

## Appendix 4



## TECHNICAL REGULATIONS FOR ACCOMPANYING EXHIBITIONS

Status: April 2017

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### Preamble / Scope of application

These Technical Regulations for Associated Exhibitions apply to congresses, conferences and other events at the International Congress Center Munich, at which exhibition stands are to be set up as accompaniment to the main event. If the contracting party is itself the organizer, the provisions set out in the Technical Regulations for Accompanying Events referring to the organizer then apply to the contracting party. If the contracting party is not the organizer, it is to ensure that the provisions set out in the Technical Regulations for Accompanying Events referring to the organizer are complied with by the organizer. The organizer is obliged to commit its exhibitors to compliance with the Technical Regulations for Accompanying Events and to ensure that its exhibitors comply with the Technical Regulations for Accompanying Events. Compliance with these regulations is monitored by ICM's staff, the organizer and third parties appointed for this purpose. The operation of an exhibition stand may be prohibited in full or in part in the interests of all participants if such safety defects as are detected are not rectified with effect of the commencement of the event.

**1. Vehicle access of site:** The provisions of the German Road Traffic Act apply appropriately to the entire premises and grounds of the Munich Trade Fair Center. All vehicles must comply with the speed limits shown on the signs on the grounds. Access by vehicles of any kind is subject to the driver's own risk. ICM and the public order service staff appointed by it have the right to inspect the loading areas of motor vehicles and containers transported by persons when accessing and exiting the site. Depending on the progress of set-up and dismantling operations due to events taking place simultaneously, the grounds may be closed temporarily for motor vehicle traffic.

**2. Fire service movement zones, stopping and parking bans:** Access to the event hall and to the entrances and exits must be kept clear and may not be obstructed by stand set-up materials, means of transport, vehicles, construction elements or other objects. Illegally parked vehicles and trailers will be removed at the owner's expense (even if no prior notification has been given).

**3. Fork-lift trucks and pallet trucks:** The organizer and companies appointed by it are not allowed to access the foyer, room and hall areas with motorized aids such as fork-lift trucks. The transportation of loads by the organizer using manual aids (e.g. pallet trucks) is possible. Prior to the conveyance of loads, the organizer and companies appointed by it are to inform themselves of the nature of the floor and the maximum permissible load-bearing capacity thereof. Forwarding agents contractually associated with ICM only may be appointed to provide forwarding services of any kind within the International Congress Center Munich and the grounds of the Munich Trade Fair Center. The storage of empty packaging of any kind on stands is prohibited.

**4. Set-up and dismantling work:** All set-up and dismantling work must be conducted in compliance with the statutory regulations applying to work safety, trade legislation and places of assembly at the given time. The exhibitor and the service companies appointed by it are responsible for compliance with these regulations. The exhibitor and the service companies appointed by it are to ensure that no mutual endangering of other exhibitors and their service companies occurs by way of their set-up and dismantling work. Insofar as this is necessary, they are to appoint a coordinator who is to ensure that the various work activities are mutually coordinated. Any violation of the statutory regulations may result in the discontinuation of the work being ordered by the organizer, ICM or the relevant authorities. The exhibitor is not entitled to designate ICM as the consignee of goods consignments (exhibition goods, stand construction materials, information material and the like) or other consignments that are not intended for ICM but instead for the exhibitor or third parties. ICM is entitled but not obliged at the expense and risk of the exhibitor and upon the reimbursement of all costs to accept and store such consignments or to appoint the forwarding agent contractually associated with ICM to store such consignments with particular regard to exhibition goods and packaging. No claims may be asserted vis-à-vis ICM on the grounds that it accepts such consignments without

checking their due and complete nature, that it does not check freight or forwarding agent invoices or that the goods are not duly stored or kept.

**5. Use of elevators:** Goods elevators are as a general rule to be used for transporting goods. Elevators for persons may not be used for transporting goods without ICM's prior approval.

