

## 1. Preliminary note

Karlsruher Messe- und Kongress GmbH (hereinafter referred to as **KMK**) has issued these guidelines for trade fairs and exhibitions with the aim of enabling all those involved to participate in the event successfully and safely. The technical guidelines are based on statutory and regulatory requirements and are binding minimum standards for all exhibitors and organisers. Employees of KMK, the organiser, and authorised third parties conduct inspections to ensure compliance with the guidelines.

In addition to KMK, the responsible building authorities and fire prevention departments are authorised to check compliance with the regulations at any time and to stipulate additional requirements in individual cases. For the safety of all event participants, the commissioning of an exhibition stand may be completely or partially prohibited if detected safety problems have not been rectified by the beginning of the event.

## 2. Organisational and General Safety Regulations

**2.1 Construction and dismantling times** for the event can be found in the respective conditions of participation. Work may be performed in the halls and outdoor area during the construction and dismantling times. Exhibitors will be informed of any changes to these in good time.

**2.2 Duration of the event:** During the event, exhibitors will have access to the halls one hour before the start of the trade fair and up to one hour after the end of the trade fair. Exhibitors who, in justifiable, exceptional cases, have to work on their stand beyond this time require special written permission from the organiser.

**2.3 Driving on the site:** Vehicles are only permitted to drive on the site during construction and dismantling times and during the event itself upon the payment of a **security deposit of up to € 100.00**. Prior approval from the trade fair management is required if an exhibitor has to drive a vehicle onto the KMK site during the event.

Upon payment of the security deposit, vehicles may make deliveries for the following periods:

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

The security deposit is forfeit if the delivery time is exceeded. The vehicles must leave the premises immediately after unloading.

In order to avoid traffic jams when loading and unloading exhibits, vehicles must be unloaded immediately and removed from the halls and access roads. Parking is only permitted in the marked areas. The instructions of KMK staff and the police must be followed. The provisions of the German Road Traffic Act (StVO) apply throughout the site. Vehicles must not exceed walking speed anywhere on the premises. Vehicles of all kinds are driven at the driver's own risk.

KMK is entitled to inspect loading spaces in motor vehicles and containers carried by persons when entering or leaving the premises. Depending on the progress of construction and dismantling activities, the site may be closed temporarily for motor vehicle traffic.

A route map is available at [http://www.messe-karlsruhe.de/messe\\_karlsruhe/aussteller/anreise-und-aufenthalt/messe/messe.php](http://www.messe-karlsruhe.de/messe_karlsruhe/aussteller/anreise-und-aufenthalt/messe/messe.php)

**2.4 Parking on the site:** Approx. 7,000 parking spaces are available on the premises. Parking is only permitted in the marked areas and is at the owners' risk.

Exhibitors may purchase parking permits for the duration of the event for a charge (only for vehicles up to 2.8 t total weight). A separate event parking permit is required for towed trailers. The

parking of trucks with trailers is only permitted in the specially designated areas. Unlawfully parked vehicles, semi-trailers, containers, and empties of any kind may be removed at the owner's own expense and risk.

KMK accepts no obligation to guard, monitor, keep safe or provide insurance coverage for vehicles parked on the premises. This also applies if a charge is levied for the use of parking spaces on the premises, if service personnel are present on the premises, or if the premises are monitored by video cameras. KMK shall only be liable for damage to property and pecuniary losses if the organiser suffers these due to gross negligence or intentional misconduct on the part of KMK, or if KMK has expressly guaranteed that such services be provided. KMK has no further liability for damages with the exception of liability for personal injury and in the case of violations of essential contractual obligations.

**2.5 Fire brigade access zones, hydrants:** Essential fire brigade access routes and manoeuvring areas marked by no stopping signs must be kept free at all times. Vehicles and objects parked/placed on escape routes and in security areas will be removed at the owner's expense and risk. Hydrants in the assembly area and in the outdoor area must not be obstructed, disguised or made inaccessible. The current site map can be viewed on our website.

