



# Technical Guidelines and Safety Regulations



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# Technical Guidelines and Safety Regulations

## 1 Preliminary remarks

Wiesbaden Congress & Marketing GmbH has issued guidelines for trade fairs, conventions and other events taking place in the RMCC for the purpose of enabling all event organisers and exhibitors to present their event formats or exhibits and appeal to their participants and visitors. These guidelines are binding for all event organisers and exhibitors. The safety regulations, which are agreed with the competent authorities of the City of Wiesbaden, are also included in these Technical Guidelines. Wiesbaden Congress & Marketing GmbH (hereinafter called "WICM") reserves the right to monitor compliance with these regulations. Furthermore, the respective applicable version of the legal regulations shall be observed. An event or the operation of an exhibition stand can be prohibited in the interests of all event participants if detected defects are not rectified by the time the event begins. The documents for ordering services shall be sent in time before the event. The Technical Guidelines and Safety Regulations must be forwarded to all contractual partners of the event organiser or exhibitor. Additional information for the preparation and execution of the event shall also be provided to the exhibitor.

### 1.1 RMCC house rules – as per 02/2018

Accessible at: [www.wiesbaden.de/avb](http://www.wiesbaden.de/avb)

#### 1.1.1 Scope and domiciliary rights

These house rules apply to the grounds and buildings of the RheinMain CongressCenter in Wiesbaden (hereinafter called "venue").

The venue is private property and is subject to the domiciliary rights of Wiesbaden Congress & Marketing GmbH (hereinafter called "WICM"), which exercise the same on the grounds through the persons commissioned for that purpose.

The house rules apply for all visitors, exhibitors, event organisers and service suppliers who enter the grounds and the halls insofar as nothing to the contrary has been agreed with them.

The possible consequences of failure to comply with these house rules:

- Expulsion from the grounds
- Exclusion from the event

- Ban on entering the grounds, where applicable with prosecution
- Compensation claims for damages

Reimbursement of admission fees – even partially – shall be ruled out in such cases.

Additional event-specific regulations shall be communicated by notice or through another channel (internet, admission tickets etc.).

#### 1.1.1.1 Safety regulations

Important telephone numbers:

RMCC - 24 hour office: 0611 1729 123

Police: 110

Fire brigade/Ambulance: 112

German Red Cross 0611 1729 166

(Deutsches Rotes Kreuz):

**The German Red Cross is present during event times in the RMCC.**

#### Responsible persons, functions of the event organiser:

The event organiser is responsible for the entire event programme and ensuring that the event runs safely. This includes fulfilling the obligation to ensure public safety inside the venue regarding the decorations, equipment, props, structures, platforms, suspended items, laid cables, as well as stage, studio and lighting systems brought in by the event organiser or their vicarious agents for the duration of the rental period. The event organiser is obliged in particular to ensure compliance with the event-related operator obligations pursuant to the operating regulations of §§ 31 to 45 of the Hessian guidelines for public meeting places (H-VStättR) while observing and complying with these safety regulations. The same applies for compliance with and fulfilment of administrative orders, requirements and conditions. The authority to inspect and to issue instructions on the part of the operator vis-à-vis the event organiser and their vicarious agents remains unaffected.

Should the nature of the event so require, the organiser shall prepare a special safety concept for their event pursuant to § 43 (1) of the H-VStättR and jointly agree the same with the operator and the authorities responsible for safety and order, in particular the fire brigade, police and ambulance services.

**Responsible representatives of the organiser, Event Manager:**

The organiser shall name at least one employee to the operator who, as the “responsible representative” of the organiser, is authorised and obliged to make necessary decisions regarding the safety of the event during the same.

The responsible representative of the event organiser shall be present until the end of the event, shall be reachable at all times and, if required, shall make necessary decisions in agreement with the Event Manager named by the operator, the fire brigade and the police. The responsible representative of the event organiser shall ensure compliance with the house rules vis-à-vis the visitors to an event.

The responsible representative of the event organiser is obliged, in agreement with the Event Manager named by the operator, to stop an event if the persons at the venue are at risk, technical installations, equipment or devices required to ensure safety are not operational, or if safety operating specifications are not complied with.

**Responsible persons and event technology specialists:**

The construction and dismantling of stage, studio and lighting installations at the venue shall be performed under the management and supervision of qualified experts. The event organiser shall inform the operator in time before the event whether they will deploy their own personnel with the qualifications pursuant to §§ 39, 40 of H-VStättR. If this is the case, the operator can reduce the number of their own technical experts at their discretion.

All permanent installations at the venue shall be operated by the operator’s own technical experts only. The operator shall determine the number on a case by case basis. The cost incurred for the deployment of technical experts shall be borne by the event organiser.

**Operator:**

The operator and the Event Manager commissioned by the same are authorised and obliged to randomly inspect whether the event organiser is observing the provisions of the H-StättR and these safety regulations. The Event Manager named by the operator is thereby authorised to implement the house rules vis-à-vis all persons at the

venue. The Event Manager has direct authority to give instructions in the event of a breach of the safety regulations and in high-risk situations.

The operator and Event Manager named by the same shall have access to all rooms and areas at all times. In the event of a breach of these safety regulations and event-related legal provisions or administrative orders, the operator can demand the immediate rectification of the issue from the organiser and, if this is not possible or rectification of the issue is refused, demand evacuation and return of the subject matter of the contract. If the event organiser fails to fulfill such demand, the operator and the Event Manager named by the same are authorised to stop the event at the expense and risk of the event organiser.

**Security personnel, first-aid personnel:**

The scope of the security and first-aid personnel (number of persons required) depends on the type of event, the number of visitors and the event-related requirements and risks in each case. The event organiser shall bear the cost of these services.

Only companies and persons approved by the operator, who are also sufficiently familiar with the venue in the event of an emergency evacuation, shall be deployed as security personnel.

**Fire safety officer:**

A member of the fire brigade shall be in attendance as a matter of principle at events with a stage area of more than 200m<sup>2</sup>. The same applies for events with an increased risk of fire. If there is no administrative order for engaging a fire safety officer for the respective event, the operator shall decide on the necessity and number of the same. The event organiser shall bear the cost incurred for the deployment of the fire safety officer.

**1.1.2 Admission and permission to remain on the premises**

Admission and permission to remain on the premises shall only be granted to persons who can present either a valid admission ticket, an accreditation valid for the day of the event or any other permit for pedestrian or mobile admission to the grounds.

Permission to remain on the premises shall be granted only for the times, buildings and purposes specified in the access authorisation. The access authorisation shall be carried by the authorised person until they leave the grounds and be shown to the security personnel when requested to do so.

Persons wishing to purchase an admission ticket shall be granted access to the ticket office area.

Children and youths under 14 years of age shall be accompanied by a guardian or by a suitable person acting as a supervisor. Moreover, the provisions of Children and Youth Protection legislation apply.

Children and youths under the age of 16 shall not be admitted during construction and dismantling unless evidence of a training/apprenticeship relationship with one of the companies working on the trade fair grounds during construction and dismantling can be provided.

Carrying bags and rucksacks may be prohibited as well as the compulsory leaving of bags, rucksacks, coats and jackets for the customary local fee can be required for safety reasons. If no ban is imposed, the visitor can expect that bag checks and body searches will be carried out and the contents of bags and the like, coats, jackets and capes will be checked.

Persons shall not be granted access to the grounds who

- Are unable to show valid access authorisation
- Are apparently under the influence of alcohol or drugs
- Apparently have the intention of disturbing the event
- Do not consent to security checks
- Are carrying forbidden items (cf. section 5.2) or
- Have been barred from entering the premises.

Persons who have already entered the premises to whom the above applies or who commit other breaches of the house rules can be barred from the venue. The reimbursement of admission fees – even partially – shall be ruled out in such cases.

The closure and evacuation of rooms, buildings, flying structures or outdoor areas and/or the cancellation of the event can be ordered for safety reasons. The instructions of the security personnel shall be followed in such cases.

The general possibility of claiming reimbursement of admission fees shall be asserted with the event organiser within 14 days in this case. The subsequent assertion of claims is precluded.

### **1.1.3 General code of behaviour**

Every person shall behave in such a way that no other person is injured, endangered or bothered more than is unavoidable in the circumstances.

The instructions of the supervisory and security personnel as well as enforcement officers shall be followed at all times. The facilities on the premises shall be treated with care.

Waste, packaging materials and empty containers shall be disposed of in sizeable amounts in the containers provided. The party responsible for larger amounts of waste of any kind shall ensure of their own accord that the same is removed from the grounds of the RMCC without delay. The party responsible for the waste shall bear the cost of removal.

Emergency and escape routes as well as safety equipment such as fire alarms, fire extinguishing equipment, smoke alarms shall be kept clear at all times. Items found on the premises shall be handed in to the 24 hour office. Damage to persons or property shall be reported immediately.

