

Safety documentation



Messe Erfurt GmbH Technical Regulations

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Messe Erfurt GmbH
Gothaer Straße 34
99094 Erfurt

www.messe-erfurt.de



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II. Technical Regulations

1 Introduction

Messe Erfurt (hereafter referred to as MEF) has drawn up regulations for all trade fairs and events hosted at MEF with the aim of providing all event organisers / exhibitors with the best environment in which to present their exhibits and make contact with visitors and prospective customers. These regulations apply to all event organisers and exhibitors.

The regulations also include safety regulations which, in the interests of our event organisers, exhibitors and visitors, are designed to ensure that technical and presentational equipment meets the highest standards of safety and reliability.

Regulations relating to construction, fire protection and other safety issues have been agreed with the relevant city authorities. MEF reserves the right to monitor compliance with these regulations. Compliance with all relevant statutory regulations as amended is also compulsory.

In order to safeguard event participants, events may be prohibited from being held, or exhibition stands from opening, in the event that defects identified are not rectified by the start of the event. MEF reserves the right to make further stipulations relating to safety and stand construction as circumstances dictate.

Login data and order forms enabling services to be ordered from the online shop are generally sent out with admission information. These should be filled out and sent back in good time, since MEF is unable to guarantee the orderly and timely execution of orders that are submitted late.

MEF also reserves the right to impose a supplementary charge for orders that are received late. Additional circulars will be sent round to exhibitors with further details on the preparation and running of the event. These Technical Regulations have been standardised in agreement with the following trade fair operators:

- Deutsche Messe AG Hannover
- Koelnmesse GmbH
- Leipziger Messe GmbH
- Messe Berlin GmbH
- Messe Düsseldorf GmbH
- Messe Frankfurt Venue GmbH
- Messe München GmbH
- NürnbergMesse GmbH
- Landesmesse Stuttgart GmbH

. Building law in Germany is governed by the law of the individual states.

For this reason, and because construction conditions may vary at different exhibition sites, individual sites will have differing implementing provisions. MEF additionally reserves the right to make further changes.



The German language version shall be legally binding.

1.1 Site regulations

See appendix

1.2 Opening hours

1.2.1 Stand assembly and dismantling times

Work can be carried out during the general assembly and dismantling times from 8:00 a.m. to 5:00 p.m. unless different times are announced for specific events.

For reasons of general security in the exhibition grounds, the halls and exhibition grounds are closed outside of these times.

1.2.2 Duration of event

Exhibition halls are open one hour prior to the official opening time of an event / trade fair and for one hour after the official closing time for the duration of the event / trade fair.

Individual event organisers / exhibitors who for good reason need to work in the exhibition halls / at their stand outside these times require specific written permission from MEF.

2 Traffic in the exhibition grounds, escape routes, safety equipment

2.1 Traffic regulations

In order to ensure smooth traffic flows during assembly/dismantling periods and throughout events, all rules relating to the regulation and direction of traffic, and all instructions given by the relevant staff, must be strictly observed.

The provisions of the German Road Traffic Act (StVO) apply throughout the exhibition grounds, including in all MEF car parks.

The speed limit within the exhibition grounds is 20 km/h.

Any vehicles or trailers parked unlawfully, and all unlawfully positioned containers, boxes or empty receptacles, will be removed at the owner's expense and own risk.

2.2 Escape routes

2.2.1 Fire brigade access zones and hydrants

Essential fire brigade access routes and manoeuvring zones indicated by no stopping signs must be kept free at all times. Any vehicles or objects left on emergency escape routes or in safety zones may be removed at the owner's expense and own risk. Hydrants inside the exhibition halls and in open-air spaces must not be obstructed, obscured or made inaccessible.



2.2.2 Emergency exits, escape routes and hall aisles

Escape and emergency exit routes must be kept clear at all times. Any doors situated on such routes must be easy to open to their full width from the inside.

Escape routes, emergency exit routes, emergency exits and their markings must not be obstructed, built over, blocked, covered or otherwise obscured.

Escape and emergency exit routes in the halls must at no time be impeded by objects placed on the routes or projecting into them. In the event of a breach of the above provisions, MEF shall be entitled to remedy the situation at the risk and expense of the party causing it.

During stand assembly and dismantling periods, materials required for the construction of stands or of exhibits for immediate display in the stand area may be deposited temporarily on the edge of escape and emergency exit routes, provided that route widths required for the purposes of safety are maintained and logistical issues are taken into consideration.

This shall be deemed to have occurred if materials are deposited at the edge of the stand within a strip of no more than 0.9 m in width along the stand aisle. Irrespective of the width of the hall aisle and of the goods deposited, a mandatory minimum passageway of 1.2 m must be kept clear. This does not apply to the areas in front of emergency exits and hall aisle intersections, which must be kept completely clear at all times. Hall aisles may not be used as assembly / installation areas or for setting up machinery (e.g. woodworking machines, workbenches, etc.).

MEF may also request the immediate clearance of all hall aisles on logistical grounds.

2.3 Safety equipment

Sprinklers, fire alarms, fire-fighting equipment, smoke alarms, devices for closing hall doors, and other safety equipment, their markings and green emergency exit signs must be easily accessible and/or visible at all times; they must not be obscured or obstructed.

2.4 Stand numbering

All stands will be labelled with stand numbers by the event organisers.

2.5 Security

MEF undertakes general surveillance of exhibition halls and open-air spaces for the duration of trade fairs.

General surveillance is also provided during assembly and dismantling periods.

If a stand requires specific security arrangements, these must be organised by the event organiser / exhibitor in question. Stand security may only be provided by MEF's designated security company. MEF cannot guarantee that the exhibition grounds will be under continuous monitoring and surveillance.

MEF is entitled to take all necessary measures for the purposes of monitoring and surveillance.



2.6 Emergency evacuation

MEF may order the closure of the rooms, buildings, halls and/or open-air exhibition spaces and associated rooms on safety grounds, in particular if it is ordered to do so by the authorities.

Event organisers / exhibitors must inform their staff of this procedure. To the extent that it is required by law, public authorities or MEF, exhibitors shall draw up their own evacuation plans and make them public. They will be responsible for evacuating their own stands in the event of an incident.

3 Technical data and equipment in the halls and open-air space

3.1 Hall data

Hall areas:

- Hall 1:
 - approx. 9,300 m² usable event space
 - 5,200 m² contiguous exhibition space
- Hall 2:
 - approx. 8,000 m² usable event space
 - 7,100 m² contiguous exhibition space
- Hall 3:
 - approx. 8,000 m² usable event space
 - 7100 m² contiguous exhibition space

Hall door dimensions:

- Hall 1:
 - max. W 4.75 m x H 4.65 m
- Halls 2 and 3:
 - max. W 5.78 m x H 4.71 m

Hall height:

- Hall 1:
 - max. 12 m
- Halls 2 and 3:
 - max. 8 m

Load-bearing capacity of hall

floors:

Hall floors are made of asphalt. The maximum permissible distributed load for all halls is 5 t/m² (50 kN/m²). Maximum fork lift load is 14 t (140 kN). Maximum point load for an area of 30 cm x 30 cm (approx. 1.50 m apart) is 5 t (50 kN; contact pressure 500 kN/m²). However, point load does not apply for floor duct covers.

