

Technical Guidelines Karlsruhe Trade Fair Centre

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1. Preliminary remarks

Karlsruher Messe- und Kongress GmbH (hereinafter referred to as Messe Karlsruhe) has issued the present guidelines for trade fairs, exhibitions, congresses and other events with the aim of enabling all participants to run the event successfully and safely.

The technical guidelines are based on legal and regulatory requirements and are binding minimum standards for all exhibitors and organisers.

The technical guidelines are part of the contracts that Messe Karlsruhe concludes with its exhibitors, organisers, service companies and service providers.

These exhibitors, organisers, service companies and service providers are responsible for ensuring that all their contractual partners and vicarious agents, as well as those working on their behalf, who work on or are located on the exhibition grounds, comply with the technical guidelines.

In the case of trade fairs, exhibitions and other events organised by an organiser other than Karlsruher Messe- und Kongress GmbH, the organiser is entitled and obliged to demand compliance with the technical guidelines from their customer and their contractual partners in addition to Karlsruher Messe- und Kongress GmbH.

Messe Karlsruhe has issued guidelines for the events taking place, with the aim of giving all exhibitors and organisers the best opportunity to present their exhibits/services and to address their visitors and interested parties.

They are binding for all exhibitors and organisers.

At the same time, these guidelines contain safety regulations that are intended to offer the highest level of safety in the technical and design equipment of the event in the interest of our exhibitors and visitors.

The building regulations, fire protection and other safety regulations are coordinated with the responsible authorities of the city of Karlsruhe and the city of Rheinstetten.

Messe Karlsruhe reserves the right to check compliance with these provisions and to take appropriate measures in the event of a breach of the provisions.

In addition, the legal provisions in their current version must be observed.

In so far as the term “stand structure” is used in the technical guidelines in accordance with common usage, it is not a structural installation within the meaning of building regulations law. The exhibition stand structure is legally a “facility” in the venue.

An “exhibit”, as mentioned in the continuous text, is a product from the exhibitor/organiser’s product range, which is presented in a way which shows its intended use and, if applicable, used to demonstrate the intended use.

The term “hall” can be used in the further course of the technical guidelines for comparable buildings.

The term “outdoor area” covers all areas outside the halls and comparable buildings including the car parks and the Peter-Gross-Bau Areal / P3 multifunctional area including event-specific special areas.

The responsible building authorities and fire protection services are entitled to check compliance with the regulations at any time in addition to Karlsruher Messe- und Kongress GmbH and to make additional requirements in individual cases.

In the interest of all participants, the organisation of an event / the commissioning of an exhibition stand can be prohibited if any defects found have not been rectified by the start of the event.

Further requirements for safety and stand construction, which should arise in addition, remain reserved.

As a rule, the order forms for services are sent with the approval; these must be completed in full and returned on time, since Messe Karlsruhe cannot assume any liability for a proper and timely execution in the event of late submission.

In addition, Messe Karlsruhe reserves the right to charge a surcharge on the fees for late orders.

For information, exhibitors may receive further circulars detailing the preparation and implementation of the event.

“These technical guidelines have been coordinated with the following trade fair companies

- Deutsche Messe Hannover
- Koelnmesse GmbH
- Leipziger Messe GmbH
- Messe Berlin GmbH
- Messe Düsseldorf GmbH
- Messe Frankfurt Venue GmbH
- Messe München GmbH
- Nürnberg Messe GmbH
- Landesmesse Stuttgart GmbH

and shall be presented in a uniform format.”

The building legislations are state law.

As a result, and due to different structural conditions of the individual exhibition venues, the respective implementing provisions differ. Messe Karlsruhe also reserves the right to make changes.

The German version of the technical guidelines is legally binding.

“Gender terms are used in this document only to make it easier to read and understand. All terms are gender neutral and include all gender identities equally.”

Additional regulations may apply to events in the outdoor area.

Tombolas, competitions, quizzes or sweepstakes may not be conducted against payment or donations during an event. Exceptions are subject to approval by Messe Karlsruhe. The respective organiser / exhibitor is responsible for obtaining the appropriate statutory approvals.

Active advertising outside the rented exhibition area is not permitted. The advertising services offered by Karlsruher Messe- und Kongress GmbH are excluded from this. In case of violations, the trade fair / exhibition management reserves the right to take appropriate immediate measures. The trade fair / exhibition management is entitled to prevent unauthorised advertising without the involvement of court or police assistance and to remove it or have it removed. The exhibitor shall bear the cost of removing any unauthorised advertising material. Approvals which have already been granted may be restricted or revoked in the interest of maintaining orderly event operation, unless otherwise possible.

1.1 House rules / Extract from the house rules

The exhibition grounds / event site is a private premises and is subject to the house regulations of Messe Karlsruhe, which exercises the house regulations together with the respective organiser on the rented areas. The house rules and user rules apply to all visitors, exhibitors, tenants, service providers, vicarious agents and all other persons, unless otherwise agreed in an individual contract. It does not apply to employees of Messe Karlsruhe. The house rules are visibly displayed at the entrances to the exhibition grounds.

1.2 Opening hours

1.2.1 Assembly and dismantling times

Assembly and dismantling times for the event can be found in the respective conditions of participation.

Until the end of the dismantling period announced for each event, the exhibitor must remove all stand construction material as well as exhibits and objects and also all other exhibits without leaving any residues and restore the original condition of the exhibition area.

Messe Karlsruhe is entitled, but not obliged, to have the exhibited goods that are still on the exhibition area after the end of the dismantling period transported and stored by the trade fair forwarding agent at the expense and risk of the exhibitor or to dispose of them at their expense.

1.2.2 Event duration

During the event, the exhibition areas are accessible to exhibitors one hour before the start of the trade fair and up to one hour after the end of the trade fair.

Exhibitors who, in justified individual cases, have to work at their stand beyond this point in time, require separate approval in written form by the organiser, who must coordinate this with the operator. Karlsruher Messe- und Kongress GmbH reserves the right to make special arrangements.

2. Traffic on the exhibition grounds, rescue routes, safety equipment

2.1 Traffic regulations

'Vehicles of all types are driven on the entire site at their own risk and subject to a permit issued for that purpose.

Permission to drive on the site, both during assembly and dismantling times and during the event itself, may be subject to the payment of a deposit. The maximum length of stay may also be limited. Prior approval by the trade fair management is required if the Messe Karlsruhe premises must be driven on during the event.

In the case of a deposit, this amount will be forfeited if the loading time is exceeded. The vehicles must leave the premises immediately after unloading.

This regulation applies during the assembly and dismantling times as well as in cases where Messe Karlsruhe or an organiser allows the exhibition grounds to be driven on during the event.

Where a parking permit or a right of entry has been issued, it shall be affixed in a clearly visible position behind the windscreen of the relevant vehicle."

"In order to avoid traffic jams when transporting the exhibits on and off the site, the vehicles must be unloaded immediately and removed from the exhibition areas and access roads.

Parking is only allowed on the designated areas.

Instructions given by the traffic attendants must be complied with. Otherwise, the provisions of the German road traffic act (StVO) apply to the entire site. A maximum speed of 5 km/h shall be maintained throughout the whole site. Driving on the premises in vehicles of all kinds is at the individual's own risk.

Driving into the halls is only permitted for loading and unloading. The engine must be stopped during loading and unloading. The parking of vehicles in the halls is generally subject to notification.

Karlsruher Messe- und Kongress GmbH reserves the right to prohibit the use of the halls for objectively justified reasons.

Depending on the development of the assembly and dismantling process, the site can be temporarily closed to vehicle traffic.

Traffic regulations and traffic control regulations of Karlsruher Messe- und Kongress GmbH including the instructions of the traffic attendants must be observed."

"Messe Karlsruhe accepts no obligations to guard, monitor, store for safekeeping or provide insurance cover for vehicles parked on the premises. This also applies if a fee is charged for the use of the parking spaces available on the premises, if service personnel are present on the premises or if the premises are monitored by CCTV.

Messe Karlsruhe shall only be liable for damages for damage to property and pecuniary damage if an organiser suffers this as a result of a grossly negligent or intentional breach of duty by

Messe Karlsruhe, or if Messe Karlsruhe has expressly taken over a guarantee declaration for the services to be provided.

Further liability of Messe Karlsruhe for damages is excluded with the exception of liability for personal injury and in the case of violation of essential contractual obligations.”

“Due to the height limit, car parks P1 and P2 can only be used for cars up to a height of 2.10 m. The Peter-Gross-Bau Areal/P3 is accessible to all types of vehicles.

Lorries and motorhomes can be assigned a parking space here.

The overnight stay of persons is only possible on the designated parking areas of the Peter-Gross-Bau Area/P3 after registration and approval by the exhibition management or by the organiser in coordination with the operator.”

Designated areas such as fire brigade movement zones, escape and rescue routes, safety zones and emergency exits must be kept unobstructed without exception.

Parking is only allowed on the designated areas and is at your own risk.

The current site overview of Karlsruher Messe- und Kongress GmbH can be viewed here:
<https://www.messe-karlsruhe.de/de/locations-services/downloads/>

“Approximately 7,000 car parking spaces are available on the entire site.

Unlawfully parked vehicles, trailers, containers, tanks and full/empty goods of any kind may be removed at the expense and risk of the owner.”

There are loading options for events for:

Passenger cars	of 2 hours
Combi vehicles	of 3 hours
Lorries	of 5 hours

“The current general parking conditions of Messe Karlsruhe can be viewed here:

<http://www.messe-karlsruhe.de/de/locations-services/downloads/>”

2.1.1 Collection of goods by visitors

Exhibits sold that are part of the equipment of the stand may only be handed over on the last day of the event and not before the end of the event. If goods must be picked up by a vehicle, entry is only possible after the end of the event. The exhibitor must ensure that their staff and customers are properly informed.

2.2 Rescue routes

2.2.1 Fire brigade movement zones, fire hydrants

The full width and length of the designated fire brigade movement zones, escape and rescue routes as well as safety zones must always be kept clear. During the assembly and dismantling times, these spaces, both in the outdoor area and in the halls, must not be narrowed by placed

objects, parked motor vehicles or by the storage of exhibits, building materials, packaging material or the like. Vehicles and objects parked on the escape and rescue routes or on the safety areas shall be removed at the expense and risk of the owner.

“Fire-fighting equipment and installations, such as hydrants and emergency telephones, and other safety devices in the indoor and outdoor areas, shall be accessible and visible at all times and shall not be dismantled, obscured, rendered inaccessible or altered.

The current site overview of Messe Karlsruhe can be viewed here: <http://www.messe-karlsruhe.de/de/locations-services/downloads/>”

2.2.2 Emergency exits, escape hatches, hallways

“All aisles and exits, which are shown in the displayed hall and site plans, can be used as escape and rescue routes in an emergency.

Event-related escape and rescue route plans for the outdoor area must be drawn up and displayed.”

“The escape and rescue routes must be kept clear at all times. The doors of escape and rescue routes must be able to be opened easily from the inside to the full width.

Escape and rescue routes, emergency exit doors and escape hatches in the hall floor and their markings must not be installed, built over, obstructed, covered or otherwise obscured.

Structures such as information stands, tables or displays must not be placed in front of entrances or exits, aisles or stairwells.”

“The escape and rescue routes in the halls shall not be narrowed at any time by objects parked or projecting into the aisle.

Messe Karlsruhe / the organiser is entitled to remedy any infringements at the expense and risk of the person causing the infringement.”

Materials required for stand construction or exhibits delivered for immediate installation on the stand area may be temporarily stored in the edge area of the escape and rescue routes during the assembly and dismantling phase, provided that this does not fall below the aisle widths required for safety reasons and logistical concerns are adequately taken into account.

