

TRADE FAIR AND EXHIBITION REGULATIONS

Meistersingerhalle Nuremberg

last updated: June 2019

Content

| | |
|---|---|
| Scope of application | 2 |
| 1. Loading and unloading | 2 |
| 2. Parking for cars and trucks | 2 |
| 3. Stand space | 2 |
| 4. Accessibility | 2 |
| 5. Stand safety | 2 |
| 6. Exhibition stands and special structures subject to approval | 2 |
| 7. Stand construction materials and ceiling structures | 2 |
| 8. Carpets, adhesive tape, floor protection | 2 |
| 9. Floor loading | 3 |
| 10. Animals | 3 |
| 11. Spray guns, nitrocellulose lacquer | 3 |
| 12. Containers for waste, recycling and residual materials | 3 |
| 13. Empties, packaging | 3 |
| 14. Smoking ban | 3 |
| 15. Fire extinguisher | 3 |
| 16. Exits from extended stands | 3 |
| 17. Platform railings/balustrades | 3 |
| 18. Acoustic and visual demonstrations | 3 |
| 19. Electrical installations, water connection | 3 |
| 20. Devices generating and developing heat | 4 |
| 21. Combustible liquids and fuel pastes | 4 |
| 22. Ethanol and mineral oils, petrol, petroleum | 4 |
| 23. Musical reproduction (GEMA, GVL, artists' social security contribution) | 4 |
| 24. CE-marking of products | 4 |
| 25. Projects requiring permission | 4 |
| 26. Advertising material / advertising | 4 |
| 27. Changes to stand constructions and special structures that do not meet necessary requirements | 4 |
| 28. Dismantling of the exhibition stands | 4 |
| 29. Waste disposal/separation | 4 |

Scope of application

The present Trade Fair and Exhibition Regulations (hereinafter referred to as "Exhibition Regulations") apply to conferences, fairs, exhibitions and congresses for which exhibition stands are generally set up as single-storey (system) stands. The organiser and exhibitors admitted by him must observe and implement these Exhibition Regulations. These regulations form part of the contract concluded between the organiser and the Meistersingerhalle of the city of Nuremberg (hereinafter referred to as MSH). **The organiser must contractually oblige all exhibitors to apply these Exhibition Regulations as well as the "Safety Provisions for Events"**. In particular, it should be noted that commissioning an exhibition stand may be prohibited in whole or in part in the interest of all event participants if safety deficiencies have not been remedied by the start of the event. In case of any incongruences arising from the translation, the original German version shall prevail

1. Loading and unloading

Vehicles may only be driven in the loading areas of the event venue for loading and unloading and must be immediately removed following the loading process. Parking in the loading area is strictly prohibited. Cars and trucks may only be driven in the loading area or on the site upon consultation with MSH. The specifications regarding the maximum floor load capacity must be observed.

2. Parking for cars and trucks

There are designated parking spaces for trucks, trailers and vans on the event site. Prior to set-up, the organiser shall inquire about the availability of parking spaces.

3. Stand space

Based on the event and exhibition profile, MSH creates a floorplan showing possible stand areas and shares it with the organiser. According to this plan, the organiser allocates the stand spaces to his exhibitors. The stands must be set up within the floor spaces allocated for them. The organiser shall expect minor deviations in the stand measurements. These may result from differing thicknesses in stand partitions, among other things. Pillars, wall projections, ceiling joists, partitions, distribution boxes, fire extinguishing equipment and other technical equipment are part of the allocated stand areas. The on-site measurements shown at the stand area are the only ones valid for stand location, layout and dimensions as well as for any built-in units. Claims against the organiser and MSH due to deviations in the stand area as reported cannot be asserted. The placement of exhibits, stand units, etc., outside the stand area requires the express and written permission of the organiser and MSH. Stand areas are to be marked by the organiser. The execution of stand markings by MSH is possible against the assumption of costs.

4. Accessibility

MSH recommends that the exhibitions stands are created to be barrier-free (without steps/stairs, ramps on raised floors etc.).

5. Stand safety

Exhibition stands featuring equipment, displays and advertising media shall be soundly affixed so that they do not pose any danger to life, health, safety or public order. The exhibitor is responsible for the structural safety of the stand and may be required to provide proof of this. In cases of doubt, the organiser and MSH are entitled to commission a structural assessment at the expense of the exhibitor.

