

# TECHNICAL GUIDELINES

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## 1. Opening Hours

### 1.1. During installation and dismantling

Work is permitted in the halls and outdoor exhibition grounds during general installation and dismantling from 9:00a.m. till 6:00p.m., insofar as other hours specific to a trade fair are not stipulated.

These hours are subject to change. For reasons of general security in the trade fair grounds, the halls and the outdoor exhibition grounds remain closed completely outside of these hours. An extension is only possible in exceptional cases with written permission from Munich Trade Fairs (Shanghai) Co. Ltd, hereafter referred to as "MMI."

### 1.2. During events

During an event, the halls are opened an hour before the trade fair starts in the morning and closed an hour after closing time in the evening. MMI reserves the right to apply special regulations. Exhibitors, who need to be active at their stand in substantiated individual cases beyond these hours, require the express written consent of MMI.

## 2. Traffic on the Trade Fair Grounds, Escape Ways, Safety Installations

### 2.1. Traffic regulations

Driving vehicles of any type on the trade fair grounds is at your own risk and is only allowed with corresponding permission, valid entry authorization or a valid parking permit. Driving on the trade fair grounds or parking vehicles in the trade fair grounds is prohibited on principle during an event. MMI can make exceptions to this and grant corresponding parking permits or permission for driving in. MMI is authorized to make the granting of parking permits or permission to drive in dependent on payment of a fee. The parking permits or entry permits should be placed clearly visible behind the windshield of the corresponding vehicle. The regulations, which are connected with permits for parking or driving in, must be observed strictly. Permits for parking or driving in must be returned upon request by the staff delegated to handle traffic regulations and routing by MMI or the security guards at any time. A parking permit or permit for permission to drive in is only valid for the vehicle, for which it was issued.

MMI is authorized to demand a deposit for driving into the trade fair grounds and to limit the maximum time allowed on the grounds. If the maximum time is exceeded, the deposit shall not be returned. This regulation shall apply during setup and dismantling times in those cases, in which MMI permits driving on the trade fair grounds during an event.

The speed limit on the trade fair grounds is 5 km/h. Only driving at a walking pace is permitted in the halls at all times; this regulation also applies to the complete trade fair grounds during an event.

Optimum courtesy should be shown to pedestrians. Driving is not permitted on blocked paths and planted areas. Driving in the halls is only permitted for loading and unloading based on a written confirmation. Attention must be paid to the set load-carrying capacity of the hall floors as well as the height and width of the gates. Engines should be turned off during loading and unloading.

Parking vehicles in the halls is prohibited on principle. Mobile homes and caravans may not be driven into the trade fair grounds for the purpose of overnight stays. Areas, which MMI has designated as campgrounds for an event, are not subject to this regulation. Stopping is absolutely prohibited in the complete trade fair grounds, except at areas specially designated for such. MMI reserves the right to tow away or remove any vehicles, trailers, containers or empties in the no-stopping zones or which are otherwise illegally parked at the costs and own risk of the person who did this or the owner.

MMI is authorized to issue more far-reaching traffic regulations and traffic routing measures, especially to ensure smooth flow of traffic during setup and dismantling times as well as during an event; every person on the trade fair grounds is obligated to comply with such. MMI especially reserves the right to regulate access of exhibitors or their stand construction or other suppliers to the individual stands.

We recommend using the complete setup time during trade fairs and events, because the trade fair grounds are usually overcrowded on the last two setup days in our experience. No claims may be made against MMI if the trade fair grounds are overcrowded or if delays occur for exhibitors, their stand construction or other suppliers in accessing the individual stands due to directives of MMI concerning regulation of traffic on the trade fair grounds.

### 2.2. Escape Ways

#### 2.2.1. Fire department zone, hydrants

The designated fire department zones, escape ways and safety zones may not be obstructed by parked vehicles or storage of exhibition material, construction or packaging material, etc., even during the setup and dismantling times. Vehicles and objects, which are in fire department zones, escape ways and safety zones, will be towed away or removed and a charge shall be levied for this.

Hydrants in the halls and the open-air exhibition grounds may not be obstructed by constructions, made difficult to locate or inaccessible. Any behavior which could hamper the normal operation of the fire protection system and central supervising system, including the fire-alarm bell contact, the fire hydrant, fire extinguisher and fire escape is forbidden.

#### 2.2.2. Emergency exits, escape hatches, hall aisles

All designated exits and aisles in the hall layouts shall be kept completely free of obstructions. They serve as escape ways in emergencies and consequently may not be made narrower by objects put down or protruding objects. It must be possible to open the doors of the escape ways to their complete extent from the inside. The exit doors and escape hatches and their identification may not be covered by structures, blocked or otherwise be rendered unrecognizable.

Information stands, tables and other furniture may only be set up at sufficient safety distances from access and exit doors or stairwell accesses. If hall exits are located within a stand, these areas designated as hall exits may not be made narrower.

### 2.3. Safety installations

Sprinkler systems, fire alarms, fire extinguisher installations, smoke detectors, closing devices of the hall gates and other safety installations, their indication signs as well as the green emergency exit signs must be accessible and visible at all times; they may not be blocked or obstructed.

### 2.4. Stand Numbering

The organizer will mark all stands with stand numbers, which may not be removed with prior consent of the organizer.

## 2.5. Guarding

MMI or the security company contracted by it and approved for the trade fair grounds shall provide guards at the gates and in the halls. MMI does not guarantee complete guarding and surveillance of the trade fair grounds.

MMI is authorized to take required measures for guarding and surveillance. Guarding stands, exhibition goods and other objects at a stand is not the responsibility of MMI. If required, exhibitors must arrange for guarding of their stands themselves. Stand guards may only be contracted from the security companies authorized by MMI for the trade fair grounds.

Exhibitors expressly warned that there are increased risks for exhibition goods and other objects brought in by exhibitors during setup and dismantling times. Valuable and easy-to-move objects should be guarded continually or kept under lock and key at night. No obligation or liability should be borne by MMI if there is any loss of exhibition goods or other objects at a stand or in other areas, whether guarded or not by MMI.

