

# Technical Guidelines and Safety Regulations

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Wiesbaden Congress &  
Marketing GmbH

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## Technical Guidelines and Safety Regulations

### 1. Preliminary remarks

Wiesbaden Congress & Marketing GmbH (hereinafter called "WICM GmbH") has issued guidelines for trade fairs, conventions and other events taking place in the RheinMain CongressCenter in Wiesbaden (hereinafter called "RMCC"), Kurhaus and Jagdschloss Platte for the purpose of enabling all event organisers and exhibitors to present their event formats or exhibits and appeal to their participants and visitors. These guidelines are binding for all event organisers and exhibitors.

The Safety Regulations, which are agreed with the competent authorities of the City of Wiesbaden, are also included in these Technical Guidelines. WICM reserves the right to monitor compliance with these regulations. Furthermore, the respective applicable version of the legal regulations shall be observed. An event or the operation of an exhibition stand can be prohibited in the interests of all event participants if detected defects are not rectified by the time the event begins. The documents for ordering services shall be sent in time before the event. The Technical Guidelines and Safety Regulations must be forwarded to all contractual partners of the event organiser or exhibitor. Additional information for the preparation and execution of the event shall also be provided to the exhibitor.

#### 1.1. House rules

The documents are available for downloading at: <http://www.wiesbaden.de/avb>.

##### 1.1.1. Scope and domiciliary rights

The house rules apply to all grounds and buildings of WICM GmbH. The venues are private property and are subject to the domiciliary rights of WICM GmbH, which exercise the same on the grounds through the persons commissioned for that purpose.

The house rules apply for all visitors, exhibitors, event organisers and service providers who enter the grounds and the buildings.

The possible consequences of failure to comply with these house rules:

- Expulsion from the grounds
- Exclusion from the event
- Ban on entering the grounds, where applicable with prosecution
- Compensation claims for damages

Reimbursement of admission fees – even partially – shall be ruled out in such cases.

Additional event-specific regulations shall be communicated by notice or through another channel (internet, admission tickets etc.).

##### 1.1.1.1. Safety regulations

###### Important telephone numbers:

RMCC - 24 hour office:	+49 (0)611 1729 123
Kurhaus Information/Jagdschloss Platte	+49 (0)611 1729 100
Police:	110
Fire brigade/Ambulance:	112
German Red Cross in the RMCC:	+49 (0)611 1729 166
ASB (first aid and ambulance) in the Kurhaus:	+49 (0)611 1729 418

The German Red Cross is present in the RMCC during event times. The ASB is present in the Kurhaus during at events with large numbers of persons.

**Responsible persons, functions of the event organiser:**

The event organiser is responsible for the entire event programme and ensuring that the event runs safely. This includes fulfilling the obligation to ensure public safety inside the venue regarding the decorations, equipment, props, structures, platforms, suspended items, laid cables, as well as stage, studio and lighting systems brought in by the event organiser or their vicarious agents for the duration of the rental period. The event organiser is obliged in particular to ensure compliance with the event-related operator obligations pursuant to the operating regulations of §§ 31 to 45 of the Hessian guidelines for public meeting places (H-VStättR) while observing and complying with these safety regulations. The same applies for compliance with and fulfilment of administrative orders, requirements and conditions. The authority to inspect and to issue instructions on the part of the operator vis-à-vis the event organiser and their vicarious agents remains unaffected.

Should the nature of the event so require, the organiser shall prepare a special safety concept for their event pursuant to § 43 (1) of the H-VStättR and jointly agree the same with the operator and the authorities responsible for safety and order, in particular the fire brigade, police and ambulance services.

**Responsible representatives of the organiser, event manager:**

The organiser shall name at least one employee to the operator who, as the "responsible representative" of the organiser, is authorised and obliged to make necessary decisions regarding the safety of the event during the same.

The responsible representative of the event organiser shall be present until the end of the event, shall be reachable at all times and, if required, shall make necessary decisions in agreement with the Event Manager named by the operator, the fire brigade and the police. The responsible representative of the event organiser shall ensure compliance with the house rules vis-à-vis the visitors to an event.

The responsible representative of the event organiser is obliged, in agreement with the Event Manager named by the operator, to stop an event if the persons at the venue are at risk, technical installations, equipment or devices required to ensure safety are not operational, or if safety operating specifications are not complied with.

**Responsible persons and event technology specialists:**

The construction and dismantling of stage, studio and lighting installations at the venue shall be performed under the management and supervision of qualified experts. The event organiser shall inform the operator in time before the event whether they will deploy their own personnel with the qualifications pursuant to §§ 39, 40 of H-VStättR. If this is the case, the operator can reduce the number of their own technical experts at their discretion.

All permanent installations at the venue shall be operated by the operator's own technical experts only. The operator shall determine the number on a case by case basis. The cost incurred for the deployment of technical experts shall be borne by the event organiser.

**Operator:**

The operator and the Event Manager commissioned by the same are authorised and obliged to randomly inspect whether the event organiser is observing the provisions of the H-VStättR and these safety regulations. The Event Manager named by the operator is thereby authorised to implement the house rules vis-à-vis all persons at the venue. The Event Manager has direct authority to give instructions in the event of a breach of the safety regulations and in high-risk situations.

The operator and Event Manager named by the same shall have access to all rooms and areas at all times. In the event of a breach of these safety regulations and event-related legal provisions or administrative orders, the operator can demand the immediate rectification of the issue from the organiser and, if this is not possible or rectification of the issue is refused, demand evacuation and return of the subject matter of the contract. If the event organiser fails to fulfill such demand, the operator and the Event Manager named by the same are authorised to stop the event at the expense and risk of the event organiser.

**Security personnel, first-aid personnel:**

The scope of the security and first-aid personnel (number of persons required) depends on the type of event, the number of visitors and the event-related requirements and risks in each case. The event organiser shall bear the cost of these services.

Only companies and persons approved by the operator, who are also sufficiently familiar with the venue in the event of an emergency evacuation, shall be deployed as security personnel.

**Fire safety officer:**

A member of the fire brigade shall be in attendance as a matter of principle at events with a stage area of more than 200m<sup>2</sup>. The same applies for events with an increased risk of fire. If there is no administrative order for engaging a fire safety officer for the respective event, the operator shall decide on the necessity and number of the same. The event organiser shall bear the cost incurred for the deployment of the fire safety officer.

**1.1.2. Admission and permission to remain on the premises**

The foyer of the Kurhaus is open to the public 24/7. Admission and permission to remain on the premises shall only be granted to persons who can present either a valid admission ticket, an accreditation valid for the day of the event or any other permit for pedestrian or mobile admission to the grounds.

Permission to remain on the premises shall be granted only for the times, buildings and purposes specified in the access authorisation. The access authorisation shall be carried by the authorised person until they leave the grounds and be shown to the security personnel when requested to do so.

Persons wishing to purchase an admission ticket shall be granted access to the ticket office area.

Children and youths under 14 years of age shall be accompanied by a guardian or by a suitable person acting as a supervisor. Moreover, the provisions of Children and Youth Protection legislation apply.

Children and youths under the age of 16 shall not be admitted during construction and dismantling unless evidence of a training/apprenticeship relationship with one of the companies working on the premises during construction and dismantling can be provided.

Carrying bags and rucksacks may be prohibited as well as the compulsory leaving of bags, rucksacks, coats and jackets for the customary local fee can be required for safety reasons. If no ban is imposed, the visitor can expect that bag checks and body searches will be carried out and the contents of bags and the like, coats, jackets and capes will be checked.

Persons shall not be granted access to the grounds who

- Are unable to show valid access authorisation
- Are apparently under the influence of alcohol or drugs
- Apparently have the intention of disturbing the event
- Do not consent to security checks
- Are carrying forbidden items (cf. section 5.2) or
- Have been barred from entering the premises.

Persons who have already entered the premises to whom the above applies or who commit other breaches of the house rules can be barred from the venue. The reimbursement of admission fees – even partially – shall be ruled out in such cases.

The closure and evacuation of rooms, buildings, flying structures or outdoor areas and/or the cancellation of the event can be ordered for safety reasons. The instructions of the security personnel shall be followed in such cases. The general possibility of claiming reimbursement of admission fees shall be asserted with the event organiser within 14 days in this case. The subsequent assertion of claims is precluded.

### **1.1.3. General code of behaviour**

Every person shall behave in such a way that no other person is injured, endangered, bothered or obstructed more than is unavoidable in the circumstances.

The instructions of the supervisory and security personnel as well as enforcement officers shall be followed at all times. The facilities on the premises shall be treated with care.

Waste, packaging materials and empty containers shall be disposed of in sizeable amounts in the containers provided. The party responsible for larger amounts of waste of any kind shall ensure of their own accord that the same is removed from the premises without delay. The party responsible for the waste shall bear the cost of removal. Emergency and escape routes as well as safety equipment such as fire alarms, fire extinguishing equipment, smoke alarms shall be kept clear at all times. Items found on the premises shall be handed in to the 24 hour office. Damage to persons or property shall be reported immediately.

### **1.1.4. Vehicle traffic**

Driving vehicles on the grounds requires a permit issued for this purpose. The rules of the road (StVO) apply on the grounds. Walking speed shall be observed.

Marked areas such as fire service areas, escape and emergency routes as well as emergency exits shall be kept clear without exception. In the event of a breach of this regulation, the vehicle can be towed away immediately at the responsible party's expense. Driving vehicles into halls and other areas inside buildings is only permitted after advance approval by the operator.

If the nature of the event requires clearing the RMCC underground carpark, the event organiser shall bear the relevant cost.

