3.6. Emergency evacuation\***

HMC can issue orders for buildings, halls or rooms to be closed or immediately evacuated for safety reasons. The exhibitor is responsible for ensuring that his/her stand is evacuated

if an incident should arise. The reopening of the buildings only takes place after clearance from the responsible authorities.

## **4. Technical details and equipment of the halls and the exhibition grounds**

### **4.1. technical details of the halls see annex 4.1.1 – 4.1.4**

### **4.2. Hall details**

#### **4.2.1. General lighting, power supply, voltage**

See 4. technical Data

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

Water and electricity supply to the stands in the halls is via floor ducts/floor-mounted connectors. There is no permanently installed compressed air system (see 6.5 Compressed air installation).

#### **4.2.3. Communications equipment\***

Telephone, fax and digital data connections for stands in the halls are provided exclusively through a UNIFY OpenScape PBX. Permanent connections can be provided for telephones, fax machines and digital terminals brought by exhibitors. Any terminals used by the exhibitor must be suitable for operation as extensions. Stand Internet access is provided through HMC's existing connection. For further information, please refer to the order form for information and communication technology "*Order form for information and communications technology*". The commissioning of or connection to links provided by external providers of tele-phone, fax, digital data or Internet services is not allowed.

#### **4.2.4. Sprinklers**

All halls are fitted with sprinkler installations. All halls are fitted with an automatic fire alarm system.

#### **4.2.5. Heating, ventilation**

All exhibition halls, conference halls, foyers and other rooms are heated with warm air. Ventilation here is by existing units providing sufficient fresh air input.

#### **4.2.6. Malfunction**

Any failures in technical supplies shall be reported immediately to an HMC employee. HMC shall not be liable for any losses and/or damage caused by such failures.

#### **4.2.7. Foundations**

No foundations and/or alterations to existing structures are possible in all halls and Foyers.

#### **4.2.8. Open-air exhibition ground and concourses**

The open-air spaces are paved, with the gradient necessary for drainage of rainwater. The site is fitted with general roadway and path illumination for use after dark.

Services are available to only a limited extent. The possibility of water or waste water connections definitely needs to be clarified with the organizer before any planning is done.

There are special regulations governing the use of the CCH concourses and the East, Central and South exhibition ground entrances. There are also water features on the CCH concourse which must be factored into any plans.

Any areas are cleaned by HMC, kept free of snow and salted/gritted as required. The use of the grounds is strictly subject to approval.

Drillings or anchorages are not permitted anywhere on the exhibition grounds and the concourses.

## 5. Exhibition stand construction regulations

### 5.1. Stand 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 especially life and health. The exhibitor is responsible for structural safety and if necessary, must give proof of this, in a timely manner, up to 5 working days before the start of construction.

Stands which exceed four metres in height must be structurally stable under a dynamic pressure of 1.125 kN/sq m from 0 to 4m above the floor and 0,063kN/m<sup>2</sup> above 4m (= airflow within the halls).

### 5.2. Approval of stand construction

Provided that these technical regulations are complied with in the design and execution of the stand or of an event, is basically not necessary for single storey stands up to a construction height of  $\geq 4.0$  meters to submit drawings for approval, unless specified otherwise by an event organiser. Responsibility for proper execution lies with the builder at all times.

For HMC's own events, the following require approval:

- Stands on outdoor site
- Stands structures exceeding a height of 3.0m
- Stand structures >3.4m in height if they are positioned against the walls in halls B1-B4
- Structures having more than one storey
- Stands with platforms that are accessible to visitors
- Cinema auditoriums or spectator rooms
- Special constructions
- Mobile structures
- Use of exhibition halls for other events
- Activities, Stands or spaces where open fire of any kind (e.g. barbecues, stoves), pyrotechnics or lasers are to be used
- Use of stand space for evening events

For guest events at the HMC site:

The following require approval from HMC:

- Stands on the outdoor site
- Booths measuring >3.4m in height if they are positioned against the walls in halls B1-B4
- Structures having more than one storey
- Stands with platforms that are accessible to visitors
- Cinema auditoriums or spectator rooms
- Special constructions

- Mobile structures
- Use of exhibition halls for other events
- Activities, Stands or spaces where open fire of any kind (e.g. barbecues, stoves), pyrotechnics or lasers are to be used

Approval of the following points is up to the organizer:

- Stands exceeding a stand height of 4.0m
- Use of stand space for evening events

#### 5.2.1. Inspection and approval of structures requiring approval\*

For

- Stands on the outdoor site
- Structures having more than one storey
- Cinema auditoriums or spectator rooms
- Special constructions
- Mobile structures
- Use of exhibition halls for other events
- Stands or spaces where open fire of any kind pyrotechnics or lasers are to be used

the following documents must be handed in **8 weeks before the start of assembly** at the latest:

- a) Construction specification in German or English
- b) Stand plan in scale 1:100 (floor plans, elevations, sectional views), details of construction in larger scale
- c) Static analysis tested in accordance with German norms or Euro-code.
- d) Verification of rescue and escape routes on the stand (width and length)
- e) If a type qualification or a test log book is presented, point a), b) and c) are not required.

Please note that HMC and external parties will examine the stands. If the required documents are handed in too late, an approval in time may not be possible. When the examination is done, the applicant will receive an electronic notification of approval or conditions for the construction of the stand.

For the approval of

- a) Booths reaching a height above the hall floor of >4m or >3.4m in halls B1-B4 (see above)
- b) Stands equal to or greater than 50 m<sup>2</sup>
- c) stand space used for evening events,
- d) vehicles and trailers of any kind,
- e) Stands or areas on which any kind of open fire, pyrotechnics or lasers are used



dimensional stand plans in scale 1:100 must be presented and, in case of a), b), c) and d) brief description of the plans in German or English is required **4 weeks before the event** at the latest.

Documents submitted later than the periods stipulated above cannot always be reviewed in time. Therefore, approval might not be certain before the start of construction. This may result in dismantling, alterations or blocking the stand.

The costs of the structure approval proceedings will be invoiced to the exhibitor.

### **5.2.2. Vehicles and containers**

Vehicles and containers must be checked in with HMC as exhibition booths in the halls as special fire safety regulations may apply (see also 5.4.1.1).

### **5.2.3. Alterations of non-complying components**

Any stand structures that do not conform to the technical regulations or the law, must be altered or removed.

If execution is not completed on time, HMC is entitled to make changes itself at the expense of the exhibitor or organizer. HMC is also entitled to close the stand to forbid access for visitors.

### **5.2.4. Extent of liability**

No claims for damages whatsoever will be entertained by the organizer and the organizer in respect of the loss, damage or impairment of any kind suffered by designs, models or documents submitted, irrespective of the legal basis for such claims.

## **5.3. Construction heights**

The lowest minimal height for construction is 2.5 m. A neutral visible surface of white or light grey must be designed for the portion facing a neighboring stand over 2.5 m. Banners and advertising structures are to be set up at least 1 m away from a neighboring stand. In every case, the following guidelines are to be followed, insofar as technically possible:

- Stand construction: +6 m above upper edge of floor
- Advertising structures/banners: +8 m above upper edge of floor
- Suspended lighting: +9 m above upper edge of floor

It is not permitted to obstruct access to permanently installed electrical junction boxes and other technical equipment. The height above OKF of any installations on the outer wall/columns is shown in the stand sketches sent to you.

In all cases where stand constructions and advertising structures exceed a height of 4.0m (or 3.40m in edge positions in halls B1-B4) the stand design must be submitted to HMC for approval (see also 5.2 Approval of stand construction).

Exhibits are excepted from this rule. Guest organizers may stipulate different limits after consultation with HMC.

It is up to the exhibitor to check whether the stand construction heights can be realized at his stand.

⇒ Further information: Section 4. „technical details of the halls“

## **5.4. Fire protection and safety regulations**

### **5.4.1. Fire protection**

There is a general smoking ban (in any form, also for example E-cigarettes) on HMC premises. This does not apply to designated open spaces and the specially designated rooms.

It is generally prohibited to build exhibition stands using any highly inflammable materials, materials which drip when burning, form toxic gases or produce a lot of smoke such as most thermoplastics including rigid polystyrene foam or similar.

For safety reasons, load-bearing structural elements may in individual cases be required to satisfy certain specific requirements (e.g. non-flammability).

Any mountings and ties required for structural or load-bearing purposes may only comprise non-flammable materials.

Decoration materials must be classed as being at least flame-retardant (Class B1), may not drip when burning pursuant to DIN 4102-1, may only produce a limited amount of smoke or pursuant to DIN EN 13501-1 must at least comply with Class C (C –s2, d0). A test certificate of the fire classification of materials used must be available for presentation.

As a rule, materials such as bamboo, reeds, hay, straw, mulch or peat do not meet these requirements and are in general to be protected separately or treated in accordance with fire safety regulations. The use of deciduous and coniferous shrubs is only permitted if they have moist root balls.

Normally flammable, dripping decoration materials, e.g. artificial flowers, vine leaves, fruit, etc., are not allowed in overhead installations.

The use of naked flames of any kind is generally subject to approval. This also applies to the use of candles and ethanol fireplaces.

The use of marquees and canvas canopies for booths is problematic in general as these coverings adversely affect the sprinkler system. Booth coverings therefore need to be approved by the HMC.

⇒ Further information: Section 5.4.1.4 "Pyrotechnics and naked flames" / Section 5.4.2 "Booth coverings"

#### **5.4.1.1. Exhibition of motor vehicles\***

Vehicles with combustion engines may only be exhibited in the halls under the following conditions: The tanks may only hold the amount of fuel needed to drive the vehicles in and out (fuel gauge warning lamp must be on). The tank caps must be locked if possible.

Suitable measures must be taken to catch any oil dripping below the engine. Further safety measures may be required depending on the event and the location, such as inerting the fuel tanks, disconnecting the batteries and/or deploying security guards.

Rescue data sheets must be kept at hand for electric and gas-powered vehicles. For electric vehicles, the charged state of the vehicle battery must be reduced to a level sufficient for approaching and leaving the stand and for carrying out any demonstrations. Charging can only be carried out after notifying HMC. HMC reserves the right to prohibit any charging in the exhibition halls.

Hydrogen and other gas-powered vehicles may not be operated in the buildings. As a general rule, it is strictly forbidden to fill up vehicles with fuel inside the halls.

Under no circumstances may vehicles be used for visitors in the aisles during opening hours.

#### ***5.4.1.2. Explosion hazard substances, ammunition***

Explosion hazard substances are subject to the Explosives Act (Sprengstoffgesetz) in the version applicable from time to time and may not be exhibited. This also applies to ammunition, as defined by firearms law (Waffengesetz), and pyrotechnics of all kinds.