[http://www.messe-karlsruhe.de/messe\\_karlsruhe/aussteller/anreise-und-aufenthalt/messe/messe.php](http://www.messe-karlsruhe.de/messe_karlsruhe/aussteller/anreise-und-aufenthalt/messe/messe.php)

**2.6 Aisles, exits, escape routes:** All aisles and exits shown in the hall plans on display in the buildings are emergency escape routes! The full width of all escape routes must be kept free and not obstructed by parked or protruding objects. All escape route doors must be easy to open to their full width from the inside. Exit doors, emergency exits and their signs must not be obstructed, covered, blocked, disguised or otherwise made unidentifiable or illegible. Information stands or tables must not be set up in front of entrances, exits or stairwells. During the construction and dismantling phase, materials required for stand construction or exhibits for immediate installation on the stand area may be temporarily parked in the hall aisles. However, the aisles must always meet at least the minimum width required to comply with safety requirements and take adequate account of logistics issues.

These requirements are considered to be met if a strip of max. 0.9 m is used for parking between the edge of the stand and the aisle. A passage with a minimum width of 1.2 m must be kept free at all times regardless of the width of the hall aisle and the parked goods. Areas in front of emergency exits and intersections of hall aisles are exceptions and must be kept completely free at all times. The hall aisles must not be used for the erection of assembly areas or the installation of machines (e.g. wood working machines, workbenches).

At the request of KMK, the immediate clearance of the hall aisle may be required for logistical reasons.

**2.7 Fire alarms, fire extinguishing equipment:** Sprinkler systems, fire alarms, fire extinguishing equipment, smoke detectors, closing devices for hall gates and other safety equipment, signs and green emergency exit signs must be accessible and visible at all times. They must not be blocked or covered. The effectiveness of automatic fire extinguishing systems must not be impaired by covers and decorations. Hydrant pressure hoses must not be used for refilling purposes (tanks, basins, etc.). No items must be left or erected under fire protection equipment, such as fire protection roller doors, at any time.

**2.8 Security:** KMK provides general security for the exhibition halls and the outdoor area during the event as well as during construction and dismantling times. If the exhibitor requires a security guard for his stand, this must be ordered separately. For security reasons, only guards from the security company commissioned by KMK may be deployed.

**2.9 Theft:** The exhibitor is responsible for taking the necessary supervisory and security measures against theft during construction and dismantling as well as during the event itself. KMK recommends that exhibitors take out an exhibition insurance policy and engage the services of a stand security guard. Any thefts must be reported immediately to the service centre and the police. KMK is not liable for lost objects for which no fee-based safekeeping agreement has been concluded.

**2.10 Emergency evacuation:** KMK and the organiser may order the closure of rooms or buildings and their evacuation for safety or security reasons. The persons in these rooms or buildings must follow the instructions and go outside. Exhibitors must inform their staff about the procedure for vacating their stand during a hall clearance. If necessary, they must create their own evacuation plans and make them known to their staff.

**2.11 Medical service:** Medical rooms are available in the area of the visitors' gallery in every hall. There is also a medical room in the area of the Events Hall (Aktionshalle). Please follow the instructions of staff in these facilities.

**2.12 Official permits:** The exhibitor is responsible for obtaining all necessary permits in connection with his participation in the event. In particular, each exhibitor is responsible for complying with the applicable regulations pertaining to trade law, places of assembly and the police. Any areas of doubt must be clarified with the building and regulatory authorities and, in the case of trade regulations, with the *Gewerbeaufsichtsamt* (trade supervisory board).

**2.13 Serving of alcoholic beverages:** The serving of alcoholic beverages for immediate consumption is subject to authorisation in accordance with §12 of the *Gaststättengesetz* (German licencing act). The required authorisation is issued by Ordnungsamt Rheinstetten, Rappenwörtherstraße 49, 76282 Rheinstetten, Tel.: +49 7242 9514-311, Fax: +49 7242 9514-27311, Email: birgit.herbster@rheinstetten.de.

**2.14 Collection of goods by visitors:** Sold exhibits, which are part of the stand equipment, may only be handed over on the last day of the exhibition and not before the end of the event. Vehicles collecting goods may only enter the hall after the end of the event. The exhibitor must ensure that his staff and his customers are properly informed about this.

**2.15 Sublease of exhibition stands:** The exchange of exhibition stands and subletting of partial areas to third parties is subject to approval by the exhibition management. Co-exhibitors pay a flat fee and are entered in the exhibition catalogue.

**2.16 Raffles, competitions, quizzes, lotteries:** Raffles, competitions, quizzes or lotteries requiring entry fees or donations are not permitted during the event. Exceptions must be approved by the exhibition management.

