

# Safety Terms and Conditions for Trade Fairs and Exhibitions

[Last updated July 2009]



**Scope of application:** EXPO XXI Köln has compiled these technical safety terms and conditions for trade fairs and exhibitions with the aim of enabling all concerned to enjoy a successful, safe event. These terms and conditions are based upon statutory and government requirements and are binding minimum standards that apply to all exhibitors. Compliance with these terms and conditions will be monitored by EXPO XXI Köln, the event organizer, and third parties commissioned for this purpose.

Operation of an exhibition booth may be prohibited in whole or in part, in the interests of all participants in an event, if safety deficiencies that have been identified are not remedied by the beginning of the event.

**1. Vehicular access to the outdoor premises:** The rules of the road (*Strassenverkehrsordnung*, STVO) apply on the entirety of the outdoor premises. Vehicular access to the outdoor premises by means of vehicles of all kinds is at the vehicle operator's own risk. All vehicles are limited in height to 4.00 m and the speed limit for all vehicles is 10 km/h. EXPO XXI Köln has the right to inspect the loading spaces of motor vehicles and any and all containers brought onto the premises by persons upon such vehicles' and/or persons' entering and exiting the premises.

**2. Vehicular entry rules during setup:** During the official setup and dismantling times, vehicles may access the premises in accordance with the provisions that follow. Outside of these times, vehicular access to the premises, and parking of vehicles over night, are categorically prohibited.

All vehicles that intend to use the outdoor premises for delivery and pick-up must be reported to the security staff of EXPO XXI Köln. Depending on the delivery situation, vehicles may be asked to park outside the premises.

Depending on the decision of the authorities responsible for maintaining public order (fire department, police, office of public order) and the progress of setup and dismantling work, EXPO XXI Köln may be obligated, under some circumstances, to temporarily close the premises to vehicle traffic, even during the day, in order to prevent traffic jams on the premises.

**3. Forklifts and related vehicles:** The only forklifts and related vehicles that may be used in the Exhibition and Event Hall are those that are electric or gas-operated. The permissible floor loading in the Exhibition and Event Hall, which is 1.5 t per square meter or 500 kg for an area of 30 x 30 cm, must not be exceeded. No forklifts or related vehicles may be used in the Entrance Hall or in the Conference Center.

**4. Fire lanes, no stopping and no parking zones:** The vehicle access route to the Exhibition and Event Hall and the open spaces in front of the hall gates and hall entrances must be kept clear as emergency access routes and must not be restricted by setup materials, means of transportation, vehicles, construction components, or other objects. An area of not less than 4.00 m in width must be kept clear in front of the gates for the emergency response vehicles of the fire department. Parking motor vehicles in the loading dock area, on the outdoor premises of Deutsche Bahn (the German federal railway network), or in the Exhibition and Event Hall is generally prohibited. Unauthorized vehicles or trailers parked, or vehicles propped up, will be removed at the owner's expense (including without prior notice).

**5. Loading and unloading:** All vehicles are permitted to enter the loading dock area of the Exhibition and Event Hall only for loading and unloading and must be removed from the premises immediately following the loading process. No more than three vehicles may be in the loading dock area at any one time. The access route to the ground-level ramp to the Exhibition and Event Hall must absolutely be kept clear. Parking in the loading dock area of the Exhibition and Event Hall, on the outdoor premises of Deutsche Bahn, or in the Exhibition and Event Hall is strictly prohibited. Access to the loading dock area or to the outdoor premises of

Deutsche Bahn by means of passenger car or truck is permitted only by arrangement with the security staff of EXPO XXI Köln. Loading and unloading trucks and delivery vans weighing up to 2.5 t is possible via the uppermost parking level of the adjacent parking structure, by arrangement with the parking structure operator.

**6. Parking spaces for passenger cars and trucks:** The parking structure adjacent to the EXPO XXI Köln is operated separately. Exhibitors and event organizers have the option of leasing up to 400 parking spaces (height limit 1.90 m, uppermost parking level not covered) there (see service manual).

There is no parking space for trucks, trailers, buses, or delivery vans on the event premises. Alternate areas are described in the service manual. The event organizer must inquire as to the availability of these external parking options before setup begins.

