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A. PREFACES

boerding messe has issued guidelines for its events, the aim of which is to give all exhibitors the optimum opportunity to present their products/services and to appeal to visitors and interested parties. Furthermore, the guidelines serve to achieve a maximum of safety with regard to the technical and design equipment of the event for visitors and exhibitors.

These technical guidelines are an integral part of the contract between boerding messe and the exhibitor and are binding for all parties involved. They also apply to any further agreements made with boerding messe. The implementation is controlled on site by boerding messe employees who are authorised to issue instructions. In addition, all relevant statutory provisions in their respective valid version must be observed as well as all guidelines and regulations of the event site.

In the following, the term event refers to all events, fairs, trade fairs, congresses and other event formats that boerding messe organises. The term event site refers to any type of terrain, event site or venue where these event formats take place.

B. ADVERTISING AND PR

1. Advertising within the exhibition stands

Advertising which contravenes legal regulations or morality, or which is of a philosophical or political nature, as well as advertising which does not correspond to the nature, the orientation and the purpose of the respective event due to special optical and acoustic stimuli, is not permitted within the event grounds. boerding messe shall be entitled to prohibit all advertising and the distribution of advertising material if it gives rise to objections, and to secure existing stocks of material for the duration of the event.

Acoustic and optical demonstrations require the approval of boerding messe. The permit is granted on condition that the maximum permissible volume of 70 decibels is not exceeded during operation of the system and that work in the neighbouring stands is not disturbed. In the event of non-compliance with these regulations, the power supply to the exhibitor's stand may be interrupted without regard to the associated failure of further stand functions. The exhibitor shall not be entitled to compensation for any direct or indirect damage caused by the interruption of the power supply. The burden of proof for compliance with the regulations lies with the exhibitor.

If there is any uncertainty as to the admissibility of advertising measures, the exhibitor must submit the enquiry to boerding messe in good time so that it has sufficient time to carry out the necessary checks.

Official and copyright regulations must be taken into account. In the case of music reproductions at the stand, permission must be obtained from GEMA (Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte) in accordance with copyright law. Registrations and enquiries should be addressed to the responsible GEMA regional directorate or comparable organisations in the respective countries. GEMA's royalty calculation shall be borne by the applicant.

2. Advertising outside the exhibition stands

a) Advertising space within the event grounds is rented exclusively by boerding messe.

b) If available, boerding messe provides existing advertising media on a rental basis and takes over the design and installation of the advertising message, if desired. Advertising space must be ordered in good time before the start of the event. The deadlines can be found in the corresponding booking documents. In the case of orders received later, we can no longer guarantee that they will be realized.

c) Insofar as exhibitors provide their own advertising media or advertising media produced for them, these must comply with fire police, structural and security requirements and their design must be in line with the principles for event advertising developed by boerding messe. The defined deadlines for delivery and collection of the advertising media must be adhered to.

d) For reasons of technical safety, adherence to schedules and liability, the erection, assembly/disassembly of advertising media shall only be carried out by boerding messe, the event site or its service providers.

e) The calculation of the booked services by boerding messe takes place according to point 7 of the General Terms and Conditions.

f) The exhibitor undertakes not to hold any competing events in the city where the event takes place five days before and during the duration of the event.

g) The distribution of advertising material outside the stand is not permitted.

3. Image capturing

Commercial photography, filming etc. within the event grounds is only permitted with the approval of boerding messe. For this purpose, the authorised person requires a badge issued by boerding messe. In addition, it is the exhibitor's responsibility to secure exhibits worthy of protection against unauthorised photography, filming, etc. boerding messe and the event site are entitled to have photographs, video recordings etc. of exhibition stands/exhibits made and to use these for their own or general publications. The exhibitor waives all objections.

4. Interviews & surveys

Surveys, polls, statistical surveys and similar events require the prior written permission of boerding messe.

5. Use of logos/signets

Exhibitors may use the official logo/logo of the venue, the event in question and the organiser in announcements of their exhibition programme or in references to their participation. The logos/signets must be reproduced correctly. Any other use of these marks without the written permission of the respective copyright holder is prohibited.

C. TECHNOLOGY AND ORGANISATION

General information

The event will be held in consultation with the responsible authorities at the venue and in accordance with building regulations, fire protection and other safety regulations. The competent authorities and institutions reserve the right to require compliance with legal or regulatory requirements. In the interest of all event participants, the commissioning of an exhibition stand may be prohibited in whole or in part if safety deficiencies have not been rectified by the start of the event. We reserve the right to make additional safety and stand construction requirements. Third parties cannot derive any rights from any permissions and approvals granted by boerding messe. In the event of non-compliance with the regulations, the exhibitor shall be liable for any damage that may occur. The exhibitor is also responsible for all official approvals in connection with his participation in the event.

boerding messe draws attention to compliance with the applicable labour and social security regulations. With regard to foreign employees, only persons who have permission to work as self-employed or employed persons may work on the event grounds.

1. House rules and opening hours

1.1. House rules

a) The House and Grounds Regulations apply to the area of the event grounds, i.e. to all halls, open-air grounds and all grounds temporarily or permanently provided by the exhibition grounds. It applies to all persons entering or staying on the premises in the aforementioned sense.

b) boerding messe exercises the householder's rights in the area of the event/exhibition through its employees and/or employees of security companies commissioned by boerding messe. The house right in the area of the event site is exercised by the respective operating company of the event site through its employees or/and employees of commissioned security companies.

c) boerding messe is entitled to restrict access to the event grounds for exhibitors, visitors and other third parties, e.g. to allow access only to trade visitors and to check the conditions of access. The halls and other event areas may only be entered with a valid admission ticket. The identity card must be presented on request. Deviating access regulations - in particular for exhibitors and companies operating in the area of the event grounds - remain unaffected by this.

d) Children and adolescents up to the age of 16 must be accompanied by an adult. Adults have access to the event if they meet the trade visitor criteria and can present a valid ticket. Children up to the age of 6 have free admission. Special arrangements for events will be announced separately.

e) Employees of boerding messe or security companies commissioned by boerding messe who can identify themselves as such are entitled to carry out identity checks on the event grounds. Persons who are without a valid admission ticket or who are in any other way unauthorised

on the event grounds must leave the event grounds immediately.

f) Entering or driving on the event grounds is at your own risk. boerding messe assumes no liability within the framework of the statutory provisions. The event site is entitled to restrict access to/travel on the event site in terms of time and space, to prohibit it or to regulate it in any other way. boerding messe and the event site are otherwise only liable for intentional or grossly negligent conduct of employees authorized to represent the event site.

g) Vehicles of all types may only be parked in the designated areas for loading and unloading. Escape routes and safety routes must always be kept clear. When parking trailers, containers, etc., suitable measures must be taken to prevent them from sinking into the ground. The owner/holder is liable for damage without proof of fault. Vehicles, containers etc. that have been unlawfully parked will be moved or towed away at the expense of the owner/owner/interrupter.

