

# Technical Guidelines of RATL 2025

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## 1. Scope/preliminary remarks

These technical guidelines apply to the entire premises, including all buildings and outdoor exhibition areas.

Karlsruher Messe- und Kongress GmbH (hereafter referred to as Messe Karlsruhe) has issued these guidelines for trade fairs, exhibitions, congresses and other events, with the aim of enabling all those involved to participate in the event safely and successfully. The technical guidelines are based on statutory and regulatory requirements, and are binding minimum standards for all exhibitors and organisers. Employees of Messe Karlsruhe, the Organiser, and authorised third parties conduct inspections to ensure compliance with the guidelines. In addition to Messe Karlsruhe, the responsible building authorities and fire prevention departments are authorised to check compliance with the regulations at any time and to stipulate additional requirements in individual cases. For the safety of all event participants, the commissioning of an exhibition stand may be completely or partially prohibited if detected safety problems have not been rectified by the beginning of the event.

## 2. Organisational and general safety regulation

### 2.1 Assembly and dismantling times for the event

Assembly and dismantling times for the event can be found in the respective conditions of participation. Work may be performed in the halls and outdoor exhibition areas during the assembly and dismantling times. Exhibitors will be informed of any changes to these in good time.

### 2.2 Access during the event

During the event, exhibitors will have access to the exhibition spaces two hours before the start of the trade fair and up to one hour after the end of the trade fair. Exhibitors who, in justifiable, exceptional cases, have to work on their stand beyond this time require special written permission from the Organiser, who must coordinate this with the Operator (Messe Karlsruhe).

### 2.3 Driving on the site

Vehicles are only permitted to drive on the site during assembly and dismantling times and during the event itself upon the payment of a **security deposit of up to € 100.00**. Prior approval from the trade fair/exhibition management is required if an exhibitor has to drive a vehicle onto the Messe Karlsruhe site during the event.

Vehicles may make deliveries for the following periods:

Cars..... 2 hours

Vans..... 3 hours

Trucks..... 5 hours

The security deposit is forfeit if the delivery time is exceeded. The vehicles must leave the premises immediately after unloading.

In order to avoid traffic jams when loading and unloading exhibits, vehicles must be unloaded immediately and removed from the exhibition spaces and access roads. Parking is only permitted in the marked areas. The instructions of security personnel must be followed. The provisions of the German Road Traffic Act (*Strassenverkehrs-Ordnung*, StVO) apply throughout the premises. Vehicles must not exceed walking speed anywhere on the premises. Vehicles of all kinds are driven at the driver's own risk.

Messe Karlsruhe is entitled to inspect loading spaces in motor vehicles and containers carried by persons when entering or leaving the premises. Depending on the progress of assembly and dismantling activities, the premises may be closed temporarily for motor vehicle traffic. A route map is available at <https://www.messe-karlsruhe.de/en/locations-services/download-area/> or on the website of the respective event.

### 2.4 Parking on the site

Approx. 7,000 parking spaces for cars are available on the premises. Parking is only permitted in the marked areas and is at the owners' risk. Unlawfully parked vehicles, semi-trailers, containers and empties of any kind may be removed at the owner's own expense and risk. Messe Karlsruhe accepts no obligation to guard, monitor, keep safe or provide insurance coverage for vehicles parked on the premises. This also applies if a charge is levied for the use of parking spaces on the premises, if service personnel are present on the premises, or if the premises are monitored by video cameras. Messe Karlsruhe shall only be liable for damage to property and pecuniary losses if the Organiser suffers these due to gross negligence or intentional misconduct on the part of Messe Karlsruhe, or if Messe Karlsruhe has expressly guaranteed that such services be provided. Messe Karlsruhe shall bear no further liability for damages with the exception of liability for personal injury and in the case of violations of essential contractual obligations.

Due to the height limitation, the car parks P1 and P2 may only be used for cars with a total weight of up to 2.8 t and a height of under 2.10 m. The multifunctional space east/P3 may be used by all vehicles; a parking space may be allocated here for trucks and caravans/mobile homes. Persons may only stay overnight on the specified parking spaces of the multifunctional space/P3. This must be registered with and approved by the trade fair/event management or the Organiser in coordination with the Operator.