**6. Exits, hall aisles, hallways, emergency exits, escape hatches:** These escape routes are to be kept clear at all times. The doors along rescue routes must be capable of being opened easily to their full extent from the inside. Rescue routes, exit doors, escape hatches and any signs indicating their position may not be obstructed, covered or made unrecognizable in any other way. Hallways may at no time be obstructed by objects left in the way or protruding. All hallways serve as rescue routes in emergencies.

**7. Safety facilities:** Fire alarms, hydrants, fire-extinguishing equipment and connections, smoke flaps, smoke extractor release valves, smoke detectors, heating and ventilation system air supply and exhaust vents as well as the signs indicating their position and the green emergency exit signs must be accessible and visible at all times; they may not be obstructed, covered or made unrecognizable in any other way.

**8. Stand area:** The stand area indicated in the stand confirmation is to be appropriately marked by the organizer at the exhibitor's request. The stands are to be set up on this floor space. The exhibitor must be prepared to accept minor deviations in the stand dimensions. The reasons for them include the variation in wall thickness of the partition walls. Pillars, wall projections, partition walls, distribution boxes, fire-extinguishing equipment and other technical facilities are constituent parts of the stand area allocated. The actual plan on site therefore applies in terms of place, location and dimensions as well as in respect of any fittings on the rental space.

**9. Stand safety:** Exhibition stands including furnishings, exhibits and advertising media must be securely erected such that they do not constitute a risk to life and health as well as to public safety and order. The exhibitor is responsible for the structural safety of the stand and may be required to provide proof of same. Please consult the Bavarian Directive on the Construction and Operation of Places of Assembly (VStättV) for further details concerning stand safety requirements.

**10. Exhibitions stands and special structures subject to approval:** Multi-storey exhibition stands, mobile stands, covered stands, special structures and/or constructions may not be erected without ICM's prior consent. Approval applications are to be submitted to ICM in writing in good time. A test log or certified static load analysis for the stand, structure or construction is to be submitted together with the application. If ICM grants its approval, the special fire safety requirements set out by Messe München in its Technical Guidelines must be complied with. The contracting party can be sent Messe München's Technical Guidelines insofar as they are not attached to the contract as an appendix; these regulations can also be downloaded if required.

**11. Vehicles and containers:** Vehicles and containers in the halls are always subject to mandatory approval. The set-up and/or use of fuel-driven vehicles is to be notified in good time and all the relevant approvals are to be obtained. To minimize the risk of fire as far as possible, the amount of fuel kept in the tank must be limited to the amount necessary.

**12. Stand construction materials:** The use of such materials for stand construction purposes as are easily flammable or melt, drip or give off toxic gases when exposed to heat is prohibited. Special requirements may be imposed on load-bearing construction elements in individual cases for reasons of safety. Stand construction materials must comply with DIN 4102 to at least B1, i.e. extremely fire retardant or with EN 13501-1 to at least class C-s1 d0.

**13. Decoration materials:** Decoration materials must comply with DIN 4102 to at least B1, i.e. extremely fire retardant or with EN 13501-1 to at least class C-s1 d0. ICM can approve the retrospective fire retardance of decoration materials only if this occurs in coordination with Munich Fire Department and using

an appropriate, approved flameproofing agent in accordance with the instructions for use. ICM's consent to this can be made subject above all to the risk of fire to be taken into account.

**14. Use of balloons and flying objects:** The use of balloons filled with safety gas and other flying objects in halls, foyers and the outdoor exhibition area is subject to ICM's written approval prior to the event.

**15. Trees and plants:** Decorations made of natural plants may only be used in rooms as long as they are fresh. Bamboo, reed, hay, straw, bark mulch, peat, (fir) trees without roots and similar materials do not meet the above-mentioned requirements. ICM decides on any exceptions to this ruling.