h) It is not permitted to behave in any way that is likely to disrupt the proper course of the event or the set-up and dismantling or in any other way violate the interests of boerding messe, in particular:

- any unauthorised commercial activity on the event grounds, in particular the offering of objects against payment or free of charge, and services of all kinds;
- the unauthorised distribution/posting/affixing of leaflets, promotional literature, posters, magazines, stickers etc.;
- the bringing of animals;
- the contamination of the hall areas or the open-air grounds as well as any behaviour which is likely to pollute or endanger the environment;
- the unauthorised entry of vehicles into the event site as well as the unauthorised use of vehicles on the event site;
- unauthorised meetings/lifts of any kind;
- the carrying of weapons, weapon-like substances such as pepper spray and irritant gases and other reportable objects, hazardous substances, etc.;
- the direct sale or purchase as well as the exchange of exhibition and other objects (deviating regulations will be announced);
- the stay in the halls or on the open-air grounds outside the expressly stipulated opening hours.

i) Commercial photography, filming etc. requires the prior written consent of boerding messe and - insofar as products of the exhibitors or other third parties or persons are concerned - the prior written consent of the respective holder of rights. boerding messe is entitled to draw up further regulations in this regard.

j) If employees of boerding messe or companies/persons commissioned by boerding messe produce photographs/video recordings etc. in the event area for reporting or advertising purposes, the recording activity must not be hindered or impaired. All persons entering or staying on the event grounds shall be informed by these House and Grounds Rules that photo and video recordings will be carried out. By entering the event site, those who can

be seen on such recordings agree that they may be used for reporting and advertising purposes.

k) Surveys, statistical surveys and comparable events require the prior written consent of boerding messe.

l) boerding messe is entitled to restrict the operation of transmitting and receiving equipment on the event grounds.

m) Exhibition goods, stand inventory or parts of stand equipment, etc. may only be transported within the exhibition halls or out of the event grounds if proof of entitlement is provided by presentation of a written confirmation from the owner/owner.

n) Items found within the event grounds must be handed in to the event management. Lost items can be picked up there if necessary.

o) Depending on the nature of the event, it may be prohibited to take bags and similar containers into the event. For safety reasons, bags and similar containers as well as clothing can be checked for their contents. If the carrying of bags/other containers is not permitted, visitors wishing to carry bags etc. may be refused entry.

p) In the event of breaches of the house rules or other regulations, boerding messe shall be entitled to issue a reprimand against the event grounds or a temporary or permanent ban on access. Violations of the provisions may lead to exclusion from participation in current or future events. Criminal prosecution is not excluded by the measures mentioned in these regulations.

1.2. Opening hours/assembly and dismantling times

The opening hours as well as the construction and dismantling times are event-related and can be found in the special conditions of participation. Work may be carried out in the halls and outdoor areas during the general set-up and dismantling periods.

During the event, the halls are open to exhibitors one hour before the start of the event and up to one hour after the end of the event. Exhibitors who, in justified individual cases, have to work on their stand beyond this point in time require the written approval of boerding messe. Visitors must leave the event grounds at the end of the event. Deviating regulations remain reserved and will be announced to the exhibitors in good time.

2. Traffic, escape routes, safety equipment

2.1. Traffic regulations and parking spaces

In order to ensure a smooth flow of traffic during the event and during assembly and dismantling, traffic rules and regulations must be observed. The on-site personnel assigned to this purpose must follow the instructions.

Driving on the event grounds is only permitted with permission and is at your own risk. The provisions of the Road Traffic Regulations apply to the entire event site and to the parking spaces available. The maximum speed is 20 km/h, unless traffic conditions require walking speed.

Should it be possible to purchase permanent parking tickets for the event, boerding messe will inform the exhibitor accordingly. It is not permitted to park trucks, advertis-

ing vehicles, caravans or mobile homes on event parking lots. Pitches for trucks and caravans will be allocated on request/availability. Illegally parked vehicles, trailers, containers and empties of any kind will be removed at the expense and risk of the owner.

On the days of the event, the parking of motor vehicles on areas within the event grounds not designated as parking spaces is not permitted for reasons of general safety. Motor vehicles which impair or obstruct the safety and fluidity of traffic shall be towed away at the risk and expense of the vehicle keeper.

By 10 p.m. on the last day of construction, all internal areas, bypasses and lanes directly adjacent to the halls must have been cleared.

2.2. Escape routes and safety equipment

2.2.1. Fire service zones

The necessary and appropriately marked access routes and movement zones for the fire brigade must be kept free at all times. Vehicles and objects parked on escape routes and safety areas shall be removed at the expense and risk of the owner.

2.2.2. Emergency exits, hall aisles

Escape routes shall be kept clear at all times and it shall be possible to open the full width of escape route doors easily from the inside. The emergency exits and their marking must not be obstructed, overbuilt, blocked, covered or otherwise made unrecognisable. The aisles in the halls may at no time be constricted by objects parked or protruding into the aisle. In an emergency, the corridors serve as escape routes! In the event of infringements, the organizer is entitled to remedy the situation at the expense and risk of the causer.

Materials required for stand construction or exhibits delivered for erection on the stand area may be temporarily parked in the hall aisle during the erection and dismantling phase, provided that the aisle widths required for safety reasons are not undershot and logistical concerns are sufficiently taken into account. This is deemed to have been fulfilled if a strip of a maximum of 0.90 metres is used for parking along the stand boundary to the hall aisle. Irrespective of the width of the hall aisle and the goods parked, it is imperative that a passageway with a minimum width of 1.20 metres be kept clear. Areas in front of emergency exits and the crossing areas of the hall aisles are excluded from this and must be kept free in full width at all times. The hall aisles may not be used for erecting assembly areas or for setting up machines (e.g. woodworking machines, workbenches, etc.). At the request of the organizer, the immediate evacuation of the hall aisle may (also) be demanded for logistical reasons.

2.2.3. Safety devices

Sprinkler systems, hydrants, fire alarms, fire extinguishing systems, smoke alarms, hall gate closing devices and other safety devices, their information signs and emergency exit signs must be accessible and visible at all times. They may not be delivered or added to. In particular, fire protection devices such as roller fire doors must not be blocked.

2.2.4. Emergency evacuation

For security reasons, the closure of rooms or buildings and their evacuation from the event site or the organizer may be ordered. The persons staying there have to follow the requests and go to the respective meeting places in the open air. Exhibitors must inform their employees about this procedure. They shall ensure that their stand is cleared and that all persons leave the stand. If necessary, own evacuation plans are to be prepared and made known.

3. Technical data of the event grounds

3.1. Technical data

Detailed information about the technical equipment and the existing infrastructure of the event grounds, such as lighting, power connections etc., is available on request from boerding messe.