### 2.5 Fire brigade access zones, fire extinguishing equipment and facilities

Essential fire brigade access routes and manoeuvring areas marked by no stopping signs must be kept free at all times in their entirety. Driveways and transport areas on the outdoor exhibition area must not be obstructed with structures and other installations, including during the assembly and dismantling times. As fire brigade access routes, they must be kept free in their full width at all times. Vehicles and objects parked/placed on escape and rescue routes and in security areas will be removed at the owner's expense and risk. Fire extinguishing equipment and facilities, such as hydrants and emergency call points, along with other safety equipment in the halls and buildings, as well as in the outdoor exhibition area, must be accessible and visible at all times; they must not be obstructed, covered, altered or made inaccessible.

The current site map of the Karlsruhe Trade Fair Centre can be viewed here: <https://www.messe-karlsruhe.de/en/locations-services/download-area/>

## **2.6 Aisles, exits, emergency escape and rescue routes**

All aisles and exits shown in the hall and site plans on display are emergency escape and rescue routes. Emergency escape and rescue route plans for the outdoor exhibition area must be created and displayed for each individual event.

The full width of all escape and rescue routes must be kept free and unobstructed by parked or protruding objects. All doors in escape and rescue routes must be easy to open to their full width from the inside. Exit doors, emergency exits and their signs must not be obstructed, covered, blocked, disguised or otherwise made unidentifiable or illegible. Information stands or tables must not be set up in front of entrances, exits or stairwells. In the event of violations, the Organiser and Operator shall be entitled to take remedial measures at the expense and risk of the party responsible for the violation.

During the assembly and dismantling phase, materials required for stand construction or exhibits for immediate installation on the stand area may be temporarily placed in the hall aisles, provided that the aisles always meet at least the minimum width required to comply with safety requirements and take adequate account of logistics issues.

These requirements are considered to be met if a strip of max. 0.9 m is used for placing material between the edge of the stand and the aisle. A passage with a minimum width of 1.2 m must be kept free at all times regardless of the width of the hall aisle and the placed goods. Areas in front of emergency exits and intersections of hall aisles are exceptions and must be kept completely free at all times. The hall aisles must not be used for the erection of assembly areas or the installation of machines (e.g. wood working machines, workbenches). At the request of Messe Karlsruhe, the immediate clearance of the hall aisle may be required for logistical reasons.

## **2.7 Safety systems**

Sprinkler systems, fire alarms, fire extinguishing equipment, smoke detectors, closing devices for hall gates and other safety equipment, signs and green emergency exit signs must be accessible and visible at all times. They must not be blocked or covered. The effectiveness of automatic fire extinguishing systems must not be impaired by covers and decorations. Hydrant pressure hoses must not be used for refilling purposes (tanks, basins, etc.). No items may be left or erected under fire protection equipment, such as fire protection roller doors, at any time.

## **2.8 Security**

Messe Karlsruhe provides general security for the exhibition halls and the outdoor area during the event, as well as during the assembly and dismantling times. If the Exhibitor requires a security guard for their stand, this must be ordered separately. For security reasons, only guards from the security company commissioned by Messe Karlsruhe may be deployed.

## **2.9 Theft**

The Exhibitor is responsible for taking the necessary supervisory and security measures against theft during assembly and dismantling, as well as during the event itself. Messe Karlsruhe recommends that exhibitors take out an exhibition insurance policy and engage the services of a stand security guard. Any thefts must be reported immediately to the trade fair/exhibition management and the police. Messe Karlsruhe is not liable for lost objects for which no fee-based safekeeping agreement has been concluded.

## **2.10 Emergency evacuation**

Messe Karlsruhe and the Organiser may order the closure and evacuation of buildings and/or other exhibition spaces for safety or security reasons. The persons in these areas must follow the instructions and proceed to a safe area. Exhibitors must inform their staff about the procedure for vacating their stand during a hall clearance. If necessary, they must create their own evacuation plans and make them known to their staff. The Exhibitor shall ensure that their stand is vacated in such a case.

## **2.11 Medical service**

Medical rooms are available in the area of the visitors' gallery in every hall. There is also a medical room in the area of the Events Hall. The instructions of staff in these facilities must be followed.