### **1.1.4 Vehicle traffic**

Driving vehicles on the grounds requires a permit issued for this purpose. The rules of the road (StVO) apply on the grounds. Walking speed shall be observed.

Marked areas such as fire service areas, escape and emergency routes as well as emergency exits shall be kept clear without exception. In the event of a breach of this regulation, the vehicles can be towed away immediately at the responsible party's expense. Driving vehicles into halls and other areas inside buildings is only permitted after advance approval by the operator.

If the nature of the event requires clearing the RMCC underground carpark, the event organiser shall bear the relevant cost.

### **1.1.5 Bans**

Insofar as no express permission is granted on the part of WICM or the event organiser, the following is not permitted anywhere on the premises:

- Smoking – including e-cigarettes – in all closed rooms
- Leaving luggage unattended. In the event of an intentional or gross negligent breach, WICM reserves the right to charge the cost of initiated necessary safety measures and any consequent damage.
- Begging and bothering persons



- Obstructing emergency and escape routes
- Staying on the premises overnight
- Commercial activities
- Distributing printed matter and advertising material, affixing stickers and posters and use of advertising media. A special rule with extra cost shall apply for exhibitors.
- Commercial photography, filming, video-recording, audio-recording, television recording, in particular of trade fair stands and exhibits
- Driving on the premises, for example in vehicles, bicycles, inline skates, roller skates, Segways, skateboards, kickboards, scooters, electric scooters and the like.
- Special regulations can apply on dedicated areas for some events.
- Operating flying objects (e.g. drones) as per section 1 of the German Air Traffic Act (LuftVG)

It is not permitted to take the following into the premises:

- Firearms, cutting, stabbing and thrusting weapons of all types as well as items which can be used to injure persons or damage property and whose owners intend to use them for those purposes.
- Health-endangering, corrosive, highly flammable, colouring or radioactive solid, liquid or gaseous substances.
- Gas bottles, gas spray bottles and pressure vessels with the exception of standard pocket cigarette lighters.
- Items made of fragile material or material that splinters.
- Fireworks, rockets, Bengal lights, smoke powder. Illuminated balls, and other pyrotechnical items as well as explosives.
- Flags, banners, banner poles as well as propaganda material, the contents of which are racist, xenophobic, sexist or radical or are directed against the free democratic basic order.
- Mechanically or electrically operated sound instruments
- Devices for producing photography, film, video or audio recordings insofar as they serve commercial purposes.
- Animals. Exception to this rule are guide dogs deemed as medically necessary (verification with disabled persons' ID) and, where applicable, the obligation to
- 

- wear a muzzle. Special exceptions shall apply for animal-related events.

### **1.1.6 Right to images of oneself**

We would like to point out that on the premises of the RMCC, in particular during events, photos, film and video recordings are regularly made for the purpose of reporting, documentation or advertising. Upon entering the grounds of the RMCC, visitors, exhibitors and other persons who are depicted in such photographs and recordings consent to the same and the publication thereof unless they have withdrawn their consent to the photographer.

### **1.1.7 CCTV surveillance**

The grounds of the RMCC are, in compliance with the German Federal Data Protection Act (Bundesdatenschutzgesetz - BDSG), monitored both on the inside and the outside by CCTV for the safety of the visitors and exhibitors as well as for protecting domiciliary rights.

### **1.1.8 Noise levels during music events and use of light and/or laser shows**

DIN 15905-5 requires that measures are taken to avoid damaging the hearing of the audience. To this end, a system for checking and recording noise levels is installed at events where the hearing of the audience might be damaged. An area of approx. 1\*1m close to the mixing desk shall be reserved for this purpose. The current noise level is displayed to the customer's or stand operator's responsible sound technician during the event and they shall react accordingly (reduce volume if necessary). The loudest point in the hall shall be located for installing the system. The operator's technicians shall carry out different tests during the sound check. The customer or stand operator shall plan an additional approx. 30-60 minutes.

The effect of the sound volume on the outside shall be considered and/or noise levels measured! A noise protection assessment may be required.

When using the customer's or stand operator's own sound systems, the noise level of which can drown out the that of the public address system/automatic acoustic alarm for warning visitors, a technical option to switch off the system shall be provided. This can be performed in

different ways. The decision regarding the automatic deactivation shall be at the discretion of WICM.

We recommend wearing some form of hearing protection in order to reduce the risk of hearing damage during music events in particular. The event organiser shall draw attention to the relevant risks in the entrance area at events where high noise levels can be expected in the auditorium. The event organiser shall be held responsible for the use of light and laser effects (see also 5.10.3) at certain events. WICM shall assume no liability for any damage.

## **1.2 Opening times**

### **1.2.1 Construction and dismantling periods**

During the general construction and dismantling periods, it is possible to work from Monday to Sunday 06:00 to 22:00 providing that no other event-specific times are announced. For reasons of general safety on the trade fair grounds, the halls and the grounds shall remain closed outside of these times.

### **1.2.2 Event duration**

During the event, the halls shall be opened half an hour before the trade fair begins and closed one hour after the trade fair has ended.

Exhibitors who in verified exceptional circumstances have to work at their stands outside of these times shall require written permission from WICM.

## **2 Traffic on the trade fair grounds, escape routes, safety equipment**

### **2.1 Traffic regulations**

To ensure that traffic flows smoothly during the construction and dismantling periods and during the event itself, the rules intended to regulate and direct traffic shall be strictly observed, as must any instructions issued by the security personnel. The signs in the loading area of the RMCC shall be observed.

The regulations set forth in the German Rules of the Road (StVO) apply to the entire grounds of the RMCC and parking facilities. The maximum speed limit on the RMCC grounds is 10 km/h. Illegally parked vehicles, trailers, containers, receptacles and empty packaging of all kinds can be removed at the expense and risk of the owner.

## **2.2 Escape routes**

### **2.2.1 Manoeuvring areas for the fire service, hydrants**

The necessary fire service access routes which are designated “No parking” zones, the area in which the fire brigade can drive around the building, and the manoeuvring areas shall be kept clear at all times. Vehicles and objects left at escape routes, safety and keep-out areas can be removed at the owner’s risk and expense. Hydrants in the halls and in the outdoor areas shall not be obscured, made unrecognisable or inaccessible. Fire service keep-out areas are shaded in red.

### **2.2.2 Emergency exits, escape hatches, aisles in the halls**

Emergency and escape routes shall be kept clear at all times. The doors along the emergency and escape routes shall be easily openable from the inside in their full width. Some doors open automatically triggered by the fire control matrix.

Emergency and escape routes, exit doors and the signs indicating them shall not be obscured, built over, blocked, covered by suspended items or rendered unrecognisable in any other way.

The emergency and escape routes in the halls shall at no time be restricted by items placed on or protruding into the aisle. In cases of non-compliance, WICM is entitled to remove the item at the expense and risk of the party causing the obstruction.

Materials required for stand construction or exhibits for immediate exhibition delivered to the stand area may be placed at the edge of the emergency and escape routes during construction and dismantling periods if the aisle widths required for safety reasons are not impeded and logistical concerns are given adequate consideration. This shall be deemed as fulfilled if a maximum strip of 0.9m along the edge of the stand is used for placing items. Regardless of the width of the aisle in the hall and the placed items, a compulsory 1.2m wide corridor shall be kept clear. Areas in front of emergency exits and the aisles intersections are exceptions to this rule, and shall kept completely clear at all times. The aisles in the halls shall not be used to erect assembly areas or set up machines (e.g. woodworking machines, workbenches). On the request of Wiesbaden Congress & Marketing GmbH, the immediate evacuation of all aisles in the halls can be required for

logistical reasons. Some emergency doors also serve as automatic air inlet openings and shall therefore in no way be covered by curtains. (Halle Nord, Halle Süd, Terrassensaal)

### **2.3 Safety equipment**

Sprinkler systems, fire alarms, fire extinguishing equipment, smoke alarms, closing devices for the doors of the halls and other safety equipment, their signs and the green emergency exit signs shall be accessible and visible at all times; they shall not be obscured or built over.

### **2.4 Stand numbering**

All stands shall be marked by a number provided by the event organiser.

### **2.5 Security cover**

As a matter of principle, the general security of the trade fair halls and the outdoor areas is the responsibility of Wiesbaden Congress & Marketing GmbH for the duration of the trade fair. There is general supervision during the construction and dismantling periods. Wiesbaden Congress & Marketing GmbH is entitled to implement measures required for carrying out checks and providing security cover. Any security cover needed for the stand shall be organised by the exhibitor themselves. Stand security personnel shall only be provided from the security company commissioned by WICM.

### **2.6 Emergency evacuation**

WICM GmbH may order rooms or buildings to be closed and evacuated for safety reasons.

