

# Special Terms and Conditions for Participation

in events organised by

Karlsruher Messe- und Kongress GmbH  
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Intelligent Urban Transport Systems



## 1. Event IT-TRANS 2020

## 2. Organisers

Karlsruher Messe- und Kongress GmbH (KMK)  
Postfach 12 08, 76002 Karlsruhe, Germany  
and  
UITP – Union Internationale des Transports Publics  
Rue Sainte Marie 6, 1080 Brussels, Belgium

## 3. Date(s) and venue

Karlsruhe Trade Fair Centre, Germany  
3 to 5 March 2020 (Tuesday to Thursday)

## 4. Assembly and dismantling periods

### Assembly:

Saturday, 29 February 2020: 8 a.m. – 6 p.m.  
Sunday, 1 March 2020: 8 a.m. – 8 p.m.  
Monday, 2 March 2020: 8 a.m. – 8 p.m.

### Dismantling:

Thursday, 5 March 2020: 4 p.m. – midnight  
Friday, 6 March 2020: 8 a.m. – 8 p.m.

## 5. Registration and admission

Registration shall be made via the registration form or the Online Booth Registration System.

If registration is made via the registration form, it shall be sent to Karlsruher Messe- und Kongress GmbH with a legally binding signature. The exhibitor shall print out a copy of the document for his own files. Insofar as all conditions for acceptance have been fulfilled, the exhibitor will receive written confirmation of acceptance from the trade fair / exhibition management.

If registration is made via the Online Booth Registration System, the exhibitor will automatically receive a confirmation via email. A few days later, the exhibitor shall receive his admission document. This document is legally binding.

The trade fair / exhibition management will endeavour to meet your requests concerning the choice of a stand shape but reserves the right – upon consultation with you – to make any changes necessitated by layout planning.

Once admission has been granted, the exhibitor cannot rescind the agreement outside the legal regulations and the following provisions. If the exhibitor cancels participation after the date of admission or declares rescission or cancellation of the agreement, he shall bear the full cost of the stand and of all additional charges incurred by the organisers until that date. If, owing to technical, safety-related or other reasons, the trade fair / exhibition management does not permit an exhibit or demonstration planned by the exhibitor, this shall not constitute valid grounds for the exhibitor to cancel free of charge. In such cases, the exhibitor must rearrange or use the area accordingly. Non-permitted materials may be removed by Karlsruher Messe- und Kongress GmbH at the exhibitor's expense without further warning. Please note the following cancellation fees applicable to services (ordered by the exhibitor)

- until 6 days before the beginning of assembly under clause 04  
cancellation fee: 50% of stand construction and services
- from the beginning of assembly under clause 04  
cancellation fee: 100% of stand construction and services

## 6. Admission requirements

Admission is granted to all German and non-German manufacturers and all companies that are authorised by a manufacturing plant to exhibit its products. All exhibits shall be specified accurately in the registration form and shall match the groups of exhibits as detailed in the nomenclature. Items shall not be brought to the exhibition unless they have been registered and admitted. Admission shall be at the discretion of the trade fair / exhibition management. Applicants are not automatically entitled to admission. Admission shall be granted by the trade fair / exhibition management in writing. The lease contract shall not be considered as concluded in a legally binding manner until admission has been granted. However, the trade fair / exhibition management shall be entitled to withdraw admission if the admission requirements turn out to be inapplicable or cease to be applicable. Should exhibitors deviate from the information specified in their registration without the written approval of the trade fair / exhibition management, the latter shall be entitled to exclude said exhibitor from taking part in the event, even without notice. Exhibitors shall not be entitled to claim damages from the organiser in this connection.

## 7. Prices of participation

Rental prices for  
aisle stand: regular € 289 plus VAT, members of UITP € 249 plus VAT

corner stand: regular € 299 plus VAT, members of UITP € 259 plus VAT  
end of block: regular € 309 plus VAT, members of UITP € 269 plus VAT  
island stand: regular: € 319 plus VAT, members of UITP € 279 plus VAT  
Stands of more than 60 sqm will be granted a reduction of 10 per cent per sqm.

These prices are for net space, excluding stand construction, side panels and partitions. Should you require further services, please order them via the Online Service Center (OSC).

The registration and marketing fee is of € 850 + VAT. The general fee for exhibition hall utilities is of € 5 per sqm + VAT.

## 8. Stand construction service

Basic package € 84 per sqm

(stand construction, excluding floor space and VAT)

Maxima 40 Basic package € 96 per sqm

(stand construction, excluding floor space and VAT)

Premium Basic package € 134 per sqm

(stand construction, excluding floor space and VAT)

**Please note:** If the exhibitor orders a basic package, he cannot claim offset or reimbursement for any stand construction material that is not required. Basic packages can only be ordered through registration on the registration form. Once registration has taken place, stand construction can only be ordered via the Online Service Center (OSC).

## 9. Special provisions for supporting exhibitors

Exhibitors located in the areas marked "Supporting Exhibitors" are obliged to order one of the sponsoring or marketing packages offered by the organisers.

## 10. Co-exhibitors and additionally represented companies

Inclusion of a co-exhibitor/represented company requires prior written indication on the registration, specifying complete address details including contacts (see form 2). A registration fee incl. marketing fee of € 850 + VAT is payable for each co-exhibitor. Each represented company is subject to a registration fee of € 850 + VAT.

## 11. Two-level stands

Two-level stands are subject not only to the stand rental but also to another 50% for the upper level.

## 12. Stand space

Minimum stand space shall be of 12 sqm. Smaller stand space can only be leased if this has been arranged with the trade fair / exhibition management and if such space results from the layout planning. Any structural columns that are located within the stand space shall form part of the stand. The final rental invoice shall be based on the dimensional survey taken by the trade fair / exhibition management. Each square metre or part thereof shall be charged in full, and the stand space shall generally be calculated as a rectangle, irrespective of installations, minor deviations, etc.

## 13. Design, fittings and furnishings

It is a requirement that each stand area must have constructionally defined borders separating it from neighbouring stands. If you do not have your own stand construction system or if you do not rent such a system via KMK, then stand separation partitions (back and side panels) are mandatory. Such stand separation partitions are subject to a fee which is not included in the stand rental. Please remember that flooring is mandatory on all stand spaces. Should you require stand separation partitions, please refer to the Online Service Center (OSC). If you do not order stand separation partitions but your stand space is surrounded by partitions of your neighbours or by existing partitions, then you will be charged for those partitions on the terms specified in the Online Service Center (OSC). Approx. 5 cm shall be deducted from the width of an allocated stand, unless you have specifically requested clear width on account of standard stand construction. For safety reasons, stand separation partitions in basic stand construction are secured by support partitions which may only be removed by the organiser's contracting company upon securing the structural stability of the separation partitions. The exhibitor is liable for any damage resulting from failure to ensure the renewed structural stability of stand separation partitions after the dismantling of his stand. The exhibitor shall submit drawings and sketches of the intended stand construction. To set up his own marquees, pavilions or roofed-over facilities on outdoor premises, the exhibitor requires permission which shall be dependent on the prior submission of a draft plan. Any decoration material used by the exhibitor shall be flame-retardant and must comply with all other police regulations. Any damage to partitions and flooring and any modifications to the rented stand space by the exhibitor, his staff or his agents shall be the exhibitor's liability. Any compensation claims resulting from such damage shall be billed separately. The exhibitor shall notify the trade fair / exhibition management of any contracted design companies unless those are companies which the exhibitor runs himself. The exhibitor shall use local companies if this becomes relevant. The interior finish of the halls shall not be modified by exhibitors. Pillars, wall projections, fire extinguishers, partitions, distribution boxes and other technical facilities form part of the allocated stand space.

## 14. Assembly and dismantling

The exhibitor shall receive the access details for the Online Service Center (OSC) in good time and undertakes to note the content of the same. If a company's stand is still unoccupied 12 hours prior to the

- beginning of the event or if there is no indication that the exhibitor will arrive at a later stage, then his space shall be given side and back panels at the expense of the exhibitor, upon instruction of the trade fair / exhibition management, and the entire stand shall be either decorated with a view to creating a good overall impression or the space shall be given to other customers. In such a case stand rental shall be payable in full. The KMK shall under no circumstances be held liable for damage caused by the exhibitor's delay in submitting order forms or failure to submit those forms (incorrect obligatory entry in the exhibitors' directory, incomplete electric power lines during assembly, etc.). If the exhibitor dismantles his stand before the end of the exhibition, then the trade fair / exhibition management shall be entitled to charge a contractual penalty of € 500 + VAT.
15. **Exhibitors' badges**  
Exhibitors' badges are issued by the office of the trade fair / exhibition management or sent off in good time prior to the exhibition. 2 exhibitors' badges will be issued free of charge for stands of up to 10 sqm, and 1 free of charge for each further 10 sqm, up to a maximum of 10 exhibitors' badges. Further badges can be issued subject to a charge. Please refer to the relevant forms in the Online Service Center (OSC).
  16. **Exhibitors' directory**  
The organisers shall issue an exhibitors' directory. The obligatory entry comprises basic details (company name, address, e-mail/web address, hall, stand no.) in the alphabetical directory, in the product directory (company name, hall, stand no.) and on the website. Where applicable, the exhibitor may also be mentioned via social media channels. This can only be provided if registration has been received on time. Further entries are possible against payment of fees. Please refer to the Online Service Center (OSC).
  17. **Animals**  
Animals are not admitted to the exhibition. The only exceptions are guide dogs for disabled persons and for the blind as well as service dogs.
  18. **Sale/Distribution**  
The sale/distribution of goods and services is only permitted insofar as this is specified in the permit and insofar as the sales/distribution activities take place in the rented stand area. Legal requirements, particularly those pertaining to price labelling, shall be adhered to by the exhibitor. Exhibitors themselves shall be exclusively responsible for procuring and complying with the required official permits (such as permits relating to trade control and sanitary measures). Violations shall, following a warning, entitle KMK to shut down the stand with immediate effect and to exclude the offender(s) from taking part in the event and possibly also follow-up events. Unaffected by this, the exhibitor shall remain liable for the full participation price and shall not be entitled to compensation in this connection.
  19. **Photography**  
The trade fair / exhibition management is entitled to authorise staff to make drawings, video recordings and photographs of trade fair stands and exhibits and to use the resulting material for its advertising purposes. The exhibitor shall waive all objections arising from his rights of ownership and rights of use. Other persons require express written permission from the trade fair / exhibition management for recordings of any kind.
  20. **AUMA fee**  
Net fees of € 0.60 per square metre for indoor space and outdoor space are levied for the Association of the German Trade Fair Industry (AUMA). This amount shall be invoiced along with the stand rental. AUMA upholds the manifold interests of German industry in matters of exhibitions and trade fairs.
  21. **Technical facilities**  
Requests for electricity, water, compressed air, telephone connections, etc. can only be met if orders are received on time via the Online Service Center (OSC). A sufficient amount of general illumination will be available. However, the exhibitor can ask for additional electric lines to be installed at his own expense. Charges for such lines shall be based on the nearest connection point from the relevant stand. The installation of supply lines may only be entrusted to contractors licensed for this purpose by the trade fair / exhibition management. The use of electricity, water and gas within the stand space shall be at the exhibitor's expense. The trade fair / exhibition management accepts no liability for damage due to technical faults resulting from supply fluctuations, power cuts or force majeure or due to power disruptions effected upon the orders of the fire department, police or public utilities.
  22. **Terms of payment**  
Rent for stand space (stand rental) and all other charges are net prices and exclusive of German VAT which is payable at the relevant statutory rate, specified in addition to each price. The exhibitor shall receive an invoice for the stand space upon/after confirmation of the stand; where additional charges and stand construction packages are concerned, invoicing shall depend on the order date. All invoices are payable upon receipt. If an invoice is not settled by the exhibitor within 30 days of receipt, then the exhibitor shall be considered as being in arrears irrespective of a reminder. If the exhibitor is in arrears, then the trade fair / exhibition management shall be entitled to charge default interest at the statutory rate. In the event of continuing arrears despite a reminder the trade fair / exhibition management reserves the right to cancel the agreement with immediate effect on the grounds of a compelling reason. Please note that all orders received less than one week before the start of the event will be subject to an express service surcharge of 25%.
  23. **Advertising**  
Active advertising outside the rented stand is not permitted. In the event of violations, the trade fair / exhibition management reserves the right to take immediate action. It may also cancel existing agreements for subsequent events on the grounds that essential requirements for contractual fulfilment are no longer met.
  24. **Prevention of accidents**  
It is mandatory for the exhibitor to ensure that his exhibited machinery, equipment, devices, etc. have safety devices that comply with the accident prevention regulations of the relevant trade association. Any personal injury or property damage arising from the operation of exhibited machinery, equipment, technical systems, etc. shall be the exhibitor's liability. Fire extinguishers and their signs shall not be removed or covered, and emergency exits shall not be covered or concealed by exhibition stands or exhibits.
  25. **Cleaning**  
The cleaning of outdoor exhibition premises and halls shall be conducted by the trade fair / exhibition management. The exhibitor undertakes to clean the stand he has rented. Packaging and similar materials shall not be stored in halls.
  26. **Insurance and security**  
The exhibitor shall be liable for any personal injury and property damage caused by his company. As detailed in the participation regulations of IDFA (the Interest Group of German Trade Fairs and Exhibition Cities), which become part of the contract between organiser and exhibitor, the trade fair / exhibition management accepts no liability for damage caused by fire, burglary, theft, burst pipes or weather conditions. We therefore urgently recommend the conclusion of an exhibition risk insurance. The trade fair / exhibition management has concluded a special agreement with an insurance company for the duration of the exhibition. In view of the special reduced rates that are available, it is recommended that exhibitors join this agreement. Should the exhibitor wish to obtain special chargeable stand security, then this shall be conducted exclusively by companies commissioned for this purpose by the trade fair / exhibition management on the terms which are applicable at the time. The relevant forms can be found in the Online Service Center (OSC).
  27. **GEMA**  
The exhibitor shall contact GEMA (German Society for Musical Performing Rights and Mechanical Reproduction Rights) in the following cases: use of live music, band music, records, cassettes, CDs, DVDs, presentations of films with sound or videos with music or in the event of membership of an AV or TV medium. GEMA, P. O. Box 10 17 53, 70015 Stuttgart, Germany, Phone: +49(0)711 22526, Fax: +49(0)711 2252800.
  28. **Data protection**  
Details specified by yourself will be recorded and saved to the database of Karlsruher Messe- und Kongress GmbH. Karlsruher Messe- und Kongress GmbH will use your details, including company details, for the purpose of conducting the exhibition. Karlsruher Messe- und Kongress GmbH will share your personal details with third parties to the extent that this is required for the fulfilment of the agreement between yourself and Karlsruher Messe- und Kongress GmbH. Your surface mail address, your e-mail address and your company details will serve the purpose of keeping you informed about forthcoming events on the premises of Karlsruher Messe- und Kongress GmbH, either by surface mail or e-mail. You are entitled to withdraw your consent to the promotional use of your details at any time.
  29. **Domiciliary right**  
The trade fair / exhibition management exercises a domiciliary right on the outdoor premises and in the exhibition halls. Instructions of the trade fair / exhibition management, their employees and their stewards shall be observed.
  30. **Recognition of the terms and conditions of exhibition and the house rules**  
By registering for participation in the exhibition, the exhibitor bindingly recognises these Special Terms and Conditions for Participation, the General Exhibiting Guidelines for Trade Fairs and Exhibitions of IDFA Members and the House Rules both for himself and for his agents. In the event of a violation, the trade fair / exhibition management shall be entitled to remove the faults or disruptions at the expense of the relevant exhibitor and to close down the stand without compensation.
  31. **Period of limitation**  
All contractual and pre-contractual claims of the exhibitor towards the trade fair / exhibition management shall come under the statute of limitation for a period of 6 months. This period shall start on the working day after the end of the exhibition.
  32. **The place of jurisdiction and performance is Karlsruhe.**  
German law applies.
  33. **Voidance**  
Should any of the aforementioned provisions be or become invalid, then this shall not affect the validity of the remaining Special Terms and Conditions for Participation or the entire agreement. Should one of these provisions be invalid, then the parties agree that it shall be replaced by whatever provision comes as close to it as possible in terms of its economic meaning and purpose.

# General Exhibiting Guidelines for Trade Fairs and Exhibitions of IDFA Members\*



In the event of any non-conformity, the following regulations shall apply in the undermentioned order (if available):

## A. Individual binding agreements of the organizer

## B. Special Exhibiting Conditions of the organizer

## C. General Exhibiting Guidelines

### 01. Participants

- 01.01 The participants in trade fairs and exhibitions shall be divided into exhibitors, co-exhibitors and additionally represented companies. They shall hereinafter be called "participants" for short.
- 01.02 The admission of one or more co-exhibitors shall only be possible in exceptional cases and shall entitle the organizer to charge a special fee.  
In all cases, however, the admitted exhibitor shall be liable for ensuring that the co-exhibitor(s) complies (comply) with the obligations upon the exhibitor.
- 01.03 Exhibitors, co-exhibitors and additionally represented companies  
An **exhibitor** shall be regarded as anyone who hires an exhibition stand for the duration of a trade fair or exhibition and takes part in this event with their own personnel and their own products or services.  
A **co-exhibitor** shall be regarded as anyone who takes part in a trade fair or an exhibition on the stand of an exhibitor with their own personnel and their own products or services. Co-exhibitors shall also include members of a group of companies and subsidiaries.  
In the case of an exhibitor who is actually a manufacturer, an **additionally represented company** shall be regarded as every other firm whose goods or services are offered by the exhibitor.  
If an exhibitor, who is a sales company, presents both products from a manufacturer and additional goods and services from other firms, these firms shall be regarded as **additionally represented companies**.
- 01.04 The admission of the exhibitor shall not lead to a contract between the co-exhibitors or additionally represented companies registered by the exhibitor and the organizer.  
The inclusion of co-exhibitors shall normally be subject to a licence and a charge. The inclusion of additionally represented companies shall be subject to a licence; a charge shall only be paid for these companies if this is stipulated in the Special Exhibiting Conditions. The charge shall be paid by the exhibitor; it may also be subsequently invoiced by the organizer.  
A written application for the inclusion of a co-exhibitor shall be sent to the organizer showing the full address and the names of contact persons.