## 3. Technical Data

### 3.1. Hall data

Floor area per hall (gross): 11,500 m<sup>2</sup>

Admissible floor load: 3,300 kg/m<sup>2</sup> (33 kN/m<sup>2</sup>, for a single space of up to 50 m<sup>2</sup> (3.3 t/m<sup>2</sup>).

If there is any vertically vibrating part in the exhibit operation, the above mentioned floor load bearing capacity should be reduced at least by 50%.

Flooring: Concrete floor with hardener

Access: 10 doors/openings of approx. 5 m wide, 4 m height per hall

Power supply: 5 wire, 3 phase 380V/220V, 50 Hz

### 3.2. Outdoor area data

The nature of the surface and its maximum load-bearing capacity of the outdoor area are varying. The stand proposal will contain the information about load bearing capacity and flooring individually. The exhibitor has to observe the limits conveyed to him.

Power supply: 5 wire, 3 phase 380V/220V, 50 Hz

## 4. Stand Construction Regulations

### 4.1. Stand safety

Exhibition stands including furnishing and exhibits as well as advertising material should set up sufficiently stably, so that public safety and order are not endangered, especially with respect to life and health.

Exhibitors are responsible for the static security of the stands and must provide proof of such if necessary.

Securing stand constructions via connections to the hall ceiling is not permitted (see item 4.7.5.2 for information about attaching objects to fastening points).

All building structures on the trade fair grounds shall be executed in accordance with the legal requirements of planning, construction and fairs of the administrative authorities. Exhibitors shall complete all the related procedures for which they are responsible in compliance with the relevant laws, rules and regulations.

### 4.2. Approval of Stand Construction

Assuming that the Technical Guidelines are observed in designing and constructing a stand, drawings need to be submitted for approval for raw space stand constructions in the halls insofar as they are built by the exhibitor and its constructor. On request, MMI will check submitted stand construction plans (submitted in two copies) for exhibitors. No specific approval will be issued.

All stand constructions, multi-storey stands (see item 4.9), mobile stands, stands with bridges, stairs, cantilevered roofs, galleries, etc. and constructions on the outdoor exhibition grounds (see item 4.8) require approval.

#### 4.2.1. Checking and Approving Constructions Requiring Official Approval

Each organizer, exhibitor, renter, service partner or other service provider is obligated to check whether the provisional built-in parts or constructions require approval, regardless of whether in the halls or the outdoor exhibition grounds.

Dimensioned stand plans for one-storey stand constructions must be submitted in two copies (ground plan and view drawing and electricity layout at least in a scale of 1:100) at the latest by the deadline cited in the Exhibitor Manual of MMI. No specific approval will be issued.

Multi-storey stand constructions must be applied for at the latest by the deadline cited in the Exhibitor Manual using the form "Building approval for outdoor stand and multi-storey stand design." The form must be submitted in English with the documents, also in English, requested in the form, in the required number of copies to MMI. Insofar as approval is granted, stand construction shall only be authorized after the approval letter has been presented to the exhibitor/stand constructor and the documents with the static have been sent back to the exhibitor/stand constructor.

The costs of the building approval procedure shall be charged to the exhibitor (see the reverse side of the form "Building approval for outdoor stand and multi-storey stand design").

#### 4.2.2. Vehicles and Containers

Vehicles and containers as exhibition objects in the halls require approval.

#### 4.2.3. Removal of non-approved stand constructions

Stand constructions, which have not been approved, do not comply with the Technical Guidelines or laws, must be changed or removed according to the case. If this is not done within a set time limit, MMI is authorized to make the changes at the expense of the exhibitor or-insofar as required-to remove such stand constructions.

#### 4.2.4. Scope of liability

Insofar as an exhibitor or a stand constructor contracted by him does not comply with the stand construction provisions stated above, he is liable for all damages resulting from violation of the stand construction provisions.

In addition, an exhibitor or a stand constructor contracted by him shall exempt MMI from any and all claims of third parties, which are enforced resulting from violation of the stand construction provisions stated above.

### 4.3. Height of construction

The maximum booth construction and advertising height for one storey booth is 6.00 m.

The maximum booth construction and advertising height for multi storey booth is 8.50 m. Construction of partially higher parts is subject to approval of the MMI operations team and the project team for IFAT CHINA 2010 and depends on stand position and design and will only be granted in exceptional cases.

Shell scheme stands are forbidden to change its original height limit. The structure height is set specific to events and can be seen either in the special participation conditions or an inquiry can be sent to MMI's Operations Department responsible for this. The height limit set by MMI may only be exceeded during stand construction with the prior written consent of MMI. Exhibits are not subject to this limitation on principle, but MMI should be informed of them in advance.

#### 4.4. Fire Protection

##### 4.4.1. Fire protection and safety regulations

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

Stand construction and decoration materials must accord with the national and local fire protection regulations. Easily flammable materials, materials that drip when burning or materials that create toxic gases such as bengaline, polystyrene rigid foam (Styrofoam) or similar materials may not be used. Decoration materials must be at least flame-proof.

Normal flammable decoration materials may be used in partial areas. A test certificate of the building material class of the materials used can be requested. Special requirements can be set for load-bearing construction parts in individual cases for reasons of safety (e.g., non-combustible).

Stand flooring must be laid joint-tight.

There are appointed flower suppliers in the centre. Any other suppliers are not allowed to run similar business in the centre.

Trees and plants may only be used for decoration purposes if they have been freshly cut and the leaves or needles must be green and sappy. If it is determined during an exhibition that trees and plants dry out and consequently become more easily flammable, they must be removed. Trees must be free of branches to at least 50 cm above the floor. Peat should always be kept moist (as it can catch fire from tobacco products!).

Bamboo, reeds, hay, straw, bark mulch, peat or similar materials do not normally fulfill the requirements stated above and are prohibited on principle. Exceptions require the prior consent of MMI.

###### 4.4.1.2. Exhibiting vehicles

Vehicles with combustible engines may only be exhibited in the halls with almost empty tanks. The battery should be disconnected, and the fuel tank must be locked.