### 1.1.5. Bans

Insofar as no express permission is granted on the part of WICM GmbH or the event organiser, the following is not permitted anywhere on the premises:

- Smoking – including e-cigarettes – in all closed rooms
- Leaving luggage unattended. In the event of an intentional or gross negligent breach, WICM GmbH reserves the right to charge the cost of initiated necessary safety measures and any consequent damage.
- Begging and bothering persons
- Obstructing emergency and escape routes
- Staying on the premises overnight
- Commercial activities
- Distributing printed matter and advertising material, affixing stickers and posters and use of advertising media. A special rule shall apply for exhibitors which can incur cost.
- Commercial photography, filming, video-recording, audio-recording, television recording, in particular of trade fair stands and exhibits
- Driving on the premises, for example in vehicles, bicycles, inline skates, roller skates, Segways, skateboards, kickboards, scooters, electric scooters and the like.
- Special regulations can apply on dedicated areas for some events.
- Operating flying objects (e.g. drones) as per section 1 of the German Air Traffic Act (LuftVG)

It is not permitted to take the following into the premises:

- Firearms, cutting, stabbing and thrusting weapons of all types as well as items which can be used to injure persons or damage property and whose owners intend to use them for those purposes.
- Health-endangering, corrosive, highly flammable, colouring or radioactive solid, liquid or gaseous substances.
- Gas bottles, gas spray bottles and pressure vessels with the exception of standard pocket cigarette lighters.
- Items made of fragile material or material that splinters.
- Fireworks, rockets, Bengal lights, smoke powder, illuminated balls, and other pyrotechnical items as well as explosives.
- Flags, banners, banner poles as well as propaganda material, the contents of which are racist, xenophobic, sexist or radical or are directed against the free democratic basic order.
- Mechanically or electrically operated sound instruments
- Devices for producing photography, film, video or audio recordings insofar as they serve commercial purposes.
- WICM GmbH has the right to issue restrictive measures for the admission of visitors and to ban taking objects into the premises. Animals are not permitted but can be admitted if certain conditions are met. Children and youths under 14 years of age shall be accompanied by a guardian or by a suitable person acting as a supervisor.

### 1.1.6. Rights to images of oneself

We would like to point out that on the premises, in particular during events, photos, film and video recordings are regularly made for the purpose of reporting, documentation or advertising. Upon entering the premises, visitors, exhibitors and other persons who are depicted in such photographs and recordings consent to the same and the publication thereof unless they have withdrawn their consent to the photographer.

### 1.1.7. CCTV

RMCC: The grounds are, in compliance with the German Federal Data Protection Act (Bundesdatenschutzgesetz – BDSG), monitored both on the inside and the outside by CCTV for the safety of the visitors and exhibitors as well as for protecting domiciliary rights.

### 1.1.8. Noise levels during music events

The effect of the sound volume on the outside shall be considered and/or noise levels measured! A noise protection assessment may be required.

When using the customer's or stand operator's own sound systems, the noise level of which can drown out the that of the public address system/automatic acoustic alarm for warning visitors, a technical option to switch off the system shall be provided. This can be performed in different ways. The decision regarding the automatic deactivation shall be at the discretion of WICM GmbH. We recommend wearing some form of hearing protection in order to reduce the risk of hearing damage during music events in particular. The event organiser shall draw attention to the relevant risks in the entrance area at events where high noise levels can be expected in the auditorium. Further requirements are at item 5.13.

## **1.2. Opening times**

### **1.2.1. Construction and dismantling periods**

During the general construction and dismantling periods, it is possible to work in the RMCC from Monday to Sunday 07:00 to 22:00, and by agreement in the Kurhaus providing that no other times are provided by the operator. For reasons of general safety, access to the premises shall remain closed outside of these times. The public areas of the Kurhaus are open 24/7.

### **1.2.2. Event duration**

During the event, the premises shall be opened half an hour before the event begins and closed one hour after it has ended providing no other times have been contractually agreed by the operator and event organiser. Exhibitors who in verified exceptional circumstances have to work at their stands outside of these times shall require written permission from WICM GmbH. This may incur additional cost

## **2. Traffic on the premises, escape routes, safety equipment**

### **2.1. Traffic regulations**

To ensure that traffic flows smoothly during the construction and dismantling periods and during the event itself, the rules intended to regulate and direct traffic shall be strictly observed, as must any instructions issued by the security personnel. The signs in the loading area of the RMCC shall be observed. The regulations set forth in the German Rules of the Road (StVO) apply to all premises of WICM GmbH. The maximum speed limit on the WICM GmbH grounds is 10 km/h. Illegally parked vehicles, trailers, containers, receptacles and empty packaging of all kinds can be removed at the expense and risk of the owner.

### **2.2. Escape routes**

#### **2.2.1. Manoeuvring areas for the fire service, hydrants**

The necessary fire service access routes which are designated "No parking" zones, the area in which the fire brigade can drive around the building, and the manoeuvring areas shall be kept clear at all times. Vehicles and objects left at escape routes, safety and keep-out areas can be removed at the owner's risk and expense. Hydrants in the halls and in the outdoor areas shall not be obscured, made unrecognisable or inaccessible. Fire service keep-out areas are shaded in red.

#### **2.2.2. Emergency exits, escape hatches, escape and emergency routes**

Emergency and escape routes shall be kept clear at all times. The doors along the emergency and escape routes shall be easily openable from the inside in their full width. Some doors open automatically triggered by the fire control matrix. Emergency and escape routes, exit doors and the signs indicating them shall not be obscured, built over, blocked, covered by suspended items or rendered unrecognisable in any other way. The emergency and escape routes in the buildings shall at no time be restricted by items placed on or protruding into the aisle. In cases of non-compliance, WICM GmbH is entitled to remove the item at the expense and risk of the party causing the obstruction. Materials required for stand construction or exhibits for immediate exhibition delivered to the stand area may be placed at the edge of the emergency and escape routes during construction and dismantling periods if the aisle widths required for safety reasons are not impeded and logistical concerns are given adequate consideration. This shall be deemed as fulfilled if a maximum strip of 0.9m along the edge of the stand is used for placing items. Regardless of the width of the aisle in the hall and the placed items, a compulsory 1.2m wide corridor shall be kept clear. Areas in front of emergency exits and the aisle intersections are exceptions to this rule, and shall be kept completely clear at all times. The aisles in the halls shall not be used to erect assembly areas or set up machines (e.g. woodworking machines, workbenches). On the request of WICM GmbH, the immediate evacuation of all aisles in the halls can be required for logistical reasons. Some emergency doors also serve as automatic air inlet openings and shall therefore in no way be covered by curtains. (Halle Nord, Halle Süd, Terrassensaal)

### **2.3. Safety equipment**

Sprinkler systems, fire alarms, fire extinguishing equipment, smoke alarms, closing devices for the doors of the halls and other safety equipment, their signs and the green emergency exit signs shall be accessible and visible at all times; they shall not be obscured or built over.

### **2.4. Stand numbering**

Stand numbering and aisle signage are obligatory. Where the stand construction permits, all stands shall be marked by a number provided by the event organiser.

### **2.5. Security cover**

As a matter of principle, the general security of the event location RMCC and the outdoor areas is the responsibility of WICM GmbH for the duration of the event. There is general supervision during the construction and dismantling periods. WICM GmbH is entitled to implement measures required for carrying out checks and providing security cover. Any security cover needed for the stand shall be organised by the exhibitor themselves. Stand security personnel shall only be provided from the security company commissioned by WICM GmbH.



## 2.6. Emergency evacuation

WICM GmbH may order rooms or buildings to be closed and evacuated for safety reasons.

## 2.7. Emergency access, seating plans and exhibition plans

Use of the event areas and rooms is on the basis of officially approved emergency access routes, seating plans and exhibition plans with a fixed visitor capacity. Changes to the emergency access routes and seating plans caused by altering the permissible number of visitors, the approved arrangement or number of tables and chairs or through additional superstructures and installations shall only be permitted with the consent of the operator and after presentation of the necessary official permits as required. The same applies to any seating or exhibition plans prepared by the event organiser. The duration, cost and risk associated with the approval activity required for new or altered plans shall be fully borne by the event organiser. The operator shall support the event organiser on request in creating and/or altering relevant plans as well as in obtaining the relevant permits. Additional cost shall be borne by the event organiser.

## 3. Technical data / equipment of the event buildings, room data

### 3.1. We will be happy to forward the technical data of the rooms on request:

RMCC: [veranstaltungstechnik@wicm.de](mailto:veranstaltungstechnik@wicm.de)

Kurhaus: [vat-khs@wicm.de](mailto:vat-khs@wicm.de)

Jagdschloss Platte: [jagdschloss-platte@wicm.de](mailto:jagdschloss-platte@wicm.de)

#### 3.1.1. General lighting, types of current, voltages

RMCC: The general lighting can be dimmed in all rooms. The type of current and voltage at the trade fair grounds: 230-400V type of supply: TN-C-S mains frequency 50Hz. The tolerance is 10% as per VDE 0175-1 (Electrical Engineering Association). The lighting in the building is pure LED lighting. The illuminance is between 300-500 lux. It can be dimmed by touch panels or regulated centrally from the 24 hour office through a KNX bus. The lighting system adapts itself accordingly if the halls are separated by partition walls.

Kurhaus: The technical data for the type of current and voltage is equivalent to that of the RMCC. Some of the lighting has been changed to LED, however most is still conventional. The lighting can be dimmed by light switch and the Kurhaus information office; in some cases through KNX bus.

Jagdschloss Platte: The technical data for the type of current and voltage are equivalent to that of the RMCC. Conventional lighting (fluorescent lamps, halogen lamps). Some of the lighting can be dimmed through KNX.

#### 3.1.2. Electricity and water supply

RMCC: The stands are supplied with water and electricity in Halle Nord and Halle Süd through the existing supply channels under the floor. There are three 1/2" water points per supply channel. Output of 50KW per supply channel can be taken at different points along a busbar.

The RMCC has three autonomous power stations. These are located as follows:

- Kronprinzenstraße; supplies Halle Süd with a total 3000 KW. Approx. 2000KW are available in this tract for the event area.
- Rheinstraße 20, Halle Nord; the 2nd station in the underground carpark with 3000 KW total output of which approx. 1800KW are available.
- Friedrich-Ebert-Allee; the 3rd station in the underground carpark with a total output of 2000 KW of which 1000 KW are available for the event area – partly foyer and partly Halle Nord. The power connections are on the ground floor in Halle Nord and Halle Süd, in the utility ducts and partly in the cladded wall panels with Schuko and CEE connections of up to 125 amperes.

There are terminal boxes with 63 amperes in the roof panels of each of the 5 hall segments in Halle Süd. The installed floor outlet boxes in the building have Schuko connections only.

Most of the floor outlet boxes have data connections. These are also distributed symmetrically in the utility ducts. In the outside area, the RMCC has 8 underground retractable supply posts that are mainly located around Friedrich-Ebert-Allee and the loading area Süd. The output is 80 amperes when 2 are connected respectively. Data connections are also available. These underground retractable supply posts also have a 3/4" fresh water connection.

Output requirements over 40KW shall be requested from WICM separately. The cost of these additional services shall be borne by the customer.