6. Exhibition stands and special structures subject to approval

As a general rule, any special structure over 3 metres high as well as any comparable special constructions must be submitted to the organiser and MSH for approval 5 weeks before the beginning of the event. As a rule, an inspection book or a structural audit must be submitted for the set-up.

7. Stand construction materials and ceiling structures

Stand construction materials and ceiling structures including ceiling grids must be flame resistant i.e. at least B1 as per DIN 4102 or at least class B/C s1 d0 according to EN 13501-1. MSH can request that a test certificate on the required properties of the materials be presented. Materials which are normally or easily flammable and materials that drip or form toxic gases may not be used for stand set-up. For safety reasons, special requirements may apply to load-bearing structural components in individual cases. Ceiling structures including ceiling grid may not encroach upon the fire protection equipment of the event venue or otherwise impede its efficacy.

8. Carpets, adhesive tape, floor protection

Carpets or other decorative material must be laid directly on the existing floors in such a way that there is no danger of slipping, tripping or falling. Carpets and other floor coverings shall be laid to protect against accidents and may not project beyond the boundary of stands. The connection of stand areas with floor coverings is subject to approval and must be carried out in such a way that there is no danger of tripping or other accidents in the aisle.

Adhesive markings, carpet fixations and the like may only be laid with special adhesive tape that can be removed without leaving any residue. For areas with parquet flooring, only the adhesive tape provided by MSH for a fee is permitted. This must first be applied to the hall floor to ensure residue-free removal of the double-sided adhesive tape. Adhesive tapes must always be removed by being pulled back, as this is the only way the tensile force acts on the tape and not on the floor.

Anchors and fixings in the ground are not permitted. It is forbidden to set up any wet objects, whether moist or soaking. Escaping moisture must be removed immediately. When installing refrigerators and mobile counters, a watertight collecting device must be provided. Heavy loads, lifting equipment and boxes may only be transported in the premises with rubber-tyred trolleys or lift trucks. Skid marks caused by rubber abrasion must be avoided and removed if necessary. Cleaning or repair costs arising from violations of these provisions shall be borne by the perpetrator.

9. Floor loading

Parts of the hall and certain pieces of technical equipment cannot bear excessive loads. Before bringing heavy objects into the building, the exhibitor is obliged ask the operator about the maximum loading capacity of the floor in the corresponding area.

10. Animals

Animals may not be brought into the event venue. The only exceptions are guide dogs, dogs for the blind and service dogs.

11. Spray guns, nitrocellulose lacquer

The use of spray guns and nitrocellulose lacquer is prohibited.

12. Containers for waste, recycling and residual materials

Containers for waste, recycling and residue consisting of combustible materials are not allowed in exhibition stands. Other waste, recyclable and residual material containers in the stands must be emptied regularly, at the latest every evening after the end of the exhibition.

13. Empties, packaging

It is not allowed to store empties, packaging and packaging materials of any kind in the exhibition stands or in the rooms outside of the exhibition stands. Empties, packaging and packaging materials must be removed immediately.

14. Smoking ban

Smoking is generally prohibited in the closed rooms of the event venue. All exhibitors must observe the smoking ban at their exhibition stand.

15. Fire extinguisher

We recommend the provision of suitable and certified fire extinguishers at the exhibition stands. In individual cases, MSH, the building supervisory authority and the fire brigade can demand the provision of additional extinguishers at the organiser's expense.

16. Exits from extended stands

Stand areas with a floor space of more than 100 m² or unclear layout must have at least two separate, clearly marked exits / escape / rescue routes which are located opposite one another. The walking distance from any point within an exhibition area to a hall aisle may not exceed 20 metres.

17. Platform railings/balustrades

Generally accessible areas directly adjacent to areas with a drop-off of 0.20 m or more must be surrounded by balustrades.

18. Acoustic and visual demonstrations

The operation of acoustic systems and audio-visual presentations of any kind by the exhibitors require the prior consent of the organiser or MSH. The noise level of musical performances must not exceed 60 dBA. If these regulations are repeatedly violated, the power supply to the exhibitor's stand may be interrupted without regard to any resulting effects to the stand as a whole. The exhibitor is not entitled to claim compensation for direct or indirect damages caused by such an interruption of the power supply.

