



Messe
Düsseldorf

Technical Guidelines

Comparison of Changes 2018 – 2019.



Messe
Düsseldorf

2018

2019

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1 Preface

Messe Düsseldorf GmbH has issued guidelines for its trade fairs and other events in order to provide each exhibitor/organiser with the best conditions for presenting their exhibits and making contact with their visitors and all those who are interested. For these guidelines, the regulations on the construction and operation of special buildings for the state of North Rhine-Westphalia (Sonderbauverordnung SBauVO) were to be considered. The guidelines are binding for all exhibitors and organisers.

In the interests of our exhibitors and visitors, these guidelines contain safety regulations which are intended to ensure a high standard of safety where technical and stand construction considerations at the event are concerned.

The regulations applicable for fire prevention, construction and other safety precautions have been agreed with the Düsseldorf Department of Works, as the local authority responsible for trade fair construction and technical acceptance. Compliance with these regulations will be checked at the time of acceptance and by the Department of Works if applicable. In addition, the relevant and current statutory regulations must be observed. In the interests of all participants, a stand may be prevented from opening where any defects found are not rectified by the start of the event. Any other reservations which might be involved because they may arise in the context of safety concerns as resulting from stand construction inspections will still be upheld.

Service order forms are usually sent out from the date of admission onwards; they must be completed in full and submitted by the relevant dates, specified separately; if forms are submitted late, Messe Düsseldorf can give no guarantee that work will be completed properly or on-time and/or may then be unable to perform the relevant work at all. In addition, any orders and changes or modifications received within 21 days of the commencement of build-up will be subject to a 35% surcharge. The same applies for services utilised but not ordered in advance. Services already rendered must be paid in full.

Further circulars on the preparation for and implementation of the event will be sent to exhibitors where required. Such circulars are part of the conditions of participation and these technical guidelines. Where the term "stand construction" is used in the general sense of the word in the Technical Guidelines, it is not a structural system as defined in the German Building Code (Baugesetzbuch). Legally, trade fair stand construction is "furnishings" within a place of assembly.

These Technical Guidelines have been formulated to conform with those of Deutsche Messe AG Hannover, Leipziger Messe GmbH, Messe Berlin GmbH, Messe Düsseldorf GmbH, Messe Frankfurt GmbH, Messe München GmbH, KölnMesse GmbH, NürnbergMesse GmbH and Landesmesse Stuttgart GmbH. Since building law is subject to the law of the particular German state and since conditions vary at the individual sites, the regulations will differ.

Otherwise, Messe Düsseldorf GmbH reserves the right to make changes and updates.

The German text is binding.

1 Introduction and general notes on Messe Düsseldorf guidelines

Messe Düsseldorf GmbH has issued guidelines for its trade fairs and other events in order to provide each exhibitor/organiser with the best conditions for presenting their exhibits and making contact with their visitors and all those who are interested. For these guidelines, the regulations on the construction and operation of special buildings for the state of North Rhine-Westphalia (Sonderbauverordnung SBauVO) were to be considered. The guidelines are binding for all exhibitors and organisers.

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The regulations applicable for fire prevention, construction and other safety precautions have been agreed with the Düsseldorf Department of Works, as the local authority responsible for trade fair construction and technical acceptance. Compliance with these regulations will be checked at the time of acceptance and by the Department of Works if applicable. In addition, the relevant and current statutory regulations must be observed. In the interests of all participants, a stand may be prevented from opening where any defects found are not rectified by the start of the event. Any other reservations which might be involved because they may arise in the context of safety concerns as resulting from stand construction inspections will still be upheld.

Reservations and orders can usually be made as soon as you have registered with OOS. They must be completed in full and must be submitted via OOS by the relevant dates, specified separately. If forms are submitted late, Messe Düsseldorf can give no guarantee that work will be completed properly or on time and/or may then be unable to perform the relevant work at all. The same applies for services utilised but not ordered in advance. Services already rendered must be paid in full.

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Otherwise, Messe Düsseldorf GmbH reserves the right to make changes and updates.

The German text is binding.

1.1 House rules for the Düsseldorf exhibition grounds

7. Smoking is prohibited in all gastronomy facilities. Smoking may be prohibited in additional, individual areas. The corresponding instructions must be observed.

2 Traffic in the exhibition grounds, emergency routes, safety equipment**2.1 Road Traffic Regulations**

To ensure a smooth flow of traffic during assembly and dismantling times and during the event itself, certain traffic regulations and traffic-routing rules must be strictly observed throughout the exhibition centre. The exhibition grounds are private property. The German Road Traffic Regulations apply throughout the exhibitions grounds and in the car parks. The driving of any vehicle within the exhibition grounds is allowed subject to special permission, at one's own risk and is principally prohibited during the event. A maximum speed limit of 20km/h applies within the exhibition grounds for all vehicles. Inside the halls, and where required by the situation, vehicles may only be driven at walking pace. Vehicles must stop prior to entering or leaving the halls, so as to check for adequate clearance. Vehicles may only be driven into the halls for immediate loading and unloading subject to prior permission. Instructions issued by Messe Düsseldorf, Messe employees or representatives shall be obeyed. Vehicles may not be parked in the halls. The engine must be switched off when loading or unloading the vehicle. Caravans/mobile homes may not be brought onto the exhibition grounds.

Parking is prohibited within the exhibition grounds. Vehicles, trailers, skips, containers and goods of any kind that are illegally parked in the exhibitions grounds will be towed away by an authorised recovery company acting upon the instructions of Messe Düsseldorf at the cost and risk of the driver or owner. The relevant notices and instructions given by the traffic control personnel employed by Messe Düsseldorf must be observed.

2.5 Supervision

The trade fair organisation shall bear responsibility for general supervision of the trade fair halls and the open-air area during the event. There will be general supervision during the construction and dismantling period which begins on the first day of build-up and ends on the last breakdown day. The trade fair organisation is entitled to take all measures necessary for control and supervision. Exhibitors are required to arrange for supervision of their property. The exclusion of liability for personal injury and damage to property shall not be restricted by the general supervision undertaken by the trade fair organisation. Special supervision during the course of the trade fair may only be undertaken by the security company commissioned by the trade fair organisation. Orders must be placed through the "Stand Security" form, the "Video Stand Security" form or via the Online Order System.

1.1 House rules for the Düsseldorf exhibition grounds

7. Smoking is prohibited in all gastronomy facilities. Smoking may be prohibited in additional, individual areas. The corresponding instructions must be observed. To cater for the needs of non-smokers, we should be grateful if you would generally refrain from smoking in all halls and premises and if you would restrict smoking to the special smoking areas at the hall entrances.

2 General regulations concerning safety specifications, safety installations and traffic regulations on the exhibition grounds**2.1 Road Traffic Regulations**

To ensure a smooth flow of traffic during assembly and dismantling times and during the event itself, certain traffic rules must be strictly observed throughout the exhibition centre. The exhibition grounds are private property.

The German Road Traffic Regulations apply throughout the exhibitions grounds and in the car parks. The driving of any vehicle within the exhibition grounds is allowed subject to special permission, at one's own risk and is principally prohibited during the event. A maximum speed limit of 20km/h applies within the exhibition grounds for all vehicles. Inside the halls, and where required by the situation, vehicles may only be driven at walking pace. Vehicles must stop prior to entering or leaving the halls, so as to check for adequate clearance. Motor vehicles may only be taken into a hall for immediate loading or unloading and require permission from the relevant hall supervisor. Vehicles may not be parked in the halls. The engine must be switched off when loading or unloading the vehicle. Caravans may not be brought onto the exhibition grounds. No-one is allowed to spend the night within the exhibition grounds in any type of vehicle.

Anyone using the exhibition grounds requires an entry permit. Vehicles, trailers, skips, containers and goods of any kind that are illegally parked in the exhibitions grounds will be towed away by an authorised recovery company acting upon the instructions of Messe Düsseldorf at the cost and risk of the driver or owner.

It is essential that you follow the instructions given by Messe Düsseldorf staff and by any staff dealing with traffic routing and supervision. Please also note any information provided for this purpose.

2.5 Supervision

The trade fair organisation shall bear responsibility for general supervision of the trade fair halls and the open-air area during the event. There will be general supervision during the construction and dismantling period which begins on the first day of build-up and ends on the last breakdown day. The trade fair organisation is entitled to take all measures necessary for control and supervision. Exhibitors are required to arrange for supervision of their property. The exclusion of liability for personal injury and damage to property shall not be restricted by the general supervision undertaken by the trade fair organisation. Special supervision during the course of the trade fair may only be undertaken by the security company commissioned by the trade fair organisation. Stand security and video stand security orders must be placed via the Online Order System.

