

TECHNICAL REGULATIONS FOR TRADE FAIRS AND EXHIBITIONS Messe und Congress Centrum Halle Münsterland GmbH

Scope of application

Messe und Congress Centrum Halle Münsterland GmbH has issued these safety regulations for trade fairs, markets and exhibitions, with the aim of enabling all participants to successfully and safely conduct the events. The technical regulations are based on legal and regulatory requirements and are binding minimum standards for all exhibitors. Compliance with the regulations is checked by the staff of Messe und Congress Centrum Halle Münsterland, the organizer and third parties.

The commissioning of an exhibition stand can be completely or partially prohibited in the interest of all event participants, if detected safety deficiencies have not been eliminated by the beginning of the event.

1. Assembly and disassembly work: All assembly and disassembly work may only be carried out within the scope of the applicable occupational safety, trade and assembly regulations. The exhibitor and the service companies commissioned by it are responsible complying with the regulations. The exhibitor and the service companies commissioned by it must ensure that there is no mutual risk to other exhibitors and their service companies during their assembly and disassembly work. If necessary, they must designate someone to coordinate the work. In case of violations of the legal provisions, the organizer, Messe und Congress Centrum Halle Münsterland and the competent authorities may order the cessation of work.

2. Fire brigade access zones: The necessary access routes and manoeuvring areas for the fire brigade marked with no stopping signs must always be kept free. Vehicles and objects parked or set down on the escape routes and the security areas will be removed at the expense and risk of the owner.

3. Safety equipment: Fire alarms, water poles, fire hydrants, fire extinguishers and pipes, smoke flaps, trigger points of smoke extraction devices, smoke detectors, telephones, telephone exchanges, supply and exhaust air openings of the heating and ventilation system, their signs and green emergency exit signs must be accessible and visible at all times; they must not be blocked, covered or otherwise obscured.

4. Exits and hallways are escape routes and must always be kept free. The doors belonging to escape routes must be able to be opened from inside to their full width. Escape routes, exit doors, emergency exits, and their signs may not be obstructed, covered or otherwise obscured. Corridors must never be restricted by objects that have been set down or that protrude into the corridor. All corridors serve as escape routes in the event of danger.

5. Driving inside the premises: Driving inside the premises with a car, truck or gas-powered forklift truck is generally forbidden. Permits are granted only in individual cases by Messe und Congress Centrum Halle Münsterland.

6. Stand area: The stand area indicated in the stand confirmation will be marked by the organizer upon the exhibitor's request. The stands must be set up in this area. The exhibitor must assume minor deviations in stand dimensions. Among other things, these can result from the different wall thicknesses of the partitions. Columns, wall projections, partitions, distribution boxes, fire-extinguishing equipment and other technical equipment are components of the allocated stand areas. Therefore, for position, location, dimensions and potential installations on the leased area, only the on-site measurements apply. No claims may be asserted against the organizer and Messe und Congress Centrum Halle Münsterland as a result of deviations from the stand confirmation.

7. Stability: Exhibition stands including equipment and exhibits as well as advertising media must be constructed in such a stable manner that life and health as well as safety and public order are not endangered. The exhibitor is responsible for the static safety of the stand and must prove this if required to do so. With regard to the requirements for stability, see moreover the state building regulations and the North Rhine-Westphalian Assembly Venue Ordinance (nordrhein- westfälische Versammlungsstättenverordnung) in the respectively valid version.

8. Exhibition stands subject to approval and special structures: All multi-storey exhibition stands, mobile stands and special structures and constructions must be presented to the organizer for approval. A stability certificate must be provided for exhibition stands higher than 4m. As a rule, a test book or verified statics for the structure must be submitted.

9. Vehicles and containers may only be exhibited in the meeting rooms after

approval by Messe und Congress Centrum Halle Münsterland. The battery must be disconnected, as far as this is possible by technology or design. The fuel tank must be emptied and sealed as much as possible. Depending on the event and location, additional safety measures such as inertisation of the fuel tanks and/or posting security guards may be required. For vehicles with alternative drive technology, e.g. electric or hybrid drive, the drive batteries must be separated from the motor by safety clamp switch (main switch). For gas-driven vehicles, the pressure vessel must be emptied.

10. Stand construction materials: Highly flammable, burning dripping, or toxic gases may not be used for stand construction. For supporting structural parts, special requirements may be made in individual cases for safety reasons. DIN 4102 (fire behaviour of building materials, components) or EN 13501-1 must be observed and adhered to.

