

Exhibitor's obligation to ensure public safety The exhibitor shall be obliged to ensure public safety for all attendees who access its stand within the exhibition area handed over to it. It must ensure a safe condition and operation of its exhibition stand and all equipment brought into the Venue. Insofar as the exhibitor assigns the assembly or dismantlement of its stand to a stand construction company, it must ensure that these safety provisions are implemented in full by the stand construction company. The exhibitor shall always remain responsible for compliance with the safety provisions towards the organiser and towards the operator of the Venue. In the event of any breaches of these provisions and in the event of any breaches of mandatory statutory safety regulations the organiser and by the competent authorities may order the closure of a stand as well as the discontinuation of assembly and dismantlement work.

Assembly and dismantlement work

All assembly and dismantlement work may only be carried out within the scope of the applicable provisions of occupational safety law, trade law and the law governing venues (State Ordinance VStättVO Rhineland Palatinate, version of 13 March 2018). The exhibitor is responsible for compliance with the regulations. The exhibitor must ensure that the assembly and dismantlement work does not lead to any reciprocal danger with regard to other exhibitors and their service companies. The exhibitor is responsible for the coordination of the assembly and dismantlement work on its stand. If it is possible that persons outside the stand may be exposed to danger within the scope of assembly or dismantlement the exhibitor must temporarily discontinue the work and report to the organiser. The organiser shall subsequently ensure the necessary coordination of the work. After the dismantlement of the stand the original condition of the provided exhibition area shall be restored. Every form of damage caused by the exhibitor or its authorised agents to the building, to its equipment or to the outdoor facilities must be reported to the organiser without delay. The exhibitor shall be liable for damage to ceilings, walls, the floor and the installation equipment within the provided stand area insofar as it did not report the corresponding damage as previously existing damage to the organiser at the start of assembly. The basis for this is a handover report prepared before and after the event.

Driving in halls

Driving cars and trucks in halls and in other areas within buildings is only permitted after obtaining the prior consent of the organiser and the operator of the Venue.

Fork lift trucks, lift trucks

Driving in hall areas is exclusively permitted after obtaining the prior permission of the operator of the Venue. This permission will only be possible if the maximum admissible floor load thresholds are not exceeded. Additional requirements of the operating type (electrical) and of the tyres (hard plastic or rubber tyres) may be set in an individual case.

Keeping fire service movement zones and hydrants clear

The access routes and movement areas for the fire service marked with no parking signs in front of the Venue must be kept clear at all times. It must be possible to remove vehicles and objects of the organiser, the exhibitor and the companies commissioned by it, which are parked or placed on the areas and access routes for a short period of time for loading and unloading, without delay at all times. All restrictions on these areas caused by vehicles or other objects are forbidden for the duration of the event (from admission of attendees). These will be moved subject to payment of costs.

Emergency exits

The emergency exits in the Venue must be kept clear at all times. It must be possible to open the emergency exit doors to their full width at all times. Emergency exit routes, exit doors, emergency exits, emergency exit doors and their markings must not be blocked, covered or otherwise rendered unidentifiable. Corridors and aisles must not be blocked by any objects or objects projecting into the corridor at any time.

Compliance with the emergency exit and seating plan

The approved emergency exit route and seating plans of the hall under building law are binding for the installation of exhibition stands. The route areas and aisles drawn in the plans will serve as emergency exit routes in the event of the evacuation of the Venue. These must be kept clear at all times and must not be blocked by exhibition stands and other equipment/materials.

Stand area

The stand area announced to the exhibitor will usually be marked. The stand must be assembled on this floor area. The exhibitor must expect slight deviations in the stand dimensions. These may, among others, result from the different wall thicknesses of the partitions. Pillars, wall projections, partitions, distribution boxes, fire extinguishing equipment and other technical equipment are parts of the allocated stand areas. Consequently, only the on-site measurements are valid for the location, position, measurements and possible installations on the rented area. No claims may be asserted against the

organiser as a result of deviations compared to the stand confirmation.

