

Event Terms and Conditions

Part III. Technical guidelines for trade fairs and exhibitions

Preliminary remarks

Hannover Congress Centrum (hereinafter: HCC) has adopted the following guidelines for trade fairs and exhibitions with the aim to ensure that the event proceeds safely and successfully for the benefit of all participants. The technical guidelines are based on statutory and administrative requirements and are binding minimum standards for all exhibitors and event organisers. Compliance with the guidelines is verified by the employees of the HCC, the Event Organiser and commissioned third parties.

The responsible buildings authorities and fire protection authorities are, in addition to the HCC, entitled to verify compliance with the provisions at any time and to impose additional requirements on a case-by-case basis. The commissioning of an exhibition stand can be prohibited entirely or in part for the benefit of all participants of the event.

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1. Set-up and dismantling works: all set-up and dismantling works must be performed only in accordance with the applicable provisions relating to industrial safety, industrial codes and public assembly facilities. The exhibitor and the service companies commissioned by the exhibitor are responsible for complying with the provisions. The exhibitor and the service companies commissioned by the exhibitor must ensure that their set-up and dismantling works do not lead to mutual hazards for other exhibitors and their service companies. As far as necessary, they must appoint a coordinator, who shall coordinate the respective works. In the event of violations of the statutory provisions or of the technical guidelines, the Event Organiser, the HCC or the responsible authorities can order the works to cease.

2. Stand numberings: the Event Organiser will assign stand numbers to all stands. The stand numbers must be attached to the stand in a visible location throughout the entire course of the event.

3. Company name/Facework labelling: the name and address of the exhibitor must be attached to the stand in a manner and size that is visible for everyone.

4. Stand space: the stand space indicated in the stand confirmation will be marked by the HCC. The stands must be set up on this floor space. The exhibitor must expect minor deviations in the stand dimensions. These may result from varying thicknesses of the partition walls, etc. Pillars, wall projections, partitions, distribution boxes, fire extinguishing equipment and other technical equipment form part of the allocated stand spaces. As regards the location, position, dimensions and any installations on the hired space, only the actual local dimensions are valid. No claims may be asserted against the HCC based on deviations from the stand confirmation.

5. Appearance: the exhibitor is responsible for the design of the stand. Closed walls adjacent to visitor passages must be agreed with the Event Organiser. Back walls of stands that border on neighbouring stands must remain neutral so as not to impair the design of that neighbouring stand. The exhibitor must, at their own expense, ensure that the design of the partition/demarcation with the neighbouring stands is seamless and flawless. Should the exhibitor fail to do so, the facework to cover the joint to the neighbouring stand will be executed at the expense of the defaulting exhibitor.

6. Structural stability: exhibition stands, including furnishings and exhibited items, as well as advertising media, must be erected with sufficient structural stability to ensure that they do not present a risk for safety and public order. The exhibitor is responsible for the structural stability of the stand and must provide proof thereof, if so required. In case of doubt, the Event Organiser and the HCC are entitled to commission an expert structural analysis at the expense of the exhibitor. The requirements relating to structural stability are stipulated further in the German State Construction Code [LBauO] and the German Lower Saxon Public Assembly Facilities Ordinance [NVStättVO] in the current versions.

7. Accessibility: the HCC recommends a barrier-free design of the exhibition stands (without steps/stairs, ramps for raised floors, etc.).

8. Heights of structures: the permitted height of stands is generally 2.50 m, which may not be exceeded, unless the particular position of the stand permits it and the HCC has approved it in writing.

9. Exhibition stands not requiring approval: based on the assumption that the technical guidelines have been complied with in the design and execution of the stand, it is not necessary to submit drawings for approval for one-storey stands with a maximum height of 2.50 m within the halls.

10. Exhibition stands requiring approval and special structures: all exhibition stands with a height of more than 2.50 m, mobile stands, special structures and constructions require approval. Vehicles and containers within halls also always require approval. Vehicles with combustion engines may be exhibited in the halls only with an empty fuel tank. The battery must be disconnected, and the fuel tank must be locked. The vehicle keys must remain in the HCC building for the duration of the event. Other safety precautions, such as inertising the tanks, remain reserved under certain circumstances.