### 3. Stand construction regulations

#### 3.1 Occupational health and safety requirements:

Throughout the construction and dismantling period, operations inside and outside the halls, and in the outdoor area, resemble those of a construction site. The personnel employed by the exhibitor must be informed of the special risks involved. The exhibitor is responsible for ensuring operational safety and compliance with occupational safety and accident prevention regulations at his stand.

The exhibitor and service providers acting on his behalf (in particular stand construction companies) must ensure that their assembly and dismantling work does not jeopardise the safety of other persons present in the halls or on the exhibition grounds. Where necessary, the exhibitor must ensure that there is adequate coordination between the parties performing the work. If necessary, he must appoint a coordinator who is responsible for coordinating the work. If this is not possible, he must temporarily stop the work and contact KMK. Failure to comply with the Technical Guidelines or legal regulations may result in the organiser, KMK or relevant authorities ordering the work to be stopped. Within the exhibition space provided to him, the exhibitor is responsible for ensuring the safety of all visitors entering his stand. He must ensure that his exhibition stand and all equipment/facilities within its area are in a safe condition and operating correctly. If the exhibitor engages the services of a stand construction company to construct and dismantle his stand, he must ensure that the stand construction company complies fully with these Technical Guidelines. The exhibitor is always responsible for compliance with the safety regulations vis-à-vis the organiser and KMK as operator of the venue. The closure of a stand and the cessation of construction and dismantling work may be ordered in the case of violations of these regulations and violations of mandatory statutory safety regulations.

**3.2 Stand numbering:** All stands are marked with stand numbers by the organiser. The stand number must remain attached to the stand for the entire duration of the event.

**3.3 Company name/lettering:** The name and address of the exhibitor must be affixed to the stand in a manner and size that is recognisable by everyone.

**3.4 Stand area:** The stand area stated in the stand confirmation will be marked by the organiser. The stand must be built on this area. The exhibitor must expect slight deviations in the stand dimensions. These can result, for example, from different thicknesses of partition walls. Pillars, wall projections, partitions, distribution boxes, fire extinguishing equipment and other technical equipment are components of the allocated stand areas. Consequently, only the measurements and dimensions on-site are valid for the location, position, dimensions and any installations on the rented area. Claims cannot be made against KMK due to deviations from the dimensions stated in the stand confirmation.

**3.5 Appearance:** The exhibitor is responsible for the design of the stand. Closed walls bordering visitor aisles must be agreed with the organiser. Rear sides of stands adjacent to neighbouring stands must be kept neutral so as not to interfere with the design of the neighbouring stand. The exhibitor must ensure that the connection/demarcation to neighbouring stands is of an acceptable design at his own expense. Failure to comply with this requirement will result in the erection of a screen between the exhibitor's stand and the neighbouring stand at the expense of the exhibitor who caused the problem.

**3.6 Stability:** Exhibition stands, including their equipment, exhibits and promotional materials, must be erected in such a way that they are stable and do not constitute a risk to life, health, public safety or order. The exhibitor is responsible for the static stability of the stand and may be required to provide verification.

Upright structural elements or special constructions (e.g. free-standing walls, tall exhibits, tall decorative elements), that may fall over, must be able to withstand the following horizontally impacting equivalent distributed load (qh):

qh1 = 0.125 kN/m<sup>2</sup> up to 4 m in height from the upper edge of the floor

qh2 = 0.063 kN/m<sup>2</sup> for all surfaces over 4 m in height from the upper edge of the floor.

The reference surface in such cases is the visible surface. The verification documentation produced for this purpose must be provided at the request of KMK. Deviations are possible in justified individual cases, in this case more detailed verification must be provided. KMK reserves the right, in justified cases, to have the stability of the stand inspected on-site by a structural engineer at the exhibitor's expense.

**3.7 Construction heights:** The generally applicable stand height of 2.50 m must not be exceeded, unless this is permitted by the special position of the stand and written approval has been granted by KMK.

**3.8 Exhibition stands requiring no approval:** Insofar as the design and construction of the stand are compliant with the Technical Guidelines, there is no need to submit drawings for the approval of single-storey stands in the halls.