Safety equipment

Fire alarms, fire extinguishing equipment, trigger points for smoke extraction equipment, smoke detectors, locking devices of the doors and other safety equipment, signs indicating the location of such equipment as well as the green emergency exit signs must be accessible and visible at all times; they must not be obstructed, blocked, covered or otherwise rendered unidentifiable.

Fire alarm system

An automatic fire alarm system is installed in some parts of the building, which if triggered will automatically alert the fire service. The use of candles, naked flames, heat, special dust development and fog machines must be reported and is subject to approval. If a false alarm occurs owing to the failure of the exhibitor to meet this reporting obligation the costs incurred as a result shall be borne by the exhibitor.

Technical building equipment

All permanently installed technical building equipment of the Venue may in principle only be operated by the operator of the Venue and the service partners authorised by it; this shall also apply to any connection to the lighting, sound and power network of the Venue.

Suspensions/intervention in the fabric of the building

The hall statics, ceilings and floors as well as technical equipment of the hall may neither be subjected to loads from heavy stand structures, nor to heavy suspensions or heavy exhibits in excess of the admissible design loads. The exhibitor may obtain details of the maximum admissible design loads from the organiser and from the operator of the Venue on request. Hall pillars/hall supports may be converted within the stand area without any damage to these within the scope of the admissible construction height. Suspensions from the hall ceiling are only possible on the technical equipment envisaged for this purpose and may only be carried out by the operator or by authorised specialist companies.

Electrical installations/water connection

Connections to the existing supply network/grid may only be carried out by the operator of the Venue itself or by authorised specialist companies that are familiar with the Venue. It is also recommended to commission the specialist companies authorised by the operator for corresponding work within the stand. The entire electrical equipment on the exhibition stand is to be carried out according to the latest safety

regulations of the Association of German Electrical Engineers (VDE). In particular, compliance is required with VDE 0100, 0128 and ICE 60364-7-711.

Exhibition stands and special constructions that require approval

All exhibition stands with a height of more than 2.50m, mobile stands, special structures and constructions are subject to approval. As a rule, an inspection logbook or tested statics for the structure must be submitted to the organiser for this purpose. The sub-structures of podiums and comparable structures with dimensions of more than 20m² must be made of non-flammable building materials. These must be designed so that they cannot be impaired in their structural stability.

Exits from converted exhibition stands

Stand areas with a floor area of more than 100 m² or with an assessment for more than 100 persons or which do not have a clear layout must have at least two separate exits/escape/emergency exit routes, situated opposite each other. The walking line from each point on an exhibition area to a hall aisle must not be more than 20 metres.

Stand construction materials

Easily inflammable materials that form burning, dripping or toxic gases must not be used for stand construction. Special requirements may be demanded from supporting construction parts in an individual case for reasons of safety. It is essential to observe and comply with DIN 4102 (conduct in the event of fire of building materials, building parts) and EN 13501-1. Covers and fabric above stands are only permitted if these do not impair the effect of the automatic extinguishing equipment (sprinklers) and are therefore sprinkler-compatible (as a rule VDS-tested).

Railings/surrounding protection

Generally passable areas that directly adjoin areas that are more than 0.20 metres lower must be surrounded by balustrades.

Glass and acrylic glass

Only laminated safety glass may be used. Edges of glass panes must be processed or protected so that a risk of injury is excluded. Parts made entirely of glass must be marked at eye level. The requirements according to "Technical rules for the use of linearly mounted glazing (TRAV)" must be complied with for constructions made of glass.

Hobs, spotlights, transformers

In order to provide special protection against fire all heat-generating and heat-developing electrical appliances must be mounted/installed on non-

flammable, heat-resistant, asbestos-free bases. A sufficiently large distance must be ensured from flammable materials according to the heat created. Lights must not be affixed to decorations or similar items. It is essential to switch off electrical cooking appliances and other equipment that would create hazards in the event of uncontrolled operation at the end of daily opening hours. It is recommended to provide and keep suitable and tested fire extinguishers on the stand.