#### 3.1.3. Communication facilities

RMCC: The stands are supplied with data connections in the halls through the supply channels in the floor. In the outside area, the RMCC has 8 underground retractable supply posts that are mainly located around Friedrich-Ebert-Allee and the loading area Süd. There are data connections in these retractable supply posts.

The operation of own WLAN systems is prohibited.

### 3.1.4. Sprinkler systems

**RMCC:** All of the halls, foyers and event rooms are fitted with sprinkler systems.

The alarm systems in the building consist of the central fire alarm system with approx. 2500 smoke alarms and approx. 50 smoke extraction systems. There is also a voice alarm system for evacuating the building.

Halle Nord also has a water spray extinguishing system. This is controlled through a special smoke extraction system. The use of fog machines and hazers is prohibited.

Work that produces smoke, fog or steam is subject to compulsory notification and shall only be performed after advance written authorisation and approval by WICM GmbH. The customer shall be held liable for triggering the water spray extinguishing system. The building is fully fitted with smoke alarms. These are connected to the central fire alarm system and notify the fire brigade automatically. An automatic voice alarm ensues in the affected areas. Costs related to false alarms shall be allocated based on the cost-by-cause principle.

**Kurhaus:** There is no sprinkler system in the Kurhaus. However, a fire alarm system with smoke alarms is installed. There is also a voice alarm system for evacuating the building. The use of fog machines and hazers is prohibited. Work that produces smoke, fog or steam is subject to compulsory notification and shall only be performed after advance written authorisation and approval by WICM GmbH. The smoke alarms are connected to the central fire alarm system and notify the fire brigade automatically. Costs related to false alarms shall be allocated based on the cost-by-cause principle.

### 3.1.5. Heating, ventilation

Ventilation systems with heat recovery and cooling support are installed in the RMCC. The building has a total of 22 ventilation systems, called ventilation technology systems with heat recovery and cooling support. The temperature can be regulated and set individually in the event rooms or via the central building control system.

There are 4 cooling systems with a cooling capacity of 2000KW for cooling purposes. Additional cooling capacity of 285KW can be added through a heat pump.

Three central ventilation systems supply all rooms with fresh air in the Kurhaus. Two of the three ventilation systems are fitted with a heat recovery system (ECO walls). There are 2 cooling systems with a cooling capacity of 244KW and 182MW respectively.

Jagdschloss Platte is heated by an oil heating system and has a central ventilation and cooling system.

### 3.1.6. Interruption to services

**RMCC:** The Event Manager and the 24 hour office shall be informed immediately of any interruptions to technical services. WICM GmbH shall not be liable for any losses and damages caused by such interruptions.

**Kurhaus:** The Kurhaus information office shall be informed immediately of any interruptions to technical services.

**Jagdschloss Platte:** The project manager shall be informed immediately of any interruptions to technical services.

## 3.2. Outdoor areas

**RMCC:** The entire basement of the RMCC grounds is an underground carpark. A permit shall be obtained from the RMCC Logistics Department before driving into the carpark in trucks or with heavy working equipment such as cranes or construction machinery. In the covered area in front of the halls and on the public pathway in particular, there shall be no fire load e.g. in the form of stands, in order not to restrict the width of emergency routes and prevent flames from spreading. The "Logistics Guidelines in the RheinMain CongressCenter" (Logistikrichtlinien im RheinMain CongressCenter) based on the legal regulations shall apply on the premises.

## 4. Stand construction regulations

### 4.1. Stand safety

Any structures belonging to event organisers and exhibition stands belonging to exhibitors/stand constructors including equipment and exhibits as well as advertising media shall be constructed in such a stable manner that public safety and order, in particular life and health, are not jeopardized. The event organiser, exhibitor or stand constructor is responsible for structural safety and, if required, shall bear the burden of proof for the same. Standing structural elements or special constructions (e.g. freestanding walls, tall exhibits, high decorative elements) that might fall over shall be designed to withstand the following equivalent distributed lateral loads  $q_h$ :

$q_{h1} = 0.125 \text{ kN/m}^2$  to 4m high from the top of the floor

$q_{h2} = 0.063 \text{ kN/m}^2$  for all areas over 4m high from the top of the floor.

The reference surface is the respective surface area.

Proof produced for this purpose shall be provided to WICM GmbH on request. Deviations are possible in verified isolated cases; more precise proof shall be furnished in this case.

WICM GmbH reserves the right to carry out a paid inspection by a structural engineer of the stand safety on-site in justified cases.

### 4.2. Stand construction approval for a trade fair

The inspection and approval of stand plans takes place through our interactive questionnaire.

All exhibitors shall receive a timely link to our questionnaire. The size of the exhibition area is not relevant. The procedure for special constructions and features in the structures is given in the questionnaire, including

Multiple storey structures: We need a static calculation of the construction by a structural engineer.\*/\*\*

Cinemas or auditoriums and so called "room in room" concepts, stage areas: Proof of stand safety and building specification required. , length of escape routes to the next entrance to the hall must be displayed.\*\*

Closed roof areas  $\geq 30 \text{ m}^2$  require a mobile fire alarm system (see item 4.4.2 Ceilings / covering over the stands). \*/\*\*

Construction height  $\geq 4 \text{ m}$ , platforms  $\geq 20 \text{ cm}$ : Require proof of stand safety.\*\*

\*Additionally incurred cost shall be charged to the event organiser/exhibitor/stand constructor.

\*\*We require an upload of the precise data on the dimensioning and position as pdf plan in the questionnaire.

Please note that we require complex stand constructions in good time, i.e. six weeks before construction is due to begin. The respective contractually agreed WICM GmbH terms of use / stand construction regulations and transfer of operator obligations apply to all outdoor events.

#### **4.2.1. Inspection and approval of stand constructions**

It shall be assumed as a matter of principle that the Technical Guidelines and Safety Regulations shall be observed in the design and implementation of all stands.

WICM GmbH reserves the right to demand a constructor certificate after the stand is built.

#### **4.2.2. Vehicles and containers**

Vehicles and containers as exhibition stands in the halls are subject to approval.

#### **4.2.3. Alterations to non-regulation stand structures**

Stand constructions that are not approved, do not comply with the Technical Guidelines or the laws and regulations or current technology, shall, if necessary, be altered or removed. Failure to comply in time shall entitle WICM GmbH to perform alterations at the expense and risk of the exhibitor.

#### **4.2.4. Scope of liability**

Any claims for damages due to the loss, damage or impairment of the submitted drafts, models or other documents asserted against WICM GmbH, for whatever legal reason, shall be excluded.

Insofar as the exhibitor or stand constructor commissioned by the same fails to comply with the above stand construction regulations, they shall be held liable for all damages resulting from the breach of said regulations.

Furthermore, the exhibitor or stand constructor commissioned by the same shall indemnify WICM GmbH of all claims asserted by third parties due to breach of the above stand construction regulations.

### **4.3. Construction heights**

The maximum construction heights for stand construction, rigging and advertising can be obtained per email at:

**RMCC:** [veranstaltungstechnik@wicm.de](mailto:veranstaltungstechnik@wicm.de).

**Kurhaus:** [vat-khs@wicm.de](mailto:vat-khs@wicm.de)

**Jagdschloss Platte:** [jagdschloss-platte@wicm.de](mailto:jagdschloss-platte@wicm.de)

At least 100 cm clearance space shall be maintained for open structures under ceilings/sprinkler systems. Advertising media, logos etc. shall be indented at least 1.00m from the border to the neighbouring stand. Hall-specific structural restrictions are possible. All dimensions shall be inspected on-site. WICM GmbH shall assume no warranty for the accuracy of the information. The clearance in inside rooms shall be at least 2.30 m. The rear sides facing neighbouring stands shall be designed evenly and white from a height of 2.50 m.

Rooms in the RMCC	Maximum construction height
Halle Nord	8,00 m
Halle Süd	5,00 m
Terrassensaal	5,00 m
Foyers	3,00 m
Studios	2,50 m
Logen	2,50 m
Rooms in the Kurhaus	Maximum construction height
Foyer	4,00 m
Friedrich-von-Thiersch-Saal	4,00 m
Christian-Zais-Saal	4,00 m
Fjodor-Dostojewski-Saal	2,50 m
Carl-von-Ibell Zimmer	2,50 m
Salon Ferdinand Heyl	2,50 m
Muschelsaal	4,00 m
Salon Carl Schuricht	2,50 m
Salon Kaiser Wilhelm	2,50 m
Wintergarten	3,00 m
Terrasse	2,50 m
Colonnade	
Foyer	2,50 m
Rotunde	3,00 m
Galerie Rotunde	3,00 m
Galerie Hygieia	3,00 m

All information is without warranty and shall be checked on-site where necessary.

#### 4.4. Fire protection and safety regulations

##### 4.4.1. Fire protection

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

The use of easily flammable materials, those which cause flaming droplets when burning, or which lead to the production of noxious gases or materials that create dense smoke such as most thermoplastics including polystyrene (Styrofoam) is strictly prohibited in the buildings. Special requirements can be made of bearing construction elements for safety reasons in isolated cases (plastic cable ties are not permitted).

Structurally necessary or load-bearing mountings shall be attached using flame retardant materials only.

All stand construction and decoration materials shall be at least class B1 in accordance with DIN 4102 or at least class B/C s1 d0 in accordance with EN 13501-1, that is, they shall be flame retardant, and shall not form burning droplets or toxic gases.

Bamboo, thatch, hay, straw, bark mulch, turf or similar materials do not normally comply with the above requirements and are not permitted as decoration materials in all of the buildings. Leaves and pine needles shall only be used with moist root bales.

##### 4.4.1.2. Exhibition of motor vehicles

Motor vehicles with combustion engines or alternative drive technologies shall only be exhibited in all of the buildings with the authorisation of WICM GmbH. The amount of fuel in the tank shall be reduced to what is required to drive the vehicle into and out of the buildings (the fuel tank reserve lamp shall be on). The tank cap shall be locked if possible. Depending on the event and the exhibition site, additional safety measures can be required including inerting the fuel tank, disconnecting the batteries and/or deploying safety personnel. For vehicles with alternative drive technology, e.g. electric or hybrid drive, the electrical vehicle batteries shall be disconnected from the engine by safety terminal switch (main switch). The pressure tank shall be empty for gas-powered vehicles. The provision of suitable and sufficiently measured extinguishing agents shall be guaranteed.

The following applies for all vehicles, tractors, working and construction machines: Vehicles shall be parked such that they cannot move/be driven on their own and are secured on the outside against rolling away.