Combustible engines may not be demonstrated in operation in the halls or in the structures of the exhibitors. They must be equipped with mufflers for demonstrations in outdoor exhibition grounds. Fuel may not be stored at stands.

###### 4.4.1.3. Explosive materials

Explosive materials may not be exhibited at trade fairs or exhibitions. This also applies to ammunition.

###### 4.4.1.4. Pyrotechnics

Pyrotechnic demonstrations require approval and must be agreed upon with MMI.

###### 4.4.1.5. Use of air balloons

The use of airships and balloons is not permitted in the halls and in the outdoor exhibition grounds on principle. Exceptions require the prior written consent of MMI. If permission is granted, the balloons and airships may only be filled with non-flammable and non-toxic gases. Balloons and airships must be within the stand limits; the maximum stand construction height and height for advertising materials must be observed (see item 4.3).

###### 4.4.1.6. Fog machines

The use of fog machines must be agreed upon with MMI.

###### 4.4.1.7. Ash containers, ashtrays

If smoking is not expressly prohibited at the exhibition stand or parts of it, a sufficient number of ashtrays or ash containers made of non-flammable material must be provided. There must also be provisions for their emptying at regular intervals in to non-flammable, tightly closing containers. No smoking is allowed anywhere in the trade fair grounds with non-smoking signs.

###### 4.4.1.8. Recyclable material and waste product containers

No recyclable material or waste product containers made of flammable materials may be used at the stands. Any recyclable materials or waste products at the stands are to be disposed by the exhibitor. Easily flammable materials such as wood chips, wood residue, sawdust and the like are to be placed in closed containers and removed daily or—if substantial quantities of such collected—several times daily.

###### 4.4.1.9. Spray guns, nitrocellulose lacquer

The use of spray guns or nitrocellulose lacquer is prohibited.

###### 4.4.1.10. Abrasive cutting and all work with open flames

Welding, cutting, soldering, thawing and abrasive cutting work must be announced before work begins, and permission must be requested in writing from MMI. Precautions must be taken against possible flying sparks in the area.

Grooves and cracks must be sealed with suitable, non-flammable materials. Open fires and actions with danger of causing fire are not permitted and require approval by MMI and the authority responsible (the fire-protection department) in each individual case. Fumes must be drawn off using perfectly functioning vent systems. An officially approved fire extinguisher should be kept ready for use at the stands.

###### 4.4.1.11. Empties

Storage of empties of any kind (e.g., packaging materials) is prohibited in the stands and outside of stands in the hall. Any empties should be removed without delay.

Storage of empties on the trade fair grounds is only permitted by the forwarding company contracted to do this by MMI. This service is subject to charges.

MMI is authorized to have materials removed at the cost and own risk of an exhibitor if an exhibitor does not comply with a request to remove prohibited stored materials.

#### 4.4.2. Stand roofing

Stand roofing should generally be made of fireproof materials. A sprinkler system has to be installed for any single covered area exceeding 30 m<sup>2</sup>. In this case, a sprinkler head should be installed for each 12 m<sup>2</sup> of covered/roofed area; any rooms or cabins covered by the stand roofing should also be included in the sprinkler protection.

A sprinkler system for stand roofing with more than 30 m<sup>2</sup> is not required if one of the following prerequisites is met:

- The roofing is a grid ceiling with opening dimensions of 1 x 1 cm. The horizontal opening area is at least 50% with consideration of the light fixtures and similar built-in parts.
- The roofing is fireproof and approved for horizontal installation below sprinkler levels.
- The roofing opens over a large area at a temperature of max. 70°C due to safety fuses.

(See item 4.9.6 for information about roofing in the upper storey of multi-storey stands.)

#### 4.4.3. Glass and acrylic glass

Only glass suitable for the respective purpose may be used. Only safety glass may be used for structures made of glass.

Edges of glass panes must be worked or protected in such a way that danger of injury is excluded. All-glass construction components must be marked at eye height.

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

##### 4.5.1. Exits, escape routes

Stands with a base area of more than 100 m<sup>2</sup>, and an escape route length of more than 25 m or stand layout, in which the exit/escape route is not visible from every spot on the stand, must have at least two separate exits/escape routes, which should be at opposite ends of the stand. Stand layouts should be designed in such a way that there are no difficult-to-access rooms, corners or niches created. Each separate room must be equipped with sufficient visual contact to the exhibition area or to the hall.

Rooms that are only accessible via another separate room (so-called trapped rooms) are prohibited.

##### 4.5.2. Doors

The use of swing doors, revolving doors, coded doors or sliding doors is not permitted in escape routes. The minimum width should be 0.90 m.

##### 4.6. Platforms, ladders, ascents, footbridges

In general, areas where you can walk and also borders directly to areas, which are more than 0.20 m lower, must be provided with railing. These must be at least 1.10 m high. An upper chord, middle chord and lower chord must at least be provided.

A certificate of statics must be provided for a platform. The floor-carrying load must be designed for at least 5.0 kN/m<sup>2</sup>.

One-level platforms, on which you can walk, may have a maximum height of 0.20 m.

Ladders, ascents and footbridges must be in compliance with current safety regulations.

##### 4.7. Stand Design

###### 4.7.1. Appearance

The furnishing and design of a stand and the associated required setup is the responsibility of the exhibitor. However, exhibitors must take into consideration the character and image of each trade fair. MMI is authorized to prescribe changes in stand design in this context. It also reserves the right to prescribe the frame setup for individual trade fairs in the special participation conditions.

Walls, which border visitor aisles, should be brightened up via the building in of display cases, niches, displays, etc.

The name and main office of an exhibitor must be clearly visible on a stand. The stand sides bordering neighboring stand should be kept neutral, white and clear.

###### 4.7.2. Checking the rented area

MMI measures the rented area on the hall floor and marks it at the corners. Every exhibitor is obligated to obtain information about stand allocation about the location and dimensions of any installations, especially fire alarms, layout of service tunnels, ventilation systems, etc. and to inform the stand constructor if applicable.

It is imperative that stands remain within the borders of the rented area. (Also refer to item 4.7.4. Hall floors.)

###### 4.7.3. Intervention in the substance of a building

Hall components and technical facilities may not be damaged, soiled or in any way changed (e.g. by drilling holes, use of nails or screws, etc.).