**16. Carpeting, floor coverings:** Carpeting and other floor coverings are to be fitted such that no risk of slipping, stumbling or falling for persons exists. Carpeting and other floor coverings are to be laid such that accidents are reliably prevented. Only adhesive tape may be used for fitting purposes; this must be capable of being removed without leaving any residue on the floor. The use of self-adhesive carpet tiles is not allowed. All materials used must be removed in full without leaving residue on the floor. The same applies to substances such as oil, grease, paint, etc. The hall floors may not be painted.

**17. Wall and floor protection:** No anchorages and other mountings may be fitted to the floor. No objects that are moist or leak may be set up. Any leakage of moisture is to be eliminated immediately. Any refrigerators and mobile counters/bars are to be equipped with a watertight moisture collection device. Conveyance vehicles used inside the building are to be equipped with plastic or rubber wheels. Rubber marks on the floor due to braking are to be avoided or, if necessary, removed. Any furnishings brought into the venue are to be fitted with protective felt pads or similar materials. Walls, columns, mirrors and other fittings may not be used for leaning objects against. As a general rule, no items may be pasted, glued or stuck on to walls, columns and mirrors.

**18. Glass:** Safety glass only may be used for constructions made of glass. The edges of glass panes are to be processed or protected such that any risk of injury is ruled out. Building components made entirely of glass are to be marked accordingly at eye level.

**19. Exits on enclosed stands:** Stands with a floor area exceeding 100 m<sup>2</sup> or with a confusingly complex design must have at least two separate exits/escape routes/rescue routes at opposite ends of the stand. The walking distance in a direct line from any point on an exhibition area to an aisle located outside the stand may not exceed 20 m.

**20. Raised surrounds/Protection around platforms:** Generally accessible areas that are immediately adjacent to areas lying lower (>20cm) are to be protected with raised surrounds insofar as a risk of falling for persons exists.

**21. Nails, hooks, holes:** No bolts and anchorages may be mounted or holes made in hall floors, hall walls and hall ceilings.

**22. Floor load-bearing capacities:** The load-bearing capacities of the floor and ground in both the indoor and outdoor exhibition areas must be taken into account when planning stands and inquired after on site prior to commencing set-up work.

**23. Suspensions/Suspended loads:** Suspensions from the ceilings and supporting structures may be installed for safety reasons by ICM-accredited service partners only. The exhibitor is to register and coordinate any suspensions required with the organizer prior to the event. Suspensions are to be installed in accordance with generally accepted technical rules and standards. The permissible loading limits stipulated require compliance. If in

doubt, an independent static load analysis will be commissioned for the suspensions concerned at the organizer's expense.

**24. Electrical connections, gas and water connections, compressed air, stand installation:** Connections linking into existing supply networks may be installed for safety reasons by ICM or ICM-accredited service partners only. This also applies to all connections to be set up to any supply networks (e.g. electricity, water, telecommunications and – if available - gas and compressed air) of the International Congress Center Munich. If electrical installation work is to be conducted on the stand by service companies appointed by the exhibitor or by the exhibitor itself, the persons carrying out the work must be qualified electricians. The provisions set out under § 3 of the Accident Prevention Regulations "Electric Installations and Equipment" (UVV BGV A3) require compliance. Electric (switching) systems may not be accessible to visitors, must be set up in accordance with DIN VDE 0100-711 and checked by the exhibitor for its compliance with DIN VDE 0100-610 prior to operation. In case of doubt, an independent electrical engineer will be appointed to conduct an electrotechnical check at the exhibitor's expense. The use of generators on stands is subject to ICM's prior written consent. The exhibitor is not entitled to source electricity, water, telecommunication services, gas or compressed air for its stand from persons who have not been authorized to do so by ICM. The exhibitor is above all prohibited from sourcing electricity, water, telecommunication services, gas or compressed air from neighboring stands. The exhibitor is moreover prohibited in the International Congress Center Munich from supplying third parties apart from co-exhibitors on its stand with electricity, water, telecommunication services, gas or compressed air. The exhibitor is above all prohibited from supplying electricity, water, telecommunication services, gas or compressed air to neighboring stands.