"Cannot move/be driven on their own" means: Key removed or main switched off, or starter or battery disconnected.

Hydraulic hoisting and lifting equipment for tractors and construction machines shall be secured against unintentional movement, in particular lowering above the audience.

Temporary charging processes for electric vehicles are permitted under certain conditions during the event. Charging processes shall be registered in writing as part of the stand construction approval with the event organiser and WICM GmbH, Technisches Veranstaltungsmanagement, at least 6 weeks prior to construction and shall only be implemented after approval and upon presentation of a permit.

#### **4.4.1.3. Explosive substances, munition**

Explosive substances are subject to the German Explosives Act (Sprengstoffgesetz) and shall not be exhibited at trade fairs and exhibitions. The same applies to munition in the sense of the German Firearms Act (Waffengesetz).

#### **4.4.1.4. Pyrotechnics**

Pyrotechnic displays require authorisation and are subject to the authorisation conditions of WICM GmbH.

#### **4.4.1.5. Balloons**

The use of balloons filled with safety gas in the halls and outside areas shall be authorised by WICM GmbH.

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

The use of flying objects in the halls and the outdoor areas is strictly prohibited. Exceptions require the advance written authorisation of WICM GmbH.

#### **4.4.1.7. Fog machines, hazers, spark machines and laser systems**

**RMCC / Kurhaus:** As the use of show fog, spark machines and haze in the exhibition halls and convention rooms can trigger the automatic fire alarms and sprinkler systems, the use of relevant equipment shall be registered in time, i.e. up to six weeks prior to construction in writing with WICM, Technisches Veranstaltungsmanagement. The formless registration with the risk assessment shall include the number, model of the device(s), position plan and information on the type of fog creation. The operating instructions for the device and the safety data sheet for the fog fluid shall also be provided.

WICM GmbH can charge the exhibitor/event organiser for the cost incurred in deactivating fire alarm equipment.

If the use of fog machines is not agreed with WICM GmbH and a false fire alarm is triggered, we shall pass on the cost of fire brigade operations to the party causing the alarm.

Fog fluids shall be exclusively used in the buildings, which are neither flammable nor are highly flammable or extremely flammable materials pursuant to section 3 of the Regulations on Hazardous Substances (GefStoffV) and are not hazardous substances in accordance with valid EU directives. Fog fluids shall only be stored in the original manufacturer containers. When in operation, care shall be taken that no heat accumulates and the housing can emit heat without obstruction. Fog machines that are not in use shall be disconnected from the power supply to avoid the risk of fire through overheating after a malfunction. As a matter of principle, the use of laser systems is subject to compulsory notification and shall be implemented under consideration of the requirements in item 5.10.3.

#### **4.4.1.8. Ash containers, ashtrays**

All WICM GmbH buildings are strictly no smoking zones. Smoking is only permitted in the specified areas. Cigarettes should be disposed of in the containers provided for this purpose. There is a strict smoking ban inside the venue. The event organiser is obliged to implement the smoking ban during construction, dismantling and during the event.

#### **4.4.1.9. Containers for waste, recyclable and residual materials**

Containers made of combustible materials for recyclable and residual materials shall not be placed at the stands. Waste containers shall be emptied regularly, at the latest every evening after the trade fair has closed. Large quantities of combustible waste shall be disposed of several times per day. Emptying shall be commissioned by the exhibitor or event organiser. More information can be obtained from the RMCC waste disposal concept.

#### **4.4.1.10. Spray guns, nitrocellulose lacquers, cleaning agents, solvents**

The use of spray guns is prohibited in all WICM GmbH rooms. The use of solvent-based substances and colour is also prohibited. The use of flammable liquids as well as construction and working materials that emit poisonous gases is not permitted.

#### **4.4.1.11. Work that poses a fire risk**

WICM GmbH shall be informed in writing and sent an application for all work that poses a fire hazard such as welding, cutting, soldering and grinding before work commences. The work is authorised by WICM GmbH by issuing a permit (welding certificate). The surrounding area shall be adequately protected against hazards during such work. Extinguishing agents shall be kept in the direct vicinity and ready to use at all times.

#### **4.4.1.12. Empty packaging / storage of materials**

Any empty packaging material shall be removed immediately. WICM GmbH is entitled to remove illegally deposited empty packaging at the exhibitor's expense and risk. Storing empty packaging of all types inside and outside the stand in the hall is prohibited. The "Logistics Guidelines in the RheinMain CongressCenter" (Logistikrichtlinien im RheinMain CongressCenter) also apply.

#### **4.4.1.13. Fire extinguishers**

Each trade fair stand shall be fitted with at least one fire extinguisher that is suitable for the type of fire risk. An additional fire extinguisher shall be placed every 200m<sup>2</sup>. In order to facilitate the unique allocation of the fire extinguishers inside the stand area, the exhibitor shall label them with the stand number and the name of the exhibitor.

#### **4.4.2. Ceilings / covering over the stands**

In order to ensure that sprinkler protection is not impaired, all constructions in rooms and exhibition halls with sprinklers shall always be open at the top. Ceilings/covering shall be considered open when no more than 50% per m<sup>2</sup> of the area is covered or when sprinkler compatible materials with a minimum mesh size of 2 x 4 mm or 3 x 3 mm are used (no smoke out). The tarpaulin shall be hung horizontally and only with one layer.

Tarpaulins shall not be permitted to sag (see also section 4.9.2 for two-storey constructions). Up to 30 m<sup>2</sup> of the continuous area per stand, however no more than 50 % of the stand area may be closed without further measures.

To prevent the addition of several covered areas from exceeding the maximum area of 30m<sup>2</sup>, a distance of at least 1,5 m to the stand boundaries shall be maintained. If this distance is not maintained – including if there is a larger covered area affecting several stands, the party responsible for failing to maintain the distance shall bear the cost of any compensatory measures including those for the neighbouring stand.

Several covered areas up to 30 m<sup>2</sup> inside a trade fair stand are also possible as long as a minimum distance of 3.00 m is maintained between the covered areas. Closed ceilings/coverings larger than 30 m<sup>2</sup> are subject to approval. The plans for approval shall be submitted up to six weeks before construction comments to WICM GmbH, email: [veranstaltungstechnik@wicm.de](mailto:veranstaltungstechnik@wicm.de).

The installation of the relevant equipment (fire alarm, optical-acoustic alarm etc.) shall be performed by WICM GmbH service partners for a fee.

Tarpaulins shall not be permitted to sag (see also section 4.9.2 for two-storey constructions).

Deviation from this requirement shall effect compensatory measures on the part of the stand constructor. These shall be cleared with WICM GmbH, additional cost shall be charged to the event organiser, exhibitor or stand constructor. and shall be subject to their conditions.

#### **4.4.3. Glass and acrylic glass**

Only safety glass suitable for the purpose shall be used. For glass constructions (in floors, railings, facades and ceilings), please contact the "Technisches Veranstaltungsmanagement" department.

Exposed edges of panes of glass shall be worked or protected such as to preclude the risk of injury. Structural elements made entirely of glass shall be marked at eye level.

#### **4.4.4. Enclosed rooms**

All rooms that are fully enclosed (inside other rooms) and have neither optical nor acoustic connection to the hall shall be fitted with an optical and acoustic alarm system in order to guarantee that alarms can be perceived at the stand at all times. Alternative measures can be authorised in exceptional cases. Rooms with a capacity for more than 200 persons require special authorisation.

Enclosed rooms (rooms that can only be exited through other used rooms) shall only be permissible under the following conditions:

In the rooms through which enclosed rooms exit, there shall be a suitably wide escape route (at least 90 cm) which shall be usable at all times. It shall be possible to see into and from the adjoining room. If necessary, mobile smoke alarms shall be mounted inside enclosed rooms for a fee.

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

#### **4.5.1. Exits and escape routes**

The walking distance from any point in the exhibition area to an aisle shall be no more than 20 m. Auditoriums with an area greater than 100 m<sup>2</sup> shall each have at least two exits located as far apart as possible and opposite the escape routes.

The number of and clear width of escape routes (exits, stairways, hallways) shall meet the following minimum requirements:

- Up to 100 m<sup>2</sup>: 1 escape route, 0.90 m wide
- Over 100 m<sup>2</sup> and up to 200 m<sup>2</sup>: 2 escape routes, each 0.90 m wide
- Over 200 m<sup>2</sup> and under 400 m<sup>2</sup>: 2 escape routes, each 1.20 m wide. The escape routes shall have signage in accordance with ASR A 1.3 (Health and Safety Signage).

#### **4.5.2. Doors**

The use of swing doors, revolving doors, code-operated doors, sliding doors as well as other entrance barriers on escape routes is not possible.

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

Publicly accessible areas that directly border on areas more than 0.20 m below them shall be bordered by railings if they are not connected to steps or ramps with a lower area. Ramps located at emergency and escape routes shall have a maximum 6% slope. The railings shall be at least 1.10 m high. Fencing and railings of areas on which small children can be expected shall be designed such that they are difficult to climb over. The gap between the parts of the railings in one direction shall not exceed 0.12 m. The handrails shall be rigid, secure to grip and have no exposed ends. A verifiable, structural certificate shall be provided for the platform; cost shall be incurred for the inspection and approval of this special construction, which shall be passed on to the exhibitor/stand constructor.

The load-bearing capacity of floors shall, depending on their usage, in accordance with DIN EN 1991-1-1/NA in combination with NA, table 6.1 DE, [cat. C1] be designed for at least for 3.0 kN/m<sup>2</sup>. Accessible single-level platforms shall be 0.20 m above floor level at the most. Ladders, stairs and landings shall comply with German accident prevention regulations. Storage under platforms and podiums is not permitted. These shall be set up free of any fire load. (German regulations governing the set-up and operation of venues - MVStättVo section 11, paragraph 2), (see 4.9.6).

#### **4.7. Stand desig**

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

The event organiser/exhibitor is responsible for the stand design. In so doing, the typical exhibition criteria of the event shall be applied. Walls that border aisles used by the visitors should be designed to include show cases, niches, displays and the like. The rear sides of stands from a height of 2.50 m adjacent to neighbouring stands shall be kept neutral in order not to impair the design of the same.

The use of products that were manufactured using exploitative child labour in the sense of the ILO Convention 182 to design and furnish the stand is prohibited.