#### ***5.4.1.3. Pyrotechnical displays***

The use of pyrotechnics and naked flames inside the halls is subject to clearance from the Hamburg fire brigade (Feuerwehr Hamburg) and from Hamburg Messe und Congress GmbH. This does not include the use of candles for which permission must be obtained informally from the HMC.

An application for a permit must be submitted in writing at least two weeks in advance to the fire prevention department of the Hamburg fire brigade (Feuerwehr Hamburg, Department "vorbeugender Brandschutz").

A copy of the application must be sent to the HMC: Exhibition Halls: Department T-MA / CCH: Department CCH-PK . The fire department permit must also be sent to HMC in written form.

HMC reserves the right to restrict or forbid the use of naked flames or pyrotechnics, even if the Hamburg fire service has issued a permit.

- ⇒ Further information: An application form for the use of pyrotechnic effects and naked flames can be found in the Online Service Center ("Registration for the use of pyrotechnical effects and open fire"). The relevant contact details can also be found on this application.

#### ***5.4.1.4. Use of balloons***

The use and distribution of balloons filled with safe gas inside the halls and on the grounds are subject to the consent of HMC as a general rule.

No permission is required for the use of balloons filled with safe gas which are fixed in position, confined to the space within any given booth and which comply with the regulations on heights and boundaries

⇒ Further information: Please note section 5.3 "Booth heights" and the regulation on compressed gas cylinders and liquefied gas in section 6.7.1.1.

#### **5.4.1.5. Use of airborne objects**

The use of flying, e.g. Drones, Zeppeline, objects is not permitted in the halls and in the exhibition grounds as a general principle. Exceptions may be made strictly subject to the prior written consent of HMC.

⇒ Further references: the leaflet "drones" outlines the approval requirements

#### **5.4.1.6. Autonomous systems**

The use of autonomous systems (e.g. robot waiters, cleaning robots) in the aisles is generally prohibited. Permission must be granted by HMC on a case-by-case basis.

#### **5.4.1.7. Artificial mist/smoke /show effects**

The use of artificial mist and haze generators or other show effects in the exhibition halls can set off automatic fire alarms therefore advance written notice must be given of the use of such equipment, i.e. six weeks before the start of the event. The informal notification must include the following information in writing:

- Type of mist generators
- Planned period of use and frequency of use of the machines
- Purpose of mist generation

Operating instructions for the machine and safety data sheet for the mist-generating fluid

The cost of the measures required to take fire alarm systems out of operation may be passed on to the exhibitor or event organiser by the HMC.

If the use of mist machines is not agreed with the HMC and causes the fire alarm system to put out a false alert, the cost of fire service call-outs will be passed on to the person responsible.

Please note: Business operations in neighbouring booths must not be adversely affected by the use of mist machines. We urgently recommend obtaining a letter of consent from neighbouring booths before the event in order to avoid friction during the event. We will be glad to put you in contact with your immediate neighbours. Please note that it is difficult to control the spread of mist.

HMC reserves the right to withdraw the permission to use the equipment during an event.

The only mist generators which may be used are such as meet the basic requirements set out in the German Product Safety Act (ProdSG).

The type of operational use and the specific working conditions must be taken into consideration when selecting the mist generators.

The user of the mist generators must be in possession of the relevant operating instructions.

The only mist machine fluids which may be used in the exhibition hall are such as are not inflammable, easily flammable or highly flammable substances, as defined by section 3 of the German Ordinance on Hazardous Substances (GefStoffV), and as are not classed as hazardous substances under the applicable EU directives.

Mist machine fluids must be stored in their original containers as supplied by the manufacturer.

The operating instructions for the equipment must be duly followed.

#### ***5.4.1.8. Ashbins, ashtrays***

As a general rule, smoking is prohibited in the halls.

A sufficient quantity of ashtrays or ash repositories made of non-combustible material must be available in designated outdoor smoking areas in the exhibition grounds. Systems must be in place to ensure that they are emptied regularly and to make sure that these containers are not used for other rubbish in order to prevent fires.

#### ***5.4.1.9. Recyclables, waste containers***

No bins of inflammable materials for waste and recyclable materials may be located on stands. Any remnants of these from the stands are to be put out regularly or the waste disposal squad, at latest each evening after closing time. Should larger quantities of inflammable materials accumulate these are to be disposed of several times a day.

#### ***5.4.1.10. Spray guns, solvents***

The use of spray guns and solvent-based substances and paints is prohibited.

#### ***5.4.1.11 Rotary cutters and all work with a naked flame***

Permission for welding, cutting, soldering, thawing or abrasive cutting must be requested in writing from HMC six weeks in advance. HMC shall be responsible for the issuing of permits for such work. The adjacent area must be adequately protected from danger during such work. Fire extinguishing material shall be kept in readiness in the immediate vicinity. After completion of the work, the workplace must be checked several times by an appropriate.

- ⇒ Further information: Please use the form "Application for use of equipment requiring registration and inspection". The form can be found in the Online Service Center.

#### ***5.4.1.12. Material storage***

The storage of empty packaging of any kind (e.g. empty boxes, wrapping) is prohibited inside and outside the booth in the hall. Empty packaging must be cleared away immediately in order to minimize the fire load and to facilitate the logistics of the assembly

and disassembly processes. Arrangements may be made with the logistics partner of the HMC for the storage of empty packaging subject to a charge. The HMC is entitled to remove empty packaging stored in contravention of the regulations at the expense and risk of the exhibitor.

During the event, the HMC also reserves the right to impose restrictions on the storage of materials for use or for distribution or to request that the amount of such materials be reduced in order to lessen the fire risk.

#### **5.4.1.13. Fire extinguishers**

We generally advise all exhibitors to keep suitable extinguishing agents on hand to fight fires. The provision of extinguishing equipment is mandatory, however, in any of the following cases:

- Use of naked flames
- Booth area >20m<sup>2</sup>
- Multi-storey structures
- Use of stoves or electric heaters
- Other actions constituting a fire hazard
- Compulsory on the instructions of HMC

If fire extinguishers are kept at the trade fair booth, they should be water extinguishers complying with EN 3 or DIN 14406 standard. Carbon dioxide extinguishers (min. 5 kg) must be used in food preparation areas and equipment rooms, and a wet chemical extinguisher (min. 6 l) must be provided if a deep fat fryer is used, duly conforming to requirements set out in EN 3 or DIN 14406.

The equipment inspection intervals must be observed. The staff manning the booth must be briefed on the location and operation of the equipment and the relevant extinguishing agents. The location must be identified with a sign reading "Feuerlöschgerät" (fire extinguisher) in accordance with DIN 4844.

⇒ *Further information: Please also refer to section 5.4.1.4 "Pyrotechnics and naked flames", section 5.4.1.11 "Abrasive cutting and work with naked flames" and section 5.9 "Multi-storey structures".*

#### **5.4.1.14. Cleaning agents, solvents**

It is not permitted to use combustible liquids for cleaning purposes in the halls. Any cleaning agents containing health damaging agents shall be used in compliance with the relevant instructions. Flammable liquids may not be kept or stored in the halls.

#### **5.4.2. Stand roofing**

The tops of all stands must in all cases be open, in order not to impair protection by the sprinkler system.

Definition of open ceilings:

The individual square metre must not be more than 50% under cover. Example ways in which this can be achieved:

- Through the use of textiles suitable for use with sprinkler systems with a mesh size of at least 2x4 mm or 3x3 mm.
- Through the use of lattice-type coverings with an opening size of at least 2x4 mm or 3x3 mm.

The textile cover must be fitted horizontally in a single layer. The textile covers should be taut and should not sag.

Flame-retardant materials must be used as a minimum.

A test certificate verifying the properties of the material and its suitability for use with sprinkler systems must be submitted to HMC before the start of assembly. This certificate must also be kept at the booth.

Closed ceilings may be permitted on certain conditions in the case of multi-storey structures, exhibits or blackout blinds. These cases must be approved by HMC. The exhibitor shall bear the expense of the special permit.

A sprinkler system must be installed if more than 30m<sup>2</sup> of the booth surface is covered over in the halls. The calculation also includes the part of the booth covered by stairs. It must be connected to the hall sprinkler system by the service partner of the HMC. The sprinkler system at the booth must meet the relevant technical standards and may be installed by any professional firm.

It is not possible to install a sprinkler system anywhere in the CCH building therefore the covered areas must be below 30m<sup>2</sup>.

- ⇒ Further information: Please also refer to section 5.9 "Two-storey structures" and the "Sprinkler system" order form in the Online Service Center.

#### **5.4.3. Glass and acrylic glass**

Only glass suitable for the purpose may be used. For constructions made of glass, only safety glass or acrylic glass may be used. There are specific requirements for use of glass in floors, balustrades, walls and ceilings. Please ask for our "Information sheet on use of glass/acrylic glass in stand construction" (Obtainable from HMC).

Edges of panes/sheets of glass must be machined or protected in such a way as to eliminate risk of injury. Building elements comprising only glass shall be marked at eye level. Showcase glass panes or glass walls set up on visitor aisles shall in all cases be made of safety composite glass or acrylic glass.

#### **5.4.4. Amenities rooms, lecture rooms, cinemas**

All rooms having a floor space of more than 100 sq m that are closed on all sides (closed rooms) and do not have visual and acoustic connection with the hall must in each case have at least two exits, positioned as far apart as possible, and at opposite sides, to escape

routes. The clear door width must be at least 90 cm. For room size for 200 persons or more, the regulations of Versammlungsstättenverordnung Hamburg (VStättVO) are applicable. The escape routes must be marked pursuant to ASR A1.3.

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

### **5.5.1. Exits, Escape routes**

Booths with a surface area of up to 100 m<sup>2</sup> need an exit with a clear width of at least 0.90 m.

Booths with a surface area of over 100 m<sup>2</sup> need at least two exits, each with a clear width of 0.90 m.

Booths with a surface area of more than 200 - 399 m<sup>2</sup> need two exits, each with a clear width of 1.20 m. Booths with a surface area of 400 m<sup>2</sup> or above are subject to the regulations for emergency exit and escape route widths laid down in the regulations governing venues and meeting places in Hamburg (Versammlungsstättenverordnung Hamburg – VStättVO), as currently amended at the applicable time. The escape routes are to be marked in accordance with ASR A 1.3.

Separate rooms in booths located in the halls where people can go for a break must have a line of sight in the direction of escape and a clear view of the nearest emergency exit and escape route. Staff recreation rooms which can only be entered or exited via a separate room (closets) are not allowed at booths located in the halls.