**7. Setup and dismantling work:** All setup and dismantling work must be conducted only within the framework of the applicable provisions of occupational safety and health law, trade and commerce regulatory law, and law governing places of assembly. The exhibitor, and the service contractors commissioned by it, are responsible for compliance with these laws and regulations. The exhibitor, and the service contractors commissioned by it, are required to ensure that no hazards arise during their setup and dismantling work with respect to other exhibitors and their own service contractors. Insofar as necessary, they are required to designate a coordinator who is responsible for aligning the tasks to go together. In the event of violations of the statutory provisions, the event organizer, EXPO XXI Köln, and/or the appropriate government agencies may order the discontinuation of the work.

**8. Safety equipment:** Fire alarms, hydrants, fire extinguishers and lines, smoke vents, release points for smoke extraction systems, smoke alarms, telephones, telephone switchboards, as well as the air intake and exhaust air openings of the heating and ventilation system, informational signs applying to all of the above, and the green emergency exit signs must be accessible and visible at all times; they must not be blocked, covered, or otherwise obscured.

**9. Exits and hall aisles** are emergency access routes must be kept clear at all times. Doors along emergency access routes must be easy to open from the inside to their full width. Emergency access routes, exit doors, escape routes, and devices marking them must not be blocked, covered, or otherwise obscured. Corridors must not at any time be restricted by objects placed within them or jutting into the corridor. All corridors serve as emergency access routes in case of emergency.

**10. Booth area:** The booth area indicated in the booth confirmation shall be labeled by the event organizer upon the exhibitor's request. The booths must be constructed upon this base area. The exhibitor must assume that there will be minor deviations in the booth's dimensions. These deviations may result from, among other factors, the varying thicknesses of the partition walls used. Pylons, wall nosings, partition walls, distribution boxes, fire extinguisher equipment and fixtures and other technical equipment and fixtures are components of the booth areas allocated. Therefore, the only valid measure of the location, placement, and measurements of the leased space, and any equipment or fixtures that may be installed therein, is the local survey.

**11. Secure construction:** Exhibition booths, including equipment and fittings and exhibits, as well as advertising materials, must be constructed such that they stand securely and there is no danger to life or health or to safety and public order. The exhibitor is responsible for ensuring the structural stability of the booth, and must, where applicable, furnish proof thereof. As to the requirements concerning secure construction, please also see the Landesbauordnung [State Construction Ordinance] and the VStättVO (Versammlungsstättenverordnung) [Regulations on Places of Assembly].

**13. Exhibition booths and special structures subject to approval:** all multiple-floor exhibition booths, mobile booths, and special structures or constructions must be presented to the event organizer for approval. To this end, a testing log or an audited set of structural engineering specifications for the construction must be submitted.

**14. Vehicles and containers** on the outdoor premises of EXPO XXI Köln are always subject to approval. Parking and/or use of motor vehicles must be announced in a timely fashion and all the relevant permits and authorizations must be obtained. To minimize the risk of fire as much as possible, the amount of fuel kept in the tank must be limited to the amount necessary. The remaining volume of

the tank must be filled with inert gas (e.g., nitrogen) upon the request of the authorities.

**15. Booth construction materials:** Highly flammable materials and materials that drip when exposed to flame or emit toxic gases may not be used for booth construction. In individual cases, special requirements may apply to load-bearing structural parts for safety reasons. The requirements of the DIN 4102 (behavior of construction materials and elements in case of fire) and/or EN 13501-1 standards must absolutely be observed and complied with.

**16. Carpets:** If the lessee lays carpets or decorative materials directly on the hall floor, it must do so such that no risk of slips, trips, or falls arises for any person. Carpets and other floor coverings must be placed such that they are accident-safe and may not extend beyond the boundaries of the booth. Adhesive markings, carpet-affixing devices, and similar items may be affixed only with special carpet-laying tape that can be removed without leaving a residue. Self-adhesive carpet tiles are not permitted. All materials used must be removed without leaving residue. The same applies to substances such as oils, greases, paints, and similar items. The hall floors may not be painted or otherwise covered with any sticking or adhesive substance.

**17. Floor protection:** Anchors and affixing devices within the floor are not permitted. Setting up damp objects, or objects in which any liquid will soak through, is prohibited. Any moisture leakage must be eliminated immediately.

**18. Glass and acrylic glass:** The only glass that may be used is safety glass (*Sicherheitsverbundglas*). Edges of glass panes or panels must be treated or protected such that there is no risk of injury. Structural components consisting entirely of glass must be marked at eye level. The requirements set forth in the Technische Regeln für die Verwendung von absturzsichernden Verglasungen (TRAV) [Technical Rules for the Use of Safety Glass] must be complied with for all constructions made of glass.