### 02. Registration

- 02.01 Anyone wishing to register (participation and ordering of a stand) for a trade fair or exhibition (hereinafter called "event") shall do so using the registration form, which shall be completed in full and signed with legally binding effect. This application shall be regarded as a contract offer from the exhibitor, which requires acceptance by the organizer. Submission of the application form shall constitute no grounds for admission to the event.
- 02.02 By submitting the application form, the exhibitor shall hereby accept these "General Exhibiting Guidelines" and, if available, the "Special Exhibiting Conditions" applying to the particular event, the "House Rules", the "Technical Guidelines" and the regulations contained in the "service documents". This obligation shall also extend to the persons employed by the exhibitor at the event, other participants registered by the exhibitor and other agents.
- 02.03 The exhibitor shall be obliged to comply with relevant labour and trade legislation, environmental protection regulations, fire protection regulations, accident prevention regulations and the provisions of competition law. The exhibitor shall also personally comply with EU Regulations No. 2580/2001 and No. 881/2001, especially in regard to finance and personnel.
- 02.04 The exhibitor shall continuously monitor compliance with the above-mentioned regulations by the persons whom he employs at the event, his other registered participants and other agents. In the event an infringement of this obligation, the exhibitor shall intervene and/or inform the organizer about the infringements.
- 02.05 By submitting the application form, the exhibitor hereby agrees to his data being recorded, processed and used for the purpose of organizing the event and for purposes of advertising, market research or opinion research – in accordance with the latest version of the Data Protection Act – and to these data being passed on to third parties in connection with the above-mentioned purposes. The exhibitor shall hereby give his consent in this respect, unless he has filed an express objection. The exhibitor shall also be obliged to take part in electronic visitor recording and evaluation programmes, and shall agree to the publication of information relating to his participation via electronic media, including the Internet.

### 03. Admission

- 03.01 The organizer shall take a decision, if necessary in agreement with the respective committees, regarding the admission of the exhibitor and registered exhibits to the event via a written confirmation of admission. A contract shall come about with the admission of the exhibitor (see subsection 02.01, sentence 3).
- 03.02 The organizer may exclude individual participants from taking part in the event for factually justified reasons, especially if the amount of space available is insufficient. The organizer may also restrict the event to certain groups of participants if this is necessary to attain the purpose of the event. The organizer shall also be entitled to impose restrictions on the registered exhibits and change the amount of registered space. Admission shall only apply to the registered exhibits, the participants mentioned in the confirmation of admission and the space stipulated therein. No items apart from those which have been registered and admitted to the event may be exhibited.
- 03.03 The participant shall have the actual and legal power of disposal over the registered exhibits and shall be in possession of any necessary official operating licences. Descriptions and brochures relating to the goods or services to be exhibited shall be submitted by the participant on request.

### 04. Space assignment

- 04.01 The organizer shall personally assign space in accordance with the subject and structure of the particular event and the actual amount of space available. If possible, the organizer shall try and accommodate requests for specific space assignments in the registration form. The order in which applications are received shall not be the sole decisive factor in assigning space.
- 04.02 The organizer shall admit participants to the event by issuing written confirmation of participation along with details of the stand provided (stand confirmation). Unless otherwise agreed in writing, the participation contract between the exhibitor and the organizer shall hereby be concluded with legally binding effect. If the contents of the stand confirmation differ from the contents of the exhibitor's registration form, the contract shall be concluded on the basis of the stand confirmation, unless the exhibitor objects in writing within two weeks.

### 05. Unauthorized transfer of stand space, co exhibitors, additionally represented companies

- 05.01 The assigned stand space may not be exchanged with another exhibitor. Partial or complete transfer of the stand space or subletting of the stand space to third parties shall also not be permitted without the approval of the organizer. In the event of an infringement of this provision, the organizer shall be entitled to terminate the contract immediately according to section 17 for good cause.
- 05.02 If several exhibitors want to rent a stand together, they shall name a jointly appointed authorized representative on the application form. The organizer shall negotiate solely with this authorized representative. If several exhibitors rent a stand together, every one of them shall be jointly and severally liable to the organizer.
- 05.03 The exhibitor may only accept co-exhibitors or additionally represented companies (cf. 01.04) with the prior approval of the organizer. Third parties shall also be regarded as co-exhibitors or additionally represented companies if they have close economic or organizational ties to the applicant. The exhibitor shall enter the names of all co-exhibitors or additionally represented companies on the application form. Co-exhibitors or additionally represented companies not named on the application form may not display exhibits on the exhibitor's stand.

### 06. Fees, payment deadlines and terms, lessor's right of lien

- 06.01 The participation fee amount and the payment deadlines are shown in the Special Exhibiting Conditions. The payment deadlines shall be observed. Prior and full payment of the invoice on the stipulated dates shall be a prerequisite for taking possession of the assigned stand space and for handing over the par-

ticipant passes. No provision shall be made for deferral of payment in the event of any deviation from this regulation. Objections to the invoice may only be taken into account if they are sent in writing within 14 days after receipt of the invoice. When sending the invoice, the organizer shall draw the exhibitor's attention in particular to the importance of his actions.

- 06.02 An AUMA service fee amounting to €0.60 per square metre of stand space shall be charged for the activities of the Association of the German Trade Fair Industry (AUMA), Littenstrasse 9, 10179 Berlin. This service fee shall be listed separately on the invoice.
- 06.03 All invoice amounts shall be transferred in Euro without any bank charges or deductions quoting the customer number and invoice number to one of the accounts shown on the invoice. If the exhibitor fails to pay on time, the organizer shall be entitled to charge interest amounting to the interest rate which he would pay for taking out corresponding loans, but at least 8 percent above the current base interest rate, plus a fee of €3.00 for every additional warning letter. The organizer shall reserve the right to assert claims for statutory interest after the due date (§ 353 of the German Commercial Code), any further damage caused by default and other rights arising from these Exhibiting Conditions. The participant shall be entitled to provide the organizer with documentary evidence to the effect that the latter suffered no damage over and beyond the statutory default interest rate as a result of default in payment.
- 06.04 If the participant culpably fails to comply with his payment obligations on time, the organizer shall reserve the right, after granting a reasonable period of grace with consideration of the circumstances and the remaining time, to terminate the contract with immediate effect according to section 17 for good cause.
- 06.05 Should a participant fail to comply with his payment obligations, the organizer may exercise his right of lien, retain the exhibits and the stand fittings, and have them auctioned at the expense of the participant, each time after prior written notification, or to sell them privately if they have a stock exchange price or a market price.
07. **Non-participation by the participant**
- 07.01 Non-participation by the participant shall not generally release him from his contractual obligations. The participant shall be obliged, in particular, to pay the contractually due fees. The organizer shall not be obliged to accept a replacement participant nominated by the participant.
- 07.02 In the event of non-participation, the participation fee shall become due for payment immediately if the due date has not already been established according to subsection 06.01.
- 07.03 In order to ensure that the trade fair/exhibition has a unified appearance, the organizer shall be entitled to reassign the stand space not used by the participant if the latter does not take part in the event. The participant shall pay an administrative fee (see subsection 17.06) for the attempts by the organizer to hire the exhibition stand for a consideration other than through an exchange with the stand space of another participant. This provision shall also apply if the stand space is reassigned to a replacement exhibitor who is nominated by the participant and accepted by the organizer. If no interested party is found, the organizer shall be entitled to arrange the stand space at the expense of the participant. The participant shall also not be released from the obligation to pay the participation fee if the assigned stand space is hired in another way, but the total area available for the event cannot be fully hired out.
- 07.04 In the event of non-participation by a co-exhibitor, the participant shall still be obliged to pay the full registration fee (see subsection 01.04).
08. **Cancellation, relocation and change in the duration of the event**
- 08.01 The organizer shall be entitled to cancel the event for good cause, change its date and location, change its duration or – if necessitated by space conditions, police instructions or other compelling reasons – move the stand space assigned to the participant, change its dimensions and/or limit the stand space. Any change in regard to the venue or its time or any other change shall become an integral part of the contract when the participant is notified accordingly. In this case, the participant shall be entitled to withdraw from the contract within 14 days after receipt of the notice of change. Compensation claims against the organizer shall be excluded in this case, unless the change was due to gross negligence or intent on the part of the organizer or his agents.
- 08.02 Cases of force majeure, which prevent the organizer from fulfilling all or some of his obligations, shall release him from the performance of this contract until such time as force majeure ceases. The organizer shall inform the exhibitor immediately, unless he is also impeded by a case of force majeure. The impossibility of a sufficient supply of auxiliary materials such as electricity, heating, etc., as well as strikes and lockouts shall be regarded as tantamount to a case of force majeure - unless they only last for a short period or were caused by the organizer. If the organizer incurs costs in these cases for the preparation of the event, the participant shall be obliged to pay these costs.
- 08.03 If the organizer is able to stage the event at a later date, the participant shall be notified accordingly. The participant shall be entitled to withdraw from the contract within 14 days after receipt of this notification. Compensation claims against the organizer shall be excluded in this case, unless the change of date was due to gross negligence or intent on the part of the organizer or his agents.
- 08.04 If the organizer is responsible for cancelling the event, the participant shall not be obliged to pay the participation fee.
- 08.05 If the organizer is forced to shorten an event already in progress on account of the occurrence of force majeure or for other reasons for which he is not responsible, the exhibitor shall not be entitled to claim full or partial reimbursement or waiver of the participation fee.
09. **Stand construction, fittings and design**
- 09.01 All exhibition stands and other event areas shall be measured and marked by the organizer. In case of doubt, the organizer shall have the right to make a final decision (§ 315 of the German Civil Code).
- 09.02 The participant shall be obliged to build a trade fair stand or an exhibition stand (stand) on the rented exhibition space. The stand shall be occupied on time, but at the latest 24 hours before the start of the event. If the participant does not occupy the stand on time, the organizer may terminate the contract immediately according to section 17 for good cause.
- 09.03 Exhibits, stand equipment and/or other items, which were not shown on the application form or whose appearance, smell, lack of cleanliness, noise or other characteristics create an unreasonable nuisance or disturbance affecting the smooth running of the event or which otherwise turn out to be unsuitable shall be removed immediately at the request of the organizer. If these items are not removed at once, the organizer may dispose of them at the participant's expense and terminate the contract immediately according to section 17 for good cause.
- 09.04 In principle, every participant shall be free to design and equip their stand according to their own criteria. However, the stand design and equipment shall take account of the typical exhibiting criteria of the event and all conditions of the organizer, especially the Technical Guidelines, the Special Exhibiting Conditions and the service catalogue. The organizer shall be entitled to request the participant to submit plans and stand descriptions that are true to dimensions. The name or the company and the address or head office of the participant shall be clearly marked on a stand sign. The names of the companies commissioned to design and build the exhibition stand shall be notified to the organizer.
- 09.05 The stand shall be properly equipped and occupied by knowledgeable personnel at the fixed opening times throughout the duration of the event stipulated in the Special Exhibiting Conditions.
- 09.06 If the design and/or equipment of a stand do not comply with the relevant specifications, the organizer may request that the stand be changed or removed accordingly by the participant. The costs in this case shall be borne by the participant. If the participant fails to comply with this request straightaway, the organizer shall be entitled to change the stand at the participant's expense or terminate the contract immediately according to section 17 for good cause.
- 09.07 Construction of the stand shall be completed at the latest before the end of the construction times sti-

\* The IDFA is the interest group of German trade fairs and exhibition cities. Its members are the trade fair companies in: Bremen, Dortmund, Essen, Friedrichshafen, Hamburg, Karlsruhe, Leipzig, Offenbach, Pirmasens, Saarbrücken and Stuttgart. IDFA members issue these guidelines together on a voluntary basis in the interest of ensuring fair and equal treatment for all exhibitors. Members are free to enter into agreements with exhibitors that diverge from these guidelines. Such agreements and arrangements require written confirmation from the IDFA member in question in order to take effect.