Structures are not allowed which obstruct the line of sight in the direction of escape and the clear view of the nearest emergency exit and escape route or the access route to it.

### **5.5.2. Doors**

Generally, the use of swing doors, revolving doors, code-entry doors and sliding doors is prohibited on rooms used by visitors at trade fair stands or exhibition booths.

The use of swing doors, revolving doors, doors with coded locks, sliding doors or any other restrictions to access in escape routes is permitted provided an appropriate building permit has been issued by the relevant authorities.

It must always be possible to open doors in the direction of escape.

If a door is situated on an escape route at the edge of the booth, it must not open into the aisle as this is an escape route to allow visitors to exit the hall in an emergency.

### **5.5.3. Building over aisles**

The construction of structures on the visitor isles is generally not permitted.

## **5.6. Platforms, railings, stairs, ladders, ascents and catwalks**

New: Areas accessible to the general public directly adjoining areas which are more than 0.20m lower must be separated by railings.

These must be at least 1.10 m high. There must be at least one upper restraint, one central restraint and one lower restraint. A verifiable structural safety certificate must be provided



at the request of the HMC for any platform. Depending on its use, the floor must be designed with a load-bearing capacity of at least 3.0 kN/m<sup>2</sup> in accordance with DIN EN 1991-1-1/NA in conjunction with National Annex, Table 6.1 DE, [Cat. C1]. Platforms accessed by a single step must not be higher than 0.20 m.

Ladders, stairs and footbridges must comply with the accident prevention regulations. The railings must not be more than 0.12 m apart in any direction (model regulations governing venues and meeting places (MVStättVO) section 11, para. 2), (cf. 5.9.6).

In the case of areas accessible to visitors, this is necessary if the area is not connected to the lower-level area by steps or ramps.

These restraints must have a minimum height of 1.10 m and must be able to bear a horizontal load of 1kN/m (DIN 1055-3). Railings must be designed in such a way that they are difficult to climb over. They must also be designed to stop children from falling and to provide effective protection from falling objects. In areas which are out of bounds for visitors and are used only by personnel who have been duly briefed, it is not a mandatory requirement to provide a guard rail at a height of up to 1.0 m. A structural safety certificate must be provided for platforms at the request of the event organiser. Depending on use, the floor design must comply with the load specifications in DIN 1055 Sheet 3, Table 1. Platforms accessed by a single step must not be higher than 0.20 m. Ladders, steps and footbridges must comply with the accident prevention regulations.

⇒ *Further information: Please note section 5.9.3 "Imposed loads/design loads" / section 5.9.4 "Escape routes/stairs" / Leaflet on glass and acrylic glass in booth construction inside exhibition halls / Leaflet on raised platforms, staircases and ladders.*

## 5.7. Stand design

External organisers may specify requirements other than those listed under 5.7.1, 5.7.6 and 5.7.7 with approval from HMC (Guest Events department). These are binding for HMC events. Please also note any supplementary regulations which may be set out in the Specific Terms of Participation.

### 5.7.1. Accessibility for the disabled

In order to make the visit to the event as pleasant as possible for everyone, please bear the needs of people with reduced mobility in mind when planning your exhibition stand. Stands and furnishings should be accessible and usable without help.

⇒ *Further information: Ramps in areas accessible to the public must be designed in conformity with DIN 18024 or DIN 18040-1 with max. 6% gradient / incline.*

### 5.7.2. Verification of rented areas

The space rented is marked out by the organizer. Deviations of up to 0.10 m may occur from the sketches provided.

Every exhibitor is required to find out on the spot about stand location, dimensions and any fittings, e.g. pillars, electrical junction boxes, water supply and waste pipes, fire alarms, etc. Stand boundaries must be strictly observed.

HMC reserves the right to remove any objects placed or left in the aisle by the exhibitor.

### **5.7.3. Alteration of building substance**

Hall substance and technical equipment may 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 strain from stand superstructures or exhibits.

Hall pillars/supports may however be utilised within stands provided that no damage is caused, and the permitted height is not exceeded.

### **5.7.4. Hall floors**

Any carpets and other floor coverings are to be laid so as not to cause any accidents and may not extend beyond stand boundaries.

All materials used must be removed without trace. Substances such as oil, fats, paints and the like are to be removed from the floor immediately.

The hall floor may not be painted or coated nor may carpeting or carpet tiles be stuck down over the whole surface. Duct tape with PE/PP adhesives (non-toxic solvents) must be used. HMC reserves the right to pass the full costs of repairing any resulting damage onto the person responsible. HMC should be consulted in respect of fastenings and fixings, e.g. when planning multi-storey booths.

⇒ Further Information: Please note section 5.9. "multi-storey construction"

### **5.7.5. Suspension of objects from hall ceilings\***

Items may be suspended on the fittings provided and in compliance with the relevant German Social Accident Insurance Regulation (DGUV-V 17/18 (BGV C1)). Loads may only be attached to the fittings provided by the rigging service partner of the HMC. The use of the suspension points is subject to notification, inspection and a charge.

Manual and motorised chain hoists are not allowed in Halls B1 to B4! Please use truss lifts when lifting and positioning truss constructions. The regulations in the leaflet on rigging apply in the other halls.

Vertically suspended constructions: upright and suspended structures may not be combined with each other! The parts may be touching but must not be forcelocking connected!

In justified cases, HMC reserves the right to carry out load assessments at any suspension points used at the customer's/exhibitor's expense.

⇒ *Further information: Please note the regulations set forth on the leaflet on rigging as well as the IGWW Standards (standards of quality)/ Section 5.4.1. "Fire protection" / Section 5.4.2. "Stand roofing". For ordering, please use the order form for ceiling fixtures/suspended items in the Online Service Centre.*

#### **5.7.6. Stand boundary partitions**

Exhibitors are required to erect booth perimeter walls to mark the boundaries of their rented pitch unless they bring their own booth with a closed rear wall which meets the specifications for booth perimeter walls as a minimum. Hall walls are not regarded as booth perimeter walls. Trade fair displays, folding stands, etc. are not regarded as booth perimeter walls either.

Erection of such walls is not required where a system or prefabricated stand is set up.

Stand boundary partitions may be ordered against payment of costs (see service manual):

- a) System walls, height 2.50 m, width 1 m, 4–6 mm thick, plastic laminated panels, white, in an aluminium frame.
- b) Papered hardboard panels with a wooden frame, height 2.50 m, width 1 m, approx. 45 mm thick.

Supporting walls are absolutely essential for the stability of the stand boundary walls in special cases – with free-standing partitions of type

- a) with a length of more than 3 m and/or of type
- b) with a length of more than 5 m.

These are likewise subject to a charge to the exhibitor and may only be removed by the organizer. If the exhibitor – or anybody acting on his behalf – removes supporting walls essential for the safety and stability of the stand, he shall be wholly liable for any damage or injury caused thereby. The perimeter walls of the stand are not designed to withstand major loads.

Any damage to walls by the use of staples, by making cut-outs or by drilling holes, by the use of nails or similar, must be wholly rectified. All traces of adhesive tapes must be removed without causing any damage to any surface. The cost of such work is to be borne by the exhibitor.

#### **5.7.7. Advertising materials/presentations/volume**

Lettering of stands and exhibits, company and brands logos shall not exceed specified and/or authorized structural height.

The whole should make an appealing impression.

Presentations, and also slowly moving visual and acoustic advertising, and also musical reproduction, are permitted, provided that these cause no nuisance to neighbours, create no jams in the aisles, and do not drown announcements on HMC's public address system in the halls. This means that product presentations or the like are not permitted at booth boundaries if visitors can only follow the presentation in the aisle, thereby causing congestion in the aisle.

As a general principle, the sound level must not exceed 70 dB(A) at the booth boundary. The booth must be sized to cater for the anticipated number of visitors.

The distribution of printed matter, consultations, product presentations and the use of advertising materials are only permitted in the exhibitor's own booth area.

The stand lighting must be designed in such a way that neighbouring stands are not illuminated, blinded or impaired in their presentation.

⇒ *Further information: For registration with GEMA please use the form "Music Use at Trade Fairs"/ for the ordering of audiovisual technology please use the Online Service Centre / You can purchase a promotion license from our service partner; please go to the Online Service Centre for the contact details.*

### **5.7.8. Stand appearance**

The following rules are at the discretion of the organizer. For HMC's own events, these regulations are binding. Guest organizers may apply different criteria.

Exhibitors are responsible for the design of their stands. Each design must reflect the typical exhibition criteria for this event. Walls adjacent to visitor aisles should be broken up through the installation of windows, niches, displays etc., leaving a maximum of 30% of the wall area solid/enclosed. If this 30% rule is exceeded, the written consent of the exhibitors at neighbouring stands must be obtained, as well as the prior written consent of the event organiser. Neighbouring stands must not have their visual impact impaired or detracted from in any way. If in doubt about whether your stand complies with these stipulations, please also get in touch directly with the exhibitors at neighbouring stands. We shall always be pleased to provide contact details. HMC reserves the right to award authorisations event without prior consultation with the exhibitors at neighbouring stands.

Existing wall elements along the hall walls are subject to additional charge and have to be included in stand orders. Fair displays, folding stands, marquee walls, etc. are not considered stand perimeter walls. Stand perimeter walls can be rented through the service manual. The binding minimum requirements are floor coverings laid out over the whole of the surface (carpet or other materials that will not form toxic gases in the event of a fire), stand marking (company name and address) and stand perimeter walls visually suited to the surroundings, e.g. wallpapering or fabric covering (see also special conditions for participation).

Stand sides facing visitor aisles must be transparent and open. Adjacent or opposite stands must not be hindered and there must be no impairment of the view into those stands. Railings with a height of up to 1.3m are not regarded as walls and are therefore permitted without restrictions. Please consider this issue at an early stage of your planning phase.

Walls along visitor aisles should be livened up by the insertion of glass-fronted showcases, niches, displays, etc.

Back walls of stands bordering on neighbouring stands are to be kept plain in any case (white or light grey without logos or inscriptions, clean and without damages) so they do not affect the neighbours' design (see also 5.3 Construction heights).

Some stand interiors in halls A1, A4, B1, B2 and B4 are visible from above. Any changing booths and kitchens should therefore be completely roofed over, and the stand roofs should visually give an agreeable impression (see point 5.4.2 Stand roofing).

In the event that these requirements are not met, HMC is entitled to require that the exhibitor modifies the stand so as to comply with the stipulated dimensions.