3.2. Heating, ventilation, sprinklers

Heating and ventilation are generally provided in the halls. Individual halls are equipped with sprinkler systems. If required, boerding messe will provide detailed information about the venues.

3.3. Faults

In the event of malfunctions in the technical supply, boerding messe must be informed immediately. boerding messe is not liable for losses and damages caused by these disturbances, unless there is at least gross negligence on the part of a legal representative or vicarious agent.

4. Stand construction regulations

General information

If no stand construction has been ordered via boerding messe or if nothing to the contrary has been stipulated by special or supplementary written regulations, the exhibitor shall be provided with the stand space allocated to him without superstructures, technical facilities, furniture or other equipment. The exhibitor is then responsible for the construction, equipment and furnishing of the stand. boerding messe assumes no liability with regard to the securing of the construction and the construction of the stand as well as the facilities contained therein.

Structural and other changes to the stand furnishings as well as special operational measures ordered by the authorities in the interest of public safety in the course of the official inspection prior to each event must be carried out by the exhibitor without delay and before the start of the exhibition, but no later than the following official inspection.

The assembly must be completed by the end of the assembly at the latest. The stand must be cleared of packaging material. If, in the opinion of boerding messe, the installation or construction of the rented stand space does not appear to be completed on time before the end of the construction period, boerding messe may take all precautions deemed necessary. The resulting costs shall be borne by the exhibitor without entitlement to remuneration.

4.1. Stability

Exhibition stands including equipment and exhibits as well as advertising media shall be erected in such a stable manner that public safety and order, in particular life and

health, are not endangered. The exhibitor is responsible for the static safety of the stand and must provide evidence if necessary.

In addition, the currently valid building regulations apply. The relevant fire regulations, e.g. DIN EN 13501 (classification of building products and building types with regard to their fire behaviour) must be observed.

4.2. Overall heights

The height of the stand without a permit shall be three metres, insofar as this is structurally and technically possible. Construction heights in excess of this are subject to approval. The event-specific construction height can be found in the special conditions of participation. Stand constructions at the stand borders to neighbouring exhibitors above 2.50 metres height must be clean, neutral, in a flat area, in a white/grey/black so that the design of the neighbouring stand is not impaired.

4.3. Stand construction permit

On the assumption that the technical guidelines are complied with in the design and construction of the stand, it is not necessary to submit drawings for approval in the case of single-storey stands below the building height in the halls. In addition, all other stand constructions, mobile stands, special constructions and structures are subject to approval. All stand constructions and facilities on the open-air grounds are subject to approval. All permits are only valid for the respective event.

4.3.1. Buildings subject to approval

In the case of buildings requiring approval, boerding messe must submit verifiable documents in German for examination and approval no later than six weeks before the start of the event. The documents will be returned to the exhibitor after inspection with the approval note from boerding messe. Only with this the stand construction is released. The following are subject to approval:

- Multi-storey buildings
- Cinemas or auditoriums
- Open-air buildings
- Special constructions, grandstands, platforms higher than 20 centimetres
- buildings higher than 3 metres

The following documents are required:

- tested static calculation according to the standards of the venue
- building specification
- dimensioned stand construction drawings on a scale of 1:100 (ground plans, views, sections); construction details on a larger scale
- the first two points are omitted if a type testing/test book is submitted.

The costs of the building permit procedure will be charged to the exhibitor/stand constructor. We reserve the right to carry out further test procedures on the part of the event site for a fee.

4.3.2. Vehicles and containers

Vehicles and containers are not permitted in the halls. An exemption may be granted on request.

4.3.3. Unauthorised stand components

Stand structures that are not approved or do not comply with technical guidelines or laws shall be removed or

modified at the exhibitor's expense. This shall also apply in the event of a substitute performance by the event site or the organizer.

4.4. Stand design

4.4.1. Appearance

The exhibitor is responsible for the design of the stand. Stand rear sides adjacent to neighbouring stands must be kept neutral in order not to impair the design of the neighbouring stand; see 4.2.

If a roofing of the stand is permitted in accordance with Section 4.6.2 and if this roofing is visible, it must be included in the design. In the interest of a corresponding overall picture, boerding messe is entitled to demand changes at the exhibitor's expense if necessary.

4.4.2. Checking the rental space

The rental space is marked by boerding messe. Only the local measurement is valid for location, dimensions and any installations on the rental area. The stand limits must be strictly adhered to. Every exhibitor is obliged to inform himself and, if applicable, the stand constructor immediately after the stand allocation on site about the location and dimensions of any safety-relevant or other installations - in particular fire alarms, electrical distribution boxes, water inlets and outlets, columns, etc. - and to inform the stand constructor of these immediately.

4.4.3. Interventions in the building fabric

Hall parts and technical equipment must not be damaged, soiled or altered in any other way (e.g. by drilling, nailing, screwing). Painting, wallpapering and gluing is also not permitted. Hall parts and technical equipment may not be loaded by stand structures or exhibits. Hall columns/supports may be covered within the stand area and within the permissible construction height, without damaging them, whereby the event site may charge fees for this.

4.4.4. Hall floors

The exhibitor shall be obliged to install/have installed a floor covering over the full stand area designated to him. To protect the hall floor, this must be done before the stand is set up. Carpets and other floor coverings must be laid in an accident-proof manner and must not project beyond the boundaries of the stand. All materials used must be removed without residue, e.g. the adhesive tape for fixing the floor covering. The same applies to substances such as oils, fats, paints and the like. The hall floor must not be painted or covered with adhesive. Anchorages and fixings are not permitted.

In the corridors of the exhibition area either special protective measures must be taken or special care must be taken to avoid damage to the floors during assembly and dismantling. Only machines with a dust bag are permitted for wood cutting and milling work. Painting and wallpapering are only permitted if the floors are suitably protected.

The exhibitor or stand constructor must inform himself independently about the respective load-bearing capacity of the hall floor and take appropriate measures if there is a greater load concentration due to the exhibits. Should the involvement of a structural engineer be necessary in special cases, the costs shall be borne by the exhibitor.

4.4.5. Suspensions from the hall ceiling

Suspensions from the hall ceiling are only possible at the technical facilities provided for this purpose and may only be carried out by the event site or by service providers commissioned by boerding messe. Suspension points are not possible in all halls/hall areas, so that a written enquiry to boerding messe is required. The costs incurred shall be borne by the exhibitor.

4.4.6. Stand partition walls

The stand area rented by the exhibitor is generally not separated by walls by the organizer. The exhibitor is obliged to separate his stand with boundary walls in the case of direct bordering another stand area or at the end of the event area or the hall area. The partition walls can be procured by the exhibitor himself or ordered from the stand construction partner cooperating with the organizer. The order conditions of the respective stand construction partner shall apply. boerding messe reserves the right to have any necessary rear and side walls built at the expense of the exhibitor concerned in accordance with the aforementioned regulations.