- plated in the Special Exhibiting Conditions. The participant shall not be entitled to remove exhibits from the stand or start dismantling the stand before the beginning of the stand dismantling times stipulated in the Special Exhibiting Conditions.
- 09.08 Any exhibits exceeding the fixed height limits for the stands shall require the permission of the organizer. This provision shall also apply to the presentation of very heavy exhibits for which foundations or special equipment are required.
- 09.09 The participant shall be solely responsible for vacating the stand on time and restoring the original state of the exhibition space. All obligations of the organizer shall end after expiry of the stand dismantling period stipulated in the Special Exhibiting Conditions. The organizer shall accept no responsibility whatsoever for goods left on the trade fairgrounds, including those which were sold to a third party during the event. The organizer shall be entitled to charge a reasonable storage fee for goods which are not dismantled and taken away on time. The organizer shall also be entitled to use a suitable company to remove and store goods immediately at the participant's expense and risk.
- 10. Advertising**
- 10.01 The participant shall only be entitled to use any kind of advertising on his stand for his own company and solely for the goods which he produces or sells, provided they have been registered and admitted to the event.
- 10.02 Loudspeaker advertising, other acoustic measures and slide, film, video or computer presentations and other noisy measures shall require the written approval of the organizer. This provision shall also apply to the use of audio or visual equipment for the purpose of attaining a better advertising impact or if the demonstration of exhibits is noisy or annoying.
- 10.03 The organizer shall be entitled to stop unauthorized advertising without the aid of courts or the police and to personally remove it or have it removed. The costs of removing unauthorized advertising shall be borne by the participant. Licences that have already been issued may be subjected to restrictions or revoked in the interest of maintaining an orderly event if no other remedial measures are possible.
- 10.04 If the participant plays back mechanically reproduced music, he shall be obliged to obtain the necessary public performance licence and pay the fees in this respect.
- 10.05 The participant shall not be permitted to carry or drive around advertising media on the trade fairgrounds or distribute printed matter and samples outside his stand.
- 10.06 The participant shall be strictly forbidden to approach and interview visitors outside the stand. In the event of an infringement of this provision, the organizer shall be entitled to terminate the contract immediately according to section 17 for good cause.
- 10.07 Political advertising and/or political statements shall not be permitted, unless the political statement forms part of the event. In the case of political statements or political advertising which are capable of disturbing the smooth running of the event or public order, the organizer shall be entitled but not obliged to request the participant to stop showing the offending items and to remove them from his stand. If the exhibitor fails to comply with this request, the organizer shall be entitled to terminate the contract immediately according to section 17 for good cause.
- 11. Direct selling**
- 11.01 Direct selling shall not be permitted, unless it is expressly permitted in the event-related "Special Exhibiting Conditions". If direct selling is permitted according to the "Special Exhibiting Conditions", the items for sale shall be marked with clearly legible price tags according to the Price Quotation Ordinance.
- 11.02 The participant shall be responsible for obtaining and maintaining licences from the trade supervisory and public health authorities.
- 12. Exhibitor passes**
- 12.01 After paying the invoice amounts in full (see section 06), every exhibitor shall receive for his stand exhibitor passes entitling him to free admission to the event (see Special Exhibiting Conditions). The number of exhibitor passes shall not be increased through the inclusion of other participants. Additional exhibitor passes may be obtained on payment of a charge to the organizer (see Special Exhibiting Conditions). The exhibitor passes shall be intended for stand personnel and shall be completed in accordance with the instructions on the pass. Exhibitor passes may not be passed on to third parties.
- 13. Security, cleaning, waste disposal**
- 13.01 Stand security and supervision during the daily opening hours of the event shall normally be the responsibility of the participant, also during the stand construction and dismantling periods. The organizer shall only be responsible for general supervision of the halls and the trade fairgrounds outside the opening hours of the event. No services shall be provided in connection with custody, safekeeping or protection of interests of the participants. Valuable, easy-to-remove items belonging to the participant shall be placed under lock and key at night-time. The participant shall use, at his own expense, the security firm commissioned by the organizer for additional stand supervision.
- 13.02 The organizer shall pay the costs for general cleaning of the trade fairgrounds and the exhibition hall aisles. The participant shall be responsible for cleaning his stand/stand area. Cleaning of the stand shall be completed each day before the event starts. The participant shall use the cleaning company appointed by the organizer to clean his stand. If the participant uses his own cleaning personnel, they may only carry out their work one hour before and after the daily opening times of the particular event.
- 13.03 In the interest of environmental protection and environmentally-friendly trade fairs, the participant shall be obliged in principle to reduce the amount of packaging and waste; this obligation shall also include the use of brochures. If separate waste disposal systems are used, the participant shall utilize them and also pay his share of any waste disposal costs according to the "polluter principle". If the participant leaves behind rubbish or other items after vacating the stand, the organizer shall be entitled to dispose of or destroy these items at the participant's expense.
- 14. Photography and other visual recordings**
- 14.01 All types of commercial visual recordings, especially photography and film/video recordings, on the trade fairgrounds may only be carried out by persons who have been authorized to do so by the organizer and are in possession of a valid pass issued by the organizer. Stand photographs, which are to be taken outside the daily opening hours and require special lighting, shall be subject to the approval of the organizer. Any resulting costs shall be borne by the participant, unless they are paid by the photographer.
- 14.02 The organizer – and with the approval of the organizer – press journalists and television stations shall be entitled to photograph, draw and make film and video recordings of the event, the exhibition buildings/stands and the exhibited items, and to use these photographs, drawings and recordings free of charge for advertising purposes or press publications.
- 15. Protection of industrial property rights**
- 15.01 The participant shall be solely responsible for protecting copyright or other industrial property rights relating to the exhibits. Six-month protection from the start of an event in accordance with the Law Relating to the Protection of Samples at Exhibitions dated 18 March 1904 (Reich Law Gazette, page 141) and the Trademark Reform Law dated 25 October 1994 (Federal Law Gazette I, page 3082) shall only take effect if the Federal Minister of Justice has published a corresponding announcement in the Federal Law Gazette for a specific exhibition (exhibition protection).
- 15.02 Every participant shall be obliged to observe the industrial property rights of other participants and shall refrain from infringing these industrial property rights. If it is proved that the participant has personally infringed industrial property rights, the organizer shall be entitled to terminate the contract immediately according to section 17 for good cause.
- 16. House authority**
- 16.01 The participant shall comply with the organizer's house authority throughout the trade fairgrounds during the event. The participant shall follow the instructions of the organizer's employees, who shall identify themselves by means of an official pass. The length of stay on the trade fairgrounds for participants and their employees or authorized representatives shall be limited to one hour before and after the daily opening hours of the particular event. Stands of other participants may not be visited outside the daily opening times without the permission of the stand owner.
- 17. Violations of duty by the participant, right to terminate the contract, contractual penalty**
- 17.01 Culpable violations of the participant's duties from the contract or of the provisions of the organizer's house rules shall entitle the organizer to terminate the contract immediately for good cause if the violations are not discontinued straightaway. Good cause for terminating the contract immediately shall be deemed to exist, in particular, if the participant violates the obligations stipulated in subsections 05.01, 06.04, 09.02, 09.03, 09.06, 10.06, 10.07 and 15.02.
- 17.02 If the contract is terminated for good cause, the organizer shall be entitled to close down the participant's stand immediately and request the participant to dismantle the stand straightaway and vacate the stand space.
- 17.03 If the participant does not dismantle the stand or clear the stand area on time, the organizer shall be entitled to either personally dismantle the stand and/or clear the stand area or have this work carried out by third parties at the expense of the participant.
- 17.04 The participant shall be obliged to pay the due participation fee as minimum compensation for the rest of the event if the stand area cannot be hired or can only be hired for a consideration through exchange with the stand area of another exhibitor.
- 17.05 If a replacement participant cannot be found for the stand area of the participant whose contract has been terminated, the organizer shall be entitled to design the stand area at the expense of the participant in order to ensure a unified appearance of the event.
- 17.06 The participant shall pay a flat-rate net management charge amounting to 25% of the participation fee, but at least €400 plus the statutory value-added tax for the attempts by the organizer to rent the stand area for a consideration in a way other than through exchange.
- 17.07 The organizer shall be entitled to request the participant to pay in every individual case a maximum contractual penalty of €10,000, which is to be fixed by the organizer according to his fair judgement and reviewed by the competent regional court in the event of dispute, if the participant culpably violates his obligations from
- subsection 05.01: Unauthorized transfer of stand space
  - subsection 06.01: Duty to make an advance payment
  - subsection 09.02: Stand construction
  - subsection 09.03: Non-removal of annoying objects
  - subsection 09.06: Stand design/equipment
  - subsection 09.09: Vacation of stand on time
  - subsection 10.06: Unauthorized approaching/interviewing of visitors
  - subsection 10.07: Ban on political advertising
  - subsection 13.02: Failure to clean the stand
  - subsection 15.02: Infringements of industrial property rights
- If the organizer is also entitled to compensation on account of the culpable infringement of obligations by the participant, the contractual penalty shall be offset against the compensation claim.
- 18. Liability and insurance**
- 18.01 In the case of gross negligence, the organizer shall only be liable for the actions of his legal representatives and managers, except in the case of material contractual obligations (cardinal obligations) or in the event of loss of life, physical injury or damage to health.
- 18.02 In the case of slight negligence, the organizer shall only be liable for the violation of material contractual obligations or in the event of loss of life, physical injury or damage to health.
- 18.03 The organizer shall only be liable, irrespective of the legal reason, for foreseeable damage which can typically be expected to arise.
- 18.04 In so far as the organizer is liable in cases of minor negligence, his liability shall be limited to EUR 10,000.
- 18.05 The organizer's liability without fault for already existing defects in accordance with § 536 a [1] of the German Civil Code (e.g. stand equipment) and for any subsequent losses of the participant shall be expressly excluded.
- 18.06 Damage shall be reported in writing immediately to both the police and the organizer. In the event of damage, the organizer shall only pay compensation amounting to the present value on presentation of written documentary evidence relating to the purchase costs.
- 18.07 Compensation for damages shall be excluded if the organizer's insurance company refuses to pay for the damages due to the late submission of a damage report by the participant.
- 18.08 The participant shall be liable to the organizer for the damage caused by the participant himself, his employees, authorized representatives or exhibits and stand fittings. In the case of lump-sum compensation claims, the organizer shall still be entitled to prove to the participant that he suffered higher damage. The participant shall be entitled to prove that no damage occurred or that the damage was much less than that stated in the lump sum.
- 18.09 If the participant is an event organizer within the meaning of the Sample Assembly Ordinance (MVStättVO) and according to the latest version of the State Assembly Ordinance, he shall be responsible according to the Sample Assembly Ordinance [MVStättVO], especially section 38 (1), (2) and (4), and the relevant provisions of the particular State Assembly Ordinance. The participant shall be obliged in this case to release the organizer and his agents from any damage claims and administrative fines based on their operator liability according to section (5) of the Sample Assembly Ordinance [MVStättVO] or the relevant provisions of the particular State Assembly Ordinance. The provisions of subsection 18.01 shall not be affected.
- 18.10 The organizer shall bear no insured risk whatsoever in respect of the participant. The participant is expressly referred to the possibility of taking out his own insurance coverage. Every participant shall have the possibility of acquiring extensive insurance coverage on the basis of general contracts concluded by the organizer. Further details on this insurance can be found in the registration documents.
- 19. Saving clause, statutory limitation, right of retention**
- 19.01 If one of the clauses of these General Exhibiting Guidelines is or becomes invalid or unenforceable, the validity of the other clauses shall not be affected. The contracting parties shall be obliged in this case to agree a valid and enforceable clause which comes as close as possible to the clause to be replaced within the meaning of the General Exhibiting Guidelines. This provision shall also apply to any loopholes in the General Exhibiting Guidelines.
- 19.02 The limitation period for claims against the organizer shall be one year, unless they are due to gross negligence or intent on the part of the organizer or the claims are subject to a statutory limitation period of more than three years.
- 19.03 The participant shall only be entitled to offset claims against the organizer if his counterclaims are legally enforceable, are undisputed or have been accepted by the organizer. This provision shall also apply to rights of retention if the participant is a registered trader, a legal person under public law or a special public asset. If the participant does not belong to this group of persons, he shall be entitled to exercise a right of retention in so far as his counterclaim is based on the same contractual relationship.
- 20. Priority**
- 20.01 Only the German version of the contractual conditions shall be authoritative in regard to the legal relationship between the contracting parties. The German text shall be legally binding.
- 21. Place of performance, place of jurisdiction, applicable law**
- 21.01 The law of the Federal Republic of Germany shall apply solely to all legal relations between the organizer, his employees, agents and vicarious agents on the one hand and the participant or his employees, agents and vicarious agents on the other hand.
- 21.02 For both contracting parties, the place of performance and place of jurisdiction (also for legal proceedings for dishonoured cheques or bills) shall be the domicile of the organizer, provided the participant is a registered trader, a legal person under public law or a special public asset, or if there is no general place of jurisdiction in Germany. However, the organizer shall reserve the right to take legal action at the general place of jurisdiction of the participant.
- The German text shall be legally binding.

**KMK's house rules and regulation define the rights and obligations of visitors to the public assembly areas.**

**Entering** the public assembly areas during an event is only permitted with a valid admission ticket or for the purpose of purchasing one. Visitors must use the seat assigned to them on the admission ticket for each event and must only use the access routes provided. The admission ticket becomes invalid upon leaving the public assembly areas.

**For security reasons**, in particular to prevent dangerous situations, police or security services may require visitors to take seats other than those stated on their admission tickets; reimbursement of admission fees do not apply in this case.

**Contents of bags, containers** and clothing such as coats, jackets and shawls may be checked by security or inspection staff. Visitors that do not comply with the inspection of objects that could endanger the event or visitors will not be permitted to attend the event. Visitors turned away for this reason are not entitled to reimbursement of admission fees. Bags or similar containers may be prohibited depending on the nature of the event.

Individuals who are visibly under the **influence of alcohol or drugs** will not be permitted to attend the event.

Young persons under the **age of 15** may only enter the public assembly areas with a legal guardian. In addition, the provisions of young persons act apply. Exceptions shall apply solely with express declaration posted at the ticketing office and entrance areas.

All facilities in the public assembly areas must be used in a **careful and mindful manner**. Within the public assembly areas all individuals must behave in way that does not harm, endanger, interfere or inconvenience others – as far as circumstances will allow.

In accordance with § 5, Paragraph 1 of the state smoking ban (LNRSchG), **smoking is not permitted** in all areas of KMK.

Hall managers are provided for monitoring halls and supervising buildings, in particular larger halls, adjoining rooms, cloakrooms, toilets etc.

The lessor may **close rooms**, buildings or open spaces, or evacuate them for security reasons. All persons located in the public assembly areas must immediately follow the instructions given by hall managers, security services, the police or fire brigade and must leave the public assembly areas immediately in the event of an evacuation.

**Moving furniture and fittings** may only be performed by service personnel and requires the authorisation of the hall manager. Seating plans and special written agreements between lessor and lessee shall be authoritative in such cases.

Boxes, packaging material, paper and other highly flammable materials and waste may not be stored in the stands or the aisles. Karlsruher Messe- und Kongress GmbH may authorise an exception for the **storage of empties** and packaging material in the halls in certain cases if it is unavoidable. This requires approval from the fire authority. Parking bicycles or similar vehicles is not permitted in the halls.

**Fire safety:** The use of open lighting is prohibited in close proximity to highly flammable materials. If an event is planning to use wax candles, candles must be installed and secured in such a way as to ensure they cannot set fire to highly flammable materials, particularly clothing and decorations. The fire authority may need to provide authorisation for activities involving fire hazards used in special performances or repair work. This will be decided on a case-by-case basis. Gas, electric or other heating devices must be placed on an incombustible surface at a safe distance from flammable objects.

#### **Decorations, fire safety regulations:**

Decorations, superstructures, etc. may only be installed with the permission of Karlsruher Messe- und Kongress GmbH and must comply with provisions tailored to each individual case. The fire authority must determine whether these items meet safety regulations. The fire safety ordinances of the City of Karlsruhe shall be authoritative. Decorations and superstructures are to be removed immediately after the event. It is prohibited to drive nails, screws or hooks into the floors, walls or ceilings, and no other constructional modifications or alterations may be made. The event organiser will be invoiced for any damage resulting from such activities.

The following fire safety regulations are to be observed:

1. The use of synthetic materials for decoration is not permitted with the exception of materials that are highly flame-resistant according to DIN 4102. Flame resistance must be documented with a test certificate from a materials testing institute.
2. Garlands made of leaves or softwood, trees or similar may only be used if in a fresh state.
3. Every stand must be able to present documentation that verifies the decorations being used are flame-resistant.
4. All fire detection devices, fire hydrants and hand-operated fire extinguishers must be easily accessible and in plain sight.
5. Directional signs for exits and emergency exits may not be covered under any circumstances.
6. Gas or liquid-fuel burners may only be used for promotional and demonstration purposes. The storage of fuel reserves within the halls is prohibited. Authorised gas and liquid-fuel burners must be connected using screw threads, reinforced hoses and fixed brackets.
7. Propane (butane) cylinders may not exceed a capacity of 11 kg. Only connected cylinders may be located in the halls or exhibition stands. No other cylinders, empty or otherwise, may be located in the halls or stands. Compressed gas cylinders must be installed by specialists that are familiar with the respective regulations. Only cylinders with approved safety valves may be used. Each installation must be inspected by the responsible authority before operation. The cylinder valves are to be closed at the end of working hours.
8. Filling balloons with flammable gases, transporting such balloons or using them as decoration is prohibited.
9. Waste materials that are prone to spontaneous combustion (e.g. cleaning wool, cleaning cloths that contain oil or grease) must be stored in sealable, non-flammable containers.
10. Unpackaged, highly flammable items such as celluloid and similar materials must be displayed behind glass at all times.
11. Subsequent alterations or superstructures require express approval.
12. Objects powered by flammable substances that to be exhibited or demonstrated may require approval by the fire authority.

Any **lost property found** on the premises is to be given to the hall manager. Any personal or property damages incurred must be reported to the hall manager immediately.

#### **Carrying the following items is prohibited:**

- Weapons or dangerous objects and items that may present danger of bodily harm if thrown
- Aerosols, corrosive or dyeing substances or pressure tanks for highly flammable or harmful gases with the exception of standard cigarette lighters
- Containers that are made of fragile or brittle materials
- Bulky items such as ladders, stools, chairs, boxes
- Fireworks, rockets, Bengola lights, smoke powder, flares and other pyrotechnic objects
- Flags or banners that are not made of wood, that are longer than 2 m or more than 3 cm in diameter
- Large-scale streamers, large amounts of paper, wallpaper rolls
- Electronic or mechanic noisemakers
- All drinks, food and drugs
- Animals
- Racist, xenophobic and radical propaganda material
- Video cameras or other audio, image recording devices for commercial purposes (unless authorisation has been given by the event organiser)

**Premises bans** that have been pronounced by the lessor apply to all current and future events held in the public assembly areas. Repeal of a premises ban can be applied for with written justification. The lessor will notify the applicant within three months of its decision.

**1. Vorbemerkungen:** Die Karlsruher Messe- und Kongress GmbH (im folgenden KMK genannt) hat für Messen und Ausstellungen die vorliegenden Richtlinien erlassen, mit dem Ziel allen Beteiligten einen erfolgreichen und sicheren Ablauf der Veranstaltung zu ermöglichen. Die technischen Richtlinien beruhen auf gesetzlichen und behördlichen Anforderungen und sind für alle Aussteller und Veranstalter verbindliche Mindeststandards. Die Einhaltung der Richtlinien wird durch die Mitarbeiter der KMK, den Veranstalter und beauftragte Dritte kontrolliert.

Die zuständigen Baubehörden und Brandschutzdienststellen sind berechtigt jederzeit neben der KMK die Einhaltung der Bestimmungen zu überprüfen und im Einzelfall zusätzliche Anforderungen zu stellen. Die Inbetriebnahme eines Ausstellungsstandes kann im Interesse aller Veranstaltungsteilnehmer ganz oder zum Teil untersagt werden, wenn festgestellte Sicherheitsmängel bis zum Beginn der Veranstaltung nicht beseitigt worden sind.

## 2. Ordnungs- und Allgemeine Sicherheitsbestimmungen

**2.1 Auf- und Abbaueiten** für die Veranstaltung sind den jeweiligen Teilnahmebedingungen zu entnehmen. Während der Auf- und Abbaueiten kann in den Hallen und im Freigelände gearbeitet werden. Hiervon abweichende Regelungen werden den Ausstellern rechtzeitig bekanntgegeben.

**2.2 Veranstaltungslaufzeit:** Während der Veranstaltungslaufzeit sind die Hallen für den Aussteller eine Stunde vor Messebeginn und bis zu einer Stunde nach Messeschluss zugänglich. Aussteller, die in begründeten Einzelfällen über diesen Zeitpunkt hinaus auf ihrem Stand tätig sein müssen, bedürfen einer besonderen schriftlichen Genehmigung durch den Veranstalter.

**2.3 Befahren des Geländes:** Das Befahren des Geländes ist sowohl während der Auf- und Abbaueiten als auch während der Veranstaltung selbst nur gegen eine **Kautions von € 50,00** gestattet. Eine vorherige Zustimmung der Messeleitung ist erforderlich, wenn das Gelände der KMK während der Veranstaltung befahren werden muss. Gegen Hinterlegung der Kautions bestehen Beschickungsmöglichkeiten von Veranstaltungen für:

PKW.....	von 2 Stunden
Kombi-Fahrzeuge....	von 3 Stunden
LKW.....	von 5 Stunden

Der hinterlegte Betrag verfällt, wenn die Beschickungszeit überschritten wird. Die Fahrzeuge müssen nach dem Entladen sofort das Gelände verlassen.

Wir bitten um Ihr Verständnis für diese, im Interesse eines geordneten Fahrzeugverkehrs und Veranstaltungsablaufs, notwendige Maßnahme.

Um Verkehrsstockungen beim An- und Abtransport des Ausstellungsgutes zu vermeiden, bitten wir Sie, die Fahrzeuge sofort zu entladen und von den Hallen sowie Zufahrtswegen zu entfernen. Bitte parken Sie Ihre Fahrzeuge auf den ausgeschilderten Parkplätzen. Beachten Sie bitte die Anweisungen unseres Personals und der Polizei. Im Übrigen gelten auf dem gesamten Gelände die Bestimmungen der Straßen-Verkehrsordnung (StVO).