3.1.1 General lighting, power supply and voltage

Lighting:

- The general lighting in the halls is 400 lux as measured 1 m above the hall floor.



Power supply and voltage on the exhibition grounds:

- A/C 230 V (+10%/-10%)/50 Hz
- Three-phase A/C 400 V (+10%/-10%)/50 Hz
- Tolerances in accordance with DIN EN 50160

3.1.2 Compressed air, electricity and water supply

Electricity and water are supplied to events and stands in the halls via floor ducts and on-stage power distributors. Gas and compressed air is not available. Compressed air can be provided on a temporary basis but requires a separate installation.

3.1.3 Communications equipment

All stands and events can be provided with telephone, fax, internet, LAN and WiFi connections subject to the payment of a fee.

These connections, with or without terminals, may be installed only by MEF or its agents. A layout sketch indicating the desired placement of connections should be enclosed with the order forms. To the extent that it is technically feasible, installation will take these placements into account. WiFi tickets are available from MEF.

3.1.4 Sprinklers

All halls are fitted with sprinkler systems. Sprinklers must not be obstructed, e.g. by stand roof constructions, unless appropriate alternative measures have been put in place (see also 4.4.2).

3.1.5 Heating and ventilation

All halls are ventilated with a combination of warm and fresh air. MEF provides general heating and ventilation for the halls.

3.1.6 Outages

Any technical outages should be reported to the event / fair management immediately. MEF assumes no liability for any losses and / or damage caused by such outages. Furthermore, MEF assumes no liability for damages arising from fluctuations in the power supply or force majeure, or from disruptions to supplies that result from an order from a public authority or from electricity or water supply companies or other utility companies.

3.1.7 Open-air space

Open-air space of up to 27,200 m² with lighting (30 lux/m²) is available in addition to the exhibition halls. The ground covering of the exhibition space consists primarily of a mixture of planted earth and grassed gravel (gravel turf), partially covered with stone chippings and paved paths. Roads have a lane width of up to 8 m and are surfaced with asphalt. Covered surfaces have a load capacity of 50 t/m² (500 kN/m²), with the exception of gravel turf, which has a lower permissible load capacity of 20 t/m² (200 kN/m²).

Platforms, special constructions and temporary structures such as tents, pavilions or similar, even those only erected for a short time, are only permissible with authorisation from MEF. The costs of any stand authorisation procedures will be charged to event organisers / exhibitors.



4 Stand construction regulations

4.1 Stand safety

Stands, including all equipment, exhibits and advertising material, must be of stable construction such that they pose no danger to public order and safety, and in particular to life and health. Event organisers / exhibitors are responsible for the structural safety of their stands and must provide proof of this where required.

Structures and/or special constructions (e.g. free-standing walls, tall exhibits, tall decorative elements) that might be at risk of toppling over must be capable of withstanding at minimum an equivalent horizontal distributed load q_h as follows:

- $q_{h1} = 0.125 \text{ kN/m}^2$ up to a height of 4 m above the surface of the floor
- $q_{h2} = 0.063 \text{ kN/m}^2$ for all surfaces with a height in excess of 4 m above the

surface of the floor

For the purpose of this calculation, the relevant area is the respective visible area.

Evidence of compliance with the above requirements must be presented to MEF on request.

Exemptions are possible in individual cases where justified, on the basis of detailed documentary evidence.

MEF reserves the right to undertake a chargeable expert assessment of stand and transport safety on site where this is justified even if prior authorisation has been granted.

4.2 Approval of stand construction

Drawings are not required for approval of single-storey stands comprising <100 m² exhibition hall floor area, as long as the Technical Regulations have been complied with in the design and construction of the stand.

MEF is happy to scrutinise any stand construction drawings submitted (in duplicate) at the request of event organisers / exhibitors.

Approval is also required for all other stand constructions, mobile stands, special constructions, areas with seating for 200 or more persons, and darkened rooms.

The costs of any stand authorisation procedures will be charged to event organisers / exhibitors.

4.2.1 Inspection and clearance of structures and spaces requiring approval

Plans to a scale of not less than 1:100, including ground plans, elevations and dimensions, must be submitted in duplicate to MEF for approval no later than 6 weeks prior to the start of construction. After the plans have been inspected, one copy will be returned to the event organiser / exhibitor or stand builder with a notice of approval. Stands may not be constructed until such notice has been issued. For approval of:

- two-storey structures,
- areas with seating for 200 or more people,



- darkened rooms for the purposes of demonstrations,
- structures in open-air spaces, and
- special constructions,

the following documents must be submitted in German (in duplicate) no later than 6 weeks prior to the start of construction:

- a) structural analysis complying with German standards and verified or verifiable by a second independent structural engineer,
- b) building specification,
- c) stand construction drawings on a scale of 1:100 (floor plans, elevations, sectional views), larger-scale drawings of design details,
- d) emergency exit route plan with verification of the length and width of

routes

Items a), b) and c) are not required if a site inspection log / type test is submitted.

The costs of any stand authorisation procedures will be charged to event organisers / exhibitors.

4.2.2 Vehicles and containers

Approval is required for any vehicles and containers used as exhibition stands in the halls.

Event organisers / exhibitors will be held fully liable for any damage to roadways, hall floors or in-built technology caused by vehicles and containers.

If mobile exhibition stands (show trucks, buses, trailers, etc.) cover a contiguous floor area of more than 30 m², they must be provided with a sprinkler system. Such contiguous floor areas are deemed to include the space between two mobile exhibition stands unless the distance between the two mobile exhibition stands is so great that the operation of the sprinklers installed in the hall is not impeded.

Point 4.4.1.2. "Exhibition of motor vehicles" must be strictly adhered to.

4.2.3 Modification of non-compliant components

Unauthorised stand structures, or those not complying with the Technical Regulations or the law, must be modified or removed. In the event that this is not done within the specified deadline, MEF is entitled to make modifications at the event organiser's / exhibitor's expense and own risk.

4.2.4 Extent of liability

To the extent that event organisers / exhibitors or their appointed stand builders do not comply with the foregoing stand construction regulations, they will be liable for any damages resulting from breaches of such regulations.

Moreover, event organisers / exhibitors or their appointed stand builders agree to release MEF from all claims by third parties that may be asserted due to breaches of the foregoing stand construction regulations.



4.3 Construction heights

The standard height for stands and exhibits is 2.50 m. Any other height can only be authorised in consultation with MEF.