4.4.7. System stands

System stands can be obtained from boerding messe. Details are given in the relevant booking documents. The exhibitor shall be informed separately of the time when the system stand is ready for occupancy on the last day of assembly.

The system stands will be dismantled immediately after the end of the event. Any objects owned by the exhibitor must therefore be taken with them after the end of the event. If objects are found after the end of the event, it is assumed that ownership of these objects has been surrendered by the exhibitor or other entitled parties, unless the objects are marked in a manner recognisable to third parties. boerding messe is not liable for loss or damage within the framework of the statutory provisions, unless intent or gross negligence can be proven.

The superstructures erected by boerding messe, the event site or other service providers may not be altered. In the event of damage or dismantling, the exhibitor shall be personally liable for any modifications made by himself or by third parties commissioned by him and for any damage or reduced stability and safety of the stand structures caused thereby. Due to the liability incumbent upon the exhibitor, it is strongly recommended that he insures the rental items in a suitable manner.

4.4.8. Development of open stand sides

Approximately 30 percent of each open side of the stand may be built on with closed walls. A development of more than 30 percent may only be carried out from a depth of 1.50 meters. The attractiveness of the opposite/neighbouring stands must not be impaired. Deviations from this require special permission and must be submitted up to six weeks before the event.

4.4.9. Stand numbering

All stands booked via the organiser will be marked with stand numbers by the organiser. The stand numbers must be visibly attached to the stand for the entire duration of the event. Stands which are not built over boerding messe must be appropriately marked by the exhibitor himself with the stand number specified by the organiser.

4.4.10. Advertising material/presentations/exterior advertising

Stand and exhibit lettering as well as company and brand names may not exceed the prescribed height. Presentations, optical, moving and acoustic advertising media and musical reproductions are permitted provided they do not disturb or impair neighbouring stands, do not lead to congestion in the corridors and do not drown out the exhibition's own exclamation systems in the halls. The distribution of printed matter and the use of advertising materials shall only be permitted on the stand area. Advertising space within the event grounds is rented exclusively to boerding messe. The provisions in Part B of this document continue to apply.

4.5. Multi-storey construction

Multi-storey construction is only possible with the approval of boerding messe. The building permit is issued in consultation with the event site and the approving authority and depends on the condition of the event hall (maximum construction height, floor loading capacity, etc.) and the event concept. For multi-storey buildings, all relevant legal regulations apply (e.g. DIN 1055 for the traffic loads required depending on the type of use). The exhibitor shall bear the costs incurred in checking the approval documents.

4.6. Fire protection and safety regulations

4.6.1. Fire protection

a) Stand construction and decoration materials

Highly flammable, dripping or toxic gas-forming materials, polystyrene rigid foam (polystyrene) or similar materials shall not be used. For safety reasons, special requirements may be placed on load-bearing structural parts in individual cases. Decoration materials must be flame-retardant according to DIN EN 13501 (formerly DIN 4102, B1). It must be possible to prove the flame-retardancy from the start of assembly by submitting the test certificate of an approved test centre.

Normally flammable decorative materials may be used in some areas if they are sufficiently protected against flames by the installation. Deciduous and coniferous trees may only be used with a moist root ball. Bamboo, reed, hay, straw, bark mulch, peat or similar materials must not be used.

b) Fire extinguishers

Each stand must be equipped with at least one fire extinguisher and the appropriate quantity of extinguishing agent during assembly and dismantling and during the event. Water and foam extinguishers should be used for this purpose. A CO₂ extinguisher must be provided for technical equipment.

c) Exhibition of motor vehicles

Permission to exhibit vehicles at the venue depends on the respective event concept of boerding messe and requires their approval. In addition, the respective guidelines of the event site apply. The conditions imposed in the event of authorisation must be complied with.

d) Regulations for special materials and operations

1. Explosive substances are subject to the Explosives Act as amended and may not be used or exhibited at trade fairs and exhibitions. This also applies to ammunition within the meaning of the Weapons Act.

2. Pyrotechnic demonstrations or the use of pyrotechnics are subject to approval.

3. The use of balloons filled with combustible gas in the halls and outdoor areas is prohibited. Balloons filled with safety gas and firmly anchored can be approved on request. The distribution of gas-filled balloons is not permitted. The use or operation of free-floating balloons or aircraft models and unmanned aerial vehicles (e.g. drones) is not permitted.

4. The use of fog machines is prohibited. In individual cases, a special permit may be applied for, provided that no other exhibitors are affected.

5. The processing of solvent-based products or paints is prohibited. The use of spraying methods is not permitted, even when other products are used. The use of flammable liquids for cleaning purposes within the halls is not permitted. Detergents containing substances harmful to health must be used in accordance with the regulations.

6. Welding, cutting, soldering, grinding and cutting work and other work with open flames or flying sparks are prohibited on the premises of the event. In exceptional cases, a written application and a description of the work can be made to obtain a permit for this with special safety requirements (suitable extinguishing agents in the immediate vicinity, a fire watch at your own expense, etc.).

e) Smoking on the event premises

Smoking in closed rooms is generally prohibited on the event premises.

f) Containers for recyclable and residual materials

No containers for recyclable and residual materials made of combustible materials may be set up in the stands. Recyclables and residual waste containers in the stands must be emptied regularly, at the latest every evening after the end of the fair. If large quantities of combustible waste are produced, they must be disposed of several times a day.

g) Empties/storage of materials

The storage of empties, packaging and packaging materials of any kind inside and outside the stands in the hall is prohibited. Any empties/full containers must be removed immediately. Depending on availability, storage facilities are available at the contractual forwarding agents of the trade fair. The exhibition company or the organiser shall be entitled to remove unlawfully stored empties at the expense and risk of the exhibitor.

4.6.2. Stand roofing

In order not to impair sprinkler protection, trade fair stands must always be open at the top. In order to judge whether a stand is considered open or covered, the respective guidelines of the event site and the approving authority are decisive.

4.6.3. Glass

Only safety glass suitable for the intended use may be used. The edges of glass panes must be machined or protected in such a way as to avoid the risk of injury. All-

glass components must be marked at eye level. According to DIN 1055, glass walls or glass frames of exhibition stands must withstand a side pressure of 0.5 kN/m.

4.6.4. Exits, escape routes, doors

Stands and/or individual rooms on the stand area with a floor area of more than 100 square metres shall have at least two separate exits which shall be as opposite as possible to each other. Stairs with a common start or end point do not fulfil this requirement. The walking line from any point on an exhibition area to an aisle must not exceed 20 metres. Corridors defined by the layout plan may not be covered or built on. The stand installations are to be arranged in such a way that easy finding and reaching of the exits is guaranteed. Escape and rescue routes must be marked in accordance with DGUV regulation 9. The use of swing doors, revolving doors, coding doors and sliding doors in escape routes is not permitted. Doors in escape routes must open in the direction of escape and must be able to be opened easily and in full width from the inside at any time. Doors must not open obstructively into an aisle or escape route.