Um Ihrem Aufbau- und Standpersonal die Orientierung zu erleichtern, nutzen Sie bitte unsere Anfahrtsskizze auf unserer Homepage: [http://www.messe-karlsruhe.de/messe\\_karlsruhe/aussteller/anreise-und-aufenthalt/messe/messe.php](http://www.messe-karlsruhe.de/messe_karlsruhe/aussteller/anreise-und-aufenthalt/messe/messe.php)

**2.4 Parken auf dem Gelände:** Auf dem Gelände stehen ca. 7.000 PKW Parkplätze zur Verfügung. Für Aussteller gibt es kostenpflichtige Dauerparkausweise (nur für Fahrzeuge bis 2,8 t Gesamtgewicht). Für Anhänger, die mitgeführt werden, ist ein gesonderter Dauerparkausweis nötig. Das Abstellen von LKW mit Anhänger ist nur auf den ausgewiesenen Sonderflächen gestattet. Widerrechtlich abgestellte Fahrzeuge, Auflieger, Container, Behälter und Leergut jeder Art können

auf Kosten und Gefahr des Besitzers entfernt werden. Eine Haftung der KMK wird ausgeschlossen.

**2.5 Feuerwehrbewegungszonen, Hydranten:** Die notwendigen und durch Halteverbotszeichen gekennzeichneten Anfahrtswege und Bewegungsflächen für die Feuerwehr müssen ständig freigehalten werden. Fahrzeuge und Gegenstände, die auf den Rettungswegen und den Sicherheitsflächen abgestellt sind, werden auf Kosten und Gefahr des Besitzers entfernt. Hydranten in der Versammlungsstätte und im Freigelände dürfen nicht verbaut, unkenntlich oder unzugänglich gemacht werden. Die aktuelle Geländeübersicht ist auf unserer Homepage einzusehen: [http://www.messe-karlsruhe.de/messe\\_karlsruhe/aussteller/anreise-und-aufenthalt/messe/messe.php](http://www.messe-karlsruhe.de/messe_karlsruhe/aussteller/anreise-und-aufenthalt/messe/messe.php)

**2.6 Gänge, Ausgänge, Rettungswege:** Alle Gänge und Ausgänge, die in den aushängenden Hallenplänen eingezeichnet sind, dienen in einem Notfall als Rettungswege! Sie müssen in voller Breite freigehalten werden. Sie dürfen nicht durch abgestellte oder hineinragende Gegenstände eingeengt werden. Die Türen in Rettungswegen müssen von innen leicht in voller Breite geöffnet werden können. Die Ausgangstüren und Notausstiege und deren Kennzeichnung dürfen nicht verbaut, überbaut, versperrt, verhängt oder sonst unkenntlich gemacht werden. Informationsstände oder Tische dürfen nicht vor Zu- bzw. Ausgängen oder Treppenträumen aufgestellt werden. Für den Standbau benötigte Materialien oder zur sofortigen Aufstellung auf der Standfläche angelieferte Exponate dürfen in der Auf- und Abbauphase kurzzeitig im Hallengang abgestellt werden, wenn hierdurch die aus Sicherheitsgründen geforderten Gangbreiten nicht unterschritten und logistische Belange ausreichend berücksichtigt werden. Dies wird als erfüllt angesehen, wenn entlang der Standgrenze zum Hallengang ein Streifen von maximal 0,9 m zum Abstellen genutzt wird. Unabhängig von der Breite des Hallenganges und der abgestellten Güter ist zwingend ein Durchgang in einer Mindestbreite von 1,2 m frei zu halten. Flächen vor Notausgängen und die Kreuzungsbereiche der Hallengänge sind hiervon ausgenommen und müssen jederzeit in voller Breite freigehalten werden. Die Hallengänge dürfen nicht zur Errichtung von Montageplätzen oder zur Aufstellung von Maschinen (z.B. Holzbearbeitungsmaschinen, Werkbänke) genutzt werden. Auf Verlangen der KMK kann aus logistischen Gründen die sofortige Räumung des Hallengangs gefordert werden.

**2.7 Feuermelder, Feuerlöscheinrichtungen:** Sprinkleranlagen, Feuermelder, Feuerlöscheinrichtungen, Rauchmelder, Schließvorrichtungen der Hallentore und andere Sicherheitseinrichtungen, deren Hinweiszeichen und die grünen Notausgangskennzeichen müssen jederzeit zugänglich und sichtbar sein. Sie dürfen nicht zugestellt oder zugebaut werden. Die Wirkung automatischer Feuerlöschanlagen darf durch Abdeckungen und Ausschmückungen nicht beeinträchtigt werden. Die Druckschläuche der Hydranten dürfen nicht für Auffüllzwecke verwendet werden (Behälter, Becken usw.). Brandschutzeinrichtungen wie Feuerschutzrolltore dürfen nicht unterbaut werden.

**2.8 Bewachung:** Eine allgemeine Bewachung der Messehallen und des Freigeländes während der Laufzeit der Veranstaltung sowie während der Auf- und Abbaueiten erfolgt durch KMK. Eine Bewachung des Messe-Standes muss im Bedarfsfall durch den Aussteller gesondert beauftragt werden. Aus Sicherheitsgründen dürfen Standwachen nur durch das von der KMK beauftragte Bewachungsunternehmen gestellt werden.

**2.9 Diebstahl:** Bitte sichern Sie sich gegen Diebstahl während des Auf- und Abbaus sowie der Veranstaltungszeit ab. Melden Sie einen Diebstahl unverzüglich im Servicebüro. Dort erfahren Sie, welche Polizeidienststelle für Sie zuständig ist. Eine Haftung der Karlsruher Messe- und Kongress GmbH (KMK) wird ausgeschlossen. Wir empfehlen den Abschluss einer Ausstellungsversicherung, sowie eine Standbewachung.

**2.10 Notfallräumung:** Aus Sicherheitsgründen kann die Schließung von Räumen oder Gebäuden und deren Räumung von KMK und vom Veranstalter angeordnet werden. Die Personen, die sich dort aufhalten, haben den Aufforderungen zu folgen und sich ins Freie zu begeben.

Aussteller haben ihre Mitarbeiter über das Verfahren zur Räumung ihres Standes im Zuge einer Hallenräumung zu informieren, gegebenenfalls sind eigene Räumungspläne zu erstellen und bekannt zu machen.

**2.11 Sanitätsdienst:** In jeder Halle befinden sich Sanitätsräume im Bereich des Besucherrundganges. Ergänzt werden diese durch einen Sanitätsraum im Bereich der Aktionshalle. Bitte Hinweise vor Ort beachten.

**2.12 Behördliche Genehmigungen:** Der Aussteller ist für alle erforderlichen Genehmigungen im Zusammenhang mit seiner Veranstaltungsbeteiligung selbst verantwortlich. Insbesondere die geltenden gewerberechtlichen, versammlungsstättenrechtlichen und polizeilichen Vorschriften müssen von jedem Aussteller in eigener Verantwortung eingehalten werden. Bestehende Zweifel sind mit den Bau- und Ordnungsbehörden und, soweit es sich um gewerberechtliche Vorschriften handelt, beim Gewerbeaufsichtsamt zu klären.

**2.13 Ausschank alkoholischer Getränke:** der Ausschank alkoholischer Getränke zum sofortigen Verzehr ist nach §12 des Gaststättengesetzes erlaubnispflichtig. Die erforderliche Genehmigung erteilt das Ordnungsamt Rheinstetten, Rappenwörtherstraße 49, 76282 Rheinstetten, Telefon: +49 7242 9514-311, Telefax: +49 7242 9514-27311, E-Mail: birgit.herbster@rheinstetten.de.

**2.14 Abholung von Waren durch Besucher:** Verkaufte Exponate, die zur Ausstattung des Standes gehören, dürfen nur am letzten Ausstellungstag und nicht vor Veranstaltungsende abgegeben werden. Bei Abholung von Waren mit einem Fahrzeug ist die Einfahrt erst nach Veranstaltungsende möglich. Bitte stellen Sie sicher, dass Ihr Personal sowie die Kunden darüber richtig informiert werden.

**2.15 Untervermietung von Ausstellungsständen:** Das Austauschen von Ausstellungsständen sowie die Untervermietung von Teilflächen an Dritte ist durch die Messeleitung genehmigungspflichtig. Mitaussteller bezahlen eine Pauschalgebühr und werden in den Messekatalog eingetragen.

**2.16 Tombola, Preisausschreiben, Quiz, Gewinnspiele:** Sie dürfen nicht gegen Entgelt oder gegen Spenden während der Veranstaltung durchgeführt werden. Ausnahmen bedürfen der Genehmigung durch die Messeleitung.

### 3. Standbaubestimmungen

**3.1 Auf- und Abbauarbeiten:** Alle Auf- und Abbauarbeiten dürfen nur im Rahmen der geltenden arbeitsschutzrechtlichen-, gewerberechtlichen und versammlungsstättenrechtlichen Bestimmungen durchgeführt werden. Der Aussteller und die von ihm beauftragten Servicefirmen sind für die Beachtung der Vorschriften verantwortlich. Der Aussteller und die von ihm beauftragten Servicefirmen haben sicherzustellen, dass es bei ihren Auf- und Abbauarbeiten nicht zu einer gegenseitigen Gefährdung mit anderen Ausstellern und deren Servicefirmen kommt. Soweit erforderlich haben sie einen Koordinator zu benennen, der die Arbeiten auf einander abstimmt. Bei Verstößen gegen die gesetzlichen Bestimmungen oder gegen die Technischen Richtlinien kann durch den Veranstalter, die KMK, und durch die zuständigen Behörden die Einstellung der Arbeiten angeordnet werden.

**3.2 Standnummerierung:** Alle Stände werden vom Veranstalter mit Standnummern gekennzeichnet. Die Standnummerierungen sind während der gesamten Laufzeit der Veranstaltung sichtbar am Stand zu befestigen.

**3.3 Firmierung / Blendenbeschriftung:** Name und Anschrift des Ausstellers müssen in einer von jedermann erkennbaren Weise und Größe am Stand angebracht sein.

**3.4 Standfläche:** Die in der Standbestätigung angegebene Standfläche wird vom Veranstalter gekennzeichnet. Auf dieser Grundfläche sind die Stände aufzubauen. Der Aussteller muss mit

geringfügigen Abweichungen in der Standabmessung rechnen. Diese können sich unter anderem aus den unterschiedlichen Wandstärken der Trennwände ergeben. Pfeiler, Wandvorsprünge, Trennwände, Verteilerkästen, Feuerlöscheinrichtungen und sonstige technische Einrichtungen sind Bestandteile der zugeteilten Standflächen. Für Ort, Lage, Maße und etwaige Einbauten auf der Mietfläche ist deshalb nur das örtliche Aufmaß gültig. Ansprüche gegen die KMK infolge von Abweichungen zur Standbestätigung können nicht geltend gemacht werden.

**3.5 Erscheinungsbild:** Für die Gestaltung des Standes ist der Aussteller verantwortlich. Geschlossene Wände, die an Besuchergänge grenzen, sind mit dem Veranstalter abzustimmen. Standrückseiten, die an Nachbarstände grenzen, sind neutral zu halten, um den Nachbarstand in dessen Gestaltung nicht zu beeinträchtigen. Der Aussteller hat den Anschluss / die Abgrenzung an die Nachbarstände auf eigene Kosten gestalterisch einwandfrei herzurichten. Bei Nichtbeachtung dieser Vorschrift wird die Verblendung zum Nachbarstand auf Kosten des verursachenden Ausstellers vorgenommen. Falls Sie über kein eigenes Standbausystem verfügen, empfehlen wir Ihnen unser umfangreiches Miet-Standbauangebot.

**3.6 Standsicherheit:** Ausstellungsstände einschließlich Einrichtungen und Exponate sowie Werbeträger sind so standsicher zu errichten, dass Leben und Gesundheit sowie die Sicherheit und Ordnung nicht gefährdet werden. Für die statische Sicherheit des Standes ist der Aussteller verantwortlich und gegebenenfalls nachweislich. Stehende bauliche Elemente bzw. Sonderkonstruktionen (z.B. freistehende Wände, hohe Exponate, hohe dekorative Elemente), die umkippen können, müssen mindestens für eine horizontal wirkende Ersatzflächenlast  $q_{h1}$  bemessen werden:

$q_{h1} = 0,125 \text{ kN/m}^2$  bis 4 m Höhe ab Oberkante Fußboden

$q_{h2} = 0,063 \text{ kN/m}^2$  für alle Flächen über 4 m Höhe ab Oberkante Fußboden  
Bezugsfläche ist dabei die jeweilige Ansichtsfläche.

Die dazu erstellten Nachweise sind auf Verlangen der Messegesellschaft vorzulegen.

Abweichungen sind im begründeten Einzelfall möglich, hierbei ist ein genauer Nachweis zu führen.

Die KMK behält sich vor, in begründeten Fällen vor Ort eine kostenpflichtige Überprüfung der Standsicherheit durch einen Statiker vornehmen zu lassen.

**3.7 Bauhöhen:** Die Standbauhöhe beträgt allgemein 2,50 m und darf nicht überschritten werden, es sei denn, dass die besondere Lage des Standes dies zulässt und die KMK eine schriftliche Genehmigung erteilt.

**3.8 Genehmigungsfreie Ausstellungsstände:** Ausgehend davon, dass die Technischen Richtlinien bei der Gestaltung und Ausführung des Standes eingehalten werden, ist es bei eingeschossigen Standbauten mit einer Höhe von maximal 2,50m in den Hallen nicht erforderlich, Zeichnungen zur Genehmigung einzureichen.

**3.9 Genehmigungspflichtige Ausstellungsstände und Sonderbauten:** Alle Ausstellungsstände über 2,50m Höhe, mobile Stände, Sonderbauten und -konstruktionen sind genehmigungspflichtig. Fahrzeuge und Container in den Hallen sind ebenfalls stets genehmigungspflichtig.

**3.10 Prüfung und Freigabe genehmigungspflichtiger Ausstellungsstände:** Für alle Stände und Bauten ab 2,50m Höhe müssen vermaßte Standpläne, mindestens im Maßstab 1:100 mit Grundrissen und Ansichten, KMK spätestens 6 Wochen vor Veranstaltungsbeginn in zweifacher Ausfertigung und in deutscher Sprache KMK zur Genehmigung vorgelegt werden. Ein Exemplar der Standpläne geht nach Überprüfung mit dem Genehmigungsvermerk an den Aussteller/Standbauer zurück. Erst mit dem Genehmigungsvermerk der KMK ist der Standbau freigegeben. Bitte nutzen Sie hierfür das Standbau-Genehmigungsformular der Servicemappe. Für die Genehmigung von:

- zwei- und mehrgeschossigen Bauten
- Kino- oder Zuschauerräumen
- Bauten im Freigelände
- Sonderkonstruktionen



werden folgende Unterlagen (in zweifacher Ausfertigung) bis spätestens 6 Wochen vor Aufbaubeginn in deutscher Sprache benötigt:

- a) geprüfte statische Berechnung nach deutschen Normen
  - b) Baubeschreibung
  - c) Standbauzeichnungen im Maßstab 1:100 (Grundrisse, Ansichten, Schnitte), Konstruktionsdetails in größerem Maßstab
  - d) Bei Vorlage einer Typenprüfung/Prüfbuch entfallen die Punkte a) und b).
- Die Kosten des Baugenehmigungsverfahrens werden dem Aussteller/Standbauer in Rechnung gestellt.

Überschreiten Ausstellungsstände bzw. Ausstellungsstücke in den Hallen die Höhe von 2,50 m, und die Bodenbelastung von 3.000 kg/qm, bitten wir dies uns spezifiziert auch unter Angabe der vorgesehenen Gesamtfläche und Bauhöhe mitzuteilen (KMK – Technische Leitung). Die maximalen Maße der Hallentore B x H 4,80m x 4,20m und die maximale Belastung durch Transportmittel entsprechend SLW 30 bitten wir dabei zu beachten.

**3.11 Fahrzeuge und Container:** Fahrzeuge und Container in den Hallen sind ebenfalls stets genehmigungspflichtig. Fahrzeuge mit Verbrennungsmotoren dürfen in den Hallen nur mit vollem Tank ausgestellt werden. Der Treibstofftank muss abgeschlossen sein und der Zündschlüssel darf sich nicht im Fahrzeug befinden.

In Abhängigkeit der Veranstaltung und des Aufstellortes können weitere Sicherheitsmaßnahmen wie unter anderem eine Inertisierung der Treibstofftanks, das Abklemmen der Batterien und/oder das Aufstellen von Sicherheitswachen erforderlich werden. Bei Fahrzeugen mit alternativer Antriebstechnik, z. B. Elektro- oder Hybridantrieb, sind die Antriebsbatterien per Sicherheitsklemmschalter (Hauptschalter) vom Antrieb zu trennen. Bei Fahrzeugen mit Gasantrieb muss der Druckbehälter entleert sein

**3.12 Standbau- und Dekorationsmaterialien:** Generell dürfen an Messeständen keinerlei leichtentflammare, brennend abtropfende, toxische Gase oder stark rauchbildende Materialien wie die meisten thermoplastischen Kunststoffe, u.a. Polystyrol (Styropor) verbaut werden. An tragende Konstruktionsteile können im Einzelfall aus Gründen der Sicherheit besondere Anforderungen gestellt werden (z.B. nichtbrennbar). Statisch notwendige bzw. lasttragende Befestigungen dürfen nur mit nichtbrennbaren Befestigungsmitteln ausgeführt werden. Dekorationsmaterialien müssen als mindestens schwerentflammbar (Klasse B1) und nicht brennend abtropfend, gemäß DIN 4102-1, mit begrenzter Rauchentwicklung bzw. gemäß EN 13501-1 als mindestens Klasse C (C -s2, d0) eingestuft sein. Ein Prüfzeugnis über die Baustoffklasse des eingesetzten Materials ist vorzuhalten. Bambus, Reet, Heu, Stroh, Rindenmulch, Torf oder ähnliche Materialien genügen in der Regel nicht den vorgenannten Anforderungen und sind im Allgemeinen gesondert zu schützen oder brandschutztechnisch zu behandeln.