2.6 Emergency evacuation

Rooms or buildings may be closed or evacuated on the orders of Messe Düsseldorf for safety reasons. Persons in these areas must follow instructions and go to the relevant assembly point outside (see site plan). Exhibitors are required to inform their staff of this procedure or to set up and circulate their own evacuation procedures. You must ensure that your stand is vacated and that all persons leave the stand. (see 4.4.4)

3 Technical data and equipment for the halls and the exhibition grounds

3.1 The clearance under the pedestrian bridges, under the Stadthalle, under the CCD-Pavillon and Hall 4 is 4 m between the roadway markings is 4.00 m.



Fire safety doors (hall intersections I - IV)

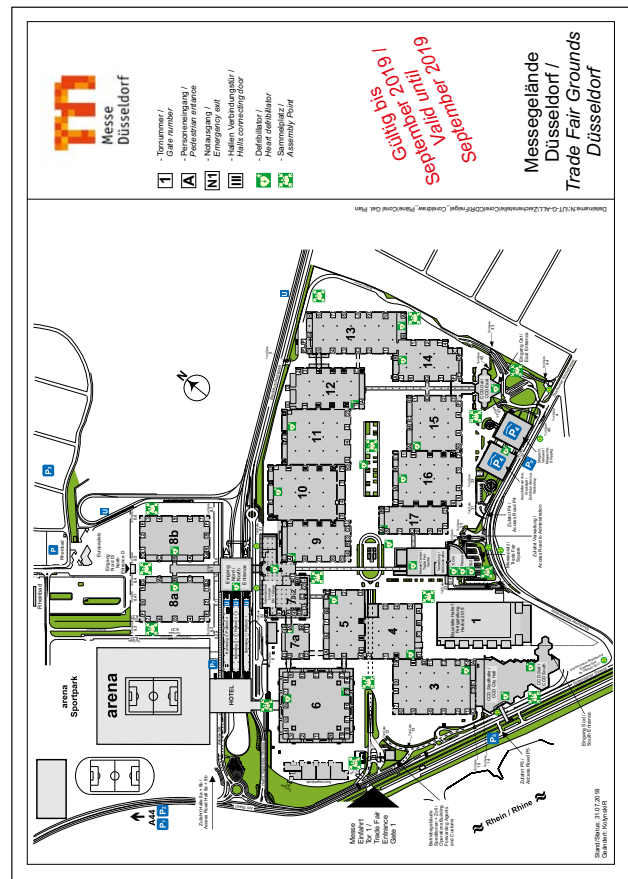
- Halls 1 to 4 and 15 to 17
width 5.20m – height 4.80m
- Halls 4 to 5 and hall 9 to 12
width 5.20m – height 4.50m
- Halls 13 and 14
width 16.00m – height 5.00m

2.6 Emergency evacuation

Rooms or buildings may be closed or evacuated on the orders of Messe Düsseldorf for safety reasons. Persons in these areas must follow instructions and go to the relevant assembly point outside (see site plan). Exhibitors are required to inform their staff of this procedure. You must ensure that your stand is vacated and that all persons leave the stand (see 4.4.4). **You may need to write your own evacuation plans and tell your staff about them.**

3 Technical data and facilities in the halls and the outdoor space as well as general technical notes about the exhibition grounds

3.1 The clearance under the pedestrian bridges, under the Stadthalle, and Hall 4 is 4 m between the roadway markings is 4.00 m.



Fire safety doors (hall intersections I - IV)

- Halls 3 to 4 and 15 to 17
width 5.20m – height 4.80m
- Halls 4 to 5 and hall 9 to 12
width 5.20m – height 4.50m
- Halls 13 and 14
width 16.00m – height 5.00m

3.1.3 Communications equipment

Telephone, fax, data and antenna connections are supplied to the stands in Halls 1 to 7a and 8 to 17 from the supply ducts in the hall floor. In Halls 7.0-7.2, these are supplied from the ceiling. A WLAN connection can be set up. It is however imperative that prior permission be obtained from Messe Dusseldorf. Such permission may be granted upon written application to Messe Dusseldorf.

3.2 Outdoor exhibition area

Outdoor space consists of uneven or non-compacted gravel turf, paving stones or tarmac.

4 General stand construction regulations

4.1 Stand safety

Exhibition stands including equipment and exhibits as well as advertising hoardings must be securely erected so that they are not a risk to public safety, in particular they should not endanger life or health. Care shall be taken during construction and dismantling that any possible consequences of hazardous situations arising from that work remain limited exclusively to the rented stand space. Risks on adjacent escape and rescue routes or neighbouring stand space must be effectively avoided through corresponding planning and preparation of the work.

If, during assembly or dismantling, the safety of the stand (e.g. of slim and high elements such as wall disks, correlative decoration items or comparable exhibits) is not yet or no longer ensured, particular account must be taken of this. The related required safety measures and necessary rulings shall be arranged by the performing company on its own responsibility. The exhibitor is responsible for the structural safety and may be required to provide proof of such.

In justified cases, Messe Düsseldorf is entitled to commission a structural engineer to carry out a check of stand safety at the expense of the exhibitor.

Standing structural elements or special constructions (e.g. free-standing walls, LED walls, high exhibits, high decorative elements) that could fall over must be designed for at least a horizontally-effective equivalent distributed load q_H :

$q_{H1} = 0,125 \text{ kN/m}^2$ up to 4 metres in height from the upper edge of the hall floor

$q_{H2} = 0,063 \text{ kN/m}^2$ for all space higher than 4 metres above the upper edge of the hall floor.

The reference area is the respective face area. The evidence created for this must be submitted to the exhibition company in auditable form upon request.

Otherwise, the **Landesbauordnung NW (State Building Code of North Rhine-Westphalia)**, dated 07 March 1995, in the version of 01 March 2000, **GV NW (Law and Ordinance Gazette North Rhine-Westphalia)** p. 256, in its current version from time to time, shall apply. Note the applicable **Regulations on the Construction and Operation of Special Structures NW**, dated 17 November 2009, **GV NW**, in their latest version.

DIN 4102/EN 13501 (fire behaviour of building materials, building components) must be observed and adhered to without exception.

3.1.3 Communications equipment

Telephone, fax, data and antenna connections are supplied to the stands in Halls 1 to 7a and 8 to 17 from the supply ducts in the hall floor. In Halls 7.0-7.2, these are supplied from the ceiling.

3.2 Outdoor space

The outdoor space consists of uneven, non-compacted green space and paving stones or tarmac.

4 Stand construction and fire safety regulations, and information for planning and stand design

4.1 Stand safety

Exhibition stands including equipment and exhibits as well as advertising hoardings must be securely erected so that they are not a risk to public safety, in particular they should not endanger life or health. Care shall be taken during construction and dismantling that any possible consequences of hazardous situations arising from that work remain limited exclusively to the rented stand space. Risks on adjacent escape and rescue routes or neighbouring stand space must be effectively avoided through corresponding planning and preparation of the work.

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DIN 4102/EN 13501 (fire behaviour of building materials, building components) must be observed and adhered to without exception.

4.2.2 Vehicles and Containers

The use of vehicles and containers as part of the stand construction within the halls requires the prior written approval of Messe Düsseldorf which must be produced on request. Regular stand construction requirements must be met.

4.2.3 Removal of stand construction elements that have not received clearance

Stand constructions that are not approved or do not comply with the Technical Guidelines are not permitted according to the statutory regulations and must be removed or altered where necessary at the cost of the exhibitor. This also applies in the event that Messe Düsseldorf has replaced any or all of the stand construction.

4.3 Construction heights

Maximum construction height for stand buildings and advertising supports may be gleaned from the table below. These limits shall be valid unless any other regulations were laid down in admission or participation conditions. Exhibits shall not be subject to these rules. The maximum possible construction height in Hall 6 is 8.00 m. *The maximum height for constructions on stand spaces directly adjacent to the Gallery is 6.00 m. There may be structural installations (inspection openings) and if so, these shall have to be kept accessible. With two-storey constructions, approval of the exhibitors on the neighbouring stands is required if the construction of the second storey is open or transparent. Advertising directed at neighbouring stands must respect a minimum distance of 3 metres. Stands may be erected with a stand owner's own material. Stand walls higher than 4 metres must be dimensioned with an equivalent distributed load q_{h1} in the horizontal direction:

$q_{h1} = 0,125 \text{ kN/m}^2$ up to 4 metres in height from the upper edge of the hall floor

$q_{h2} = 0,063 \text{ kN/m}^2$ for all space higher than 4 metres above the upper edge of the hall floor.

Hall	Maximum construction height
1-5 + 9-14	6.00 metres
6 directly adjacent to the Gallery*	6.00 metres
6 inside section	8.00 metres
6 Gallery	3.20 metres
7A	8.00 metres
7.0	4.00 metres
7.1/7.2	3.00 metres
EN Mall GF	2.50 metres
EN Mall UF	2.00 metres
8A/8B	8.00 metres
15-17	8.00 metres

ATTENTION: Maximum construction height applies in all halls adjacent to hall borders (= stand areas along the walls where restaurants are located). The maximum construction height there is 3.2 m. Please refer to the stand drawing in your admission documents.