4.4 Fire protection and safety regulations

4.4.1 Fire protection

4.4.1.1 Stand construction and decorative materials

The use of highly flammable materials, materials that produce flaming droplets, form toxic gases or produce large quantities of smoke, such as most thermoplastics including rigid polystyrene foam or similar, is generally prohibited in the construction of exhibition stands. For safety reasons, certain load-bearing structural elements may have to fulfil specific requirements (e.g. non-flammability). Any mountings and ties required for structural or load-bearing purposes may only comprise non-flammable materials.

Decorative materials must as a minimum be classified as flame-retardant (Class B1), may not produce flaming droplets pursuant to DIN 4102-1, may only produce a limited amount of smoke or must as a minimum comply with Class C (C –s2, d0) standards under EN 13501-1. A test certificate confirming the fire classification of the materials used must be held ready for inspection.

As a rule, materials such as bamboo, reeds, hay, straw, mulch or peat do not meet these requirements and are in general to be protected separately or treated in accordance with fire safety regulations. Deciduous or coniferous shrubs may only be used if they have moist root balls.

4.4.1.2 Exhibition of motor vehicles

Vehicles with internal combustion engines may only be exhibited in the halls subject to MEF approval. Fuel tanks of such vehicles must only contain the minimum necessary for entering and exiting the site (the reserve light on the fuel indicator must have been activated). If possible the fuel tank lid should be locked.

Depending on the event concerned and the location of the exhibit in the venue, further safety measures may be required, such as inertisation of the fuel tank, disconnection of batteries and/or supervision of the vehicle by security guards.

In the case of vehicles with alternative drive systems, e.g. electric or hybrid drives, the drive batteries must be isolated from the drive by deployment of a safety disconnect switch (master switch). Vehicles with gas drives must have their pressure tanks emptied.

4.4.1.3 Explosive substances and ammunition

Explosive substances are subject to the German Explosives Act and may not be exhibited at events / trade fairs. The same applies to ammunition as defined by the German Weapons Act.

4.4.1.4 Pyrotechnics

Pyrotechnical displays are subject to authorisation and must be coordinated with MEF.



4.4.1.5 Balloons

The use of air balloons filled with non-hazardous gas in the halls or open-air spaces must be authorised by MEF.

4.4.1.6 Flying objects

The use of flying objects in the halls or open-air spaces is prohibited. Any exemptions require prior written authorisation by MEF.

4.4.1.7 Smoke machines

Use of smoke machines must be agreed with MEF.

4.4.1.8 Ash bins and ashtrays

Where smoking has not been expressly prohibited at the stand or parts thereof, arrangements must be made to provide an adequate number of non-flammable ash bins or ashtrays and for these to be emptied at regular intervals.

4.4.1.9 Recyclable, non-recyclable and residual waste containers

Recyclable and residual waste containers at stands must not be made of flammable materials. Containers at stands must be emptied at regular intervals into the skips provided, at the latest every evening after the event / fair has closed. In the event that larger quantities of flammable materials accumulate, these must be disposed of several times a day.

4.4.1.10 Spray guns and solvents

The use of spray guns as well as the use of substances and paints containing solvents is prohibited.

4.4.1.11 Abrasive cutters and work using naked flames

Any use of welding, cutting, soldering, thawing or abrasive equipment must be notified to MEF before work begins, by submission of a written application. MEF will issue permits authorising such work. Adjacent areas must be adequately protected during such work. Fire extinguishers must be kept ready in the immediate vicinity.

4.4.1.12 Empty containers and packaging/storage of materials

The storage of empty containers, packaging, etc. of any kind in the hall, either on or off the stand, is prohibited. All such materials are to be disposed of without delay. MEF is entitled to remove all empty containers, packaging, etc., stored at the stand in breach of the regulations, at the event organiser's / exhibitor's expense and own risk.

4.4.1.13 Fire extinguishers

All stands are recommended to have suitable certified fire extinguishers. Two-storey constructions and constructions with a high fire loading must be provided with suitable fire extinguishers.

4.4.2 Stand roofing

All stands in halls must in principle have open roofs, in order not to impede the operation of the sprinkler system.



Roofs will be deemed to be open if not more than 50% of the area is covered, calculated in terms of square metres.

Roofing with a mesh size of at least 2 x 4 mm or 3 x 3 mm is considered suitable for sprinklers and panels of up to 30 m² are permitted. Individual panels may be added. Tarpaulins must be guyed out horizontally and have only one layer. Sagging tarpaulins must be avoided (see also section 4.9.2 on two-storey assembly).

In the event of deviations from this requirement, appropriate fire prevention measures must be put in place. These must be agreed in advance with the authorities. Appropriate measures while the roof is in place can include:

- For coverage of 9 m² or more, provision of fire alarms which are integrated with the Messe Erfurt systems.
- For coverage of 30 m² or more, provision of mobile sprinklers for the stand in addition to fire alarms.
- For coverage of 200 m² or more, the permanent presence of a fire officer in addition to the sprinkler system and fire alarms.

4.4.3 Glass and acrylic

Only safety glass suitable for the intended purpose may be used. For structures made of glass (floors, parapets, fronts or ceilings), please request our Leaflet on the Use of Glass / Acrylic Glass in Stand Construction from the MEF Exhibition Services department.

The edges of any glass panes or sheets must be processed or protected so as to eliminate risk of injury. Components made entirely of glass must be identified at eye level.

4.4.4 Lounges / enclosed rooms

All lounges that are enclosed on all sides and that are separated visually and acoustically from the Hall must be equipped with a visual and acoustic warning system to ensure that alarm signals can be relayed to the stand at any time.

Alternative arrangements may be approved in exceptional cases.

Special approval must be obtained for lounges with a capacity of more than 200 (see section 4.2.1).

The inclusion of enclosed rooms (lounges that can only be exited via other rooms) in stand design is only permitted on the following conditions:

- The room via which the enclosed room is exited must be equipped with an appropriately wide escape route (at least 0.90 m) that is accessible at all times.
- If the room has no visual link to the room through which it is exited, a visual and acoustic warning system must be installed to ensure that alarm signals can be relayed at all times.

The requirements of DGUV 208-014 must be observed.



4.5 Exits, escape routes and doors

4.5.1 Exits and escape routes

The distance from any point in an exhibition space to a hall aisle must not exceed 20 m walking distance.

Lounges with floor space exceeding 100 m² must have two separate exits to escape routes, positioned on opposite sides and as far apart as possible. The minimum number and clear width of escape routes (exits, stairs, aisles) to be provided is as follows:

- up to 100 m²: 1 escape route, 0.90 m wide
- between 100 m² and 200 m²: 2 escape routes, each 0.90 m wide
- between 200 m² and 400 m²: 2 escape routes, each 1.20 m wide

Escape routes must be identified in accordance with ASR A 1.3.

4.5.2 Doors

The use of swing doors, revolving doors, doors with entry codes, sliding doors or any other access restrictions is permitted on escape routes provided that an appropriate building permit has been issued by the relevant authorities.