- ⇒ *Further Information: Please take note of the specific eligibility requirements for your event / Section 5.1 "Stand safety" / Section 5.3 "Construction heights" / Section 5.6. "Platforms, railings, stairs, ladders, ascents and catwalks" / You can book partition walls, carpets, stand furnishings and even complete trade fair stands in the Online Service Centre under the heading "Stand construction".*
- ⇒ *TIP: Use our template "Neighbour Approval Form" to coordinate with your stand neighbours regarding booth heights and other deviations.*

## **5.8. Open air stands**

Outdoor pitches are available in addition to the covered hall areas. The erection of temporary structures and marquees, gazebos, etc., even for brief periods, is strictly subject to approval from HMC without exception. Different set-up and dismantling times may apply to exhibition booths erected outdoors. Please refer to the Specific Terms of Participation and the corresponding information issued by the event organiser.

Booths erected outdoors without any protection will be exposed to the potential effects of bad weather. Exhibitors are required to build their booths in such a way that they can withstand the type of weather usual for the season in any given case, and they must put adequate organisational measures in place and deploy sufficient personnel to be able to secure the booth in extreme weather conditions. The exhibitors are responsible for the type of measures taken to secure the booth.

- ⇒ *Further Information Section 4 "Technical equipment, hall and open-air area furnishings" / leaflet on booth structures and outdoor exhibits.*

## **5.9. Multi-storey construction**

### **5.9.1. Building application**

Any multi-storey structure requires the assent of the organizer and the HMC. Details are to be submitted along with the original application. Multi-storey structures are not possible in hall B2 UF, Foyer East UF and Foyer South UF.

In the CCH building, structures having more than one storey are possible only in Exhibition Hall H and Conference Hall 3.

Early notification (a minimum of 8 weeks before the start of construction) of the planned design makes it easier for both exhibitors and event organisers to see which points need to be taken into account and where there is a need for more work.

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

The following points need to be taken into account when building over areas at multi-storey booths:

- ⇒ Section 5.3 "Booth heights"
- ⇒ Section 5.4.2 "Booth coverings"

The headroom inside two-storey structures must be at least 2.30 m per storey.

### 5.9.3. Loads/acceptable loads

The following perpendicular imposed load applies for the ceiling of a multi-storey trade fair booth in an exhibition hall pursuant to DIN EN 1991-1-1/NA in conjunction with National Annex, Table 6.1 DE [Cat. C]:

- Limited use by trade fair visitors or booth personnel for meetings and customer appointments, i.e. open-plan layout or separate offices with tables and chairs, necessitates an imposed load (Cat. C1) of  $q_k = 3.0 \text{ kN/m}^2$ .
- Unlimited use as a freely accessible exhibition and meeting area or sales showroom with or without seating necessitates an imposed load [from Cat. C3] of  $q_k = 5.0 \text{ kN/m}^2$ .
- Staircases and landings must always be designed for an imposed load [Cat. T2] of  $q_k = 5.0 \text{ kN/m}^2$ .

A horizontal load of  $H = q_k/20$  ( $q_k$  = perpendicular imposed load) must be taken for the highest floor height in order to achieve sufficient longitudinal/lateral stability on multi-storey trade fair stands or rostrums.

Proof is required that the bearing pressure of the supports does not exceed the load limit of the hall floors (cf. 4 Technical installations, installations in the halls and the grounds). The structural calculation must always verify the horizontal load-bearing capacity on the feet of the connecting or reinforcing supports.

A horizontal imposed load [for Cat. C1 - C4 areas] of  $q_k = 1.0 \text{ kN/m}$  at rail height is to be taken for balustrades and railings pursuant to DIN EN 1991-1-1/NA in conjunction with National Annex, Table 6.12 DE.

Early notification of the planned design makes it easier for both exhibitors and event organisers to see which points need to be taken into account and where there is a need for more work.

### 5.9.4. Escape routes/stairs

On the upper floor of a two-storey exhibition stand, the distance to the aisle must not exceed 20.00 m in a straight line from any accessible location.

The minimum requirements in respect of the number and clear width of escape routes (exits, stairs, corridors) are as follows:

- Up to 100 m<sup>2</sup>: 1 escape route, 0.90 m wide
- 100 m<sup>2</sup> to 200 m<sup>2</sup>: 2 escape routes, each 0.90 m wide
- 200 m<sup>2</sup> to 400 m<sup>2</sup>: 2 escape routes, each 1.20 m wide

If the upper floor area exceeds 100 m<sup>2</sup>, at least two staircases are required, no more than 20 m apart from each other and running in the opposite direction.

All flights of stairs must be designed in accordance with DIN 18065. Staircases must have a clear width of at least 1.0 m. The rise of the steps must not exceed 0.19 m and the tread width must not be less than 0.26 m. Newel or spiral staircases do not meet the regulations for mandatory stairs. Handrails must provide a safe grip and run the entire length of the staircase. There must be a side clearance of at least 0.05 m between the handrails and adjacent parts.

In the case of upper floors intended for unlimited use as exhibition and sales showroom space or as meeting room space, the required minimum stair width is 1.20 m.

There has been confusion again and again in the past between the specifications for escape routes and mandatory staircases. The regulation clear width for stairs is at least 1.0 m and the design must comply with DIN 18065 (i.e. riser and tread width on stairs for multi-storey booths are subject to the German structural engineering standard).

The width of the booth emergency exit (usually on the ground floor) of at least 0.90 m depends on the upper floor stair width!

Please note that additional emergency exits may be required from the booth to the aisles depending on the design of the booth (e.g. walls on all sides). General regard must be had in this case to the regulations governing venues and meeting places (VStättVO) which dictate a second escape route for enclosed areas exceeding 100 m<sup>2</sup> as a minimum requirement.

Opting for an open booth design minimises the risk in terms of the evacuation of the booth.

Stairs are to be installed so as not to unnecessarily lengthen the escape route from the upper floor. If the regulation length is exceeded, both HMC and the event organiser are instructed to order an additional emergency flight of stairs in order to observe the regulation 20 m line of escape from the booth. If this regulation is not met, the exhibitor or firm executing the work shall bear the additional costs for the plans and the work. If in doubt as to the correct procedures, please consult the technical department or the event organiser in good time – this can help to save unnecessary expense and avoid last-minute problems.

#### **5.9.5. Building materials**

The load-bearing structures on two-storey booths must be made of incombustible materials with a fire classification of at least F30. The ceiling of the ground floor and the floor of the upper storey must be made of buildings materials which are at least flame-retardant (under DIN 4102 or EN 13501-1).

### 5.9.6. Upper Floor

Should railings be required at the edge of the upper floor, a lip with a height of at least 0.05 m is to be provided at the base of these to prevent objects rolling away. Railings are to be built in accordance with 5.6 Platforms, railings, stairs, ladders, ascents and catwalks.

In halls, the upper floor must always be uncovered to ensure the sprinkler system can extinguish fires.

The visual contact of the rooms on the upper floor is guaranteed if there is at least one window with a view down onto the hall below (or a CCTV system fulfilling the same line-of-sight function with a camera and monitor).

In addition to the fire extinguishers on the ground floor, it is necessary to provide at least one fire extinguisher per stairway in a location where it is easily visible and within easy reach. Further information:

The hall must be visible from all stand rooms. In exceptional cases, alternative arrangements may be approved.

In addition to the fire extinguishers already available on the ground floor, at least one extinguisher per stairway is to be readily visible and ready for use.

⇒ *Further information: Section 5.4.1.12. „Fire extinguishers“ / Section 5.6. „Platforms, railings, stairs, ladders, ascents and catwalks“*



## **6. Technical safety, technical regulations and utilities installation**

### **6.1. General regulations\***

The exhibitor/organizer is responsible at all times for operational safety and compliance with occupational health and safety and accident prevention regulations at his/her stand/in the area being used.

Assembly and dismantling work may only be done in accordance with the labour and factory acts valid from time to time.

#### **6.1.1 Damages**

Any damage caused by exhibitors or their representatives in the venue or in the buildings or facilities will be repaired by HMC after the end of the event at the expense of the person responsible for the damage.

### **6.2. Use of tools**

Use of bolt firing tools is prohibited.

Cuttings and shavings must be vacuumed up primarily for the personal safety of the staff (as in any workshop!) but it is also important for the prevention of the development of flammable/explosive mixtures and for general cleanliness.

Cranes and forklift trucks may only be used by the official logistics partner of the HMC for insurance reasons. The use of forklift trucks and cranes by other persons is prohibited but the use of manually operated floor conveyors (jack lifts, etc.) is allowed. Please speak to us in good time if you have any questions or if you are unclear of the regulations in this regard. Please refer to section 6.11.

Privately owned or rented elevating working platforms may only be used by persons over the age of 18 in possession of a relevant permit. The permit must be of at least an equivalent standard to the German Social Accident Insurance Rule (DGUV-G 308 / 008). Documentary evidence as required under the accident prevention regulations must be submitted, including the licence to operate the equipment, valid and sufficient liability insurance cover, the approval for indoor operation, and the inspection certificate. When using aerial work platforms and at risk of falling, personal protective equipment must be used in the interests of safety.

*Further information: section 6.11. "Cranes, forklift trucks, empties"*

### **6.3. Electrical installation**

#### **6.3.1. Connections and precautionary measures**

Electrical installations from the installation channel to the handover point to the exhibitor / event organiser may be carried out exclusively by HMC and its contractors. The material itemised on the form is provided on a rental basis. A floor plan sketch indicating the desired location of connections must be included in the orders in accordance with the service folder.

Every stand that is to be provided with electricity (up to 415 V) will be given one or several connections with RCD protection switch (DIN VDE 0664 Section 2) and earthed wall socket

(up to a maximum of 3.0 kW) or RCD protection switch, meter and subsequent connection possibilities as per the order form.

Exhibitors are not entitled to receive electricity for their stand from persons who have not been authorised for this purpose by HMC. In particular, exhibitors are not entitled to obtain electricity from neighbouring stands. Electricity supply from external energy sources (e.g. car batteries, etc.) is prohibited.

Exhibitors have to calculate their electrical installations to the effect that all power users at the stand can be operated at the same time. It is prohibited to connect several main connections that are in themselves insufficient for the simultaneous operation of the power users (or devices requiring power) they are supposed to supply with electricity. In the event of HMC finding that an exhibitor disregards this regulation, HMC is entitled to upgrade the necessary electrical installations at the exhibitor's expense or to cut the power supply until the shortcomings have been remedied and tested by HMC.