**3.9 Exhibition stands and special constructions requiring approval:** All exhibition stands over 2.50m in height, mobile stands, special structures and constructions are subject to approval. Vehicles and containers in the halls are also always subject to approval.

**3.10 Testing and approval of exhibition stands requiring approval:** Scale drawings (layout and elevation diagrams to a scale of at least 1:100) for all stands and structures taller than 2.50 m must be submitted to KMK for approval no later than 6 weeks before the start of the event in duplicate and in German. After inspection, a copy of the stand plans will be returned to the exhibitor/stand builder with the approval note. The stand construction is only approved when KMK has issued the approval note. Please use the stand construction approval form provided in the service folder.

Documentation is required for the approval of:

- two- and multi-storey buildings
- cinemas or auditoria
- buildings in the outdoor area
- special constructions.

The following documents (in duplicate and in German) must be received by KMK at least 6 weeks before the start of construction:

- a) Verified static load calculation according to German standards
- b) Description of the structure
- c) Stand drawings in scale 1:100 (floor plans, elevation diagrams, sections), construction details on a larger scale
- d) Points a) and b) may be omitted on presentation of a type test/inspection log book.

The costs of the building approval procedure will be charged to the exhibitor/stand builder.

If exhibition stands or exhibits in the halls exceed the height of 2.50 m, and the floor load of 3,000 kg/m<sup>2</sup>, this must be specified to the Technical Management of KMK, stating the planned total area and construction height. Please note that all stands and exhibits must comply with the maximum dimensions of the hall gates W x H 4.80 m x 4.20 m and the maximum load by the means of transport in accordance with SLW 30.

**3.11 Vehicles and containers:** Vehicles and containers in the halls are also always subject to approval. Vehicles with internal combustion engines may only be exhibited in the halls with a full tank. The fuel tank must be locked and the ignition key must not be located in the vehicle.

Depending on the event and the location of the vehicle, additional safety measures may be required, such as inerting the fuel tanks, disconnecting the batteries and/or posting security guards. For vehicles with alternative drive technologies, e.g. electric

or hybrid drives, the traction batteries must be separated from the drive by means of a safety clamp switch (main switch). For vehicles powered by natural gas, the pressure tank must be emptied.

**3.12 Stand construction and decoration materials:** In general, materials which are highly flammable, produce burning droplets, toxic gases or large quantities of smoke, e.g. most thermoplastics (incl. polystyrene), may not be installed/used at exhibition stands.

For safety reasons, load-bearing structural elements may be subject to special requirements in individual cases (e.g. non-combustible). Statically important or load-bearing fastenings must exclusively use non-combustible fasteners.

Decoration materials must be classified as at least extremely flame retardant (Class B1) in accordance with DIN 4102-1 and not drip or melt when burning. They must also produce only limited smoke or comply with at least Class C (C -s2, d0) in accordance with EN 13501-1. A test certificate verifying the class of the building material used must be available for presentation.

Bamboo, thatch, hay, straw, bark mulch, peat or similar materials generally do not meet the above-mentioned requirements and must always be protected separately or treated with a suitable fire-proofing agent.

The following company provides flame retardant impregnation services: Rentokil Initial GmbH Schädlingsbekämpfung; Markgröninger Str. 51; 71701 Schwieberdingen, Germany; Tel.: 0049-7150-9149-0; Fax: 0049-7150-9149-111; Email: pc-bw-de@rentokil.com.

Deciduous and coniferous trees may only be used with a moist root ball still attached.

**3.13 Alteration of non-compliant stand constructions/special structures:** Structures, facilities, equipment, decorations (materials) which have been brought into the hall and have not been approved or do not comply with these Technical Guidelines or the statutory regulation VStättVO may not be installed in the venue and must be removed or altered at the exhibitor's expense. This also applies to a substitute performance by the organiser or KMK. The partial or complete closure of a stand may be ordered for important reasons, especially in the case of serious safety defects.

**3.14 Stand roofing:** The tops of stands in areas covered by sprinkler systems must be left open so as not to impair the protection provided. For covering structures up to 16 m<sup>2</sup>, a special permit may be issued by KMK upon request. The decision to issue such a permit must take into account neighbouring areas (e.g. stand neighbours).

Ceilings shall be considered to be open if not more than 50% of the area in m<sup>2</sup> is closed.