“This is considered to be fulfilled if a strip of no more than 0.9 m is used to place objects along the stand boundary to the aisle. Regardless of the width of the aisle and the placed objects, it is imperative to keep a passage with a minimum width of 1.2 m clear.

On the main aisles (connecting aisles of two opposite hall gates), a passage with a minimum width of 2 m must always be kept clear.

Areas in front of emergency exits and the crossover areas of the aisles are excluded from this and must be kept clear at all times.

The aisles shall not be used for the construction of assembly stations or for the installation of machinery (e.g. woodworking machines, workbenches).”

At the request of Messe Karlsruhe, immediate clearing of the aisle can be requested for logistical reasons.

2.3 Safety devices

“Sprinkler systems, fire alarms, fire extinguishing systems and devices, smoke detectors, door closing devices and other safety devices, their warning signs and the green emergency exit signs shall be accessible and visible at all times. They must not be obscured or built over.”

“The effect of automatic fire extinguishing systems must not be affected by covers and decorations. The pressure hoses of the hydrants must not be used for filling purposes (containers, tanks, etc.).

No structures may be built underneath fire protection devices such as fire safety shutters.”

2.4 Stand numbering

All stands are designated with stand numbers by the organiser.

The stand numbers must be visibly affixed to the exhibition stand throughout the duration of the event. These may not be removed without the prior consent of the organiser.

2.5 Guarding

“The general guarding of the exhibition halls and the outdoor area during the event period is carried out by Messe Karlsruhe.

There is a general supervision policy during the assembly and dismantling periods.”

Services for the care, safekeeping or other protection of the interests of the exhibitors are not provided. At night time, valuable, easy-to-remove items should be locked away by the exhibitor.

Messe Karlsruhe does not assume any liability for the complete guarding and monitoring of the exhibition grounds.

Messe Karlsruhe is entitled to carry out the measures necessary for monitoring and surveillance.

If necessary, the exhibitor must arrange for their exhibition stand to be guarded separately. For security reasons, stand guards may only be provided by the security company commissioned by Messe Karlsruhe.

“The exhibitor must take the necessary supervisory and security measures against theft during assembly and dismantling as well as during the event period on their own responsibility.

Messe Karlsruhe recommends the conclusion of an exhibition insurance and a stand guard. Any theft must be reported immediately to the exhibition management and to the police.

Messe Karlsruhe is not liable for lost objects or damages for which no safekeeping agreement has been concluded for a fee.”

Messe Karlsruhe has the right to have the cargo spaces of motor vehicles and containers carried by persons inspected by the security provider when entering or leaving the premises.

2.6 Emergency evacuation

For safety reasons, in particular due to official orders, the closure and evacuation of buildings and/or parts of the outdoor area can be ordered by Messe Karlsruhe or by the organiser.

The exhibitor must ensure that their stand is evacuated should this occur.

The people who are there must follow the instructions and go to a safe area. Exhibitors must inform their employees about the procedure for evacuating their stand during an evacuation order, and if necessary, their own evacuation plans must be drawn up and publicised.

3. Technical data and equipment of the halls and the outdoor area

3.1 Hall data

“Hall length 162 m

Hall width 74.50 m”

Gross areas of halls:

Halls 1-4: 12,500 sqm each / without pillars

Event hall: 1,800 sqm / without pillars

Atrium: 6,800 sqm

Trade fair meeting area: 1,600 sqm / with supporting pillars

East entrance area: 1,243 sqm / with support pillars”

“Hall dimensions (width x height):

Halls 1-4, gates 1-8: 4.80 m x 4.20 m

North gate event hall: 3.40 m x 3.50 m

South gate atrium: 4.60 m x 4.20 m

South gate visitor circulation: 4.20 m x 4.20 m

Access to loading areas: 14.00 m x 5.30 m”

“Heights of halls/building sections:

Halls 1-3: max. 17.80 m - min. 10.80 m

Hall 4: max. 22 m - min. 15 m

Event hall: 17.60 m lower edge of cross member

East entrance area: 2.50 m

Trade fair meeting area: max. 3.90 m - min. 3.20 m

All areas are fitted with a sprinkler system.”

“Load capacity / static load capacity of the hall floors / building components:

Halls 1-4: 3 t/m² (30 kN/m²) with uniform load

Event hall, circulation and east entrance area: 1 t/m² (10 kN/m²) with uniform load.

However, this information does not apply to the branch channel coverage.”

“Floor characteristics”

- Halls 1 & 4: coated concrete floor
- Halls 2 & 3: smoothed concrete
- Event hall, visitor access and east entrance area:

Concrete blocks

Driving is only permitted with rubber rollers/tyres and rubber tracks.”

“Shading/blackout of the halls

- Halls 1 & 3 and the event hall have shading
- Hall 4 has a blackout system”

3.1.1 General lighting, current type, voltage

The general artificial lighting in the halls during the exhibition period is at least 300 lux (measurement: 1 m above the hall floor). The halls have light strips that allow natural daylight to be used.

“Current type and voltage present at the trade fair premises:

Network type: TN-C

AC 230 V (+/- 10%) / 50 Hz

Three-phase current 3~230V/400 V / (+/- 10%) / 50 Hz

Tolerance values according to DIN EN 50160”

3.1.2 Compressed air, electricity and water supply

“The compressed air, electrical and water supply of the stands is provided in the halls via branch channels.

Installation in the halls and outdoor areas is carried out by the service partner commissioned by Messe Karlsruhe.

- Compressed air connection DN 20-10 bar
- Water connection in the halls with DN 20 - ¾ inch - 3.5 bar
- Drainage in the halls with DN 100/50
- Water connection in the outdoor area – overground hydrants

(B connection option)

- Drainage in the outdoor area DN 100"

3.1.3 Communication equipment

"The stands are supplied with data connections in the halls via branch channels.

Installation in the halls and outdoor areas is carried out by the service partner commissioned by Messe Karlsruhe.

The exhibition halls and building areas as well as the Peter-Gross-Bau Areal/P3 can be supplied with paid Wi-Fi networks."

3.1.4 Sprinkler systems

"The halls are equipped with sprinkler systems. The effect of the sprinkler systems must not be impaired by structures and installations in the hall. If necessary, appropriate stands must have separate sprinkler systems. See also point 4.4.2.

It should also be noted that the sprinklers can be triggered can occur by generating smoke, steam (water vapour), temperature and fire. Work on the sprinkler system is only permitted by specialist companies commissioned by Messe Karlsruhe."

3.1.5 Heating, ventilation

"Messe Karlsruhe provides general heating and ventilation for the building / exhibition halls.

All exhibition halls are partially air-conditioned."

3.1.6 Faults

In the event of faults with the technical supply, Messe Karlsruhe / event management must be informed immediately.

Messe Karlsruhe is not liable for losses and damages caused by these faults.

Messe Karlsruhe accepts no liability for damage resulting from power fluctuations, force majeure, faults or interruptions of supply on the orders of the authorities or the electricity, water or energy suppliers.

3.2 Outdoor area

Depending on the event, the outdoor units can be used both as exhibition space and for parking. These can be equipped with technical infrastructure.

The outdoor area is equipped with different floor structures (asphalt, gravel lawn, paving stones).

The required slope/inclination of the area for rainwater disposal must be taken into account.

3.3 Peter-Gross-Bau Areal/P3

Multifunctional park and exhibition area with e-charging stations, sanitary facilities, transformer units, data cabling and water supply and disposal.

4. Stand structure regulations

4.1 Stability

Exhibition stands, including facilities and exhibits as well as advertising media, shall be constructed in such a way as to be stable and not endanger public safety and order, in particular life and health.

The exhibitor is responsible for the static safety and may be required to provide proof of this.

Stability must be guaranteed for every construction state (assembly, modification and dismantling).

Upright structural elements or special structures (e.g. free-standing walls, tall exhibits, tall decorative elements, LED walls) in the hall area that can tip over must be designed for the equivalent horizontal surface loads and dimensioned in accordance with DIN EN 17879. The reference surface is the respective front surface.

“The following local conditions for the outdoor area must be observed.

- Wind load zone 1 (Karlsruhe Land)
- Snow load zone 1 (Karlsruhe Land)
- Area-dependent ground loads

In individual cases, further special requirements may be imposed on stand constructions in order to achieve and ensure relevant, event-related protection objectives.

The securing of structural elements or special constructions by means of suspensions from the hall ceiling is not permitted.”

The documents produced for this purpose must be submitted at the request of Messe Karlsruhe.

Deviations are possible in justified individual cases, more precise proof must be provided.

Messe Karlsruhe reserves the right, in justified cases, to have a paid on-site inspection of stability carried out by a structural engineer.

“During the entire assembly and dismantling period, construction site-like operation prevails inside and outside the halls and in the outdoor area.

Personnel employed by the exhibitor/organiser must be informed of the particular risks involved. The exhibitor/organiser is responsible for the operational safety and compliance with the occupational health and safety and accident prevention regulations on their stand.

The exhibitor and the service providers working on their behalf (in particular stand construction companies) as well as the organisers and the service providers working on their behalf must ensure that there is no danger to other persons present in the halls or on the premises during their assembly and dismantling work. If necessary, the exhibitor and the guest organiser must ensure appropriate coordination, through which the works are coordinated. If necessary, they must appoint a coordinator to coordinate the work. If this is not possible, they must temporarily stop the work and report to Messe Karlsruhe.”

“In the event of violations of the technical guidelines or statutory provisions, the work may be stopped by the organiser, Messe Karlsruhe and the competent authorities.

The exhibitor bears the obligation to ensure traffic safety to all visitors who enter their stand within the exhibition area. They must ensure the safe condition and operation of their exhibition stand and all installed equipment.

If the exhibitor entrusts the assembly or dismantling of their exhibition stand to a stand construction company, they must ensure that the stand construction company fully implements these technical guidelines.

The exhibitor remains responsible for compliance with the safety regulations vis-à-vis the organiser and vis-à-vis Messe Karlsruhe as the operator of the venue. In the case of violations of the present provisions and of violations of mandatory statutory safety regulations, the closure of an exhibition stand and the cessation of assembly and dismantling work may be ordered.”

4.2 Stand structure approval

Assuming that the technical guidelines are observed in the design and execution of the stand, it is not necessary to submit drawings for approval in single-storey stand buildings of a height of less than 3.5 m in the halls.

In addition, all other stand constructions, mobile stands and special constructions are subject to approval.

In the outdoor area, all exhibition stands, including the exhibits located on them, are subject to display or approval without exception.

The exhibition stand must be properly equipped and staffed by competent staff during the entire duration of the event, as specified in the conditions of participation, at the specified opening hours.

“The exhibitor/organiser is responsible for all necessary approvals in connection with their event / event participation. In particular, the applicable commercial law, building regulations and the regulations on places of assembly as well as police regulations must be observed by each exhibitor/organiser under their own responsibility.

Existing doubts must be clarified with the building and regulatory authorities and, as far as commercial regulations are concerned, with the trade supervisory board. Guest organisers are obliged to inform exhibitors of this obligation.”

Installed superstructures, devices, equipment, decorations (materials) and props that are not approved or do not comply with these technical guidelines or the VStättVO (Regulation on places of assembly) of Baden-Württemberg are not permitted to be installed in the venue and must be removed or changed at the expense of the exhibitor, if necessary by replacement by the organiser or by Messe Karlsruhe. For an important reason, in particular in the case of serious safety deficiencies, the partial or complete closure of a stand can be ordered.

“In the halls and buildings and in the outdoor area, the damage, contamination or alteration of floors, fences, walls, ceilings and technical equipment in any other way is not permitted, such as the insertion of bolts and anchorages, the punching of holes and the fixing of advertising banners/signs with adhesive tape to the hall walls.

Exceptions are subject to approval by Messe Karlsruhe.”