4.2.2 Vehicles and Containers

Vehicles or containers may not be used as stand construction elements in halls unless they have received clearance from the venue operator. Written permission must first be obtained. Regular stand construction requirements must be met.

4.2.3 Removal of stand construction elements that have not received clearance

According to the relevant legal provisions, any stand constructions that have not been approved or which do not comply with Technical Standards are prohibited. They may need to be either removed or modified at the exhibitor's expense. This also applies in the event that Messe Düsseldorf has replaced any or all of the stand construction.

4.3 Construction heights

Maximum construction height for stand buildings and advertising supports may be gleaned from the table below. These limits shall be valid unless any other regulations were laid down in admission or participation conditions. Exhibits shall not be subject to these rules. The maximum possible construction height in Hall 6 is 8.00 m. *The maximum height for constructions on stand spaces directly adjacent to the Gallery is 6.00 m. There may be structural installations (inspection openings) and if so, these shall have to be kept accessible. In the event of an open or transparent upper floor of a two-storey exhibition stand, the exhibitor must obtain permission from exhibitors with neighbouring stands. Advertising directed at neighbouring stands must respect a minimum distance of 3 metres. Stands may be erected with a stand owner's own material. Stand walls higher than 4 metres must be dimensioned with an equivalent distributed load q_{h1} in the horizontal direction:

$q_{h1} = 0,125 \text{ kN/m}^2$ up to 4 metres in height from the upper edge of the hall floor

$q_{h2} = 0,063 \text{ kN/m}^2$ for all space higher than 4 metres above the upper edge of the hall floor.

Hall	Maximum construction height
3-5 + 9-14	6.00 metres
6 directly adjacent to the Gallery*	6.00 metres
6 inside section	8.00 metres
6 Gallery	3.20 metres
7A	8.00 metres
7.0	4.00 metres
7.1/7.2	3.00 metres
EN Mall GF	2.50 metres
EN Mall UF	2.00 metres
8A/8B	8.00 metres
15-17	8.00 metres

ATTENTION: Maximum construction height applies in all halls adjacent to hall borders (= stand areas along the walls where restaurants are located). The maximum construction height there is 3.2 m. Please refer to the stand drawing in your admission documents.

4.4.1.2 Exhibition of motor vehicles

The exhibiting of any form of motor vehicles must be advised in advance. The use of vehicles instead of exhibition stands and the placement of vehicles and trailers in Halls 7.0, 7.1 and 7.2 is only permitted under certain conditions and upon being reviewed and cleared by Messe Düsseldorf GmbH. Vehicles must be positioned in such a way that they cannot be driven away. They must be positioned on a statically appropriate support and be protected on the outside against rolling away. Vehicles must be prepared in such a way that it becomes impossible to inadvertently move the vehicles or attached parts. No vehicle parts, doors or other movable vehicle components or attachments must protrude into aisles. We operate a strict ban on the starting, manoeuvring and driving of vehicles inside exhibition halls during events. Vehicles with combustion engines may only be exhibited inside the halls with mostly empty tanks (5 litres max). The fuel tank must be locked. To prevent the vehicle from moving, the battery must be disconnected or disabled by means of a circuit breaker. If a vehicle requires electric power for presentation purposes, then this must be supplied through an external auxiliary power supply. It must be disconnected again when leaving the exhibition stand. The Vehicle Rescue Card must be placed in an easily accessible position within the vehicle (preferably below the sun visor on the driver's side). For gas-propelled engines see section 5.7 with regard to the pressure container.

Vehicles with electric drives may only be exhibited with non-hazardous batteries. Vehicles must be presented for inspection by the Messe Düsseldorf Fire Service 1 hour prior to entering the hall and must not be placed in the hall until they have been cleared by the venue operator. In addition, it is mandatory to submit the relevant Vehicle Rescue Card (Rettungskarte). Vehicles must not be left unattended in exhibition halls. When leaving the exhibition stand, the vehicles must be attended by a fire guard. Electric and hybrid vehicles must not be charged inside exhibition halls.

Vehicles with fuel cells and/or gas drive must only be displayed in the exhibition halls without gas/fuel.

Additional requirements may be imposed depending on vehicle type and presentation location and will be determined on a case-by-case basis. To allow sufficient time for the required preparations, we should be grateful if you could let us know the intended timing of your vehicle demonstration as early as possible, though no less than 2 working days prior to the relevant showing. To make appointments with the Messe Düsseldorf Fire Service for electric vehicles or for vehicles with other alternative engine types, please ring +49 (0)211 4560 118 or email Feuerwehr@messe-duesseldorf.de.

4.4.1.4 Pyrotechnics

Any pyrotechnical performances, independent of and subject to permission by the authorities responsible, shall only be permitted after written approval by the Messegesellschaft Düsseldorf. Documentation identifying the holder of the permit and his qualification must be submitted. For a permit, details on the location and time of the presentation, number and type of the effects, the certification number of the effects (German Federal Institute for Materials Research and Testing – BAM), the duration of the effects and required safety distances must be given and a risk assessment made. The necessary documents must be submitted in full in good time, at least 14 days before the presentation. The venue operator grants no entitlement to clearance.

4.4.1.2 Exhibition of motor vehicles

Motor vehicles of all kinds may only be exhibited after due notification via the Online Order System. The use of vehicles instead of exhibition stands and the placement of vehicles and trailers in Halls 7.0, 7.1 and 7.2 is only permitted under certain conditions and upon being reviewed and cleared by Messe Düsseldorf GmbH. Vehicles must be positioned in such a way that they cannot be driven away. They must be positioned on a statically appropriate support and be protected on the outside against rolling away. Vehicles must be prepared in such a way that it becomes impossible to inadvertently move the vehicles or attached parts. No vehicle parts, doors or other movable vehicle components or attachments must protrude into aisles. We operate a strict ban on the starting, manoeuvring and driving of vehicles inside exhibition halls during events. Vehicles with combustion engines may only be exhibited inside the halls with mostly empty tanks (5 litres max). The fuel tank must be locked. To prevent the vehicle from moving, the battery must be disconnected or disabled by means of a circuit breaker. If a vehicle requires electric power for presentation purposes, then this must be supplied through an external auxiliary power supply. It must be disconnected again when leaving the exhibition stand. The Vehicle Rescue Card must be placed in an easily accessible position within the vehicle (preferably below the sun visor on the driver's side).

For gas-propelled engines see section 5.7 with regard to the pressure container.

Vehicles with electric drives may only be exhibited with non-hazardous batteries. Vehicles must be presented for inspection by the Messe Düsseldorf Fire Service 1 hour prior to entering the hall and must not be placed in the hall until they have been cleared by the venue operator. In addition, it is mandatory to submit the relevant Vehicle Rescue Card (Rettungskarte). Vehicles must not be left unattended in exhibition halls. When leaving the exhibition stand, the vehicles must be attended by a fire guard. Electric and hybrid vehicles must not be charged inside exhibition halls.

Vehicles with fuel cells and/or gas drive must only be displayed in the exhibition halls without gas/fuel.

Additional requirements may be imposed depending on vehicle type and presentation location and will be determined on a case-by-case basis. To allow sufficient time for the required preparations, we should be grateful if you could let us know the intended timing of your vehicle demonstration as early as possible, though no less than 2 working days prior to the relevant showing. To make appointments with the Messe Düsseldorf Fire Service for electric vehicles or for vehicles with other alternative engine types, please ring +49 211 4560-118 or email Feuerwehr@messe-duesseldorf.de.

4.4.1.4 Pyrotechnics

Pyrotechnical performances must receive prior written clearance from the venue operator, as well as official permission from the relevant authorities. Documentation identifying the holder of the permit and his qualification must be submitted. For a permit, details on the location and time of the presentation, number and type of the effects, the certification number of the effects (German Federal Institute for Materials Research and Testing – BAM), the duration of the effects and required safety distances must be given and a risk assessment made. The necessary documents must be submitted in full in good time, at least 21 days before the presentation. The venue operator grants no entitlement to clearance.

4.4.1.5 Balloons, model aircraft and unmanned aviation devices

The use of balloons filled with flammable gas is prohibited in the halls and exhibition grounds. Balloons filled with safety gas and statically anchored may be approved by Messe Düsseldorf upon application. **The distribution of gas-filled balloons is not permitted.**

No permission is given for the use or operation of free-floating balloons or aircraft (e.g. Zeppelins) or unmanned aviation devices, e.g. drones and Quadro copters) on the premises of the Düsseldorf Exhibition Centre. **As the property owner, Messe Düsseldorf does not issue flying permits for such devices.** However, under exceptional circumstances and despite the general ban, it may be possible to issue a permit if secure flying operation and the protection of third-party privacy rights and copyrights are warranted. This requires a final structural separation between the flying space and any space accessible to persons. **In addition, approval is required from all exhibitors directly adjacent to the flying space and also, where appropriate, from the aviation authority.**

4.4.1.7 Ash containers, ashtrays

Where a smoking prohibition does not apply for a stand or parts thereof, a sufficient quantity of ashtrays or ash containers of non-combustible materials must be provided and arrangements must be made to ensure that they are regularly emptied.