Painting, applying wallpaper and pasting are not permitted.

Hall components and technical facilities may not be subject to loads, for which they are not designed, by stand structures or exhibits. Grooves on hall walls, ceilings and floors may not be damaged under any circumstances by chiseling, foundation or similar work. Installation of bolts or anchoring is not permitted either.

###### 4.7.4. Hall floors

Carpets and other flooring are to be laid accident-proof and may not extend beyond the rented area. Inferior carpets containing CaCO<sub>3</sub> are forbidden. Only tape, which can be removed without leaving any residue, such as double-faced cloth adhesive tape, may be used for attaching. Double-faced blown-sponge or any other materials difficult to clean up are forbidden.

Otherwise, nothing may be stuck on the hall floors nor may they be painted. All materials used must be removed without leaving any residue. Substances such as oil, grease, paint and similar things must be removed from the floor immediately.

###### 4.7.5. Objects hung from the hall ceiling

###### 4.7.5.1. Availability of fastening points

MMI shall be solely responsible for hanging objects from the hall ceiling and makes fastening points available for such. Only MMI may make changes to these suspension structures. MMI will subcontract specialist companies to handle this.

The structures to be hung may only be located in the air space above the stand area. Building and advertising heights should be observed. Quantity and location of the fastening points are checked onsite by the hall owner.

Each projected fastening point on the ceiling structure of the halls can handle a maximum load of 200 kg plumb.

###### 4.7.5.2. Attaching objects to the fastening points

The objects to be suspended (lighting fixtures, spotlights, etc.) at the ordered fastening points may only be attached by hall owner's appointed staff under observance of the regulations applicable at the event site and in accordance with the current state of technology. Operators must make a careful check and test on the jacks (chain blocks) before using them. During the operation, jacks can not carry overload.

With respect to attaching the objects to be suspended, the appropriate safety regulations must be observed. Wire rope clamps may not be used. For safety reasons, the provisions below must also be observed. The following are not permitted on principle.

- Hanging stand components or exhibits
- Securing stand components or exhibits (stand components and exhibits must stand securely independently)
- Suspended structures with a rigid or power-grip connection to the hall floor
- Attaching the objects to or suspending the objects from the fire sprinklers or lighting fixtures on the hall ceiling

Exceptions require the prior written consent of MMI.

###### 4.7.6. Stand limitation walls

Separating walls can be ordered using the Exhibitor Manual.

Exhibitors may neither change nor work separating walls and supports.

Exhibitors are liable in the case of a violation of these provisions for all consequent damages to persons and property.

#### 4.7.7. Advertising Materials/Presentations

Stand and exhibit labeling as well as company and brand trademarks may not exceed the prescribed construction height. A distance to the stand border of 2 m to neighboring stands should be kept for advertising materials.

All types of demonstrations and presentations as well as all kinds of visual, moving or acoustic advertising require the prior written consent of MMI. Such materials may not annoy other event participants, create crowds of visitors consequently causing congestion in the aisles, or drown out the trade fair's own loudspeakers in the halls. The loudness level may not exceed 70 dB(A) at stand borders.

MMI is authorized to restrict or prohibit those presentations (despite previously granted permission), which cause noise, visual annoyance, dirt, dust, vibrations or any other emissions or result in substantial negative effects on the event or event participants for any other reasons. All machines for onsite demonstration must be equipped with safety devices and running signs, which may be removed only when the machines are disconnected from power without any latent danger.

Working machines must be placed at a relatively safe distance from visitors, and safety operation device is needed.

Blinking, rotating or fast-moving advertising materials as well as moving letters at stand borders are not permitted. The hanging of advertising material or other loads from cranes, platforms and exhibits is prohibited for safety reasons.

The distribution of printed materials and the use of advertising materials is only permitted within your own stand area.

MMI reserves the right to make further restrictions for special cases. MMI is authorized to enter stands to check compliance with the above regulations. MMI is authorized to remove, cover or otherwise prevent advertising, which violates the regulations cited above.

#### 4.8. Outdoor Exhibition Grounds

##### 4.8.1. Checking the rented area

MMI measures the rented area on the ground of the open-air exhibition grounds and marks it at the corners.

Every exhibitor is obligated to obtain information about stand allocation about the location and dimensions of any built-in parts, especially supply pipes, foundations, tracks, distribution boxes, etc. and to inform the stand constructor if applicable.

It is imperative that stands remain within the borders of the rented area. No objects on the rented area may protrude beyond the rented area. MMI Operations Department, can grant exceptions for rotary tower cranes for safety reasons; MMI can make the exceptional permission dependent on whether all affected exhibitors have granted permission for the fact that a rotary tower crane protrudes over their stand. If an exhibitor refuses to grant this permission, this refusal is insignificant if the affected rotary tower crane must protrude over his stand area for safety reasons.

##### 4.8.2. Setup

###### 4.8.2.1. Stand Setup

All structures, which should be set up in the outdoor exhibition grounds, require the prior consent of MMI.

The required application forms as well as plans of ground and upper floor, elevations, cross-sections, electricity layout and static calculations or test reports must be submitted to the Operations Department of MMI in due time, **but at least nine weeks before setup begins.**

At the setup of facilities, especially buildings, all applicable regulations at the event site must be observed.

Attention must be paid to all existing supply pipes, foundations, distribution boxes, etc. during all setup work. Insofar as they are within individual stand areas, they must be accessible at all times.

Stand structures in the outdoor exhibition grounds may not be built nearer than 0.5 m to the border of neighboring stands unless MMI gives written permission for this.

###### 4.8.2.2. Anchoring and work in the fair

Precise site plans must be submitted to MMI and written permission obtained for anchoring tents, cables, flagpoles and other work in the ground of the outdoor exhibition ground. Any work in the area grounds is prohibited without written permission.