The electrical installations are installed in the utility ducts where possible. Installations have to be laid across the aisle where the position of the connection point requires this. HMC is entitled to install connections and cables for the power supply to neighbouring stands across the exhibitor's stand, unless other installation pathways are easier and cheaper to implement. Due to insurance and general safety reasons, nobody but HMC and service partners instructed by HMC may work on the utility ducts or use them otherwise. The power consumption will be invoiced separately. Please refer to the order documents for prices.

Electricity consumption at the fairground will be billed separately. The prices can be found in the order documents.

For safety reasons, the power supply is usually switched off on the last day of the fair one hour after the event closes. HMC must be notified of any additional requirements in this respect before the end of the event.

### **6.3.2. Stand installation**

Electric installation work on the stand can be executed by the contracting company of HMC once the order has been placed.

Such work may also be carried out in the stand by the exhibitor's qualified electricians or approved companies in accordance with VDE regulations, European regulations and current technology.

Electric installations are created by the connection of electrical working materials" (Accident prevention regulations DGUV A3, art. 2, para. 1).

The applicable accident prevention regulations are to be applied in order to avoid endangering the event activities of exhibitors and fair visitors. Before the mains supply is switched on, the correct fitting of the electrical installation in accordance with "DGUV Vorschrift 3" must be confirmed with the test and handover certificate (see OSC). This form is to be submitted to HMC's responsible on-site contractor. A random check on the basis of the form submitted will be conducted by the organiser's contractor and charged at the standard rates listed in the order form for electrical installations.

If the exhibitor/stand builder cannot submit a certificate for electrical installation, the contracting companies will conduct an acceptance test in conformity with "DGUV

Vorschrift 3" at the expense of the exhibitor. HMC is not required to supply power if the exhibitor/stand builder refuses to have this test effected, or if changes are made after the test has been carried out.

### **6.3.3. Regulations on installation and operation**

The entire electrical installation is to be carried out in accordance with the latest safety regulations of the Association of Electrical Engineers (VDE). Special attention must be paid to VDE 0100, 0108, 0128 and IEC standard 60364-7-711.

High/low frequency interference to the mains must not exceed the limits set in VDE 0160 and VDE 0838 (EN 50 006 and EN 61000-2-4).

Electrically conductive stand components, e.g. riggs, are to be included to prevent indirect contact (stand earthing/potential compensation).

Only cables with a minimum thickness of 1.5 sq mm (copper), such as H05VV-F and H05RR-F, may be used.

Bare electrical conductors/terminals may not be used in low-voltage systems. Secondary lines should be protected against short circuits and overloads. An information sheet is available on request at the HMC service partner (see OSC). Flexible cables (including flat cables) may not be used under floor coverings unless they have been protected against mechanical loads. The power connection at the stand may only be used for the event once it has been inspected and approved by HMC.

If low-voltage halogen lamps are used, these should incorporate the appropriate protective glass. Protective glass is not required if proof can be presented that low-pressure material is being used.

HMC may take issue with incorrectly or badly laid cables and insist that remedial action is taken during the event if they pose a risk of injury.

Any cables which are not routed in/under raised floors but which are laid on the booth floor must be protected from mechanical impact by cable ducts or other suitable aids. Carpets or rugs, etc. are not acceptable coverings for loose cables or leads under VDE guidelines.

### **6.3.4. Safety measures**

As a special precaution, all heat-generating electric appliances (hot- plates, floodlights, transformers, etc.) are to be mounted on non-flammable, asbestos-free bases. 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.

### **6.3.5. Emergency lighting**

Additional emergency lighting in accordance with VDE 0108 is required for those stands where special construction renders the existing general emergency lighting system ineffective. The system should be designed to ensure that people could find their way to general escape routes. The lighting must function self-sufficiently for at least 30 minutes in case of a black-out.

### 6.3.6. Saving electricity

The installation of electronic devices and especially lighting on exhibition stands should be set up in such a way that outside of normal hours for visitors, they can be turned off to avoid unnecessary consumption of electricity. The exhibitor must ensure that all electrical equipment is switched off and back on again on a daily basis. The same applies for other special areas managed by the exhibitor.

### 6.4. Water and wastewater facilities

Please note: Water and wastewater installations are in principle only possible in Halls A1-A4, B1-B7 and Hall H. Please note that the water supply and wastewater disposal are subject to certain laws of physics. This is why a given connection may be difficult to install or only with additional effort. Please provide your information regarding the request for supply with water/wastewater disposal early on or when registering.

Installation is limited or impossible in all other buildings and rooms.

All installations within stands must comply with the relevant drinking water ordinance. Impairment of the water quality as a result of installation must be ruled out.

Every stand that is to be supplied with water/wastewater disposal will receive one or several connections. The installation of these connections and pipes may only be carried out by HMC's contractors or HMC themselves. This applies also to changes to and adjustments of these services.

A floor plan sketch indicating the desired location of connections must be included in the orders in the OSC. Multiple, group and collective connections are prohibited and are subject to individual consideration. The costs for this will be borne by the exhibitor.

In all halls, water and wastewater installations from the connection point onwards can be installed only above the hall floor. If supply is not possible on a given floor space, all exhibitors are obliged to enable water supply to their neighbouring stand via the connections available on the floor space. Please refer to the order documents for the technical supply options.

The exhibitor is responsible for all works carried out by others than HMC or its contractors. The exhibitor is fully liable for damages arising from such works.

Damages and changes must be immediately reported to HMC. The introduction of food waste into the wastewater disposal system must be prevented. The exhibitor is fully liable also for damages caused by such an introduction.

The inbuilt stop valve must be closed prior to leaving the stand in order to prevent water damage.

Usually, the water supply will be cut one hour after end of fair on the last day of the trade fair for reasons of safety.

Another rule in this regard for general safety reasons is that nobody except HMC and its contractual partners can work on the ducts or use them for other purposes.

⇒ Further Information: Section 7.2.1. "Oil and grease separators"

#### **6.4.1 Use of water-bearing systems and equipment**

Impeccable standards of hygiene must be guaranteed when using water, e.g. in pools, wells or in water wall and humidifier systems and other spray systems used at the booth. Documentary evidence of these standards must be provided at the request of HMC.

#### **6.5. Compressed air installation**

Supply pipes for compressed air are installed in Halls A1–A4, B5–B7 and Hall H. If required, a compressed air connection can be ordered on the relevant order form.

In the case of all other buildings, the feasibility of a compressed air connection will be examined on request. Wherever possible, a quotation will be submitted for renting a compressor and the cost of the required stand installation work.

These services may only be carried out by HMC's authorized installation firm.

Another rule in this regard is that nobody except HMC or a partner company instructed by HMC can work on the ducts or use them for other purposes.

##### **6.5.1. Gas installation**

HMC does not make installations for natural gas (see item - 6.7.1.3).

⇒ *Further information on the subject of gas can be found in section 6.7 ff.*

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

##### **6.6.1. Machine noise**

Operation of noisy machines and appliances should be kept to a minimum in the interest of all exhibitors and visitors. Noise at the stand boundary may not exceed 60 dB(A).

##### **6.6.2. Product safety**

Any technical equipment and consumer products which are put on display must meet the requirements set out in the German Product Safety Act (Produktsicherheitsgesetz - ProdSG).

Any technical equipment and consumer products which do not meet these requirements must have a clearly visible sign indicating that they do not comply with the aforementioned law and can only be purchased once compliance with the legal requirements has been established.

In cases where items of technical equipment and consumer products bear the CE mark, the relevant declaration of conformity issued by the manufacturer must be available at the booth.

The staff manning the booth are responsible for taking the necessary precautions during demonstrations to protect people.

##### **6.6.2.1. Protective devices and safeguards**

Machine parts and mechanical appliances may only be put into operation with all the protective devices in place.

The normal protective devices may be replaced with a secure cover made of organic glass or a similar transparent material.

In cases where machines are not put into operation, the protective devices may be removed in order to show visitors the type and design of the covered parts.

The protective devices must then be kept next to the machine where they can be seen.

#### **6.6.2.1.1. Technical working materials and consumer products**

Products subject to European product safety directives include

- Low Voltage Directive 2006/95/EC (in Germany: 1. ProdSV)
- Toy Safety Directive 2009/48/EC (2. GPSGV)
- Simple Pressure Vessel Directive 2009/105/EC (6. ProdSV)
- Gas Appliance Directive 2009/142/EC (7. ProdSV)
- Directive on Personal Protective Equipment 89/686/EEC (8. ProdSV)
- Machinery Directive 98/37/EC or 2006/42/EC (9. ProdSV)
- Recreational Craft Directive 94/25/EC (10. ProdSV)
- ATEX Directive 94/9/EC (11. ProdSV)
- Lift Directive 2014/33/EU (12. ProdSV)
- Aerosol Packaging Regulation 75/324/EWG (13. ProdSV)

Pressure Equipment Directive 2014/86/EU (14. ProdSV) and may only be brought into circulation provided that they conform to the demands of these directives and this is documented by their being marked with the CE label. This also applies to displays at events.

For products where no such directives apply, the CE symbol may not be used (e.g. tools, furniture)

The name and address of the EU representative (manufacturer, importer) for the product must be stated on the product or packaging.

Technical products that do not meet the German Technical Work Equipment and Consumer Products Law (GPSG) or the above product safety directives (e.g. prototypes) are to be identified by affixing a clearly visible sign (or "trade fair sign"), indicating that the product does not meet the requirements and may only be acquired once conformity has been provided. Such products may only be circulated if they pose no threat to the health or safety of persons.

In addition, any documents required by these directives to be handed out when products on exhibition are brought into operation should be kept ready, e.g. German-language declarations of conformity and operating instructions. If a product requires a prototype test, or if a product bears a GS seal, the relevant test certificates are also to be kept available.

Spot checks on observation of these regulations are carried out regularly by the Health and Consumer Protection Agency (Amt für Gesundheit und Verbraucherschutz), in some cases in cooperation with the Berufsgenossenschaft (Employers' Liability Insurance Organisation). The Health and Consumer Protection Agency is entitled as the responsible

supervisory authority to remove from the stand any products which neither conform to the above product safety directives nor bear a "trade fair sign".

#### **6.6.2.1.2. Medical devices**

Exhibiting and putting into circulation of medical devices act:

Medical products and their accessories may only be put into circulation

if they bear the CE label provided for in Annexe XII of Directive 93/42/EEC relating to medical products, Annexe IX of Directive 90/385/EEC relating to active implantable medical devices or Annexe X of Directive 98/79/ EC relating to in vitro diagnostic medical devices.

Medical products that do not meet the conditions for bearing a CE label may only be exhibited if they bear a clearly visible sign to the effect that they do not meet the requirements and may only be acquired once conformity has been provided.  
Demonstrations of medical products:

Demonstrations of medical products may be conducted only by expert, trained and professionally experienced persons (medical product counsellors). The necessary measures for protecting people are to be taken at such demonstrations.