### **2.7 Emergency access, seating plans and exhibition plans**

Use of the event areas and rooms is on the basis of officially approved emergency access routes, seating plans and exhibition plans with a fixed visitor capacity. Changes to the emergency access routes and seating plans caused by altering the permissible number of visitors, the approved arrangement or number of tables and chairs or through additional superstructures and installations shall only be permitted with the consent of the operator and after presentation of the necessary official permits as required. The same applies to any seating or exhibition plans prepared by the event organiser. The duration, cost and risk associated with the approval activity required for new or altered plans shall be fully borne by the event organiser. The operator shall support the event organiser on request

in creating and/or altering relevant plans as well as in obtaining the relevant permits. Additional cost shall be borne by the event organiser.

## **3 Technical data and equipment in the halls and in the outdoor areas**

### **3.1 Hall data**

See technical data sheets.

#### **3.1.1 General lighting, types of current, voltages**

The general lighting in the halls can be dimmed. The type of current and voltage at the trade fair grounds: 230-400V type of supply: TN-C-S mains frequency 50Hz. The tolerance is 10% as per VDE 0175-1 (Electrical Engineering Association). The lighting in the building is pure LED lighting. The illuminance is between 300-500 lux. It can be dimmed by touch panels or regulated centrally from the 24 hour office through a KNX bus. The lighting system adapts itself accordingly if the halls are separated by partition walls.

#### **3.1.2 Electricity and water supply**

The stands are supplied with water and electricity in Halle Nord and Halle Süd through the existing supply channels under the floor. There are three 1/2" water points per supply channel. Output of 50KW per supply channel can be taken at different points along a busbar.

The RMCC has three autonomous power stations. These are located as follows:

- Kronprinzenstraße; supplies Halle Süd with a total 3000 KW. Approx. 2000KW are available in this tract for the event area.
- Rheinstraße 20, Halle Nord; the 2<sup>nd</sup> station in the underground carpark with 3000 KW total output of which approx. 1800KW are available.
- Friedrich-Ebert-Allee; the 3<sup>rd</sup> station in the underground carpark with a total output of 2000 KW of which 1000 KW are available for the event area – partly foyer and partly Halle Nord. The power connections are on the ground floor in Halle Nord and Halle Süd, in the utility ducts and partly in the clad wall panels with Schuko and CEE connections of up to 125 amperes.

There are terminal boxes with 63 amperes in the roof panels of each of the 5 hall segments in Halle Süd. The

installed floor outlet boxes in the building have Schuko connections only.

All floor outlet boxes also have data connections. These are also distributed symmetrically in the utility ducts. In the outside area, the RMCC has 8 underground retractable supply posts that are mainly located around Friedrich-Ebert-Allee and the loading area Süd. The output is 80 amperes when 2 are connected respectively. Data connections are also available. These underground retractable supply posts also have a 3/4" fresh water connection.

Output requirements over 40KW shall be requested from WICM separately. The cost of these additional service shall be borne by the customer.

### **3.1.3 Communication facilities**

The stands are supplied with data connections in the halls through the supply channels in the floor. In the outside area, the RMCC has 8 underground retractable supply posts that are mainly located around Friedrich-Ebert-Allee and the loading area Süd. There are data connections in these retractable supply posts.

The operation of own WLAN systems is prohibited.

### **3.1.4 Sprinkler systems**

All of the halls, foyers and event rooms are fitted with sprinkler systems.

The alarm systems in the building consist of the central fire alarm system with approx. 2500 smoke alarms and approx. 50 smoke extraction systems. There is also a voice alarm system for evacuating the building.

Halle Nord also has a water spray extinguishing system. This is controlled through a special smoke extraction system. The use of fog machines and hazers is prohibited. Work that produces smoke, fog or steam is subject to compulsory notification and shall only be performed after advance written authorisation and approval by WICM. The customer shall be held liable for triggering the water spray extinguishing system. The building is fully fitted with smoke alarms. These are connected to the central fire alarm system and notify the fire brigade automatically. An automatic voice alarm ensues in the affected areas. Costs related to false alarms shall be allocated based on the cost-by-cause principle.

### **3.1.5 Heating, ventilation**

Ventilation systems with heat recovery and cooling support are installed in the RMCC. The building has a total

of 22 ventilation systems, called ventilation technology systems with heat recovery and cooling support. The temperature can be regulated and set individually in the event rooms or via the central building control system.

There are 4 cooling systems with a cooling capacity of 2000KW for cooling purposes. Additional cooling capacity of 285KW can be added through a heat pump.

### **3.1.6 Interruption to services**

The Event Manager and the 24 hour office shall be informed immediately of any interruptions to technical services. WICM shall not be liable for any losses and damages caused by such interruptions.

## **3.2 Outdoor areas**

The entire basement of the RMCC grounds is an underground carpark. A permit shall be obtained from the RMCC Logistics Department before driving into the carpark in trucks or with heavy working equipment such as cranes or construction machinery. In the covered area in front of the halls and on the public pathway in particular, there shall be no fire load e.g. in the form of stands, in order not to restrict the width of emergency routes and prevent flames from spreading. The "Logistics Guidelines in the RheinMain CongressCenter" (Logistikrichtlinien im RheinMain CongressCenter) based on the legal regulations shall apply on the trade fair grounds.

## **4 Stand construction regulations**

### **4.1 Stand safety**

Any structures belonging to event organisers an exhibition stands belonging to exhibitors/stand constructors including equipment and exhibits as well as advertising media shall be constructed in such a stable manner that public safety and order, in particular life and health, are not jeopardized. The event organiser, exhibitor or stand constructor is responsible for structural safety and, if required, shall bear the burden of proof for the same.

Standing structural elements or special constructions (e.g. freestanding walls, tall exhibits, high decorative elements) that might fall over shall be designed to withstand the following equivalent distributed lateral loads  $q_h$ :

$q_{h1} = 0.125 \text{ kN/m}^2$  to 4m high from the top of the floor

$q_{h2} = 0.063 \text{ kN/m}^2$  for all areas over 4m high from the top of the floor.

The reference surface is the respective surface area.

Proof produced for this purpose shall be provided to Wiesbaden Congress & Marketing GmbH on request. Deviations are possible in verified isolated cases; more precise proof shall be furnished in this case. WICM reserves the right to carry out a paid inspection of the stand safety on-site in justified cases.

#### 4.2 Stand construction approval

Stand construction approval is only required if:

- a) The floor area of the stand is  $\geq 12\text{m}^2$  or the construction height exceeds 2.5m.

In order to issue a construction permit we require dimensioned stand plans to a suitable scale (e.g. 1:100) in digital form as a pdf file, containing layouts and elevations with English or German labeling up to six weeks before construction begins at the latest at the following email address: [veranstaltungstechnik@wicm.de](mailto:veranstaltungstechnik@wicm.de).

- b) In addition, stand construction approval is also required for:

Two-storey structures	Static calculation by structural engineer required. Additional cost incurred shall be charged to the event organiser, exhibitor/stand constructor.
Cinemas or auditoriums and so called "room in room concepts", stage areas	Proof of safety and building specification required, length of escape routes to the next entrance to the hall must be displayed
Special constructions, e.g. closed roof areas, platforms, the construction height of the stand walls is higher than 4m.	Precise dimensioning of the digital plans and proof of safety required

##### 4.2.1 Inspection and approval of stand constructions

It shall be assumed as a matter of principle that the Technical Guidelines shall be observed in the design and implementation of all stands.

WICM reserves the right to demand a constructor certificate after the stand is built.

##### 4.2.2 Vehicles and containers

Vehicles and containers as exhibition stands in the halls are subject to approval.

##### 4.2.3 Alterations to non-regulation stand structures

Stand constructions that are not approved, do not comply with the Technical Guidelines or the laws and regulations or current technology, shall, if necessary, be altered or removed. Failure to comply in time shall entitle Wiesbaden Congress & Marketing GmbH to perform alterations at the expense and risk of the exhibitor.

##### 4.2.4 Scope of liability

Any claims for damages due to the loss, damage or impairment of the submitted drafts, models or other documents asserted against WICM, for whatever legal reason, shall be excluded.

Insofar as the exhibitor or stand constructor commissioned by the same fails to comply with the above stand construction regulations, they shall be held liable for all damages resulting from the breach of said regulations. Furthermore, the exhibitor or stand constructor commissioned by the same shall indemnify WICM of all claims asserted by third parties due to breach of the above stand construction regulations.

##### 4.3 Construction heights

The maximum construction heights for stand construction, rigging and advertising can be obtained per email at: [veranstaltungstechnik@wicm.de](mailto:veranstaltungstechnik@wicm.de).

At least 100cm clearance space shall be maintained for open structures under ceilings/sprinkler systems. Advertising media, logos etc. shall be indented at least 1.00m from the border to the neighbouring stand. Hall-specific structural restrictions are possible. All dimensions shall be inspected on-site. Wiesbaden Congress & Marketing GmbH shall assume no warranty for the accuracy of the information. The clearance in inside rooms shall be at least 2.30m. The rear sides facing neighbouring stands shall be designed evenly and white from a height of 2.50m.