Technical equipment of the organiser, suspensions

The technical equipment of the exhibitor brought into the Venue or of the companies commissioned by it must comply with the generally recognised rules of technology with regard to safety and functional capability. Electrical systems and system parts must not be accessible to attendees; these must be secured so that a danger to attendees is excluded. Planned suspensions from the hall ceiling must be reported to the organiser and the operator of the Venue in good time by submitting a suspension plan; these are subject to approval. Insofar as suspensions are possible, the exhibitor will subsequently be informed of the available suspension points and admissible suspension loads. The orderer of the suspension point will assume the further connection of the constructions or objects that will be suspended by considering the accident prevention regulations and the applicable technical rules. This shall in particular apply with the use of electric chain hoists. A verifiable, measured floor plan sketch must be enclosed with the order by the organiser, from which the calculated suspended loads are visible for each point and the positions of the requested suspension points above the stand area or the event area. In addition, technical design details with regard to the suspended building part (construction, system girders, installation parts, etc.), the envisaged assembly procedure (lifts with chain hoists from other ladders or steps) and the type of securing (2nd safety protection) must be submitted in a verifiable manner with the order. With regard to technical safety compliance is required in particular with the provisions of the accident prevention regulations DGUV-V3, DGUV-V17 and DGUV-V54 including the relevant information and design provisions (cf. BGI 810). Technical equipment that does not comply with these minimum safety-related requirements must not be used in the Venue.

Decorations

Materials, decorations and curtains used to decorate the event must be made of flame-resistant material (pursuant to DIN 4102 at least B1 or pursuant to EN 13501-1 at least class B/C s1 d0). The organiser may insist on the submission of appropriate certificates

with regard to the flame resistance of decorations. Decorations in necessary corridors and stairwells (emergency exits) must be made of non-flammable materials. The flame resistance of materials that are used repeatedly must be tested once again and, if necessary, these materials must be impregnated again. The organiser may insist on the submission of appropriate certificates with regard to the flame resistance of objects. These items must be placed at such a distance away from spotlights and other sources of ignition so that the material cannot be ignited by these. Decorations must be affixed directly on walls, ceilings or equipment. Decorations that hang freely in a room are only permitted if these have a distance of at least 2.50 m to the floor. Decorations consisting of natural plants may only be located in the rooms as long as they are fresh.

Balloons, drones, other flying objects

The use of balloons, drones and other flying objects must be approved by the organiser. The operation of drones and other flying objects in the presence of attendees is strictly prohibited. Balloons must be filled with safety gas.

Packaging materials

Flammable packaging materials must not be stored within the exhibition stand.

Use of naked flames, flammable liquids and gases

The use of naked flames, flammable liquids and gases is subject to reporting and approval. It is only possible if the organiser was notified of the intended use in good time before the event and the necessary fire prevention measures have been coordinated with the fire service by mutual agreement.

Exhibition or operation of vehicles with a combustion engine

Vehicles with combustion engines may only be exhibited in buildings with maximum tank contents of five litres. The fuel tank must be pressurised with an inert gas (e.g. nitrogen or carbon dioxide) and closed. The right is reserved to require further safety measures in special cases.

Use of candles

The intended use of candles as table decorations is generally prohibited.

Pyrotechnics

The use of pyrotechnic objects must be monitored by a person who is suitable pursuant to explosives law and the organiser must make an application for this with competent authority. The permit and the proof of the holder of the permit/certificate of competence must be submitted to the organiser. It is not possible to store pyrotechnic objects in the building.

Pyrotechnic effects that pose a special danger owing to their type or the proximity of the location where they are burned to equipment or persons require a risk analysis (flame formation, flying sparks, glare, heat radiation etc.) to be carried out. The costs incurred for matters such as additional official permits and the protection of the scene/stand area/event area during the use of pyrotechnics shall be at the expense of the organiser/exhibitor/customer.

Hot work

Welding, cutting, soldering, thawing and abrasive cutting work within buildings is prohibited. Exceptions are only permitted after prior application and approval. As a rule, a fire guard must be provided in return for the payment of costs, which is responsible for supervision and is equipped with suitable extinguishing equipment and is present on site from the start until the completion of the work.

