

# TECHNICAL TERMS AND CONDITIONS

(amended November 16<sup>th</sup>, 2009)



## 1. TRAFFIC IN FAIRGROUNDS; EMERGENCY MEASURES; SAFETY INSTALLATIONS

1.1 The marked emergency and no parking zone routes to the halls and/or the fire truck access routes must be clear at all times. Vehicles obstructing the routes of the emergency vehicles are liable to pay towing costs.

1.2 Fire alarms, fire extinguishers, fire hoses, triggering mechanism for smoke detectors, closing apparatuses for hall doors and other safety devices, as well as emergency exits signs must at all times remain accessible and visible; nothing may obstruct these items, and any Exhibitor which blocks such items is liable to pay the costs to remove the obstructing items.

1.3 The hallways may not be obstructed by any item, as they are meant to be escape routes in case of emergency.

1.4 The emergency routes are to be kept free at all times. The doors in the path of the emergency vehicles must be able to be easily opened to their full degree.

1.5 Traffic control: we ask that each individual respond to the instructions of traffic controllers, traffic regulations, and employees of the Organiser. All corresponding information and announcements are to be observed.

1.6 Operating hours

1.6.1 Assembly and dismantling periods: the general assembly and dismantling times are specified in the "Terms of Participation/Exhibition". For security reasons, the fairgrounds can be locked while the trade fair is not in session.

1.6.2 Duration of the event: during the event, the halls will normally be locked 30 minutes after the trade fair ends for the day. Exhibitors that must stay past this time, which is decided upon on a case-by-case basis, require special permission from management. The entry and exit of these Exhibitors shall be conducted by security personal only if special permission has been granted.

## 2. ASSEMBLY REGULATIONS; CONSTRUCTION METHODS; BUILDING MATERIALS FOR STAND CONSTRUCTION

2.1 Stand security: exhibition stands, including equipment and exhibition articles per se, as well as advertising media are to be built so that public security and order, particularly in terms of life and health, are in no way jeopardized. The norms NP EN 1101:2001 e NP EN 1102:200 (regulations concerning flammable building materials and parts, valid in all cases) are to be observed and followed without question. In all other respects, building regulations issued by competent entities are valid in all cases as well.

2.2 Exits for large stands: stands with an area of more than 150 m<sup>2</sup> or a length of more than 20 metres must have at least two separate exits which are to be arranged opposite from each other if possible. Paths fixed by the Organiser may not be closed by any element.

2.3 General fire protection and safety precautions

2.3.1 Easily flammable and flammable drip-ping building materials may not be used at the stand or in stand materials. Decoration materials of all kinds can only be placed only if flame retardant treatment is applied, according to the norms in force. The respect for these dispositions must be proven by the Exhibitor.

2.3.2 The use of balloons filled with combustible gases is generally forbidden.

2.3.3 The use of combustible liquids for cleaning purposes is forbidden within the halls.

2.3.4 It is strictly forbidden to smoke in the fairgrounds.

2.3.5 The storage of empty packaging materials of any kind at the stand is strictly forbidden. These materials are to be brought immediately to intended storage facilities or removed by the trade fair logistics company licensed by the Organiser.

2.3.6 In the stands, no trash bins of flammable materials are to be present. Waste baskets for paper and trash cans are permitted, though they must be emptied every evening after the trade fair is closed for the day. Should large quantities of flammable waste are accumulated throughout the day it must be emptied several times daily. Calculation of charges is made based on the specifications made on the form "Disposal", which is sent to each Exhibitor. Otherwise costs will be divided among the Exhibitors after the charges have been accounted.

2.3.7 The use of bolt guns, spray guns and pyroxylin varnish is forbidden. With welding, the surrounding environment is to be completely shielded from any danger which may result from the process. Fire extinguishing products must be readily available during the execution of this process.

2.3.8 Edges of windowpanes must be processed or protected in such a way that the danger of injury is to be minimized or eliminated. Building elements made from glass are to be marked at eye level.

## 3. STAND CONSTRUCTION

For all Exhibitors, the uniform basic stand can be constructed. The various mounting options are to be coordinated with the trade fair construction company. If no option for mounting exists in exceptional cases, the Organiser holds no responsibility for damages which may arise.

3.1 Examination of measurements: each Exhibitor and/or stand builder is required, during assembly, to take the following into account: location and placement of the space, measurements of any elements in the fairgrounds, in particular fire-alarms, hall columns, piping, fire extinguishers, supply lines, emergency doors. The rental price is not reduced should columns, piping, fire extinguishers or other building elements that are not provided by the Organiser be present. The stand boundaries are previously defined in every case.

3.2 Company-owned stand materials; information elements and materials: the Exhibitor is

responsible for organising the rented space, elements, informative tables, etc. The use of woodworking machines without an exhaust system is not acceptable. The stand and element description, company and brand names may not exceed the maximum height defined by the Organiser. All other arrangements are left to the Exhibitor. The Exhibitor should take care to ensure that typefaces and character fonts give an appealing overall impression.