Room	Max. construction height
Halle Nord	8.00 m
Halle Süd	5.00 m
Terrassensaal	5.00 m
Foyers	3.00 m
Studios	2.50 m
Boxes	2.50 m
Forums 1.floor	2.50 m
Forum 2	2.50 m
Event offices	2.00 m
Backstage	2.50 m

Note: Clearance of at least 1.00m to the sprinkler heads must be observed at all times. All information is subject to change and, if applicable, must be checked on-site after consultation with those responsible.

## 4.4 Fire protection and safety regulations

### 4.4.1 Fire protection

#### 4.4.1.1 Stand construction and decoration materials

The use of easily flammable materials, those which cause flaming droplets when burning, or which lead to the production of noxious gases or materials that create dense smoke such as most thermoplastics including polystyrene (Styrofoam) is strictly prohibited at trade fair stands. Special requirements can be made of bearing construction elements for safety reasons in isolated cases (plastic cable ties are not permitted).

Structurally necessary or load-bearing mountings shall be attached using flame retardant materials only.

All stand construction and decoration materials shall be at least class B1 in accordance with DIN 4102 or at least class B/C s1 d0 in accordance with EN 13501-1, that is, they shall be flame retardant, and shall not form burning droplets or toxic gases.

Bamboo, thatch, hay, straw, bark mulch, turf or similar materials do not normally comply with the above requirements and are not permitted as decoration materials in all of the rooms of the RMCC. Leaves and pine needles shall only be used with moist root bales.

#### 4.4.1.2 Exhibition of motor vehicles

Motor vehicles with combustion engines shall only be exhibited in the halls with the authorisation of Wiesbaden Congress & Marketing GmbH. The amount of fuel in the tank shall be reduced to what is required to drive the vehicle into and out of the halls (the fuel tank reserve lamp shall be on). The tank cap shall be locked if possible. Depending on the event and the exhibition site, additional safety measures can be required including inerting the fuel tank, disconnecting the batteries and/or deploying safety personnel. For vehicles with alternative drive technology, e.g. electric or hybrid drive, the electrical vehicle batteries shall be disconnected from the engine by safety terminal switch (main switch). The pressure tank shall be empty for gas-powered vehicles. The provision of suitable and sufficiently measured extinguishing agents shall be guaranteed.

The following applies for all vehicles, tractors, working and construction machines: Vehicles shall be parked such that they cannot move/be driven on their own and are secured on the outside against rolling away.

"Cannot move/be driven on their own" means: key removed or main switched off, or starter or battery disconnected.

Hydraulic hoisting and lifting equipment for tractors and construction machines shall be secured against unintentional movement, in particular lowering above the audience.

Temporary charging processes for electric vehicles are permitted under certain conditions during the event. Charging processes shall be registered in writing as part of the stand construction approval with the event organiser and Wiesbaden Congress & Marketing GmbH, Technisches Veranstaltungsmanagement, at least 6 weeks prior to construction and shall only be implemented after approval and upon presentation of a permit.

#### 4.4.1.3 Explosive substances, munition

Explosive substances are subject to the German Explosives Act (Sprengstoffgesetz) and shall not be exhibited at trade fairs and exhibitions. The same applies

to munition in the sense of the German Firearms Act (Waffengesetz).

#### **4.4.1.4 Pyrotechnics**

Pyrotechnic displays require authorisation and are subject to the authorisation conditions of WICM.

#### **4.4.1.5 Balloons**

The use of balloons filled with safety gas in the halls and outside areas shall be authorised by WICM.

#### **4.4.1.6 Flying objects**

The use of flying objects in the halls and the outdoor areas is strictly prohibited. Exceptions require the advance written authorisation of WICM.

#### **4.4.1.7 Fog machines**

The use of fog machines, show fog and so called hazers as well as all similar effects shall be cleared with WICM. All of the halls and rooms at the RheinMain CongressCenter are fitted with smoke alarms. Halle Nord and Süd also have a smoke extraction system. A water spray extinguishing system is triggered by the smoke extraction system in Halle Nord. The necessary deactivation of fire protection equipment caused by the use of fog requires compensatory measures that shall be charged to the exhibitor/event organiser. The calculation of the compensatory measures is on the basis of a risk assessment, in which the exhibitor/event organiser shall be actively involved.

The devices and schedule for the use of fog shall be provided to Wiesbaden Congress & Marketing GmbH with the name of the person responsible for event technology 21 days before deployment. Use of fog without written consent from WICM is prohibited.

The cost resulting from the unauthorised use of fog machines or such that deviates from the authorisation shall be charged to the event organiser/exhibitor.

The responsible Project Manager shall be consulted directly before the use of the fog machines.

Only fog machines which comply with the requirements of the German Product Safety Act (Produktsicherheitsgesetz - ProdSG) shall be used.

#### **4.4.1.8 Ash containers, ashtrays**

The RMCC is a strictly no smoking building. Smoking is only permitted in the specified areas in front of the RMCC. Cigarettes shall be disposed of in the containers provided for this purpose. There is a strict smoking ban inside the venue. The event organiser is obliged to implement the smoking ban during construction, dismantling and during the event.

#### **4.4.1.9 Containers for waste, recyclable and residual materials**

Containers made of combustible materials for recyclable and residual materials shall not be placed at the stands. Waste containers shall be emptied regularly, at the latest every evening after the trade fair has closed. Large quantities of combustible waste shall be disposed of several times per day. Emptying shall be commissioned by the exhibitor or event organiser. More information can be obtained from the RMCC waste disposal concept.

#### **4.4.1.10 Spray guns, solvents**

The use of spray guns, aerosols as well as the use of solvent-based substances and colours is prohibited.

#### **4.4.1.11 Abrasive cutting work and all work with a naked flame**

Wiesbaden Congress & Marketing GmbH shall be notified and submitted a written application for welding, cutting, soldering, defrosting and abrasive cutting work before the work commences. The work is authorised by WICM by issuing a permit (welding certificate). The surrounding area shall be adequately protected against hazards during such work. Extinguishing agents shall be kept in the direct vicinity and ready to use at all times.

#### **4.4.1.12 Empty packaging / storage of materials**

Storing empty packaging of all types inside and outside the stand in the hall is prohibited. Any empty packaging material shall be removed immediately. WICM is entitled to remove illegally deposited empty packaging at the exhibitor's expense and risk. The "Logistics Guidelines in the RheinMain CongressCenter" (Logistikrichtlinien im RheinMain CongressCenter) also apply.

#### **4.4.1.13 Fire extinguishers**

Each trade fair stand shall be fitted with at least one fire extinguisher that is suitable for the type of fire risk. An

additional fire extinguisher shall be placed every 200 m<sup>2</sup>. In order to facilitate the unique allocation of the fire extinguishers inside the stand area, the exhibitor shall label them with the stand number and the name of the exhibitor.

#### **4.4.2 Ceilings / covering over the stands**

In order to ensure that sprinkler protection is not impaired, stands in halls with sprinklers shall always be open at the top. Ceilings/covering shall be considered open when no more than 50% per m<sup>2</sup> of the area is covered or when sprinkler compatible materials with a minimum mesh size of 2 x 4 mm or 3 x 3 mm are used (no smoke out). The tarpaulin shall be hung horizontally and only with one layer.

Tarpaulins shall not be permitted to sag (see also section 4.9.2 for two-storey constructions).

Deviation from this requirement shall effect compensatory measures on the part of the stand constructor. These shall be cleared with WICM, additional cost shall be charged to the event organiser, exhibitor or stand constructor and shall be subject to their conditions.

#### **4.4.3 Glass and acrylic glass**

Only safety glass suitable for the purpose shall be used. For glass constructions (in floors, railings, facades and ceilings), please contact the “Technisches Veranstaltungsmanagement” department.

Exposed edges of panes of glass shall be worked or protected such as to prevent the risk of injury. Structural elements made entirely of glass shall be marked at eye level.

#### **4.4.4 Enclosed rooms**

All rooms that are fully enclosed (inside other rooms) and have neither optical nor acoustic connection to the hall shall be fitted with an optical and acoustic alarm system in order to guarantee that alarms can be perceived at the stand at all times. Alternative measures can be authorised in exceptional cases. Rooms with a capacity for more than 200 persons require special authorisation.

Enclosed rooms (rooms that can only be exited through other used rooms) shall only be permissible under the following conditions:

- In the rooms through which enclosed rooms exit, there shall be a suitably wide escape route (at least

- 90cm) which shall be usable at all times. It shall be possible to see into and from the adjoining room. If necessary, mobile smoke alarms shall be mounted inside enclosed rooms for a fee.

### **4.5 Exits, escape routes, doors**

#### **4.5.1 Exits and escape routes**

The walking distance from any point in the exhibition area to an aisle shall be no more than 20m. Auditoriums with an area greater than 100m<sup>2</sup> shall each have at least two exits located as far apart as possible and opposite the escape routes.