**19. Exits from booths surrounded by other structures:** Booth areas occupying more than 100 m<sup>2</sup> of floor space, and those with unclear layouts, must have at least two separate exits/emergency access routes located opposite each other. The walking distance from every position within an exhibition space to an aisle within the hall must not be more than 20 m.

**20. Landings / platform protectors:** Areas that are generally accessible by pedestrians and are immediately adjacent to areas that are lower must be protected by way of railings if there is any danger of falls.

**21. Nails, hooks, holes, and transportation of loads:** Driving of bolts and anchors as well as drilling or knocking of holes in hall floors, walls, and ceilings is not permitted. Heavy loads, lifting equipment, and crates may be transported within the premises only via rolling carts or lifting carts equipped with rubber tires. Skid marks caused by rubber abrasion must be avoided and, where applicable, eliminated.

**22. Floor loads:** The parts of the hall and technical equipment and fixtures must not be subject to excessive loads, either due to booth structures or due to exhibits:

Premises	Floor Material	Area Load	Point Load
Exhibition & Event Hall	Shotcrete	1.5 t/m <sup>2</sup>	500 kg
Entrance Hall	Natural stone tiles	500 kg/m <sup>2</sup>	500 kg
Conference Rooms	Carpet	500 kg/m <sup>2</sup>	500 kg
Event Loft	Floor pavement	2.0 t/m <sup>2</sup>	0 kg

**22. Bodenbelastungen:** Hallenböden und technische Einrichtungen dürfen weder durch Standaufbauten noch durch Exponate übermäßig belastet werden. Die nachfolgenden Werte sind Maximalwerte und dürfen nicht überschritten werden:

Räumlichkeiten	Bodenmaterial	Flächenlasten	Punktlasten
Veranstaltungshalle	Spritzbeton	1,5 t/m <sup>2</sup>	500 kg
Eingangshalle	Natursteinfliesen	500 kg/m <sup>2</sup>	500 kg
Konferenzräume	Teppich	500 kg/m <sup>2</sup>	500 kg
Event Loft	Estrich	2,0 t/m <sup>2</sup>	0 kg

Der Aussteller ist verpflichtet EXPO XXI Köln unverzüglich anzuzeigen falls die vorstehenden Maximalwerte erreicht werden. Er hat EXPO XXI Köln auf Anforderung schriftlich nachzuweisen, welche Flächen bzw. Punktlasten erreicht werden. Wird der schriftliche Nachweis nicht oder nicht eindeutig geführt, ist EXPO XXI Köln berechtigt auf Kosten des Ausstellers einen statischen Nachweis von einem anerkannten Statikbüro einzuholen.

**23. Suspension of hanging loads:** All hanging loads must be installed in accordance with the structural engineering specifications for the hall, which can be obtained upon request from EXPO XXI Köln. If the hanging loads permitted under the structural engineering specifications for the hall are changed or exceeded, the event organizer must, at its own expense, ensure that a structural engineering certificate is prepared by a licensed structural engineering firm. Should EXPO XXI Köln determine that the suspension was not carried out in accordance with the structural engineering specifications, the item suspended may be removed at the event organizer's expense and risk.

**23. Abhängungen, Hängelasten:** Sämtliche Hängelasten sind gemäß der Hallenstatik, die bei der EXPO XXI Köln angefordert werden kann, anzubringen. Werden die Hängelasten der Hallenstatik verändert oder überschritten, hat der Veranstalter auf eigene Kosten für einen statischen Nachweis von einem anerkannten Statikbüro zu sorgen. Der Veranstalter hat EXPO XXI Köln auf Anforderung schriftlich nachzuweisen welche Hängelasten von seinen Einrichtungen ausgehen. Ist er dazu nicht in der Lage, kann EXPO XXI Köln die Abhängung untersagen. Sollte EXPO XXI Köln feststellen, dass die Hängung nicht entsprechend der Statik ausgeführt wurde, so kann sie zu Lasten auf Kosten und Risiko des Veranstalters verändert oder entfernt werden.

**24. Electrical connections:** Only contract partners of EXPO XXI Köln are permitted to install electrical connections. The materials listed in the service manual are available for rent. Orders for these materials must be accompanied by a floor plan showing the desired placement of the connections.

**25. Electrical booth installation:** Only the contract partner of EXPO XXI Köln is permitted to install the main electrical connection for a booth. The event organizer itself is responsible for occasioning the performance of any and all electrical work within the booth. Pursuant to § 3 of the BGV A3 accident prevention regulations, "Electrical Systems and Operating Materials," the exhibitor or event organizer, as the case may be, is responsible for ensuring that electrical systems and operating materials are not modified, serviced or maintained, or operated by any person other than a trained electrician.