Spot checks on observation of this regulation are conducted by the Industrial Safety Executive - the Amt für Gesundheit und Verbraucherschutz is entitled as the competent supervisory authority to remove from the stand any medical products which neither conform to the above product safety directives nor bear a "trade fair sign".

#### **6.6.2.2. Inspection procedures**

The technical equipment on display will be inspected and checked for compliance with the safety requirements by the responsible regulatory authority /trade fair body / with the relevant experts on the committees of professional liability insurance associations, where applicable, in order to verify that the designs meet the accident prevention requirements and that the relevant safeguards are in place.

Where applicable, the EC declaration of conformity must be held ready for inspection at the exhibition booth so that the CE marking can be verified by the relevant official. In cases of doubt, exhibitors should contact the relevant office well in advance of the trade fair.

#### **6.6.2.3. Operating ban**

The /trade fair company/ is also entitled to prohibit the operation of machines, appliances and equipment at any time if it believes that their operation may pose a risk to people or property.

#### **6.6.2.4 Additional safety precautions**

All tools or construction machines must be inspected in accordance with the German regulation on workplace safety (Betriebssicherheitsverordnung - BetrSichV), and the overhead lifting of unsecured loads is prohibited in areas where people are present. Further information regarding overhead loads at events can be found in DGUV information 215-313 "Lasten über Personen". Technical or organisational measures must also be taken to ensure that there is no possibility of the uncontrolled lowering of machine attachments

/loads in the event of the failure of a hydraulic system or rope drive. Example measures might include cordoning off the danger zone, using hose rupture valves, or applying mechanical locks to support the hydraulic cylinders. The exhibitor is responsible for the stability and safe operation of all exhibits and must have documented evidence of conformity in this respect. The trade fair company reserves the right to arrange for a qualified person to carry out a paid inspection on site in cases where such action is justified.

### **6.6.3. German Medical Devices Act (Medizinproduktegesetz MPG)**

Requirements prior to issuing and placing medical devices on the market:

Medical devices and their accessories may only be placed on the market if they bear a CE mark of conformity in accordance with Annex XII of Council Directive 93/42/EEC concerning medical devices, Annex 9 of Council Directive 90/385/EEC relating to active implantable medical devices or Annex X of Directive 98/79/EC on *in vitro* diagnostic medical devices. Medical devices which do not meet the standards required to carry the CE mark may only be issued if there is a clearly visible sign indicating that they do not meet the relevant criteria and may only be purchased once compliance has been established.

Medical device demonstrations:

Specialists in the trade may only be given technical advice and information by duly qualified and trained individuals with appropriate professional experience (medical device advisors). The necessary precautions must be taken during demonstrations to protect people. *In vitro* diagnostic processes may not be carried out on samples taken from visitors to the trade fair.

Random checks are carried out by the German Office for Health and Consumer Protection (Amt für Gesundheit und Verbraucherschutz) to verify compliance with these regulations. The German Office for Health and Consumer Protection is authorised to ask for medical devices which do not meet the above requirements to be removed from booths.

### **6.6.4. Pressure equipment**

The operation of pressure equipment is subject to the corresponding provisions of the Operating Safety Ordinance.

#### **6.6.4.1. Inspection and acceptance certificates**

Pressure equipment may only be used at the stand if testing has been carried out by qualified persons or authorised inspection agencies as stipulated by sections 14 to 17 of the Operating Safety Directive. The relevant testing certificates are to be retained at the pressure equipment display and produced when-ever required by the Health and Consumer Protection Agency, the responsible supervisory agency. Information on relevant regulations may be obtained from the Health and Consumer Protection Agency.

#### **6.6.4.2. Testing**

In addition to the presentation of a structural/water pressure test certificate (EC conformity declaration and any such documents in German or English as are necessary), an acceptance test must also be conducted on site. Pressure vessels subject to mandatory



testing and registered up to four weeks before the start of the fair can undergo an acceptance test on the exhibition stand conducted by /Fair specific/ up to one day before the opening of the event.

All enquiries shall be addressed to „Amt für Gesundheit und Verbraucherschutz“.

A person responsible for the pressure vessel must be present on the exhibition stand.

#### **6.6.4.3. Hire equipment**

Assessments of pressure vessels from abroad are impractical due to the relatively short assembly time, so the use of duly checked, rented vessels is to be preferred.

#### **6.6.4.4. Supervision**

The necessary acceptance certificates must be kept available for the supervisory authority for the duration of the event. Any information required will be supplied by the “Amt für Gesundheit und Verbraucherschutz” as the supervising authority.

#### **6.6.5. 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 currently valid version of the Federal Emissions Act.

##### **6.6.5.1 Exhaust gas systems**

Where grills or ovens are switched on or food prepared over an open flame, installation of a smoke or vapour extractor is required.

Any vapours or gases damaging to health or constituting a nuisance to the general public are to be discharged into the open in accordance with official regulations. Extractor hoods and their extractor devices are to be so designed and assembled as to ensure removal of vapours and gases. All the required fittings – such as hoods, pipes and ventilators – are to be of non-flammable materials and mounted in a manner ensuring safe operation.

Availability of sprinkler units in all halls and Foyers East and South necessitates precautionary measures against overheating of sprinkler heads. Since facilities for installation and for discharge of gases and vapours are of very different types, the relevant form from the service manual is to be submitted in all cases.

HMC reserves the right to forbid the preparation of food if the vapour and gas emissions exceed levels considered acceptable by the HMC.

A charge is made for connections to the HMC extractor hood system.

- ⇒ **Further Information:** Section 6.6.4. “Exhaust gases and vapours” / Please find the Application form “Steam/smoke extractor equipment” in the Online Service Centre under the heading Stand Engineering.

## 6.7 Use of compressed gases, liquid gases and combustible liquids

### **6.7.1.1. Application for permission of use of compressed gas cylinders**

The use of liquefied fuel gases in compressed gas cylinders is prohibited in the buildings.

An exception is made for compressed gas cylinders holding a maximum of 400ml. Consent for their use must be obtained from HMC.

The use of compressed gas cylinders holding other gases (e.g. balloon gas, oxygen) is subject to compliance with the regulations for compressed gas cylinders issued by the professional liability insurance associations (Berufsgenossenschaften).

The relevant accident prevention regulations stipulate those precautions must be put in place to prevent compressed gas cylinders from being knocked, from falling over, from unauthorized access and from heating up.

The relevant accident prevention regulations (give exact names) form the legal basis for this, authority for internal affairs and sport – fire safety

- ⇒ Further information: The form "Application for use of equipment requiring registration and inspection" can be found in the Online Service Center.

### **6.7.1.2. Installation and operation**

The reference regulations governing the installation and maintenance of liquefied gas systems are the technical regulations on liquefied gas "Technische Regeln Flüssiggas" TRF 2012 (published by the DVGW Deutscher Verein des Gas- und Wasserfaches e.V. and the DVFG Deutscher Verband Flüssiggas e.V.) and DGUV regulation 80 on the use of liquefied petroleum gas ("Verwendung von Flüssiggas") must be observed. Please note section 5.7.1.1. When filing the application for approval, the operator of the system must draw up and submit an explosion prevention document in accordance with sections 3 and 5 of the German regulation on workplace safety (Betriebssicherheitsverordnung - BetrSichV). The entire system must be inspected by an expert (qualified person) with reference to DGUV guideline 310-005.

- ⇒ Further information: *Das Formular "Anmeldung anzeige- u. abnahmepflichtiger Anlagen u. Einrichtungen" finden Sie im Online Service Center.*

## **6.7.2. Flammable liquids**

### **6.7.2.1. Storage and use**

Written permission must be obtained in order to be allowed to store and use flammable liquids in the exhibition halls and on the site.

Any exceptions due to operational constraints must be discussed and agreed with HMC well in advance and written approval is required. Due regard must be paid to DGUV rule 113-001 and corresponding publications along with the information on the safety data sheet. The quantity held on site must not exceed the quantity required on any given day. Refilling processes must be duly reported and may only take place outside visiting hours in compliance with the safety regulations. Empty containers must be removed from the hall without delay. The storage of flammable and /or explosive

detergents in the hall is prohibited. The ban on smoking must be strictly observed. The use of dummy exhibits is mandatory for relatively large quantities.

⇒ *Further information: Das Formular "Anmeldung anzeige- u. abnahmepflichtiger Anlagen u. Einrichtungen" finden Sie im Online Service Center.*

## **6.8. Asbestos and other hazardous substances**

The use or application of building materials or other products containing asbestos and of other hazardous substances is prohibited. This ruling is based on the Protection against Hazardous Substances Act (Chemicals Act), German Official Journal 1, Part 1, page 1703 in the latest version, along with the Chemicals Prohibition Ordinance (Chem. Verbots V ) and the Hazardous Substances Ordinance (GefStoff V ).

## **6.10. Protection against radiation**

### **6.10.1. Radioactive substances**

The handling of radioactive substances is subject to granting of a permit under Art. 7 of the Radiation Protection Ordinance and must also be cleared with HMC. Application for permission under the latest edition of the Radiation Protection Ordinance may be applied for from the Health and Consumer Protection Agency (Amt für Gesundheit und Verbraucherschutz) and must be submitted to the organiser at least six weeks prior to the opening of the trade fair. Where authorization already exists, proof must be shown that the exhibitor is legally covered for handling radioactive substances within the exhibition grounds. The conditions related to granting of permission must be observed.

⇒ *Further information: Das Formular "Anmeldung anzeige- u. abnahmepflichtiger Anlagen u. Einrichtungen" finden Sie im Online Service Center.*

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

Even where of acceptable construction, operation of x-ray units and stray radiation sources is subject to permission and/or prior notification. The Ordinance on Protection against Damage by X-rays (Röntgenverordnung– RöV, latest edition) must be observed.

Operation of X-ray units and stray radiation sources is subject to permission and/or prior notification in accordance with §§ 3, 4, 5 of the RöV. Application or notification is to be made – with no duplicate required – at least two weeks prior to the start of the fair to the Health and Consumer Protection Agency (Amt für Gesundheit und Verbraucherschutz). This should be accompanied by details of the person delegated to ensure protection against radiation, including certificates regarding his/her professional competence (if available), constructional permits and certificates on unit checks plus the certificate and inspection report on the radiation protection examination.