###### 4.8.2.3. Cranes and Exhibits

All cranes and exhibits, which are to be placed in the outdoor exhibition grounds and are higher than 20m, require prior consent of the Operations Department of MMI and must be registered using the appropriate forms of the Exhibitor Manual of MMI, at least 12 weeks before the trade fair begins. If the required documents are submitted later than 12 weeks before the trade fair begins, MMI will set the binding maximum setup height available for these exhibits for safety reasons. MMI is authorized to limit or prohibit setup to maintain the prescribed height, if necessary.

MMI reserves the right to have experts check or inspect exhibits even if these have dimensions which are not within those cited in the framework data requirements of the form.

###### 4.8.3. Dismantling

All exhibition areas must be entrusted back to MMI in their original condition by the set dismantling deadline.

Attention must be paid to all existing supply pipes, foundations, distribution boxes, etc. during all dismantling work.

If the required reconditioning work has not been completed by the set dismantling deadline, MMI is authorized to do this or contract a third party to do this at the expense of the exhibitor.

###### 4.8.4. Public Aisles between the blocks of stand areas

Exhibitors who are allocated in more than one block with public aisles in between the blocks of the booth are not allowed to build booth construction or advertising construction or any other building component or exhibit across these aisles. Aisles are not part of the rented raw space area. No promotion measures are allowed on these aisles.

###### 4.8.5. Other regulations

Exhibitors, whose stands border on the edge of the trade fair grounds, may not use the fence for their purposes. The fence outer side may not be used as advertising space. This also applies to setup and dismantling times.

Building components, stand signs and flags must be installed in such a way that they do not interfere unreasonably with others, especially not with other exhibitors or with visitors. Misleading company signs must be removed at the request of the trade fair management.

Rotary tower cranes and similar objects must be secured in line with regulations.

The hanging of advertising material or other loads from cranes, platforms and exhibits is prohibited for safety reasons. The general regulations and the regulations for the hall area, insofar as they can be applied to the outdoor exhibition grounds in the sense they are intended, also apply to the outdoor exhibition grounds.

#### 4.9. Multi-Storey Constructions

##### 4.9.1. Construction request

Multi-storey trade fair stands can only be built with the prior consent of MMI. However, approval is dependent on the projected location in the hall and the area belonging to it. Another decisive factor for approval is how the multi-storey stand affects the design and clear structure of the hall as well as the neighboring stands.

##### 4.9.2. Conditions concerning stand area roofing, safety distances, height of stand interior rooms

The maximum structure height is set separately for each event and stated in the participation conditions.

The height clearance of interior rooms in multi-storey structures must be at least 2.40 m in the ground (first) floor as in the upper floor (second floor). If the covered area exceeds 30 m<sup>2</sup>, a sprinkler system must be installed. A sprinkler head should be installed for each 12 m<sup>2</sup> of covered/roofed area, and sprinkler protection must be provided for each room.

##### 4.9.3. Live loads/assumed loads

The following should be estimated for the storey ceiling of a multi-storey trade fair stand in a trade fair hall: When used for meetings and customer support, i.e., furnishing with tables and chairs arranged freely or in meeting cabins, the storey ceiling must be designed for a live load of 3.5 kN/m<sup>2</sup>. If there is unrestricted use as exhibition or sales room, as meeting room or a great number of chairs, the storey ceiling must be designed for a live load of 5.0 kN/m<sup>2</sup>. The use should be entered clearly recognizable in the plans, which are submitted for approval.

Stairs must always be designed for a live load of 5.0 kN/m<sup>2</sup>. Balustrades and railings should be designed for 1 kN/sqm at railing height. Proof must be submitted that the bearing load of the supports does not exceed the permissible bearing load of the hall floor.

##### 4.9.4. Escape ways/stairs

Multi-storey stands up to 100 m<sup>2</sup> of built-over area require only one stairway (min. width 0.90 m), which must end outside of the built-over structure. The maximum escape way length from the upper storey to reaching of the hall aisle in the ground floor may not exceed 25 m. Spiral staircases as required staircases are not permitted. If the upper storey area exceeds 100 m<sup>2</sup>, at least two stairways arranged opposite each other are required. At least one of the two stairways must end in an area, which is not built over. Nothing may be stored and no shelves may be built in the area from and below flights of stairs without stair risers. Handrails must be easy to grab hold of and run without interruptions.

##### 4.9.5. Construction materials

In multi-storey stands, the load-carrying construction components, ceiling of the ground floor and the floor of the upper floor must be composed of at least fireproof construction materials.

Construction materials normally used in trade fair structures are permitted for flooring and wall covering in the ground and upper floors. Anchoring in the hall floor is not permitted.

Multi-storey trade fair stands should be designed in such a way that they can be set up and dismantled within the time period projected for the event for setup and dismantling.

General construction law regulations must be observed. MMI reserves the right to apply any additional technical safety or fire safety requirements, which might become necessary.

##### 4.9.6. Upper storey

All common rooms of the stand must have visual contact to the hall.

In the upper storey, rolling safeguards in a height of at least 0.05 m must be installed on the floor in the area of railings in the upper storey, if required. Railings should be installed in line with items 4.6 and 4.9.3.

None of the areas in the upper storey may have a closed ceiling/sail. Metal grating with a grid dimension of 1 cm x 1 cm is permitted. The open area above must be at least 80% of the floor area, including the light fixtures.

##### 4.10. Dismantling Stands

Exhibitors must remove all stand construction material, all exhibition pieces and objects and all other exhibition material without exception and restore the original state of the exhibition area by the end of the dismantling time announced for each event (see the General Terms of Participation).

MMI is authorized but not obligated to transport away and store exhibition goods, which is still at the stands after the end of the dismantling time at the expense and own risk of the exhibitor as well as charge an appropriate handling fee from trade fair forwarding companies. MMI is authorized to dispose of exhibition material and all other objects, which an exhibitor has left behind after the end of the dismantling time.

#### 5. Technical Safety Regulations, Technical Regulations, Supply of Technical Features

##### 5.1. General regulations

Setup and dismantling work may only be carried out within the framework of the respectively valid labor and commercial laws.