Closed ceilings that are suitable for use with sprinklers (mesh fabric or "smoke-out" fabric) must be verified by the presentation of a valid VdS certificate (not older than 5 years) and are then approved up to a panel area of 30 m<sup>2</sup>. Individual panels are addable. The tarpaulin must be guyed out horizontally and with only a single layer. The tarpaulin must not sag.

**3.15 Floors/carpets:** Any carpets or other decorative materials laid directly on the hall floor by the stand tenant must be secured in such a way that they cause no risk of slipping, tripping or falling for people. Carpets and other floor coverings must be laid safely to prevent accidents and must not protrude beyond the stand boundaries. Only adhesive tape that can be removed without trace may be used to secure carpets and floor coverings. The following adhesive tapes are recommended. They can also be obtained on-site via the trade fair shop:

- Gerlinger (Gerband No. 956)
- 3M (No. 9195)
- Tesa (Tesafix No. 51960)

Please note that adhesive tape may only be used for securing carpets and coverings on the hall floor and not on parquet floors, walls, or similar. Self-adhesive carpet tiles are not permitted. All materials used must be removed without trace. The exhibitor/organiser is liable for damage due to improper installation. The same applies to substances such as oils, fats, paints etc. For anchorings, see 3.18.

**3.16 Glass and acrylic glass:** Only laminated safety glass may be used. The edges of glass panes must be machined or protected in such a way as to eliminate the risk of injury. All-glass components must be visibly marked at eye level. Constructions made of glass must comply with the requirements described in the data sheet "Glass in stand construction".

**3.17 Meeting rooms, lounges:** Rooms that are enclosed on all sides (closed rooms) on exhibition stands and are visually and acoustically separated from the hall, must be fitted with visual and acoustic alarm systems to ensure that alarm signals can be relayed to the stand at all times. Alternative measures may be approved in exceptional cases. In the ante room there must be an escape route of suitable width (at least 1.20 m) which must be usable at all times.

**3.18 Exits, escape routes, doors:** Stand areas with a floor area of more than 100 m<sup>2</sup> or a complex layout must have at least two separate exits/escape/rescue routes that, if possible, should be located opposite each other. The walking distance from any point in an exhibition area to a hall aisle must not exceed 20 m (§ 7 Abs. 5 VStättVO). The escape/rescue routes must be marked in accordance with the DGUV (German Social Accident Insurance) Regulation 9. The use of swing doors, revolving doors, coded doors and sliding doors is not permitted in escape/rescue routes.

**3.19 Railings/balustrades:** Generally accessible areas directly adjacent to areas that are more than 0.20 m lower must be surrounded by railings/balustrades. Railings/balustrades which have to bear the weight of people must be 1.10 m high and have a horizontal load capacity of 1.0 kN/m. If necessary, verification of structural strength must be provided.

**3.20 Nails, hooks, holes and transportation of heavy loads:** The insertion of bolts/anchors and the hammering of holes in hall floors, walls and ceilings is prohibited. Heavy loads and crates may only be transported in the halls using trolleys or forklift trucks with rubber tyres. Tyre marks caused by rubber abrasion must be avoided. The hall floors are made of smoothed fibre concrete, in Hall 1 and dm-arena they have been finished with an additional coating. The floor in the visitors' gallery and foyer is made of artificial stone.

**3.21 Suspension of objects/alteration of the basic building structure:** Elements of the hall and technical equipment must not be subjected to any loads by stand constructions or exhibits. Hall pillars/hall supports may be used within the stand area provided that no damage is caused to them and the permitted height is not exceeded. Items may be only suspended from the hall ceiling using the technical facilities provided for this purpose. This task may only be performed by KMK or specialist companies commissioned by us.

**3.22 Electricity/water supply:** Connections to the water and electricity supply networks must only be performed by specialist companies familiar with the venue and approved by KMK. It is also recommended that exhibitors commission the specialist companies approved by KMK for corresponding work within the stand. All electrical equipment at the exhibition stand must comply with the latest safety regulations of the Association of German Electrical Engineers (VDE). Particular attention should be paid to VDE 0100, 0108, 0128 and ICE 60364-7-711. For safety reasons, the electricity and

water supplies to the stands are disconnected on the last day of the fair, usually one hour after closing.