4.6 Platforms, ladders, stairs and catwalks

Areas accessible to the public and directly adjacent to areas that are more than 0.20 m lower must be surrounded by railings, which must have a height of at least 1.10 m. As a minimum, they must include a top, a middle and a bottom railing. Proof of the structural soundness of platforms must be provided to MEF on request. Depending on their use, the load capacity of floors must be in compliance with DIN EN 1991-1-1/NA in conjunction with the relevant national annex, table 6.1, [cat. C1] and be designed to withstand at least 3.0 kN/m². Accessible single-level platforms may not be more than 0.20 m high. Ladders, stairs and catwalks must comply with accident prevention regulations. The distance between railings may not exceed 0.12 m in any given direction. (German Model Ordinance Governing Places of Assembly [MVStättVo] Section 11, Para. 2), (see 4.9.6)

4.7 Stand design

4.7.1 Stand appearance

Event organisers / exhibitors are responsible for the design of the stands, which should take account of the usual criteria for the event in question. In this context, MEF is authorised to order modifications to be made to stand designs.

Walls that are adjacent to visitor aisles should be punctuated by display cases, alcoves, presentations and other features. Where the backs of stands face adjoining stands, they should be neutral in colour and design, so as not to interfere with the design of those stands. Above a height of 2.50 m, stands should be neutral, white, clean and free of any installations.

Products manufactured using exploitative child labour as defined under ILO Convention No. 182 may not be used in the construction of stands or their equipment.



4.7.2 Inspection of area rented

Areas rented will be marked out by MEF. All event organisers / exhibitors are required to visit the site to obtain information about the location and dimensions of areas, and any fixtures, particularly fire alarms, utility routing, ventilation systems, etc. Stand boundaries must be strictly observed.

4.7.3 Maintaining the condition of the building

Halls and technical equipment must not be damaged, soiled or altered in any way (e.g. by drilling or the use of nails or screws). Painting, papering or the use of glue is similarly not permitted.

Neither the fabric of halls nor equipment may be subjected to any load from stand structures or exhibits. Stands may build around hall pillars/supports within their area provided that no damage is caused to the same and that the permitted height is not exceeded.

Only MEF and its agents may open and use floor ducts and inspection openings. It is strictly prohibited to install anchor points or mountings to floors or walls.

4.7.4 Hall floors

Maximum permitted loads must be taken into account before event space is used. Carpets or other floor coverings must be laid so as not to cause any accidents and may not extend beyond stand boundaries. Only adhesive tape that can be removed without leaving any residue should be used to attach floor coverings. Other than this, hall floors may not be painted or have anything glued to them. The use of liquid chalk or paint for marking, painting or identifying floor areas, either in whole or in part, is prohibited.

MEF authorisation is required for the construction of foundations or heavy brick walls. Architectural drawings must be presented to MEF before such structures are erected.

All materials used must subsequently be removed completely without leaving any residue. Substances such as oil, grease and paint must be removed from the floor immediately. Any costs incurred to restore hall floors and supply ducts to their original condition will be invoiced separately to event organisers / exhibitors.

4.7.5 Suspension of displays from hall ceilings

For safety reasons, suspension of displays from ceilings or supporting structures in events hall must be undertaken only by MEF or by a qualified company authorised by MEF.

Displays may only be suspended using the technical equipment intended for this purpose and in accordance with recognised rules of sound engineering practice. Prescribed loading limits must be adhered to. These can be requested at any time from MEF. In the event of any doubt, the opinion of a structural expert will be sought on the proposed suspension, at the expense of the applicant (event organiser / exhibitor / stand builder).



Displays suspended horizontally, such as ceiling sails or similar must not impair the effectiveness of fire alarms or automated fire-fighting systems. Appropriate measures must be put in place in the relevant areas, taking into account the position of fire alarms and sprinklers, and must be notified in advance to MEF. MEF may require additional mobile fire alarms or sprinkler systems to be introduced (see also point 4.4.2).

4.7.6 Stand partition walls

MEF will not generally provide walls to separate stand areas rented by event organisers / exhibitors. Walls for designating stand boundaries and customised stand arrangements (individual stand construction, carpet, graphics, fixtures, etc.) can be ordered from MEF as required.

4.7.7 Advertising materials / presentations

Stand and exhibit lettering, and company and brand logos, must not exceed the prescribed height. They should create an appealing overall impression.

Presentations, slowly moving visual advertising, acoustic advertising and musical reproduction are permitted, provided that these cause no nuisance to neighbouring stands, do not cause congestion in the aisles, and do not drown out announcements on the public address system in the halls. Additional advertising outside of stands on advertising media (e.g. flagpoles, billboards, digital displays, etc.) on the exhibition grounds may be permitted by MEF upon request.

Noise levels at stand boundaries must not under any circumstances exceed 70 dB (A).

Distribution of printed matter and advertising material is permitted only in exhibitors' own stand area. Advertising that publicises other events or event venues that could be considered competitor events or in competition with MEF is prohibited.

Advertising that breaches legal requirements or accepted principles of morality is not permitted. Dummies and promotional packs from companies not represented at the exhibition may not be offered or presented. By way of self-protection, MEF is entitled to prevent unauthorised advertising without notice and remove advertising materials at the expense of those responsible. In the event of a dispute over the permissibility of an advertisement, MEF shall make a determination without recourse to legal action.

4.7.8 Accessibility (inclusive design)

Accessibility must be taken into account in the design and construction of stands. Stands and their facilities should be capable of being accessed and used by people with reduced mobility without external assistance.

4.8 Open-air space

To the extent that they can be applied in open-air spaces, the general regulations and regulations applicable to hall areas shall apply in open-air spaces.

Any equipment erected, and in particular any structures constructed, must comply with all the provisions under public law. In addition, the safety regulations of the relevant technical inspection bodies must be complied with.



All construction work has to take account of existing supply lines, foundations, junction boxes, etc. To the extent that these are located within individual stand areas, they must remain accessible at all times.

Event organisers / exhibitors whose stands are adjacent to the fence surrounding the exhibition grounds may not make use of it for their own purposes. It is not permitted to use the outside of the fence as advertising space. This also applies to assembly and dismantling periods.

Provision of sufficient ballast is preferable to anchoring floors to the ground. Where a justified case is made for an exemption, tents, guys, flagstaves and other works may be anchored to the ground. This will require the submission of precise layout plans to MEF as a prerequisite for approval. No works may be undertaken on site land without written authorisation. MEF must be notified before the start of work on site land. When open-air sites are returned, they must have been levelled and any areas broken up by earthworks mechanically compacted.

Structures and other facilities must not impede roads, even during assembly and dismantling. Their whole width must be kept clear as fire brigade access routes.