“The exhibition area shall be restored to its original state by the end of the specified dismantling date. The exhibitor is liable for any damage or alteration of the rented stand space by themselves, their staff or agents.

The exhibitor is obliged to report all damages to the exhibition management immediately (without culpable delay).

Undismantled stands or untransported exhibits – even those that were sold to a third party during the event – will be removed at the expense and risk of the exhibitor or stored at the contracted forwarding agent after the dismantling has ended.

Messe Karlsruhe is not liable. For events in the outdoor area, different regulations may apply (see terms and conditions of participation of the respective event).”

The construction of the exhibition stand must be completed by the end of the construction period specified in the conditions of participation at the latest. Before the start of the dismantling period specified in the terms and conditions of participation, the exhibitor is neither entitled to remove exhibited goods from the stand area nor to begin dismantling the stand.

4.2.1 Testing and approval of buildings subject to approval

Each organiser, exhibitor, tenant, service partner or other service provider is obliged to check whether provisional installations or superstructures planned by him, whether in the halls or in the open air, require approval.

Dimensioned floor plans at least on a scale of 1:100 with floor plans and views must be submitted to Messe Karlsruhe digitally in German for approval no later than eight weeks before the start of assembly.

A copy of the stand plans will be returned to the exhibitor/stand builder or organiser after verification with approval. The stand structure is only approved once approval has been issued.

For the approval of

“– multi-storey structures

– spaces intended for continuous occupancy (> 100 m² area) or cinema rooms

– buildings in the outdoor area

– special structures”

e.g. freestanding walls, tall exhibits, high decorative or artistic elements, tents, stages including roofing and side coverings, grandstand installations, show and stage lorries with trailable, submountable semi-trailers or stage elements, freestanding scaffolding and advertising installations, LED walls, PA towers, all other walk-on and/or covered, space-forming or free-standing stand installations such as platforms, multi-storey pavilions and container installations, textile stand structure elements.

The following documents must also be submitted digitally in German no later than eight weeks before the start of construction:

- a) Static calculation according to German standards tested or verifiable by a second, independent structural engineer
- b) Structure description
- c) 1:100 scale stand drawings (floor plans, elevations, sections), larger scale construction details
- “(d) an emergency route plan showing the rescue route lengths; and widths must be provided.”
- e) If an inspection book / type test is submitted, points (a), (b), (c) shall be omitted.

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

“The documents and valid inspection books required for acceptance and approval must be available at the stand before the start of the event for an acceptance inspection.

Messe Karlsruhe reserves the right, in justified cases, to have the stability checked by a structural engineer for a fee.

A tested stability certificate must be submitted for the installation of temporary structures.

Tents with a floor area of less than 75 m² and similar structures are generally considered as temporary structures. They are only exempted from the granting of an execution permit and an official acceptance of use. Nevertheless, these systems must always meet the technical specifications and requirements for temporary structures/tents (e.g. according to DIN EN 13782 / DIN EN 13814) in a stable manner.”

4.2.2 Vehicles and containers

Vehicles and containers of all types that are temporarily or permanently installed in the stand / exhibition areas must be registered with the trade fair / exhibition management and must be approved.

4.2.3 Modification of non-compliant components

“Stand structures which are not approved, do not comply with the technical guidelines or the regulatory framework shall be modified or removed as appropriate.

In the event of non-timely execution, the organiser shall be entitled to make changes at the expense of the exhibitor themselves.”

4.3 Structure heights

“The height of the stand may not exceed 3.50 m, unless the particular location of the stand permits it and unless Messe Karlsruhe gives written permission.

By way of derogation, in the eastern entrance area, a general stand height of up to 2.50 m shall apply, which cannot be exceeded.”

4.4 Fire and safety regulations

4.4.1 Fire protection

“All materials, including exhibits, that are brought to the stand must be taken into account in a risk assessment of the exhibition area.

Messe Karlsruhe reserves the right to demand any necessary compensatory measures.”

Safety devices such as fire extinguishers, fire alarms, hydrants, etc. and information signs on safety devices must not be built over or concealed. The same applies to distribution cabinets for electrical and telephone connections and ventilation units.

4.4.1.1 Stand structure and decoration materials

In general, no highly flammable materials, materials with flammable droplets, toxic gases or highly smoke-forming materials such as most thermoplastics, including polystyrene (Styrofoam), may be used on exhibition stands or on exhibition areas.

“In individual cases, special requirements may be imposed on load-bearing structural parts for reasons of safety (e.g. non-combustible).”

Statically required or load-bearing fastenings may only be made with non-combustible fastening materials.

Decorative materials must be classified as at least flame retardant (class B1) and with no flammable droplets, according to DIN 4102-1, with limited smoke development or according to DIN EN 13501-1 as at least class C (C –s2, d0).

A test certificate for the material class of the material used must be available at the exhibition stand.

Bamboo, rye, hay, straw, bark mulch, peat or similar materials generally do not meet the above requirements and are generally to be protected separately or treated in terms of fire protection. Deciduous and coniferous trees may only be used with moist root balls.

The use of plastic cable ties for the attachment of static and dynamically loaded parts is not permitted.

“Installed superstructures, equipment, equipment, ornaments (materials) that do not comply with these technical guidelines of Messe Karlsruhe, fire protection regulations or the Baden-Württemberg Regulation on places of assembly (VStättVO BW) are not permitted for construction/use in the venue and must be removed or changed at the expense of the exhibitor/tenant, if necessary by replacement by the organiser or Messe Karlsruhe.

For an important reason, in particular in the case of safety deficiencies, the partial or complete closure of a stand can be ordered.”

Exhibits, stand equipment and/or other objects that were not mentioned in the application or that have an unacceptable disturbing or annoying effect due to their appearance, odour, defective cleanliness, noise or other properties with regard to the smooth running of the event or that otherwise prove to be unsuitable must be removed immediately at the request of the exhibition management. If such objects are not removed immediately, the exhibition

management can effect a removal at the expense of the exhibitor and terminate the contractual relationship for good cause and with immediate effect.

4.4.1.2 Exhibition and presentation of vehicles

Vehicles and containers of all types that are temporarily or permanently installed in the stand / exhibition areas must be registered with the trade fair / exhibition management and require approval (subject to notification).

The unintentional or wilful movement of the vehicles by third parties must be excluded by the exhibitor/organiser.

“Rescue cards must be kept for electric and gas vehicles.

In the case of electric vehicles, the charge level of the vehicle battery must be reduced to the non-critical level necessary for driving the vehicle on and off site as well as for presentation. Charging processes are only possible after registration with the trade fair / exhibition management. It reserves the right to exclude charging processes in the halls.”

In the case of internal combustion engines and gas-fuelled vehicles, the tank capacity must be reduced to the extent necessary for driving the vehicle on and off site (the low fuel light must be illuminated). Seal the tank caps if possible.

“Depending on the event and the location, further safety measures may be required, such as inerting of the fuel tanks, disconnection of the batteries and/or the installation of safety guards.

Propellants and fuels must not be stored at the stand.

In the case of vehicles with alternative fuels, such as LPG, natural gas and hydrogen, the amount of fuel must also be reduced to the minimum required (see above). Particularly in vehicles with gas drive, the pressure vessel must be largely emptied. Care must be taken to ensure that a low residual pressure remains in the container so that there is no risk of explosive gases entering the container when air enters.”

Fuel tanks on display units must be closed.

LPG powered vehicles may only be located above the top of the terrain. In vehicles with alternative drive technology, e.g. electric or hybrid drive, the drive batteries must be disconnected from the drive by means of a safety clamp switch (main switch).

Only crawler vehicles with smooth plastic plates, which are also approved for public transport routes, may drive on the roads of the exhibition grounds. The transport of crawler vehicles into the exhibition halls is only permitted after prior consultation with the exhibition management. The exhibitor is fully liable for damage to the road surfaces and the hall floors.

Leaking/dripping fuel must be coordinated with the service provider of Messe Karlsruhe and immediately picked up with suitable binding agent, removed from the building and disposed of properly.

“The rescue cards associated with the vehicles must be kept at the exhibition stand / in the vehicle and transmitted digitally in advance to Messe Karlsruhe as part of the stand approval.

Please do not send in original documents.”

4.4.1.3 Explosives, ammunition

Explosive materials are subject to the Explosives Act in its current version and may not be exhibited at trade fairs and exhibitions. This also applies to ammunition within the meaning of the Weapons Act.

4.4.1.4 Pyrotechnics

“Pyrotechnic demonstrations and fire-hazardous actions must be approved by Messe Karlsruhe in advance, but there is no entitlement to approval. There is an obligation to clarify the eligibility for approval with Messe Karlsruhe in advance of the event.

When using them on the premises, the exhibitor or stand builder must obtain a permit from the public order office (Ordnungsamt) of the Town of Rheinstetten. The use of pyrotechnic articles shall be controlled by a person qualified to use explosives. Evidence of the holder of the licence and of the qualification certificate must be provided. The approval of the articles must be taken from the respective packaging unit (e.g. BAM-PI ..., BAM-PTI ...). In addition, the instructions for use must be printed on the packaging in German. pyrotechnic articles without approval or class II, III or IV pyrotechnic articles shall not be approved.”

4.4.1.5 Balloons

The use of balloons filled with safety gas in the halls and in the outdoor area requires the approval of Messe Karlsruhe.

This also applies to their issue to visitors. They must not affect neighbouring stands or endanger persons.

Balloons raised to the ceiling of the hall are removed at the expense of the exhibitor who used or issued them, regardless of the fault of the exhibitor.

4.4.1.6 Flying objects

The use of flying objects and drones in the halls and outdoor areas is generally prohibited. This applies equally to the assembly period, the duration of the event and the dismantling period. Exceptions are subject to prior approval by Messe Karlsruhe.

Flying objects, airships and drones raised to the ceiling of the hall are removed at the expense of the exhibitor who used or issued them, regardless of the fault of the exhibitor.

4.4.1.7 Fog machines and other show effects

The use of fog machines and other show effects must be approved by Messe Karlsruhe.

4.4.1.8 Ashtrays

“The smoking ban (including for e-cigarettes) in force in the buildings must be observed and enforced by every exhibitor at their exhibition stand.

Unless an explicit smoking ban is imposed on the stand or parts thereof in the outdoor areas, provision shall be made for a sufficient number of ashtrays or ashtrays of non-combustible material, with tightly closing lids, and for their regular emptying.”

4.4.1.9 Waste, recyclables and residual material containers

In the exhibition stands, no containers for valuable materials and residual materials made of combustible materials may be set up. Containers for recyclables and residues in the stands must be emptied regularly, at the latest every evening after the end of the trade fair.

If greater volumes of combustible waste is produced, it must be disposed of several times a day.

4.4.1.10 Spray guns, solvents

The use of spray guns is prohibited in all parts of the building and in the outdoor area. The use of solvent-containing substances and paints is also prohibited.

The use of flammable liquids and toxic vapour-releasing construction and working materials is not permitted.

The use of solvent-containing substances and paints is also prohibited.

4.4.1.11 Abrasive cutting work and all work with an open flame

“Welding, cutting, soldering, grinding and cutting work and other work with an open flame or flying sparks are prohibited in the premises of Messe Karlsruhe.

In exceptional cases, upon written request, a permit with special safety conditions (e.g. permit for work entailing fire hazards) may be issued together with a certificate for the work by Messe Karlsruhe.”

During work, the environment must be adequately shielded from hazards. Extinguishing agents must be kept ready for use in the immediate vicinity.

4.4.1.12 Empties / Storage of materials

The storage of empty goods, packaging and packaging of any kind in and out of the stand is prohibited. Any empty goods, packaging and packing materials must be removed immediately. There are storage options at the contracted forwarding agents of Messe Karlsruhe.