##### **4.7.2. Verification of rented areas**

The rented area shall be marked out by WICM GmbH. Every event organiser, exhibitor/stand constructor is obliged to inform themselves on-site about the location, dimensions and any fixtures, the applicable laws, ordinances and technical guidelines. WICM GmbH shall assume no warranty for the accuracy of dimensions on hall and stand plans or for the condition of the route to the same. The stand area shall be strictly observed. Lighting and signs shall not protrude beyond the stand boundaries.

##### **4.7.3. Interference with the permanent building structure**

Components of trade fair hall structures and their technical facilities shall not be damaged, dirtied or otherwise altered (e.g. drilling, driving nails or screws into the same). Painting, wallpapering, or affixing posters or other items is also prohibited. Components of trade fair halls and their technical facilities shall not be subjected to static loads by stand structures or exhibits. The supporting columns of trade fair halls located within the stand area may, however, be enclosed up to the level of the maximum stand height allowed, provided that these shall not be damaged thereby. Leaning, storing or attaching objects and signs to the columns of the RMCC and to panelling is strictly prohibited. It is not permitted to affix posters anywhere in the building.

##### **4.7.4. Floors**

Mats and other floor coverings shall be laid such that accidents are prevented, and shall not protrude over the stand boundaries. When laying floor covering, care shall be taken to only use tape that does not leave any residues behind. Please do not stick double-sided adhesive tape directly to the floor of the hall. Double-sided adhesive tape shall only be used after covering the floor with packing tape first. Any damage caused by sticking adhesive tape to the floor shall be charged according to the cost-by-cause principle.

All materials used shall be removed without leaving any residues. Substances such as oil, grease, paint and the like shall be removed from the floor immediately. Painting or laminating floors is prohibited. Liquids shall not be let into the supply channels in the floor. No own assemblies shall be carried out in the utility ducts/supply channels.

##### **4.7.5. Suspended items from the hall ceiling**

Items shall only be suspended from technical devices provided for this purpose and in accordance with the German regulations for occupational insurance schemes DGUV 17/18. This also applies for pre-rig and ground support. An appropriate base shall be used when building and dismantling truss systems or elements with sharp edges in order not to damage the floor. Items suspended from the hall or room ceiling require authorisation. Items shall only be suspended from the points designated for that purpose. Suspension points shall be handled by the specialist company commissioned by WICM GmbH only.

Only employees of WICM GmbH and companies commissioned by WICM GmbH are authorised to access the overhead machinery in Halle Nord and in the Friedrich-von-Thiersch-Saal in the Kurhaus. For complex systems, (e.g. three-dimensional point design), a load plan shall be submitted with the order for the points. WICM GmbH can request a static calculation without giving reasons and have the same tested for a fee. Care shall be taken during setting up loads with aids and appliances that no persons are underneath the load. Diagonal pulls, so called "bridles" at suspension points are not permitted on the WICM GmbH premises. WICM GmbH reserves the right to demand the installation of load measurement systems for statically indeterminate systems.

As a matter of principle, the load measurement systems shall be installed by WICM GmbH or their contractual partner. Load measurement systems shall be charged to the ordering party. The use of load measurement cells can minimize the maximum suspension height.

#### **4.7.5.1. Hangers, carabiners, safety ropes, truss points, fasteners (cable ties)**

The use of plastic cable ties for affixing parts exposed to static load is not permitted. Only approved fasteners shall be used as fasteners and for safety purposes (safety ropes in accordance with DGUV 17/18), including high-strength shackles, screw carabiners. Statically required fastening shall only be implemented using fastening elements approved for that purpose. Fitters shall provide a certificate of competence (skilled person for hangers). The dimensioning shall comply with the expected requirements. Verification of the dimensioning shall be kept available..

#### **4.7.5.2. Chain hoist**

Electric chain hoists are bound under (Igw SQ P2). Proof of yearly testing of the electric chain hoists shall be provided by having the test documents available. This test shall not replace the 4 yearly tests by an official expert.

As a matter of principle, manual chain hoists shall only be used for so called "single line" constructions. Their use in complex systems is prohibited. The support and load hook of a manual chain hoist shall be positioned vertically above the load's centre of gravity. A suitable person shall be present during the set-up and dismantling process for every manual chain hoist in the system. Lifting the load without the required number of persons is prohibited. The weights of chain hoists and auxiliary materials shall be listed in the load plan and included in the point load calculation. (Manual) chain hoists and lifting belts (polyester round hangers) shall always be additionally secured with a steel rope or an approved chain and be removed from the load.

#### **4.7.6. Stand partition walls**

WICM GmbH generally erects 2.50 m uniform stand partition walls when ordered. In the case of stands that are open on one and two sides, 5 cm respectively shall be subtracted from the confirmed stand width in order to maintain the clearance. The partition walls shall not be damaged. WICM reserves the right to charge the exhibitor the cost of any required repair. The stand wall system has a coated surface, into which nails and screws shall not be hammered or drilled, and to which materials shall not be laminated/glued or painted.

#### **4.7.7. Advertising media/presentations**

Stand and exhibit lettering, company and brand logos shall not exceed the maximum construction height. They should have an appealing appearance. Presentations, visual advertising media, slow-moving and acoustic advertising media, and playback of recorded music shall be allowed provided that neighbours are not disturbed thereby, there is no congestion in the aisles and the public address system in the halls is not drowned out. The sound volume shall not exceed 70 dB(A) at the stand boundary.

The distribution of printed matter and the deployment of advertising media shall only be permitted in the exhibitor's own stand area.

#### **4.7.8. Barrier-free construction**

Attention should be paid to barrier-free access when designing the stands. Stands and their facilities should be accessible and usable without assistance for persons with restricted mobility.

### **4.8. Outdoor areas**

The above regulations apply analogous for outside structures. The open space shall be accommodated and the wind load included in the calculations in the required standard proof of safety for outside structures. Use of ground anchors as well as making holes in the ground is prohibited. No structures shall be erected on the fountain area. The outdoor lighting of the RMCC shall not be impaired by structures. Green areas shall not be built on as a matter of principle. Trees and the roots thereof shall not be damaged or impaired. A valid inspection book shall be available if the structures are classified as so called flying structures.

When authorising structures in the outdoor area it shall be guaranteed that the area can be evacuated quickly in the event of severe weather. A responsible person shall be named to this end. This person shall be contactable via a mobile phone number for as long as the structure is standing and shall be able to initiate immediate hazard prevention measures in the event of an emergency. The event organiser shall bear the cost for any hazard prevention measures that WICM GmbH take, should the contact person not be contactable. The respective contractually agreed WICM GmbH terms of use and transfer of operator obligations apply to all outdoor events.



## 4.9. Two-storey structures

### 4.9.1. Requests for approval

A two-storey structure is only possible with written approval by WICM GmbH, Technisches Veranstaltungsmanagement. The request shall be submitted at the latest 6 weeks prior to construction. The assessment of the two-storey construction shall be charged to the event organiser, exhibitor or stand constructor. The cost for the assessment does not cover the cost for a required fire alarm system or other fire protection measures that may become necessary.

### 4.9.2. Restrictions applying to stand superstructures, safety clearances, height of stand interiors

WICM GmbH reserves the right to reject two-storey structures at their own discretion in the interest of the overall design of the hall and for reasons of safety.

The clearance height of interiors in two-story structures shall be 2.30 m.

Stand structures at the boundary to neighbouring stands shall be designed neutrally above a height of 2.50 m.

The stand area with a superstructure through the top floor shall be fitted with an automatic fire alarm system/smoke alarms from a top-floor area of 30 m<sup>2</sup>.

These smoke alarms are connected to the fire brigade through the central fire alarm system and are temporarily integrated in the notification procedure. To this end, temporary route cards are created. The applicant shall contribute to creating the cards. If required, other measures and/or a fire safety assessment shall be submitted. The required compensatory measures shall be ordered by the event organiser, exhibitor/stand constructor from WICM GmbH, Technisches Veranstaltungsmanagement.

The installations shall be organised by WICM GmbH and the cost incurred charged to the exhibitor. The structural calculations submitted to WICM GmbH that have been verified or are awaiting verification shall be forwarded to an engineering office commissioned by WICM GmbH for verification of conformity with the presented implementation plans. If there is no second static calculation verified by a second structural engineer, the engineering office shall verify the same themselves and charge the exhibitor separately. The structural engineer shall contact the stand construction manager in due course or after consultation with them for the purpose of inspecting the stand construction from a static perspective.

### 4.9.3. Live loads/design loads

The following working load requirements apply to the top floor of a two-storey stand in a trade fair hall as perpendicular live loads in accordance with DIN EN 1991-1-1 in combination with NA Table 6.1DE [cat C]:

- The following live load [cat C1] is required for limited use by trade visitors or stand personnel for meetings and customer service, i.e. furnished with tables and chairs arranged freely or in meeting rooms:  $q_k = 3.0 \text{ kN/m}^2$ .
- The following live load [cat C3 or higher] is required for unlimited use as a freely accessible area for exhibition and assembly or sale area with or without dense seating:  $q_k = 5.0 \text{ kN/m}^2$ .
- Stairs and landings shall be designed for a live load [cat. T2]:  $q_k = 5.0 \text{ kN/m}^2$ .
- A horizontal load amounting to  $H = g_k/20$  ( $g_k =$  perpendicular live load) shall be assumed at the top floor height for a two-storey exhibition stand or grandstand in order to achieve adequate longitudinal and transverse stability. In accordance with DIN EN 1991-1-1/NA in combination with NA Table 6.12, railings and banisters shall be designed to withstand a horizontal live load (for areas of cat C1-C4) of  $q_k = 1.0 \text{ kN/m}$  at handrail height. Evidence showing that the permitted loads on the hall floor have not been exceeded, e.g. by individual supports, shall be provided (see section 3.1. Hall data).

### 4.9.4. Escape routes/stairways

On the top floor of a two-storey exhibition stand, the walking distance from any accessible location to the nearest trade fair hall aisle shall not exceed 20 m.

The number and clear width of escape routes (exits, stairs, hallways) shall be planned as follows at least:

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

Top floors exceeding 100 m<sup>2</sup> require at least two stairs located opposite one another.

All stairway structures shall comply with DIN 18065. The rise of the stairs shall not exceed 0.19 m, the tread width shall not be less than 0.26m. The clear width of necessary stairs shall not exceed 2.40 m. The clearance height shall be at least 2 m. Steps shall be closed. Spiral or newel staircases are not permitted as necessary stairs. Handrails shall be secure to grip and be continuous.