⇒ *Further information: Das Formular "Anmeldung anzeige- u. abnahmepflichtiger Anlagen u. Einrichtungen" finden Sie im Online Service Center.*

### **6.10.3. Laser systems\***

Any operating of laser systems must be reported to and agreed with HMC. The exhibitor or organizer must enclose a written assignment of a laser safety officer with the report and

prepare a risk assessment in accordance with Section 3 of the OStrV (Optical Radiation Ordinance) for any operation of the laser device.

The requirements of the Occupational Safety and Health Ordinance on Artificial Optical Radiation 2006/25/EC / OStrV, the TROS Laser, DIN EN 60825 1, DIN EN 12254 and, for show lasers, the requirements of DIN 56912 all need to be observed. For show laser systems, the information provided by DGUV Information 203-036 must also be considered.

⇒ *Further information: Das Formular "Anmeldung anzeige- u. abnahmepflichtiger Anlagen u. Einrichtungen" finden Sie im Online Service Center.*

#### **6.10.4. RF equipment, radio installations, magnetic fields**

The operation of RF equipment, radio installations and electromagnetic fields is subject to permission and must be cleared with the organiser. 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), each in the latest, valid version.

The operation of paging systems, cordless microphone units (microport), radio telephones and long-range data transmitters may only be operated following application for a frequency, these being granted by the Federal Network Agency (Bundesnetzagentur).

Irrespective of the granting of permission by this agency, the operation of wire-less personal paging systems is subject to the organiser's approval so as to achieve uniform allocation of frequencies and to eliminate interference as far as possible. Applications to the organiser should provide all technical details but no form is required.

The use of wireless microphones and monitor systems may cause disruptions in the 790 MHz to 862 MHz frequency range due to the use of LTE. The electricians of the exhibits and trade fair booths must not interfere with other exhibitors' systems because of harmonics or magnetic fields. The provisions set out in the ordinance for the implementation of the German ambient pollution control act (BImSchG) must be observed.

#### **6.10.5. Wireless Local Area Networks (WLAN)**

Hamburg Messe und Congress GmbH has full WLAN coverage throughout the exhibition grounds in Hamburg conforming to the latest standards. WLAN connections may only be set up and used for your own booth. The transmitting power is to be adjusted to this specific purpose and range. The power emitted at the edge of the booth must not exceed the maximum limit of 20mW. Permission may not be granted to third parties to use the connection, including the operation of unencrypted networks. The use of hot spots by means of mobile devices is also forbidden. Exhibitors intending to operate their own WLAN must notify Hamburg Messe und Congress GmbH before the start of the event.

⇒ *Further information: More information is available from the leaflets on WLAN and IT.*

#### **6.11. Cranes, forklift trucks**

The operation of own cranes and forklift trucks on the fairground and in the CCH is not permitted. The only equipment which may be operated on the fairground is that of the

official haulage contractor. The haulage contractors have the sole right of transportation on the fairground, i.e. movement of exhibits, structures, etc. to the booth, including the provision of any auxiliary equipment and customs clearance for temporary or definitive import. The only exceptions to this rule are hand-operated devices, such as pallet trucks and electric stackers (“Ameisen”) without a stand or driver’s seat.

The German Freight Forwarders' Standard Terms and Conditions (Allgemeine Deutsche Spediteurbedingungen - ADSp), as amended, and the forwarding tariff for trade fairs and exhibitions of HMC (Speditionstarif für Messen und Ausstellungen) shall apply in respect of the contracts awarded to the haulage contractors.

HMC may not be held liable for such risks as may arise from the operations of the haulage companies. The storage of empties of any kind in the booths is prohibited. Empties must be taken promptly to the designated storage location for empties by the haulage contractors authorised to work on the fairground.

The liability of the official haulage contractor ceases to apply when the goods are deposited at the booth or at a designated location in the hall – in case of indoor rentals only – even if the exhibitor or the representative of the latter is not yet present. This also applies to the project manager of a hosted event or the representative of the latter. The required services can be ordered by means of the appropriate form.

#### **6.12. Musical reproduction**

Under the provisions of the Performing Rights Act, Art. 15 Copyright Act (German Official Journal, in version as valid from time to time), permission from The Society for Musical Performance and Mechanical Reproduction Rights (GEMA) is required for sound reproduction in any form. Any music reproduction not registered can lead to claims for damages from GEMA under Art. 97 of the Copyright Act. An application for GEMA permission should be made in good time using the appropriate provided.

⇒ *Further Information: Please note section 5.7.7. “Advertising materials/presentations/volume” / When registering with GEMA, please use the form “Application for Music Use at Trade Fairs”.*

#### **6.13. Beverage dispensing systems**

The installation and operation of beverage dispensing equipment on the stand is subject to the provisions of the Beverage Dispensing Systems Ordinance in the latest, valid edition (German Official Journal 1).

⇒ *Further Information: Please observe the directions given in the leaflet on food and beverage stalls and catering facilities at trade fair booths.*

#### **6.14. 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 (Lebensmittel-Hygieneverordnung) in the latest edition valid from time to time. For any further enquiries, please contact the Town Hall (Bezirksamt Hamburg Mitte).

*Further Information: Please observe the directions given in the leaflet on food and beverage stalls and catering facilities at trade fair booths.*

## **7. Environmental protection**

The organizer is committed to pro-active environmental protection. The exhibitor is obliged to ensure that all his contractors observe the regulations and instructions concerning the environment, and to ensure that his contractors are likewise required to do so.

### **7.1. Waste management**

The following rules are based on the instructions in the Recycling and Waste Management Act (KrWG) in the latest version as valid from time to time, on the related regulations and ordinances on implementation, and on "state 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 technical aspects of disposal for recycling and destruction are the responsibility of the organizer and its designated contractors.

#### **7.1.1. Waste disposal**

It is a fundamental requirement to avoid waste when setting up, running and dismantling trade fairs at exhibition sites under the German law on recycling management (Kreislaufwirtschaftsgesetz - KrWG), the German ordinance on commercial waste (Gewerbeabfallverordnung - GewAbfV), and the Waste Framework Directive (Directive (EU) 2018/851 amending Directive 2008/98/EC).

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 by all those involved from the planning and coordination stage onwards. 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.

#### **7.1.2. Hazardous waste**

Exhibitors and their contractual partners (e.g. booth construction workers) are obliged to notify the organizer 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.). He shall also to arrange for its disposal by the designated contractors.

#### **7.1.3. Unnecessary waste**

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

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

### **7.2.1. Oil and grease separators**

Discharges into the sewage network may not overstep 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. Mobile catering units are to ensure that fats and oils are collected separately and taken to the appropriate disposal point.

### **7.2.2. Cleaning/cleaning agents**

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

## **7.3. Environmental pollution**

Any environmental damage or pollution (e.g., by petrol, oil, solvents, paints, etc.) is to be avoided. Should anything of this kind occur, however, the organizer and HMC is to be notified immediately.

## **7.4. Saving energy**

When running events, it is essential at the end of the day to switch off all pieces of electrical equipment and unneeded lighting, especially exhibition booth lights, with the exception of pieces of equipment which require a constant supply of electricity, such as refrigerators, servers or similar items.



## 8. Amendments\*

The following points have been amended since the issue of the 2023-2024 Technical Guidelines:

The changes to the content of the previous version of the Technical Guidelines are set out below. Spelling corrections and any cross references which have been added are not detailed separately.

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### 3.6. Emergency evacuation\*

HMC can issue orders for buildings, halls or rooms to be closed or immediately evacuated for safety reasons. **The exhibitor is responsible for ensuring that his/her stand is evacuated if an incident should arise.** The reopening of the buildings only takes place after clearance from the responsible authorities.

### 5.1. Stand safety\*

...

**Stands which exceed four metres in height must be structurally stable under a dynamic pressure of 1.125 kN/sq m from 0 to 4m above the floor and 0,063kN/m<sup>2</sup> above 4m (= airflow within the halls).**

#### 5.4.1.1. Exhibition of motor vehicles\*

...

**Rescue data sheets must be kept at hand for electric and gas-powered vehicles. For electric vehicles, the charged state of the vehicle battery must be reduced to a level sufficient for approaching and leaving the stand and for carrying out any demonstrations. Charging can only be carried out after notifying HMC. HMC reserves the right to prohibit any charging in the exhibition halls.**

...

#### 5.7.5. Suspension of objects from hall ceilings\*

...

**In justified cases, HMC reserves the right to carry out load assessments at any suspension points used at the customer's/exhibitor's expense.**

### 6.1. General regulations\*

**The exhibitor/organizer is responsible at all times for operational safety and compliance with occupational health and safety and accident prevention regulations at his/her stand/in the area being used.**

#### 6.10.3. Laser systems\*

**Any operating of laser systems must be reported to and agreed with HMC. The exhibitor or organizer must enclose a written assignment of a laser safety officer with the report and prepare a risk assessment in accordance with Section 3 of the OStrV (Optical Radiation Ordinance) for any operation of the laser device.**

**The requirements of the Occupational Safety and Health Ordinance on Artificial Optical Radiation 2006/25/EC / OStrV, the TROS Laser, DIN EN 60825 1, DIN EN 12254 and, for show lasers, the requirements of DIN 56912 all need to be observed. For show laser systems, the information provided by DGUV Information 203-036 must also be considered.**

## 9. Useful addresses, telephone and fax numbers, and email addresses

**Emergency call at the fairground: +49 40 3569 6666**

**Emergency call inside the CCH: +49 40 3569 4444**

Testing of structural analysis calculations

Prüfingenieure

WTM Engineers GmbH

Johannisbollwerk 6-8, 20495 Hamburg

Phone +49 40 350090, Fax 040 350090-100

info@wtm-hh.de

Product safety

Amt für Gesundheit und Verbraucherschutz

Referat Produktsicherheit G 222

Billstraße 80, 20539 Hamburg

Phone +49 40 42837-3089, Fax +49 40 4273-10096

Tempoary buildings, grandstands etc.