3.3 Hall walls; hall columns: nothing may be fastened to hall walls or hall columns except with written approval issued by the Organiser.

3.4 Arrangement of movable walls: walls which border visitor walkways should be individualized by fixing showcases, niches, displays and/or other elements in order to thereby reflect the character of the stand and/or the event.

3.5 Hanging elements: it is strictly forbidden to fix hanging elements in the support structure of the hall ceiling.

3.6 Advertising materials: optical or audible advertising materials, as well as musical renditions are permitted, so long as they do not disturb the neighbouring stands or if the sound does not reverberate throughout the hall. The maximum volume may not exceed 70dB (A) at the stand. When loudspeakers are assembled, the Exhibitor must take care that loudspeakers are inclined towards the ground. The Organiser reserves the right to intervene and alter such displays at their discretion.

## 4. STAND LICENSING PROCEDURE

4.1 Testing Procedure: each Exhibitor must immediately submit two scale plans (preferably, on a 1:50 metric scale) to be examined by the Organiser. Intended stand formation including the intended lettering of the stand must be displayed clearly on the submitted plans.

4.2 Building clearance: after examination, a copy of the stand draft is given back to the Exhibitor with an authorization notice. Only with this notice is the draft considered to be officially approved for assembly. The construction cannot begin prior to the receiving of this clearance.

4.3 Removal of non-approved building elements: stand elements which have not been approved or do not correspond to the dispositions of these "Technical Terms and Conditions" must be changed or removed.

4.5 Liability limits: any claims for damages, brought up against the Organiser, due to loss, damage or any adverse effects resulting from the submitted drafts, models or other documents are not possible

## 5. STAND LAYOUT

5.1 Use of hall components and shell scheme stand: the basic trade fair stands will be equipped with their own information materials and elements. Drilling, screwing and/or nailing into hall walls, ceilings, floors or columns is not permitted. Hall walls may not be encumbered by stand elements. Painting, wallpapering and pasting of hall columns and walls and of the shell scheme stand are not permitted.

5.2 Floors: the hall floor may not be painted or pasted, as both paint and adhesives cannot, in most cases, be removed. The maximum surface loading of the hall floor is 500 Nm/m<sup>2</sup>. Drilling of the hall floor is not permitted. Liquids upon the floor can lead to both damage of the hall floor and substantially increase the risk of accidents and must be immediately removed.

5.3 Waste: the local waste regulations are to be observed. All packaging materials must be stored outside the halls during the event and, if possible, should be taken back to the premises of the Exhibitor. The licensed logistics company offers storage space for which the Exhibitor would be required to pay. During the trade fair, any waste produced must be separated according to the local waste disposal dispositions. The use of disposable plates should be avoided. The Exhibitor is obliged to cover the costs of removal for any waste left behind.

## 6. ELECTRICAL INSTALLATIONS

6.1 General lighting, type of electricity and voltage: the general lighting of the hall is of approximately 100 Lux, measured 0.85 metres above the hall floor. Type of electricity and voltage at the fairgrounds: alternating current of 230 V/50Hz, direct current of 3x380 V/50Hz.

6.2 Disturbances: disturbances of energy input should be immediately reported to the management at the information stand. The Organiser is not responsible for any damages which result from interruptions of the energy supply.

6.3 Emergency lighting: stands which inhibit the general effectiveness of emergency lighting must install their own emergency lighting. The installed emergency lighting must be arranged so that safe ushering to the emergency routes is ensured.

6.4 Assembly and operational procedures

6.4.1 Only electrical devices that are made in accordance with the regulations in force can be used at the stand. All electrical installations are to be installed in accordance with the standards and regulations in force. The portion of the high or low frequency disturbances applied to the network must not exceed the values defined by the regulations in force. Building elements which can conduct electricity should be equipped with protection measures (grounding). In addition, only conducts such as the NYM, HOSW-F and HOSRRF with a minimum cross section of 1,5mm<sup>2</sup>Cu are to be used. Flat lines of any kind are not to be used.

6.4.2 Low voltage: for low-voltage installations the bare electrical controller and clamps are not allowed; secondary lines are to be protected from short-circuiting and overloading.

**6.4.3 Acceptance:** the electric installations in the exhibition stand, except those in the shell scheme stand, may be used during the event only if they were controlled and approved by competent entities.

**6.5 Security regulations:** all heat producing and technical electric equipments (stove tops, head-lights, transformers, etc.) must be connected to non-combustible rigid boards. A sufficient distance from flammable materials must be guaranteed in order to guarantee the safety of the installations. Lights may not be attached to flammable decoration equipments. A suitable, portable fire extinguisher must be readily available.

#### **6.6 Electrical sockets**

**6.6.1** Each stand which is to be supplied with electricity will receive at least one socket. The installation of this socket can only be performed by the Organiser or by a certified representative. A sketch indicating the desired placement of the electrical socket(s) has to be attached to the registration form. A basic fee will be applied for the addition of an electrical socket at the stand. The electricity supply is stopped, for safety precautions, a half an hour after the closing of the trade fair for the day.