## **2.12 Official permits**

The Exhibitor/Organiser is responsible for obtaining all necessary permits in connection with their event or participation in the event. In particular, each exhibitor/organiser is responsible for complying with the applicable regulations pertaining to trade law, construction sites, places of assembly and the police. Any areas of doubt must be clarified with the building and regulatory authorities and, in the case of trade regulations, with the trade supervisory board (*Gewerbeaufsichtsamt*). Third-party organisers must inform exhibitors of this obligation.

## **2.13 Serving of alcoholic beverages**

The serving of alcoholic beverages for immediate consumption is subject to authorisation in accordance with Section 12 of the German Licensing Act (*Gaststättengesetz*). The required authorisation is issued by Ordnungsamt Rheinstetten, Rappenwörtherstrasse 49, 76282 Rheinstetten, Germany.

## **2.14 Collection of goods by visitors**

Sold exhibits that are part of the stand equipment may only be handed over on the last day of the event and not before the end of the event. Vehicles collecting goods may only enter the hall after the end of the event. The Exhibitor must ensure that their staff and customers are properly informed about this.

## **2.15 Subletting of exhibition stands**

The exchange of exhibition stands and subletting of partial areas to third parties is subject to approval by the trade fair/exhibition management. Co-exhibitors pay a flat fee and are entered in the exhibition catalogue.

## **2.16 Raffles, competitions, quizzes, lotteries**

Raffles, competitions, quizzes or lotteries requiring entry fees or donations are not permitted during the event. Exceptions are subject to approval by the trade fair/exhibition management.

### 3. Stand construction regulations

#### 3.1 Occupational health and safety requirements

Operations and conditions in the halls and the outdoor exhibition area during the assembly and dismantling periods are identical or similar to those that occur on a construction site and are therefore potentially hazardous. The personnel employed by the Exhibitor/Organiser must be informed of the special risks involved. The Exhibitor/Organiser is responsible for operational safety and compliance with occupational safety and accident prevention regulations at their exhibition stand. The Exhibitor and service providers acting on their behalf (in particular stand construction companies), as well as organisers and service providers acting on their behalf, must ensure that their assembly and dismantling work does not jeopardise the safety of other persons present in the halls or on the exhibition grounds. Where necessary, the Exhibitor and third-party organiser must ensure adequate coordination between the parties performing the work. If necessary, the Exhibitor must appoint a coordinator who is responsible for coordinating the work. If this is not possible, the Exhibitor must temporarily stop the work and contact Messe Karlsruhe. In the event of violations against the technical guidelines or legal regulations, the Organiser, Messe Karlsruhe or relevant authorities may order the work to be stopped. The Exhibitor is responsible for ensuring the safety of all visitors entering their stand within the trade/fair exhibition space provided. The Exhibitor must ensure that their exhibition stand and all equipment/facilities within its area are in a safe condition and operating correctly. If the Exhibitor engages the services of a stand construction company to assemble and dismantle their stand, they must ensure that the stand construction company complies fully with these technical guidelines. The Exhibitor is always responsible for compliance with the safety regulations vis-à-vis the Organiser and Messe Karlsruhe as operator of the venue. The closure of a stand and the cessation of assembly and dismantling work may be ordered in the case of violations of these regulations and violations of mandatory statutory safety regulations.

#### 3.2 Stand numbering

All stands are marked with stand numbers by the Organiser. The stand number must remain attached to the stand for the entire duration of the event.

#### 3.3 Company name/lettering

The name and address of the Exhibitor must be affixed to the stand in a manner and size that is recognisable to everyone.

#### 3.4 Stand area

The stand area specified in the stand confirmation will be marked by the Organiser. The stand must be built on this area. The Exhibitor must expect slight deviations in the stand dimensions. These can result, for example, from different partition wall thicknesses. Pillars, wall projections, partitions, distribution boxes, fire extinguishing equipment and other technical equipment are components of the allocated stand areas. Consequently, only the measurements and dimensions on site are valid for the location, position, dimensions and any installations on the stand area. Claims cannot be made against Messe Karlsruhe due to deviations from the dimensions stated in the stand confirmation.