Every exhibition stand should have the appropriate number of suitable fire extinguishers available in accordance with DIN EN 3 or DIN 14406. All required exits should be identified by signage in accordance with Accident Prevention Regulations ASR A1.3 or DIN EN ISO 7010.

4.9 Two-storey structures

4.9.1 Application for approval

MEF will only permit two-storey structures upon presentation of a valid building permit, guest performance test log book or equivalent authorisation and subject to official approval. Applications must be submitted immediately once stands have been officially allocated.

Depending on the event location and concept, clearance heights in the exhibition halls should be sufficient to allow the construction of two-storey exhibition stands. Exhibition stands must be constructed and designed so as not to require them to be fixed to the building including the floor in order to ensure they are structurally stable. Structures must also comply with fire safety requirements.

4.9.2 Regulations on building over stand areas, safety clearances and height of rooms in stands

The maximum structure height is 2.50 m. Interior rooms in two-floor structures must have a clearance height at least of 2.30 m on both the ground and upper floors.

If a structure covers more than 30 m², it must include a sprinkler system (see also point 4.4.2).

Stand structures adjacent to neighbouring stands must be neutral in appearance above a height of 2.50 m (see also point 4.7.1).



4.9.3 Working loads / load assumptions

The floor of the upper storey of a two-storey stand within an exhibition hall must be able to withstand a perpendicular working load and comply with DIN EN 1991-1-1/NA in conjunction with national annex table 6.1 DE [cat. C].

If the storey is used only by trade visitors or stand staff for meetings and customer service purposes, i.e. it is furnished with tables and chairs arranged freely or in separate offices, it must be able to withstand a working load [cat. C1] of $q_k = 3.0 \text{ kN/m}^2$.

In the case of unrestricted use as a freely accessible exhibition and assembly space or as a showroom with or without high-density seating, the floor of the upper storey must be able to withstand a working load [from cat. C3] of $q_k = 5.0 \text{ kN/m}^2$.

Stairways and landings must always be able to withstand working loads [cat. T2]: of $q_k = 5.0 \text{ kN/m}^2$.

In order to provide two-storey exhibition stands or platforms with sufficient longitudinal/lateral stability, the upper floor must be able to withstand a horizontal load of $H = q_k/20$ (q_k = perpendicular working load). Parapets and banisters must be able to withstand a horizontal working load [for cat. C1 - C4 areas] of $q_k = 1.0 \text{ kN/m}^2$ at the level of the rails in accordance with DIN EN 1991-1-1/NA in conjunction with the national annex, table 6.12 DE. Proof is required that the permitted loading capacity of the hall floor, e. g. through individual supports, is not exceeded (see point 3.1. Hall data).

4.9.4 Escape routes and stairs

On the upper floor of a two-storey exhibition stand, the distance to the hall aisle from any accessible point on the stand may not exceed 20 m walking distance. The minimum number and clear width of escape routes (exits, stairs, aisles) to be provided is as follows:

- up to 100 m²: 1 escape route, 0.90 m wide
- between 100 m² and 200 m²: 2 escape routes, each 0.90 m wide
- between 200 m² and 400 m²: 2 escape routes, each 1.20 m wide

If the upper floor area exceeds 100 m², at least two flights of stairs are required, located at opposite ends. All stairways are to be built in accordance with DIN 18065. The height of stair risers may not exceed 0.19 m and tread depth may not be less than 0.26 m. Clearance width for required stairways may not be more than 2.40 m. Headroom clearance must be at least 2.00 m. Stairways must have closed steps. Winding and spiral staircases are not permitted for required stairways. Handrails must be non-slip and continuous. The clearance between handrails and any adjacent parts of stands must be at least 0.05 m.

Escape routes must be identified in accordance with DGUV Regulation 9 and ASR A1.3.

4.9.5 Building materials

As a minimum requirement for two-storey stands, load-bearing components, ground floor ceilings and the floor of the upper storey must be constructed from non-flammable materials (DIN 4102 or EN 13501-1).



4.9.6 Upper floors

If railings are required on the upper floor, a lip of at least 0.05 m must be provided on the floor at the base of the railings, to prevent objects rolling over the edge. Railings must conform to points 4.6 and 4.9.3.

In halls equipped with sprinklers, the upper floor must in principle be open at the top. Otherwise, appropriate fire safety measures will be required. In addition to the fire extinguishers available on the ground floor, at least one extinguisher must be placed ready for use in a prominent position in each stairway.

5 Operational safety, technical safety regulations, technical rules, technical supplies

5.1 General regulations

Event organisers / exhibitors are responsible for operational safety and compliance with the regulations on health and safety at work and accident prevention at their stand.

Assembly and dismantling of stands must be conducted in accordance with the relevant health and safety at work and industrial regulations.

5.1.1 Damage

Any damage caused on the exhibition grounds or to its buildings or equipment by event organisers / exhibitors, or by any persons acting on their behalf, will be remedied by MEF at the event organiser's / exhibitor's expense once the event is concluded.

Damage will be remedied regardless of whether the costs incurred are borne by an institution providing insurance to those responsible. Those responsible for damage will need to reach their own agreement with any insuring body.

5.2 Use of tools and equipment

Bolt and nail guns may be permitted on a case-by-case basis. The use of woodworking equipment that is not fitted with a sawdust/chip extractor is not permitted. Cranes and forklift trucks may be used only by MEF and their agents.

Any aerial work platform owned or rented by event organisers or exhibitors may be operated only by persons over 18 years of age with the relevant qualifications. The minimum qualification for this purpose must be equivalent to that required by employers' liability insurance directive DGUV-G 308/008. Proof of the existence of an operating permit, valid and adequate employers' liability insurance, a licence for operating in closed environments and a test certificate in accordance with relevant accident prevention regulations must be provided.

5.3 Electrical installation

5.3.1 Connections

Each stand being supplied with electric power will be provided with one or more connections of the dimensions and capacity requested. Installation of such connections may only be carried out by MEF or a company designated by it. A layout sketch indicating the desired placement of connections should be



enclosed with the order forms or submitted via the online shop. To the extent that it is technically feasible, installation will take these placements into account.

The removal of fixed electrical connections or lighting systems in the exhibition halls is prohibited.

Should parts of wires, etc., be missing or damaged after dismantling, the full costs of these will be passed on to the event organisers / exhibitors. For reasons of safety, the power supply will normally be switched off one hour after closing time on the final day of the event / fair.

5.3.2 Stand installation

Once orders have been placed, electrical installation work within the stand up to and including sub-distribution will be carried out by MEF or a company designated by it. Fixed electrical connections at MEF located within the stand area are also available to neighbouring stands as required.

Exhibitors/stand builders are responsible for sub-distribution. Within the stands, installation work may be carried out by exhibitors' own qualified electricians or by approved firms in accordance with the regulations issued by the German Association for Electrical, Electronic & Information Technologies (VDE), the applicable regulations in Europe and the current state of the art. Where the applicable provisions are not complied with, MEF will be obliged to refuse to provide a connection to the mains and to disconnect the power supply.