**3.23 Use of balloons, flying objects and drones:** The use of balloons filled with safety gas and other flying objects including drones in the halls and outdoor area must be requested in advance and approved by KMK. The use of flying objects and drones is generally prohibited while visitors are present in the halls and outdoor areas.

**3.24 Waste, recyclables and waste containers:** No containers made from combustible materials may be placed in the stands as bins for recyclables and waste. Bins for recyclables and waste in the stands must be emptied regularly, but no later than every evening after the fair has closed. In the event of an accumulation of large quantities of combustible waste, these must be disposed of several times a day.

**3.25 Empties, packaging:** The storage of empties, packaging and packaging materials of any kind in the stand or outside the stand in the hall is prohibited. Empties, packaging and packaging materials must be removed immediately. Freight forwarders contracted to KMK offer storage options.

**3.26 Smoking ban:** The smoking ban that applies on the premises must be adhered to and enforced by every exhibitor at his stand.

**3.27 Fire extinguishers:** It is recommended that exhibitors keep suitable and tested fire extinguishers ready at the stand. Two-storey stands and stands with a high fire load must be equipped with fire extinguishers. Fire extinguishers can be rented using the corresponding order form included in the service folder.

**3.28 Pyrotechnics:** Pyrotechnic demonstrations and activities involving fire hazards require the prior approval of KMK. The exhibitor/stand builder must obtain a permit from the *Ordnungsamt* (regulatory authority) if pyrotechnics are to be used on KMK premises. The use of pyrotechnic items must be supervised by a person qualified under explosives law. Records of the holder's permit and a certificate of competence must be submitted to KMK. The approval of the items can be found in the respective packaging unit (e.g. BAM-PI ..., BAM-PTI ...). In addition, the instructions for use must be printed on the packaging in German. Non-approved pyrotechnic items or Class II, III or IV pyrotechnic products are prohibited.

**3.29 Laser systems:** The operation of laser systems must be coordinated with the organiser and KMK. When operating laser systems, compliance with the following requirements is mandatory: Occupational Health and Safety Ordinance on Artificial Optical Radiation 2006/25 EC/OSTrV, DIN EN 60825-1, DIN EN 12254 and, for show lasers, DIN 56912 and DGUV Information 203-036 "Laser equipment for show and projection purposes". The competent supervisory authority must be notified prior to the commissioning of Class 3R, 3B and 4 laser systems. If requested by a publicly appointed and certified expert, the safety of these laser systems must be checked at the exhibitor's expense. The test certificate must be submitted to KMK before the event. The notification must be accompanied by a written order from a laser safety officer present on-site. The competent authority is the *Staatliches Amt für Arbeitsschutz* (public health office).

**3.30 Artificial mist/smoke machines:** A permit from KMK is required for the use of artificial mist/smoke machines in order to avoid false triggering of the fire alarm system.

**3.31 Hotplates, floodlights, transformers:** For additional protection, all heat-generating electrical appliances must be mounted on a non-flammable, heat-resistant, asbestos-free base. Depending on the

heat generated, an adequate distance to combustible materials must be maintained. Light fittings must not be attached to decorations or similar.

Electrical cooking appliances and other equipment that may cause hazards during uncontrolled operation must be switched off at the end of the daily opening hours.

**3.32 Emergency lighting:** Additional emergency lighting in accordance with VDE 0108 is required for stands in which the existing general emergency lighting is not effective due to the special stand design. The system must be designed to ensure that people can safely navigate to the general escape routes.

**3.33 Advertising materials/Advertising on the premises:** KMK offers a variety of advertising materials for advertising to visitors. Official advertising spaces are available for hire on the premises. Unauthorised promotions outside the exhibitor's own stand (e.g. the distribution of brochures, attachment of advertising signs) are not permitted.

**3.34 Acoustic and visual performances:** The operation of acoustic equipment and audio-visual performances of any kind by the exhibitor require the approval of the exhibition management and must be submitted in writing. For musical performances, the noise level must not exceed 60 dBA. Repeated failure to comply with these regulations may result in the interruption of the power supply to the exhibitor's stand regardless of the effect on the stand as a whole. The exhibitor shall not be entitled to claim compensation for direct or indirect damage resulting from the interruption of the power supply. The burden of proof for compliance with the regulations is with the exhibitor.