The number of and clear width of escape routes (exits, stairways, hallways) shall meet the following minimum requirements:

- Up to 100m<sup>2</sup>: 1 escape route, 0.90m wide
- Over 100m<sup>2</sup> and up to 200m<sup>2</sup>: 2 escape routes, each 0.90m wide
- Over 200m<sup>2</sup> and under 400m<sup>2</sup>: 2 escape routes, each 1.20m wide. The escape routes shall have signage in accordance with ASR A 1.3 (Health and Safety Signage).

#### **4.5.2 Doors**

The use of swing doors, revolving doors, code-operated doors, sliding doors as well as other entrance barriers on escape routes is not possible.

#### **4.6 Platforms, ladders, stairs, landings**

Publicly accessible areas that directly border on areas more than 0.20 m below them shall be bordered by railings unless they are not connected to steps or ramps with a lower area. Ramps located at emergency and escape routes shall have a maximum 6% slope. The railings shall be at least 1.10m high. Fencing and railings of areas on which small children can be expected shall be designed such that they are difficult to climb over. The gap between the parts of the railings in one direction shall not exceed 0.12 m. The handrails shall be rigid, secure to grip and have no exposed ends. A verifiable, structural certificate shall be provided for the platform; cost shall be incurred for the inspection



and approval of this special construction, which shall be passed on to the exhibitor/stand constructor.

The load-bearing capacity of floors shall, depending on their usage, in accordance with DIN EN 1991-1-1/NA in combination with NA, table 6.1 DE, [cat. C1] be designed for at least for 3.0 kN/m<sup>2</sup>. Accessible single-level platforms shall be 0.20m above floor level at the most. Ladders, stairs and landings shall comply with German accident prevention regulations. Storage under platforms and podiums is not permitted. These shall be set up free of any fire load. (German regulations governing the set-up and operation of nues - MVStättVo section 11, section 2), (see 4.9.6).

## **4.7 Stand design**

### **4.7.1 Stand appearance**

The event organiser/exhibitor is responsible for the stand design. In so doing, the typical exhibition criteria of the event shall be applied. Walls that border aisles used by the visitors should be designed to include show cases, niches, displays and the like. The rear sides of stands from a height of 2.50m adjacent to neighbouring stands shall be kept neutral in order not to impair the design of the same.

The use of products that were manufactured using exploitative child labour in the sense of the ILO Convention 182 to design and furnish the stand is prohibited.

### **4.7.2 Verification of rented areas**

The rented area shall be marked out by Wiesbaden Congress & Marketing GmbH. Every event organiser, exhibitor/stand constructor is obliged to inform themselves on-site about the location, dimensions and any fixtures, the applicable laws, ordinances and technical guidelines. Wiesbaden Congress & Marketing GmbH shall assume no warranty for the accuracy of dimensions on hall and stand plans or for the condition of the route to the same. The stand shall be strictly observed. Lighting and signs shall not protrude beyond the stand boundaries.

### **4.7.3 Interference with the permanent building structure**

Components of trade fair hall structures and their technical facilities shall not be damaged, dirtied or otherwise altered (e.g. drilling, driving nails or screws into the same). Painting, wallpapering, or affixing posters or other items is also prohibited. Components of trade fair

halls and their technical facilities shall not be subjected to static loads by stand structures or exhibits. The supporting columns of trade fair halls located within the stand area may, however, be enclosed up to the level of the maximum stand height allowed, provided that these shall not be damaged thereby. Leaning, storing or attaching objects and signs to the columns of the RheinMain CongressCenter and to panelling is strictly prohibited. It is not permitted to affix posters anywhere in the building.

The walking distance from any point in the exhibition area to an aisle shall be no more than 20m. Auditoriums with an area greater than 100m<sup>2</sup> shall each have at least two exits located as far apart as possible and opposite the escape routes.

The number of and clear width of escape routes (exits, stairways, hallways) shall meet the following minimum requirements:

- Up to 100m<sup>2</sup>: 1 escape route, 0.90m wide
- Over 100m<sup>2</sup> and up to 200m<sup>2</sup>: 2 escape routes, each 0.90m wide
- Over 200m<sup>2</sup> and under 400m<sup>2</sup>: 2 escape routes, each 1.20m wide. The escape routes shall have signage in accordance with ASR A 1.3 (Health and Safety Signage).

### **4.7.4 Hall floors**

Mats and other floor coverings shall be laid such that accidents are prevented, and shall not protrude over the stand boundaries.

When laying floor covering, care shall be taken to only use tape that does not leave any residues behind. Please do not stick double-sided adhesive tape directly to the floor of the hall. Double-sided adhesive tape shall only be used after covering the floor with packing tape first. Any damage caused by sticking adhesive tape to the floor shall be charged according to the cost-by-cause principle.

All materials used shall be removed without leaving any residues. Substances such as oil, grease, paint and the like shall be removed from the floor immediately. Painting or laminating the floor of the trade fair hall is prohibited.

Liquids shall not be let into the supply channels in the floor. No own assemblies shall be carried out in the utility ducts/supply channels.

#### **4.7.5 Suspended items from the hall ceiling**

Items shall only be suspended from technical devices provided for this purpose and in accordance with the German regulations for occupational insurance schemes DGUV 17/18. This also applies for pre-rig and ground support. An appropriate base shall be used when building and dismantling truss systems or elements with sharp edges in order not to damage the floor. Items suspended from the hall or room ceiling require authorisation. Items shall only be suspended from the points designated for that purpose. Suspension points shall be handled by the specialist company commissioned by Wiesbaden Congress & Marketing GmbH only.

Only employees of WICM and companies commissioned by Wiesbaden Congress & Marketing GmbH are authorised to access the overhead machinery in Halle Nord. For complex systems, (e.g. three-dimensional point design), a load plan shall be submitted with the order for the points. WICM can request a static calculation without giving reasons and have the same tested for a fee. Care shall be taken during setting up loads with aids and appliances that no persons are underneath the load. Diagonal pulls, so called “bridles” at suspension points are not permitted on the RMCC grounds. WICM reserves the right to demand the installation of load measurement systems for statically indeterminate systems.

As a matter of principle, the load measurement systems shall be installed by WICM or their contractual partner. Load measurement systems shall be charged to the ordering party. The use of load measurement cells can minimize the maximum suspension height.

##### **4.7.5.1 Hangers, carabiners, safety ropes, truss points, fasteners (cable ties)**

The use of plastic cable ties for affixing parts exposed to static load is not permitted. Only approved fasteners shall be used as fasteners and for safety purposes (safety ropes in accordance with DGUV 17/18), including high-strength shackles, screw carabiners. Statically required fastening shall only be implemented using fastening elements approved for that purpose. Fitters shall provide a certificate of competence (skilled person for hangers). The dimensioning shall comply with the expected requirements. Verification of the dimensioning shall be kept available.

##### **4.7.5.2 Chain hoists**

Electric chain hoists are bound under (Igvw SQ P2). Proof of yearly testing of the electric chain hoists shall be provided by having the test documents available. This test shall not replace the 4 yearly tests by an official expert.

As a matter of principle, manual chain hoists shall only be used for so called “single line” constructions. Their use in complex systems is prohibited. The support and load hook of a manual chain hoist shall be positioned vertically above the load’s centre of gravity. A suitable person shall be present during the set-up and dismantling process for every manual chain hoist in the system. Lifting the load without the required number of persons is prohibited. The weights of chain hoists and auxiliary materials shall be listed in the load plan and included in the point load calculation. (Manual) chain hoists and lifting belts (polyester round hangers) shall always be additionally secured with a steel rope or an approved chain and be removed from the load.

##### **4.7.6 Stand partition walls**

The rear wall of your stand shall be designed in a neutral white.

##### **4.7.7 Advertising material / presentations**

Stand and exhibit lettering, company and brand logos shall not exceed the maximum construction height. They should have an attractive appearance. Presentations, visual advertising media, slow-moving and acoustic advertising media, and playback of recorded music shall be allowed, provided that neighbours are not disturbed thereby, there is no congestion in the aisles and the RMCC public address system in the halls is not drowned out. The sound volume shall not exceed 70 dB(A) at the stand boundary.

The distribution of printed matter and the deployment of advertising media shall only be permitted in the exhibitor’s own stand area.

##### **4.7.8 Barrier-free construction**

##### **4.8 Outdoor areas**

The above regulations apply analogous for outside structures. The open space shall be accommodated and the wind load included in the calculations in the required standard proof of safety for outside structures. Use of ground anchors as well as making holes in the ground is prohibited. No structures shall be erected on the fountain

area. The outdoor lighting of the RMCC shall not be impaired by structures. Green areas shall not be built on as a matter of principle. Trees and the roots thereof shall not be damaged or impaired. A valid inspection book shall be available if the structures are classified as flying structures.

When authorising structures in the outdoor area it shall be guaranteed that the area can be evacuated quickly in the event of severe weather. A responsible person shall be named to this end. This person shall be contactable via a mobile phone number for as long as the structure is standing and shall be able to initiate immediate hazard prevention measures in the event of an emergency. The event organiser shall bear the cost for any hazard prevention measures that WICM take, should the contact person not be contactable.