Every stand must have a master switch or, if permissible, a plug connection enabling it to be disconnected from the hall power supply. For specific devices, e.g. refrigerators, computers, etc. that require a permanent power supply, a power circuit separate from the master switch should be created that will remain live after the master switch has been switched off. As a protective measure, a residual current device (RCD) must be provided.

Electrical systems (and switch panels) must not be accessible to visitors and must be kept suitably secure. Event organisers / exhibitors must provide fire extinguishers appropriate to any live technical devices and equipment (e.g., lights, video, sound and other event technology) brought in by them or by firms working on their behalf and located directly or indirectly in visitors' areas, or accept such extinguishers from MEF upon its request and at their own expense. Any cable covers and protectors required will be installed at the event organiser's / exhibitor's expense.

5.3.3 Regulations on installation and operation

All electrical installations must be carried out in accordance with the latest safety regulations of the VDE. Particular attention must be paid to VDE 0100, 0100-718, 0128 and IEC 60364-7-711. A 30 mA RCD must be provided for power outlets and lighting circuits.

The amount of high- or low-frequency interference with the mains supply must not exceed the limits set out in VDE 0160 and VDE 0838 (EN 50 006 and EN 61000-2-4).

Electrically conductive components must be included in precautions against indirect contact (stand earthing). Only cables such as types NYM, H05VV-F and H05RR-F, with a minimum cross section of 1.5 mm² Cu, may be used.



Bare electrical conductors/terminals may not be used in low-voltage systems. Secondary lines should be protected against short circuits and overloads. A leaflet is available on request from the MEF Events Services Team. Flexible cables (and flat cables) must not be laid unprotected against mechanical loads under floor coverings. Acceptance testing will be arranged by MEF.

5.3.4 Safety measures

As a special precaution, all heat-emitting electrical appliances (hotplates, floodlights, transformers, etc.) must be mounted on non-flammable, heat-resistant, asbestos-free bases. An adequate distance must be maintained from flammable materials, depending on the level of heat generated. Light fittings may not be mounted on combustible decorations or similar.

5.3.5 Emergency lighting

Emergency lighting and staircase lighting must not be covered or in any way concealed or impeded.

Additional emergency lighting in accordance with VDE 0100-718 is required for individual stands whose construction renders the existing general emergency lighting system ineffective. The system must be designed to ensure that people can find their way to the general escape routes.

5.4 Water and waste water facilities

Every stand being supplied with water/waste water disposal points will be fitted with one or more connections. Installation of such connections may only be carried out by MEF or a company designated by it. A layout sketch including the desired placement of connections should be enclosed with order forms.

For reasons of safety, the water supply is normally switched off one hour after closing time on the last day of an event.

All installations on stands must comply with the relevant drinking water standards so as to exclude the possibility of any sustained reduction in the quality of drinking water due to the supply and operation of water/waste water connections. If necessary, a backflow prevention device must be installed in the drinking water system and/or a grease separator in the waste water system.

5.5 Compressed air

A compressed air supply can be specially installed; this will be undertaken in accordance with recognised engineering standards and at the event organiser's / exhibitor's expense.



5.6 Machines, pressure vessels and exhaust gas units

5.6.1 Machine noise

Operation of noisy machines and appliances should be kept to a minimum in the interest of all exhibitors and visitors. Noise at stand boundaries must not exceed 70 dB (A).

5.6.2 Product safety

All technical equipment and consumer products exhibited must meet the requirements of the German Product Safety Act (ProdSG).

Technical equipment and consumer products that do not comply with such requirements must be provided with a clearly visible sign stating that these items do not comply with the aforementioned law and may only be purchased after they are brought into conformity with the statutory requirements. The relevant manufacturer declaration of conformity must be available at the stand for all technical equipment and consumer products bearing the CE marking.

Where demonstrations are provided, stand personnel must take the appropriate precautions for the protection of individuals.

5.6.2.1 Safety devices

Machinery and apparatus may only be operated if all safety devices are in place. For demonstration purposes, non-transparent safety devices may be replaced by covers made of organic glass or a similar transparent material.

Safety devices may be removed when appliances are not in operation so as to reveal the construction and finish of concealed components to visitors.

The safety devices must then be clearly displayed alongside the machine.

5.6.2.2 Inspection procedures

The design of technical equipment exhibited will be inspected for accident prevention and safety by the relevant supervisory body, together with the technical committees from the relevant employers' liability insurance organisation as appropriate, and checked for compliance with safety requirements. The EC declaration of conformity must be available for inspection at the stand to enable the authorities to check CE markings. In cases of doubt, event organisers / exhibitors should contact the competent authority in good time before the start of the trade fair.

5.6.2.3 Operating bans

MEF is also entitled to prohibit the operation of machines, appliances or equipment at any time if it believes such operation could cause danger to persons or property.



5.6.3 Pressure vessels

5.6.3.1 Acceptance certificate

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

Test certificates issued for this purpose must be kept at the place where the pressure vessel is installed on the exhibition venue, and presented to the responsible supervisory authority on request.

5.6.3.2 Inspection

In addition to presenting a structural and water pressure test certificate (EC declaration of conformity and any German and English versions of all necessary documents), an acceptance test must also be conducted on site. Pressure vessels that are subject to mandatory testing and registered up to four weeks before the start of the event / exhibition can undergo an acceptance test at the exhibition stand; such acceptance test will be conducted by a competent person up to one day before the opening of the event / trade fair.

A person responsible for the pressure vessel must be present on the exhibition stand.

5.6.3.3 Hired equipment

Since assessing pressure vessels manufactured abroad is impractical due to the relatively short set-up period for events / trade fairs, the use of appropriately tested rented vessels is preferred.

5.6.3.4 Monitoring

The necessary acceptance certificates must be kept available for the trade supervisory authority throughout the duration of the event. Any information required will be supplied by the competent supervisory authorities.

5.6.4 Exhaust gases and vapours

Combustible vapours and gases emitted by exhibits or equipment that constitute a health hazard or a general nuisance must not be discharged into the halls. They must be discharged into the open through suitable pipes in accordance with the German Federal Emissions Act.

Technical equipment whose use or demonstration is expected to produce dust or release aerosols must be equipped with suitable certified extraction and filter systems (machine tools with coolants, wood and glass processing machinery, brushing and cleaning machinery, etc.).

5.6.5 Exhaust gas systems

Combustion gases must not be allowed to enter the hall and must be conducted outside.

5.7 Use of compressed gases, liquefied gases and combustible liquids

The storage and use of compressed and liquefied gas systems or combustible liquids is prohibited unless approved in writing by the relevant authorities.



MEF is only able to authorise such storage or use on the basis of prior approval in writing from the authorities.

5.7.1 Compressed and liquefied gas appliances

The storage and use of compressed/liquefied gases in the exhibition halls and grounds is prohibited unless approved in writing by MEF.