Karlsruher Messe- und Kongress GmbH is entitled to remove unlawfully stored empties at the expense and risk of the exhibitor.

4.4.1.13 Fire extinguishers

It is recommended that suitable and tested fire extinguishers are available in adequate numbers at the stand (suitable for the intended use). In justified cases, the exhibition management can demand that the exhibitor keeps additional extinguishing/binding agents.

Only fire extinguishers with the current test seal may be used.

Generally available (installed) fire extinguishers as well as additional fire-fighting agents must not be removed from their location, obscured or built over.

Double-storey exhibition stands and stands with a high fire load must necessarily have adequate and suitable fire extinguishers.

All fire extinguishers must be placed ready for use and in good visibility at permanently accessible locations, which must be designated in accordance with the Technical Regulations for Workplaces.

4.4.2 Stand canopies

In every case, stand covers must be registered (regardless of their size and design type) and always require the written consent of Messe Karlsruhe.

In order not to impair sprinkler protection, stands must be open at the top in areas with sprinklers.

Ceilings are considered closed if 70% or less of the surface area in relation to the individual m² is open.

“Fabric roofing suitable for sprinklers with a mesh size (in the tensioned installation state) of at least 4 x 4 mm is permitted without strut up to a field size of 30 m².”

The fabric material must be classified as at least flame retardant (class B1) and with no flammable droplets, according to DIN 4102-1, with low smoke development or according to DIN EN 13501-1 as at least class C (s1, d0).

Individual fields can be added. The fabric sheet must be braced horizontally with struts and in one layer only. Avoid sagging of the fabric sheet (for two-storey construction, see also section 4.9.2).

This requirement can only be removed after approval by the Technical Project Management.

“The sprinkler system for stand covers of more than 30 m² can be dispensed with under the following conditions and with the approval of Messe Karlsruhe:

Metal grid or metal grating ceilings

The cover is a grid or metal grating ceiling, grating or perforated plates and the like. According to the planning and installation guideline of the Association of Property Insurers (VDS), the open area of the entire ceiling construction, including lamp sockets, etc., must be at least 70%. The degree of opening of the design must be demonstrated.

Textile ceiling coverings

The cover is approved by VdS Schadenverhütung GmbH for horizontal installation under sprinkler levels (wide mesh grid). The written consent of the VdS must be submitted to Messe Karlsruhe, Event Technology department; the installation instructions of the VdS must be observed.”

The manufacturer’s installation instructions must be observed to ensure that the materials are suitable for sprinklers.

Coverings must not span aisles of the hall.

4.4.3 Glass and acrylic glass

Only safety glass suitable for the intended use may be used.

For structures made of glass (in floors, parapets, facades and ceilings), please request the “Factsheet on the use of glass / acrylic glass in trade fair construction” from the Event Technology department.

“The edges of glass panes must be processed or protected in such a way as to prevent any risk of injury. All-glass components must be marked at eye level.

Reference is made to DIN 18008 for computational evidence.”

Glazing in parapets and railings must be designed and proven in accordance with DIN 18008-4.

4.4.4 Spaces intended for continuous occupancy / enclosed rooms

“All spaces intended for continuous occupancy which are enclosed on all sides (enclosed spaces) and which do not have a visual and acoustic connection to the hall shall be equipped with a visual and acoustic warning system in order to ensure that the stand is alerted at all times.”

“Spaces intended for continuous occupancy shall be approved if they have a floor area of more than 100 m² (see point 4.2.1).”

The arrangement of enclosed rooms (spaces intended for continuous occupancy that can only be exited via other used rooms) is only permitted under the following conditions:

“– In the space in front, there must be a suitably wide rescue route must (at least 90 cm), which must be usable at all times.

– If there is no visual connection to the room in front of it, the installation of a visual and acoustic warning system

is necessary to ensure that alerts are issued at all times.”

Separate spaces intended for continuous occupancy / meeting rooms must have a visual connection to the nearest escape and rescue route in the direction of escape on stands located in the hall / outdoor areas. Spaces intended for continuous occupancy / meeting rooms that can only be entered or left via a separate room (enclosed rooms) are not permitted.

4.5 Exits, rescue routes, doors

4.5.1 Exits and rescue routes

The distance from each point on an exhibition area to an aisle must not exceed 20 m.

Spaces intended for continuous occupancy with a floor area of more than 100 m² must each have at least two exits to rescue routes as far apart as possible and at opposite sides.

If there is no visual connection to the room in front of it, the installation of a visual and acoustic warning system is necessary to ensure that alerts are issued at all times.

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

- up to 100 m²: 1 rescue route, 0.90 m wide
- over 100 m² and up to 200 m²: 2 rescue routes, each 0.90 m wide
- over 200 m² and under 400 m²: 2 rescue routes, each 1.20 m wide”

The rescue routes must be designated in accordance with ISO 7010, DGUV regulation 9 or ASR A 1.3.

4.5.2 Doors

The use of swing doors, revolving doors, code entry doors, sliding doors and other access barriers in rescue routes is only possible with the existing building permit.

Doors must be open in the escape direction and must not have any thresholds. During the stay of persons in the rooms, the doors must be able to be opened easily from the inside at any time without any aids and to their full width.

4.6 Platforms, ladders, stairs and walkways

“Areas which are generally accessible and which are immediately adjacent to areas more than 0.20 m below shall be protected by parapets.

Protective barriers which must absorb the pressure of persons must be designed to be at least 1.10 m high (measured from the top of the tread) and must be capable of absorbing a horizontal load of 1.0 kN/m at spar height. If necessary, structural verification documents must be provided.

In the area of parapets open to the floor, a safety device (bumper) with a height ≥ 0.05 m must be provided. In order to prevent objects (e.g. glasses) from being put down and the risk of falling, handrails or upper parapet ends must be designed to be correspondingly round, oval or semi-circular.”

Handrails must be fixed by law, be at handle height and have a diameter of at least 3 - 4.5 cm. For handrails mounted on a wall, the minimum distance to that wall shall be 5 centimetres. Handrails shall be installed at a height of at least 80 cm perpendicular to the edge of the stairs. The maximum height is 115 cm. The handrails must also be continued without interruption across stairwell supports and platforms.

Only in the presence of trained or instructed personnel/artists (documentation obligation) is it sufficient if at least one upper belt, a middle belt and a lower belt is present. At the request of Messe Karlsruhe, a verifiable, static proof must be provided for a pedestal. See also Chapter 4.9.3.

Depending on use, the floor load must, in accordance with DIN EN 1991-1-1/NA in conjunction with the National Annexe, Table 6.1 DE, [Cat. C1], be at least 3.0 kN/m^2 . For areas with large crowds, 5 kN/m^2 applies.

Single-step walkways must not be higher than 0.20 m.

Ladders, stairs and walkways must comply with the accident prevention regulations.

To prevent falls and make climbing more difficult, railings must be fitted with a vertical bar railing (minimum distance of the railing opening in one direction $< 12 \text{ cm}$). This also applies to the distance between the floor and the lower edge of the parapet (MVStättVO Section 11, paragraph 2).

On stairs with at least three steps, a handrail is mandatory. Handrails shall be continuous.

4.7 Stand design

4.7.1 Appearance

The exhibitor is responsible for the design of the stand. The typical exhibition criteria of the event must be taken into account.

Walls bordering on visitor aisles are to be loosened up by the installation of showcases, niches, displays and the like.

“Closed walls bordering on visitor aisles must be agreed with the organiser. Stand backs that border on neighbouring stands must be kept white, neutral, advertising-free, opaque and free of installation material so as not to impair the design of the neighbouring stand.

The exhibitor must arrange the connection/demarcation to the neighbouring stands at their own expense in a flawless manner. If this provision is not complied with, the facing to the neighbouring stand shall be carried out at the expense of the exhibitor causing the infringement.”

Products manufactured in exploitative child labour within the meaning of ILO Convention 182 may not be used for the design and equipment of the stand.

“Basically, a structural delimitation of the stand area from the neighbouring stands is required. If the exhibitor does not have their own stand structure system or rents from Messe Karlsruhe, stand boundary walls (rear and side walls) are mandatory.

The stand boundary walls, which are subject to a fee, are not included in the stand rental. Stand boundary walls are available via the Online Service Centre (OSC). If the exhibitor does not order stand boundary walls, but their stand area is surrounded by stand boundary walls of the stand neighbour or by existing stand boundary walls, these stand boundary walls will be charged to them under the conditions specified in the Online Service Centre (OSC).

Approx. 5 cm is deducted from the width of the assigned exhibition stand. For safety reasons, the stand boundary walls can be protected by supporting walls. These may only be removed by the contractual partners of Messe Karlsruhe if the stability of the boundary walls is professionally ensured by the contractual company of Messe Karlsruhe. The exhibitor is liable for damages that may occur if they do not ensure the stability of the stand boundary walls again after dismantling their stand. Deviations from this basic rule may occur in relation to the event.”

When building the exhibition stands, it is recommended to pay attention to accessibility, so that stands and their facilities are accessible and usable for disabled people without assistance.

4.7.2 Checking the rental space

The stand area indicated in the stand confirmation is identified by the organiser.

After the stand allocation, each exhibitor is obliged to find out about the position and dimension of any installed equipment, in particular fire detectors, course of the supply ducts, ventilation systems, etc. and to inform the stand builder if necessary.

“The stands must be built on this base area. The exhibitor must expect slight deviations in the stand dimensions. These may result, inter alia, from the different wall thicknesses of the partition walls or surface conditions. Pillars, wall projections, partition walls, distribution boxes, fire-fighting equipment and installations and other technical equipment are components of the allocated stand areas. Therefore, only the local dimension is valid for the location, position, dimensions and any installations on the stand area. Claims against Messe Karlsruhe due to deviations from the stand confirmation cannot be asserted.

When planning the stand infrastructure installed by the exhibitor in the outdoor area, a safety distance of 1.0 m from the neighbouring border must be observed. All assembly and dismantling

work must take existing supply lines, distribution boxes, etc. into account. If these are located within individual stand areas, they must be accessible at all times.”

The stand boundaries must be strictly observed.

4.7.3 Interferences with the building structure

Hall parts and technical equipment must not be damaged, soiled or altered in any other way (e.g. drilling, nailing, screws). Painting, wallpapering and pasting is also not permitted.

Hall parts and technical equipment must not be subject to any load from stand superstructures or exhibits. Hall columns/supports can be converted within the standing area without damaging the same within the permissible height.

However, hall columns/hall supports can be converted within the standing area without damaging the same within the permissible height.

The attachment of exhibits by floor anchoring is only possible in justified exceptional cases and only with the prior written permission from Messe Karlsruhe. For this purpose, the required floor anchoring must be notified in writing to the Event Technology department no later than eight weeks before the start of assembly. The notification shall be accompanied by scaled plans indicating the location, type of anchoring and bore diameter, and number of anchor points. The number of anchor points shall be limited to the minimum quantity necessary. There is no entitlement to the installation and use of floor anchoring. Messe Karlsruhe reserves the right to prescribe the materials to be used for anchoring. If unauthorised materials are used and/or if floor anchoring is installed without the written permission of Messe Karlsruhe, a flat-rate repair fee will be charged.

4.7.4 Hall floors

Carpets and other floor coverings must be laid in an accident-proof manner and must not project beyond the stand boundaries.

It is expressly stated that the adhesive tape may only be used for fixings on the hall/building floor and not on parquet floors, walls or the like. Self-adhesive carpet tiles are not permitted.

All materials used must be removed without residue.

Substances such as oils, greases, paints and the like must be removed from the floor immediately.

The hall floor must not be painted or pasted. Anchor points and fixings must be approved by Messe Karlsruhe and applied for no later than eight weeks before the start of assembly.

Supply channels may only be opened by Messe Karlsruhe and its contractual partners.