4.4.1.8 Waste containers

No waste containers for waste made from flammable materials are to be used in the stands. All waste containers in the stands must be emptied at regular intervals, at the latest each evening after the trade fair closes for the day, at the materials collection points situated at the hall entrances. If large quantities of flammable waste have been accumulated, these should be disposed of several times during the day. Any waste disposal bags ordered from the organiser will be collected from the stand area during the evenings.

4.4.1.5 Balloons, model aircraft and unmanned aviation devices

The use of balloons filled with flammable gas is prohibited in the halls and exhibition grounds. Balloons filled with safety gas and statically anchored may be approved by Messe Düsseldorf upon application. **Gas-filled balloons must not be distributed.**

No permission is given for the use or operation of free-floating balloons or aircraft (e.g. Zeppelins) or unmanned aviation devices, e.g. drones and Quadro copters) on the premises of the Düsseldorf Exhibition Centre. **As the property owner, Messe Düsseldorf does not issue flying permits for such devices.** However, under exceptional circumstances and despite the general ban, it may be possible to issue a permit if secure flying operation and the protection of third-party privacy rights and copyrights are warranted. This requires a final structural separation between the flying space and any space accessible to persons. **In addition, approval is required from all exhibitors directly adjacent to the flying space and also, where appropriate, a permit from the aviation authority.**

4.4.1.7 Ash containers, ashtrays

Where a smoking prohibition does not apply for a stand or parts thereof, a sufficient quantity of ashtrays or ash containers of non-combustible materials must be provided and arrangements must be made to ensure that they are regularly emptied. **To cater for the needs of non-smokers, we should be grateful if you and your guests would generally refrain from smoking in any of the stand areas and if you would restrict smoking to the special smoking areas at the hall entrances.**

4.4.1.8 Waste containers

No waste containers for waste made from flammable materials are to be used in the stands. All waste containers in the stands must be emptied at regular intervals, at the latest each evening after the trade fair closes for the day, at the materials collection points situated at the hall entrances. If large quantities of flammable waste have been accumulated, these should be disposed of several times during the day. Any waste disposal bags ordered from the organiser will be collected from the stand area during the evenings.

Waste must always be disposed of by the person who created or caused the waste and as specified in the German Commercial Waste Regulation (Gewerbeabfallverordnung), which has been in force since 1 August 2017.

See also the German Recycling Management Act (KrWG) of 24 February 2012, as amended on 20 July 2017 (Federal Law Gazette BGBl I, page 2808).

The German Commercial Waste Regulation Gewerbeabfallverordnung) of 18 April 2017 (BGBl I, page 896) is also applicable, as amended on 5 July 2017 BGBl I, page 2234).

4.4.1.10 Part-off grinding and all work with naked flame

Abrasive cutting and any work involving naked flames, welding, cutting, soldering, thawing and grinding must be reported prior to commencement and requires written application to the Messe Düsseldorf Fire Service. Work may not begin until approval has been granted and the permit has been submitted. Users must have their own suitable extinguishing agents ready for use in the immediate vicinity. Under the provisions of the venue operator, the services of a fire watch must be purchased at the exhibitor's expense. Following trade fair company provisions, a firewatch must be ordered at the exhibitor's own costs.

4.4.1.11 Empties/storage of materials

Storing empties of any kind (e.g. packaging and packaging materials) or filled containers (e.g. stand construction materials) at the stands or outside of the stands in the hall is prohibited. Any accumulated empty/filled containers must immediately be delivered to designated storage areas for empty/filled containers by forwarding agents authorised to operate at the Exhibition Centre. See Form "Empties" or consult the Online Order System. The Messegesellschaft shall be entitled to remove any empties stored in contravention of these regulations at the expense and the risk of the exhibitor concerned.

4.4.3 Glass

Only laminated safety glass suitable for the relevant purpose may be used. Please send for our information sheet „Stand construction using glass and acrylic within trade fair halls“. Edges of panes of glass must be machined or protected in order to exclude any risk of injury. Tempered plate glass components must be marked at eye level. Any other appropriate versions may be permitted upon application, once the required specifications shall be submitted.

4.6.1 Pedestals, ladders, ramps, walkways, balustrades, floors

All general walkways immediately adjacent to surfaces that are deeper than 0.20 m must be protected by a balustrade of at least 1.10 m in height. Top, middle and lower girders with a maximum spacing of 35 cm are obligatory. Balustrades must be able to withstand pressure of 1.0kN/m on the upper edge. Proof of load-bearing capacity for platforms must be provided. The load-bearing substructure of platforms must be constructed of non-flammable materials. The floor load must comply with Eurocode EN 1991-1-1/NA, Table 6.1 DE in accordance with the intended use (see also 4.9.3). The maximum permitted height for single-step, open-access floors is 0.20 m. Ladders, ramps and walkways must comply with the Accident Prevention Regulations. Any transitions to the hall floor must take the form of steps or ramps at a gradient of 1:6.

4.4.1.10 Part-off grinding and all work with naked flame

Any welding, cutting, soldering, defrosting and abrasive cutting must be personally notified prior to commencement and requires written permission from the Messe Düsseldorf Fire Service. Such work may not be started until it has received clearance together with a written permit. Users must have their own suitable extinguishing agents ready for use in the immediate vicinity. Under the provisions of the venue operator, the services of a fire watch must be purchased at the exhibitor's expense. Following trade fair company provisions, a firewatch must be ordered at the exhibitor's own costs.

The use of shrinkwrap and manual shrinking equipment with an open flame also requires the written permit specified in the first sentence of this paragraph. Only approved burners may be used for such work. Within the working area, a safe distance of at least 5 metres must be kept from any flammable objects, such as exhibits and stand construction materials. Further requirements will be specified by the Messe Düsseldorf Fire Service.

4.4.1.11 Empties/storage of materials

Storing empties of any kind (e.g. packaging and packaging materials) or filled containers (e.g. stand construction materials) at the stands or outside of the stands in the hall is prohibited. Any accumulated empty/filled containers must immediately be delivered to designated storage areas for empty/filled containers by forwarding agents authorised to operate at the Exhibition Centre. Orders for the storage of empty/full containers must be placed by the Online Order System. The Messegesellschaft shall be entitled to remove any empties stored in contravention of these regulations at the expense and the risk of the exhibitor concerned.

4.4.3 Glass

Only laminated safety glass suitable for the relevant purpose may be used. Please send for our information sheet „Stand construction using glass and acrylic within trade fair halls“. Edges of panes of glass must be machined or protected in order to exclude any risk of injury. Tempered plate glass components must be marked at eye level. Provided that the relevant documentation is available, other suitable options may be given approval upon application.

4.6.1 Pedestals, ladders, ramps, walkways, balustrades, floors

All general walkways immediately adjacent to surfaces that are deeper than 0.20 m must be protected by a balustrade of at least 1.10 m in height. Top, middle and lower girders with a maximum spacing of 35 cm are obligatory. Balustrades must be able to withstand pressure of 1.0kN/m on the upper edge. Proof of load-bearing capacity for platforms must be provided. The load-bearing substructure of platforms must be constructed of non-flammable materials. The floor load must comply with Eurocode EN 1991-1-1/NA, Table 6.1 DE in accordance with the intended use (see also 4.9.3). The maximum permitted height for single-step, open-access floors is 0.20 m. Ladders, ramps and walkways must comply with the Accident Prevention Regulations.

Any transitions to the hall floor must take the form of steps or ramps at a gradient of 1:6 and must be slip-resistant.

4.6.2 Stairs, escalators, tribunes, special constructions

All stairways must be constructed according to DIN 18065. Where stairs are required, materials which are classified at least as flame-resistant (B1) must be used for the under-section of the substructure. The steps may be made of wood. Stairs must have a minimum width of 1.20 m (clear width) leading to a square area of the same width at the bottom. Stairs may not be wider than 2.40 m (clear width). For areas up to 100 m², one stairway at least 0.90m wide (clear width) is sufficient; for areas between 100 m² and 200 m² **two** stairways at least 0.90 m wide (clear width) are required and for areas larger than 200 m² **two** stairways at least 1.20 m wide (clear width). The height of the risers must be between 16 cm and 19 cm and treads must have a width of 26 cm to 29 cm. The dimensions for clear width and rise must be the same for all steps of a stairway. Steps must always be of a closed construction. Stairs leading over areas that are accessible must be of a closed construction on the underside above such accessible areas or closed off using raised edges (5 cm high). Spiral staircases are not permitted. **Prior clearance is required for movable construction components, such as escalators, lifts, rotating stages (special constructions) and grandstands/galleries.** Proof is required that stairs are capable of handling a live load of 5.00 kN/m². Banisters must be able to withstand pressure of 1.0kN/m on the upper edge. Banisters must be at least 1.10 m in height. Handrails must have safety grips on both sides (for steps wider than 0.90 m) and run the entire length of the structure, even across pedestals. Ramps within escape routes and hall aisles may have a gradient of up to 6% (3.5 degrees).