Für Flammenschutzimprägnierung steht die Firma: Rentokil Initial GmbH Schädlingsbekämpfung; Markgröninger Str. 51; 71701 Schwieberdingen; Tel.: 0049-7150-9149-0; Telefax-Nr. 0049-7150-9149-111; E-Mail: pc-bw-de@rentokil.com zur Verfügung.

Laub- und Nadelgehölze dürfen nur mit feuchtem Wurzelballen verwendet werden.

**3.13 Änderung nicht vorschriftsgemäßer Standbauten/ Sonderbauten:** Eingebachte Aufbauten Einrichtungen, Ausstattungen, Ausschmückungen (Materialien) in der Halle, die nicht genehmigt sind oder diesen Technischen Richtlinien oder der VStättVO nicht entsprechen, sind zum Aufbau in der Versammlungsstätte nicht zugelassen und müssen zu Lasten des Mieters gegebenenfalls beseitigt oder geändert werden. Dies gilt auch bei einer Ersatzvornahme durch die Vermieterin. Aus wichtigem Grund, insbesondere bei gravierenden Sicherheitsmängeln, kann die teilweise oder vollständige Schließung eines Standes angeordnet werden.

**3.14 Standüberdachung:** Um den Sprinklerschutz nicht zu beeinträchtigen, müssen in gesprinklerten Bereichen Stände nach oben

hin grundsätzlich offen sein. Für Überbauungen bis 16 m<sup>2</sup> kann auf Antrag eine Ausnahmegenehmigung durch die KMK erteilt werden. Benachbarte Flächen (z.B. Standnachbarn) müssen dabei berücksichtigt werden. Decken sind als offen zu betrachten, wenn nicht mehr als 50 % der Fläche bezogen auf den einzelnen m<sup>2</sup> geschlossen sind.

Sprinkler-tauglichkeit von geschlossenen Decken (Meshgewebe oder s.g. "Smoke-Out"-Gewebe) müssen mit einem gültigen (nicht älter als 5 Jahre) VdS-Zertifikat nachgewiesen werden und sind dann bis 30 m<sup>2</sup> Feldgröße zugelassen. Einzelne Felder sind addierbar. Die Gewebeplane ist horizontal und ausschließlich einlagig zu verspannen. Ein Durchhängen der Gewebeplane ist zu vermeiden.

**3.15 Fußböden / Teppiche:** Das Auflegen von Teppichen oder anderem Dekorationsmaterial unmittelbar auf den Hallenboden durch die Mieter hat so zu erfolgen, dass keine Rutsch-, Stolper- oder Sturzgefahr für Personen entsteht. Teppiche und andere Fußbodenbeläge sind unfallsicher zu verlegen und dürfen nicht über die Standgrenzen hinausragen. Es darf zum Fixieren nur Klebeband verwendet werden, das rückstandsfrei zu entfernen ist. Wir empfehlen die Verwendung folgender Klebebänder, die Sie auch vor Ort über unseren Messe-Shop beziehen können:

- Fa. Gerlinger (Gerband Nr. 956)
- Fa. 3M (Nr. 9195)
- Fa. Tesa (Tesafix Nr. 51960)

Wir weisen ausdrücklich darauf hin, dass das Klebeband ausschließlich für Fixierungen am Hallenboden und nicht auf Parkettböden, Wänden, o. ä. verwendet werden darf. Selbstklebende Teppichfliesen sind nicht zugelassen. Alle eingesetzten Materialien müssen rückstandslos entfernt werden. Bei Schäden durch nicht fachgerechter Verlegung haftet der Aussteller/Veranstalter. Gleiches gilt für Substanzen wie Öle, Fette, Farben und ähnliches. Zu Verankerungen siehe 3.18.

**3.16 Glas und Acrylglas:** Es darf nur Sicherheitsverbundglas verwendet werden. Kanten von Glasscheiben müssen so bearbeitet oder geschützt sein, dass eine Verletzungsgefahr ausgeschlossen ist. Ganzglasbauteile sind in Augenhöhe zu markieren. Für Konstruktionen aus Glas sind die Anforderungen gemäß Merkblatt „Glas im Standbau“ einzuhalten.

**3.17 Besprechungsräume, Aufenthaltsräume:** Räume im Ausstellungsstand, die allseits umschlossen sind (geschlossene Räume) und keine optische und akustische Verbindung zur Halle haben, sind mit einer optischen und akustischen Warnanlage auszurüsten, um eine jederzeitige Alarmierung auf dem Stand zu gewährleisten. In Ausnahmefällen können Ersatzmaßnahmen genehmigt werden. In dem davorliegenden Raum muss ein geeignet breiter Rettungsweg vorhanden sein (mindestens 1,20 m), der zu jeder Zeit nutzbar sein muss.

**3.18 Ausgänge, Rettungswege, Türen:** Standbereiche mit einer Grundfläche von mehr als 100 m<sup>2</sup> oder unübersichtlicher Aufplanung müssen mindestens zwei voneinander getrennte Ausgänge/Flucht-/Rettungswege haben, die sich möglichst gegenüberliegen. Die Lauflinie von jeder Stelle auf einer Ausstellungsfläche bis zu einem Hallengang darf nicht mehr als 20 m betragen (§7 Abs. 5 VStättVO). Die Flucht-/Rettungswege sind entsprechend der berufs-genossenschaftlichen Vorschriften DGUV Vorschrift 9 zu kennzeichnen. Die Verwendung von Pendeltüren, Drehtüren, Codiertüren sowie Schiebetüren in Flucht-/Rettungswegen ist nicht zulässig.

**3.19 Geländer / Umwehrungen:** Allgemein begehbare Flächen, die unmittelbar an Flächen angrenzen, die mehr als 0,20 m tiefer liegen, sind mit Brüstungen zu umwehren. Umwehrungen, die den Druck von Personen aufnehmen müssen, sind 1,10 m hoch auszubilden und müssen eine Horizontallast von 1,0 kN/lfdm aufnehmen können. Bei Bedarf ist ein statischer Nachweis zu erbringen.

**3.20 Nägel, Haken, Löcher und Beförderung schwerer Lasten:** Das Einbringen von Bolzen und Verankerungen sowie das Schlagen von Löchern in Hallenböden, -wände und -decken ist verboten. Schwere Lasten und Kisten dürfen nur mit gummibereiften Rollwagen oder Hubwagen in den Hallen transportiert werden. Brems Spuren durch Gummiabrieb sind zu vermeiden. Die Hallenböden bestehen aus flügelgeglättetem Faserbeton,



Halle 1 und dm-arena mit einer zusätzlichen Beschichtung. Im Bereich des Besucherrundganges und Foyer ist Betonwerkstein verlegt.

**3.21 Abhängungen / Eingriff in die Bausubstanz:** Hallenteile und technische Einrichtungen dürfen weder durch Standaufbauten noch durch Exponate belastet werden. Hallensäulen/Hallenstützen können innerhalb der Standfläche ohne Beschädigung derselben im Rahmen der zulässigen Bauhöhe umbaut werden. Abhängungen von der Hallendecke sind nur an den dafür vorgesehenen technischen Einrichtungen möglich und dürfen nur durch KMK oder durch uns beauftragte Fachfirmen ausgeführt werden.

**3.22 Elektrische Installationen / Wasseranschluss:** Anschlüsse an das bestehende Versorgungsnetz dürfen nur durch die von KMK zugelassenen mit der Versammlungsstätte vertrauten Fachfirmen vorgenommen werden. Auch für entsprechende Arbeiten innerhalb des Standes, empfiehlt es sich die durch KMK zugelassenen Fachfirmen zu beauftragen. Die gesamte elektrische Einrichtung am Ausstellungsstand ist nach den neuesten Sicherheitsvorschriften des Verbandes Deutscher Elektrotechniker (VDE) auszuführen. Insbesondere zu beachten sind VDE 0100, 0108, 0128 und ICE 60364-7-711. Die Strom und Wasserversorgung der Stände wird am letzten Messetag aus Sicherheitsgründen, in der Regel eine Stunde nach Messeschluss, eingestellt.

**3.23 Verwendung von Luftballons und Flugobjekten:** Die Verwendung von mit Sicherheitsgas gefüllten Luftballons und sonstigen Flugobjekten in den Hallen und im Freigelände muss im Vorfeld beantragt und von der KMK genehmigt werden.

**3.24 Abfall-, Wertstoff-, Reststoffbehälter:** in den Ständen dürfen keine Wertstoff- und Reststoffbehälter aus brennbaren Materialien aufgestellt werden. Wertstoff- und Reststoffbehälter in den Ständen sind regelmäßig, spätestens jeden Abend nach Messeschluss zu entleeren. Fallen größere Mengen brennbarer Abfälle an, sind diese mehrmals am Tage zu entsorgen.

**3.25 Leergut, Verpackungen:** die Lagerung von Leergut, Verpackungen und Packmittel gleich welcher Art im Stand und außerhalb des Standes in der Halle ist verboten. Anfallendes Leergut, Verpackungen und Packmittel sind unverzüglich zu entfernen. Einlagerungsmöglichkeiten bestehen bei den Vertragsspediteuren der KMK.

**3.26 Rauchverbot:** Das auf dem Gelände geltende Rauchverbot ist einzuhalten und von jedem Aussteller an seinem Stand zu beachten und durchzusetzen.

**3.27 Feuerlöscher:** Wir empfehlen geeignete und geprüfte Feuerlöscher am Stand bereit zu halten. Doppelgeschossige Stände und Stände mit hoher Brandlast müssen über Feuerlöscher verfügen. Feuerlöscher können mit dem entsprechenden Bestellformular aus der Servicemappe angemietet werden.

**3.28 Pyrotechnik:** Pyrotechnische Vorführungen und feuergefährliche Handlungen müssen von KMK zuvor genehmigt werden. Bei deren Einsatz auf dem Gelände der KMK ist durch den Aussteller/Standbauer eine Genehmigung beim Ordnungsamt einzuholen. Die Verwendung pyrotechnischer Gegenstände muss durch eine nach Sprengstoffrecht geeignete Person überwacht werden. Es sind die Nachweise über den Inhaber des Erlaubnisscheins und des Befähigungsscheins vorzulegen. Die Zulassung der Artikel kann der jeweiligen Verpackungseinheit entnommen werden (z.B. BAM-PI..., BAM-PTI...). Darüber hinaus müssen auf der Verpackung die Verwendungshinweise in deutscher Sprache aufgedruckt sein. Pyrotechnische Gegenstände ohne Zulassung oder pyrotechnische Gegenstände der Klassen II, III oder IV sind nicht zugelassen.

**3.29 Laseranlagen:** Der Betrieb bestimmter Laseranlagen ist gem. § 6 der berufsgenossenschaftlichen Vorschrift DGVU Vorschrift 11 „Laserstrahlung“ beim Unfallversicherungsträger und bei der zuständigen Behörde anzuzeigen. Der Anzeiger ist die schriftliche Bestellung eines

Laserschutzbeauftragten für den Betrieb der Lasereinrichtung beizufügen. Die zuständige Behörde ist das Staatliche Amt für Arbeitsschutz in Karlsruhe. Darüber hinaus ist der Betrieb KMK anzuzeigen.

**3.30 Nebelmaschinen:** Für den Einsatz von Nebelmaschinen ist eine Genehmigung von KMK erforderlich, um Fehlauflösungen der Brandmeldeanlage zu vermeiden.

**3.31 Kochplatten, Scheinwerfer, Transformatoren:** Zum besonderen Schutz sind alle wärmeerzeugenden und wärmeentwickelnden Elektrogeräte auf nicht brennbarer, wärmebeständiger, asbestfreier Unterlage zu montieren. Entsprechend der Wärmeentwicklung ist ein ausreichend großer Abstand zu brennbaren Stoffen sicherzustellen. Beleuchtungskörper dürfen nicht an Dekorationen oder Ähnlichem angebracht sein. Bitte vergessen Sie nicht, elektrische Kochgeräte und sonstige, bei unkontrolliertem Betrieb Gefahren hervorrufende Einrichtungen, am Ende der täglichen Öffnungszeiten abzuschalten.

**3.32 Sicherheitsbeleuchtung:** Stände, in denen durch die Besonderheit ihrer Bauweise die vorhandene allgemeine Sicherheitsbeleuchtung nicht wirksam ist, bedürfen einer zusätzlichen eigenen Sicherheitsbeleuchtung, in Anlehnung an die VDE 0108. Sie ist so anzulegen, dass ein sicheres Zurechtfinden bis zu den allgemeinen Rettungswegen gewährleistet ist.

**3.33 Werbemittel / Werbung im Gelände:** Für Ihre Besucherwerbung stellen wir Ihnen diverse Werbemittel kostenlos zur Verfügung. Für Ihre Werbung stehen Ihnen im Gelände offizielle Werbeflächen zur Anmietung zur Verfügung. Eigenmächtige Werbeaktionen außerhalb des eigenen Standes (z.B. Verteilung von Prospekten, Anbringen von Werbeschildern) ist nicht gestattet.

**3.34 Akustische und optische Vorführungen:** Der Betrieb von akustischen Anlagen sowie audiovisuelle Darbietungen jeder Art durch die Aussteller bedürfen der Genehmigung der Messeleitung und sind schriftlich einzureichen. Der Geräuschpegel darf bei musikalischen Darbietungen 60 dBA nicht überschreiten. Bei wiederholter Nichtbeachtung dieser Vorschriften kann die Stromzufuhr zum Stand des Ausstellers ohne Rücksicht auf den damit verbundenen Ausfall der Standversorgung unterbrochen werden. Ein Anspruch des Ausstellers auf Ersatz des durch die Unterbrechung der Stromzufuhr entstehenden mittel- oder unmittelbaren Schadens besteht nicht. Die Beweislast für die Einhaltung der Vorschriften liegt beim Aussteller.

**3.35 Musikalische Wiedergaben (GEMA):** Für musikalische Wiedergaben aller Art ist nach den gesetzlichen Bestimmungen (Urheberrechtsgesetz), die Erlaubnis der Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (GEMA), erforderlich. Nicht angemeldete Musikwiedergaben können Schadenersatzansprüche der GEMA zur Folge haben (§ 97 Urheberrechtsgesetz). Anmeldungen und Anfragen sind zu richten an: GEMA – 11506 Berlin, kontakt@gema.de.

**3.36 Explosionsgefährliche Stoffe / Munition:** Explosionsgefährliche Stoffe unterliegen dem Sprengstoffgesetz in der jeweils gültigen Fassung und dürfen auf Messen und Ausstellungen nicht verwendet oder ausgestellt werden. Dies gilt auch für Munition im Sinne des Waffengesetzes.

**3.37 Kraftstoffbehälter an Ausstellungsstücken:** Diese müssen verschlossen sein.

**3.38 Spritzpistolen, Nitrolacke:** Der Gebrauch von Spritzpistolen sowie die Verwendung von Nitrolacken sind verboten.

**3.39 Brennbare Flüssigkeiten und brennbare Gase** dürfen in den Ständen weder verwendet noch gelagert werden. Der Einsatz von Brennern jeder Art ist nur mit ausdrücklicher Genehmigung der technischen Leitung erlaubt. Druckbehälter dürfen auf dem Stand nur betrieben werden, wenn die gemäß Betriebssicherheitsverordnung (BetrSichV) geforderten Prüfungen durchgeführt wurden. Die darüber ausgestellten Prüfnachweise sind am

Ausstellungsort beim Druckbehälter aufzubewahren und auf Verlangen der zuständigen Aufsichtsbehörde vorzulegen.

Benzin, Petroleum usw. dürfen nicht zu Koch-, Heiz- oder Betriebszwecken verwendet werden.

Die ASI 8.04 (Arbeitssicherheitsinformation) ist zu beachten.

**3.40 Trennschleifarbeiten, Heißenarbeiten und alle Arbeiten mit offener Flamme:** Schweiß-, Schneid-, Löt-, Schleif- und Trennarbeiten und andere Arbeiten mit offener Flamme oder Funkenflug sind im Betriebs- und Ausstellungsgelände der KMK untersagt. In Ausnahmefällen kann auf schriftlichen Antrag nebst Beschreibung der Arbeiten durch KMK ein Erlaubnisschein für Feuerarbeiten mit besonderen Sicherheitsauflagen (Erlaubnisschein für feuergefährliche Arbeiten) ausgestellt werden.

**3.41 Abgase und Dämpfe:** Von Exponaten und Geräten abgegebene brennbare, gesundheitsschädliche oder die Allgemeinheit belästigende Dämpfe und Gase dürfen nicht in die Hallen eingeleitet werden. Sie müssen über entsprechende Rohrleitungen nach Vorgaben des Bundesmissionsschutzgesetzes ins Freie abgeführt werden. Fetthaltige Dämpfe, die durch Kochen oder Braten entstehen, müssen mit entsprechenden Anlagen gefiltert werden.