**3.35 Musical reproduction (GEMA):** The permission of the Society for Musical Performance and Mechanical Reproduction Rights (GEMA) is required for musical reproductions of all kinds under copyright law. Non-registered reproduction of music may lead to claims for damages from GEMA (§ 97 Copyright Act). Registrations and enquiries should be addressed to: GEMA – 11506 Berlin, kontakt@gema.de.

**3.36 Explosive substances/ammunition:** Explosion hazard substances are subject to the current version of the *Sprengstoffgesetz* (German Explosives Act) and may not be used or exhibited at trade fairs and exhibitions. The same applies to ammunition as defined in the *Waffengesetz* (German Weapons Act).

**3.37 Fuel tanks on exhibits:** These must be locked.

**3.38 Spray guns, nitrate paints:** The use of spray guns and the nitrate paints are prohibited.

**3.39 Open fires, flammable liquids, gases** are prohibited and may not be used or stored in stands. The use of burners of any kind is permitted only with the express permission of the technical management.

Pressure vessels may only be operated on the stand if they have been tested in accordance with the German Ordinance on Industrial Safety and Health (BetrSichV). The test certificates issued must be kept at the place of installation of the pressure vessel and be submitted to the responsible supervisory authority upon request.

Gasoline, petroleum, etc. may not be used for cooking, heating or operating purposes.

Compliance with ASI 8.04 (occupational health and safety information) is required (download via <http://vorschriften.portal.bgn.de/9427>)

**3.40 Abrasive cutting, hot work and all work using naked flames:** Welding, cutting, soldering, grinding, abrasive cutting, and work that uses naked flames or generates sparks are prohibited on KMK premises.

In exceptional cases, a permit for operations with naked flames under special safety requirements (permit for activities involving fire hazards) may be issued by KMK upon receipt of a written application and description of the work.

**3.41 Exhaust gases and vapours:** Flammable vapours and gases emitted by exhibits and equipment and representing a health hazard and/or nuisance to the general public must not be discharged into the halls. They must be discharged outside the building using suitable piping in accordance with the provisions of the German Federal Emission Control Act. Vapours containing fats, produced during cooking, frying or roasting, must be filtered using the appropriate equipment.

**3.42 CE marking of products:** Products that do not have a CE conformity certificate and do not meet the requirements of the Law on the Provision of Products on the Market (Product Safety Law – ProdSG) may only be exhibited if marked with a clearly visible sign which indicates they do not meet these requirements and cannot be purchased within the European Union until the corresponding conformity has been established. During demonstrations, the necessary precautions (barriers) must be taken for the protection of persons present (see § 3 (5) German Product Safety Act).

**3.43 Dismantling of the exhibition stand:** After dismantling, the exhibition space must be restored to its original condition. The exhibitor is liable for damage caused to the ceilings, walls, floor and installation equipment. Adhesive strips must be removed without trace.

Damage to the hall, its facilities, and outdoor areas caused by exhibitors or their agents must always be reported to the trade fair management.

Stands which have not been dismantled and items which have not been removed shall be removed at the cost and risk of the exhibitor after dismantling has been completed and stored at the contracted freight forwarder. Liability of KMK is excluded.

**3.44 Waste disposal/separation:** In order to ensure environmentally-friendly disposal of waste produced during the event, as well as during assembly and dismantling, the exhibitor must separate waste materials and dispose of them in the appropriate collection containers provided for this purpose. Please note that KMK will only dispose of "customary volumes" of waste. A fee will be charged for the disposal of disproportionately high volumes of waste. When designing and supplying their stand, exhibitors should use reusable materials and follow the principles of waste prevention.

Exhibitors who offer food and drinks for immediate consumption must use washable reusable crockery and cutlery, glasses and multi-use tablecloths. The use of plastics (incl. recyclable plastics) and cardboard dishes (incl. uncoated compostable) is not permitted. The serving of cans or disposable bottles is prohibited. KMK reserves the right to impose sanctions in the event of a violation of these regulations, up to and including the revocation of admission to the fair. The use of edible dishes is to be avoided due to the high production costs. Moreover, disposable foods are not a responsible choice on ethical grounds as they are often disposed of via general waste.

In case of non-compliance or if disposed of incorrectly, hazardous waste will be disposed of at the cost of the exhibitor. Please contact KMK if you have any questions.