Laser systems

The intended operation of laser systems must be reported to the organiser in good time at least six weeks before the event, reported to the appropriate government agency by the organiser and coordinated with it. Compliance is required with the requirements of the occupational health and safety regulations regarding artificial optical radiation 2006/25 EC/OStrV, DIN EN 60825-1, DIN EN 12254 as well as for show lasers the requirements of DIN 56912 when operating laser systems. The devices/systems of the classes 3R, 3B or 4 must have been tested before commissioning by a publicly appointed and sworn expert for their safety technical clearance at the place of installation. The test certificate, the written appointment of a laser protection officer for the operation of the laser equipment and proof of Smoking ban

Smoking is generally prohibited in the Venue. The organiser is obliged to enforce the smoking ban during assembly, dismantlement and during the execution of the event.

Advertising materials/advertising

Autonomous advertising actions outside of the own stand (e.g. distributing brochures, affixing advertising signs) are not permitted.

CE labelling of products

Products that do not have any CE certificate of conformity and do not meet the prerequisites pursuant to Section 3 (5) of the German act governing the provision of products on the market (Produktsicherheitsgesetz, or ProdSG), may only be exhibited if a visible sign clearly indicates that these do not meet these prerequisites and that these may only be acquired if the appropriate compliance has been established. The necessary precautionary

appropriate liability insurance must be appended to the report.

Nails, hooks, adhesive strips

It is forbidden to affix nails, hooks, adhesive strips, etc. in or on floors, walls and ceilings. The shooting of bolts into any part of the building is not permitted either. Any laying of carpets or other decoration material directly on the floor by the organiser must be carried out so that there is no danger of slipping, stumbling or falling for persons. Only adhesive tape that can be removed without residues may be used for fixing purposes. Self-adhesive carpet is not permitted. A cleaning surcharge will be charged in the event of above-average soiling or adhesive materials that are difficult to remove. The right is reserved to assert further claims in the event of damage.

Occupational safety

All assembly and dismantlement work must be carried out in compliance with the applicable provisions of occupational safety law and accident prevention regulations, in particular DGUV-V1 and DGUV-V17. The organiser and the companies commissioned by it are responsible for compliance with accident prevention regulations and occupational safety provisions. The organiser and the companies commissioned by it must in particular, ensure that no danger is caused to other persons who are present in the Venue at the same time as their assembly and dismantlement work. Insofar as is necessary the organiser must position blocking posts in order to secure danger zones and for reasonable coordination of the work flows by the assignment of a coordinator. If this is not possible it must temporarily discontinue the work and report to the operator.

measures (barriers) must be taken for the protection of persons in the event of a demonstration.

Acoustic and optical demonstrations

The operation of acoustic systems as well as audio-visual performances of all kinds by exhibitors requires the approval of the organiser or of the operator and must be submitted in writing. The noise level of musical performances must not exceed 60 dBA. In the event of repeated non-compliance with these regulations the power supply to the exhibitor's stand can be cut off without consideration of the associated outage of the stand supply. The exhibitor shall have no claim to compensation for any indirect or direct damage caused by the interruption to the power supply. The exhibitor bears the burden of proof for compliance with these regulations.

Waste containers, waste disposal

No recycling and residual material containers made of flammable materials may be installed on the stands.

**SAFETY-RELATED PROVISIONS FOR
TRADE FAIRS AND EXHIBITIONS
KING Kultur- und Kongresshalle
Ingelheimer Winzerkeller**

Recycling and residual material containers on the stands must be emptied regularly, no later than every evening after the trade fair has closed. If larger quantities of flammable waste are produced these must be disposed of several times a day. The storage of empties, packaging material and packing, no matter of what kind, on the stand and outside of the stand in the hall is forbidden. Any empties, packaging materials and packing that are produced must be removed without delay.

Removal of unapproved building parts, materials
Materials that have not been approved or that do not comply with these technical safety provisions or the State Ordinance VStättVO Rhineland Palatinate (version of 13 March 2018) shall not be authorised for assembly and must, if applicable, be removed or changed at the expense of the organiser.

As at: March 2024, Ingelheim am Rhein