5.7.1.1 Application for permission to use pressure gas cylinders

Where liquefied gas or other combustible gases in pressure gas cylinders are being used in the presentation of exhibits, written permission must be obtained in good time. Compressed gas cylinders must be protected against impact, falling over, unauthorised use and heating up, in accordance with the relevant accident prevention regulations.

5.7.1.2 Use of liquefied gas

The use of liquefied gas is prohibited unless official authorisation is obtained in writing. Exceptions for demonstration of technical systems are subject to acceptance testing and approval. Authorisation must be sought from the competent authorities and submitted to MEF before the start of the event / trade fair.

5.7.1.3 Installation and maintenance

Liquefied gas systems are to be installed and maintained in accordance with the Technical Rules for Liquefied Gas TRF 2012 (published by the German Technical and Scientific Association for Gas and Water [DVGW] and the German LPG Association [DVG]) and the Code of Practice for the Use of Liquefied Gas ZH 1/455 (published by the German Association of Employers' Liability Organisations).

5.7.2 Flammable liquids

5.7.2.1 Storage and use

The storage and use of flammable liquids (see German Ordinance on Flammable Liquids, Federal Law Gazette [BGBl] 1) is prohibited without official authorisation in writing.

The storage and use of flammable liquids of hazard classes A I, A II and B is prohibited. The use of heating, grilling and cooking devices powered by solid, gas or liquid fuels is prohibited.

The Thuringian Ordinance on the Handling of Substances that are Hazardous to Water and Guidelines on the Storage and Use of Flammable Liquids apply to the use of fuels of hazard class AIII (diesel, heating oil).

Authorisation may be granted under certain conditions for the operation or demonstration of exhibits. Authorisation must be sought from the competent authorities and submitted to MEF before the start of the event / trade fair.

Dummies are to be used for advertising and decoration purposes.



5.7.2.2 Day tank

For operational and demonstration purposes, the quantity of flammable liquids kept at the stand may not exceed the daily requirement. Applications must indicate the quantity required.

5.7.2.3 Storage tanks

The daily requirement is to be stored in closed, break-resistant tanks, which are readily visible. It must be secured from access by unauthorised persons. Storage tanks must be kept in non-flammable holding tanks.

5.7.2.4 Storage location

A strict ban on smoking must be enforced at the storage location. Suitable signs must be provided, and suitable manually operated fire extinguishers must be available.

5.7.2.5 Conditions for operation

Any equipment requiring flammable liquefied gases for operation or demonstration purposes must be fitted with non-flammable drip collectors under any filling caps or other points where spillage could occur. Any leakages of flammable liquids should be removed from the drip collectors immediately and safely disposed of to avert the threat of fire or explosion.

5.7.2.6 Filling with liquids

Filling equipment with liquids is especially hazardous and must be carried out with the utmost care and caution.

5.7.2.7 Empty containers

It is not permitted to keep or store empty containers that previously contained flammable liquids at the stand or in the exhibition hall.

5.8 Asbestos and other hazardous substances

The use of hazardous substances or building materials containing hazardous substances must be agreed with MEF. The basis for this is the German Protection against Hazardous Substances Act (Chemicals Act), BGI 1, Part 1, page 1703, in conjunction with the Prohibited Chemicals Ordinance (ChemVerbotsV) and the Hazardous Substances Ordinance (GefStoffV).

5.9 Stages

Stages of more than 20 m² are subject to the provisions of the German Model Ordinance Governing Places of Assembly (MVStättVO). MVStättVO may require event technology supervisors to be present.

Points 4.4.4 and 4.2.1 must be taken into account.

5.10 Protection against radiation

5.10.1 Radioactive substances

The handling of radioactive substances is subject to a permit, and must also be cleared with MEF. Permit applications under the Radiation Protection Ordinance are to be made to the competent authority and must be submitted to MEF at least six weeks prior to the opening of the event / trade fair. Where a permit



has already been granted, proof must be provided that the exhibitor is legally covered to handle radioactive substances as intended within the exhibition grounds.

The competent authority for safety at work is the Occupational Health and Safety Department of the Thuringian State Office for Consumer Protection.

5.10.2 X-ray units and stray radiation sources

Compliance with the German Radiation Protection Ordinance (StrlSchV, BGBl Part I) is required. The use of X-ray units and stray radiation sources is subject to approval and/or notification under Sections 7 et seq. of the German Radiation Protection Ordinance. Permit applications must be made via the competent authority and must be submitted to MEF at least four weeks prior to the opening of the trade fair.

Event organisers and exhibitors are not permitted to operate the aforementioned equipment without a valid permit. All claims for compensation in this regard are excluded.

5.10.3 Laser systems

The operation of laser systems is subject to reporting obligations and must be cleared with MEF. All laser systems must be operated in accordance with Directive 2006/25/EC on Artificial Optical Radiation / the German Occupational Safety and Health Ordinance on Artificial Optical Radiation (OStrV), DIN EN 60825-1 and DIN EN 12254. Light show lasers must be operated in accordance with DIN 56912 and DGUV Circular 203-036 Laser Systems Used for Light Shows and Projection. Before being used, class 3R, 3B and 4 lasers must be notified to the competent authority and, upon request, their safety tested by a publicly appointed sworn expert at the expense of the event organiser. Test certificates must be submitted to MEF in advance of the event. Notification must be accompanied by a written order for the appointment of a laser protection officer.

5.11 High frequency equipment, radio systems, electromagnetic compatibility and harmonics

To ensure uniform frequencies and to eliminate interference between different systems wherever possible, the approval of the Federal Networks Agency and the agreement of MEF must be obtained by operators of high frequency equipment and radio systems.

The operation of RF equipment and radio installations will be permitted only if these comply with the provisions of the German Telecommunications Equipment Act as published in BGBl I and the Electromagnetic Compatibility of Equipment Act (EMVG).

If exhibits or stand decorations are used that involve the creation of electrical, magnetic or electromagnetic fields, the stipulations of the 26th Ordinance implementing the Federal Immission Control Act must be adhered to. Electrical installations used in exhibits and at stands must be undertaken in such a way as to avoid circuit feedback into the mains power supply to the exhibition grounds as a result of unacceptable levels of harmonics (see also section 5.3.3).

5.12 Cranes, forklift trucks and empty packaging

Companies are not permitted to use their own cranes and forklift trucks on the exhibition grounds. Only vehicles supplied by MEF or its contractors may be used.



The forwarding agent appointed by MEF holds all forwarding rights within the exhibition grounds, i.e. transportation of exhibits, stand structures, etc., to the stand, including the provision of any auxiliary equipment, and customs clearance for temporary or permanent importation. Orders issued to MEF's forwarding agent are subject to the German Freight Forwarders' Standard Terms and Conditions (ADSp) as amended, and to the MEF list of forwarding charges for trade fairs and exhibitions.