In the outdoor exhibition area, the Exhibitor must maintain a safety clearance of 1.0 m to the neighbouring stand when planning the installed stand infrastructure. Any supply lines, distribution boxes, etc. present must be taken into account during all assembly and dismantling work. If these are located within individual stand spaces, they must be accessible at all times.

#### 3.5 Appearance

The Exhibitor is responsible for the design of the stand. Closed walls bordering visitor aisles must be agreed with the Organiser. The rear sides of stands adjacent to neighbouring stands must be kept neutral so as not to interfere with the design of the neighbouring stand. The Exhibitor must ensure that the connection/demarcation to neighbouring stands is of an acceptable design at their own expense. Failure to comply with this requirement will result in the erection of a screen between the Exhibitor's stand and the neighbouring stand at the expense of the responsible Exhibitor.

#### 3.6 Stability

Exhibition stands, including their equipment, exhibits and promotional materials, must be erected in such a way that they are stable and do not constitute a risk to life, health, public safety or order. The Exhibitor is responsible for the static stability of the stand and may be required to provide verification. Upright structural elements or special constructions (e.g. free-standing walls, tall exhibits, tall decorative elements) that may fall over must be able to withstand the horizontally impacting equivalent distributed loads and be designed in line with the current state of the art. The reference surface in such cases is the respective visible surface.

The local conditions in the outdoor exhibition area (ground loading, assumed wind and snow load (Karlsruhe wind zone 1)) must be taken into account. In certain cases, additional special requirements for stand construction may be made, in order to achieve and ensure the main safety goals for the specific event.

Stability must be ensured during every phase of construction (assembly, alteration, dismantling).

Securing structural elements or special constructions via suspension from the ceiling of the halls is not permitted.

#### 3.7 Stand construction approval

Drawings and structural descriptions must be submitted for approval for single-storey stands **in the indoor exhibition area** that measure over 3.5 m in height, insofar as the design and construction of the stand are compliant with the technical guidelines. Furthermore, all other stands, mobile stands and special constructions are subject to approval. All exhibition stands in the outdoor exhibition area are subject to notification and/or approval, with no exceptions.

#### 3.8 Testing and approval of structures requiring approval

Scale stand plans to a scale of at least 1:100 with layout and elevation diagrams must be submitted to Messe Karlsruhe in digital format and in German for approval no later than eight weeks before the start of assembly. After inspection, the Exhibitor/stand builder will be sent a response or the approval note. The stand construction is only approved when the approval note has been issued.

Documentation is required for the approval of:

- Two-storey and multi-storey buildings
- Cinemas or auditoria

- Structures in the outdoor exhibition area, as well as special constructions (e.g. free-standing walls, tall exhibits, tall decorative or artistic elements, tents, stages including any rooms and side cladding, seating stands, show and stage trucks with trailer sections or stage elements that can be driven on or installed beneath, free-standing scaffolding or advertising hoardings, LED walls, PA towers, all other accessible and/or covered stands that are free standing or form an enclosed space, such as pedestals, multi-storey pavilions and container systems, textile stand construction elements). The following documents must be submitted in digital format and in German no later than eight weeks before the start of assembly for the purposes of checking for approval of these structures:
  - a. Verified static load calculation according to German standards
  - b. Structural description
  - c. Stand construction drawings at a scale of 1:100 (floor plans, elevation diagrams, cross-sections), construction details on a larger scale
  - d. Evacuation route plan with proof of the lengths and widths of the evacuation routes

Items a) and b) may be omitted if the Exhibitor submits an inspection log book/type test. The costs of the approval procedure and building approval procedure will be charged to the Exhibitor/stand builder. The documents and valid inspection log books required for acceptance and approval must be held at the stand for approval prior to the start of the event. Messe Karlsruhe reserves the right in justified cases to arrange for a chargeable inspection of stability by a structural engineer.

An audited verification of stability must be submitted for the erection of mobile constructions. Tents with a floor space of < 75 m<sup>2</sup> and similar structures shall always be deemed temporary structures. They are only exempt from the issuing of a model approval and official approval. Despite this, these structures must still be stable enough to meet the technical specifications and requirements for temporary structures (including as per DIN EN 13 782).