4.7.5 Suspended items

The vertical suspension of light-weight ceilings, advertising media, banners, light fittings, etc., from the supporting structures of the hall ceilings may be permitted up to 50 kg taking into account the construction heights (see 4.3) and the maximum load per ceiling joint. **The required mounting brackets in the supporting structure, however, must only be attached by Messe Düsseldorf and must be ordered using the "Suspensions" form or the Online Order System.** Suspensions of items in Hall 7.0-7.2, and in Halls 15-17 only on request. Suspended elements and loads may only be attached as detailed in the German Social Accident Insurance Regulations (DGUV) 17 and 18, "Event and Production Sites for Stage Presentations", using suitably licensed rope locks, as specified in DIN standards, or cable holders on wire ropes. The maximum load of up to 50 kg per suspension point must in all cases, including for construction and dismantling, be proven through a testable load calculation or structural analysis. If chain hoists or engines are used, their respective dead weights, dynamic factors and possibly occurring uneven stresses on the anchor points during the lifting operation must be considered. Only elements cleared for dynamic stress may be used for fitting. The requisite proof must be submitted to Messe Düsseldorf no later than four weeks before the start of construction. No firm connection, either direct or indirect, to the solidium/fixed floor must be created through suspensions.

4.6.2 Stairs, escalators, tribunes, special constructions

All stairways must be constructed according to DIN 18065. Where stairs are required, materials which are classified at least as flame-resistant (B1) must be used for the under-section of the substructure. The steps may be made of wood. Stairs must have a minimum width of 1.20 m (clear width) leading to a square area of the same width at the bottom. Stairs may not be wider than 2.40 m (clear width). For areas up to 100 m², one stairway at least 0.90m wide (clear width) is sufficient; for areas between 100 m² and 200 m² **two** stairways at least 0.90 m wide (clear width) are required and for areas larger than 200 m² **two** stairways at least 1.20 m wide (clear width). The height of the risers must be between 16 cm and 19 cm and treads must have a width of 26 cm to 29 cm. The dimensions for clear width and rise must be the same for all steps of a stairway. Steps must always be of a closed construction. Stairs leading over areas that are accessible must be of a closed construction on the underside above such accessible areas or closed off using raised edges (5 cm high). Spiral staircases are not permitted. **Prior clearance is required for movable construction components, such as escalators, lifts, rotating stages (special constructions) and grandstands/galleries.** Proof is required that stairs are capable of handling a live load of 5.00 kN/m². Banisters must be able to withstand pressure of 1.0kN/m on the upper edge. Banisters must be at least 1.10 m in height. Handrails must have safety grips on both sides (for steps wider than 0.90 m) and run the entire length of the structure, even across pedestals. Ramps within escape routes and hall aisles may have a gradient of up to 6% (3.5 degrees).

4.7.5 Suspended items

The vertical suspension of light-weight ceilings, advertising media, banners, light fittings, etc., from the supporting structures of the hall ceilings may be permitted up to 50 kg taking into account the construction heights (see 4.3) and the maximum load per ceiling joint. **The required mounting brackets in the supporting structure, however, must only be attached by Messe Düsseldorf and must be ordered via "Suspensions" in the Online Order System.** Suspensions of items in Hall 7.0-7.2, and in Halls 15-17 only on request. Suspended elements and loads may only be attached as detailed in the German Social Accident Insurance Regulations (DGUV) 17 and 18, "Event and Production Sites for Stage Presentations", using suitably licensed rope locks, as specified in DIN standards, or cable holders on wire ropes. The maximum load of up to 50 kg per suspension point must in all cases, including for construction and dismantling, be proven through a testable load calculation or structural analysis. If chain hoists or engines are used, their respective dead weights, dynamic factors and possibly occurring uneven stresses on the anchor points during the lifting operation must be considered. Only elements cleared for dynamic stress may be used for fitting. The requisite proof must be submitted to Messe Düsseldorf no later than four weeks before the start of construction. No firm connection, either direct or indirect, to the solidium/fixed floor must be created through suspensions.

4.7.6 Stand walls

Messe Düsseldorf will provide 2.50-m-high, plastic-coated stand divider walls upon request. We recommend that a surface finish (e.g. wood chip paper) be applied to the partitions. The stand partitions and hall walls must not be subject to strain from superstructures, nor must they be damaged by nails, screws or similar objects. Walls may only be painted once they have been papered. [The same applies to the attachment of lettering. Woodchip wallpaper must be ordered via the "Stand Walls / Paper Hanging" form or the Online Order System.](#) Exhibitors who undertake their own wallpapering must use regular wallpaper paste with no additives so that the wallpaper may be easily removed. All walls wallpapered by the exhibitor must be returned to their original state when stands are returned to the exhibition management. Where partitions are damaged or the exhibitor's wallpaper has not been removed, the exhibitor will be charged with the cost for their reconditioning. [Stand walls 3.00 m high with different finishes are also available on request. Please see Form "Stand Walls / Paper Hanging" or through the Online Order System.](#)

4.7.7 Ceiling design of stand constructions

In Halls 1-6.0, 7a and 8 - 17 up to 30 m² of the stand area may have a closed ceiling without sprinkler protection. However, in this case an area of at least 2.50 m in width must be of an open ceiling design around the closed ceilings (see 4.4.2). This also applies to the distance to neighbouring stand space unless the necessary distance is otherwise ensured in consultation with the respective stand neighbour. That is, between two closed ceiling areas, there must be an open ceiling area of at least 5.00 m in width. In this respect, it is immaterial whether they are situated on different stand spaces.

Sprinklers must be installed if more than 30 m² of stand area has closed ceilings or the safety distance between stands with closed ceilings is less than 5.00 m. No closed ceilings are permitted on the first floor Hall 6.1 or Hall 7.0-7.2. Closed ceilings are not permitted on the top floor of two-storey stands, see section 4.9.6. below.

[The installation of the sprinkler system must be ordered from Messe Düsseldorf, using the "Sprinkler Systems" form or the Online Order System.](#) The sprinkler system will be fed from supply ducts in the hall floor.

4.7.8 Advertising media / presentations

Stand and exhibit inscriptions, logos and trademarks must not exceed the specified construction height. They should provide an attractive appearance from all sides. Presentations, visual, slow-moving and audible advertising media as well as musical reproductions are permitted, provided this does not disturb the neighbours, cause crowding in the aisles or drown out the public address systems in the halls. The noise level at the boundary of the stand must not exceed **70dB(A)**. [Display areas, stages and other areas of the trade fair stand that are used to attract the audience's attention, for example by offering shows, musical performances etc., are subject to approval.](#) These areas must be integrated into the stand design in a way that they face towards the inside of the trade fair stand. Areas for the audience must be provided inside the limits of the stand area. The adjacent aisles must not be used for the audience. Messe Düsseldorf is empowered to intercede and, if necessary, close down operation in cases where this provision has been violated. Distribution of printed matter and use of advertising media are not permitted outside the boundaries of the stand. The maximum amount of brochures and advertising materials allowed to be stored at the exhibition stand is the amount required for one day. It is, however, based on the type of hazard and may be reduced in certain individual cases.

4.7.6 Stand walls

Messe Düsseldorf will provide 2.50-m-high, plastic-coated stand divider walls upon request. We recommend that a surface finish (e.g. wood chip paper) be applied to the partitions. The stand partitions and hall walls must not be subject to strain from superstructures, nor must they be damaged by nails, screws or similar objects. Walls may only be painted once they have been papered. [The same applies to the attachment of lettering. Woodchip wallpaper must be ordered from Messe Düsseldorf via "Stand Walls / Paper Hanging" in the Online Order System.](#) Exhibitors who undertake their own wallpapering must use regular wallpaper paste with no additives so that the wallpaper may be easily removed. All walls wallpapered by the exhibitor must be returned to their original state when stands are returned to the exhibition management. Where partitions are damaged or the exhibitor's wallpaper has not been removed, the exhibitor will be charged with the cost for their reconditioning. [Upon request, stand walls can also be obtained via the Online Order System with a height of 3.00 metres and with other features.](#)

4.7.7 Ceiling design of stand constructions

In Halls 1-6.0, 7a and 8 - 17 up to 30 m² of the stand area may have a closed ceiling without sprinkler protection. However, in this case an area of at least 2.50 m in width must be of an open ceiling design around the closed ceilings (see 4.4.2). This also applies to the distance to neighbouring stand space unless the necessary distance is otherwise ensured in consultation with the respective stand neighbour. That is, between two closed ceiling areas, there must be an open ceiling area of at least 5.00 m in width. In this respect, it is immaterial whether they are situated on different stand spaces.