4.7.5 Suspensions from the hall ceiling

Suspensions from the ceiling of the hall are only possible at the technical facilities provided for this purpose and may only be carried out by Messe Karlsruhe or by specialist companies commissioned by Messe Karlsruhe. This also applies to changes to these structures.

In justified cases, Messe Karlsruhe reserves the right to carry out load monitoring at used suspension points at the expense of the customer/exhibitor.

Headlights, loudspeakers, monitors, etc. must also be equipped with a second independent safety cable (secondary securing).

Lights must be fixed in such a way that they cannot fall down. All lamps must be fitted with two independent mountings (Note: safety ropes or chains are considered as second suspension), each capable of supporting five times the net weight. They must be provided from an installation height of 2.50 m or a weight of 2 kg or more. For this purpose, the use of ropes and tapes made of natural and synthetic fibres (e.g. cable ties) is prohibited. Safety ropes must be made of non-combustible material.

The use of lifting equipment (e.g. hand or electric chain hoists) must be coordinated with the specialist company commissioned by Messe Karlsruhe.

The objects to be suspended (lighting supports, floodlights, etc.) at the ordered attachment points may only be attached by the exhibitor's owned specialists or by approved specialist companies in compliance with the regulations applicable in Germany or the EU according to the state of the art.

“For safety reasons, the following provisions shall also be observed. In principle, the following are not permitted:

- Suspensions of stand components and exhibits
- Safeguards of stand components or exhibits (stand components or exhibits must stand securely on their own)
- Suspended structures with a rigid or frictional connection to the hall floor”

In principle, no suspensions of objects connected to the floor (coupled) are permitted (ceiling-floor connections). The minimum distance between suspended structures and objects standing on the ground, e.g. stand buildings, is 50 cm in height.

The steel cables provided may only be loaded vertically.

4.7.6 Stand boundary walls

The partition walls and supports may not be altered or treated by the exhibitor. In the event of an infringement, the exhibitor shall be liable for all personal injury and damage to property resulting therefrom.

4.7.7 Advertising material / presentations

Stand and exhibit labelling, company and trademark may not exceed the prescribed height.

They are meant to give an appealing image.

The operation of acoustic systems as well as audiovisual performances of any kind by the exhibitor requires the approval of Messe Karlsruhe and must be submitted in writing.

The volume must not exceed 70 dB(A) at the stand boundary for musical performances and product presentations. In the event of non-compliance, Messe Karlsruhe reserves the right to take further steps up to the closure of operations.

The distribution of printed matter and the use of advertising material is only permitted on your own stand.

Despite prior authorisation, Messe Karlsruhe is entitled to restrict or prohibit presentations that cause noise, visual nuisance, dirt, dust, vibrations or other emissions or that otherwise lead to a significant impairment of the event or of event participants.

4.7.8 Accessibility

When designing the exhibition areas, attention should be paid to accessibility. Stands and their facilities should also be accessible and usable for people with disabilities without external assistance.

4.8 Outdoor areas

4.8.1. Special provisions for the outdoor areas

The guidelines for the hall area also apply in the outdoor area, where they can reasonably be applied to the outdoor area.

“All event-related stand buildings in the outdoor area are, within the meaning of the Baden-Württemberg Building Regulations (LBO-BW), process-free, temporarily erected, structural installations, at the same time as so-called special buildings, and possibly temporary structures definable with use similar to places of assembly or according to their design within the trade fair and exhibition grounds. Such special buildings must therefore meet the requirements of the applicable public regulations according to the Baden-Württemberg Building Regulations and in particular the following regulations, directives and regulations in their current version:

- FlBauVwV – Administrative regulation of the Ministry of Economy, Labour and Housing on

Design approvals for temporary structures and their acceptance for use

- BetrVO – Operating Ordinance on the Operation of Construction Systems

- DIN EN 13782 – Temporary structures/tents

- DIN EN 13814 – Temporary structures and equipment for event venues

In individual cases, further special requirements can be placed on stand buildings in the outdoor area to achieve and ensure relevant, event-related protection objectives, based on the above-mentioned regulations and directives.”

For cranes in or out of operation, the regular wind pressure and suction loads according to the relevant DIN standards must be demonstrably taken into account.

All stand structures and special structures in the outdoor area are subject to notification, as well as to inspection and approval according to type and scope. A verifiable proof of stability must be provided in every case.

Roads and traffic areas must not be occupied by superstructures and other equipment, even during assembly and dismantling. The entire width of these must be kept constantly clear as fire access roads. Safety devices must be accessible and visible at all times and must not be obscured, built over or modified.

When planning the stand infrastructure installed by the exhibitor in the outdoor area, a safety distance of 1.0 m from the neighbouring border must be observed.

“The surface of the outdoor area varies. At the Peter-Gross-Bau Areal/P3 outdoor area, there are various top and base layers (top layers: gravel turf, gravel, paving stones, asphalt).

The surface in the outdoor at the north and in the charging yards between the exhibition halls consist of asphalt and paving, in the atrium (recreation area between the halls) of green space and paving stones.

The gradient on the Peter-Gross-Bau Areal/P3 varies between 1-4% depending on the location due to structural conditions. The terrain in the other outdoor areas also varies. For further information, please contact the Technical Project Management of Messe Karlsruhe.”

All structures in the outdoor area subject to approval and related to events must be constructed in such a way as to be stable and not endanger public safety and order, in particular life and health.

The application of materials (e.g. bulk material such as wood chips or gravel) of any kind and quantity requires a permit from Messe Karlsruhe.

All assembly and dismantling work must take existing supply lines, distribution boxes, etc. into account. If these are located within individual stand areas, they must be accessible at all times.

During the event-related opening hours, the outdoor area has general road and path lighting in the dark.

Existing objects, furnishings, enclosures, parapets and technical equipment (lighting, signage, flagpoles, infiltration basins, etc.) as well as any tree, woodland and plant installations must not be damaged, soiled, covered or otherwise structurally altered.

In general, excavations and ground anchorages (e.g. earth nails) are prohibited and can only be approved after examination by the event management.

4.8.1.2 Other regulations in the outdoor area

“Exhibitors whose stands border the enclosure of the exhibition grounds may not use the fence for their purposes. It is not permitted to use the outside of the fence as advertising space. This also applies to the assembly and dismantling periods.

Components, stand signs and flags must be placed in such a way as to prevent any interference with other exhibitors and visitors, in particular.

Misleading company signs must be removed at the request of the exhibition management.

Tower cranes and similar superstructures must be secured in accordance with regulations. The attachment of advertising media or other loads (except flags without load weight) to cranes, work platforms and exhibits is prohibited for safety reasons.”

Damage to the surfaces (e.g. ground excavations for foundations, pits, pipelines, cable trenches, flagpoles, earth nails, etc.) is prohibited unless approved by Messe Karlsruhe. Approval can be requested from Messe Karlsruhe in good time, but at the latest eight weeks before the event is set up. In the case of the granting of a licence, the notified conditions and obligations to bear costs must be observed.

“All exhibition areas must be handed over to Messe Karlsruhe in their original condition by the agreed date of dismantling.

If the required repair work has not been carried out after the end of the dismantling, Messe Karlsruhe is entitled to have it carried out at the expense of the exhibitor.”

Demonstration areas / presentations e.g. of machines, plants, devices or vehicles must be displayed to the Technical Project Management 8 weeks before the event.

The movement of machines, equipment, devices and vehicles beyond the standing limit (e.g. the movement of work baskets with personnel at height) is prohibited.

For the equipment of the exhibition area, see point 4.4.1.13 Fire extinguishers.

4.8.2 Severe weather warning

The stand operator is obliged to observe the weather forecasts and to take the necessary precautionary measures in the event of severe weather warnings up to the point of dismantling or closure.

In the event of expected, significant weather events, a general severe weather warning is issued to all exhibitors in the outdoor areas. In this case, exhibitors with wind-load-reduced pedestal constructions or temporary structures are immediately requested to take all measures to cease operation. In the case of mobile installations (e.g. small exhibits, furniture, parasols, advertising displays), exhibitors must ensure that these can be dismantled and stored at short notice at any time in the event of appropriate weather warnings. Appropriate storage facilities must be available at the exhibition stand.

For direct severe weather alerting of the stand buildings/pavilions/installations, the Technical Project Management must be notified of the relevant person(s) technically responsible by name and by mobile telephone number at the latest by the start of the construction, who will be at the exhibition stand during the construction and dismantling period and the event period and who can initiate and carry out the necessary measures for the shutdown of operations without delay.

The instructions of the local security and order service as well as the employees of Messe Karlsruhe must be followed in any case and without delay.

4.8.3 Lightning protection

Structural installations and exhibits in the outdoor areas should be provided with effective lightning protection systems if lightning flashovers can easily occur or lead to severe consequences due to their position, design or use.

In addition, all temporary stand buildings and exhibits in the outdoor area over 12 m in height must always be equipped with a lightning protection system in accordance with the relevant DIN standards.

For lightning protection systems, an acceptance/functional test carried out by the qualified installer, a qualified or recognised test expert for electrical engineering (lightning protection) must be proven. The test report shall be provided.

4.8.4 Marking of exhibits and advertising media from a height of 30 m

The marking of obstacles to aviation from a height of 30 m is required for the grounds of Messe Karlsruhe including the outdoor area. A yellow, red or orange colour coat is sufficient for day marking. For other colours, a warning panel (red/white) shall be placed in an exposed position. For night marking, the cranes/exhibits must be marked with lights or marked in accordance with the General Administrative Regulation for the Marking of Aircraft Obstacles.

4.8.5 Heating

The use of compressed gas and LPG for heating purposes is not permitted. The operation of heating systems/heaters with suitable oil combustion for stand buildings can be provided after approval by the Technical Management of Messe Karlsruhe. Such installations, including their tank containers, are always subject to authorisation and are subject to special safety and protection requirements.

The technical documentation for the heating systems/heaters and tank containers (if applicable with collecting device) must be submitted together with details of the external, inaccessible fenced installation situations and planned fuelling and safety measures within the scope of the approval procedure. The system must be protected against unauthorised access.

Electrical heating systems inside pedestal buildings shall be permitted as far as possible, but shall be fixed in place and shall be provided with cables secured by means of fixing. Glowing parts must not be exposed. The rear and side panels of radiant heaters and fan heaters shall be at least 1 m away from walls and flammable objects. Radiant heaters shall maintain an angle of emission of combustible materials and a distance of at least 3 m.

4.8.6 Fire protection

All general requirements for fire protection, in particular those in the Messe Karlsruhe technical guidelines, must be implemented.

4.8.7 Bracing

Statically supporting bracing elements and mountings relevant for stability on necessary ballast weights or for securing the position of free-standing mast or advertising installations must be made of non-combustible building materials. This applies in particular to the ballasting of temporary structures, such as stage canopies and tent structures.

4.8.8 Outdoor advertising

If advertising materials end up on the general trade fair areas, traffic areas and/or visitor paths due to the wind or other effects, the person who caused this / stand operator shall be liable for all related damages or bear the special cleaning costs.

4.9 Two-storey or multi-storey construction

4.9.1 Construction enquiry

The two-storey or multi-storey construction of exhibition stands is only possible with the permission of the responsible trade fair / exhibition management or the organiser. The necessary documents must be submitted eight weeks before the event is set up.

“Necessary documents include:

- Rescue route plan (two copies) with proof of rescue route lengths and widths according to VStättVO of Baden-Württemberg
- a static calculation reviewed by a second, independent structural engineer in accordance with the standards applicable in Germany and written in German with a position plan (1 copy)
- Building description with specification of materials and fire protection classes (2 copies)
- Dimensioned stand drawings at least in 1:100 scale, floor plans, elevations, sections (2 copies of each)
- Verifiable area calculation of the usable upper floor area and support structure (1 copy of each)”

The minimum distance for stairs, open cabins, terraces or hospitality areas is at least 3 m from the neighbour’s stand boundary. If it is necessary to go below this distance, visual protection vis-à-vis the neighbour in the affected area of at least 2 m height must be erected. The side facing the neighbour must be white, neutral, advertising-free, opaque and free of installation material.