The side clearance of the handrails to adjacent construction elements shall be at least 0.05 m.

#### **4.9.5. Building materials**

All stand construction and decoration materials shall be at least class B1 in accordance with DIN 4102 or at least class B/C s1 d0 in accordance with EN 13501-1, that is, they shall be flame retardant, and shall not form burning droplets or toxic gases.

Special requirements can be made of bearing construction elements for safety reasons in isolated cases. The use of easily flammable materials, those which cause flaming droplets when burning, or which lead to the production of noxious gases such as polystyrene foam (Styrofoam), PVC or the like, as well as different acrylic glass products is prohibited. The materials used may not cause dense smoke in the event of fire.

#### **4.9.6. Top floor**

Guards at least 0.05 m high that will prevent objects from rolling off shall be installed on the flooring of top floors, in the vicinity of railings, if required. Railings shall comply with sections 4.6 and 4.9.3 above.

The top floor shall always be open on top. If this is not the case, relevant fire protection measures shall be necessary. In addition to the fire extinguishers already available on the ground floor, at least one approved and suitable fire extinguisher (in accordance with DIN 14406/EN3) shall be readily visible and close at hand per stairway.

### **5. Operational safety, technical safety provisions, technical regulations, technical utilities**

#### **5.1. General regulations**

The event organiser/exhibitor is responsible for operational safety and compliance with occupational health and accident prevention regulations at the contractually leased area. Construction and dismantling work shall only be performed within the framework of the occupational and commercial regulations. The provisions set forth in the German Illegal Employment Act (SchwarzArbG) shall be observed.

##### **5.1.1. Damage**

Any damage on the event area, the buildings or facilities caused by the event organiser/exhibitor or their agents shall be rectified after the end of the event by WICM GmbH or their agents at the expense of the exhibitor or party causing the damage.

##### **5.1.2. Coordination of work on the exhibition grounds**

Work that has to be performed simultaneously by different companies at the exhibition stand/ in the event area (in particular during construction and dismantling) shall be coordinated by the stand construction manager / assembly manager in accordance with the German Labour Protection Act (ArbSchG) and rule 1 of the regulations for occupational insurance schemes (DGUV) in the event that the parties might place each other at risk. This also applies to work performed by WICM service providers in the event area / trade stand in particular. Furthermore, the necessary measures to improve the safety and the health protection of the employees at work in accordance with the currently applicable EC Directive 89/391/EEC shall be observed and implemented on the exhibition grounds.

#### **5.2. Use of tools and other equipment**

The use of stud guns and stud drivers can be approved on a case by case basis. The use of woodworking machines without a chip/sawdust extraction system is not permitted. Only the freight companies contracted by WICM GmbH Logistics Department are allowed to use cranes, forklifts, lifting platforms and other loading and unloading aids in the RMCC. The use of company-owned forklifts is not allowed for safety reasons. Forklifts for loading and unloading can be provided by the WICM Logistics Department for a fee if required. The use of electrically driven pallet trucks for transporting goods on ground level is permitted. Electrically driven pallet trucks, lifting platforms and cherry pickers are permitted exclusively for assembly work on the rented event or stand area and not for loading and unloading.

#### **5.3. Electrical installations**

##### **5.3.1. Electrical connections**

Each stand that is to have a power supply shall receive one or more connections set up by contractual partners of WICM GmbH exclusively. For safety reasons, the power supply shall be cut off one hour after closing on the last day of the trade fair. For safety and fire prevention reasons, all electrical devices shall be switched off when leaving the stand at the end of each day of the event. Exception: Emergency lighting and safety-related systems, fridges, computers and servers required for the stand technology and for which a reboot involves considerable effort.

##### **5.3.2. Stand installations**

Electrical installation work inside event structures and exhibitor stands shall be provided by WICM GmbH after receiving an order. Inside the stands, installations can be carried out by the exhibitor's own electricians or by specialist companies in accordance with German VDE (Electrical Engineering Association) electrical standards, the current regulations in Europe and state-of-the-art technology.

### 5.3.3. Installation and operating regulations

All electrical systems shall be installed and operated in compliance with the latest safety regulations of the German VDE (Electrical Engineering Association), in particular VDE 0100, 0100-718, 0128 and IEC standard 60364-7-711.

A 30 mA residual current operator device is obligatory for sockets and lighting circuits.

The percentage of high-frequency or low-frequency interferences transmitted to the network shall not exceed the values stated under VDE 0160 and VDE 0838 (EN 50 006 and EN 61000-2-4).

Potential equalisation (stand earthing) at metal constructions (e.g. truss points) with electrical loads shall be provided with additional potential equalisation (copper, min. 10mm<sup>2</sup>) (VDE 01000 part 711) by the assembler of the system.

Furthermore, only wiring of the types NYM, H05VV-F, H05RR-F with a minimum cross-sectional area of 1.5 mm<sup>2</sup> Cu shall be used.

The use of bare electrical wiring and terminals on low-voltage systems is prohibited. Secondary lines shall be protected against short circuiting and overloading. An information leaflet is available on request. Flexible cables (also ribbon cables) shall not be laid unprotected against mechanical loads under floors.

The event organiser / exhibitor shall be held fully liable for any damage caused by the improper use of electrical services in WICM GmbH halls and buildings as well as at trade fair stands and exhibits belonging to other exhibitors.

### 5.3.4. Safety measure

All electrical appliances which give off heat (hot plates, spotlights, transformers etc.) shall be mounted on non-inflammable, heat-resistant, asbestos-free insulating bases in order to provide extra protection. Sufficiently large distances, suited to the quantities of heat generated, from any combustible materials shall be maintained at all times. Lighting fixtures shall only be attached to non-flammable, heat-resistant bases that do not emit heat.

### 5.3.5. Emergency lighting

Event structures and exhibitor stands in which, due to the nature of their construction, the existing general emergency lighting is not sufficient shall require their own additional emergency lighting as per VDE 0100-718. This shall be set up such as to guarantee finding the general escape routes safely.

### 5.3.6. Potential equalisation

Der Aussteller technischer Arbeitsmittel ist im Sinne des Produktsicherheitsgesetzes verpflichtet, sich nach dem Produktsicherheitsgesetz (ProdSG) sowie den jeweiligen harmonisierten Vorschriften der EU zu richten. Benutzer oder Dritte müssen bei bestimmungsgemäßer Verwendung gegen Gefahren an Leben und Gesundheit geschützt werden. In keinem Fall dürfen Maschinen und Geräte ohne die dazugehörigen Schutzeinrichtungen vorgeführt werden. Sollten technische Arbeitsmittel in Funktion gezeigt werden, können Geräteteile oder Schutzeinrichtungen auch aus durchsichtigem Werkstoff bestehen, sofern damit die gleiche Sicherheit gewährleistet ist. Ausgestellte technische Arbeitsmittel können während der Dauer der Veranstaltung durch eine Kommission einer Sichtprüfung unterzogen werden. Wird dabei festgestellt, dass das technische Arbeitsmittel nicht den Anforderungen des Produktsicherheitsgesetzes entspricht, kann die zuständige Behörde u.a. ein Bußgeld verhängen oder das Ausstellen mit sofortiger Wirkung untersagen, selbst wenn dieses bereits für die Ausstellung aufgestellt ist. Bei bestimmten Maschinen und Geräten (technische Arbeitsmittel) ist eine CE-Kennzeichnung als sichtbares Zeichen für die Einhaltung o.g. Vorschriften anzubringen.

Zur Überprüfung, ob die einschlägigen Vorschriften bei der CE-Kennzeichnung eingehalten wurden, sind vom Aussteller am Ausstellungsstand in deutscher Sprache sowohl die EU-Konformitätserklärung bzw. Herstellererklärung als auch die Betriebsanleitung bereitzuhalten. Nach § 3 Abs 5 ProdSG ist es zulässig, dass bei Messen, Ausstellungen, Vorführungen und dergleichen den geltenden Gemeinschaftsbestimmungen nicht entsprechende technische Arbeitsmittel ausgestellt werden, sofern der Aussteller deutlich darauf hinweist, dass sie nicht den Anforderungen entsprechen und erst erworben werden können, wenn der Hersteller oder sein in der Gemeinschaft niedergelassener Bevollmächtigter die Übereinstimmung mit den Anforderungen hergestellt hat. Bei einer Vorführung sind die erforderlichen Vorkehrungen zum Schutz von Personen zu treffen. Die WICM GmbH ist berechtigt, jederzeit das Vorführen und Ausstellen von technischen Arbeitsmitteln zu untersagen, wenn nach ihrer Ansicht dabei Gefährdungen oder Belästigungen zu befürchten sind. Unberührt hiervon bleibt das Recht der zuständigen Behörde der Stadt Wiesbaden, Untersagungsverfügungen zu erlassen.

## 5.4. Water and drain installations

**In the RMCC:** Every stand that is to be supplied water/drain shall receive one or more connections, if possible. These connections shall only be installed by WICM GmbH or their agents. A layout plan indicating the desired position of the connections shall be submitted with the orders and form.

Once it has been approved, the water connection shall work at operating pressure. All installations inside the stand shall comply with the currently valid Drinking Water Ordinance of the state capital of Wiesbaden to ensure that the installation and operation of a water connection does not cause any long-term adverse effects on the quality of drinking water. For reasons of hygiene, standpipes with backflow stop shall be used at the taps. An approx. 30cm \* 30cm and approx. 40 cm high box shall thus be placed at the tap by the supply channel. The pipes from the supply channel to the tap position are laid on the floor of the hall. For this reason, double flooring shall be strictly used when planning the stand.

Link to Drinking Water Ordinance of the state capital of Wiesbaden:  
<https://www.wiesbaden.de/vv/produkte/53/14101010000009472.php>

The relevant leaflet from the state capital of Wiesbaden on the operation of drinking water systems at trade fairs and similar event is under "Information" at this link.

## **5.5. Compressed air / gas installations**

### **5.5.1. Compressed air**

The RMCC does not have a central compressed air supply.

### **5.5.2. Gas**

The RMCC does not have a central gas supply.

## **5.6. Machinery, pressure vessels, exhaust systems**

### **5.6.1. Machinery noise**

In the interest of all exhibitors and visitors, the operation of machines and devices that make noise should be limited as much as possible. Noise levels at stand boundaries shall not exceed 70 dB(A).