4.6.5. Enclosed and trapped spaces

All rooms which are enclosed on all sides (enclosed rooms) must have a sufficient optical and acoustic connection to the hall.

Captive rooms, i.e. rooms that can only be reached by another unit of use and have no direct connection to an escape route, may not be erected.

4.6.6. Platforms, ladders, ramps

Generally accessible areas immediately adjacent to areas more than 20 centimetres below shall be surrounded by parapets which are at least 110 centimetres high and have at least one upper chord, one middle chord and one lower chord spaced 35 centimetres apart. A static proof must be provided for the platform. The supporting substructures of platforms shall be made of non-combustible building materials. The floor load and the horizontal load on the handrail must be designed in accordance with DIN 1055, depending on use.

Single-stage pedestals may not be more than 20 centimetres high. Steps in the course of main and side aisles and necessary corridors are not permitted. A sequence of at least three steps may be permitted if it includes step lighting and lighting from above and the step lighting is connected to the safety lighting. Ramps are only permitted in corridors and hallways with an inclination of not more than 1:10.

Ladders and walkways must comply with accident prevention regulations.

4.6.7. Safety lighting

Stands in which the existing general safety lighting is not effective due to the special design of the stand require their own additional safety lighting (VDE 0108). It shall be designed in such a way as to ensure safe orientation and guidance to the general escape routes.

4.7. Clearance of the stand

The removal of exhibits and the dismantling of stands before the end of the event are not permitted. The exhibitor is obliged to leave the space rented by him after clearance in the same condition in which he was made availa-

ble to him by boerding messe. Any damage or contamination detected by boerding messe will be removed at the exhibitor's expense. If the stand is not cleared in time, boerding messe is entitled to do so at the exhibitor's expense:

- a) to have the exhibitor's remaining materials, objects or packaging removed and stored
- b) to return the space to the condition in which it was made available to the exhibitor.

boerding messe has the right in the above case to charge the exhibitor for storage costs and all other costs. In the event of storage, the exhibitor bears the risk for the materials, goods and packaging.

Materials, goods and packing materials which have not been collected by the exhibitor by the end of the dismantling period after the end of the exhibition shall become the property of boerding messe at the end of this period, unless the exhibitor has made a written agreement with boerding messe for the storage of the materials, goods and packing materials. The exhibitor may not claim any remuneration from boerding messe for himself or a third party if the latter becomes the owner in the above manner.

5. Operating instructions and technical safety regulations

5.1. General regulations for construction and operation

The construction and dismantling work may only be carried out within the framework of the applicable labour and trade law regulations. The accident prevention regulations and all other relevant legal regulations must also be observed by companies and employees of foreign companies. The special construction regulations in force in each case oblige the exhibitor to have a qualified person present during the times of certain constructional facilities or a certain form of use (specialist or master for event technology).

If work has to be carried out simultaneously at the stand by employees of different companies, the stand construction manager will coordinate any possible mutual hazards in accordance with the Occupational Health and Safety Act and DGUV Regulation 1.

Damage to the event grounds, buildings and building components as well as other facilities caused by exhibitors or their representatives must be reported to boerding messe and will be repaired at the exhibitor's expense at the end of the event.

5.2. Use of work equipment

Bolt firing and bolt pusher devices are prohibited. The use of chainsaws is prohibited. Woodworking machines may only be used with chip extraction. The use of the exhibitor's own forklift trucks, other industrial trucks with driver's stand/driver's seat and cranes of the exhibitors or stand constructors is subject to approval. Own or rented working platforms may only be operated by competent persons. The qualification must at least comply with the principle of the employers' liability insurance association DGUV-Grundsatz 308-008 "Training and commissioning of operators of working platforms". A corresponding proof must be submitted.

5.3. Electrical installations

5.3.1. Connections

Each stand will be provided with one or more power connections if these are ordered in good time with a charge using the corresponding form or are included in a system stand construction package. Permanently installed connections in the allocated stand space are also available to stand neighbours if required. Before placing an installation order, the exhibitor must inform himself about the given connection possibilities to the hall network at boerding messe.

boerding messe makes the electrical energy for the connections ordered by the exhibitors available to the exhibitor as a central customer. The costs will be charged as an energy flat rate per square metre together with the stand rent. If individual electricity meters can be switched from the event site to each trade fair stand, billing will be based on the meter readings. boerding messe reserves the right, as a special regulation, to charge large customers for individual bills of the electricity meters recorded on the event site. Exhibitors who wish to have their energy consumption invoiced after meter measurement can be allowed to install meters at their own expense.

Complaints about defects are only possible during the event. For safety reasons, the power supply is switched off on the last day of the fair, usually one hour after the end of the fair.

5.3.2. Responsibilities

The supply lines from the electrical connection boxes to the exhibition stands will only be carried out by the electrical installation companies approved by boerding messe or the event site. The removal or manipulation of any kind of the fixed electrical wiring and lighting systems located in the exhibition halls is prohibited. The electrical installations within the stands can be carried out by the contracting companies of boerding messe or by the exhibitor's own electrical specialists/approved specialist companies in accordance with all VDE regulations (Verband Deutscher Elektrotechnik) and the state of the art.

5.3.3. Assembly and operating regulations

Only electrical devices and electrical systems which comply with and are marked in accordance with VDE regulations may be installed and used on the stand.

Flat cables of any kind are not permitted. Bare electrical conductors and terminals are not permitted in low-voltage systems. The secondary lines must be protected against short circuits and overloads. The use of multi-strand cables, cords, strands, facade cores and other unprotected cables is not permitted. Fastening is only permitted with insulated clamps. Branch sockets, switches and sockets of open construction must be separated from flameproof surfaces when mounted on a combustible substrate, e.g. by placing at least four millimetres of refractory material underneath. This also applies to lines open at the rear. Fluorescent cables with ballasts must be fireproof separated from all flammable materials. The illuminants used must also be permissible in accordance with VDE regulations. All live parts of an exhibition stand must be disconnectable from the mains by a common switch. Disconnection by means of plugs and sockets is sufficient provided that the rated current does not exceed 16 A for alternating current. The main switch must be accessible and easily

accessible. The exhibitor shall bear the costs of the line system.

5.3.4. Security measures

All heat-generating electrical appliances (hotplates, spotlights, transformers, etc.) shall be mounted on non-flammable, heat-resistant, asbestos-free surfaces. According to the heat development a sufficiently large distance to combustible materials is to be ensured.