11. Inspection and release of exhibition stands requiring approval: for all stands and structures in excess of 2.50 m, two copies of stand plans in German with measurements at a minimum scale of 1:100 with floor plans and perspectives must be submitted to the HCC for approval, at least six weeks before the start of the event. After review, one copy of the stand plans will be returned to the exhibitor/stand builder with the certification of approval. The stand structure is released for execution only with the HCC's certification of approval.

For the approval of:

- structures with two or more storeys,
- cinema halls or auditoriums,
- structures in the outdoor exhibition area,
- special constructions,

two copies in German of the following documents are required at least six weeks before the start of the set-up:

- a) checked structural calculations according to German standards
- b) construction description
- c) stand construction drawings in the scale of 1:100 (floor plans, perspectives, sections), construction details on a larger scale
- d) Upon presentation of a type test/test book, points (a) and (b) do not apply.

The costs of the construction approval process will be charged to the exhibitor/stand builder.

12. Construction materials of stands and ceiling structures: stand construction materials and ceiling structures, including ceiling grids, must be at least B1 in accordance with DIN 4102, or at least class B/C s1 d0, i.e. hardly flammable, in accordance with EN 13501-1. Submission of an official test certificate verifying that the materials comply with these properties may be requested by the HCC. Materials that are normally or easily inflammable, that drip while burning or generate toxic gases may not be used to build the stand. For safety reasons, special requirements may be imposed on a case-by-case basis. Ceiling structures, including ceiling grids, may not restrict or impair the effectiveness of the fire protection equipment of the Assembly Facility.

13. Posters/Signage: it is not permitted to apply or attach posters, signs, etc. on walls, doors, glass fronts and other surfaces of the building and its fittings. The Event Organiser may request permission from the HCC in writing to set up their own independently standing signage in general traffic areas to the function room provided to the Event Organiser, provided it is outside of escape routes or other blocked areas. All materials used by the Event Organiser or their commissioned representatives must be at least hardly flammable and are not insured.

14. Carpets, adhesive tape, etc.: if the event organisers/exhibitors or the people used by them to perform their obligations plan to place carpets or other decorative material directly on the floor, it must be ensured that the carpets/materials do not create a risk of slipping, tripping or falling for people. Carpets and other floor coverings must be installed in an accident-proof manner and may not protrude beyond the boundaries of the stand. The seams of floor coverings require approval and must be executed in a manner that does not create a stumbling block or other cause of accident in the corridor. **The floor covering may be fixed to the floor only with the following adhesive tape: Gaffer-Tape, Allcolor, Type 690 or double-sided adhesive tape with backing cloth, Fixxum, 233PO2SL**, which can be removed without leaving residues. Self-adhesive carpet tiles are not permitted. All materials used must be removed without residues. The same applies to substances such as oils, greases, paints and the like. The hall floors may not be painted. Anchors and fastenings are not permitted. Cleaning expenses resulting from violations of these provisions shall be borne by the Event Organiser.

15. Glass and acrylic: only laminated safety glass may be used. Edges of glass panes must be processed in such a way or protected to exclude any risk of injury. Components made fully of glass must be marked at eye level. Structures of glass must comply with the requirements of the memorandum 'Glass in stand structures', as well as 'Technical rules for the use of glazing as protection against fall [TRAV]'.

16. Meeting spaces, social rooms: spaces within the exhibition stand which are entirely enclosed (enclosed spaces) and do not have an optical or acoustic connection to the hall must be equipped with an optical and acoustic warning system to ensure that an alarm can be transmitted into the stand at any time. In exceptional instances, substitute measures may be approved.

17. Exits, escape routes, doors: stand areas with a floor space of more than 100 m² or with complex stand plans must have at least two separate exits/escape routes that are marked with afterglow on opposite sides, as a minimum. The walking line from any point in the stand to a hall corridor may not exceed 20 metres. The escape routes must be marked in accordance with the relevant provisions of DGUV-V 8 of the German statutory accident insurance funds. The use of swing doors, revolving doors, coded doors and sliding doors in escape routes is not permitted.