11. Carpets: If the lessee lays carpets or other decoration material directly on the hall floor, it must be done in such a way that there is no risk of slipping, tripping or falling for persons. Carpets and other floor coverings must be laid with due regard to safety and may not protrude beyond the stand area. Adhesive marks, carpet fixings and the like may only be made with special carpet tape that can be removed without leaving any residue. Self-adhesive carpet tiles are not permitted. All materials used must be removed without leaving any residue. The same applies to substances such as oils, fats, paint and the like. The hall floors may not be painted.

12. Floor and parquet protection: Anchors and fixings in the floor are not permitted. Placing damp or soaking objects on parquet floors is prohibited. Moisture should be removed immediately. Refrigerators must be installed on a water-resistant surface.

13. Glass and acrylic glass: Only laminated safety glass may be used. The edges of glass panes must be constructed or protected in such a way that the risk of injury is excluded. All-glass components must be marked at eye level. For glass constructions, the requirements according to "Technical rules for the use of fall-arresting glazing (Technische Regeln für die Verwendung von absturzsichernden Verglasungen - TRAV)" must be observed.

14. Exits from extended stands: Stands with a floor area of over 100m² or with a complex design must have a minimum of two separate exits/escape routes/emergency exits situated opposite one another. The distance from any stand on an exhibition area to an aisle must not exceed 20m.

15. Landings/platform protectors: Generally accessible areas that directly adjoin areas that are set more than 0.20m lower must be equipped with railings.

16. Nails, hooks, holes, and transportation of loads: Driving of bolts and anchors as well as drilling or knocking of holes in hall floors, walls, and ceilings is not permitted. Heavy loads, lifting equipment and crates may be transported within the premises only via rolling carts or lifting carts equipped with rubber tires. Skid marks due to rubber abrasion should be avoided.

17. Suspensions/interference with the building structure: Technical facilities and parts of halls must not be impacted by structures or exhibits. Hall pillars/hall supports may be converted within the stand area within the permitted height if they are not damaged. Objects may only be suspended from the hall ceiling at the fittings intended for this purpose and may only be suspended by specialist companies approved by Messe und Congress Centrum Halle Münsterland.

18. Electrical installations/water connection: Connections to the existing supply network may only be made by the specialist companies approved by Messe und Congress Centrum Halle Münsterland who are familiar with the venue. It is also advisable to commission the specialist companies approved by Messe und Congress Centrum Halle Münsterland to perform the corresponding work within the stand. All electrical equipment at the exhibition stand must be operated according to the latest safety regulations of the Association of German Electrical Engineers (Verbandes Deutscher Elektrotechniker - VDE). Particular attention should be paid to VDE 0100, 0128 and ICE 60364-7-711. The electrical equipment used in the standby exhibitors must comply with the applicable standards. For water connections, separate conditions apply, which can be accessed via the corresponding form in the service catalogue. When commissioning third parties to connect the exhibitor's own equipment, from the point of transfer, the exhibitor is responsible for the compliance with the hygiene and drinking water regulation of the water connection in the stand area.

19. Decoration materials: Decoration materials must comply with DIN 4102

TECHNICAL REGULATIONS FOR TRADE FAIRS AND EXHIBITIONS Messe und Congress Centrum Halle Münsterland GmbH

min. B1 or min. Class C according to EN 13501-1, i.e. they must be flame retardant. The attribute "flame retardant" may be achieved subsequently through the use of a flame retardant, but this applies to part of these materials only. The flame retardants used must be officially approved. A certificate confirming that the material is flame retardant or that impregnation has been carried out in accordance with the regulations must be available for inspection at the stand at all times.

20. Use of balloons and flying objects: Use of balloons filled with safety gas and of other flying objects within the halls out in the outdoor area must be approved by Messe und Congress Centrum Halle Münsterland.

21. Trees and plants: Natural plant decorations may only remain in the rooms as long as they are fresh. Bamboo, reed, hay, straw, bark mulch, turf or other similar materials do not meet the aforementioned requirements. The inclusion of conifers is generally not permitted because of the associated increased fire hazards (resin). The fire brigade decides on exceptions.

22. Waste, recyclable and residual containers: No recyclable or residual containers made of flammable materials may be placed in the stand area. Containers for recyclable and residual materials must be emptied regularly, and at least every evening after the close of the fair. In the event that large quantities of combustible waste are generated, it must be safely disposed of several times a day.

23. Empty reusable containers, packaging: Storage of empty reusable containers, packaging, and packing materials of any kind whatsoever within the stand and outside of the stand is prohibited. Empty reusable containers, packaging, and packing materials must be removed without delay.