**25. Containers for refuse, recyclable and residual waste:** No containers for recyclable and residual waste made of flammable materials may be located on the stands. Containers for recyclable and residual waste on the stands are emptied by ICM regularly, at least every evening after the event. Any large quantities of combustible waste that may accumulate should be reported to ICM.

**26. Empty items, packaging:** The storage of empty items, packaging and packing materials of whatever type on the stand and outside the stand is prohibited. Any empty items, packaging and packing materials are to be removed immediately.

**27. Ban on smoking:** In Bavaria, the Bavarian Health Safety Act is in force. It is the duty of the organizer to find out whether and to what extent the non-smoker protection regulations set out in the Health Safety Act apply to the event in the International Congress Center Munich or on the grounds of the Munich Trade Fair Center.

**28. Naked flames, flammable liquids, gases, pyrotechnics:** The use of naked flames, flammable liquids, gases, pyrotechnical objects, explosive and other easily ignitable materials is prohibited. The ban does not apply insofar as the use of such items is justified by the nature of the event and the organizer has coordinated the necessary fire safety measures with ICM and Munich Fire Department in the individual case concerned. The use of pyrotechnical objects is subject to the approval of the relevant authorities and must be supervised by a person qualified to do so in accordance with explosives legislation. Proof of ownership of the relevant permit, the certificate of competence, the insurance certificate (pyrotechnical liability coverage) and regulatory approval must be provided. The cost incurred for regulatory approvals and for the securing of the event for the use of pyrotechnical objects is payable by the organizer.

**29. Candles, kitchen facilities and devices for keeping food hot:** The use of candles and similar sources of light as table decorations and the use of naked flames in kitchen facilities intended for this purpose for preparing food are subject to the prior consent of ICM ("safely contained candlelight"). All heat-producing and heat-generating electric appliances are to be mounted on a non-flammable, heat-resistant and asbestos-free base by way of enhanced protection. A sufficiently large distance to flammable materials, fire alarm units

and sprinkler units is to be assured in accordance with the level of heat generated.

**30. Laser systems:** The operation of laser systems is subject to mandatory notification and must be registered with ICM. Laser systems must comply with the requirements set out in EN 60825-1 "Safety of laser facilities". Class 3b and 4 laser systems are to be registered with the relevant authority (Work Safety Department) prior to initial operation and tested by a publicly appointed and accredited expert for their technical safety. The test certificate is to be presented to ICM prior to the event. The written appointment of a laser protection officer present on site is to be attached to the notification.

**31. Smoke machines:** ICM's approval is required for the use of smoke machines in order to avoid the accidental triggering of the fire alarm system.

**32. Promotional materials/Advertising:** Unauthorized advertising campaigns outside the exhibitor's own stand (e.g. distribution of brochures, affixing of advertising signs) are subject to the organizer's approval.

**33. Acoustic and visual presentations:** The operation of acoustic systems and audiovisual presentations of any kind by the exhibitor are subject to the organizer's approval, applications for which must be submitted in writing.

**34. Musical reproduction (GEMA):** For all types of musical reproduction, permission is required from the German Performing Rights Society (GEMA) in accordance with the statutory provisions of the Copyright Act. Any non-approved musical reproduction may result in compensation claims being asserted by GEMA.

**35. Spray guns, nitro-cellulose paints:** The use of spray guns and nitro-cellulose paints is prohibited.

**36. Work involving abrasive cutting and heat:** All types of welding, cutting, soldering, melting and abrasive cutting work are prohibited in the International Congress Center Munich and on the grounds of the Munich Trade Fair Center. Exceptions to this ruling are subject to prior written registration and coordination with ICM (permit for work involving heat).