Bezirksamt Hamburg Mitte – Bauprüfabteilung

Phone +49 40 42854-3313, Fax 040 4279-01541

Industrial safety helpline

Amt für Gesundheit und Verbraucherschutz

Phone +49 40 42837-2112, Fax +49 40 4273-10098

Fire Safety

Feuerwehr Hamburg – Abteilung FO 4

Phone +49 40 42851-4405, Fax +49 40 42851-4409

Medical products

Amt für Gesundheit und Verbraucherschutz

Phone +49 40 42837-3092/-2205, Fax +49 404279-48524

Laser equipment

Amt für Gesundheit und Verbraucherschutz

Phone +49 40 42837-3131, Fax +49 40 4273-10098

Flammable Liquids

Amt für Gesundheit und Verbraucherschutz

Referat Anlagensicherheit G 221

Phone +49 40 42837--3594, Fax +49 40 4273-10100

Pressure vessels

Amt für Gesundheit und Verbraucherschutz

Referat Anlagensicherheit G 221

Phone +49 40 42837-3594-3573, Fax +49 40 4273-10100

Protection against radiation

Amt für Gesundheit und Verbraucherschutz

Referat Strahlenschutz

Phone +49 40 42837-3158, Fax +49 40 4273-10098

High-frequency equipment, radio systems,  
electromagnetic fields

Bundesnetzagentur

Außenstelle Hamburg, Sachsenstraße 12+14, 20097  
Hamburg

Phone +49 40 23655-256/-260, Fax +49 40 23655-180

Beverage dispensing equipment

Bezirksamt Hamburg Mitte – Gesundheitsamt

Wirtschafts- und Ordnungsamt, Caffamacherreihe 1-3,  
20355 Hamburg

Phone +49 40 42854-4712, Fax +49 40 4279-01864

Food inspection

Bezirksamt Hamburg Mitte

Fachamt Verbraucherschutz -

Lebensmittelüberwachung

Phone +49 40 42854--4555, Fax +49 40 - 4279-01864

**Fair and event logistics**

Kühne + Nagel (AG & Co.) KG

Messeplatz 1, 20357 Hamburg

Phone +49 40 30 333-2800, Fax +49 40 30 333-2828,  
exposervice.hamburg@kuehne-nagel.com

Annex to point 4. „Technical details and equipment of the halls and the exhibition grounds“

**4.1.1 technical details: Exhibition halls fair ground**

Description	A1	A2	A3	A4	B1. EG	B1. OG	B2. EG	B2. OG	B3. EG	B3. OG	B4. EG	B4. OG	B5	B6	B7	
Surface area in m <sup>2</sup>	9.937	3.365	8.490	8.347	3.517	2.892	4.126	1.475	1.439	1.439	3.758	2.357	8.474	13.175	7.760	
Clear hall height in m	17,00	11,00	11,20	17,00	5,50-5,90 <sup>1</sup>	5,50-5,90 <sup>2</sup>	5,50-13,50 <sup>2</sup>	5,50-5,90 <sup>2</sup>	5,50-5,90 <sup>2</sup>	5,50-5,90 <sup>2</sup>	5,50-13,50 <sup>2</sup>	5,50-5,90 <sup>2</sup>	11,20	11,20	11,20	
Floor covering	Asphalt				Industrial screed								Asphalt			
Max. Load / m <sup>2</sup>	5.000kg				2.000kg	750kg	2.000kg	750kg	2.000kg	750kg	2.000kg	750kg	5.000kg			
Ground pressure	250kN/m <sup>2</sup>				250kN/m								250kN/m <sup>2</sup>			
Ceilings suspension / rigging	Please contact HMC service contractor.															
Water connectors	Please contact HMC service contractor.															
Power supply	230V – 50Hz sowie 3x400V – 50 Hz MP + SL, TN-CS-Netz. Please contact HMC service contractor.															
Sprinkler system	existing															
Compressed air	Please contact HMC service contractor.															
accessibility	Ground Level				Ground level	Freight elevator <sup>4</sup>	Ground level	Freight elevator <sup>4</sup>	Ground level	Freight elevator <sup>4</sup>	Ground level	Freight elevator <sup>4</sup>	Ground level			
Illumination	Individual lamp control. LED lamps, approx. 350 Lux, 4.000°Kelvin <sup>3</sup>				fluorescent lamp, ca. 250 Lux, 4.000°Kelvin								Individual lamp control. LED lamps, approx. 350 Lux, 4.000°Kelvin			

**Notes**

- <sup>1</sup> Restrictions apply due to smoke curtains. The maximum height is limited to 2.50m in these areas. Please refer to the booth diagrams or exhibition hall plan for details!
- <sup>2</sup> Restricted height! Please refer to the booth diagrams or exhibition hall plan for details!
- <sup>3</sup> Hall A2 also has architectural lighting on the ceiling and walls consisting of LED RGB strips with DMX control
- <sup>4</sup> Accessibility by freight elevator: H:2.80m x W:2.35m x D:5.45m; load capacity: 6000kg – strictly subject to assistance of freight elevator operator!
- As a general rule, arrangements for driving vehicles into the halls must be discussed and agreed with the relevant exhibition hall manager.

Annex to point 4. „Technical details and equipment of the halls and the exhibition grounds“

**4.1.2 technical details: Entrance buildings, Atrium on the fair ground**

Description	Central entrance GF	Central entrance UF	Entrance East GF	Entrance East UF	Entrance South GF	Entrance South UF	Entrance West	Atrium <sup>1</sup>
Surface area in m <sup>2</sup>	2.432	1.619	1.518	700	1.024	948		1.439
Clear hall height in m								17,00
Floor covering	Natural stone <sup>2</sup>	Natural stone <sup>2</sup>	Natural stone <sup>2</sup>	Natural stone <sup>2</sup>	Natural stone <sup>2</sup>	Natural stone <sup>2</sup>	Industrial screed	<u>interlocking paving stone</u>
Max. Load / m <sup>2</sup>	500kg	500kg	500kg	500kg	500kg	500kg	500kg	
Ceilings suspension / rigging	Please contact HMC service contractor.				NA <sup>3</sup>	NA <sup>3</sup>	NA <sup>3</sup>	NA <sup>3</sup>
Water connectors	NA <sup>3</sup>	NA <sup>3</sup>	Please contact HMC service contractor.				NA <sup>3</sup>	NA <sup>3</sup>
Power supply	230V – 50Hz sowie 3x400V – 50 Hz MP + SL, TN-CS-Netz. Please contact HMC service contractor.							
Sprinkler system	existing						NA <sup>3</sup>	existing
Compressed air	NA <sup>3</sup>							
accessibility	Individual lamp control. LED lamps, approx. 350 Lux, 4.000°Kelvin							Individual lamp control. LED lamps, approx. 350 Lux, 4.000°Kelvin

- <sup>1</sup> The atrium may only be used as a thoroughfare and must be kept completely clear of fire loads.
- <sup>2</sup> The use of adhesive tape on the natural stone floor must be discussed and agreed with HMC in advance. Furniture and other internal fittings must be designed in such a way as to prevent the floor from being scratched.
- <sup>3</sup> NA = not available

Annex to point 4. „Technical details and equipment of the halls and the exhibition grounds“

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**4.1.3 technical details CCH: Exhibitionhall Hall H, Foyer 3+H, Saal 3**

Description	Hall H	Foyer 3+H	Saal 3
Surface area in m <sup>2</sup>	6.930	1.487	1.910
Clear hall height in m	8,40	4,10	6,00
Floor covering	Asphalt	Parquet	Parquet
Max. Load / m <sup>2</sup>	1.500kg	500kg	500kg
Ceilings suspension / rigging	Please contact HMC service contractor.	NA <sup>1</sup>	Please contact HMC service contractor.
Water connectors	Please contact HMC service contractor.	NA <sup>1</sup>	NA <sup>1</sup>
Power supply	230V – 50Hz sowie 3x400V – 50 Hz MP + SL, TN-CS-Netz. Installation über Servicepartner der HMC.		
Sprinkler system	existing		
Compressed air	Please contact HMC service contractor.	NA <sup>1</sup>	NA <sup>1</sup>
Power supply	230V – 50Hz sowie 3x400V – 50 Hz MP + SL, TN-CS-Netz. Please contact HMC service contractor.		

- <sup>1</sup> NA = not available

Annex to point 4. „Technical details and equipment of the halls and the exhibition grounds“

4.1.4 technical details fair ground and CCH: Sizes of relevant gates and doors

Description / Hall	A1	A2	A3	A4	B1	B2	B3	B4	B5	B6	B7	Hall H	Foyer 3+H
Gate 1	5,90 x 5,90m	5,90 x 5,90m	5,90 x 5,90m	5,90 x 5,90m	11,20 x 5,90m	-	-	-	5,90 x 5,90m	5,90 x 5,90m	5,90 x 5,90m	-	-
Gate 2	5,90 x 5,90m	-	5,90 x 5,90m	5,90 x 5,90m	-	-	-	-	5,90 x 5,90m	5,90 x 5,90m	5,90 x 5,90m	-	-
Gate 3	7,90 x 7,90m	-	7,90 x 7,90m	7,90 x 7,90m	-	11,20 x 5,90m	-	-	7,90 x 7,90m	-	7,90 x 7,90m	-	-
Gate 4	9,90x 10,00m	-	9,90x 10,00m	9,90x 10,00m	-	11,20 x 5,90m	-	-	9,90x 10,00m	-	5,90 x 5,90m	-	-
Gate 5	7,90 x 7,90m	-	7,90 x 7,90m	7,90 x 7,90m	-	-	11,20x 5,90m	-	7,90 x 7,90m	-	-	-	-
Gate 6	5,90 x 5,90m	-	5,90 x 5,90m	5,90 x 5,90m	-	-	-	-	5,90 x 5,90m	-	-	-	-
Gate 7	5,90 x 5,90m	5,90 x 5,90m	5,90 x 5,90m	5,90 x 5,90m	-	-	-	11,20x 5,90m	5,90 x 5,90m	-	-	-	-
Gate 8	-	7,90 x 7,90m	7,90 x 7,90m	-	-	-	-	-	7,90 x 7,90m	7,90 x 7,90m	7,90 x 7,90m	-	-
Gate 9	-	9,90x 10,00m	9,90x 10,00m	-	-	-	-	-	9,90x 10,00m	7,90 x 7,90m	9,90x 10,00m	-	-
Gate 10	-	7,90 x 7,90m	7,90 x 7,90m	-	-	-	-	5,90x 5,65m	7,90 x 7,90m	9,90x 10,00m	7,90 x 7,90m	-	-
Gate 11	-	-	-	-	-	-	-	-	-	7,90 x 7,90m	-	-	-
Gate 12	-	-	-	-	-	-	-	-	-	-	-	-	-
Gate 13	-	-	-	-	-	5,20x 5,90m	-	-	-	-	-	-	-
Gate 14	-	-	-	-	-	-	-	-	-	-	-	-	-
Gate 15	-	-	-	-	5,20x 5,90m	-	-	-	-	-	-	-	-
Gate to neighbouring hall	-	-	-	-	8,75x 5,90m	8,75x 5,90m	8,75x 5,90m	8,75x 5,90m	-	-	-	-	-
Gate H1	-	-	-	-	-	-	-	-	-	-	-	4,00x	-
Gate H 2	-	-	-	-	-	-	-	-	-	-	-	4,00m	-