### **5.6.2. Product safety**

All exhibited technical equipment and consumer products shall comply with the requirements of the German Product Safety Act (Produktsicherheitsgesetz - ProdSG). Technical equipment and consumer products which do not comply with the these requirements shall be given a clearly visible sign/label indicating that they do not comply with the requirements and can only be purchased after compliance with the legal requirements is given. For technical equipment and consumer products bearing the CE label, the declaration of conformity by the manufacturer shall be available at the stand. The stand personnel shall take the necessary precautions for the protection of persons during demonstrations.

#### **5.6.2.1. Protective guards**

Components of machinery and apparatus shall only be taken into operation with all of their protective guards. The normal protective guards can be replaced by a safe transparent cover. If equipment is not taken into operation, the protective guards can be removed to enable visitors to see the design and workmanship of the concealed components and compliance with the safety requirements. The protective guards shall then remain visibly placed beside the machine.

#### **5.6.2.2. Inspection procedures**

The exhibited technical equipment shall be inspected by the competent regulatory authority, if applicable, jointly with the responsible specialist committees of employers' liability insurance associations with respect to accident prevention and safety-related design. CE labels and declarations of conformity shall be available at the site of the pressure vessel for presentation to the competent authority. The competent authority shall provide information on the relevant regulations. In order that documentation can be inspected by the authorities, the EC declaration of conformity shall be available for inspection at the stand at all times. In cases of doubt, the exhibitor should contact the competent authority before the trade fair begins.

#### **5.6.2.3. Operating ban**

In addition, WICM is entitled to prohibit the operation of machines, apparatus and devices at any time if, in their view, there is a risk that the operation of the same would endanger persons and property.

#### **5.6.2.4. Supplementary protective measures**

All work equipment or construction machinery shall be tested in accordance with the German Ordinance on Industrial Safety and Health (BetrSichV) and no unsecured loads may be lifted above persons. For further information on loads above persons at events, please refer to DGUV Information 215-314 "Loads above persons". Furthermore, technical or organisational measures shall be taken to ensure that in the event of a failure of a hydraulic system or a cable drive, no uncontrolled lowering of attached parts of the equipment/loads is possible. This can be done, for example, by closing off the danger area, by using hose rupture safety devices or by a mechanical interlock to support the hydraulic cylinders. The exhibitor is responsible for the stand safety and safe operation of all exhibits and is required to provide proof of the same. WICM GmbH reserves the right to have an inspection carried out on site by a qualified person for a fee in justified cases.

## **5.6.3. Pressure vessels**

### **5.6.3.1. Certificate of approval**

Pressure vessels shall only be operated at the stand if the tests required under the German Ordinance on Industrial Safety and Health (Betriebssicherheitsverordnung - BetrSichV) have been carried out. The issued certificates of approval shall be visible at the relevant part.

### **5.6.3.2. Inspection**

In addition to the submission of certification of structural and hydrostatic pressure testing (EC declaration of conformity and required documentation in German or English), on-site approval is also required. Pressure vessels requiring inspection that are registered up to four weeks before the trade fair begins can be subjected to an inspection test at the stand by an authorised expert commissioned by WICM GmbH up to one day before the trade fair opens. This inspection is chargeable. Inquiries shall be directed to the person responsible for your project at der WICM GmbH. A person who is responsible for the pressure vessel shall be present at the trade fair stand at all times.

### **5.6.3.3. Rented pressure vessels**

As pressure vessels from other countries cannot be assessed in the relatively short trade fair construction time, preference shall be given to tested rented vessels. Rented pressure vessels shall be provided for a fee.

### **5.6.3.4. Monitoring**

The required certificates of approval shall be kept on hand during the event for inspection by the trade regulatory authority. Information is available from the competent regulatory authority.

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

Combustible, harmful vapours and gases or those regarded as offensive by the general public shall not be passed into the trade fair halls. They shall be discharged to the outside through exhaust systems that must be planned, and purified if required, in accordance with the provisions of the currently valid version of the German Federal Pollution Protection Act (Bundesimmissionschutzgesetz). Exhaust systems shall be constructed through WICM GmbH only. The construction, dismantling and planning thereof are chargeable. This service shall only be provided if the order is placed on time and after receipt of advance payment.

### **5.6.5. Exhaust systems**

Brennbare, gesundheitsgefährdende oder die Allgemeinheit belästigende Dämpfe und Gase dürfen nicht in die Hallen eingeleitet werden. Sie müssen über zu planenden Abzugsanlagen nach Vorgaben des Bundesimmissionsschutzgesetzes in der jeweiligen gültigen Fassung ins Freie abgeführt und ggf. gereinigt werden. Die Montage kann nur über die WICM GmbH erfolgen. Die Montage und Demontage sowie die Planung ist kostenpflichtig. Die Leistungen werden nur bei rechtzeitiger Auftragserteilung und Bezahlung im Voraus ausgeführt.

## **5.7. Use of compressed gases, liquified gases, combustible liquids, fuel pastes and other fuels**

### **5.7.1. Compressed gas and liquefied gas systems**

The storage and use of compressed gas and liquefied gas in all buildings and grounds is strictly prohibited without written approval by WICM GmbH.

#### **5.7.1.1. Approval for pressurised gas cylinders**

Timely, written approval shall be obtained from WICM GmbH, Technisches Management, for the use of liquefied gas or other combustible gases in pressurised gas cylinders for presenting exhibits. Pressurised gas cylinders shall be protected against impact, falling, access by unauthorised persons and heating in accordance with the Technical Rules for Hazardous Substances (TRGS). Rule 800 (TRGS rule for fire protection) shall be observed and labeling in accordance with DIN EN 1089 (coloured label) is required. Storing pressurised gas cylinders or tanks in the buildings shall be limited to the volume required for a day and pictograms shall be used to make the storage site visible from the outside.

#### **5.7.1.2. Use of liquefied gas**

The use of liquefied gas in the exhibition halls is prohibited as a matter of principle. In approved exceptions (for the purpose of the exhibition), only one pressurised gas cylinder up to 11 kg volume per exhibition stand can be used. Empty cylinders shall not be kept or stored at the stand and in the buildings. A gas alarm shall be required in certain cases. Changing the cylinder inside the building shall be cleared with WICM GmbH, Technisches Veranstaltungsmanagement. The tightness shall be inspected by the event organiser or exhibitor before taking the cylinder into operation.

#### **5.7.1.3. Setting-up and operation**

The "Technical Rules Liquefied Gas" DFGV-TRF 2012 (publisher: DVBG Deutscher Verein des Gas und Wasserwesens e.V. and DVGW Deutscher Verband Flüssiggas e.V.) as well as DGUV Rule 80 "Use of liquefied gas" shall be complied with when setting up and operating liquefied gas systems. Please note item 5.7.1.1. With the application for approval, the operator of the system shall create and present an explosion protection document pursuant to sections 3 and 5 of the Industrial Safety Regulation. The entire system shall be inspected by an expert (qualified person) pursuant to DGUV principle 310-005.

## **5.7.2. Combustible liquids**

### **5.7.2.1. Operation requirements**

Systems that are operated or demonstrated with combustible liquids shall be fitted with non-flammable collection containers at their fillers and the points where liquids can leak. Due to the potential risk of fire or explosion, any leaked combustible liquid shall be removed from the containers immediately and safely disposed of. Approval for the storage and use of combustible liquids can only be granted for operating or demonstrating exhibits. An application shall be submitted to WICM GmbH in writing including a safety data sheet and a risk assessment. Dummies shall be used for advertising and decoration purposes.

### **5.7.2.2. Filling with liquids**

As filling the liquids poses a considerable hazard, filling shall only take place at times when no visitors are on the premises. Static charges and sources of ignition shall be kept away during filling.

### **5.7.2.3. Empty containers**

Empty containers in which combustible liquids were contained shall not be kept or stored at the stand in the buildings.

### **5.7.2.4. Storage location**

There shall be a strict smoking ban at the storage location. Suitable "No smoking" signs shall be posted. Suitable manual fire extinguishers shall be on hand at all times. All cost resulting from a breach of this rule shall be charged to the party who caused the same.

## **5.7.3. Fuel pastes and other fuels**

Heating and cooking devices that are operated with wood, coal, gas, combustible liquids or fuel paste are not permitted.

## **5.8. Asbestos and other hazardous substance**

The use of hazardous substances and building materials that contain hazardous substances is not permitted. The basis for this injunction is the German Act on Protection Against Hazardous Substances (ChemG), German Federal Law Gazette (BGBl) 1, part 1, page 1703, in conjunction with the German Regulation on Prohibited Chemicals (ChemVerbotsV) as well as the Regulation on Hazardous Substances (GefStoffV). Address: Regierungspräsidium Darmstadt Abt. Arbeitsschutz und Umweltschutz Standort Wiesbaden Stadt Wiesbaden, Hochtaunuskreis, Main-Taunus-Kreis und Rhein-Taunus-Kreis Telephone number +49 (0)611 2209 -0, Fax / +49 (0)611 3309 2537. The applications or registration shall be submitted informally in triplicate at least four weeks before the event begins.

## **5.9. Film and televisual screenings, slide shows and other presentations, stages**

Temporary room-in-room concepts which have an area exceeding 100 m<sup>2</sup> and/or are to be used for more than 100 visitors shall have at least two direct exits to the main event area. These exits shall be as far away from each other as possible and be located opposite each other. Auditoriums require special approval if they accommodate more than 200 persons (see item 4.5). The currently valid version of the Hessian guidelines for public meeting places (Versammlungsstättenrichtlinie) apply to all existing rooms in the WICM GmbH buildings.

## **5.10. Radiation protection**

### **5.10.1. Radioactive substances**

Handling radioactive substances requires authorisation and shall be cleared with WICM GmbH. The authorisation shall be applied for at the competent authority in accordance with German Radiation Protection Regulations (Strahlenschutzverordnung) and shall be presented to the WICM GmbH at least six weeks before the trade fair begins. Insofar as authorisation has already been granted, evidence shall be furnished that the intended handling of radioactive substances on the WICM GmbH premises is legally covered.

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

The operation of x-ray equipment and stray radiation sources requires authorisation and shall be cleared with WICM GmbH. The Ordinance on Protection Against Radiation Injuries (RöV, Federal Law Gazette - BGBl I) shall be observed at all times. According to sections 3, 4, 5, 8 RöV, the operation of x-ray equipment and stray radiation sources requires authorisation or notification. The competent authority for the exhibition site is the Regierungspräsidium Darmstadt, Abt. Arbeitsschutz und Umweltschutz Standort Wiesbaden Stadt Wiesbaden, Hochtaunuskreis, Main-Taunus-Kreis und Rhein-Taunus-Kreis, telephone number +49 (0)611 2209 -0, fax / +49 (0)611 3309 2537. The applications or notification shall be informally submitted in triplicate at least 4 weeks before the event begins.