Any damage caused by an exhibitor or a party contracted by an exhibitor on the trade fair grounds, buildings or facilities will be repaired by MMI at the expense of the exhibitor in question after the end of the event. During set-up and dismantling period in the outdoor exhibition area wearing of a safety helmet is compulsory. In the indoor exhibition area it is only compulsory for working personnel (e.g. contractors, forwarders etc.). It is necessary to wear safety helmets and safety belts and to carry out other safety measures against injuries that might be caused by falling objects in overhead work (height all of 2 m).

Only qualified overhead operation tools may be used. Unqualified ones are strictly prohibited. When passing tools or objects, throwing is forbidden. Overhead work after drinking alcohol is also strictly forbidden.

##### 5.2. Use of tools

The use of cartridge-powered tools is prohibited.

The use of woodworking machines without chip suction-off is not permitted. Only cranes, forklifts and platforms may be used, which are made available by the service partners of MMI responsible for this. An agreement about this must be reached with MMI in special cases.

### 5.3. Electrical Installations

#### 5.3.1. Connections

Only MMI or its suppliers may carry out electrical installations from the areas to the stands. The electrical installations, which are only to be carried out by MMI or its suppliers, include the main connection with electric power lines, main power fuse and—if applicable—main switch/electric supply meter. The exhibitor is not allowed to obtain electricity for his stand from such persons as have not been authorized to supply electricity by MMI. Exhibitors are expressly forbidden to obtain electricity from neighboring stands.

In the case of stands which require an extended use of power supply, exhibitors shall apply for permission in advance through MMI. Individual regulations have to be made. The use of generators at the stands is not permitted without the prior written consent of MMI.

A layout drawing should be sent with an order, which make the desired placement of the connections clear.

Exhibitors must ensure that the electric installation is designed in such a way that all current consumers at a stand can be operated simultaneously. If MMI determines that the electric installation ordered by the exhibitor does not permit simultaneous operation of all current consumers at a stand, MMI is authorized to upgrade the electric installation at the expense of the exhibitor even without an order from the exhibitor.

Electric installations are laid in the area channels insofar as possible, but possibly above ground if the location of the connection point requires this. MMI is authorized to run electric power lines and connections, which serve neighboring stands, through the stand of an exhibitor, unless MMI can make the electric connection to the neighboring stand at the same or lower costs without running cables and connections through the stand of the exhibitor. If the exhibitor wants to lay cables that cross traffic paths or other stands, prior consent of MMI is required. The cables must be laid road-worthy. The exhibitor pays the costs for this. If current consumption cannot be charged at a flat rate, it is charged at the prices stated in the Exhibitors' Manual and via the determined consumption per kW/h using the built-in meter.

The power supply will be switched off in accordance with the terms or rules for the closing of the trade fair on the last trade fair day for safety reasons.

#### 5.3.2. Stand installation

Within stands, installations may only be carried out by the exhibitor's own skilled workers or by authorized specialist companies under observance of the regulations applicable at the event site and according to the current state of technology. The installation personnel must hold valid electrician operation certificate.

Electric installations within a stand can be carried out by MMI or its suppliers on order.

Connections, machines and equipment, which do not comply with the regulations or which have higher consumption than registered, are not permitted. They can be removed from the stand by MMI at the expense and own risk of the exhibitor and be stored for safekeeping.

#### 5.3.3. Assembly and operating regulations

The complete electric installation must be carried out according to the latest applicable safety regulations valid at the event site. Conductive construction components are to be included in the measures for protection against indirect contact (stand earthing).

In addition, only cables with a minimum diameter of 1.5 mm<sup>2</sup> Cu may be used. Flat conductors of all types are not permitted. Uninsulated electric cables and terminals are not permitted in low-voltage systems. Secondary cables must be protected against short-circuits and overloading.

#### 5.3.4. Safety measures

All heat-generating and heat build-up electric equipment (hotplates, spot-lights, transformers, etc.) must be installed on non-combustible, heat-resistant, asbestos-free supports and monitored adequately during operation. Sufficient distance must be maintained to flammable materials in line with the heat generation. The heat-generating and heat build-up electric equipment are not allowed to be focused on nor be stationed near the fire sprinklers. Lighting fixtures may not be attached to flammable decorations, among other things. High-temperature lighting and neon lights could not be installed without permission and examination from the relevant authority. The installation height of neon lights should not be less than 2.5 m.

Outdoor lighting fixtures should be moisture-proof.

#### 5.3.5. Safety lighting

Stands, in which the generally existing safety lighting is not effective due to special feature of their construction, require their own safety lighting additionally. It is to be designed in such a way that it ensures reliable finding of the general escape ways.

### 5.4. Water and sewage installations

#### 5.4.1. Connections

Only MMI or its suppliers may carry out water and sewage installations from the areas to the stands. The water and sewage installations include the main water connection (water supply and drainage) with feed and outlet pipes as well as water meter if required. The exhibitor is not allowed to obtain water for his stand from such persons as have not been authorized to supply water by MMI.

Exhibitors are expressly forbidden to obtain water from neighboring stands. In the case of stands which require an extended supply of water and sewage, exhibitors shall apply for permission in advance through MMI. Individual regulations have to be made. Orders should be sent with connection plans (form in the Exhibitors' Manual), which make the desired placement of these connections clear.

Exhibitors must ensure that the water and sewage installations are designed in such a way that all water consumers at a stand can be operated simultaneously. If MMI determines that the water and sewage installation ordered by the exhibitor does not permit simultaneous operation of all water consumers at a stand, MMI is authorized to upgrade the water and sewage installations at the expense of the exhibitor even without an order from the exhibitor. Water and sewage installations are laid in the area channels in the halls insofar as possible, but possibly above ground if the location of the connection point requires this. Water and sewage connections are possible in principle in the open-air exhibition grounds; pipes can be laid above or below ground. In exceptional cases when there is an unfavorable location, it might not be possible to install an ordered connection or extra costs can be expected.

MMI is authorized to run water and sewage pipes and connections, which serve neighboring stands, through the stand of an exhibitor, unless MMI can make the water and sewage connection to the neighboring stand at the same or lower costs without running pipes and connections through the stand of the exhibitor. If the exhibitor wants to lay pipes that cross traffic paths or other stands, prior consent of MMI is required. The pipes must be laid road-worthy. The exhibitor pays the costs for this.