### 3.9 Construction heights

The stand height must not exceed 3.50 m, unless this is permitted by the special position of the stand and written approval has been granted by Messe Karlsruhe. The only exception to this is at the eastern entrance, where a general stand height of 2.50 m cannot be exceeded.

### 3.10 Vehicles and containers

All vehicles and containers that are either temporarily or permanently brought into the stand/exhibition spaces must be registered with the trade fair/exhibition management and are subject to approval.

For vehicles with internal combustion engines and those powered by gas, the contents of the fuel tank must be reduced to the level required to enter and exit the premises (the reserve light on the tank display must be active). The fuel tank covers must be locked where possible. Depending on the event and the location of the vehicle, additional safety measures may be required, such as inerting the fuel tanks, disconnecting the batteries and/or posting security guards. Fuel may not be stored at the stand. For vehicles with alternative fuels, e.g. liquefied petroleum gas, natural gas and hydrogen, the amount of fuel must also be reduced to the required minimum (see above). For vehicles powered by natural gas in particular, the pressure tank must be largely emptied. A low residual pressure must remain inside the pressure tank, in order to eliminate hazards posed by explosive gases in the event of air penetration.

Vehicles powered by liquefied petroleum gas may only be parked above the ground surface. For vehicles with alternative drive technologies, e.g. electric or hybrid drives, the traction batteries must be separated from the drive by means of a safety clamp switch (main switch).

Rescue cards must be held for electric or gas-driven vehicles. For electric vehicles, the charge level of the vehicle battery must be reduced to the minimum, uncritical level required for entering and exiting the exhibition area, as well as for the presentation. Vehicles may only be charged following registration with the trade fair/exhibition management. The trade fair/exhibition management reserves the right to prohibit charging in the indoor hall areas.

The Exhibitor or the Organiser must exclude the risk of intentional or unintentional moving of vehicles by third parties. Depending on the event and the location of the vehicle, Messe Karlsruhe may require additional safety measures. The Exhibitor bears full liability for damages to the ground, driveways and surfaces.

### 3.11 Stand construction and decoration materials

In general, materials that are highly flammable, or that produce burning droplets, toxic gases or large quantities of smoke, e.g. most thermoplastics (incl. polystyrene), may not be installed/used at exhibition stands.

For safety reasons, load-bearing structural elements may be subject to special requirements in individual cases (e.g. non-combustible). Structurally important or load-bearing fastenings must exclusively use non-combustible fasteners.

Decoration materials must be classified as at least flame retardant (Class B1) in accordance with DIN 4102-1 and not drip or melt when burning. They must also produce only limited smoke or comply with at least Class C (C -s2, d0) in accordance with EN 13501-1. A test certificate verifying the class of the building material used must be available for presentation.

Bamboo, thatch, hay, straw, bark mulch, peat or similar materials generally do not meet the above-mentioned requirements and must always be protected separately or treated with a suitable fire-proofing agent. Deciduous and coniferous trees may only be used with a moist root ball still attached.

### 3.12 Alteration of non-compliant stand constructions/special structures

Structures, facilities, equipment, decorations (materials) which have been brought into the hall and have not been approved or do not comply with these technical guidelines or the statutory regulation (*Versammlungsstättenverordnung*, VStättVO) may not be installed in the venue and must be removed or altered at the Exhibitor's expense. This also applies to a substitute performance by the Organiser or Messe Karlsruhe. The partial or complete closure of a stand may be ordered for important reasons, especially in the case of serious safety defects.

### 3.13 Stand coverings

To prevent interference with fire sprinklers, all stands in all halls with sprinkler systems must be open at the top. This applies in particular to rooms and areas where there is an increased fire risk (e.g. kitchens, storage areas, cloakrooms, technical equipment rooms, etc.).

Roofing will be deemed open if no more than 50% of the stand area, applicable to each m<sup>2</sup>, is closed at the top.

Sprinkler-compatible coverings with a mesh size of at least 2 x 4 mm or 3 x 3 mm are permitted up to a covering area of 30 m<sup>2</sup>. Individual coverings shall be added together when the distance between the covers is less than 50% of the projected space. Fabric coverings must be pulled tight horizontally and be only one layer thick. Fabric coverings should not sag. The total area of multiple coverings must not exceed the maximum size of 30 m<sup>2</sup>. A distance of at least 1 m to neighbouring stands and hall walls must be maintained. A reduction of this distance requires the approval of Messe Karlsruhe.