24. No smoking: Smoking is prohibited in all halls, rooms and stands. The smoking ban must be observed and enforced by each exhibitor at their stand.

25. Fire extinguishers: We recommend having suitable and tested fire extinguishers ready at the stand.

26. Pyrotechnics: Pyrotechnic demonstrations must be approved by the authorities and notified to the organizer and Messe und Congress Centrum Halle Münsterland.

27. Laser systems: The operation of certain laser systems must comply with the occupational association regulations and must be notified to the responsible authority. When notifying, make sure to enclose the written appointment of a laser protection officer with responsibility for operating the laser equipment. In addition, the intended use must be reported to the organizer.

28. Fog machines: For the use of fog machines, the approval of Messe und Congress Centrum Halle Münsterland is required to avoid falsely triggering the fire alarm system.

29. Hotplates, spotlights, transformers: For extra protection, all heat-producing and heat-generating appliances must be mounted on a non-flammable, heat-resistant, asbestos-free base. Appliances should be placed at a suitable distance from flammable materials, based on the amount of heat generated. Lighting fixtures must not be attached to decorations or the like. Please do not forget to switch off electrical cooking devices and other items of equipment that give rise to dangers if operated without supervision at the end of the daily opening hours.

30. Advertising materials/advertising: Independent advertising actions outside of an exhibitor's own stand (e.g., distribution of brochures, posting of advertising signs) is not permitted.

31. Acoustic and visual performances: Operation of acoustic systems, as well as audio-visual presentations of any kind, by exhibitors requires the approval of the organizer and Messe und Congress Centrum Halle Münsterland and must be submitted in writing. The noise level should not exceed 60 dBA for musical performances. In the event of repeated failure to follow these rules, the power supply may be interrupted to the exhibitor's stand without regard to any consequences relating to the power outage. No claim by the exhibitor for direct or indirect damages caused by the interruption of the power shall be permitted. The burden of proof for compliance lies with the exhibitor.

32. Musical reproductions (GEMA): For the reproduction of music of all kinds, exhibitors must adhere to relevant legal provisions (Copyright Act) and obtain permission of the Society for Musical Performing and Mechanical Reproduction

Rights (Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte - GEMA) where required. Undeclared music may result damage claims by GEMA.

33. Explosive substances/munitions: Explosive substances are subject to the Explosives Act (Sprengstoffgesetz) in the respective current version and may not be used or exhibited at trade fairs or exhibitions.

34. Spray guns, nitrocellulose lacquer: The use of spray guns and nitrocellulose lacquer is prohibited.

35. Flammable liquids and gases may not be used or stored in the stands. The use of gas burners of any kind is prohibited.

36. Alcohol and mineral oils (petrol, kerosene, etc.) must not be used for cooking, heating or operating purposes.

37. Abrasive cutting work and all work with an open flame: Welding, cutting, soldering, grinding, separation and other open-flame or sparking work is prohibited. In exceptional cases, upon written application and description of the work, Messe und Congress Centrum Halle Münsterland may issue a permit for open-flame works with special safety requirements (permit for flammable work).

38. CE certification of products: Products that do not have a CE Certificate of Conformity and do not meet the requirements of the Law on the Provision of Products on the Market (Produktsicherheitsgesetz - ProdSG) may only be exhibited if a visible sign clearly indicates that they do not meet these conditions and can only be acquired within the European Union if the corresponding conformity has been established. During demonstrations, necessary precautions (barriers) must be taken to ensure the safety of persons (see Section 3 para. 5 Product Safety Act).

39. Modification of non-standard stand constructions/special structures: Structures, equipment, props and decorations (materials) brought into the hall that are not approved, or that do not comply with these technical safety regulations or the VStättVO NRW may not be installed in the venue and may need to be removed or modified at the exhibitor's expense. This also applies in the case of substitute performance by the organizer. The partial or complete closure of a stand may also be ordered should important grounds, especially serious safety deficits, exist.

40. Disassembly of the exhibition stand: After disassembly, the original state of the exhibition space must be restored. The exhibitor shall be liable for damage to the ceilings, walls, floor and installation equipment. Adhesive strips must be removed without leaving any residue. Damage to the hall, its equipment and outdoor facilities by exhibitors or their agents must be reported to Messe und Congress Centrum Halle Münsterland in any event.

41. Waste disposal/separation: As far as the exhibitor does not commission the organizer or Messe und Congress Centrum Halle Münsterland with waste disposal, the exhibitor must perform this at its own expense and risk. Packaging materials and waste must not be stored in the hall during the event.

July 2019, Messe und Congress Centrum Halle Münsterland