If water consumption cannot be charged at a flat rate, it is charged at the prices stated in the Exhibitors' Manual and via the determined consumption per cubic meter using the built-in meter.

Chemically polluted sewage may not be fed into the canal system.

The water supply and sewage disposal will be switched off in accordance with the terms or rules for the closing of the trade fair on the last trade fair day for safety reasons.

#### 5.4.2. Stand installation

Within stands, plumbing installations (water and sewage installations) may only be carried out by the exhibitor's own skilled workers or by authorized specialist companies under observance of the regulations applicable at the event site and according to the current state of technology.

Plumbing installations within a stand may be carried out by MMI or its suppliers on request.

If the plumbing installation work within a stand, which includes the connections of consumers (equipment with water or sewage connection such as sinks), is not carried out by MMI or its suppliers, the exhibitor must inform MMI in due time before the beginning of the work, at the latest 4 weeks before work begin, which special companies or skilled workers will carry out the plumbing installation work. If MMI does not receive this information in due time, MMI will connect the consumers at the expense of the exhibitor at the prices valid at the event time.

Connections, machines and equipment, which do not comply with the regulations or which have higher consumption than registered, are not permitted. They can be removed from the stand by MMI at the expense and own risk of the exhibitor and be stored for safekeeping.

### 5.5. Compressed air installations

#### 5.5.1. Connections

Compressed air can be supplied to exhibition stands in the halls and in the open-air exhibition grounds. Supply in the halls is generally via a connection to a compressor station. MMI reserves the right to install a compressor for compressed air supply at a stand, for example when there is little need for compressed air. The compressed air provided by exhibitors is forbidden to be used. The exhibitor is not allowed to obtain compressed air for his stand from such persons as have not been authorized to supply compressed air by MMI. Exhibitors are expressly forbidden to obtain compressed air from neighboring stands. Only MMI or its suppliers may carry out compressed air installations from the trade fair compressed air network to the stands. The main compressed air connection with compressed air lines are part of compressed air installations.

In the case of stands which require an extended supply of compressed air, exhibitors shall apply for permission in advance through MMI. Individual regulations have to be made.

Exhibitors must ensure that the compressed air installation is designed in such a way that all compressed air consumers at a stand can be operated simultaneously. If MMI determines that the compressed air installation ordered by the exhibitor does not permit simultaneous operation of all compressed air consumers at a stand, MMI is authorized to upgrade the compressed air installation at the expense of the exhibitor even without an order from the exhibitor.

Lines are laid in the area channels insofar as possible, but possibly above ground if the location of the connection point requires this.

MMI is authorized to run compressed air lines and connections, which serve neighboring stands, through the stand of an exhibitor, unless MMI can make the compressed air connection to the neighboring stand at the same or lower costs without running lines and connections through the stand of the exhibitor.

If the exhibitor wants to lay pipes that cross traffic paths or other stands, prior consent of MMI is required. The pipes must be laid road-worthy. The exhibitor pays the costs for this.

A layout drawing should be sent with an order, which make the desired placement of the connections clear. The compressed air supply will be switched off in accordance with the terms or rules for the closing of the trade fair for safety reasons.

#### 5.5.2. Stand installation

Within stands, compressed air installations may only be carried out by the exhibitor's own skilled workers or by authorized specialist companies under observance of the regulations applicable at the event site and according to the current state of technology.

Compressed air installations within a stand can be carried out by MMI or its suppliers on order.

If the compressed air installation work within a stand, which includes the connections of consumers (equipment with compressed air connection), is not carried out by MMI or its suppliers, the exhibitor must inform MMI in due time before the beginning of the work, at the latest 4 weeks before work begin, which special companies or skilled workers will carry out the compressed air installation work. If MMI does not receive this information in due time, MMI will connect the consumers at the expense of the exhibitor at the prices valid at the event time. All vessels and equipment for compressed air brought into the trade fair grounds must be in accordance with all relevant safety standards and regulations. The safe pressure of the materials and tubes for compressed air should not be less than 15 kg/cm<sup>2</sup>. And the pipe joint must be fixed by hoop instead of iron wires or any other materials.

Connections, machines and equipment, which are not permitted, which do not comply with the regulations or which have higher consumption than registered, are not permitted. They can be removed from the stand by MMI at the expense and own risk of the exhibitor and be stored for safekeeping.

### 5.6. Machine, Pressure Container and Exhaust Systems

#### 5.6.1. Machine noise

The operation of machines and equipment causing noise require the prior written consent of MMI. Such may not annoy other event participants, create crowds of visitors consequently causing congestion in the aisles, or drown out the trade fair's own loudspeakers in the halls. Machines and equipment causing noise may only be operated for brief intervals and only as long and often as demonstration purposes require. The loudness level may not exceed 70 dB(A) at stand borders.

MMI is authorized to restrict or prohibit those presentations (despite previously granted permission), which cause noise or visual annoyance or result in substantial negative effects on the event or event participants for any other reasons.

#### 5.6.2. Exhaust gases and fumes

Combustible, unhealthy fumes and gases or those that annoy event participants may not be introduced into the halls. They must be drawn off to the outside using appropriate piping.

### 5.6.3. Exhaust systems

Combustible, unhealthy fumes and gases or those that annoy event participants must be drawn off via exhaust pipes.

The outlets may only be installed by MMI or a company contracted by it. A layout drawing should be sent with an order, which make the desired placement of the outlets clear.

### 5.7. Hazardous materials and facilities

The use of hazardous goods and facilities (e.g., compressed gases, liquid gas, combustible liquids, radioactive materials, X-ray systems and stray radiation devices, laser systems, etc.) require the prior written consent of MMI. An application for this must be submitted to MMI at least six weeks before the beginning of the event.

### 5.8. High-frequency equipment, radio installations, electromagnetic fields

Operation of high-frequency equipment, radio installations and electromagnetic fields require approval and must be agreed upon with MMI.

Furthermore, operation of high-frequency and radio installations is only permitted if they have a demonstrably sufficiently large frequency distance to the already used frequencies/applications on the trade fair grounds. Proof of this must be provided to MMI. Information about the frequencies/applications used on the trade fair grounds can be obtained from MMI.