Sprinklers must be installed if more than 30 m² of stand area has closed ceilings or the safety distance between stands with closed ceilings is less than 5.00 m. No closed ceilings are permitted on the first floor Hall 6.1 or Hall 7.0-7.2. Closed ceilings are not permitted on the top floor of two-storey stands, see section 4.9.6. below.

[The installation of sprinklers must be ordered from Messe Düsseldorf via "Sprinkler Systems" in the Online Order System.](#) The sprinkler system will be fed from supply ducts in the hall floor.

4.7.8 Advertising media / presentations

Stand and exhibit inscriptions, logos and trademarks must not exceed the specified construction height. They should provide an attractive appearance from all sides. Presentations, visual, slow-moving and audible advertising media as well as musical reproductions are permitted, provided this does not disturb the neighbours, cause crowding in the aisles or drown out the public address systems in the halls. The noise level at the boundary of the stand must not exceed **70dB(A)**. [Clearance is required for presentation space, platforms and other sections within an exhibition stand, if such areas serve to attract audiences through shows, musical presentations, etc.](#) These areas must be integrated into the stand design in a way that they face towards the inside of the trade fair stand. Areas for the audience must be provided inside the limits of the stand area. The adjacent aisles must not be used for the audience. Messe Düsseldorf is empowered to intercede and, if necessary, close down operation in cases where this provision has been violated. Distribution of printed matter and use of advertising media are not permitted outside the boundaries of the stand. The maximum amount of brochures and advertising materials allowed to be stored at the exhibition stand is the amount required for one day. It is, however, based on the type of hazard and may be reduced in certain individual cases.

4.8 Outdoor space

Outdoor space comprises paved and tarmac traffic/transportation space as well as uneven, mostly uncompacted gravel turf. Subsidence must be expected. During the hours of darkness outdoor space is illuminated by general road and footpath lighting during the relevant event opening times. The aforementioned general regulations and technical guidelines for stand construction are also applicable, by analogy, to any stands erected outdoors. The required utility connections are spaced out at irregular distances.

Person in charge

A person in charge must be specified by name and no later than the beginning of construction work, covering all phases of the event (assembly, event itself and dismantling), giving details of their mobile phone number and email address; this person must be available at stands / within the event space.

4.8.2 Anchoring within the ground

Foundations are required for construction work and heavy exhibits. See above, 4.7.9. Anchoring is required for advertising structures, ensuring safety during gales. Ground nails are not permitted.

4.8.3.4 Severe weather warnings

The stand operator must observe the relevant weather forecasts; in the event of severe weather warnings they must take the required precautionary measures, which may include dismantling the stand or discontinuing operations. In addition, a general severe weather warning will be issued to the stand operator by the venue operator. In the case of movable items (e.g. small exhibits, furniture, sunshades, small display units, etc.) it must be ensured by the exhibitor / stand operator that they can be dismantled and sufficiently secured at short notice and at any time in response to a severe weather warning.

4.9.1 Building request

Two-storey stand construction may only be authorised to a limited extent and only with the consent of the relevant department of the venue operator. The building request must be submitted immediately after receiving stand approval and must be submitted using the form "Clearance of Special Structures" or through the Online Order System. Two-storey construction is not possible on the first floor of Hall 6.1 or in Hall 7.0-7.2.

Person in charge

A person in charge must be specified by name and no later than the beginning of construction work, covering all phases of the event (assembly, event itself and dismantling), giving details of their mobile phone number; this person must be available at stands / within the event space.

4.8 Use of outdoor space

Outdoor space comprises paved and tarmac traffic/transportation space as well as uneven, mostly uncompacted gravel turf. Subsidence must be expected. During the hours of darkness outdoor space is illuminated by general road and footpath lighting during the relevant event opening times. During twilight any vehicles in moving traffic, at outdoor workplaces and in hazardous areas must be noticeable through the use of suitable lighting. The aforementioned general regulations and technical guidelines for stand construction are also applicable, by analogy, to any stands erected outdoors. The required utility connections are spaced out at irregular distances.

Person in charge

A person in charge must be specified by name and no later than the beginning of construction work, covering all phases of the event (assembly, event itself and dismantling), giving details of their mobile phone number and email address; this person must be available at stands / within the event space.

4.8.2 Anchoring within the ground

Foundations or ballast are required for buildings and heavy exhibits. See above, 4.7.9. Anchoring is required for advertising structures, ensuring safety during gales. Ground nails are not permitted.

4.8.3.4 Severe weather / hazardous weather conditions

The stand operator must take responsibility for checking the relevant weather forecasts; in the event of severe weather warnings they must take the required precautionary measures, which may include dismantling the stand or discontinuing operations. In addition, a general severe weather warning will be issued to the stand operator by the venue operator. In the case of movable items (e.g. small exhibits, furniture, sunshades, small display units, etc.) it must be ensured by the exhibitor / stand operator that they can be dismantled and sufficiently secured at short notice and at any time in response to a severe weather warning.

4.9.1 Building request

Two-storey stand construction may only be authorised to a limited extent and only with the consent of the relevant department of the venue operator. The request must be presented immediately after receiving the stand permit, via "Clearance of Special Structures" in the Online Order System. Two-storey construction is not possible on the first floor of Hall 6.1 or in Hall 7.0-7.2.

Person in charge

A person in charge must be specified by name and no later than the beginning of construction work, covering all phases of the event (assembly, event itself and dismantling), giving details of their mobile phone number; this person must be available at stands / within the event space.

4.9.6 Upper storey

All rooms surrounded on all sides (closed rooms) that do not have any sufficient optical or sufficient acoustic connection with the hall shall be equipped with safety lighting and shall also be connected to the safety alarm installations of Messe Düsseldorf. This is to guarantee reliable orientation and safety alarm at the stand at all times. Rooms on the upper floor must not be locked. Permission for an open space enclosure may be granted - see 4.4.2 - if it is made from flame retardant materials, DIN 4102 - Class B 1. On the upper floor, a lip with a height of at least 0.05 m must be installed on the floor around the railings to prevent objects from rolling over the edge. Balustrades/rails must be built as specified under items 4.6 and 4.9.3.

5 Technical safety regulations and other regulations and explanations, technical provisions

5.6.5.2 Regulations for exhaust pipes

The ducting from the lower edge of the structure to the outside will be installed exclusively by Messe Düsseldorf with its own material. The pipes from the exhibits to the lower edge of the structure can be installed by Messe Düsseldorf. The connections from the exhibits are to be provided by the exhibitor. When placing an order using the "Smoke/Gas Extractors" form or the Online Order System, the exhibitor must attach a ground plan, showing the requested locations of the extraction points.

5.7.1.1 Approval application for pressurised gas cylinders

In compliance with the form "Permission of Compressed Gas and Liquid Gas Cylinders", it is not permitted to store or use without prior permission liquid gas or any other combustible or incombustible gases in gas cylinders, gas bottles or tanks. In accordance with the relevant accident prevention regulations, pressurised gas cylinders must be protected against impact, unauthorised access and heat. Toxic gases must not be used.

5.7.1.2 Use of liquefied gas

Where liquefied gas is used, only one gas cylinder with a capacity of up to 11 kg may be installed on each exhibition stand if approval has been obtained from the trade fair company.

5.7.2.1 Storage and use

Exhibitors may not store or use flammable liquids (see the industrial safety ordinance dated 27 September 2002, Federal Law Gazette I, p. 3777) in the exhibition halls or in the exhibition grounds without written authorisation. Permission may be granted for the storage and use of flammable liquids to operate or demonstrate exhibits. The relevant application must be submitted to the venue operator, using the form entitled "Approval Application for Flammable Liquids" or through the Online Order System and must be accompanied by the safety data sheet. Dummies must be used for advertising or decoration purposes.

4.9.6 Upper storey

Any premises that are enclosed on all sides (i.e. enclosed rooms) and which do not have a sufficient visual or acoustic connection with the rest of the hall must have their own stand sprinkler systems and safety lighting. They must also be connected to the Messe Düsseldorf alarm system, so that orientation and alarms are possible at the stand at any time. Rooms on the upper floor must not be locked. Permission for an open space enclosure may be granted - see 4.4.2 - if it is made from flame retardant materials, DIN 4102 - Class B 1. On the upper floor, a lip with a height of at least 0.05 m must be installed on the floor around the railings to prevent objects from rolling over the edge. Balustrades/rails must be built as specified under items 4.6 and 4.9.3.