**3.42 CE- Kennzeichnung von Produkten:** Produkte, die über keine CE- Konformitätsbescheinigung verfügen und nicht die Voraussetzungen nach § 4 Absatz 1 oder 2 des Gesetzes über technische Arbeitsmittel und Verbraucherprodukte (GPSG) erfüllen, dürfen nur ausgestellt werden, wenn ein sichtbares Schild deutlich darauf hinweist, dass sie diese Voraussetzungen nicht erfüllen und innerhalb der Europäischen Union erst erworben werden können, wenn die entsprechende Übereinstimmung hergestellt ist. Bei einer Vorführung sind die erforderlichen Vorkehrungen zum Schutz von Personen zu treffen.

**3.43 Abbau des Ausstellungsstands:** Nach dem Abbau ist der ursprüngliche Zustand der Ausstellungsflächen wieder herzustellen. Für Beschädigungen der Decken, Wände, des Fußbodens und der Installationseinrichtungen haftet der Aussteller. Klebestreifen müssen rückstandslos entfernt werden.

Beschädigungen der Halle, deren Einrichtungen sowie der Außenanlagen durch Aussteller oder deren Beauftragte müssen in jedem Fall der Messeleitung gemeldet werden.

Nicht abgebaute Stände oder nicht abtransportierte Ausstellungsgüter werden nach Beendigung des Abbaus auf Kosten und Gefahr des Ausstellers entfernt und beim Vertragsspediteur eingelagert. Eine Haftung der KMK wird ausgeschlossen.

**3.44 Müllentsorgung / -trennung:** Zur umweltgerechten Entsorgung der während der Veranstaltung, sowie beim Auf- und Abbau anfallenden Abfälle bitten wir die Aussteller, die Abfälle nach Materialien in die hierfür zur Verfügung stehenden Sammelcontainer zu werfen. Wir weisen Sie darauf hin, dass wir die Abfälle, die in einem „üblichen Maß“ anfallen, entsorgen. Ein unverhältnismäßig hohes Abfallvolumen entsorgen wir gegen Gebühr. Bei der Standgestaltung und Standversorgung sollten nach dem Prinzip der Abfallvermeidung Mehrweg-Materialien zum Einsatz kommen.

Aussteller, die Speisen und Getränke zum sofortigen Verzehr anbieten, müssen spülbares Mehrweggeschirr und -besteck, Gläser sowie Mehrwegtischdecken verwenden. Der Einsatz von Kunststoffen (auch recyclebar) sowie Pappgeschirr (auch kompostierbar unbeschichtet) ist nicht gestattet. Ausschank aus Dosen oder Einwegflaschen ist verboten. Bei Verstoß behält sich die KMK entsprechende Sanktionen bis hin zum Widerruf der Zulassung zur Messe vor. Von der Verwendung von essbarem Geschirr bitten wir wegen des hohen Produktionsaufwands abzusehen. Außerdem sind Wegwerflebensmittel aus ethischen Gründen nicht zu vertreten, da sie oft über den Abfall entsorgt werden.

Bei Missachtung wird Sondermüll kostenpflichtig für den Aussteller entsorgt. Bitte wenden Sie sich bei Fragen an die KMK.

#### 4. Sonderbestimmungen für zwei- und mehrgeschossige Ausstellungsstände

**4.1 Bauanfrage:** Die zwei- oder mehrgeschossige Bauweise von Ausstellungsständen ist nur mit Genehmigung der zuständigen Projektleitung des Veranstalters möglich. Die lichten Höhen von Innenräumen bei zweigeschossiger Bauweise müssen im Erdgeschoss mindestens 2,30 m und im Obergeschoss mindestens 2,30 m betragen. Die maximale Aufbauhöhe ist mit KMK abzustimmen.

In gesprinkelten Hallen muss das Obergeschoss nach oben hin grundsätzlich offen sein. Zusätzlich zu den bereits im Erdgeschoss vorhandenen Feuerlöschern ist mind. ein Feuerlöscher pro Treppenabgang gut sichtbar und griffbereit anzuordnen.

**4.2 Brandschutzanforderungen:** An der Deckenunterseite zwei- oder mehrgeschossiger Ausstellungsstände mit einer minimalen Grundfläche von 50 m<sup>2</sup> und einer maximalen Grundfläche von 100 m<sup>2</sup> sind Warmemelder zu installieren, die zu der Feuermeldeanlage der KMK durchgeschaltet werden müssen. Hierzu ist es erforderlich, dass der KMK entsprechende Planunterlagen eingereicht werden. An der Deckenunterseite zweigeschossiger Ausstellungsstände, die mehr als 100 m<sup>2</sup> Grundfläche haben, ist eine zusätzliche Sprinkleranlage zu installieren. Bei Inkrafttreten der Sprinkleranlage wird der Feueralarm über die Feuermeldeanlage der KMK zur Berufsfeuerwehr durchgeschaltet. Die Wasserversorgung der Sprinkleranlage erfolgt über Druckluftwasserbehälter mit einem Gesamtvolumen von 5 cbm zur Versorgung von maximal 1.000 m<sup>2</sup>. Die Installation der Sprinkleranlage muss nach den gültigen VdS-Richtlinien von einer Vertragsfirma der KMK oder einer VdS- anerkannten Fachfirma ausgeführt werden. Hierzu ist es erforderlich, dass der KMK entsprechende Planunterlagen des Ausstellungsstandes eingereicht werden. Der Anschluss an die Wasserversorgung und die technische Abnahme einer Eigeninstallation muss in jedem Fall von einer Vertragsfirma der KMK durchgeführt werden. Die für die Druckluftwasserbehälter erforderliche Standfläche muss vom Aussteller zur Verfügung gestellt werden. Standbauten an den Standgrenzen zu den Nachbarn sind oberhalb 2,50 m neutral zu gestalten.

**4.3 Verkehrslasten / Lastannahmen:** Für die Geschossdecke eines zweigeschossigen Messestandes innerhalb einer Messehalle sind nach DIN 1055 Blatt 3, Tabelle 1 als Verkehrslasten anzusetzen: Bei Nutzung für Besprechungen und Kundenbetreuung, d.h. Möblierung mit Tischen und Stühlen in freier Anordnung oder in Besprechungskabinen 3,0 kN/m<sup>2</sup>. Eine uneingeschränkte Nutzung als Ausstellungs- und Verkaufsraum, als Versammlungsraum ohne oder mit dichter Bestuhlung erfordert eine Verkehrslast von 5,0 kN/m<sup>2</sup>. Für Brüstungen und Geländer sind 1,0 kN/m in Holmhöhe anzusetzen. Treppen müssen immer für eine Verkehrslast von 5,0 kN/m<sup>2</sup> ausgelegt werden. Es ist nachzuweisen, dass die Bodenpressung der Stützen die zulässige Bodenbelastung der Hallenfußböden nicht überschreitet.

**4.4 Rettungswege / Treppen:** Im Obergeschoss eines zweigeschossigen Ausstellungsstandes darf die Entfernung von jeder zugänglichen Stelle aus höchstens 20 m Lauflinie bis zum nächsten Hallengang betragen. Längere Wegelängen können im Einzelfall genehmigt werden, wenn die zulässige Restlaufwegelänge aus der Halle nicht überschritten wird. Die Treppen sind so anzuordnen, dass die Rettungswege ins Freie möglichst kurz sind. Die maximale Lauflänge vom Obergeschoss bis zur nächsten Notausgangstür aus der Halle darf in der Regel 50 m nicht überschreiten. Beträgt die Obergeschossfläche über 100m<sup>2</sup>, werden mindestens zwei Treppen benötigt, die maximal 20 m voneinander entfernt und gegenüberliegend anzuordnen sind. Alle Treppenanlagen sind nach DIN 18065 auszuführen. Treppen müssen mindestens eine lichte Breite von 1,20 m (zwischen den Handläufen) haben. Die Steigungshöhe der Treppen darf nicht mehr als 0,19 m, die Auftrittsweite nicht weniger als 0,26 m betragen. Wendel- bzw. Spindeltreppen sind nicht zulässig. Notwendige Treppenläufe sind vom Hallenfußboden bis zur Zwischendecke mit geschlossener

Unterseite mindestens in der Feuerwiderstandsklasse F 30 gegenüber dem Untergeschoss abzutrennen (z.B. 12,5 mm dicke Gipskartonfeuerschutzplatten- GKF – oder Gleichwertiges), wenn sich unter der Treppenanlage Lager, Räume, Elektroanlagen oder sonstiges befinden. Handläufe an Treppenanlagen und Zwischenpodesten müssen beidseitig, griffsicher, durchgehend und ohne offene Enden ausgeführt werden.

**4.5 Materialanforderungen für tragende Bauteile:** Bei zweigeschossigen Ständen sind die tragenden Bauteile, Decken des Erdgeschosses und der Fußboden des Obergeschosses aus mindestens schwerentflammbar (nach DIN 4102 min. B1 oder min. Klasse C nach EN 13501-1) Baustoffen zu erstellen.

## 5. Haus- und Geländeordnung für das Gelände der Karlsruher Messe- und Kongress GmbH (KMK).

5.1 Die Haus- und Geländeordnung gilt für das Gelände der KMK, d.h., für alle Hallen, das Freigelände sowie für sämtliche Gebäude und Grundstücksflächen der KMK. Sie gilt für alle Personen, die das Gelände im vorgenannten Sinne betreten oder sich dort aufhalten.

5.2 Das Hausrecht im Bereich des Geländes der KMK übt die KMK und beauftragte Dritte aus.

5.3 KMK ist berechtigt, den Zutritt zum Gelände – insbesondere zu den Hallen – für Aussteller, Besucher und sonstige Dritte einschränkend zu regeln, so z.B. den Zutritt nur Fachbesuchern zu gestatten und die Einhaltung der Zutrittsbedingungen zu kontrollieren. Die Hallen und sonstige Veranstaltungsbereiche dürfen nur mit einem gültigen Eintrittsausweis betreten werden. Der Ausweis ist auf Verlangen vorzuzeigen. Abweichende Zutrittsregelungen – insbesondere für Aussteller und im Bereich des Karlsruher Geländes tätige Unternehmen – bleiben hiervon unberührt.

5.4 Der Zutritt ist Kindern und Jugendlichen bis zum vollendeten 14. Lebensjahr nur in Begleitung Erwachsener gestattet. Abweichende Regelungen werden besonders bekanntgegeben. Jugendliche von dem vollendeten 14. Lebensjahr an haben wie Erwachsene uneingeschränkten Zutritt. Kinder bis zum vollendeten 6. Lebensjahr haben freien Eintritt. Im Übrigen ist die entsprechende Eintrittskarte zu lösen. Veranstaltungsbezogene Sonderregelungen, z.B. „nur für Fachbesucher“ bleiben unberührt.

5.5 Mitarbeiter der KMK oder der von KMK beauftragten Bewachungsunternehmen, die sich als solche ausweisen können, sind berechtigt, Ausweiskontrollen auf dem Gelände durchzuführen. Personen, die ohne gültigen Eintrittsausweis angetroffen werden oder sich in sonstiger Weise unberechtigt im Gelände aufhalten, haben unverzüglich das Gelände zu verlassen.

5.6 Das Betreten/Befahren des Geländes geschieht auf eigene Gefahr. Die KMK übernimmt im Rahmen der gesetzlichen Bestimmungen keine Haftung. Es gelten die Bestimmungen der StVO. Die Höchstgeschwindigkeit beträgt 10 km/h, soweit nicht die Verkehrsverhältnisse Schrittgeschwindigkeit erforderlich machen. KMK ist berechtigt, das Betreten/Befahren des Geländes zeitlich und räumlich zu beschränken, völlig zu verbieten oder in sonstiger Weise zu regeln. KMK haftet im Rahmen der gesetzlichen Bestimmungen nur für vorsätzliches oder grob fahrlässiges Verhalten vertretungsberechtigter Mitarbeiter.

5.7 Das Abstellen von Fahrzeugen aller Art ist nur auf den ausgewiesenen Flächen zum Be- und Entladen zulässig. Rettungswege, Sicherheitswege und Sammelstellen sind freizuhalten. Bei dem Abstellen von Wechselliefern, Containern etc. ist ein Einsinken in die Teerdecke durch geeignete Maßnahmen zu verhindern. Der Eigentümer/Halter haftet für Beschädigungen ohne Nachweis eines Verschuldens. Fahrzeuge, Container etc., die widerrechtlich abgestellt worden sind, werden auf Kosten des Eigentümers/Halters oder Störers umgesetzt oder abgeschleppt.

5.8 Nicht gestattet ist jegliches Verhalten, das geeignet ist, den ordnungsgemäßen Ablauf der Veranstaltung, des Auf- und Abbaus, zu stören oder in sonstiger Weise gegen die Interessen der KMK zu verstoßen, insbesondere:

- jede nicht zugelassene gewerbliche Tätigkeit auf dem Gelände (insbesondere das Anbieten von Gegenständen und Leistungen aller Art – entgeltlich oder unentgeltlich –);
- das nicht genehmigte Verteilen oder Aushängen von Flugblättern, Werbeschriften, Plakaten, Zeitschriften usw. sowie das Anbringen von Aufklebern aller Art; das gleiche gilt, wenn die vorgenannten Publikationen im Wege von Postwurfsendungen oder in vergleichbarer Weise von der Deutschen Post AG oder ähnlichen Unternehmen und Einrichtungen verteilt werden;
- das Mitnehmen von Tieren; Ausnahmen: Führhunde für Behinderte, Blindenhunde, Diensthunde.
- die Verunreinigung der Hallenbereiche oder des Freigeländes sowie jegliches Verhalten, das geeignet ist, die Umwelt zu belasten oder zu gefährden;
- das unbefugte Eindringen von Fahrzeugen in das Gelände sowie die unbefugte Benutzung von Fahrzeugen auf dem Gelände;
- das Benutzen von Fahrrädern, Rollern, Kickboards, Rollschuhen, Inline-Skates, Skateboards und vergleichbaren Fortbewegungsmitteln in den Messehallen, Gebäuden und Verbindungsebenen – abweichende Regelungen werden besonders bekannt gegeben –;
- nicht genehmigte Versammlungen und Aufzüge aller Art;
- das Mitführen von Waffen und sonstigen meldepflichtigen Gegenständen, von Gefahrstoffen etc.;
- der Direktverkauf bzw. Kauf sowie das Tauschen von Ausstellungs- und sonstigen Gegenständen – abweichende Regelungen werden besonders bekanntgegeben –;
- der Aufenthalt im Gelände außerhalb der festgelegten Öffnungszeiten.

5.9 Das Fotografieren, Filmen, Herstellen von Video-Aufnahmen, Zeichnen, Malen usw. zu gewerblichen Zwecken bedarf der vorherigen schriftlichen Genehmigung der KMK und – soweit es um Produkte der Aussteller oder sonstiger Dritte oder um Personen geht – der vorherigen schriftlichen Genehmigung des jeweils betroffenen Rechtsinhabers. KMK ist berechtigt, hierzu weitergehende Regelungen aufzustellen.

5.10 Soweit durch Mitarbeiter der KMK oder von KMK beauftragte Unternehmen oder Personen Fotografien, Film- und/oder Videoaufnahmen im Bereich des Geländes der KMK zur Berichterstattung oder zu Werbezwecken hergestellt werden, darf die Aufnahmetätigkeit nicht behindert oder in sonstiger Weise beeinträchtigt werden. Alle Personen, die das Gelände betreten oder sich dort aufhalten, werden durch die vorliegende Haus- und Geländeordnung auf die Durchführung von Foto-, Film- und Videoaufnahmen im Bereich des Geländes der KMK hingewiesen. Durch das Betreten des Geländes willigen diejenigen, die auf solchen Aufnahmen zu erkennen sind, darin ein, dass diese Aufnahmen sowohl zur Berichterstattung als auch zu Werbezwecken verwendet werden.

5.11 Umfragen, statistische Erhebungen sowie vergleichbare Veranstaltungen bedürfen zu ihrer Zulässigkeit der vorherigen schriftlichen Genehmigung der KMK.

5.12 KMK ist berechtigt, den Betrieb von Sende- und Empfangsgeräten auf dem Gelände einschränkend zu regeln.

5.13 Die Veranstaltungsstätten der KMK werden durch ein Exklusiv-Cateringunternehmen gastronomisch bewirtschaftet.

5.14 KMK ist berechtigt, das Mitführen von Taschen und sonstigen Behältnissen in den Messehallen und im Freigelände zu untersagen. Zur Aufbewahrung stehen Schließfächer in den Eingangsbereichen kostenlos zur Verfügung. Ist das Mitführen von Taschen oder sonstigen Behältnissen nicht gestattet, so können Besucher, die gleichwohl Taschen etc. mitführen wollen, zurückgewiesen werden.

Abschließende Regelungen: Bei Verstößen gegen die Hausordnung oder gegen sonstige Bestimmungen der KMK ist diese berechtigt, eine Verweisung vom Gelände, ein Geländeverbot auf Zeit oder auf Dauer auszusprechen.

Verstöße gegen die Teilnahmebedingungen können zu einem Ausschluss von der Teilnahme an der laufenden Veranstaltung oder von der Teilnahme an künftigen Veranstaltungen führen. Eine strafrechtliche Verfolgung wird durch die in dieser Hausordnung genannten Maßnahmen nicht ausgeschlossen.