**26. Water and wastewater installation:** Every booth that is to have a water supply or wastewater disposal line shall receive one or more connections. Only the contract partner of EXPO XXI Köln is permitted to install such connections. Orders for these connections must be accompanied by a floor plan showing the desired placement of the connections. To prevent water damage, the built-in cutoff valve must be closed before leaving the booth.

**27. Compressed air installation:** No compressed air systems are installed on the premises of EXPO XXI Köln. If these types of systems are needed, EXPO XXI Köln must be informed thereof by no later than six weeks before the beginning of the event. Depending on air output and noise generation, the location may be set within the booth area or outside of the space. EXPO XXI Köln reserves the right to inspect the installation at the event organizer's expense.

**28. Gas installation:** Gas installation is possible on a limited basis, in the Exhibition and Event Hall only and subject to certain conditions. The prior approval of EXPO XXI Köln is required for operation of gas-powered systems and equipment.

**29. Decoration materials:** Decoration materials must be highly flame-resistant, rated at least B1 according to DIN 4102 or at least Class C pursuant to EN 13501-1. The property of being "highly flame-resistant" may be achieved subsequently through the use of a flame retardant, but this applies to part of these materials only. The flame retardants used must be officially approved. Confirmation of the materials' high flame resistance, or that the materials have been impregnated with flame retardant substances in accordance with the regulations, must be kept available at the booths for review at any time.

**30. Use of balloons and flying objects:** Use of balloons filled with safety gas and of other flying objects within the EXPO XXI Köln space and outdoors on the premises requires the written approval of EXPO XXI Köln.

**31. Trees and plants:** Decorations made of natural plant materials may be placed within the venue only as long as they remain fresh. Bamboo, reeds, hay, straw, wood chips or bark mulch, peat, trees (including evergreen trees) without baling, and similar materials do not meet the foregoing requirements. EXPO XXI Köln will decide as to any exceptions that are permitted.

**32. Waste, recycling, garbage containers:** No recycling or garbage containers made of flammable materials may be placed within the booths. Recycling and

garbage containers within the booths must be emptied regularly and must be emptied no later than each evening after the event closes. If larger quantities of flammable waste are generated, such waste must be disposed of repeatedly during the day.

**33. Empty reusable containers, packaging:** Storage of empty reusable containers, packaging, and packing materials of any kind whatsoever within the booth and outside of the booth is prohibited. Empty reusable containers, packaging, and packing materials must be removed without delay.

**34. Prohibition of smoking:** No smoking is allowed anywhere in the entire place of assembly. Every exhibitor is responsible for complying with and enforcing the ban on smoking at that exhibitor's booth.

**35. Fire extinguishers:** EXPO XXI Köln recommends that appropriate, certified fire extinguishers be kept available at the booth.

**36. Pyrotechnic objects:** The use of pyrotechnic objects must be approved by the authorities and monitored by a person deemed suitable under the applicable laws concerning explosives. Evidence of the identity of the holder of the permit and the certificate of qualification must be submitted. The costs of obtaining the permits from the fire department and of securing the event in the case of use of pyrotechnic objects shall be borne by the exhibitor.

**37. Laser systems:** Operation of laser systems must be arranged with the event organizer. Laser systems must meet the requirements of DIN EN 60825-1, "Safety of Laser Equipment." Laser systems categorized in Classes 3b and 4 must be reported to the appropriate regulatory authority prior to initial operation (§ 5 of the BGV B2 accident prevention regulations, "Laser Radiation"). Written designation of a laser protection agent present on site must be included with such notice. Setup of laser systems falling under Classes 3b and 4 must be checked by an expert prior to initial operation, by arrangement with the regulatory authority (Staatliche Amt für Arbeitsschutz Köln).

**38. Fog machines:** Use of fog machines requires the approval of EXPO XXI Köln in order to prevent false fire alarms.

**39. Hotplates, spotlights, transformers:** For purposes of particular protection, all electrical devices that generate or emit heat must be placed atop non-flammable, heat-resistant, asbestos-free surfaces. Sufficient distance must be maintained between these devices and flammable materials in accordance with the amount of heat emitted. Lighting devices may not be attached to decorations or similar materials. Electrical cooking devices and other items of equipment that give rise to dangers if operated without supervision must be turned off at the end of the daily opening hours. Use of any and all types of hotplates must be reported to the event organizer and EXPO XXI Köln in writing.