18. Handrails/Protective railing around podiums: generally accessible areas that are directly adjacent to areas that are lower than 0.20 m must be encircled by railing. These must be at least 0.90 m high and the hand rail must be able to support a horizontal load of at least 1.0 kN/linear metre.

19. Nails, hooks, holes and transport of heavy loads: bolts, anchoring devices and holes are not permitted on the hall floors, walls and ceilings. Heavy loads, materials to be lifted and boxes may be transported only with trolleys equipped with rubber wheels or lift tracks in the halls. The garden corridor located in the eastern side of the Niedersachsen hall is excepted from this. For the protection of the floor, no heavy loads or lift trucks may be driven on this corridor. Brake tracks resulting from rubber abrasion must be avoided.

20. Suspensions/Intervention in the building fabric: no elements of the hall or technical equipment may be loaded with stand structures or exhibition items. Hall columns/hall supports can be modified within the stand space without damaging the columns/supports within the limits of the height of the structure. Suspensions from the hall ceiling may be attached only with the dedicated technical equipment and only by the HCC or by specialist companies commissioned by the HCC. Please use the order form provided in the exhibitor catalogue.

21. Electrical installations/Water connection: connections to the existing supply system may be executed only by the HCC itself or the specialist companies approved and familiar with the Assembly Facility. It is also recommended that the specialist companies approved by HCC are used for similar works within the stand. All electrical equipment in the exhibition stand must be executed in accordance with the latest safety regulations of the Association of German Electrical Engineers [VDE]. In particular, the provisions VDE 0100, 0108, 0128, DGUV Regulation 3 and ICE 60364-7-711 must be observed.

22. Decorative materials: decoration materials must be at least B1 in accordance with DIN 4102 at least class C in accordance with EN 13501-1; in other words, they must be hardly flammable. The 'hardly flammable' property can be achieved only retrospectively for a part of these materials with a flame retardant agent. The flame retardant agents must be officially approved. The confirmation of the low flammability, or a compliant impregnation, must be kept available for inspection at the stands at all times.

23. Use of balloons and flying objects: the use of balloons filled with safety gas and other flying objects (e.g. drones) in the hall and in the outdoor exhibition area must be approved by the Event Organiser and by the HCC. It is in principle forbidden to operate drones while visitors are present. The operation of such flying objects may not obstruct or damage security elements at any time. For approval, the rules on the operation of a drone according to the 'Ordinance on the regulation of the operation of unmanned flying unmanned aircraft' (German Federal Law Gazette, Part I2017No. 17 of 06/04/2017) must be complied with.

24. Cut plants, trees and provisions on the presence of animals: plants may be used for decorative purposes only in fresh, green condition. If it becomes apparent during the exhibition that plants have dried out and are, therefore, more flammable, they must be removed. Trees must be cleared of branches up to a distance of 50 cm above the soil. **Deciduous and coniferous wood** may only be used with moist root bales. Bamboo, reed, hay, straw, bark mulch, peat or similar materials in general do not satisfy the above requirements. The use of animals at events, or events with animals, requires separate individual consultation with due consideration of the applicable provisions on animal welfare and the German Disease Control Act, as well as the corresponding statutory provisions relating to hygiene. The corresponding additional expense, such as special cleaning and obtaining approvals shall be borne by the Event Organiser.

25. Containers for rubbish, recyclable materials and residual waste: no containers for rubbish, recyclable materials and residual waste made of flammable materials may be set up within the stands. Containers for rubbish, recyclable materials and residual waste within the stands must be emptied regularly, at least every evening after the closing of the trade fair. If larger volumes of flammable waste are generated, they must be disposed of several times a day.

26. Empty containers, packaging: it is forbidden to store empty containers, packaging and wrapping materials of whatever nature within the stand and outside the stand in the hall. Any empty containers, packaging and wrapping materials must be removed without undue delay.

27. Smoking ban: a general smoking ban applies at the Assembly Facility. The smoking ban must be observed and enforced by each exhibitor at their stand.

28. Ashtrays:an express smoking ban applies in the halls; in the outdoor exhibition area, a sufficient number of ashtrays made of non-flammable material must be provided, and it must be ensured that they are regularly emptied.