## **4.9 Two-storey structures**

### **4.9.1 Requests for approval**

A two-storey structure is only possible with written approval by WICM, Technisches Veranstaltungsmanagement. The request shall be submitted at the latest 6 weeks prior to construction. The assessment of the two-storey construction shall be charged to the event organiser, exhibitor or stand constructor.

The cost for the assessment does not cover the cost for a required fire alarm system or other fire protection measures that may become necessary.

### **4.9.2 Restrictions applying to stand superstructures, safety clearances, height of stand interiors**

Wiesbaden Congress & Marketing GmbH reserves the right to reject two-storey structures at their own discretion in the interest of the overall design of the hall and for reasons of safety.

The clearance height of interiors in two-story structures shall be 2.30m on the ground floor and top floor.

Stand structures at the boundary to neighbouring stands shall be designed neutrally above a height of 2.50m.

The stand area with a superstructure through the top floor shall be fitted with an automatic fire alarm system/smoke alarms from a top-floor area of 30m<sup>2</sup>.

These smoke alarms are connected to the fire brigade through the central fire alarm system and are temporarily integrated in the notification procedure. To this end, temporary route cards are created. The applicant shall

contribute to creating the cards. If required, other measures and/or a fire safety assessment shall be submitted. The required compensatory measures shall be ordered by the event organiser, exhibitor/stand constructor from Wiesbaden Congress & Marketing GmbH, Technisches Veranstaltungsmanagement. The installations shall be organised by WICM and the cost incurred charged to the exhibitor. The structural calculations submitted to WICM that have been verified or are awaiting verification shall be forwarded to an engineering office commissioned by WICM for verification of conformity with the presented implementation plans. If there is no second static calculation verified by a second structural engineer, the engineering office shall verify the same themselves and charge the exhibitor separately. The structural engineer shall contact the stand construction manager in due course or after consultation with them for the purpose of inspecting the stand construction from a static perspective.

### **4.9.3 Live loads / design loads**

The following working load requirements apply to the top floor of a two-storey stand in a trade fair hall as perpendicular live loads in accordance with DIN EN 1991-1-1 in combination with NA:2010-12 Table 6.1DE [cat C]:

- The following live load [cat C1] is required for limited use by trade visitors or stand personnel for meetings and customer service, i.e. furnished with tables and chairs arranged freely or in meeting rooms:  $q_k = 3.0 \text{ kN/m}^2$ .
- The following live load [cat C3 or higher] is required for unlimited use as a freely accessible area for exhibition and assembly or sale area with or without dense seating:  $q_k = 5.0 \text{ kN/m}^2$ .
- Stairs and landings shall be designed for a live load [cat. T2]:  $q_k = 5.0 \text{ kN/m}^2$ .
- A horizontal load amounting to  $H = g_k/20$  ( $g_k =$  perpendicular live load) shall be assumed at the top floor height for a two-storey exhibition stand or grandstand in order to achieve adequate longitudinal and transverse stability. In accordance with DIN EN 1991-1-1/NA in combination with NA Table 6.12, railings and banisters shall be designed to withstand a horizontal live load (for areas of cat C1-C4) of  $q_k = 1.0 \text{ kN/m}$  at handrail height. Evidence showing that the permitted loads on the hall floor have not been exceeded, e.g. by individual supports, shall be provided (see section 3.1. Hall data).

#### **4.9.4 Escape routes / stairways**

On the top floor of a two-storey exhibition stand, the walking distance from any accessible location to the nearest trade fair hall aisle shall not exceed 20m.

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

- Up to 100m<sup>2</sup>: 1 escape route, 0.90m wide
- Over 100m<sup>2</sup> and up to 200m<sup>2</sup>: 2 escape routes, each 0.90m wide
- Over 200m<sup>2</sup> and under 400m<sup>2</sup>: 2 escape routes, each 1.20m wide

Top floors exceeding 100m<sup>2</sup> require at least two stairs located opposite one another.

All stairway structures shall comply with DIN 18065. The rise of the stairs shall not exceed 0.19m, the tread width shall not be less than 0.26m. The clear width of necessary stairs shall not exceed 2.40m. The clearance height shall be at least 2m. Steps shall be closed. Spiral or newel staircases are not permitted as necessary stairs. Handrails shall be secure to grip and be continuous. The side clearance of the handrails to adjacent construction elements shall be at least 0.05m.

#### **4.9.5 Building materials**

All stand construction and decoration materials shall be at least class B1 in accordance with DIN 4102 or at least class B/C s1 d0 in accordance with EN 13501-1, that is, they shall be flame retardant, and shall not form burning droplets or toxic gases.

Special requirements can be made of bearing construction elements for safety reasons in isolated cases. The use of easily flammable materials, those which cause flaming droplets when burning, or which lead to the production of noxious gases such as polystyrene foam (Styrofoam), PVC or the like, as well as different acrylic glass products is prohibited. The materials used may not cause dense smoke in the event of fire.

#### **4.9.6 Top floor**

Guards at least 0.05 m high that will prevent objects from rolling off shall be installed on the flooring of top floors, in the vicinity of railings, if required. Railings shall comply with sections 4.6 and 4.9.3 above. The top floor shall always be open on top. If this is not the case, relevant fire protection measures shall be necessary.

In addition to the fire extinguishers already available on the ground floor, at least one approved and suitable fire

extinguisher (in accordance with DIN 14406/EN3) shall be readily visible and close at hand per stairway.

## **5 Operational safety, technical safety provisions, technical regulations, technical utilities**

### **5.1 General regulations**

The event organiser/exhibitor is responsible for operational safety and compliance with occupational health and accident prevention regulations at the contractually leased area.

Construction and dismantling work shall only be performed within the framework of the occupational and commercial regulations. The provisions set forth in the German Illegal Employment Act (SchwarzArbG) shall be observed.

#### **5.1.1 Damage**

Any damage on the event area, the buildings or facilities caused by event organisers/exhibitors or their agents shall be rectified after the end of the event by Wiesbaden Congress & Marketing GmbH or their agents at the expense of the exhibitor or party causing the damage.

### **5.2 Use of tools and other equipment**

The use of stud guns and stud drivers can be approved on a case by case basis. The use of woodworking machines without a chip/sawdust extraction system is not permitted. Only the freight companies contracted by WICM are allowed use cranes and forklifts.

Elevated working platforms shall only be operated by skilled personnel over the age of 18. The skills shall comply at least with the principles of the German regulations for occupational insurance schemes DGUV-G 308/ 008. The operating permit, valid and sufficient business liability insurance cover, authorisation for operation indoors as well as test certificate in accordance with accident prevention regulations shall be provided.

### **5.3 Electrical installations**

#### **5.3.1 Electrical connections**

Each stand that is to have a power supply shall receive, insofar as possible, one or more connections if desired. These connections shall only be installed by WICM or their agents. The layout plan indicating the desired position of the connections shall be submitted with the orders. Electricity consumption is covered by the basic fee.

For safety reasons, the power supply shall usually be cut off one hour after closing on the last day of the trade fair.

### **5.3.2 Stand installations**

Electrical installation work inside the stands shall be provided by WICM after receiving an order.

Inside the stands, installations can be carried out by the exhibitor's own electricians or by specialist companies in accordance with German VDE (Electrical Engineering Association) electrical standards, the current regulations in Europe and state-of-the-art technology.

### **5.3.3 Installation and operating regulations**

All electrical systems shall be installed and operated in compliance with the latest safety regulations of the German VDE (Electrical Engineering Association), in particular VDE 0100, 0100-718, 0128 and IEC standard 60364-7-711.

A 30 mA residual current operator device is obligatory for sockets and lighting circuits.

The percentage of high-frequency or low-frequency interferences transmitted to the network shall not exceed the values stated under VDE 0160 and VDE 0838 (EN 50 006 and EN 61000-2-4).

Potential equalisation (stand earthing) at metal constructions (e.g. truss points) with electrical loads shall be provided with additional potential equalisation (copper, min. 10mm<sup>2</sup>) (VDE 01000 part 711) by the assembler of the system.

Furthermore, only wiring of the types NYM, H05VV-F, H05RR-F with a minimum cross-sectional area of 1,5mm<sup>2</sup> Cu shall be used.

The use of bare electrical wiring and terminals on low-voltage systems is prohibited. Secondary lines shall be protected against short circuiting and overloading. An information leaflet is available on request. Flexible cables (also ribbon cables) shall not be laid unprotected against mechanical loads under floors.

The operator shall assume no liability for any damage caused by the improper use of electrical services on the part of the lessee / exhibitor.

### **5.3.4 Safety measures**

All electrical appliances which give off heat (hot plates, spotlights, transformers etc.) shall be mounted on non-inflammable, heat-resistant, asbestos-free insulating bases in order to provide extra protection. Sufficiently large

distances, suited to the quantities of heat generated, from any combustible materials shall be maintained at all times. Lighting fixtures shall not be attached to any combustible decorations or the like.