MEF accepts no liability for any risks arising from the activities of the forwarding company. Storage of empty packaging of any kind at the stands is not permitted. Any empty packaging must be immediately transported by MEF's forwarding agent to the appropriate storage facility.

5.13 Musical reproduction

Under the provisions of Section 15 of the German Copyright Act (BGBI), permission from the Society for Musical Performance and Mechanical Reproduction Rights (GEMA) is required for musical reproduction in any form.

Any musical reproduction that is not notified can lead to claims for damages from GEMA under Section 97 of the Copyright Act.

5.14 Beverage dispensing facilities

In order to ensure the necessary hygiene standards, the installation and operation of bar facilities must comply with the requirements of Regulation (EC) 852/2004 regarding the hygiene of foodstuffs and the benchmarks set out in DIN 6650-6.

5.15 Food inspection

Distribution of samples on the premises for immediate consumption and sales of food and drink must comply with the legal requirements and in particular those of the German Food Hygiene Ordinance (see section 5.14).

Event organisers / exhibitors providing refreshments or any unpackaged foodstuffs, whether for purchase or free of charge, are likewise subject to the provisions of German food law, in particular Regulation (EC) 852/2004 on the hygiene of foodstuffs and the German Food Hygiene Ordinance (LMHV) and other legislation.

Stands providing food must therefore have a separate basin with hot and cold running water for washing hands; additional facilities for washing up; work surfaces, wall and surface areas with smooth, wipe-clean coverings; and adequate cooling facilities. Special requirements must be agreed in advance with the Erfurt Veterinary and Foodstuffs Supervisory Office (Tel.: +49 (0)361 655 1380).

6 Environmental protection

MEF is committed to pro-active environmental protection. As a contractual partner of MEF, event organisers / exhibitors are obliged to ensure that their contractors (e.g. stand builders) comply fully with all regulations and standards relating to environmental protection.



6.1 Waste management

The Waste Management Charter of the City of Erfurt requires exhibitors and event organisers to avoid creating waste and to sort rubbish (Charter for the Avoidance, Recycling and Disposal of Waste in the State Capital of Erfurt – Waste Management Charter [AbfwS] of 3 December 2015).

In accordance with the polluter-pays principle, event organisers / exhibitors are responsible for sorting waste at their stands. Event organisers / exhibitors are therefore responsible for the proper and environmentally acceptable disposal of all waste produced by them during the event and during the assembly and dismantling of their stands. The event organiser / exhibitor is deemed to be the party generating such waste. Appropriate collection bins will be available for the sorting of waste for the duration of the exhibition and during assembly and dismantling periods. Incorrect separation of waste, faulty removal of waste or failure to remove waste leads to unnecessary additional costs. If such breaches are identified, the offence will be brought to the attention of the competent authority, and the perpetrator will be charged for cleaning and disposal costs, along with a processing fee in the amount of €200.

The technical aspects of recycling and waste disposal are the sole responsibility of MEF and its designated contractors.

6.1.1 Waste disposal

The principles of recycling emphasise the importance of avoiding waste at exhibition venues. Event organisers / exhibitors and their contractors are required to make a positive contribution to achieving this aim at all stages of the event. This goal must be pursued from the planning stage onwards and in coordination with all concerned. In principle, materials used for the construction and operation of stands must be recyclable materials and/or those that minimise harm to the environment.

MEF is not obliged to have waste searched for items that may have been misplaced. Any materials left behind will be disposed of without their value being assessed and at the event organiser's / exhibitor's expense, with a higher charge being payable.

6.1.2 Hazardous waste

Event organisers / exhibitors and their contractors (e.g. stand builders) are obliged to notify MEF of any waste whose nature, properties or quantity is particularly hazardous to health, the air or the water, or is explosive or combustible (e.g. batteries, lacquers/varnishes, solvents, lubricants, paints, etc.) and to arrange for its proper disposal by the designated contractors.

6.1.3 External waste

Materials or waste that are not connected with the event or with stand assembly / disassembly must not be brought into the exhibition grounds.

If such breaches are identified, the offence will be brought to the attention of the competent authority, and the perpetrator will be charged for cleaning and disposal costs, along with a processing fee in the amount of €200.



6.2 Water, sewage and soil conservation

6.2.1 Oil and grease separators

Discharges into the water network may not exceed the pollutant level deemed normal for households.

Where water containing higher than normal levels of oil and grease is disposed of, oil and grease separators must be used. These must comply with generally accepted technical standards.

It is prohibited to dispose of waste water in wash basins, urinals, toilet bowls or toilet areas, by running off into external areas or green or outdoor areas. It is prohibited to introduce the following pollutants to waste water:

- Grease and oils, or waste water that is heavily contaminated with such pollutants
- Food waste
- Fuels and lubricants, or waste water that is heavily contaminated with such pollutants
- Explosive materials (liquefied gas)
- Concentrated cleaning agents
- Acids and alkalis, or waste water that is heavily contaminated with such pollutants
- Faeces

Any event organisers / exhibitors distributing food samples for immediate consumption or selling food and drink on the premises in the context of an event on the exhibition grounds must equip their stand with a wash basin with warm water and a waste water drain connection. Since it must be assumed that food waste water in principle contains oil and grease, an oil and grease separator is essential for such stands.

Mobile catering units must ensure that oil and grease is collected separately and taken to the appropriate disposal point. Water supply connections and waste water connections with or without grease separators will be installed by MEF and their contractors on receipt of the relevant order.

The illegal disposal of waste water ("tipping") in site buildings and outdoor areas, in rainwater run-off or drainage systems is prohibited. If such breaches are identified, the offence will be brought to the attention of the competent authority, and the perpetrator will be charged for cleaning and disposal costs, along with a processing fee in the amount of €200.

6.2.2 Cleaning/cleaning agents

All cleaning work must be done using biologically degradable products. Cleaning agents containing any agent that poses a risk to health may only be used in exceptional cases and as laid down in the regulations.

Sanitary system washing facilities are to be used solely for the maintenance of hygiene. The cleaning of containers, tools or other items in toilets or washrooms is prohibited.



Areas on the exhibition grounds will be cleaned by the contractor. It is prohibited to contract other staff to clean the building.

6.3 Environmental pollution

Any environmental damage or pollution (e.g. by petrol, oil, solvents, paints) must be reported to MEF without delay.

7 Legal provisions

7.1 Equality of language

References to persons and functions apply equally in masculine and feminine forms.

7.2 Validity

The MEF Technical Regulations as amended are subordinate to MEF general regulations.

Comparable third party documents are subordinate to the MEF Technical Regulations as amended in terms of content and effect.

In the event of any changes in responsibilities, accountabilities or circumstances relating to subsections or points above, the validity of the remaining provisions shall remain unaffected.

7.3 Entry into force

These Technical Regulations enter into force on _____. MEF reserves the right to make amendments to them at any time.

Michael Kynast
Managing Director