### 5.9. Cranes, forklifts, exhibition materials, packaging materials, trade samples

The forwarding agents contracted by MMI, hereafter referred to as "trade fair forwarders," have sole forwarding rights on the trade fair grounds, e.g., taking exhibits, stand constructions, etc. into stands including providing any required auxiliary equipment as well as customs clearance for temporary or definitive import. Only trade fair forwarders may be contracted for forwarding services within the trade fair grounds. Liability of MMI for all risks arising from the activity of trade fair forwarders is excluded. Storage of empties of any kind at the stands is prohibited.

Exhibitors are not authorized to designate MMI as recipient of goods shipments (exhibition materials, stand construction materials, information material and the like) or other shipments, which are not intended for MMI but instead for the exhibitor or a third party. MMI is authorized, but not obligated, to accept and store these shipments at the expense and own risk of the exhibitor or to contract the appropriate trade fair forwarder with the storage of such shipments, especially with the storage of exhibition and packaging materials. No claims against MMI can be derived from this if such shipments are accepted without checking their appropriateness or completeness, freight and forwarding invoices are not checked, or goods are not stored or put away appropriately or safely.

### 5.10. Annoyances from exhibition materials

Exhibition materials, which cause substantial disturbance of event operations due to their appearance, smell, noises, vibrations or similar properties, especially those that result in substantial danger to or interference with event participants or objects of third parties, must be removed immediately upon request by MMI. This obligation of an exhibitor also exists if he pointed out such properties in the registration and received permission for them in spite of this. If an exhibitor does not comply without undue delay with his obligation to remove exhibition material, MMI is authorized to remove the exhibition goods at the expense and own risk of the exhibitor or to close his trade fair stand without the exhibitor having any right to assert claims from this against MMI or the respective organizer. MMI shall set the dismantling time for the closed stand.

### 5.11. Information and communication services

All wire connections for information and communication serves to a stand are provided solely by MMI.

Orders should be sent with connection plans (form in the Exhibitors' Manual), which make the desired placement of these connections clear.

## 6. Waste Management

Exhibitors are responsible for appropriate and environmentally compatible disposal of waste, which occurs during setup, service period and dismantling of their stands. Technical handling of disposal for recycling and discarding is the sole responsibility of MMI or the suppliers named by MMI. Exhibitors must comply with all official and legal regulations.

### 6.1. Waste disposal

Exhibitors and their suppliers are obligated to attempt to avoid waste when possible during each phase of an event. This objective must be already set in the planning and coordination of all those involved. In general, recyclable materials that harm the environment as little as possible should be used for stand construction and operation.

### 6.2. Waste requiring special monitoring

Exhibitors are obligated to report special waste and other waste, which is especially hazardous to health or the environment, explosive or combustible in its type, properties or quantity, to MMI and to have such disposed of properly by the supplier of MMI responsible for this. It is especially a question of the following waste materials:

Oil, detergents, spray cans with contents, impregnating agents, chemicals, salts, mercury (e.g., contained in switches and thermometers), emulsions, acids, alkaline solutions, varnish, glue, wax, solvents (e.g., gasoline, ethyl alcohol, tri-acetone, paint thinner and glycerin), batteries, accumulators, electric switches, fluorescent tubes, PVC residues (e.g., floor and wall plates), television and radio equipment, motors/engines and refrigerators. The exhibitor pays the costs for disposing of these wastes. These charges are not included in the participation price. The same applies to disposing of construction waste, bulky refuse and carpets.

### 6.3. Waste brought to the site

Materials and waste, which are not created in connection with the event duration, setup or dismantling, may not be brought onto the trade fair grounds.

## 7. Water, sewage, soil conservation

### 7.1. Oil and grease traps

Nothing may be introduced into the water network, which exceeds the general hazardous material quantities for households.

If sewage containing oil or fat is to be introduced into the water network, which exceeds these quantities, grease/fat traps must be used. If mobile restaurant services are in use, fats and oils must be collected separately and disposed of separately.

Whoever produces, processes or exhibits oily or fatty goods at his stand or whoever uses a dishwasher at his stand, which washes for more than two minutes, must dispose of the sewage created via a grease trap.

### 7.2. Cleaning/detergents

MMI is responsible for cleaning the grounds and aisles in the halls. Exhibitors are responsible for cleaning stands, and this must be complete daily before the trade fair or event start. If an exhibitor does not have cleaning done by its own staff, only those companies approved by MMI may be contracted for this.

Cleaning companies not approved by MMI are expelled from the exhibition areas. Cleaning must only be done using biologically degradable products on principle. Liquids, substances or other materials, which are absolutely necessary for cleaning a stand or for cleaning, operating or maintaining exhibits, must be used professionally and appropriately, so that the environment is not polluted.

Residues including any auxiliary materials used (e.g., soaked cleaning wool) must be disposed of properly as special waste. Detergents, which contain solvents hazardous to health, may only be used in exceptional cases in line with the regulations.

### 7.3. Damage to the environment

Damage to the environment/soiling (e.g., due to gas, oil, solvents or paint) must be reported to MMI immediately.

## 8. Painting work

Large-scale painting is not permitted in the trade fair grounds. However, small scale "touch-up" painting of the exhibits and stand constructions is allowed during the set-up period with all necessary safety precautions in place as follows:

- Painting in an area properly ventilated
  - Use of nontoxic paints
  - Covering all the floor involved within the trade grounds with dry paper or plastic film
  - No painting near the vertical structures (i.e. walls) of the trade fair grounds
  - No washing of paint material within or surrounding the trade fair grounds
- The exhibitor is responsible for any damage resulting from painting and is liable for the cost of restoring the damaged and polluted parts.

## 9. Sand, soil and similar materials

If sand, soil, garden-use turf, moss, and other similar materials are required for the stand construction and exhibit presentation, an anti-leak protective layer should be put on the floor. The exhibitor should take all necessary precautions to prevent any part of the trade fair grounds from being damaged by the above-mentioned material, and ensure no water leakage. The exhibitor is responsible for any damage.