4.9.2 Support for stand superstructure, safety distances, height of stand interiors

The maximum installation height must be agreed with Messe Karlsruhe.

The clear heights of interiors in multi-storey structures shall be at least 2.30 m on the ground floor and on the upper floor.

The floor of the upper floor must not be more than 3.50 m above the hall floor.

“Heat detectors must be installed on the underside of the ceiling of two- or multi-storey exhibition stands with a minimum floor area of 50 m² and a maximum floor area of 100 m², which must be connected through to the fire alarm system of Messe Karlsruhe. Appropriate planning documents must be submitted to the Technical Management of Messe Karlsruhe.

An additional sprinkler system must be installed on the underside of the ceiling of two-storey exhibition stands, which have a floor area of more than 100 m². When the sprinkler system enters into force, the fire alarm is switched through to the professional fire department via the fire alarm system of Messe Karlsruhe.

The water supply of the sprinkler system is provided by compressed air water tanks with a total capacity of 5 m³ for a maximum supply of 1,000 m². The installation of the sprinkler system must be carried out in accordance with the valid VdS guidelines by a contractor of Messe Karlsruhe or a VdS-recognised specialist company. Appropriate planning documents for the trade fair stand must be submitted to the Technical Management. The connection to the water supply and the technical acceptance of an in-house installation must always be carried out by a contractor of Messe Karlsruhe. The floor space required for the compressed air tanks must be provided by the exhibitor.”

In halls with sprinklers, the upper floor must always be open at the top. In addition to the fire extinguishers already present on the ground floor, at least one fire extinguisher must be arranged in a clearly visible and readily accessible manner per stairway.

Stand backs that border on neighbouring stands must be kept white, neutral, advertising-free, opaque and free of installation material so as not to impair the design of the neighbouring stand.

4.9.3 Payloads / load assumptions

“In accordance with DIN EN 1991-1-1/NA in conjunction with the National Annexe, Table 6.1DE [Category C], the vertical payload for the floor ceiling of a two-storey exhibition stand within an exhibition hall shall be as follows:”

Limited use by trade visitors or stand personnel for meetings and customer care, i.e. furniture with tables and chairs in free arrangement or in separate meeting offices requires a payload [Cat. C1]: $q_k = 3.0 \text{ kN/m}^2$.

Unrestricted use as a freely accessible exhibition and meeting space or sales room without or with dense seating requires a payload [from Cat. C3]: $q_k = 5.0 \text{ kN/m}^2$.

Stairs and landings must always be suitable for a payload [Cat. T2]: $q_k = 5.0 \text{ kN/m}^2$.

To achieve sufficient longitudinal transverse stability in two-storey exhibition stands or grandstands, a horizontal load of $H = q_k/20$ (q_k = vertical payload) must be applied at the highest floor level.

For parapets and railings, according to DIN EN 1991-1-1/NA in conjunction with National Annexe, Table 6.12DE, a horizontal payload [for areas of Cat. C1 - C4] of $q_k = 1.0 \text{ kN/m}$ at spar height.

It must be demonstrated that the permissible loads on the hall floor are not exceeded, e.g. by individual supports (see point 3.1 Hall data). Alternatively, event structures may be dimensioned in accordance with DIN EN 17879.

4.9.4 Rescue routes / stairs

On the upper floor of a two-storey exhibition stand, the distance to the aisle from each accessible point may not exceed 20.00 m.

Longer route lengths can be approved by the building law authority in individual cases if the permissible remaining route distance out of the hall is not exceeded. The stairs must be arranged in such a way that escape and rescue routes to the outside are as short as possible. As a rule, the maximum distance from the upper floor to the next emergency exit door from the hall must not exceed 50 m.

The number and clear width of rescue routes (exits, stairs, corridors) must be at least as follows:

- “– up to 100 m^2 : 1 stairwell, 0.90 m wide
- over 100 m^2 and up to 200 m^2 : 2 stairwells, each 0.90 m wide
- over 200 m^2 and under 400 m^2 : 2 stairwells, each 1.20 m wide”

If the upper floor area is over 100 m^2 , at least two stairwells are required, which are to be arranged as far apart as possible and in opposite directions.

All stairwell systems must be designed according to DIN 18065.

The climbing height of the steps shall not exceed 0.19 m and the step width shall not be less than 0.26 m. The clear width of necessary steps shall not exceed 2.40 m.

Steps shall have a minimum clear width of 1.20 m (between handrails).

Clearance height must be at least 2.00 m. Steps must be closed.

Spiral or spindle stairs are not permitted as necessary stairs.

The necessary stairways must be separated from the floor to the intermediate ceiling with closed underside at least in fire resistance class F 30 from the basement (e.g. 12.5 mm thick plasterboard fire protection panels – fire-rated plasterboard – or equivalent) if there are warehouses, rooms, electrical installations or other facilities under the stairwell.

Handrails on stairs and intermediate platforms must be designed on both sides to be secure, continuous and without open ends. The lateral distance of the handrails from adjacent components shall be at least 0.05 m.

4.9.5 Construction materials

In the case of two-storey stands, the load-bearing components, ceilings of the ground floor and the floor of the upper floor must be made of at least flame-retardant building materials (to DIN 4102 or DIN EN 13501-1).

Otherwise, the general building regulations must be observed.

Any further requirements that may become necessary are reserved until acceptance.

For structures made of glass and acrylic glass (in floors, parapets, facades and ceilings) please request the information sheet “Glass and acrylic glass in stand construction within exhibition halls” from the Messe Karlsruhe exhibitor service.

4.9.6 Upper floor

On the upper floor, in the area of the parapets, if necessary, anti-roll devices of at least 0.05 m height shall be installed on the floor.

Parapets shall be designed in accordance with points 4.6 and 4.9.3.

In halls with sprinklers, the upper floor must always be open at the top. Otherwise, appropriate fire protection measures are required.

In addition to the fire extinguishers already present on the ground floor, at least one fire extinguisher must be arranged in a clearly visible and readily accessible manner per stairway.

The accident-proof function of the outer walls on the upper floor must be ensured.

4.10 Infringement / violation and liability

Stand structures which are not approved, do not comply with the technical guidelines or legislation shall be modified or removed as appropriate. In the event of non-timely execution, Messe Karlsruhe is entitled to make changes or to have changes made at the expense and risk of the exhibitor themselves and/or by third parties.

If the exhibitor or the stand builder commissioned by the exhibitor does not comply with the above stand construction provisions, the exhibitor is liable for all damages resulting from the violation of the stand construction provisions. In addition, the exhibitor or the stand builder commissioned by the exhibitor already indemnifies Messe Karlsruhe from all third-party claims,

which are asserted against Messe Karlsruhe due to the violation of the above stand construction regulations.

“If changes/removals of non-compliant stand structures have to be made within the framework of an event, Messe Karlsruhe expressly points out that it does not carry out any dismantling or bear any dismantling costs after making the changes or removing them at the end of the event.

Nor does it assume any liability for damage to the stand structures in connection with the implementation of the changes or their removal.”

5. Operational safety, technical safety provisions, technical regulations, technical supply

5.1.1 General requirements

The exhibitor is responsible at all times for the operational safety and compliance with the occupational health and safety and accident prevention regulations at their stand / in their used area. The assembly and dismantling work may only be carried out within the framework of the provisions of labour and trade law.

5.1.2 Damage

“The exhibitor is obliged to report all damages to the exhibition management directly (without culpable delay).

Any damage caused by exhibitors or their representatives in the exhibition grounds, its buildings or facilities will be repaired by Messe Karlsruhe at the expense of the exhibitor after the end of the event.

The exhibitor is obliged to attach protective devices to their exhibits that comply with the regulations of the professional association for accident prevention. The exhibitor shall be fully liable for all material and personal injuries that occur during or as a result of the operation.

Messe Karlsruhe accepts no liability for damage resulting from the occurrence of technical disruptions in the event of power fluctuations, power outages or force majeure or the power supply being interrupted on the orders of the fire brigade, the police or the municipal utilities.

5.1.3 Coordination of works on the exhibition stand

If work by employees of different companies must be carried out simultaneously at the exhibition stand / in the event area (especially in the assembly and dismantling phase), coordination in accordance with the Occupational Health and Safety Act (Arbeitsschutzgesetz – ArbSchG) and DGUV Regulation 1 (German Statutory Accident Insurance) is carried out by the stand construction manager / assembly manager in the event of possible mutual hazards.

This also applies in particular to the work of service providers of the exhibition company at the exhibition stand. In addition, the necessary measures to improve the safety and health of employees at work in accordance with the currently applicable European Directive EC 89/391/EEC must be observed and implemented during work on the exhibition grounds.

5.2 Use of work equipment

Bolt guns and bolt pushers can be approved in individual cases.

The use of woodworking machines without chip extraction is not permitted.

The use of cranes, forklifts, aerial work platforms and other work equipment is exclusively reserved for the contractual partners of Messe Karlsruhe.

Own or rented aerial work platforms may only be operated by persons over the age of 18 who are qualified to do so. The qualification must at least comply with the professional association principle DGUV-G 308 / 008. The operating licence, a valid and sufficient operating liability insurance, the approval for the operation in closed rooms as well as the test certificate according to the accident prevention regulation must be proven.

Heavy loads and crates may only be transported in the halls and buildings with rubber-tyred forklift trucks. Brake marks caused by rubber abrasion must be avoided.

In exceptional cases, upon written request, a permit for fire activities with special safety conditions (permit for work entailing fire hazards) may be issued together with a description of the work by Messe Karlsruhe.

All work equipment used on the grounds of Messe Karlsruhe must be in a proper, safe and tested condition and must be handled in accordance with its intended purpose. This relates to the stationary work equipment, such as, for example, permanently connected steam cookers, exhibition machines and installations, and to movable work equipment, such as, for example, drills, hand circular saws, coffee machines.

5.3 Electrical installation

5.3.1 Connections

Electrical installations which are supplied/installed by the branch channels/supply shafts may only be carried out up to the exhibition stands by Messe Karlsruhe or its contractors.

Connections to the existing supply network may only be made by the specialist companies approved by Messe Karlsruhe and familiar with the venue. It is also advisable to commission the specialist companies approved by Messe Karlsruhe for corresponding work within the stand.

Orders must be accompanied by a floor plan sketch of the exhibition stand on a scale, showing the desired location of the connections.

External power supply of any kind, such as batteries, power banks, generators and mains replacement systems, is not permitted for exhibition stands.

For safety reasons, the power supply is stopped on the last day or usually one hour after the end of the trade fair.

The exhibitor must ensure that the electrical installation is dimensioned in such a way that all power consumers can be operated simultaneously at the stand. If this is not the case, Messe Karlsruhe is entitled to retrofit the electrical installation at the expense of the exhibitor at the prices specified in the order media for exhibitor services, even without an order from the exhibitor, so that all electricity consumers can be operated simultaneously on the stand.

5.3.2 Stand installation

Connections, machines and equipment which are not approved or which do not comply with the regulations or whose consumption is higher than declared are not permitted.

Within the exhibition stands, installations can be carried out by exhibitor-owned specialists or by approved specialist companies in accordance with the current EN, DIN and VDE standards as well as the VdS guidelines and the recognised rules of technology, on their own account. All work must be carried out in compliance with the relevant safety regulations and accident prevention regulations.

The main switch and the electrical distribution of the exhibition area must be set up in such a way that they are accessible at all times.