The sprinkler system is not required for stand coverings over 30 m<sup>2</sup> if one of the following conditions is met:

- Metal grille or grid cover with an opening size of at least 1 x 1 cm. The horizontal open surface must be at least 50%, taking lights and similar fittings into account.
- Fabric coverings that meet DIN 4102 B1 or EN 13501-1, CLASS CFL-S1 and are approved by VdS Schadenverhütung GmbH for horizontal installation beneath sprinkler systems.

The following verification must be submitted to the technical project management of Messe Karlsruhe eight weeks before the start of the assembly period:

- DIN 4102 B1 or EN 13501-1, CLASS CFL-S1, inspection report of the German Institute for Construction Engineering (*Deutsches Institut für Bautechnik*, DIBT)
- Approval from VdS for sprinkler-compatible fabric or test as per EN 20811 and EN 29865

Stand covers must generally be at least flame retardant (DIN 4102 B1 or EN 13501-1).

A test certificate concerning the construction material class, the fire, smoke and dripping behaviour of the material used, and/or the VdS certificate, must be available for presentation at the exhibition stand during assembly. Furthermore, samples of the material used must be held ready for a fire test on site.

### 3.14 Installation of anchors, damage to the floors, walls, ceilings and technical facilities

Damage, contamination or alterations of any other kind to the floors, walls, ceilings and technical facilities in the halls and outdoor exhibition area, such as the installation of bolts and anchors or the drilling of holes, is not permitted. Exceptions must be approved by Messe Karlsruhe.

Any carpets or other decorative materials laid directly on the floor of the halls or buildings must be secured in such a way that they cause no risk of slipping, tripping or falling for people. Floor coverings must be laid safely to prevent accidents and must not protrude beyond the stand boundaries. Only adhesive tape that can be removed without trace may be used to secure carpets and floor coverings.

Please note that adhesive tape may only be used for securing carpets and coverings on the hall/building floor and not on parquet floors, walls or similar. Self-adhesive carpet tiles are not permitted. All materials used must be removed without trace. Substances such as oils, fats, paints etc. must be removed from the floors, surfaces and walls immediately.

Heavy loads and crates may only be transported in the halls and buildings using material handling vehicles with rubber tyres. Tyre marks caused by rubber abrasion must be avoided.

The Exhibitor/Organiser is liable for any damages.

### 3.15 Glass and acrylic glass

Only laminated safety glass may be used. The edges of glass panes must be machined or protected in such a way as to eliminate the risk of injury. All-glass components must be visibly marked at eye level.

### 3.16 Meeting rooms, lounges

Rooms that are enclosed on all sides (closed rooms) on exhibition stands and are visually and acoustically separated from the hall, must be fitted with visual and acoustic alarm systems to ensure that alarm signals can be relayed to the stand at all times. Alternative measures may be approved in exceptional cases. Depending on the capacity, there must be an escape route of suitable width (at least 1.20 m) which must be usable at all times. Meeting rooms and lounges require special approval if they have a capacity of over 200 people.

### 3.17 Accessibility for disabled visitors

Exhibitors must take accessibility for wheelchair users and other visitors with disabilities or reduced mobility into account when designing their stands. It should be possible for these people to access and use the stand and its facilities without the need for help.

### 3.18 Exits, escape and rescue routes, doors

Stand areas with a floor area of more than 100 m<sup>2</sup> or a complex layout must have at least two separate exits/escape/rescue routes that, if possible, should be located opposite each other. The walking distance from any point in an exhibition area to a hall aisle must not exceed 20 m (see Section 7 (5) VStättVO BW).

The escape/rescue routes must be marked in accordance with the German Social Accident Insurance (DGUV) Regulation 9. The use of swing doors, revolving doors, coded doors and sliding doors is not permitted in escape/rescue routes.