**1. Preliminary remarks:** Karlsruher Messe und Kongress- GmbH (henceforth, KMK) has compiled the following guidelines to ensure the success and safety of its trade fairs and exhibitions for all participants. These technical guidelines are based on the requirements stipulated in German law and by the German regulatory authorities and constitute a basic compulsory standard for all exhibitors and event organisers. KMK employees, event organisers and contracted third parties are responsible for checking that all event participants comply with these guidelines.

The relevant building authorities and fire services as well as KMK may check that these guidelines are being adhered to at any time and may, in individual cases, set out additional requirements. KMK reserves the right to close all or part of an exhibition stand in the interests of the other event participants if an established safety breach cannot be corrected before the start of an event.

## 2. Regulations and general security requirements

**2.1 The timing of the installation and dismantling phases** for each event is included in its participation requirements. During the installation and dismantling phases, the exhibition halls and open-air areas may be used for construction/dismantling work. Exhibitors will be informed of any changes to these regulations in due time.

**2.2 Event duration:** On each day of the event, exhibitors will have access to the exhibition halls one hour before the trade fair begins and up to one hour after the trade fair closes. Exhibitors who require additional access to their stands for a particular reason must obtain the event organiser's special written permission.

**2.3 Vehicle access:** Vehicles must pay a **€50 deposit** to access the company grounds during the installation and dismantling phases, and during the event. Exhibitors require the exhibition management's prior approval to drive vehicles into the company grounds during an event. Once exhibitors have paid the deposit, they must respect the following delivery and loading times for events:

Cars .....	2 hours
Vans .....	3 hours
Trucks .....	5 hours

Exhibitors will lose their deposits if they exceed these times. Vehicles must leave the company grounds immediately after unloading.

Please respect these guidelines as they help reduce traffic and ensure that events run smoothly.

To avoid traffic congestion when loading and unloading exhibition goods, we ask that you remove vehicles from exhibition halls and access roads immediately. Please park your vehicles in the marked parking spaces. Please follow all instructions given by our staff and by the police. The entire exhibition grounds are also subject to German road and traffic regulations (StVO).

Please distribute our directions and map of the company grounds to your installation and stand employees to help them navigate the site (see directions and exhibition grounds map on our website. [https://www.messe-karlsruhe.de/messe\\_karlsruhe\\_en/aussteller/anreise-und-aufenthalt/messe/messe.php](https://www.messe-karlsruhe.de/messe_karlsruhe_en/aussteller/anreise-und-aufenthalt/messe/messe.php)).

**2.4 Parking on the exhibition grounds:** There are approx. 7,000 available parking spaces on the exhibition grounds. Exhibitors will be issued with a parking pass with costs for the entire duration of the event (only for vehicles weighing up to 2.8 tonnes). Vehicles with trailers require a special parking pass with costs. Lorries with trailers may only park in specially marked areas of the exhibition grounds. Any unlawfully parked vehicles or trailers, or unlawfully placed containers, boxes or empty receptacles of any kind may be removed at the owner's expense and risk. Liability is excluded.

**2.5 Fire service access routes, hydrants:** Roads and zones marked with no-stopping signs must always be kept clear to allow access to the

fire services in case of an emergency. Vehicles and objects left in these emergency access routes and safety areas will be removed at the owner's own cost and risk. Hydrants in areas of public assembly and open-air areas must remain free of obstructions and visible and accessible at all times. The current site map can be found on our website.

[https://www.messe-karlsruhe.de/messe\\_karlsruhe\\_en/aussteller/anreise-und-aufenthalt/messe/messe.php](https://www.messe-karlsruhe.de/messe_karlsruhe_en/aussteller/anreise-und-aufenthalt/messe/messe.php)

**2.6 Access, exit and emergency routes:** All routes and exits shown on the exhibition hall maps on display may be used as emergency escape routes and exits. They must be kept free of obstructions at all times. It must be possible to fully open doors along emergency exit routes at all times. It is not permissible to obstruct, block, hide, lock or in any way cover the emergency exit doors and their labelling. Information stands and tables may not be placed along emergency exit routes, in front of emergency exits or in stairwells.

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

This is considered to be the case if a strip of a maximum width of 0.9 m along the stand perimeter adjoining the stand aisle is used for depositing the items concerned. Irrespective of the width of the hall aisle and the goods deposited, a minimum width of 1.2 m is to be kept clear as a mandatory requirement. Escape routes accessing emergency exits and the hall aisle junction areas are excluded from this and must be kept clear to their full width at all times. Hall aisles may not be used as assembly/installation areas or as locations for setting up machinery (e.g. woodworking machines, work benches, etc.).

At the request of KMK, the immediate clearance of the hall aisle can be demanded for logistical reasons.

**2.7 Fire alarms, fire extinguishers:** Sprinkler systems, fire alarms, fire extinguishers, smoke alarms, exhibition-hall door locks and other safety equipment, as well as their labelling and the green emergency exit signs, must be visible and accessible at all times. They may not be moved or obstructed. Please do not reduce the efficiency of the automatic fire extinguishing system by covering or decorating any of its components. The hydrants' pressure hoses may not be used as a water source (for filling containers, buckets, etc.). Fire safety equipment, such as rolling fire doors, may not be propped open or tampered with.

**2.8 Surveillance:** KMK will carry out the general surveillance of the exhibition halls and open-air areas throughout the event and during the installation and dismantling phases. If an exhibitor requires surveillance for its particular exhibition stand, it must submit a special request. For security reasons, KMK will only allow the presence of security personnel from its designated security company.

**2.9 Theft:** Please protect your property from theft throughout the event and during the installation and dismantling phases. Any cases of theft should be reported immediately to the service office. They will refer you to the relevant police department. Karlsruher Messe- und Kongress GmbH (KMK) is not liable for any thefts. We recommend exhibitors take out exhibition insurance cover and request surveillance for their stands.

**2.10 Emergency evacuation:** For safety or security reasons, KMK or the event organiser may request the closure or evacuation of rooms and buildings. In this case, everyone in these areas should follow the instructions given and exit the building. Exhibitors must inform their employees of the procedures for vacating their stands in case of an exhibition hall evacuation. If necessary, exhibitors should draw up and distribute their own evacuation procedures.

**2.11 Medical services:** Each hall has a medical room in the visitor area. There is also a medical room in the Events Hall. Please note the signs for the medical rooms around the exhibition grounds.

**2.12 Official permits:** The exhibitor is responsible for acquiring any official permits needed for its participation in the event. In particular, the exhibitor is required to meet any applicable requirements relating to commercial law, places of public assembly and the police. Any doubts and queries should be taken up with the building and regulatory authorities or, if they relate to commercial requirements, with the commercial regulatory authority.

**2.13 Distributing alcoholic drinks:** As stipulated by section 12 of the German Restaurants Act (GastG), exhibitors must have a permit to distribute alcoholic drinks for immediate consumption. To obtain a permit, please contact the local regulatory authority: Ordnungsamt Rheinstetten, Rappenwörtherstraße 49, 76282 Rheinstetten, Tel.: +49 7242 9514-311, Fax: +49 7242 9514-27311, e-mail: birgit.herbster@rheinstetten.de.

**2.14 Goods collection by visitors:** Purchased exhibits that form part of the stand decoration may only be collected on the final day of the exhibition and only after the event has ended. Any vehicles coming to collect goods must wait until the event has finished before entering the site. Please make sure that your staff and customers are aware of these regulations.

**2.15 Subletting exhibition stands:** Exhibitors must obtain the express permission of the exhibition management to exchange their exhibition stands with or sublet parts of their exhibition stands to a third party. All exhibitors pay a standard fee to be listed in the exhibition catalogue.

**2.16 Raffles, prize draws, quizzes and competitions** may not be carried out in return for money or donations during the event. Any exceptions must be approved by the exhibition management.

### 3. Building requirements for exhibition stands

**3.1 Installation and dismantling work:** All installation and dismantling work must be performed in compliance with relevant laws for industrial safety, commerce and places of public assembly. The exhibitor and its contracted service companies are responsible for adhering to these requirements. The exhibitor and its service companies must ensure their installation and dismantling work does not interfere with or endanger other exhibitors and service companies. If necessary, please select a coordinator for managing these two phases. If these legal requirements or these technical guidelines are not respected, the event organiser, KMK and the relevant authorities may ask the exhibitor to stop any installation/dismantling work.

**3.2 Stand numbering:** All stands are marked with a number that is chosen by the event organiser. These stand numbers must be visibly attached to the stand throughout the event.

**3.3 Legal company address / fascia inscription:** The name and address of the exhibitor must be large enough and legible enough for the average visitor to read.

**3.4 Stand area:** The stand area will be stated by the organiser in the stand confirmation. Stands are to be installed within this floor area. The exhibitor should be aware that its stand's actual dimensions may differ slightly from those outlined beforehand. Such differences may come as a result of varying thicknesses of dividing walls between stands, for example. Columns, protruding walls, dividing walls, distribution boxes, fire extinguishers and other technical equipment are all included in the stated stand area. Therefore, measurements regarding the location, position or size of the rental area and of any installations within it are only valid if they are taken on site. Any complaints against KMK concerning deviations from the services promised on the stand confirmation will not be accepted.

**3.5 Appearance:** Exhibitors are responsible for the appearance of their stands. Any walls that border on the visitors' aisles must be agreed upon with the event organiser in advance. The backs of stands that border on adjacent stands are to be kept neutral so as not to interfere with the

adjacent stand's appearance. The exhibitor is responsible for assuming the costs of keeping the space shared with adjacent stands free from visual distractions. Exhibitors that do not comply with this requirement will be charged for the removal of elements interfering with adjacent stands. If exhibitors do not have their own stand building systems, we can recommend our extensive stand hire selection.

**3.6 Stand safety:** Exhibition stands, their installations, exhibits and advertising media should not pose a threat to anyone's life or health, to security or to the regulations in this document. The exhibitor is responsible for and, where applicable, must provide proof of the structural safety of the stand. Upright structural elements and/or special constructions (e.g. free-standing walls, tall exhibits, tall decorative elements) that can topple over must at least be capable of withstanding a distributed load impacting horizontally  $q_h$  as follows:

$q_{h1} = 0.125 \text{ kN/m}^2$  up to a height of 4 m above the upper edge of the floor  
 $q_{h2} = 0.063 \text{ kN/m}^2$  for all areas with a height in excess of 4 m above the upper edge of the floor,  
whereby the relevant area is the exposed area concerned.

Verification of compliance produced in respect of the above is to be presented at the request of the fair company.

Non-compliance in this respect is possible in justified individual cases whereby such non-compliance must be precisely verified and documented.

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

**3.7 Building height restrictions:** Stands are generally 2.5 m in height and must not exceed this height at any point, unless the particular position of the stand allows for this and the exhibitor obtains the prior written approval from KMK.

**3.8 Exhibition stands that do not require approval:** Assuming they meet all other technical guidelines for the use and decoration of stands, exhibitors with indoor stands measuring 2.5 m in height or less are not required to submit plans of their stands for approval.

**3.9 Exhibition stands and special structures requiring approval:** All exhibition stands measuring over 2.5 m in height, mobile stands, and special structures and constructions require the prior approval of the exhibition management. Any vehicles or shipping containers in the exhibition halls are also subject to approval.

**3.10 Testing and approving exhibition stands that require approval:** For all stands and structures measuring more than 2.5 m, the exhibitor is required to present KMK with two copies of a stand plan at least six weeks before the start of the event. The plan must be in German, on a scale of at least 1:100 and feature the floor plan and several views of the stand. After the plan has been checked, a copy with an approval mark will be sent back to the exhibitor / stand installer. The stand installation may not begin until the plan has been approved by KMK. If you have a stand requiring approval, please fill out the stand approval form included in the exhibitor information pack.

For the approval of:

- two or multi-storey structures
- cinemas or auditoriums
- outdoor buildings
- special structures

please submit two copies of each of the following documents in German at least six weeks before stand installation is due to begin:

- a) A certified structural evaluation that complies with German standards
- b) Structural specifications
- c) Drawings of the stand on a scale of 1:100 (layout, perspectives, cuts) and structural details on a larger scale
- d) Documents a) and b) are not necessary if the exhibitor provides a type test / logbook (*Prüfbuch*).

The costs of approving the structure will be invoiced to the exhibitor / stand installer.

If the exhibition stands or exhibits in the hall exceed 2.5 m or the floor's maximum load-bearing capacity of 3,000 kg/m<sup>2</sup>, we ask that this, along with the intended total area and construction height of the stand, be specifically mentioned to KMK (technical management). Exhibitors should also take into account the maximum size of the exhibition hall doors (W x H: 4.8 m x 4.2 m) and the maximum vehicle load allowed inside the exhibition halls (equivalent to a HGV 30 vehicle).

**3.11 Vehicles and containers:** Vehicles and containers used as stands in the halls require approval. Vehicles with combustion engines may only enter the hall with a fuel tank completely filled. In addition, the fuel tank must be closed and the ignition key must not be located in the vehicle.

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

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

**3.12 Stand construction and decoration materials:** 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 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.

For more information about flame retardant impregnation please contact Rentokil Initial GmbH Schädlingsbekämpfung; Markgröninger Str. 51; 71701 Schwieberdingen; Tel.: 0049-7150-9149-0; Telefax-Nr. 0049-7150-9149-111; E-Mail: pc-bw-de@rentokil.com

The use of deciduous and coniferous shrubs is only permitted if they have moist root balls.

**3.13 Changes to non-compliant stand structures / special constructions:** Structures, equipment, fittings and decoration materials brought into the hall which have not been approved or are not compliant with these Technical Guidelines or the terms of the Ordinance on the Construction and Operation of Places of Public Assembly (VStättVO) may not be erected in the place of assembly. If necessary, they must be removed or altered at the exhibitor's expense. This also applies if the event organiser provides a substitute construction. The partial or complete closure of a stand may also be ordered should important grounds to do so exist, especially serious safety deficits.

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

For stand tops up to 16 m<sup>2</sup>, exhibitors may apply to KMK for a certificate of exemption. This must take into account neighbouring areas (e.g. adjoining stands).

Tops are to be considered open if not more than 50% of the surface is closed, related to the individual square metre.

Closed stand tops (mesh or "smoke out" fabrics) may be permitted up to an area of 30 m<sup>2</sup> upon presentation of a valid VdS sprinkler compatibility certificate (not older than 5 years). Individual panels can be added. Tarpaulins must be guyed out horizontally and with only one layer. Avoid sagging tarpaulins

**3.15 Floor coverings / carpets:** Exhibitors who lay carpet or other decoration materials on the exhibition hall floor must make sure these materials are firmly secured so as to prevent people from slipping, tripping or falling. Carpets and other floor coverings must be laid correctly so as to prevent any accidents and must not exceed the spatial limits of the stand. Floor coverings may only be fixed to the floor using adhesive tape that can be easily removed without trace or residue. We recommend using the following adhesive tapes, which are available from our Messe Shop.

- Gerlinger (Gerband No. 956)

- 3M (No. 9195)

- Tesa (Tesafix No. 51960)

We expressly declare, that adhesive tape may only be used for fixations on the hall floor; it may not be used for fixations on parquet floor, walls, or the like. Adhesive carpet tiles are not permitted. Any materials used must be removed without trace or residue. Any spillages involving substances such as oil, fat or paint must be removed immediately. Exhibitors are not permitted to paint the hall floor. In case of any damage from improper installation the exhibitor/organizer is liable. For Anchor points and fastenings see 3.18.

**3.16 Glass and acrylic glass:** Exhibitors are only permitted to use laminated safety glass. Glass panes must be rounded off or protected at the edges to prevent injury. Any large stand structures made entirely of glass must be marked at eye level. Please comply with the glass construction requirements in the "Using glass in stand building" leaflet.

**3.17 Meeting rooms and lounges:** Rooms that are visually and acoustically closed off from the rest of the exhibition stand (closed rooms) must be equipped with a visual and acoustic warning system to ensure that the entire stand can respond to any alarms. In some exceptional cases, other contingency measures may be permitted. In the space in front a suitable wider escape must be available (at least 1,20 m) which must be available anytime.

**3.18 Doors, exits and emergency escape routes:** Stands with a floor area exceeding 100 m<sup>2</sup> or a complex layout must have at least two separate exits or emergency escape routes opposite each other. The walking distance from any accessible area in the stand to the nearest hall aisle must not exceed 20 m (§7 Para. 5 VStättVO). Emergency escape routes must be marked according to German safety regulation DGVV Vorschrift 9. The use of swinging, revolving, code-operated and sliding doors is not permitted along emergency escape routes.

**3.19 Handrails / fencing:** All accessible areas that border directly on another area that is more than 20 cm lower must be equipped with a railing. Railings that may have to support the weight of a person must be 1.10 m in height and be capable of supporting a horizontal load of 1.0 kN per linear metre. A static proof must be submitted in case of any needs.

**3.20 Nails, hooks, holes and transporting heavy loads:** Exhibitors are not permitted to make holes or drive bolts or anchor points into the exhibition hall floor, walls or ceiling. Heavy loads and boxes may only be transported into the exhibition hall using trolleys and hand pallet trucks with rubber tyres. Please avoid making any tyre marks when braking or otherwise. The exhibition hall floor is made of fibre concrete that has been smoothed with a power trowel. Concrete building blocks have been laid in the exhibition hall aisles and foyer.

**3.21 Suspended structures / interference with the building fabric:** Stand structures and exhibits must not interfere with or rest on parts of the exhibition hall or technical installations. Exhibitors are permitted to build around pillars or supporting structures in the exhibition halls as long as these are not damaged and the building work does not exceed the permitted building height. Structures may only be suspended from those technical



installations on the exhibition hall ceiling that have been provided for this purpose. Only KMK or its specialist partners may carry out this work.