### **5.3.5 Emergency lighting**

Event structures and exhibitor stands in which, due to the nature of their construction, the existing general emergency lighting is not sufficient shall require their own additional emergency lighting as per VDE 0100-718. This shall be set up such as to guarantee finding the general escape routes safely.

## **5.4 Water and drain installations**

Every stand that is to be supplied water/drain shall receive one or more connections, if possible. These connections shall only be installed by Wiesbaden Congress & Marketing GmbH or their agents. A layout plan indicating the desired position of the connections shall be submitted with the orders and form. Once it has been approved, the water connection shall work at operating pressure. All installations inside the stand shall comply with the currently valid Drinking Water Ordinance of the state capital of Wiesbaden to ensure that the installation and operation of a water connection does not cause any long-term adverse effects on the quality of drinking water.

For reasons of hygiene, standpipes with backflow stop shall be used at the taps. An approx. 30cm \* 30cm and approx. 40 cm high box shall thus be placed at the tap by the supply channel. The pipes from the supply channel to the tap position are laid on the floor of the hall. For this reason, double flooring shall be strictly used when planning the stand. Link to Drinking Water Ordinance of the state capital of Wiesbaden: [https://www.wiesbaden.de/vv/medien/merk/53/Merkblatt\\_Trinkwasser\\_Maerkte\\_v\\_09.2010.pdf](https://www.wiesbaden.de/vv/medien/merk/53/Merkblatt_Trinkwasser_Maerkte_v_09.2010.pdf)

## **5.5 Compressed air / gas installations**

### **5.5.1 Compressed air**

The RMCC does not have a central compressed air supply.

### **5.5.2 Gas**

The RMCC does not have a central gas supply.

## **5.6 Machinery, pressure vessels, exhaust systems**

### **5.6.1 Machinery noise**

In the interest of all exhibitors and visitors, the operation of machines and devices that make noise should be limited as much as possible. Noise levels at stand boundaries shall not exceed 70 dB(A).

### **5.6.2 Product safety**

All exhibited technical equipment and consumer products shall comply with the requirements of the German Product Safety Act (Produktsicherheitsgesetz - ProdSG).

Technical equipment and consumer products which do not comply with these requirements shall be given a clearly visible sign/label indicating that they do not comply with the requirements and can only be purchased after compliance with the legal requirements is given. For technical equipment and consumer products bearing the CE label, the declaration of conformity by the manufacturer shall be available at the stand.

The stand personnel shall take the necessary precautions for the protection of persons during demonstrations.

#### **5.6.2.1 Protective guards**

Components of machinery and apparatus shall only be taken into operation with all of their protective guards. The normal protective guards can be replaced by a safe cover made of organic glass or similar transparent material.

If equipment is not taken into operation, the protective guards can be removed to enable visitors to see the design and workmanship of the concealed components.

The protective guards shall then remain visibly placed beside the machine.

#### **5.6.2.2 Inspection procedures**

The exhibited technical equipment shall be inspected by the responsible regulatory authority, if applicable, jointly with the responsible specialist committees of employers' liability insurance associations with respect to accident prevention and safety-related design, and their compliance with the safety requirements determined. In order that CE labels can be inspected by the authorities, the EC declaration of conformity shall be available for inspection at the stand at all times. In cases of doubt, the exhibitor should contact the responsible authority before the trade fair begins.

### **5.6.2.3 Ban on the operation of equipment**

In addition, WICM is entitled to prohibit the operation of machines, apparatus and devices at any time if, in their view, there is a risk that the operation of the same would endanger persons and property.

### **5.6.3 Pressure vessels**

#### **5.6.3.1 Certificate of approval**

Pressure vessels shall only be operated at the stand if the tests required under the German Ordinance on Industrial Safety and Health (Betriebsicherheitsverordnung - BetrSichV) have been carried out.

The test certificates issued based on said testing shall be kept by the pressure vessel at the exhibition site and shall be presented to the responsible regulatory authority upon request. The responsible regulatory authority can provide information on the pertinent regulations.

#### **5.6.3.2 Inspection**

In addition to the submission of certification of structural and hydrostatic pressure testing (EC declaration of conformity and required documentation in German or English), on-site approval is also required. Pressure vessels requiring inspection that are registered up to four weeks before the trade fair begins can be subjected to an inspection test at the stand by an authorised expert commissioned by WICM up to one day before the trade fair opens. This inspection is chargeable. Inquiries shall be directed to the person responsible for your project at der Wiesbaden Congress & Marketing GmbH. A person who is responsible for the pressure vessel shall be present at the trade fair stand at all times.

#### **5.6.3.3 Rented pressure vessels**

As pressure vessels from other countries cannot be assessed in the relatively short trade fair construction time, preference shall be given to tested rented vessels. Rented pressure vessels shall be provided for a fee.

#### **5.6.3.4 Monitoring**

The required certificates of approval shall be kept on hand during the event for inspection by the trade regulatory authority. Information is available from the responsible regulatory authority.

#### **5.6.4 Exhaust gases and vapours**

Combustible, harmful vapours and gases or those regarded as offensive by the general public emitted from exhibits or items of equipment shall not be passed into the trade fair halls. They shall be discharged to the outside through appropriate pipes in accordance with the provisions of the currently valid version of the German Federal Pollution Protection Act (Bundesimmissionsschutzgesetz).

#### **5.6.5 Exhaust systems**

Combustible, harmful vapours and gases or those regarded as offensive by the general public shall not be passed into the trade fair halls. They shall be discharged to the outside through exhaust systems that must be planned, and purified if required, in accordance with the provisions of the currently valid version of the German Federal Pollution Protection Act (Bundesimmissionsschutzgesetz). Exhaust systems shall be constructed by WICM only. The construction, dismantling and planning thereof are chargeable. This service shall only be provided if the order is placed on time and after receipt of advance payment.

### **5.7 Use of compressed gases, liquefied gases and combustible liquids**

#### **5.7.1 Compressed gas and liquefied gas systems**

The storage and use of compressed gas and liquefied gas in the trade fair halls and the grounds of the RMCC is strictly prohibited.

#### **5.7.2 Combustible liquids**

##### **5.7.2.1 Storage and use**

The storage and use of combustible liquids (see Ordinance on combustible liquids, Federal Law Gazette, BGBl I) shall only be permitted with the written authorisation of Wiesbaden Congress & Marketing GmbH. WICM shall thus be notified of the intended use in writing in time – at least 14 days before the event begins.

Authorisation for the storage and use of combustible liquids can only be granted for the operation or demonstration of exhibits. A written request to this end with safety data sheet and risk assessment shall be submitted to WICM. Dummies shall be used for advertising and decoration purposes.

##### **5.7.2.2 Storage of operating supplies**

Supplies of combustible liquids sufficient for one day's operation and/or demonstration only shall be stored at the stand. The amounts needed shall be provided in the request.

The following rules shall be strictly observed and implemented when storing hazardous substances:

- Technical Rules for Hazardous Substances (TRGS) 510 "Storage of Hazardous Substances in Non-stationary Containers"
- Technical Rules for Operational Safety (TRBS) 2152 "Hazardous Explosive Atmospheres" / General and Parts 1-3
- Technical Rules for Operational Safety (TRBS) 2153 "Avoidance of Ignition Hazards Resulting from Electrostatic Charges"

##### **5.7.2.3 Storage vessels**

Daily supplies shall be clearly stored in closed, unbreakable vessels and protected against unauthorised access by third parties. The storage vessels shall be stored in non-flammable collection containers.

##### **5.7.2.4 Storage location**

There shall be a strict smoking ban at the storage location. Suitable "No smoking" signs shall be posted. Suitable manual fire extinguishers shall be on hand at all times.

All cost resulting from a breach of this rule shall be charged to the party who caused the same.

##### **5.7.2.5 Operation requirements**

Systems that are operated or demonstrated with combustible liquids shall be fitted with non-flammable collection containers at their fillers and the points where liquids can leak. Due to the potential risk of fire or explosion, any leaked combustible liquid shall be removed from the containers immediately and safely disposed of.

##### **5.7.2.6 Filling with liquids**

As filling the liquids poses a considerable hazard, the utmost care and caution shall be taken at this time. Filling shall only take place at times when no visitors are on the premises. Static charges and sources of ignition shall be kept away during filling.

##### **5.7.2.7 Empty containers**

Empty containers in which combustible liquids were contained shall not be kept or stored at the stand in the

hall. Information shall be provided on the previous use and possible risk when disposing of the containers.

### **5.8 Asbestos and other hazardous substances**

The use of hazardous substances and building materials that contain hazardous substances is not permitted. The basis for this injunction is the German Act on Protection Against Hazardous Substances (ChemG), German Federal Law Gazette (BGBl) 1, part 1, page 1703, in conjunction with the German Regulation on Prohibited Chemicals (ChemVerbotsV) as well as the Regulation on Hazardous Substances (GefStoffV).