5.4. Water and waste water installations

The availability of water and waste water connections depends on the respective event site and can be requested individually. The costs of the installation and the necessary materials shall be borne by the exhibitor. The water supply from the extraction points in the halls to the exhibition stands may only be carried out by installation companies approved by boerding messe.

Permanently installed connections in the allocated stand space are also available to stand neighbours if required. Before placing an installation order, every exhibitor must inform himself about the given connection possibilities to the hall network at boerding messe. If the installation of a water connection at the stand is only possible by laying pipes etc. over another stand area, the installation of the connection can be rejected. Complaints about defects are only possible during the event. For safety reasons, the water supply will be shut down on the last day of the event, usually one hour after the end of the event.

5.5. Communication equipment

The possible supply of the stands with telephone or internet connections varies depending on the venue and will be communicated by boerding messe in the corresponding order forms. It may be necessary to conclude independent contracts with communication companies, whereby boerding messe is not involved in the contractual relationship in this case.

boerding messe and the contracting company assume no liability for the trouble-free operation of the communication systems/connections provided. The assertion of claims for damages is excluded insofar as the damage is not based on intent or gross negligence.

5.6. Compressed air installations

The availability of compressed air connections depends on the respective venue and can be requested individually. The costs of the installation and the necessary materials shall be borne by the exhibitor. When using your own compressed air tanks, the relevant legal regulations and provisions must be observed. The noise of the compressed air tank must not exceed 70 dB (A) at the level limit. The installation must comply with current technical regulations.

5.7. Machinery, pressure vessels, exhaust systems

5.7.1. Noise emission

In the interest of all exhibitors and visitors, the operation of noisy machinery and equipment should be restricted as much as possible. The noise at the edge of the stand must not exceed 70 dB (A).

5.7.2. Product Safety Act

Due to the Product Safety Act in its currently valid version, products and systems requiring monitoring (§ 2, numbers 22 and 30) may only be provided if they meet the requirements specified in § 3 or are designed in such a way that safety and health or other legal interests listed in the respective legal regulations are not endangered when used as intended or in a foreseeable manner. Only those devices are to be exhibited which fully comply with the generally recognised rules of technology as well as the industrial safety and accident prevention regulations and fulfil the requirements for the CE marking.

5.7.2.1. Protective devices

During a demonstration, the necessary precautions must be taken to protect the safety and health of persons. The operational safety shall be demonstrated on request. The stand personnel are responsible for ensuring that unauthorised switching operations are excluded. Machine and apparatus parts may only be put into operation with all protective devices. The normal protective devices can be replaced by a safe cover made of organic glass or a similarly transparent material. If equipment is not put into operation, the protective devices may be removed in order to make the design and construction of the covered parts visible to the visitor. The guards must then remain visible next to the machine.

In accordance with § 3 clause 13 of the Medical Devices Act, the above statements also apply to medical devices. The machine ordinance applies to provisioning. According to the ordinance, machines may only be operated with the CE mark. They must be accompanied by the EC declaration of conformity provided for in Section A of Part 1 of Annex II to Directive 2006/42/EC.

5.7.2.2. Test procedure

The exhibited technical work equipment will be inspected by the responsible authorities and technical committees of the Employer's Liability Insurance Association with regard to their accident prevention and safety design and checked for compliance with the safety requirements. In order to check the CE marking, the EC declaration of conformity must be available for inspection at the trade fair stand. In case of doubt, the exhibitor should contact the responsible office in good time before the start of the event. Please note that it is possible to obtain technical safety advice prior to the event, e.g. from the TÜV's Testing Laboratory for Equipment Safety. If serious infringements are discovered later, the erection and operation can be prohibited if necessary.

5.7.2.3. Prohibition of operation

boerding messe is entitled to prohibit the operation of machines, apparatus and devices at any time if, in its opinion, the operation poses a risk to persons and property.

5.7.3. Pressure vessels

Pressure vessels may only be operated on the stand if the tests required by the currently valid Pressure Vessel Ordinance have been carried out. The test certificates issued in this way as well as all necessary technical documents and the documentation for the EU Declaration of Conformity must be kept ready at the start of installation at the plant and, if necessary, submitted to the responsible su-

pervisory authority. The certificate for the construction and water pressure test is not sufficient. Since the evaluation of foreign pressure vessels cannot be carried out during the relatively short time of the event set-up, preference should be given to the use of tested rental vessels. These regulations also apply to foreign or borrowed containers.

5.7.4. Vapours, gases, aerosols, dusts

Combustible vapours, gases, aerosols and dusts emitted by exhibits and equipment, which are harmful to health or which are a nuisance to the general public, may not be introduced into the halls. They must be discharged directly into the open air via non-flammable pipelines. The costs of installation shall be borne by the exhibitor. The installation must comply with current technical regulations. The Federal Immission Control Act and the Industrial Safety and Health Ordinance, in their respective valid versions, shall apply.

5.8. Gases, flammable liquids, fuels

5.8.1. Compressed and liquefied gases

The storage and use of compressed and liquid gas or other flammable and non-flammable gases in compressed gas containers in the event area is prohibited without the written permission of boerding messe. In accordance with accident prevention regulations, compressed gas cylinders must be protected against impact, falling over, access by unauthorised persons and against heating. The total stock may not exceed a daily requirement. Open fireplaces must be at least 1.50 metres away from escape routes that are absolutely necessary. They shall be separated from the escape routes. There shall be no combustible material within a radius of one metre around the demonstration units. Liquid gas containers may not be parked in stairwells, emergency exits and their immediate vicinity.

The "Technical Rules for Liquid Gas" (DVFG-TRF 12, Deutscher Verband Flüssiggase e.V.) and the "DGUV Rule 110-009 - Guidelines for the Use of Liquid Gas" must be observed for the installation and maintenance of liquid gas systems. With the application for approval, the operator of the plant must prepare and submit an explosion protection document in accordance with § 3 and 5 of the Ordinance on Industrial Safety and Health. The entire system must be inspected by an expert (qualified person) in accordance with DGUV Principle 310-005.

5.8.2. Flammable liquids

The storage and use of flammable liquids in the event area is prohibited without the written permission of boerding messe. Permission for the storage and use of flammable liquids can only be granted for the operation or demonstration of exhibits. A corresponding application must be submitted to boerding messe with a safety data sheet. For flammable liquids, the current version of the Ordinance on Flammable Liquids and all other relevant legal regulations apply.

The total stock may not exceed a daily requirement. The amount of these needs shall be specified in the application. The daily requirement is to be stored in closed, break-proof containers. He must be kept out of the reach of unauthorised persons. The storage bins must be stored in non-combustible collecting bins. Smoking is absolutely prohibited at the storage location. Appropriate signage must be provided. Suitable extinguishing agents must be available. Systems which are operated or demonstrated

with flammable liquids must be provided with non-flammable collecting containers at the filler necks and at the points where liquids can escape. Due to the possible risk of fire or explosion, flammable liquids which have leaked must be removed immediately from the collecting containers and disposed of safely. Since there is a particular hazard when filling in the liquids, the greatest care and caution must be exercised here. Spilled liquids or impurities caused by container leaks must be collected and disposed of immediately. For this purpose, suitable means (collecting container or gritting material) must always be available at the stand. Empty containers containing flammable liquids must not be kept or stored at the stand or in the hall and must be able to degas in a safe place.