**6.6.2** Electricity cables may only be placed in the designated cable pipelines. Aboveground remainder inlets are to be placed in a way to avoid accidents.

**6.7** Electrical installations: within the stand, only licensed electrical equipment by Exhibitor-owned electrical specialists or specialised companies which produce objects in accordance with the norms in force are to be used (see clause 6.4). The Exhibitor is responsible for the adequate execution.

### **7. MACHINE INSTALLATIONS**

**7.1** Engine noise: the noise generation by the demonstration of particular machines should be reduced as much as possible in the interest of other Exhibitors and of the visitors. It is to be noted that the volume level should not exceed 50 dB(A) on the fairgrounds.

**7.2** Equipment safety: manufacturers, importers or Exhibitors must only use devices which are completely in accordance with the generally recognised rules of technology as well as rules for the prevention of accidents and industrial safety.

**7.2.1** Machine and apparatus components may only be operated with all safety devices in proper working order. The normal safety devices can be replaced by a safe cover made from organic glass or a similarly transparent material. If the machines are not in operation, the safety devices may be removed in order to make the components and design recognisable. The safety devices must remain.

**7.2.2** The issued technical information must meet the legal conditions of the equipment manufacturer regarding their accident prevention and safe usage procedures.

**7.2.3** The Exhibitor must adhere to legally prescribed safe distance standards and appropriate safety shutoff procedures during the demonstration of the machine.

**7.2.4** Beyond these dispositions, the Organiser is entitled, at any time and by its discretion, to forbid the use of any equipments or devices if these machines are deemed to endanger people or surrounding property.

### **8. USE OF LIQUID GASES AND COMBUSTIBLE LIQUIDS**

**8.1.1** For the mounting and maintenance of liquid gas installations, the technical regulations in force are to be observed.

**8.1.2** When using liquid gas, only one compressed gas container, with contents up to 14 kg, may be used for each stand.

**8.1.3** When using liquid gas or other flammable and non-combustible gases in compressed gas containers, approval must be given in writing during the registration process. This clearance will be issued by the Organiser and communicated to the Exhibitor. According to the relevant rules for the prevention of accidents, compressed gas containers must be protected against any type of impact, fall or exposure to excessive heat.

**8.1.4** The regulations in force regarding the use of pressurized containers must be fully observed.

#### **8.2 Combustible liquids**

**8.2.1** The storage and use of combustible liquids in the fairgrounds without written approval issued by the Organiser is strictly forbidden. The permission to store and use combustible liquids can only be given for the operation or demonstration of exhibition articles. An appropriate request is to be submitted to the Organiser with a safety data sheet.

**8.2.2** For operation and demonstration purposes, only the authorised amount of combustible fluids may be used. The amount required is to be included in the request form.

**8.2.3** The daily fuel requirement is to be stored in clearly shatterproof containers. Access to the materials must be limited to authorised personnel. The storage vessels are to be kept in inflammable collecting trays.

**8.2.4** It is forbidden to smoke in the storage location. Appropriate signs are to be installed. Portable fire extinguishers must be made available.

**8.2.5** Installations which are to be operated or demonstrated using combustible liquids are to be equipped with inflammable collecting trays in any and all places in which liquid could be with-drawn or inserted. Should liquid run into these pans, it should be removed from the tray immediately and safely eliminated in order to prevent possible fire or danger of explosion.

**8.2.6** The responsible person for refuelling the respective equipment must proceed with extreme care and precaution, as a special danger is present at this moment.

**8.2.7** If the container in which the combustible liquids are stored is emptied, it may not be kept or stored in this condition. They must be stored in specific places specifically designed for this purpose.

### **9. FILM AND PHOTO DEMONSTRATIONS**

**9.1** For film and photo demonstration, the safety film provisions apply. Therefore, only market safety photos or films can be stored and used at the stands.

**9.2** Projection space: projection spaces for film, television, etc. may not be installed directly next to a walkway. They may only be used when they do not trouble neighbour Exhibitors and they shall adhere to volume requirements (see clause 3.7).

### **10. EXHIBITION INSURANCE**

The securing of exhibition insurance (theft, accident, etc.) is left to the discretion of each Exhibitor, although being highly recommended by the Organiser. Each Exhibitor has to provide insurance for events such as fire, break-down, theft, transport and personal liability. The Organiser does not take over any liability for damages resulting from the above mentioned events. The Exhibitor is responsible, to the full extent of the damage, for all damages to persons or objects which result from its activities within the fairgrounds.

### **11. SERVICES – ORGANISER**

For all requests made to the Organiser, the "Terms of Participation/Exhibition" and the "Technical Terms and Conditions" are valid. The prices for the event are individually defined for each Exhibitor. All services supplied by the Organiser can only be applied to the main Exhibitor, the latter being the debtor of the respective costs.