5 Operating rules and technical safety regulations for the assembly and dismantling of events, and their operation, incl. explanatory notes on the technical supply

5.6.5.2 Regulations for exhaust pipes

The ducting from the lower edge of the structure to the outside will be installed exclusively by Messe Düsseldorf with its own material. The pipes from the exhibits to the lower edge of the structure can be installed by Messe Düsseldorf. The connections from the exhibits are to be provided by the exhibitor. When placing an order for "Smoke/Gas Extractors" in the Online Order System, the exhibitor must attach a ground plan, showing the requested locations of the extraction points.

5.7.1.1 Application for permission to use pressurised gas cylinders

Liquid gas and other flammable and non-flammable gases may only be stored and used in pressurised gas cylinders, aerosols or tanks if permission has been granted. In accordance with the relevant accident prevention regulations, pressurised gas cylinders must be protected against impact, unauthorised access and heat. Toxic gases must not be used.

5.7.1.2 Use of liquefied gas

When using liquid gas, with the permission of the venue operator, you are not permitted to set up more than one pressurised gas cylinder of up to 11 kg (content) per exhibition stand.

5.7.2.1 Storage and use

Flammable liquids (see German Industrial Safety Regulation of 27 September 2002, Federal Law Gazette I, page 3777) must not be stored or used in exhibition halls or on outdoor premises without written permission from Messe Düsseldorf. Permission to store and use flammable liquids may be granted for the operation or demonstration of exhibits. The relevant application must be submitted to the venue operator via "Approval for Flammable Liquids" in the Online Order System, along with the appropriate safety data sheet. Dummies must be used for advertising or decoration purposes.

5.9.4 High frequency and other radio equipment, wireless transmissions

The use of high frequency and other radio equipment (e.g. W-LAN) is only permitted where this complies with the requirements of the law on Telecommunications Installations (TKG) dated 22 June 2004, BgBl (Federal Law Gazette) I, p. 1190 and the Law on Electromagnetic Compatibility of Equipment dated 18 September 1998, BGBl (Federal Law Gazette) I, p. 2882 in the applicable version. The use of paging systems, microport equipment, two-way radio intercom equipment and telecontrol equipment is subject to approval by the Bundesnetzagentur für Elektrizität, Gas, Telekommunikation, Post und Eisenbahnen, Tulpenfeld 4, 53113 Bonn (see also 8.22); also see the law governing radio systems and telecommunication end devices dated 31 January 2001, Federal Law Gazette I, p. 170. The operation of radio equipment (e. g. W-LAN, radio microphones) shall require – independently of the permission to be granted by the regulating authority – agreement by Messe Düsseldorf, to achieve an equal distribution of frequencies and to rule out any mutual disadvantage, if possible. This permission must be requested informally from Messe Düsseldorf, listing the technical data. The corresponding order forms are available in the online order system (OOS) of Messe Düsseldorf.

5.10 Cranes, forklifts, empties

Operating own cranes, other material handling equipment with operator platform/driver's seat and forklifts is not permitted at the Exhibition Centre. Only equipment of the accredited shipping agents permitted on site may be operated. The forwarding agents have sole handling rights in the exhibition grounds, i.e. carriage of exhibits, stand structures, etc., to the stand, including provision of any auxiliary equipment required, as well as customs clearance for temporary or permanent import. Contracts awarded to the forwarding agents are subject to the latest version of the General Conditions of Contract of German Forwarding Agents (ADSp) and the scale of charges for trade fairs and exhibitions in Düsseldorf. Messe Düsseldorf is not liable for any risks that may arise from the work of the forwarding agents. The storage of empties of all kinds on the stand is prohibited. Empties must be transported without delay to the storage area for empties by the transport agents appointed for the exhibition grounds. [Orders can be placed via the forms "Container Rental" or "Empties" or through the Online Order System.](#)

6 Waste disposal, cleaning

5.9.4 High frequency and other radio equipment, wireless transmissions

The installation and use of radio equipment (e.g. Wi-Fi and radio microphones) is not allowed. Should this be absolutely necessary for the operation of certain exhibits, an exception may be requested from Messe Düsseldorf. Messe Düsseldorf will then consider the request and may grant it, if appropriate. Regardless of any permission that may be given by Messe Düsseldorf, high-frequency and radio equipment may only be operated if it meets the provisions of the German Telecommunications Act (TKG) of 22 June 2004, Federal Law Gazette I (BGBl I, page 1190) and the German Electromagnetic Compatibility Act (EMVG) of 18 September 1998 Federal Law Gazette I (BGBl I, page 2282), each as amended. Personal paging, microport, intercom and remote control systems may only be used if they have been approved by the Federal Network Agency for Electricity, Gas, Telecommunications, Post and Railway (Bundesnetzagentur für Elektrizität, Gas, Telekommunikation, Post und Eisenbahnen, Tulpenfeld 4, 53113 Bonn – see also 8.22). Further details can also be found in the German Radio and Telecommunications Terminal Equipment Act (FTEG) of 31 January 2001, Federal Law Gazette I (BGBl I, page 170). It is the exhibitor's responsibility to obtain the aforementioned permit from the German Federal Network Agency (Bundesnetzagentur), which must be submitted to Messe Düsseldorf upon request.

5.10 Cranes, forklifts, empties

Operating own cranes, other material handling equipment with operator platform/driver's seat and forklifts is not permitted at the Exhibition Centre. Only equipment of the accredited shipping agents permitted on site may be operated. The forwarding agents have sole handling rights in the exhibition grounds, i.e. carriage of exhibits, stand structures, etc., to the stand, including provision of any auxiliary equipment required, as well as customs clearance for temporary or permanent import. Contracts awarded to the forwarding agents are subject to the latest version of the General Conditions of Contract of German Forwarding Agents (ADSp) and the scale of charges for trade fairs and exhibitions in Düsseldorf. Messe Düsseldorf is not liable for any risks that may arise from the work of the forwarding agents. The storage of empties of all kinds on the stand is prohibited. Empties must be transported without delay to the storage area for empties by the transport agents appointed for the exhibition grounds. [Orders concerning container rental, empties and full freight can be placed on the Online Order System.](#)

6 Environmental protection, waste disposal and cleaning during the assembly and dismantling of events, and their operation

6.1 Waste and refuse

Any waste accumulated during the event or during the construction and/or dismantling of the stand as well as any remaining materials must be disposed of by the exhibitor at the exhibitor's expense. [We draw exhibitors' attention to the Law on the Promotion of Closed-Loop Recycling Systems and Safeguarding of Environmentally Compatible Waste Materials Disposal](#), dated 27 September 1994, Federal Law Gazette I, p. 2705 and also the Regional Waste Law dated 21 June 1988, Gazette of Laws and Ordinances for North Rhine-Westphalia, p. 250 in its most recently amended version, and the Waste Disposal Bylaw for the regional capital Düsseldorf dated 17 December 1998, Official Gazette No. 52 dated 30 December 1998.

Please note the fire safety regulations of Messe Düsseldorf: Aisles in halls must not be obstructed by waste or refuse. Any waste or refuse must be removed immediately by those causing it. Otherwise it will be removed at the exhibitor's cost. Facilities for the disposal of unavoidable refuse:

Use only recyclable materials that should be sorted and can then be collected at minimum expense by our service partners for optimum disposal and/or utilisation. [Orders can be placed via the "Waste Disposal" form or through the Online Order System.](#)

Telephone +49 (0)211 4560-135/425/540 for delivery of waste containers which have been ordered.

Containers will also be emptied/collected on request. You will receive notification of this waste disposal service.

6.1.1 Packaging material

Under the Packaging Ordinance of 21 August 1998, BGBl I, p. 2379, manufacturers and distributors are liable to take back packaging, such as cartons, wrappings, cases, pallets, etc., or to make arrangements for their disposal. [If, therefore, you need any of your packaging for dismantling purposes, please use our own freight forwarders' storage facilities for empty packaging materials, which you can order through the "Empties" form or the Online Order System.](#) Packaging not being re-used may be forwarded for materials recycling via our service partners. [Orders can be placed via the "Waste Disposal" form or through the Online Order System.](#)

6.1.2 Kitchen waste

Kitchen and catering waste must be sorted into plastics, glass, paper and leftover waste. Recyclable materials must be placed in the appropriate containers at the recycling stations in front of the exhibition hall. [Unless waste disposal is handled by the exhibitor, it can be ordered as a service through the "Waste Disposal" form or the Online Order System.](#)

6.1.3 Production waste

[The removal of production waste can be ordered through the "Waste Disposal" form or the Online Order System, specifying the material and the volume.](#)

6.1.4 Stand components

Containers will be available for materials such as wood and cardboard discarded during stand construction and dismantling. [Orders can be placed via the "Waste Disposal" form or through the Online Order System.](#) All adhesive tape used in laying floor coverings or protective sheeting must be either PE or PP.