5.3.3 Assembly and operating instructions

Anyone involved in the construction of electrical installations is individually responsible (i.e. personally) for compliance with the generally accepted rules of electrical engineering.

The entire stationary installation must be capable of being switched off via a common switch (main switch) – residual current circuit breakers are not considered to be main switches. The main switch and the electrical distribution of the display stand must be installed in such a way that they are accessible at all times.

The entire electrical equipment must be designed in accordance with the latest safety regulations of the Association of Electrical Engineering (VDE).

Movable electrical equipment must be tested in accordance with the applicable regulations.

VDE 0100, 0100-718, 0128 and IEC standard 60364-7-711 must be observed in particular.

Power and lighting circuits shall be equipped with appropriate personal protective switches.

The proportion of high- or low-frequency disturbances emitted into the network must not exceed the values given in VDE 0160 and VDE 0838 (EN 50 006) and EN 61000-2-4.

The earth conductor must be connected to all devices, lights and other equipment. Carry and connect earth conductors (PE=yellow/green) in all cables. Exception: where devices are “protection-insulated” (protection class 2) or operated with “low voltage protection” (voltage range 1, SELV). Stand structures made of metal, metal parts which are conductively connected to one another and to which electrical lines or operating means are fastened, must be connected to the protective potential equalisation (“grounding”). The power installations are installed in the halls as far as possible in the supply shafts (branch channels), but under certain circumstances above ground if the location of the connection point requires this.

Conductive components must be included in the measures to protect against indirect contact (stand grounding). This measure shall also be applied to suspended conductive components.

In addition, only cables with a minimum cross-section of 1.5 mm² Cu, such as types NYM, H05VV-F, H05RR-F, may be used.

In low voltage systems, bare electrical conductors and terminals are not permitted.

The secondary lines in the low voltage range must be protected against short circuit and overload.

Flexible cables (including flat cables) must not be laid under floor coverings unprotected against mechanical loads.

Operation of the system is only permitted if the system is free of defects, has valid test certificates and has been tested and documented in accordance with the currently valid VDE regulations. The evidence must be kept at the stand.

Acceptance of the exhibition stands and exhibits can be arranged together with the competent authorities.

5.3.4 Safety measures

For special protection, all heat-generating and heat-developing electrical appliances (hotplates, headlights, transformers, etc.) must be mounted on non-combustible, heat-resistant, asbestos-free substrates.

A sufficiently large distance from combustible materials must be ensured in accordance with the heat development.

Lighting fixtures must not be fitted to flammable decorations or the like.

Electrical cooking appliances and other equipment must be switched off at the end of the daily opening hours. The exhibition stand may only be left after the appliances/exhibits have cooled completely.

Petrol, petroleum, gas, etc. may not be used for heating or operating purposes. The BGN leaflet "Safe use of LPG in markets, public festivals and vehicles" must be observed.

5.3.5 Safety lighting

Exhibition stands in which the general safety lighting is not effective due to the special design of the stands require additional, dedicated safety lighting, based on DIN EN 50712, VDE 0108-100, DIN EN 1838, DIN EN 50172, VDE 0100-718 and BGR 216. It must be designed in such a way as to ensure safe access to the general rescue routes.

5.4 Water and wastewater installation

Water and wastewater installations which are supplied/installed by the branch channels / supply shafts may only be carried out up to the exhibition stands by Messe Karlsruhe or its contractors.

Sanitary installations (water and wastewater installations) within the exhibition stands must be carried out by specialist companies in accordance with the regulations applicable in Germany (including the Drinking Water Ordinance) and the state of the art. Exhibitors can either order these services from Messe Karlsruhe or have them carried out by specialist companies themselves.

Orders must be accompanied by a floor plan sketch on a scale, showing the desired location of the connections.

For safety reasons, the water supply to the exhibition stands is stopped on the last day of the trade fair or usually one hour after the end of the trade fair.

If necessary, water meters must be provided by the exhibitor themselves or ordered from the authorised service partner of Messe Karlsruhe.

The disposal of water for pools, hot tubs, etc. must be coordinated with the Technical Project Management of Messe Karlsruhe in advance of filling.

All installations within the stands must comply with the currently valid Trinkwasserverordnung (Drinking Water Ordinance), so that the installation and operation of a connection prevents any lasting influence on the drinking water quality.

The exhibitor must ensure that the water and wastewater installation is dimensioned in such a way that all water consumers can be operated simultaneously on the stand.

5.4.1 Connections

“The water and wastewater installations are installed in the halls as far as possible in the branch channels, but under certain circumstances above ground if the location of the connection point requires this. In exceptional cases, in an unfavourable situation, it may happen that the connection ordered cannot be installed or that additional costs can be expected.

Messe Karlsruhe is entitled to pass water and wastewater pipes and connections that serve neighbouring exhibition areas or the exhibitor's own through the exhibitor's stand.

Connections, machines and equipment which are not approved or which do not comply with the regulations or whose consumption is higher than declared are not permitted. They can be removed from the stand and taken away and stored by Messe Karlsruhe at the expense and risk of the exhibitor.”

5.4.2 Use of water-carrying systems and equipment

When using water, e.g. in water basins, wells or in water wall and air humidification systems, as well as in other spray systems, the hygienic condition must be guaranteed at all times.

On request, Messe Karlsruhe must be provided with proof of this.

5.5 Pneumatic/gas installation

For connection and consumption of gas and compressed air, all provisions laid down for energy (electricity and gas) in 5.3.1 and 5.3.2 apply mutatis mutandis.

5.5.1 Compressed air

For the construction of a compressed air connection, Messe Karlsruhe must be contacted eight weeks before the start of the event.

5.5.2 Gas

For the construction of a gas connection, the service department of Messe Karlsruhe must be contacted eight weeks before the start of the event.

5.6 Machinery, pressure vessel and exhaust gas systems

The following regulations always refer to all types of machines and systems, including robots, both stationary or mobile and controlled or autonomously operated.

5.6.1 Machine noise

In the interests of all exhibitors and visitors, the operation of noise-causing machinery and equipment should remain as limited as possible.

The volume at the stand boundary shall not exceed 70 dB(A).

Despite prior authorisation, Messe Karlsruhe is entitled to restrict or prohibit presentations that cause noise or visual nuisance and/or other emissions or that otherwise lead to a significant impairment of the event or of event participants.

If these requirements are repeatedly disregarded, the power supply to the exhibitor's exhibition area can be interrupted regardless of the associated failure of the stand supply. There is no entitlement of the issuer to compensation for the direct or indirect damage resulting from the interruption/disconnection of the power supply. The burden of proof for compliance with the requirements lies with the exhibitor.

5.6.2 Product safety

“All technical work equipment and consumer products on display must comply with the requirements of the Product Safety Act (ProdSG).”

Technical work equipment and consumer products that do not comply with these requirements must bear a clearly visible sign indicating that they do not comply with the requirements of the above law and cannot be purchased until compliance with the legal requirements has been established.

For technical work equipment and consumer products bearing the CE mark, the manufacturer's declaration of conformity must be available at the stand.

During demonstrations, the necessary precautions must be taken to protect persons by the stand personnel.

5.6.2.1 Protective devices

Parts of machinery and apparatus may only be put into operation with all protective devices.

The normal protective devices can be replaced by a secure cover made of organic glass or a similar transparent material.

If devices are not put into operation, the protective devices can be removed to make the design and execution of the covered parts recognisable to the visitor.

The protective devices must then remain visibly positioned next to the machine.

5.6.2.2. Test procedure

The technical work equipment on display can be inspected by the competent supervisory authority, in a fair-specific manner, together with the competent professional association committees, if necessary, with regard to its accident protection and safety design and checked for compliance with the safety requirements.

For the official verification of the CE marking, the EC declaration of conformity shall be available at the stand. In cases of doubt, exhibitors should contact the relevant office early before the fair begins.

5.6.2.3. *Operating ban*

In addition, Messe Karlsruhe is entitled to prohibit the operation of machines, apparatus and devices at any time if, in its opinion, risks to persons and property are to be feared as a result of the operation.

5.6.2.4. *Supplementary safeguard measures*

All implements or construction machinery must be tested in accordance with the Industrial safety Ordinance (BetrSichV) and no loads may be raised above persons. For further information on the burden of persons at events, please refer to DGUV Information 215-313 "Burdens on persons".

In addition, technical or organisational measures must be taken to ensure that in the event of a failure of a hydraulic system or a cable drive, it is not possible for the attachments of the equipment/loads to be lowered in an uncontrolled manner.

This can be done, for example, by blocking off the hazard area, by using hose breakage protection devices or by mechanical locking for supporting the hydraulic cylinders.

The exhibitor is responsible for the stability and safe operation of all exhibits and is required to provide proof of this. The trade fair reserves the right, in justified cases, to have a qualified person carry out a fee-based inspection on site.

5.6.3 Pressure vessels

5.6.3.1 *Acceptance certificate*

Pressure vessels may only be operated on the stand if the tests required by the Industrial Safety Ordinance (BetrSichV) have been carried out.

The test certificates issued thereon shall be kept at the place of issue by the pressure vessel and shall be presented at the request of the competent supervisory authority.

5.6.3.2. *Testing*

In addition to the presentation of a certificate for the construction and water pressure test (EC declaration of conformity and necessary documentation in German or English), an inspection must be carried out on site.

A person responsible for pressure vessels must be present at the stand.

5.6.3.3 *Rental equipment*

If rental equipment is used at the stand, the above regulations apply accordingly.

5.6.3.4 *Monitoring*

The required acceptance certificates must be available at the stand during the event for the trade supervisory board.

5.6.4 Exhaust gases and vapours

Flammable vapours, aerosols, dusts and gases emitted by exhibits and equipment which are harmful to health or cause public nuisance must not be introduced into the halls.

They must be discharged into the open air via appropriate pipework in accordance with the Federal Immission Control Act.

Greasy vapours that are produced by cooking or frying must be filtered with appropriate systems and displayed to and approved by the exhibition management in advance of the event.

5.6.5 Exhaust gas systems

For the installation of exhaust gas systems for flammable, harmful or annoying vapours, odours and gases must be discharged via an exhaust gas system. The order must be sent to the service department of Messe Karlsruhe with a true-to-scale basic sketch.

5.7 Use of compressed gases, LPG and flammable liquids

5.7.1 Compressed gas and LPG systems

The storage and use of compressed gas and LPG in the exhibition halls and on the premises is prohibited without the written approval of Messe Karlsruhe.

“The use of compressed gases, LPG and flammable liquids must be notified to Messe Karlsruhe in writing, indicating the location.

For the installation and operation of gas pipelines and system components, observe the “Technical rules for LPG” DVFG-TRF 2021 and the DGUV regulation 80 “Use of LPG”.

The installation must only be carried out by persons with proven competence and must be documented. Main locking devices must be accessible and marked. The work must be coordinated with Messe Karlsruhe’s contractual partners.”

Empty containers containing pressurised gases, LPG or flammable liquids may not be stored at the stand or in the hall.

5.7.1.1 Approval for compressed gas cylinders

The storage and use of LPG or other combustible and non-combustible gases in compressed gas cylinders, compressed gas packs or tanks is prohibited without the written approval of Messe Karlsruhe. According to the relevant accident prevention regulations, compressed gas cylinders must be protected against impact, falling over, unauthorised access and against heating. Toxic gases must not be used.

5.7.1.2 Use of LPG

When using LPG, a maximum of one 10 l pressurized gas cylinder with a capacity of up to 11 kg may be installed.

5.7.1.3. Equipment and maintenance

“For the installation and maintenance of LPG plants, the “Technical Rules for Liquefied Petroleum Gas” DVFG-TRF 2021 (Publisher: DVGW Deutscher Verein des Gas- und Wasserfaches e.V. and DVFG Deutscher Verband Flüssiggase e.V.) and the DGUV regulation 80 “Use of LPG” must be observed. Note 5.7.1.1.”