29. Fire extinguishers: we recommend that suitable and inspected fire extinguishers are kept available at the stand. Double-storey stands and stands with a higher fire risk must be equipped with fire extinguishers. The HCC, the buildings supervision authority, or the fire brigade may require that additional extinguishing equipment be provided at the expense of the Event Organiser and the exhibitor on a case-by-case basis.

30. Pyrotechnics: pyrotechnical displays must be approved in advance by the HCC. When using pyrotechnics on the premises of the HCC, the exhibitor/stand builders must obtain approval from the regulatory authority. The use of pyrotechnical objects must be monitored by a qualified person in accordance with the law on explosives. Proof of the owner's permit and of the certificate of competence must be submitted. The object approval is attached to the packaging concerned (e.g. BAM-PI, BAM-PTI, etc.). In addition, the packaging must have the instructions for use printed on it in German. Pyrotechnical objects without approval or pyrotechnical objects of classes II, III or IV are not permitted.

31. Fires, candles: it is not permitted to use open fire, candles and fuel pastes in fair and exhibition stands.

32. Laser systems: the operation of laser systems must be notified and agreed with the HCC. When operating laser systems, the requirements of the German Industrial Safety Ordinance on artificial optical radiation 2006/25/EC/ and the German Ordinance on artificial optical radiation [OStrV], DIN EN 60825-1, DIN EN 12254 and for show lasers, the requirements of DIN 56912 and DGUV Information 203-036 'Laser equipment for show and projection purposes' must be observed. The responsible supervising authority must be notified of the use of laser systems of classes 3R 3b and 4 before commissioning, and such systems must be inspected, if so required, by a publicly appointed and sworn expert with regard to their technical safety clearance at the expense of the Event Organiser. The inspection certificate must be submitted to the HCC before the event. The notification must be accompanied by a written confirmation of the appointment of a laser protection officer who will be present at the location.

33. Fog machines: use of a fog machine requires approval by the HCC to prevent the fire detection system from triggering false alarms.

34. Other required approvals: the use of pressure gases, radioactive substances, high-frequency systems, radio systems and X-ray systems may be used only after prior consultation with and the approval of the HCC and any responsible authorities.

35. Hot plates, deep fat fryers, spotlights, transformers: as a special precaution, all heat generating and heat developing electrical devices must be mounted on non-flammable, heat-resistant, asbestos-free base. A sufficiently safe distance from flammable substances must be ensured in accordance with the development of heat. Light fixtures may not be attached to decorations or similar devices. Please do not forget to switch off electrical cooking equipment and other devices that may give rise to hazards in the event of uncontrolled operation at the end of the daily opening hours. According to the specifications of the fire brigade, the operation of deep-fat fryers in the building of the HCC is not permitted.

36. Advertising materials/Advertising: unauthorised advertising activities outside the exhibitor's own stand (e.g. distribution of brochures, use of advertising signs) is not permitted.

37. Acoustic and optical performances: the operation of acoustic systems and audio-visual performances of any kind by the exhibitor require the approval of the trade fair management, and applications must be submitted in writing. For musical performances, the noise level may not exceed 60 dBA. In the event of a recurring failure to comply with this provision, the power supply for the exhibitor's stand may be cut off without regard to any resulting breakdown of the supply to the stand. The exhibitor shall have no right to compensation for any direct or indirect damage incurred as a result of the interruption of the power supply. The exhibitor shall bear the burden of proof for compliance with the regulation.

38. Musical reproductions (GEMA, GVL and contributions to the Social Security Fund for Artists [KSK]): the Event Organiser is solely responsible for the timely registration and payment of the fees for the performance or reproductions of copyright-protected with GEMA (German Society for Musical Performance and Mechanical Reproduction Rights) or with GVL (German Society for the Exploitation of Performance Rights) and the KSK (Social Security Fund for Artists). Unregistered musical performances may give rise to claims for damages.

39. Explosive substances/Ammunition: explosive substances are governed by the German Explosives Act as amended and may not be used or exhibited at trade fairs and exhibitions. The same applies to ammunition for the purposes of the German Arms Control Act.

40. Spray guns, nitrocellulose lacquers: the use of spray guns and nitrocellulose lacquers is forbidden.

41. Flammable liquids and flammable gases may not be used or stored in the stands. The use of burners of any kind requires the express approval of the technical management.