19. Electrical installations, water connection

Connections to the existing water supply networks are only available in certain areas and for safety reasons may only be established by MSH or qualified specialist personnel commissioned by them. The costs of the corresponding connection shall be paid by the organiser to MSH and by the exhibitor to the organiser. Any technical equipment at the exhibition stand must comply with the generally recognised engineering standards. All conductive stand constructions must be connected to the equipoten-

tial bonding system against payment. Electrical equipment must comply with the latest safety regulations of the Association of German Electrical Engineers (VDE). VDE 0100, 0128 and ICE 60364-7-711 must be observed.

20. Devices generating and developing heat

For special protection, any heat-generating or heat-emitting electrical devices must be installed on a non-combustible, heat-resistant, asbestos-free base. Depending on the heat emission, sufficient distance from combustible materials must be ensured. Lighting fixtures must not be attached to decorations or the like. Electrical cooking devices and other devices that may pose a hazard during uncontrolled operation must be switched off at the end of daily opening hours. The organiser and MSH shall be informed in writing about any use of hotplates.

21. Combustible liquids and fuel pastes

Combustible liquids and fuel pastes may not be used or stored in the exhibition stands without permission from MSH. The use of combustible gases and their consumption (e.g. gas burners) of any kind is prohibited.

22. Ethanol and mineral oils, petrol, petroleum

Ethanol, mineral oils, petrol and petroleum, etc., may not be used for cooking, heating or for operational purposes.

23. Musical reproduction (GEMA, GVL, artists' social security contribution)

The exhibitor alone shall be responsible for timely registration with GEMA (Society for musical performing and mechanical reproduction rights) or with GVL (Society for the application of neighbouring rights [with limited liability]) and for the payment of fees for the performance or reproduction of works protected by neighbouring rights in due time. Unregistered music reproductions may result in claims for compensation. The exhibitor must take into account the artist's social security contribution for artistic performances.

24. CE-marking of products

Products that do not have a CE conformity certificate and do not meet the requirements of § 3 of the German Act on Product Safety (ProdSG) may only be exhibited if a visible sign clearly indicates that the product does not meet these requirements and cannot be purchased until the corresponding requirements have been met. During a demonstration, the necessary precautions (barriers) for the protection of persons must be taken.

25. Projects requiring permission

The use of pyrotechnics, fog machines, compressed gases, radioactive materials, laser systems, high frequency systems, radio systems and X-ray systems is only possible after prior agreement by and approval from MSH and possibly from the responsible authorities as well.

26. Advertising material / advertising

Independent advertising campaigns outside one's own stand (e.g. distribution of brochures, installation of advertising signs) is only permitted with the consent of the organiser and MSH.

27. Changes to stand constructions and special structures that do not meet necessary requirements

Any superstructures, installations, equipment, or decorations (materials) brought in which are not approved or otherwise do not comply with these provisions or with the VStättV are not permitted to be set up in the event venue and will be removed or modified at the exhibitor's expense if necessary. This also applies to a substitute performance by the organiser. The partial or complete closure of a stand may be ordered for good cause, in particular in the event of serious safety deficiencies.

28. Dismantling of the exhibition stands

After dismantling, the original condition of the exhibition areas must be restored. Adhesive tapes must be removed without leaving any residue. Any remaining waste and packaging and items are to be disposed of at the expense of the organiser. For damage to ceilings, walls, floors and installation equipment, the organiser and the party causing the damage shall be liable. The exhibitor must immediately report any damage or pollution caused by the exhibitor or parties commissioned in the premises of MSH or to MSH's equipment, including the outdoor facilities, to the organiser.

29. Waste disposal/separation

The exhibitor must ensure that packaging materials and waste is not stored in the premises of MSH during the event. The generation of waste within the framework of set-up/dismantling and during the event is to be avoided to the greatest extent as possible and in accordance with the principles of the German Closed Substance Cycle and Waste management Act. Waste that cannot be avoided must be disposed of in an environmentally friendly manner (recycling rather than disposal). The organiser is obliged to contribute effectively to this process. The organiser must ensure that all materials (ornaments, packaging, decorations etc.), installations and superstructures brought to the event venue by him or his contractors are entirely removed after

the end of the event. Only cloths and materials that cannot be reused (and thus become waste) must be disposed of against payment via the MSH disposal system. MSH must be notified immediately of any hazardous waste (waste requiring special supervision) and separate disposal must be arranged through MSH against payment.

last updated: June 2019