With the request for approval, the operator of the plant must prepare and submit an explosion protection document in accordance with Section 3 and Section 5 of the Industrial Safety Ordinance. The entire system must be inspected by a qualified person in accordance with DGUV principle 310-005.

Main locking devices must be accessible and marked.

5.7.2 Flammable liquids

The storage of flammable liquids is generally prohibited. Operational exceptions must be agreed with Karlsruher Messe- und Kongress GmbH at an early stage; written approval is required. DGUV regulation 113-001 and corresponding documents as well as notes of the safety data sheet must be observed.

The quantity held must not exceed a daily requirement. The organiser must be notified of filling activity, and this may only take place outside of visitor hours in compliance with safety regulations.

Emptied containers must be removed from the hall immediately. The storage of flammable and/or explosive cleaning agents in the hall is prohibited. The smoking ban must be strictly implemented.

The use of dummies is required for the exhibition of larger quantities.

5.8 Hazardous materials

The use and application of hazardous materials and building materials containing hazardous materials must be coordinated with Messe Karlsruhe.

The basis for this is the Act for the Protection against Dangerous Substances (Chem. Act), BGBl I, Part I, page 1703, in conjunction with the Chemicals Prohibition Ordinance (ChemVerbotsV) and the Hazardous Substances Ordinance (GefStoffV).

The safety data sheet and the risk assessment must be kept by the exhibitor.

5.9 Scene areas

“Scene areas within stand areas and outdoor event areas are defined areas for artistic, artistic or any type of performance or demonstration.

Areas under 20 m² that are intended for performances are not considered scene areas. All requirements associated with a scene area (e.g. VStättVO Baden-Württemberg) must be complied with. The operation of larger scene areas, possibly with acoustic, musical performances of any kind, is subject to display. With the notification by the exhibitor, the required, verifiably qualified specialists or the supervising person must also be named, who will be present on site and supervise or be responsible for the assembly and dismantling, test and demonstration operation/sequence on the scene area in the technical sense.”

5.10 Radiation protection

5.10.1 Radioactive substances

The handling of radioactive materials must be subject to authorisation and coordinated with Messe Karlsruhe. According to the Radiation Protection Ordinance, the licence must be applied for by the competent authority and submitted to Messe Karlsruhe at least 8 weeks before the start of the trade fair.

If a permit already exists, it must be demonstrated that the intended handling of radioactive materials on the exhibition grounds is legally covered.

5.10.2 X-ray equipment and interfering emitters

The operation of X-ray systems and interfering emitters requires approval and must be coordinated with Messe Karlsruhe.

The Ordinance on Protection against Damage by X-Rays (RöV, BGBl) must be observed.

The operation of X-ray systems and interfering radiators is subject to approval or notification, Sections 3,4,5,8 RöV. The application or notification must be submitted to the competent authority at least 8 weeks before the start of the event informally, three times.

5.10.3 Laser systems

The operation of laser systems is subject to notification and must be coordinated with Messe Karlsruhe. With the notification from the exhibitor or the organiser, the written order of a laser protection officer must be enclosed and a risk assessment in accordance with Section 3 OStrV must be prepared for the operation of the laser device.

The requirements of the Occupational Safety Ordinance on Artificial, Optical Radiation 2006/25 EG/OStrV, TROS lasers, DIN EN 60825 1, DIN EN 12254 and for show lasers, the requirements of DIN 56912 must be observed. For show laser systems, the instructions according to DGUV Information 203-036 must also be taken into account.

5.11 Radio frequency equipment, radio equipment, electromagnetic compatibility and harmonics, Internet

The operation of high-frequency equipment and radio installations is subject to authorisation by the Bundesnetzagentur and must be coordinated with Messe Karlsruhe in order to achieve a uniform distribution of frequencies and to exclude mutual influences as far as possible.

The operation of radio-frequency equipment and radio equipment is only permitted if they comply with the provisions of the Telecommunications Act and the Act on the Electromagnetic Compatibility of Equipment (EMVG).

If exhibits are exhibited or stand decorations are used in which electric, magnetic or electromagnetic fields are used, the provisions of 26th Ordinance to implement the Federal Immission Control Act must be observed.

The electrical installations of the exhibits and the exhibition stands must be designed in such a way that unacceptably high network repercussions due to current harmonics in the exhibition supply network are avoided.

“Internet services must be ordered from the relevant service partner of Messe Karlsruhe.

The establishment of exhibitor-owned networks is possible to a limited extent, but subject to costs and approval.”

5.12 Cranes, forklift trucks, empties

For logistics within the premises, only the specialist companies approved by Messe Karlsruhe and familiar with the venue must be commissioned.

The operation of own cranes and forklifts in the exhibition grounds is not permitted.

Only equipment from the contracted freight forwarders may be operated on the premises. The freight forwarders exercise the sole right of forwarding at the exhibition grounds, i.e. bringing exhibits, stand structures, etc. into the stand including the provision of any auxiliary equipment as well as customs clearance for temporary or definitive importation.

The General German Freight Forwarders Conditions (ADSp), latest version, and the tariff of the freight forwarder of Karlsruher Messe- und Kongress GmbH apply to the orders placed with the forwarding agents.

Messe Karlsruhe shall not be liable for any risks that may arise from the activities of the forwarding companies. The storage of empties of any kind on the stands is prohibited. Any unloaded goods must be transported immediately to the designated storage area for unloaded goods by the forwarding agents authorised at the exhibition grounds.

Lift platforms of all types require proof of the ability to operate in the form of personalised operator cards.

“The operation of cranes on the exhibition grounds is only permitted with the permission of Messe Karlsruhe.

The DGUV regulation 53 Cranes and the DGUV principle 309-003 Selection, instruction and qualification of crane operators must be observed, as well as the permissible ground loads and maximum clearance heights.”

5.13 Musical performances

The permission of the Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (GEMA) is required for musical and audiovisual reproductions of all kinds in accordance with the statutory provisions (Copyright Act) in their current version. Unregistered music plays may result in claims for damages by GEMA (Section 97 Copyright Act).

Registration and enquiries via: www.gema.de/messen

“The operation of acoustic systems of any kind requires the approval of the exhibition management and must be submitted in writing.

The volume during the daily operation of the trade fair shall not exceed the maximum permissible level of 70 dB(A), including noise peaks, at the stand boundary. If these requirements are repeatedly disregarded, the power supply to the stand can be interrupted regardless of the associated failure of the stand supply. There is no entitlement of the issuer to compensation for the direct or indirect damages resulting from the interruption. The burden of proof for compliance with the requirements lies with the exhibitor.”

5.14 Beverage dispensing systems

The Ordinance on Beverage Dispensing Systems, as amended, must be observed for the construction and operation of beverage changing systems on the stand.

The serving of alcoholic beverages for immediate consumption is subject to authorisation in accordance with Section 12 of the Licensing Act (Gaststättengesetz). The competent authority for granting the required permit is the Ordnungsamt Rheinstetten, Rappenwörtherstraße 49, 76282 Rheinstetten.

5.15 Food control

When submitting samples for consumption on the spot and selling food and drinks on the spot, the legal provisions must be observed, in particular the food hygiene regulations in their current version.

5.16 Animals

The introduction of animals into event areas is subject to notification and must take into account hygiene requirements, animal welfare, evacuation of people and animals. An evacuation concept must be agreed upon request with Messe Karlsruhe. This does not affect official notification and approval obligations. Animals should be brought in as part of the event content.

6. Environmental protection

For environmentally sound disposal of the waste generated during the event as well as during assembly and dismantling, the exhibitor must separate waste and dispose of it via the collection containers available for this purpose. It should be noted that Messe Karlsruhe disposes of waste that is generated to a “normal extent”. A fee is charged for the disposal of a disproportionately large volume of waste. Reusable materials should be used for stand design and stand supply in accordance with the principle of waste prevention.

“Exhibitors offering food and drink for immediate consumption must use rinsable, reusable tableware, glasses and tablecloths. The use of plastics (also recyclable) as well as cardboard tableware (also compostable and uncoated) is not permitted. Decanting from cans or disposable bottles is prohibited. Messe Karlsruhe reserves the right to apply appropriate sanctions in the event of a violation, up to and including the revocation of admission to the trade fair / event.

The use of edible tableware is to be discouraged because of the high production cost. In the event of non-compliance, this waste is disposed of at the expense of the exhibitor.”

Messe Karlsruhe is fundamentally committed to the precautionary protection of the environment and has been EMAS-certified since 2023.

As a contractual partner of Messe Karlsruhe, the organiser/exhibitor is obliged to ensure that all provisions and specifications relating to environmental protection are also complied with in a binding manner by their contractual partners (e.g. stand builders).

6.1 Waste management

The basis for all subsequent regulations are the requirements of the Circular Economy Act (KrWG), the associated implementing provisions and ordinances, in particular the Commercial Waste Ordinance, as well as the “state laws” and “municipal statutes”.

The exhibitor is responsible for the proper and environmentally sound disposal of the waste generated during the assembly, runtime and dismantling of their stand. The exhibitor is the producer of this waste.

The technical handling of the disposal for recycling and disposal is the sole responsibility of Messe Karlsruhe or its designated contractual partners.

In the interest of environmental protection and environmentally sound exhibitions, the exhibitor is obliged to reduce packaging and waste.

6.1.1 Waste disposal

According to the Circular Economy Act, the Commercial Waste Ordinance (GewAbfV) and the Waste Framework Directive (Directive 2008/98/EC as amended by Directive (EU) 2018/851), waste must be avoided during construction, runtime and dismantling at trade fair venues.

Exhibitors and their contractual partners are obliged to contribute effectively to this at every stage of the event. This goal must be pursued at the planning stage and in coordination with all those involved.

Where possible, materials and products shall be used on the site that are durable, easy to repair and reusable, result in less or more disposal-friendly waste than other materials and products, or are made from residues or waste.

Materials left behind can be disposed of without checking the value at the expense of the exhibitor for an increased fee.

Waste, packaging materials and empty containers must be disposed of in the provided containers (wood, plastic, paper, glass and residual waste).

The exhibitor must notify Messe Karlsruhe in good time of any production waste and demonstration residues that occur, stating the material and quantity, for disposal

6.1.2 Hazardous waste

The exhibitor and its contractual partners (e.g. stand builders) are obliged to report waste that is particularly hazardous to health, air or water, explosive or combustible (e.g. batteries, paints, solvents, lubricants, paints, etc.) to Karlsruher Messe- und Kongress GmbH in terms of type, quality or quantity and to arrange for its proper disposal by the responsible contractual partner.

6.1.3 Waste brought along

Materials and waste that do not arise in connection with the duration of the event, the construction or dismantling must not be brought to the site.

6.2 Water, wastewater, soil protection

6.2.1 Oil/grease separators

The discharges into the water network must not exceed the usual levels of pollutants for households. If waste water containing oil or grease is to be introduced which exceed these quantities, the use of oil/grease separators is necessary.

These must comply with generally accepted technical rules.

When using mobile catering, care must be taken to ensure that grease and oils are collected separately and disposed of separately.

Exhibitors with a catering company must use a grease separator in the drain. In the event of non-compliance, the exhibitor will be charged for any necessary cleaning and repair services.

6.2.2 Cleaning / cleaning agents

The cleaning of the generally accessible event area is commissioned by the exhibition management. The exhibitor is obliged to clean the exhibition space rented by them.

Cleaning work must always be carried out with biodegradable products.

Cleaning products containing solvents harmful to health must be used in accordance with the regulations and only in exceptional cases.

6.3 Environmental damage

Environmental damage/contamination (e.g. due to petrol, oil, solvent, paint) must be reported to Messe Karlsruhe immediately.