6.1 Waste and refuse

Any waste accumulated during the event or during the construction and/or dismantling of the stand as well as any remaining materials must be disposed of by the exhibitor at the exhibitor's expense. [Waste must always be disposed of by the person who created or caused the waste and as specified in the German Commercial Waste Regulation \(Gewerbeabfallverordnung\), which has been in force since 1 August 2017.](#)

[See also the German Recycling Management Act \(KrWG\) of 24 February 2012, as amended on 20 July 2017 \(Federal Law Gazette BGBl I, page 2808\).](#)

[The German Commercial Waste Regulation \(Gewerbeabfallverordnung\) of 18 April 2017 \(BGBl I, page 896\) is also applicable, as amended on 5 July 2017 BGBl I, page 2234\).](#)

Please note the fire safety regulations of Messe Düsseldorf: Aisles in halls must not be obstructed by waste or refuse. Any waste or refuse must be removed immediately by those causing it. Otherwise it will be removed at the exhibitor's cost. Facilities for the disposal of unavoidable refuse:

Use only recyclable materials that should be sorted and can then be collected at minimum expense by our service partners for optimum disposal and/or utilisation. [Orders can be placed via "Waste Disposal" in the Online Order System.](#)

Phone +49 211 4560-135/-425/-540 for delivery of waste containers which have been ordered.

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Under the Packaging Ordinance of 21 August 1998, BGBl I, p. 2379, manufacturers and distributors are liable to take back packaging, such as cartons, wrappings, cases, pallets, etc., or to make arrangements for their disposal. [If, therefore, you need any of your packaging for dismantling purposes, please use our own freight forwarders' storage facilities for empty packaging materials, which you can order via "Empties" in the Online Order System.](#) If you have packaging material that you are not going to use again you can place it into recycling via our service partners. [Orders can be placed via "Waste Disposal" in the Online Order System.](#)

6.1.2 Kitchen waste

Kitchen and catering waste must be sorted into plastics, glass, paper and leftover waste. Recyclable materials must be placed in the appropriate containers at the recycling stations in front of the exhibition hall. [Unless waste disposal is handled by the exhibitor, it can be ordered as a "Waste Disposal" service through the Online Order System.](#)

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[The removal of production waste must be ordered via "Waste Disposal" in the Online Order System, specifying the material and the volume.](#)

6.1.4 Stand components

Containers will be available for materials such as wood and cardboard discarded during stand construction and dismantling. [Orders can be placed via "Waste Disposal" in the Online Order System.](#) All adhesive tape used in laying floor coverings or protective sheeting must be either PE or PP.

7 Messe Düsseldorf services

The Conditions of Participation and these Technical Guidelines apply to orders placed with Messe Düsseldorf. The prices applicable to any particular event form the basis. Any incoming orders and incomplete documents that reach Messe Düsseldorf no more than 21 calendar days before the assembly period are subject to a late submission surcharge of 35% on all prices and charges. All services are provided by Messe Düsseldorf solely for the main lessee of the stand, who is also the liable party.

7.1.1 Stand construction, installation

If no stand sketch for the services ordered is submitted, Messe Düsseldorf reserves the right to carry out placement as it sees fit. [For details of the items included in the service and the relevant prices, please refer to the forms or the Online Order System.](#) Only the services actually provided will be charged.

7.1.2 Waste disposal

Any waste that occurs during assembly or dismantling and any special waste can be disposed of by Messe Düsseldorf against payment of a charge (see No. 6), [but requires ordering via the "Waste Disposal" form or through the Online Order System.](#)

7.1.3 Communication services

[Phone, fax, data and aerial connections can be ordered through the "Communication Systems" form or the Online Order System.](#) Further technical details are provided in the documentation, which may be obtained on request. [Loudspeakers that are specially set up for the exhibition centre at the stand and which are intended for announcements can be hired through the form entitled "Aerial Connections / Alarm Application" or the Online Order System.](#)

7.2.1 Parking permits

A limited number of parking spaces is available for exhibitors in the vicinity of the exhibition grounds. [Exhibitors are requested to apply for their parking space using the "Parking Permits for Exhibitors" form.](#)

7.2.2 Exhibitor passes

Every exhibitor will receive a certain number of exhibitor passes free of charge in accordance with the Conditions of Participation. These passes are for the exclusive use of the exhibitors and may not be transferred to third parties. The number of free passes is not increased where there are co-exhibitors on the stand. [Any additional and chargeable exhibitors' passes can be ordered through the form "Additional Exhibitors' Passes \(Chargeable\)" or the Online Order System.](#)

7 Messe Düsseldorf services

The Conditions of Participation and these Technical Guidelines apply to orders placed with Messe Düsseldorf. The prices applicable to any particular event form the basis. [Any complaints must be presented to the trade fair management without undue delay and in writing, while the event is still in progress at the latest, using email as a minimum requirement.](#)

Any incoming orders and incomplete documents that reach Messe Düsseldorf no more than 21 calendar days before the assembly period are subject to a late submission surcharge of 35% on all prices and charges. All services are provided by Messe Düsseldorf solely for the main lessee of the stand, who is also the liable party.

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If no stand sketch for the services ordered is submitted, Messe Düsseldorf reserves the right to carry out placement as it sees fit. [For details of the items included in the service and the relevant prices, please refer to the Online Order System.](#) Only the services actually provided will be charged.

7.1.2 Waste disposal

Any waste that occurs during assembly or dismantling and any special waste can be disposed of by Messe Düsseldorf against payment of a charge (see No. 6). [The relevant orders can be placed via "Waste Disposal" in the Online Order System.](#)

7.1.3 Communication services

[Phone, fax, data and aerial connections can be ordered via "Communication Systems" in the Online Order System.](#) Further technical details can be found in the relevant documents which will be sent to you upon request. [Speakers, set up at the stand for hall announcements and suitable for exhibition use, can be rented via "Aerial Connections / Alarm Application" in the Online Order System.](#)

7.2.1 Parking permits

A limited number of parking spaces is available for exhibitors in the vicinity of the exhibition grounds. [Any parking permits that may be required can be ordered via the Online Order System \(OOS\).](#)

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Every exhibitor will receive a certain number of exhibitor passes free of charge in accordance with the Conditions of Participation. These passes are for the exclusive use of the exhibitors and may not be transferred to third parties. The number of free passes is not increased where there are co-exhibitors on the stand. [Additional chargeable exhibitors' passes can be ordered via "Additional Exhibitors' Passes \(Chargeable\)" in the Online Order System.](#)

7.2.3 Trade fair insurance

For participation at the event Messe Düsseldorf offers the following insurance policies which may be ordered using the "Exhibition Insurance" form:

Exhibition Insurance for exhibits and stand
Accident Insurance
Liability Insurance

In accordance with the Conditions of Participation, each exhibitor has the opportunity to insure the exhibited products against the usual risks under the exhibition insurance available through Messe Düsseldorf. It should be indicated whether insurance is required on the relevant application form. Messe Düsseldorf accepts no responsibility for exhibition goods or stand fittings and excludes any liability for damage or loss. The liability exclusion is also valid regardless of the security measures undertaken by Messe Düsseldorf. All damage must be immediately reported to the police, the insurance company and Messe Düsseldorf. The exhibitor may insure him(her)self and his/her employees against accidents with the accident insurance.

The liability insurance covers third party losses that occur as a result of participation.

Cancellation insurance covers the costs for the preparation and participation in the event.

The details are stated in the conditions.

Furthermore, Messe Düsseldorf is liable for property and asset damages only if intent or gross negligence can be proven.

7.2.4 Convention and congress rooms

For discussions, press conferences, sales meetings and conferences, rooms of various sizes with all technical facilities are available in the CCD. Exhibitors who wish to make use of these are asked to give notification of their requirements ("Conference Rooms/Offices and Banquet Rooms" forms or through the Online Order System).

7.2.3 Trade fair insurance

Messe Düsseldorf offers the following insurances for participation in an event. They can be obtained via "Exhibition Insurance" in the Online Order System:

Exhibition Insurance for exhibits and stand
Accident Insurance
Liability Insurance

In accordance with the Conditions of Participation, each exhibitor has the opportunity to insure the exhibited products against the usual risks under the exhibition insurance available through Messe Düsseldorf. It should be indicated whether insurance is required on the relevant application form. Messe Düsseldorf accepts no responsibility for exhibition goods or stand fittings and excludes any liability for damage or loss. The liability exclusion is also valid regardless of the security measures undertaken by Messe Düsseldorf. All damage must be immediately reported to the police, the insurance company and Messe Düsseldorf. The exhibitor may insure him(her)self and his/her employees against accidents with the accident insurance.

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