### 5.10.3. Laser systems

The operation of laser equipment and devices requires authorization. The form "Registration of laser equipment" ("Anmeldung einer Lasereinrichtung") shall be requested from and returned completed to WICM GmbH, Technisches Veranstaltungsmanagement. The operation of laser systems shall be registered with the competent authority pursuant to section 6 of the "Laser radiation" DGUV rule 11. The operation of laser systems shall be in compliance with the requirements of the German occupational health and safety regulations on artificial optical radiation 2006/25/EG / OStrV, TROS laser radiation, DIN EN 60825-1 and DIN EN 12254, and for show lasers, the requirements of DIN 56912. Technical or organisational measures shall be taken to ensure that persons are not exposed to laser radiation above the maximum permissible radiation levels when aligning and operating the laser system. When demonstrating devices/systems of classes 3R, 3B or 4 at exhibitions or trade fairs, it shall be ensured that no uncontrolled reflected radiation can occur and that the laser area around the laser equipment is confined by barriers or enclosures marked with laser warning signs such that is not accessible to persons (OStrV section 7).

Furthermore, the operation of devices/systems of classes 3R, 3B or 4 at trade fair stands is only permitted if these have been inspected for their technical safety before the trade fair begins by a publicly appointed and sworn in expert. A copy of the "Abnahmeprotokoll für eine vorübergehende Installation" ("Acceptance protocol for a temporary installation") shall be provided to WICM GmbH. A tour inspection shall not replace the on-site inspection. The operating permit shall become invalid if the operator makes changes / enhancements to the laser equipment after the same has been inspected by the publicly appointed, sworn in expert. WICM is then entitled to cut off the power supply to the stand or to confiscate and secure the laser system (to be returned after the trade fair has closed on the last day).

### 5.10.4. LED

The operation of energy or bright LED systems and risk class 2 and 3 spotlights shall be notified to WICM GmbH before set-up. Suitable extinguishing agents shall be kept on hand and ready of use at all times.

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

The operation of high-frequency equipment, radio systems and electromagnetic fields requires authorisation by the Federal Network Agency (Bundesnetzagentur) and shall be approved by WICM GmbH. The frequency bands used and transmission power shall be provided in order to ensure the balanced distribution of frequencies and rule out any mutual interference where possible. The operation of high-frequency equipment and radio systems shall only be permitted if the same complies with the provisions of the German Telecommunications Act as well as the Electromagnetic Compatibility of Equipment Act (EMVG). The provisions of the 26th Regulation on the Implementation of the German Federal Pollution Protection Act ("26. Verordnung zur Durchführung des Bundesimmissionsschutzgesetzes") shall be observed whenever exhibits or stand decorations that use electric, magnetic or electromagnetic fields are deployed. Sources of strong magnetic fields shall be communicated with their location at the respective stand to WICM GmbH. Federal Network Agency <https://www.bundesnetzagentur.de/>

### 5.12. Cranes, forklifts, empty packagin

The operation of own cranes and forklifts on the trade fair grounds is prohibited. Only the equipment belonging to the freight companies contracted for the grounds shall be operated. The freight companies have the exclusive freight rights on the trade fair grounds, i.e. transporting exhibits, stand structures etc. to the stand incl. providing auxiliary equipment if required, and customs clearance for temporary or permanent import. The latest version of the General Terms and Conditions for German Freight Forwarders ("Allgemeine Deutsche Spediteur-bedingungen" - ADSp) and the WICM GmbH "Schedule of Freight Forwarding Rates for Trade Fairs" (Speditionstarif für Messen) shall apply to all freight forwarding orders on the exhibition grounds.

Liability on the part of WICM GmbH for all risks that can result from the freight companies' work is precluded. Storing of empty packaging of all types at the stands is prohibited. Any empty packaging shall be transported by the freight forwarders authorised on the trade fair grounds to the storage area for empty packaging. The "Logistics Guidelines in the RheinMain CongressCenter" (Logistikrichtlinien im RheinMain CongressCenter) also apply.

### 5.13. Reproduction of music

Any kind of music reproduction shall be subject to provisions of the German Act for Protection of Copyright And Related Property Rights (Urheberrechtgesetz), section 15 of the German Copyright Act (Urhebergesetz) and shall require the approval of GEMA, the musical authors' rights society.

## **GEMA Generaldirektion Berlin**

Postal address:  
Postfach 30 12 40  
10722 Berlin

### **Hausanschrift:**

Bayreuther Straße 37  
10787 Berlin  
Telefon: +49 30 212 45 00  
Telefax: +49 30 212 45 950  
Email: [messe@gema.de](mailto:messe@gema.de) / [gema@gema.de](mailto:gema@gema.de) / [www.gema.de](http://www.gema.de)

Music reproductions that have not been registered with GEMA may result in damage claims being filed by the latter (cf. section 97 of the Copyright Act). At events at which high sound pressure levels (loud noise) is expected, the contractual partner shall independently check whether and which safety measures are necessary to avoid damaging the hearing of the audience. The contractual partner shall implement the required measures independently. The contractual partner shall regulate the sound appropriately to ensure that the hearing of visitors and others is not damaged during the event (risk of sudden loss of hearing amongst others). As a generally acknowledged rule as to the state of the art, DIN 15 905, "Event Technology - Audio Technology," Part 5, contains measures on the prevention of risk to the hearing of the audience due to high sound pressure levels in the case of electroacoustic audio technology. The contractual partner shall comply with this. The contractual partner shall also have a sufficient number of hearing protection aids (e.g. ear plugs) on hand and shall provide the same to the audience upon request if damage to the visitors' hearing through excessively high sound pressure levels cannot be safely ruled out. This shall be clearly communicated.

### **5.14. Beverage dispensing system**

The operation of beverage dispensing systems is no longer subject to registration. As a matter of principle, however, the operator of a beverage dispensing system is solely responsible for its safety and hygiene. The technical functioning and hygiene of the system shall be verifiable and may be inspected by the office of public order. Regulation No. 852/2004 of the European Parliament and Council of 29th April 2004 on food hygiene shall apply. Inspection of the systems is governed by the city of Wiesbaden at Stadt Wiesbaden, Ordnungsamt, telephone +49 611 31 4444, email: [ordnungsamt@wiesbaden.de](mailto:ordnungsamt@wiesbaden.de)

### **5.15. Food inspections**

The legal regulations, in particular those governing food hygiene and food information (VO(EU) 1169/2011 (LMIV), shall be complied with when samples of food are offered for immediate consumption. The city of Wiesbaden will answer any questions at: Stadt Wiesbaden, Ordnungsamt, telephone: +49 611 31 4444, email: [ordnungsamt@wiesbaden.de](mailto:ordnungsamt@wiesbaden.de)

## **6. Environmental protection**

WICM GmbH is fully committed to the preventive protection of the environment. As the contractual partners of WICM GmbH, the event organiser, exhibitors and service partners are obliged to ensure that all WICM environmental regulations and standards are strictly observed including by their contractual partners (e.g. stand constructors) at all times. The exhibitors are obliged to comply with all regulations regarding species protection and shall be held legally and substantively responsible for their participation in the exhibition.

### **6.1. Waste management**

The following provisions are based on the German Recycling Act (Kreislaufwirtschaftsgesetz - KrW-/G), the associated regulations and ordinances, state laws and municipal codes.

The exhibitor shall be responsible for the proper, environmentally friendly disposal of waste arising during the construction and dismantling of their stand, as well as during the event. The exhibitor is the party producing this waste. WICM GmbH and the contractual parties designated by them shall be responsible for the technical processing in relation to disposal for recycling and removal of the waste.

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

In accordance with the principles of recycling management, the primary objective is to avoid waste at trade fair grounds. Exhibitors and their contractual partners are obliged to work effectively towards this goal in every phase of the event. This goal shall be pursued with all those involved as early as the planning stage. As a general rule, reusable, environmentally friendly materials shall be used for stand construction and operation. Any materials left behind shall be disposed of at the exhibitor's expense for a higher fee without assessing the value of the material.

#### **6.1.2. Waste brought onto the premises**

Materials and waste that are not produced in connection with the construction, dismantling or the duration of the event shall not be brought onto the premises.



## **6.2. Water, waste water, soil protection**

### **6.2.1. Oil / grease separators**

The amounts of oil/grease discharged into the sewer system shall not exceed the usual household quantities. In the event that quantities of waste water containing oil and/or grease exceeding same are to be discharged into the sewer system, the use of oil/grease separators shall be required. These shall comply with generally recognized engineering standards. If mobile catering equipment is used, exhibitors shall ensure that oils and grease are collected and disposed of separately.

### **6.2.2. Cleaning / cleaning agents**

As a matter of principle, cleaning work shall be performed using biologically degradable cleaning agents. Cleaning agents that contain harmful solvents shall be used in compliance with the regulations and only in isolated cases.

### **6.3. Environmental pollution**

Environmental pollution/contamination (e.g. by petrol, oil, solvents, paint) shall be reported to WICM GmbH without delay.

## **7. General information**

The WICM GmbH house rules apply to all premises and buildings. The event organiser/exhibitor is responsible for the operational safety and compliance with the occupational health and accident prevention regulations at their exhibition/event area. They are liable for all damage that arises from the construction and operation of their stand and the exhibits placed there. The event organiser/exhibitor and their contractual partners shall ensure that no persons at the venue are at risk during the construction and dismantling work. If required, the event organiser/exhibitor shall provide adequate coordination to align the work. If this is not possible, they shall cease working temporarily and contact WICM GmbH. Conditions similar to those of a construction site prevail inside and outside the buildings and outdoors during the entire construction and dismantling phase. The deployed personnel shall be instructed about the special risks. During construction and dismantling and during the event, all escape and emergency routes shall be kept clear at all times. Storing stand construction material, empty packaging and exhibits is thus not permitted in the aisles. Access to the stands shall be granted to the State Office for Occupational Safety and Safety Engineering, the regulatory authorities, the employer's liability insurance institutions, the police and the fire brigade and those commissioned by WICM GmbH at all times to inspect the operational safety and accident prevention measures of the stands. If safety deficits are identified, the instructions and orders of the afore-mentioned bodies shall be followed without delay.