**37. CE marking of products, other provisions applying to exhibits:** Such products as do not have a CE conformity certificate and do not meet the requirements set out under § 4 section 1 or 2 of the Technical Equipment and Consumer Products Act (GPSG) may only be exhibited if a sign is displayed clearly indicating that they do not meet these requirements and may only be acquired within the European Union when they have the corresponding conformity certificate. Any demonstration of products is subject to the implementation of all necessary safety precautions in respect of persons. Products manufactured by way of exploitative child labor as defined under the provisions set out in ILO Convention 182 may not be exhibited.

**38. Modification of non-compliant stand structures/special constructions:** Any such structures, fittings, equipment and decorations (materials) brought into the place of assembly as are not approved or do not comply with these regulations, the regulations laid down by Messe München's Technical Guidelines or the Directive on the Construction and Operation of Places of Assembly (VStättV) are not allowed to be set up in the place of assembly and must be removed or modified at the exhibitor's expense, as required. This also applies to any replacement activities conducted by the organizer. For good reason with particular regard to serious safety defects, the partial or full closure of a stand can be ordered.

**39. Dismantling of exhibition stand:** After dismantling work has been completed, the exhibition area is to be restored to its original state. Any damage to the inside or outside of the building, its fittings and furnishings or to its grounds by the exhibitor or by companies/persons appointed by it must be reported to the organizer and ICM in all cases.

**40. Cleaning:** The cleaning of the stand is the exhibitor's responsibility and must be completed prior to the commencement of the trade fair or event on a daily basis. If the exhibitor does not have its stand cleaned by its own personnel, ICM-accredited cleaning companies only may be appointed to clean the stand. Any such cleaning companies as are not approved by ICM will be asked to leave the exhibition areas.

**41. Handling of waste:** In accordance with the principles of the Recycling and Waste Management Act (KrW-/AbfG), the accumulation of waste during the set-up and dismantling periods and the event itself is to be avoided as far as possible. Such waste as cannot be avoided is to be disposed of in an environmentally compatible manner (recycling rather than mere disposal). In accordance with City of Munich regulations, commercial waste may only be disposed of at municipal dumps and waste incineration plants if it has been separated into the various waste groups. Recyclable materials must be handed in for recycling. Special waste is not accepted and must be disposed of via special companies. All waste generated at the International Congress Center Munich and on the grounds of the Munich Trade Fair Center must therefore be collected in separate containers from the outset or arduously separated into recyclable, incinerable and other waste groups after the event. The organizer is obliged to contribute to this effectively. The organizer is to ensure that all such materials (decorations, packaging, etc.) as well as all such fittings and structures as are brought on to the grounds of the place of assembly are removed completely after the end of the event. Only such substances and materials as cannot be re-utilized (and, as such, can be considered to be waste), are to be disposed of via ICM's waste disposal system subject to payment of a charge. Any special waste (waste subject to special supervision) generated is to be reported immediately to ICM and separate disposal thereof arranged.

**42. Waste water:** The disposal of solid or liquid waste via the waste water system (toilets, drains) is strictly prohibited. If mobile catering facilities are used, all grease and oil must be collected and disposed of separately.

**43. Environmental damage:** Environmental damage/pollution on the grounds of the International Congress Center Munich and Munich Trade Fair Center (e.g. due to the leakage of gasoline, oil, hazardous substances) is to be reported to ICM immediately.

**44. Environmentally compliant behavior:** At the International Congress Center Munich and on the grounds of the Munich Trade Fair Center, such materials and products as are characterized by their durability, repair friendliness, re-usability and recyclability, as produce less waste or waste that is easier to dispose of as compared with other materials and products and/or as are made of residual materials or waste should be used to the greatest possible extent. No non-recyclable crockery should be used for catering purposes. Beverages should be sourced as far as possible in recyclable containers. Should however non-recyclable crockery be used in exceptional circumstances, it should only be made of such materials as rot without impacting the ground water negatively or as can be burned in waste incinerators without producing residues harmful to the environment.