### **5.9 Film and televisual screenings, slide shows and other presentations, stages**

The currently valid version of the Hessian guidelines for public meeting places (Versammlungsstättenrichtlinie) apply.

## **5.10 Radiation protection**

### **5.10.1 Radioactive substances**

Handling radioactive substances requires authorisation and shall be cleared with WICM. The authorisation shall be applied for at the responsible authority in accordance with German Radiation Protection Regulations (Strahlenschutzverordnung) and shall be presented to the WICM at least six weeks before the trade fair begins. Insofar as authorisation has already been granted, evidence shall be furnished that the intended handling of radioactive substances on the premises is legally covered.

### **5.10.2 X-ray equipment and stray radiation sources**

The operation of x-ray equipment and stray radiation sources requires authorisation and shall be cleared with Wiesbaden Congress & Marketing GmbH. The Ordinance on Protection Against Radiation Injuries (RöV, Federal Law Gazette - BGBl I) shall be observed at all times.

According to sections 3, 4, 5, 8 RöV, the operation of x-ray equipment and stray radiation sources requires authorisation or notification. The responsible authority for the exhibition site is the Regierungspräsidium Darmstadt, Abt. Arbeitsschutz und Umweltschutz Standort Wiesbaden Stadt Wiesbaden, Hochtaunuskreis, Main-Taunus-Kreis und Rhein-Taunus-Kreis, telephone number +49 (0)611 2209 -0, fax / +49 (0)611 3309 2537. The

applications or notification shall be informally submitted in triplicate at least 4 weeks before the event begins.

### **5.10.3 Laser systems**

The operation of laser systems requires authorisation and shall be cleared with WICM. A written order for an official laser protection officer for the operation of the laser facility shall be included with the notification. The operation of laser systems shall be in compliance with the requirements of the German occupational health and safety regulations on artificial optical radiation 2006/25/EG / OStrV, DIN EN 60825-1 and DIN EN 12254, and for show lasers, the requirements of DIN 56912.

Technical or organisational measures shall be taken to ensure that persons are not exposed to laser radiation above the maximum permissible radiation levels when aligning and operating the laser system.

Devices/systems of classes 3R, 3B or 4 shall, before being taken into operation, be inspected by a publicly appointed and sworn in expert at the installation for their safety. A copy of the "Abnahmeprotokoll für eine vorübergehende Installation" (Acceptance protocol for a temporary installation) shall be provided to Wiesbaden Congress & Marketing GmbH. A tour inspection shall not replace the on-site inspection. The inspection protocol, the written order for a laser protection officer for the operation of the laser equipment, and proof of sufficient liability insurance cover shall be included with the notification.

### **5.10.4 LED**

The operation of energy or bright LED systems and risk class 2 and 3 spotlights shall be notified to Wiesbaden Congress & Marketing GmbH before set-up.

Suitable extinguishing agents shall be kept on hand and ready to use at all times.

### **5.11 High-frequency equipment, radio systems, electromagnetic compatibility and harmonics**

The operation of high-frequency equipment and radio systems requires authorisation by the Federal Network Agency (Bundesnetzagentur) and shall be cleared with WICM in order to ensure the balanced distribution of frequencies and rule out any mutual interference where possible. The operation of high-frequency equipment and radio systems shall only be permitted if the same complies with the provisions of the German Telecommunications Act, Federal Law Gazette (BGBl) I as well as the Electromagnetic Compatibility of Equipment Act



(EMVG). The provisions of the 26<sup>th</sup> Regulation on the Implementation of the German Federal Pollution Protection Act (“26. Verordnung zur Durchführung des Bundesimmissionsschutzgesetzes”) shall be observed whenever exhibits or stand decorations that use electric, magnetic or electromagnetic fields are deployed. The electrical installations for the exhibits and exhibition stands shall be designed such as to avoid impermissible high circuit feedback from electricity harmonics to the trade fair power supply (see also section 5.3.3).

### **5.12 Cranes, forklifts, empty packaging**

The operation of own cranes and forklifts on the trade fair grounds is prohibited. Only the equipment belonging to the freight companies contracted for the grounds shall be operated. The freight companies have the exclusive freight rights on the trade fair grounds, i.e. transporting exhibits, stand structures etc. to the stand incl. providing auxiliary equipment if required, and customs clearance for temporary or permanent import. The latest version of the General Terms and Conditions for German Freight Forwarders (“Allgemeine Deutsche Spediteurbedingungen” - ADSp) and the WICM “Schedule of Freight Forwarding Rates for Trade Fairs” (Speditionstarif für Messen) shall apply to all freight forwarding orders on the exhibition grounds.

Liability on the part of WICM for all risks that can result from the freight companies’ work is precluded. Storing of empty packaging of all types at the stands is prohibited. Any empty packaging shall be transported by the freight forwarders authorised on the trade fair grounds to the storage area for empty packaging. The “Logistics Guidelines in the RheinMain CongressCenter” (Logistikrichtlinien im RheinMain CongressCenter) also apply.

### **5.13 Reproduction of music**

DIN 15905-5 requires that measures are taken to avoid damaging the hearing of the audience. To this end, a system for checking and recording noise levels is installed at events where the hearing of the audience might be damaged. An area of approx. 1\*1m close to the mixing desk shall be reserved for this purpose. The current noise level is displayed to the customer’s or stand operator’s responsible sound technician during the event and they shall react accordingly (reduce volume if necessary). The loudest point in the hall shall be located for installing the system. The operator’s technicians shall carry out

different tests during the sound check. The customer or stand operator shall plan an additional approx. 30-60 minutes.

When using the customer’s or stand operator’s own sound systems, the noise level of which can drown out that of the public address system/automatic acoustic alarm for warning the visitors, a technical option to switch off the system shall be provided. This can be performed in different ways. The decision regarding the automatic deactivation shall be at the discretion of WICM.

Any kind of music reproduction shall be subject to provisions of the German Act for Protection of Copyright And Related Property Rights (Urheberrechtgesetz), §15 of the German Copyright Act (Urhebergesetz) (German Federal Law Gazette (BGBl), and shall require the approval of GEMA, the musical authors’ rights society. Music reproductions that have not been registered with GEMA may result in damage claims being filed by the latter (cf. § 97 of the Copyright Act).

### **5.14 Beverage dispensing systems**

The Ordinance on Beverage Dispensing Systems, Federal Law Gazette (BGBl) I shall be complied with for the setting up and operation of systems that dispense beverages at the stand. Authorisation by Wiesbaden Congress & Marketing GmbH is also required.

### **5.15 Food inspections**

The legal regulations, in particular those governing food hygiene, shall be complied with when samples of food are offered for immediate consumption.

## **6 Environmental protection**

WICM GmbH is fully committed to the preventive protection of the environment. The event organiser and the exhibitors are obliged to ensure that all WICM environmental regulations and standards are strictly observed at all times.

### **6.1 Waste management**

The following provisions are based on the German Recycling Act (Kreislaufwirtschaftgesetz - KrW-/G), the associated regulations and ordinances, state laws and municipal codes.

The exhibitor shall be responsible for the proper, environmentally friendly disposal of waste arising during the construction and dismantling of their stand, as well as during the event. The exhibitor is the party producing this

waste. Wiesbaden Congress & Marketing GmbH and the contractual parties designated by them shall be responsible for the technical processing in relation to disposal for recycling and removal of the waste.

### **6.1.1 Waste disposal**

In accordance with the principles of recycling management, the primary objective is to avoid waste at trade fair grounds. Exhibitors and their contractual partners are obliged to work effectively towards this goal in every phase of the event. This goal shall be pursued with all those involved as early as the planning stage. As a general rule, reusable, environmentally friendly materials shall be used for stand construction and operation. Any materials left behind shall be disposed of at the exhibitor's expense for a higher fee without assessing the value of the material.

### **6.1.2 Waste brought into the trade fair grounds**

Materials and waste that are not produced in connection with the construction, dismantling or the duration of the event shall not be brought into the grounds.

## **6.2 Water, waste water, soil protection**

### **6.2.1 Oil / grease separators**

The amounts of oil/grease discharged into the sewer system shall not exceed the usual household quantities. In the event that quantities of waste water containing oil and/or grease exceeding same are to be discharged into the sewer system, the use of oil/grease separators shall be required. These shall comply with generally recognised engineering standards. If mobile catering equipment is used, exhibitors shall ensure that oils and grease are collected and disposed of separately.

### **6.2.2 Cleaning / cleaning agents**

As a matter of principle, cleaning work shall be performed using biologically degradable cleaning agents. Cleaning agents that contain harmful solvents shall be used in compliance with the regulations and only in isolated cases.

## **6.3 Environmental pollution**

Environmental pollution/contamination (e.g. by petrol, oil, solvents, paint) shall be reported to WICM without delay.