**4. Special provisions for two- and multi-storey exhibition stands**

**4.1 Construction requests:** The construction of two- or multi-storey exhibition stands is only permitted with the approval of the organiser's responsible project management. Interior rooms in two-storey structures must have a clear height of at least 2.30 m on the ground floor and at least 2.30 m on the upper floor. The maximum height must be agreed with KMK.

In halls with sprinkler systems, the upper floor must always be open at the top. In addition to the fire extinguishers already installed on the ground floor, at least one fire extinguisher must be installed on each staircase in a clearly visible and easy-to-reach position.

**4.2 Fire protection requirements:** Heat detectors must be installed under the ceilings of two- or multi-storey exhibition stands with a minimum floor area of 50 m<sup>2</sup> and a maximum floor area of 100 m<sup>2</sup>. These must be connected to the KMK fire alarm system. KMK must be provided with the corresponding planning documents for the heat detector system. An additional sprinkler system must be installed under the ceiling of two-storey exhibition stands with a floor area of more than 100 m<sup>2</sup>. When the sprinkler system is activated, the fire alarm will be relayed via the KMK fire alarm system to the professional fire brigade. Water is supplied to the sprinkler system from pressurised water tanks with a total volume of 5 m<sup>3</sup> for supplying a maximum area of 1,000 m<sup>2</sup>. The sprinkler system must be installed by a contractor of KMK

or a VdS-approved specialist in accordance with the valid VdS guidelines. KMK must be provided with the corresponding planning documents for the exhibition stand. The connection to the water supply and the technical acceptance of an installation performed by the exhibitor or stand builder must always be conducted by a contractor of KMK. The stand space required for the pressurised water tanks must be provided by the exhibitor. Stand constructions taller than 2.50 m and located at the boundary to a neighbouring stand must be of a neutral design.

**4.3 Traffic loads/load assumptions:** The following load assumptions must be used for the upper floor of a two-storey exhibition stand within an exhibition hall in accordance with DIN 1055 Part 3, Table 1: For meetings and customer service, i.e. furnished with freely arranged tables and chairs or in meeting cubicles – 3.0 kN / m<sup>2</sup>. For unrestricted use as an exhibition and sales room, as a meeting room with no or dense seating – 5.0 kN/m<sup>2</sup>. For balustrades and railings – 1.0 kN/m at the height of the rail. Stairs must always be designed for a traffic load of 5.0 kN/m<sup>2</sup>. Verification must be provided that the floor pressure of the supports does not exceed the permissible floor load of the hall floors.

**4.4 Escape routes/staircases:** On the upper floor of a two-storey exhibition stand, the walking distance from each accessible point to the next hall aisle must not exceed 20 m. Longer distances may be approved on a case-by-case basis if the permissible remaining walking distance from the hall is not exceeded. The stairs must be arranged in such a way that escape routes to the outside of the building are kept as short as possible. The maximum walking distance from the upper floor to the next emergency exit door from the hall must generally not exceed 50 m. Upper floors with an area of more than 100 m<sup>2</sup> require at least two staircases which are located 20 m apart and opposite one another. All staircases must be built in accordance with DIN 18065. Stairs must have a minimum clear width of 1.20 m (between the handrails). The height of each step must not exceed 0.19 m and the stair tread depth must not be less than 0.26 m. Helical or spiral staircases are not permitted. If storage areas, rooms, electrical facilities etc. are located underneath necessary flights of stairs, then the stairs must have a closed underside separating them from the ground floor of the hall up to the false ceiling. This must at least comply with the specifications for fire resistance class F30 (e.g. 12.5 mm thick fireproof gypsum plasterboard or equivalent). Continuous, non-slip handrails with no open ends must be provided on both sides of staircases and intermediate platforms.

**4.5 Material requirements for load-bearing components:** In the case of two-storey stands, the structural components, ceilings of the ground floor and the floor of the upper floor must be made of at least flame retardant materials (in accordance with DIN 4102 min. B1 or min. Class C in accordance with EN 13501-1).

## 5. KMK house rules

KMK's house rules can be viewed and downloaded from [https://www.messe-karlsruhe.de/wAssets/docs/aussteller/downloads/Hausordnung\\_KMK.pdf](https://www.messe-karlsruhe.de/wAssets/docs/aussteller/downloads/Hausordnung_KMK.pdf) at any time. The house rules can also be sent electronically or by post upon request.