5.8.3. Fuels

The use of open fires, fuel pastes and other fuels for construction and operation in buildings is prohibited.

5.9. Asbestos and other hazardous substances

The use and application of building materials/products containing asbestos and other hazardous substances is prohibited. The basis for this is the Act on Protection against Hazardous Substances, the Chemicals Prohibition Ordinance and the Hazardous Substances Ordinance.

5.10. Radiation protection

5.10.1. Radioactive substances

The handling of radioactive materials requires a permit. According to the valid Radiation Protection Ordinance, the permit must be applied for at the competent authority and submitted to boerding messe at least six weeks before the start of the event. If a permit is available, it must be proven that the intended handling of radioactive materials on the event site is legally covered. boerding messe reserves the right to prohibit the handling of radioactive materials at events.

5.10.2. X-ray equipment and sources of interference

The Radiation Protection Ordinance in its valid version must be observed. According to the Radiation Protection Ordinance, the operation of X-ray equipment and sources of interference is subject to approval or notification. The application or notification must be submitted to the competent authorities for the exhibition venue at least six weeks before the start of the event. In addition, the operation must be reported to boerding messe and may be prohibited if necessary.

5.10.3. Laser systems

The operation of laser systems must be reported to the competent authority in accordance with DGUV regulations 11 and 12. The notification shall be accompanied by the written appointment of a laser safety officer for the operation of the laser equipment. In addition, the operation must be reported to boerding messe and can be forbidden if necessary.

5.10.4. High-frequency equipment, radio equipment, electromagnetic fields

The operation of high-frequency equipment, radio systems and electromagnetic fields is subject to approval and must be coordinated with boerding messe. If this is absolutely necessary for the operation of any exhibits, an exemption

permit can be applied for. The operation of high-frequency equipment and radio systems is only permitted if they comply with the provisions of the Telecommunications Act and the Act on the Electromagnetic Compatibility of Equipment in its currently valid versions. For the operation of transmission systems, microport systems, intercom systems and telecontrol radio systems, the approval of boerding messe is required, provided that these are in compliance with all legal provisions. The commissioning of wireless transmission systems requires the approval of boerding messe - irrespective of the authority's approval - in order to achieve an even distribution of frequencies and to eliminate mutual interference as far as possible. This permission is to be applied for informally by stating the technical data at boerding messe.

5.11. Cranes, forklifts, empties, fair forwarding, customs

Each exhibitor can freely choose the mode of transport for the delivery and removal of the exhibited goods to the event site. Within the event grounds or the event hall, only the contract freight forwarder authorised by boerding messe may be commissioned.

It is recommended to entrust the customs clearance of the trade fair goods to the contractual forwarding agents of boerding messe. They ensure that the exhibited goods are shipped abroad in a way that is perfect from a customs point of view and deposit the customs and shipping document security with the customs authorities. In the case of definitive customs clearance, the contract freight forwarders present the import duty. A triple pro forma invoice in German is required for customs clearance. The exhibitor shall bear the cost and risk for the delivery and removal of exhibits and stand construction materials. Access and departure must take place at short notice before or after the loading process. The exhibitor will not be reimbursed for waiting times.

The exhibitor or the transport company must inform itself in good time about the local conditions, load capacity and dimensions of the traffic routes, elevators, doors, etc. The size and weight of the exhibits must be adjusted accordingly. In the case of particularly large/heavy exhibits, these must be reported and coordinated on the spot.

If necessary, the installation of a protective or load-distributing covering on the transport areas can be requested at the expense of the exhibitor.

The use of cranes and forklifts on the event grounds must be approved in advance by boerding messe in writing. It is not permitted to store empties in the exhibition halls. The parking of transport vehicles on the event grounds is only permitted in exceptional cases and subject to written approval by boerding messe.

5.12. Musical and audio-visual performances

For musical or audio-visual reproductions of any kind the permission of the Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte GEMA is required under the conditions of the Copyright Act. Non-registered music reproductions may result in GEMA claims for damages.

This also requires the approval of boerding messe. The approval is granted on condition that the maximum permissible volume of 70 decibels is not exceeded at the edge of the stand during operation of the system and that the work is carried out in the neighbouring stands is not disturbed. Repeated non-compliance with these regula-

tions may interrupt power to the exhibitor's stand, regardless of the associated power failure. The exhibitor shall not be entitled to compensation for any direct or indirect damage caused by the interruption of the power supply. The burden of proof for compliance with the regulations lies with the exhibitor.

5.13. Beverage dispensing systems

For the installation and operation of beverage dispensing systems on the stand, the current versions of the Ordinance on Industrial Safety and Health, the Ordinance on Beverage Dispensing Systems and the Ordinance on Food Hygiene must be observed.

A notification to the competent authority is required. The plant may only be put into operation after the relevant certificate has been issued. The beverage dispensing system must be maintained in an operational condition during operation, properly operated and monitored. Necessary maintenance work must be carried out immediately and all safety measures appropriate to the circumstances must be taken. The operator shall operate the plant in such a way that the beverages and raw materials coming into contact with the plant are not contaminated or adversely affected in any other way.

5.14. Food control; import of meat

When providing samples for consumption on the spot and the statutory provisions, in particular the Food Hygiene Ordinance in its current version must be observed when selling food and beverages on the spot.

It should be noted that imports of meat and meat products are subject to the presentation of health certificates in the importing country. The certificates and attestations must be presented in the original and in German language and must include the approved veterinary control number.

5.15. Goods subject to excise duty

Goods subject to excise duty must be registered when they are brought into the premises and thus into the Federal Republic of Germany (tax territory). This also applies to withdrawals from a tax suspension procedure (such as tax warehouses, manufacturing plants). During the entire trade fair, proof of tax-fair possession must be available at the stand. Otherwise the goods can be seized by customs. The customs office is also available for queries.

6. Environmental protection

boerding messe is committed to the precautionary protection of the environment. As a contractual partner of boerding messe, the exhibitor is obliged to ensure that all regulations and requirements relating to environmental protection are complied with in a binding manner by his contractors.

6.1. Waste management

The following regulations are based on the Ordinance on Industrial Waste, the Closed Substance Cycle Waste Management Act (Kreislaufwirtschaftsgesetz) in its respective valid versions and the associated implementing provisions, ordinances, state laws and municipal statutes. Exhibitors and their contractual partners are obliged to make an effective contribution to waste avoidance at every stage of the event. This goal must be pursued as early as the planning and coordination of all parties involved. In

general, reusable and environmentally friendly materials should be used for stand construction and operation.