42. Spirits and mineral oils (petrol, gas, petroleum, etc.) may not be used for cooking, heating or operational purposes.

43. Abrasive cutting/sawing works, hot-melt works and all works using an open flame: welding, cutting, soldering, grinding and cutting/sawing works, as well as other works associated with an open flame or flying sparks are forbidden. In exceptional cases, the HCC may issue, upon a written application accompanied by a description of the works, a permit for fireworks subject to special safety requirements (permit for works involving a fire hazard).

44. CE marking of products: products that do not have a CE certificate of conformity and do not meet the requirements pursuant to sections 4(1) or (2) of the German Product Liability Act may be exhibited only if a visible sign clearly shows that the products do not meet these requirements and can be purchased within the EU only once the corresponding conformity has been produced. In relation to performances, the necessary precautions (barriers) for the protection of people must be taken (cf. section 3(5) of the German Product Liability Act).

45. Changes to non-compliant stand constructions/special constructions: stand structures, furnishings, equipment and decorations (materials) brought into the hall, which have not been approved or which do not comply with the technical guidelines or the NVStättVO, may not be used in the Assembly Facility and must be removed or modified, if appropriate, at the expense of the Event Organiser. This shall also apply to execution by substitution on the part of the HCC. The partial or full closing of a stand can be ordered for a compelling reason, in particular for severe security defects.

46. Dismantling of the exhibition stand: after dismantling the stand, the exhibition spaces must be restored to their original state. Any remaining waste, packaging and stand construction materials must be disposed of at the expense of the Event Organiser. The exhibitor is liable for any damage to the ceiling, walls the floor or installation equipment. Adhesive strips must be removed without residue. The Event Organiser is responsible for complying with the contractually agreed times (especially the set-up/dismantling times). Violations/additional expenses will be charged to the Event Organiser, or, failing that, to the party committing the breach or causing the expense.

Damage to the hall, its equipment or to the outside facilities caused by the exhibitor or by the latter's commissioned agents, must be reported in any event to the HCC.

Stands that have not been dismantled, or exhibition items not cleared away will be removed and stored after dismantling at the expense and risk of the exhibitor. The HCC bears no liability.

47. Safety at work: all set-up and dismantling works must be executed with due consideration of the applicable industrial safety provisions and accident-prevention regulations, in particular DGUV-V 1 'Prevention', DGUV-V3 and DGUV-V17/18, as well as DGUV Information on 'Safety during events and stage productions' of the German statutory accident insurance funds. The Exhibitor and the companies commissioned by the Event Organiser are responsible for complying with the accident-prevention and industrial safety regulations. The exhibitor and the companies commissioned by the Event Organiser must ensure that their set-up and dismantling works do not give rise to a hazard for other people present at the Assembly Facility. Hazardous areas must be cordoned off and marked, if necessary, even if only for a short period. If necessary, the exhibitor must ensure appropriate coordination to prevent a risk for other people. If this is not possible, the exhibitor must temporarily suspend the works and report to the HCC.

48. Waste disposal and separation: to ensure environmentally-friendly disposal of the waste generated during the event, as well as during set-up and dismantling, we request the exhibitors to dispose of the waste separately according to waste fractions in the collection containers provided to this end. We wish to point out that we dispose waste to a 'customary extent'. We will dispose a disproportionately high volume of waste for a fee. This applies likewise to any special waste left behind by the exhibitor. In line with the principle of waste avoidance, recyclable materials should be used in the stand design and for the supplies in the stand.

Exhibitors who offer food and beverages for immediate consumption must use washable reusable dishes and cutlery, glasses and a reusable tablecloth. The use of plastic (even recyclable) or of paper dishes (even if biodegradable, uncoated) is not permitted. It is not permitted to serve beverages from cans or single-use bottles. Should these provisions be violated, the HCC reserves the right to impose sanctions up to a withdrawal of admission to the trade fair. Due to the considerable costs associated with their production, we request that exhibitors refrain from the use of edible serving dishes. Edible serving dishes are foodstuffs, and their use is not consistent with ethical considerations, as they are often disposed of as waste.

Please contact the HCC with any questions.