**3.22 Electrical installations / water supply points:** Only KMK-contracted specialist firms that are familiar with the exhibition grounds may connect stands to the existing supply networks. It is also recommended that exhibitors use KMK-affiliated specialist companies to carry out this work within the individual stands. Any electrical work carried out on the exhibition stand must comply with latest standards imposed by the German Association for Electrical, Electronic & Information Technologies (VDE). Exhibitors should be particularly careful to observe VDE 0100, 0108, 0128, 60364-7-711. For safety reasons, the electricity and water supply to the stands is usually cut off one hour after the event finishes on the last day.

**3.23 Use of balloons and flying objects:** Before the event exhibitors must obtain permission from KMK if they wish to use flying objects or balloons filled with safe gases in the halls or open-air areas.

**3.24 General waste and recyclable waste containers:** Do not use containers for general or recyclable waste in the stands if the container is made of a flammable material. General and recyclable waste material containers must be emptied regularly, at least every evening after the event has closed for the day. Any exhibitor accumulating large quantities of flammable waste must empty its waste containers several times a day.

**3.25 Empty bottles and packaging:** Do not store empty bottles, packaging or packing materials of any kind in the stand or anywhere in the hall. Any unwanted empty bottles, packaging or packing materials must be disposed of immediately. Exhibitors may take advantage of the warehousing services offered by KMK's contract carriers.

**3.26 Smoking ban:** Smoking is not permitted anywhere on the exhibition grounds. All exhibitors are expected to comply with and enforce this rule.

**3.27 Fire extinguishers:** We recommend that all exhibitors have suitable, certified fire extinguishers readily available at their stand. Two-storey stands and stands with a greater potential to catch fire must have fire extinguishers on hand. Exhibitors can hire fire extinguishers by filling out the corresponding form in the exhibitor information pack.

**3.28 Pyrotechnics:** Pyrotechnic displays and activities involving a fire risk must be approved by KMK in advance. In addition, exhibitors / stand installation companies must obtain a permit from the local regulatory authority (*Ordnungsamt*) to use them on KMK's premises. The use of pyrotechnic materials must be supervised by someone deemed suitable by the German law on explosives (SprengG). This person is required to provide proof that he or she is permitted and capable of executing the planned pyrotechnic display. Pyrotechnic items will be permitted if the packaging features one of the permitted approval codes (such as BAM-PI... or BAM-PTI...). The packaging must also feature instructions in German. Pyrotechnic items without an approval code or pyrotechnic items with approval codes in classes II, III or IV are not permitted.

**3.29 Laser devices:** According to section 6 of German safety regulation DGVU Vorschrift 11 regarding lasers, certain laser devices must be reported to the accident insurer and the relevant authorities before they are used. The notification must be accompanied by a written application for a laser safety official who will operate the laser device or devices. The relevant authority is the occupational safety authority (*Staatliche Amt für Arbeitsschutz*) in Karlsruhe. KMK must also be informed of any intended use of pyrotechnics.

**3.30 Smoke machines:** Exhibitors require the prior approval of KMK to use a smoke machine as these may accidentally trigger the smoke and fire alarms.

**3.31 Hotplates, spotlights and transformers:** For safety reasons, any heat-emitting electrical devices must be directly mounted on a non-flammable, heat-resistant, asbestos-free structure. Exhibitors should take into account the heat emitted by a device when placing flammable materials in its vicinity. Lights must not be attached to decorations or similar objects. Please do not forget to switch off any electrical cooking devices or other devices that could be a safety hazard if left on at the end of each day.

**3.32 Safety lighting:** Exhibitors with stands where the safety lighting provided cannot be seen due to additional structures are required to fit additional safety lighting that complies with VDE 0108. Safety lighting must ensure a clear and visible passage to the nearest emergency escape route.

**3.33 Advertising media / advertising on company grounds:** KMK provides a variety of no-cost advertising media that exhibitors can use to appeal to visitors. Exhibitors may also choose to rent official advertising space within the company grounds. Exhibitors are not permitted to conduct advertising activities, such as distributing brochures or hanging promotional placards, outside of their own stand area.

**3.34 Audio and video exhibits:** Exhibitors must apply in writing to the exhibition management if they intend to use any kind of audio system or audio-visual presentation during the event. Any music played must not exceed a decibel level of 60 dBA. Repeatedly breaching these requirements could result in the electricity supply to an exhibitor's stand being cut off. This would happen regardless of whether the rest of the stand is affected. The exhibitor has no right to claim for any damages that result directly or indirectly from an interruption of the electricity supply for this reason. It is the exhibitor's responsibility to provide proof that they have adhered to these requirements.

**3.35 Music copyright (GEMA):** Exhibitors must comply with the legal requirements stipulated in German copyright law (UrhG) and obtain permission from GEMA, the German association for musical performance and mechanical reproduction rights, for any music played or performed during the event. Any musical renditions that are not registered could result in damage claims by GEMA against the exhibitor in accordance with section 97 of the German copyright law (UrhG). If you have any further queries or would like to obtain a license, please contact: GEMA, 11506 Berlin, kontakt@gema.de..

**3.36 Explosives / ammunition:** Explosives are subject to the current version of the Explosives Act and may not be used or displayed at trade fairs and exhibitions. This also applies to ammunition as defined in the weapons law.

**3.37 Fuel tanks in exhibits:** All fuel tanks must be sealed.

**3.38 Spray guns, nitrocellulose lacquers:** The use of spray guns and nitrocellulose lacquers is prohibited.

**3.39 Flammable liquids and gases** may not be used or stored in exhibition stands. The use of burners of any kind is only allowed with the explicit approval of the technical management. Pressure vessels may only be operated at the stand if the tests required by the Operating Safety Directive (BetrSichV) have been carried out. Test certificates issued for this purpose shall be kept at the place of installation of the pressure vessel, and shall be presented to the responsible supervisory authority on request. Gasoline, petroleum etc. may not be used for cooking, heating or other operational purposes. Exhibitors must comply with the terms of ASI 8.04 (occupational health and safety information).

**3.40 Abrasive cutting, hot work and any work with an open flame:** Any work involving welding, cutting, soldering, grinding and abrasive cutting and other work with an open flame or flying sparks is prohibited on the KMK grounds. In some exceptional cases, a permit for hot work with strict safety requirements may be granted by KMK (permit for work posing a fire hazard) upon receipt of a written application including a description of the work.



**3.41 Exhaust gases and vapours:** Combustible vapours and gases emitted by exhibits or appliances and representing a health hazard and/or nuisance to the general public may not be discharged into the halls. They must be discharged into the open through suitable piping as provided for in the Federal Emissions Act. Fumes containing grease from cooking or frying must be filtered using appropriate equipment.

**3.42 CE Marking on products:** Products without a CE certificate of conformity or products that do not meet the requirements stated in section 4, paragraphs 1 and 2 of the German equipment and product safety act (GPSG) may only be exhibited if a prominent sign clearly states that they do not meet these requirements and that they may only be purchased within the European Union once these requirements have been met. Exhibitors should implement the necessary safety precautions when presenting these products.

**3.43 Dismantling the exhibition stand:** After dismantling their stands, exhibitors are required to return the exhibition space to its original state. Exhibitors are liable for any damage to the ceiling, walls, floor and installation equipment. Any residual adhesive must be completely removed from the floor.

Any damage to the hall, its facilities or the outdoor facilities by an exhibitor or contracted third party must be reported to the exhibition management.

Any partially dismantled stands and abandoned exhibition goods will be removed at the cost and risk of the exhibitors concerned and put into storage by KMK's contracted carrier. KMK is not liable for these stands or goods.

**3.44 Waste disposal / sorting:** In order to ecologically dispose of the waste generated during the event and during the installation and dismantling phases, we ask all exhibitors to sort waste materials and to throw them in the collection bins provided. We will dispose of the "normal quantity" of waste generated during an event. If an event or an exhibitor generates an above-average amount of waste, an additional charge will be levied. Exhibitors are encouraged to use reusable materials to build and supply the stand so as to reduce the amount of waste generated by the event.

Exhibitors providing food and drinks for immediate consumption are required to use washable, reusable cutlery, dishes and glasses, as well as reusable tablecloths. The use of plastic and paper dishes is not permitted, even if they are recyclable or compostable. Exhibitors are prohibited from selling drinks packaged in cans or non-returnable bottles. KMK reserves the right to impose penalties against exhibitors up to and including taking away their ability to participate in the fair if they do not comply with these regulations. We would ask that exhibitors avoid using edible cutlery and dishes due to their high production costs. Packaged take-away food and drink is not allowed as it dramatically increases the amount of generated waste and is therefore not environmentally friendly.

Failure to comply with these regulations will result in the exhibitor being charged for the disposal of this additional waste. If you have any further questions, please contact KMK directly.

## 4. Special provisions for multi-storey exhibition stands

**4.1 Construction enquiry:** Exhibition stands with two or more storeys may only be constructed with approval from the event organiser's relevant project manager. The interior clearance height for two-storey constructions must be at least 2.3 m on the ground floor and 2.3 m on the upper floor. The maximum construction height must be agreed with KMK

In halls with a sprinkler system, the upper floor must not be covered under any circumstances. In addition to the fire extinguishers already provided on the ground floor, stands must have at least one fire extinguisher placed at the top of each staircase where it is readily visible and easily accessible.

**4.2 Fire protection requirements:** Heat detectors connected to KMK's fire alarm system must be fitted to the ceilings of multi-storey exhibition stands that have a floor area of between 50 m<sup>2</sup> and 100 m<sup>2</sup>. All relevant planning documents must be provided to KMK. Two-storey exhibition stands with a floor area greater than 100 m<sup>2</sup> must have an additional sprinkler system fitted to the ceiling. If the sprinklers are triggered, KMK's fire alarm system will alert the fire service. The water supply for the sprinkler system is provided by a compressed-air reservoir which holds 5 m<sup>3</sup> and can cover an area of 1,000 m<sup>2</sup>. The sprinkler system must be installed in line with valid VdS regulations by a contractor of KMK or by a VdS-approved specialist company. All relevant planning documents for the exhibition stand must be provided to KMK. A contractor of KMK must connect the exhibitor system to the water supply and carry out the final inspection. The exhibitor must make available the necessary stand space for the compressed-air reservoir. Exhibitors planning to construct a stand of over 2.5 m must ensure that this does not interfere with neighbouring stands.

**4.3 Live loads / design loads:** In accordance with DIN 1055, Sheet 3, Table 1, the following live loads apply to the upper floor of a two-storey exhibition stand in a fair hall: Stands used for meetings or assisting customers – i.e. furnished with tables and chairs arranged freely or in discussion booths – must be able to support a live load of 3.0 kN/m<sup>2</sup>. For unrestricted use as an exhibition or sales area or as a meeting room with or without high-density seating, stands must be able to support a live load of 5.0 kN/m<sup>2</sup>. Platforms taller than 20 cm require railings that must be able to support 1.0 kN/m. Stairs must always be designed to support a live load of 5.0 kN/m<sup>2</sup>. Proof must be provided that the pressure of the supports does not exceed the permitted loads on the hall floors.

**4.4 Escape routes / stairs:** On the upper floor of a two-storey exhibition stand, the walking distance from any accessible area to the nearest hall aisle must not exceed 20 m. Longer distances may be approved on a case-by-case basis, providing the remaining distance to exit the hall does not exceed the permitted limit. Stairs must be arranged to provide the shortest possible escape route from the hall. As a rule, the walking distance from the upper floor to the nearest emergency exit must not exceed 50 m. Stands with an upper floor area greater than 100m<sup>2</sup> must have two staircases placed opposite each other and at least 20 m apart. All stairways must conform to DIN 18065. Stairs must have a clear width of at least 1.2 m (between handrails). Stair risers must not exceed 0.19 m and tread width should be no less than 0.26 m. Winder stairs and spiral stairs are not permitted. Staircases must be separated from the ground floor by an enclosed underside that reaches from the hall floor to the intermediate ceiling and has an F30 fire-resistance rating in line with DIN 4102 (e.g. 12.5 mm-thick drywall fire-protection panels or equivalent) if storage areas, rooms, electrical systems, etc. are located beneath them. Handrails on stairs and intermediate landings must provide secure grip, run continually along both sides and have no open ends.

## 4.5 Material requirements for load-bearing elements

Load-bearing components, ground-floor ceilings and upper-level flooring of two-storey stands must be constructed of materials that are at least flame-retardant (at least B1 in accordance with DIN 4102 or at least class C in accordance with EN 13501-1).

## 5. Rules and regulations for the premises of Karlsruhe Kongress- und Messe GmbH (KMK)

**5.1** These rules and regulations apply to the premises of KMK, i.e. all halls, outdoor areas, buildings and land belonging to KMK. They apply to all persons entering or spending time on KMK premises for any of the abovementioned purposes.

**5.2** The right to enforce these rules and regulations within KMK premises lies with KMK and contracted third parties.

**5.3** KMK has the right to restrict access to the company grounds – in particular the halls – for exhibitors, visitors and other third parties, e.g. it has the right to only admit trade professionals and to monitor compliance with

admission regulations. Persons wishing to access the halls and other event areas require a valid admission pass. The pass must be presented on request. This does not apply to special admission regulations – in particular for exhibitors and companies working within KMK premises.

5.4 Children under the age of 14 must be accompanied by an adult. Differing regulations will be announced individually. Children over 14 are entitled to the same unlimited access as adults. Admission is free for children under 6. Visitors must obtain the appropriate admission ticket. This does not affect special regulations for specific events, e.g. "for trade professionals only".

5.5 Employees of KMK or of a security company working on behalf of KMK are authorised to carry out identity checks on the company grounds. Anyone failing to present a valid admission pass or who is found to be otherwise trespassing on the company grounds must leave the grounds immediately.

5.6 Persons entering or driving through the company grounds do so at their own risk. In accordance with the statutory provisions, KMK accepts no liability. The StVO regulations apply. The speed limit is 10 km/h, unless traffic conditions make it necessary to reduce this to walking pace. KMK has the right to limit, fully prohibit or otherwise regulate pedestrian and vehicle access to the company grounds at certain times and in certain areas. In accordance with statutory provisions, KMK is only liable for wilful or gross negligence on the part of its representative staff.

5.7 Vehicles loading and unloading must park in the designated areas. Escape routes and safety routes must be kept clear. Vehicles unloading swap-bodies, containers, etc. must implement appropriate measures to prevent them from sinking into the tarred surface. The owner is liable for damages without proof of negligence. Vehicles, containers, etc. that are parked unlawfully will be moved or towed at the expense of the owner, operator or guilty party.

5.8 It is not permitted to engage in any behaviour that risks disrupting the proper course or assembly and disassembly of the event, or that infringes on the interests of KMK, in particular:

- Any unauthorised commercial activity on the company grounds (in particular offering items and services of any kind, either against payment or free of charge)
- Unauthorised distribution or display of fliers, leaflets, posters, magazines, etc. and display of stickers of any kind. The same applies if the above-mentioned publications are distributed via direct mail or in an equivalent way via Deutsche Post AG or similar companies and institutions.
- Bringing animals onto the company grounds, except: assistance dogs for people with disabilities, guide dogs for the blind and police dogs.
- Contaminating the halls or the grounds and any behaviour that poses a risk to the environment
- Unauthorised entry of vehicles onto the company grounds and unauthorised use of vehicles on the grounds
- The use of bicycles, scooters, kickboards, roller skates, in-line skates, skateboards and similar conveyances in the trade fair halls, buildings and their connecting areas – differing regulations will be announced on an individual basis.
- Unauthorised gatherings and processions of any kind
- Carrying weapons and other items that are subject to registration, hazardous materials and substances etc.
- Direct sale, purchase or exchange of exhibits or other items – differing regulations will be announced individually
- Entering or remaining on the company grounds outside the regular opening hours

5.9 Anyone wishing to take photographs, film, or produce video recordings, drawings, paintings etc. for commercial purposes must obtain prior approval in writing from KMK and – if individuals or products of exhibitors or other third parties are to be depicted – from the holder of the

respective rights. KMK has the right to enact additional regulations in this regard.

5.10 It is prohibited to impede or interfere in any way with the work of KMK employees (or companies or individuals commissioned by KMK) who are taking photographs or making film or video recordings for promotional purposes or news coverage. The rules and regulations for the premises of KMK explicitly inform all persons entering the company grounds of the possibility that photograph, film and video shoots may be carried out on the grounds. By entering the grounds, individuals who may appear on such material or footage implicitly agree to allow the use of these items for promotional purposes or news coverage.

5.11 Anyone wishing to conduct surveys, polls or similar campaigns must obtain prior approval in writing from KMK.

5.12 KMK has the right to restrict the use of transmitters and receivers on the company grounds.

5.13 All food and drink for KMK event venues is provided by a catering service under an exclusive contract.

5.14 KMK has the right to prohibit visitors from carrying bags or other receptacles into the halls or the company grounds. Bags and the like can be stored free of charge in lockers in the entrance area. If carrying bags or other receptacles is prohibited, visitors insisting on carrying such can be denied entry.

Concluding regulations: In the case of violations against KMK's regulations, KMK has the right to expel offenders from the company grounds and to bar them from the grounds for a certain period of time or permanently.

Violations of the participation requirements can lead to the exclusion from participation in ongoing or future events. KMK's rules and regulations do not prevent KMK from exercising its right to file criminal charges.