6.1.1. Waste disposal

The exhibitor shall be responsible for the proper and environmentally compatible disposal of any waste generated during the construction and dismantling of the stand and during the duration of the event. Depending on the collection options available, the waste must be sorted by type.

There are two possibilities for exhibitors:

1. The waste will be disposed of outside the event grounds at the exhibitor's own expense.
2. The waste disposal is commissioned by the cleaning company approved by boerding messe. The exhibitor is obliged to hand over the cleaned stand space after the end of the event. Disposal in third-party waste containers or other facilities on the event site is expressly prohibited. The construction, dismantling and operation of the event must not be impaired. If no waste disposal order has been received by the end of the order period, boerding messe will assume waste disposal on its own. boerding messe commissions a cleaning company to dispose of any waste that is not disposed of or not completely disposed of in this case at the exhibitor's expense. Waste that remains in the halls is estimated in cubic metres and invoiced. The obligation to properly dispose of all waste must also be imposed on the subcontractors, trade fair constructors, etc. commissioned by the exhibitor.

6.1.2. Waste brought along

Waste that does not arise in connection with the operation of the event, its assembly or dismantling, may not be brought onto the premises.

6.1.3 Hazardous waste

The exhibitor shall be obliged to properly dispose of or have disposed of any waste that is particularly hazardous to health, air or water, explosive or flammable (e.g. batteries, paints, solvents, lubricants, paints, etc.) in terms of type, condition or quantity.

6.2. Water, waste water, soil protection

6.2.1. Oils, grease separators

Discharges into the water network shall not exceed the normal levels of household pollutants. If waste water containing oil or grease is to be discharged which exceeds these quantities, the use of oil or grease separators is necessary. When using mobile gastronomy, care must be taken to collect fats and oils separately and to dispose of them separately.

6.2.2. Cleaning

The organizer will take care of the cleaning of the grounds, the halls and the corridors. The cleaning of the stands is the responsibility of the exhibitor and must be completed daily before the start of the event. If the exhibitor does not have cleaning carried out by his own personnel, only companies approved by the trade fair company may be commissioned to carry out the cleaning. Cleaning work must always be carried out with biodegradable products. Cleaning agents that contain solvents that are harmful to health may only be used in exceptional cases in accordance with the regulations.

6.3. Environmental damage

Installations for the storage, filling or transshipment as well as for the production, treatment or use of water-polluting substances may only be erected on paved surfaces throughout the exhibition grounds. The installations must be designed and operated in such a way that substances hazardous to water cannot escape. Any water-polluting substances that may escape must be quickly and reliably detected and retained in collection containers without drains. The retention volume must correspond to the maximum releasable volume of the substances in the event of a malfunction. Any drip losses occurring during operation must be absorbed. In the event of damage and malfunctions, the systems must be taken out of operation immediately. Environmental damage and contamination (e.g. by petrol, oil, solvents, coolants, paint) must be reported to boerding messe immediately.

7. Services

7.1. General information

boerding messe provides the exhibitor with order forms or contacts of partners/contractors for stand equipment, technical equipment and event-related services. boerding messe informs the exhibitor about the availability of services. Orders placed by the exhibitor can only be considered if

- a) the corresponding service is available in the respective event area
- b) the exhibitor orders the service in question in due time
- c) the exhibitor submits the information/documents necessary for implementation (e.g. print data, plans, etc.) in due time.

When ordering, the conditions of participation, general terms and conditions and technical guidelines of boerding messe or the respective contractual partner apply. By placing an order, the exhibitor undertakes to pay boerding messe or the relevant provider the costs associated with the order. All prices are exclusive of value added tax and, if applicable, the respective contract fees applicable in the country. Complaints of any kind can only be accepted by the respective contractual partner before the start of the event. If services are booked late, a surcharge may be made by the respective provider.

7.2. Insurance

boerding messe does not conclude any special insurance contracts for individual exhibition stands. It is therefore strongly recommended that the exhibitor takes out an exhibition insurance policy. For this purpose, boerding messe offers a contractual partner for events in Germany with whom it can take out short-term exhibition insurance.

7.3. Guarding

A security company commissioned by boerding messe is responsible for general surveillance of the exhibition halls and open-air grounds during the duration of the event as well as during set-up and dismantling times. The guarding and securing of individual exhibition stands or parts of stands is the responsibility of the exhibitor himself and is not included in the general guarding. boerding messe accepts no liability for stolen exhibits or stand construction elements. If necessary, the exhibitor must organise securi-

ty for the stand himself, which is recommended in the case of valuable exhibits / high-quality stand equipment. Stand guards may only be provided by the guarding company commissioned by boerding messe. Anyone staying in the exhibition halls or on the open-air grounds must be in possession of a valid admission ticket and present it to the security service for inspection upon request.

7.4. Rental equipment

The contractors of boerding messe rent out furniture, multimedia and technical equipment to exhibitors. Details can be found in the corresponding order forms. The rented items are available on loan to the exhibitor and must be returned in perfect condition at the end of the rental period. In the event of damage, the contracting company is entitled to invoice the exhibitor for the purchase price. An exhibition insurance is therefore recommended.

7.5. Deliveries by post/courier/freight forwarder

If the exhibitor arranges for postal or other deliveries to be made to his stand, he must ensure that a contact person is on site to receive the consignments. The exact name of the event, company, hall and stand number must be stated here in the address. boerding messe accepts no liability for shipments that cannot be found.

8. Events outside Germany

For events that do not take place in Germany, the corresponding legal regulations and provisions of authorities and offices in the respectively valid version apply. Any resulting permits must be applied for in good time before the start of the trade fair. The corresponding approvals must be submitted to boerding messe two days before the start of the trade fair without being requested to do so. Any fees for approvals or tests shall be borne by the exhibitor.

9. Instructions and safety regulations

The regulations and instructions of boerding messe and the authorities must be observed for every use. This applies in particular to those rules, regulations and instructions which have been and will be adopted in the interests of safety. No liability is assumed for objects of any kind brought into the fair. boerding messe is not liable for losses and damage caused by technical faults.

10. Final provisions

If parts of these regulations do not correspond to the current jurisdiction or lose their legal effectiveness, all other agreements remain effective. The provisions which correspond as closely as possible to the economic purpose of the ineffective provisions shall then apply by way of interpretation. If an interpretation is ruled out for legal reasons, the contracting parties undertake to make corresponding supplementary agreements. The above shall apply mutatis mutandis if a gap requiring supplementation becomes apparent during the interpretation or execution of the contract. Changes or additions to the technical guidelines must be made in writing. We reserve the right to make further changes. The German text is binding.

As of June 2019.

**boerding messe AG/boerding exposition SA
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