**40. Advertising materials / advertising:** Independent advertising actions outside of an exhibitor's own booth (e.g., distribution of brochures, posting of advertising signs) is permitted only with the approval of the event organizer and EXPO XXI Köln.

**41. Acoustic and visual performances:** Operation of acoustic systems, as well as audiovisual presentations of any kind, by exhibitors requires the approval of the event organizer, which must be requested in writing. The noise level must not exceed 60 dBA in the case of musical performances. In the event of repeated non-compliance with these provisions, the supply of electricity to the exhibitor's booth may be interrupted irrespective of the associated shutdown of the booth systems. The exhibitor shall have no claim to reimbursement for the costs of any damage or loss, whether direct or indirect, incurred as a result of interruption of the electricity supply. The burden of proof with respect to compliance with the regulations lies with the exhibitor.

**42. Musical playback (GEMA):** For musical playback of all kinds, the relevant legal provisions (Urheberrechtsgesetz [Copyright Act]) require the authorization of the Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (GEMA). Unannounced musical playback may result in assertion of claims for damages by the GEMA.

**43. Explosive substances / munitions:** Explosive substances are subject to the Sprengstoffgesetz [Explosives Act], in the then-applicable version thereof, and may not be used or exhibited at trade fairs or exhibitions.

**44. Spray guns, nitrocellulose lacquers:** Use of spray guns and/or nitrocellulose lacquers is prohibited.

**45. Flammable liquids and gases** may not be used or stored in booths without the approval of the event organizer and EXPO XXI Köln. The same applies to the use of gas burners.

**46. Gasoline and petroleum** and related substances must not be used for cooking, heating, or operating purposes.

**47. Abrasive cutting work, work that generates heat, all work involving open flame:** Welding, cutting, soldering, grinding, and abrasive cutting work, and all other types of work involving open flame or sparks are prohibited and may be performed only outside the building.

**48. CE labeling of products:** Products that do not possess any CE certificate of conformity and do not meet the requirements set forth in § 4 Paragraph 1 or 2 of the Gesetz über technische Arbeitsmittel und Verbraucherprodukte (GPSG) [Act on Technical Working Materials and Consumer Products] may be exhibited only if a visible sign clearly points out that they do not meet such requirements and cannot be purchased within the European Union unless and until the corresponding conformity has been established. In the case of demonstrations, the necessary precautions for the protection of persons must be taken.

**49. Modification of booth or other structures that do not meet requirements:** Structures, items of equipment and fixtures, supplies, and decorations (materials) that are brought into the place of assembly, are not approved, and do not comply with these terms and conditions or the VStättVO, are not permitted to be set up within the place of assembly and must, where applicable, be disposed of or changed at the exhibitor's expense und auf Kosten. This also applies in the event that the event organizer provides a substitute. The closure of a booth, in whole or in part, may be ordered for good cause, particularly in the event of serious safety defects.

**50. Dismantling of exhibition booths:** Following dismantling, the exhibition spaces must be restored to their original condition. Damage to the hall, the equipment and fixtures therein, and/or the exterior premises caused by exhibitors or their agents or contractors must be reported to EXPO XXI Köln in all instances.

**51. Handling of waste:** Pursuant to the principles of the Kreislaufwirtschafts- und Abfallgesetz (KrW-/AbfG) [Closed Substance Cycle Waste Management Act], the generation of waste must be minimized as much as possible in the context of setup and dismantling and during the event. Unavoidable waste must be disposed of in an environmentally compatible manner (with recycling taking precedence over disposal). The event organizer is obligated to make an effective contribution in this regard.

The event organizer must ensure that all materials (decoration, packaging, etc.) as well as installed equipment and structures that are brought onto the premises of the place of assembly by the event organizer or its contractors are removed in full after the end of the event. Only substances and materials that cannot be reused (and thus become waste) may be disposed of via the disposal system of EXPO XXI Köln; such disposal is subject to a fee. If any waste that requires special treatment (waste subject to monitoring) is generated, EXPO XXI Köln must be informed thereof without delay and separate disposal thereof must be carried out.

**52. Wastewater:** Disposal of solid or liquid waste via the wastewater network (toilets, sewage drains) is strictly prohibited. If mobile foodservice equipment is used, care must be taken to ensure that fats and oils are trapped and disposed of separately.

**53. Environmental damage:** Environmental damage/contamination on the premises of EXPO XXI Köln (e.g., due to leaks of gasoline, oil, hazardous substances) must be reported to EXPO XXI Köln without delay.