### 3.19 Railings/balustrades

Generally accessible areas directly adjacent to areas that are more than 0.20 m lower must be surrounded by railings/balustrades. Railings/balustrades that are open at the floor must be fitted with a roll-off guard (impact trim) measuring  $\geq 0.05$  m in height. Any hand rails or upper ends of the railings/balustrades must be designed to prevent the placing of objects (e.g. glasses) and the risk of them falling, e.g. circular or semi-circular. Railings/balustrades that have to bear the weight of people must be at least 1.10 m high (measured from the top edge of the tread surface) and have a horizontal load capacity of 1.0 kN/m at the height of the rail. If necessary, verification of structural strength must be provided.

Railings/balustrades must have posts (minimum distance between the posts in one direction < 12 cm), in order to prevent falls and impede climbing. This also applies to the distance between the floor and the lower edge of the railing/balustrade.

Any flights of stairs with at least three steps must have a handrail. Handrails must be continuous.

### **3.20 Suspension of objects/alteration of the basic building structure**

Elements of the hall and technical equipment must not be subjected to any loads by stand constructions or exhibits. Hall pillars/hall supports may be used within the stand area provided that no damage is caused to them and the permitted height is not exceeded. Items may be only suspended from the hall ceiling using the technical facilities provided for this purpose. This task may only be performed by Messe Karlsruhe or specialist companies commissioned by Messe Karlsruhe.

### **3.21 Electrical installations**

Connections to the existing electricity supply network may only be performed by specialist companies familiar with the venue and approved by Messe Karlsruhe. It is also recommended that exhibitors commission the specialist companies approved by Messe Karlsruhe for corresponding work within the stand. Electrical equipment can be installed at the exhibition stands by the Exhibitor's own specialists or authorised specialist companies, as per the current EN and DIN standards, the standards of the Association of German Electrical Engineers (VDE), the VdS guidelines and the recognised rules of sound engineering practice. All works must comply with the relevant safety provisions and accident prevention regulations. The main switch and power distribution unit of the exhibition space must be designed in such a way that they are accessible at all times. The protective earth conductor must be connected on all devices, lights and other equipment. Protective earth conductors (PE = yellow and green) must be routed in all cables and connected. Equipment that is double insulated (protection class 2) or operated with safety extra-low voltage (voltage range 1, SELV) is an exception. Stand structures made of metal and conductively connected metal parts to which electrical cables or equipment are fastened must be connected to the equipotential bonding (earthing). Power installations in the halls must be routed in the service shafts (utility ducts) wherever possible, but can also be routed above ground in certain circumstances when the location of the connection point requires this.

The installation may only be operated if it is free of defects, has valid test certificates and has been tested with documentation of the results in line with the valid VDE regulations. Verification of this must be available for presentation.

For safety reasons, the electricity supply to the stands is disconnected on the last day of the fair, usually one hour after closing.

### **3.22 Sanitary installations**

Sanitary installations (water and waste water installations) must be fitted by specialist companies according to the applicable provisions in Germany (including the German Drinking Water Ordinance (*Trinkwasserverordnung*)) and the state of the art. Exhibitors can order these services either from Messe Karlsruhe or its contractors, or perform them themselves via specialist companies.

Any water used, e.g. in water basins, fountains, in waterwall and air humidification or in other spray systems used on the stand, must be guaranteed to be fully hygienic at all times. Proof of this must be provided if requested by Messe Karlsruhe.

Exhibitors who operate catering facilities must install a grease separator in the waste water line. In the event of non-compliance, any necessary cleaning and repair services will be charged to the Exhibitor.

### **3.23 Logistics on the premises**

Only specialist companies that are familiar with the venue and approved by Messe Karlsruhe may perform logistics operations within the exhibition grounds.

### **3.24 Use of balloons, flying objects and drones**

The use of flying objects and drones in the halls and outdoor exhibition area is strictly forbidden. This applies during the assembly and dismantling periods, as well as during the event. Exceptions must be approved in advance by the trade fair/exhibition management. This also applies to the use of balloons and the distribution of balloons to visitors; the use and/or distribution of balloons requires the prior approval of the trade fair/exhibition management.

Balloons may only be filled with non-flammable and non-toxic gases. They must not interfere with neighbouring stands or pose a danger to persons.

Balloons, flying objects and drones that have risen to the hall ceiling will be removed at the expense of the Exhibitor that used or distributed them, irrespective of their culpability.

### **3.25 Waste, recyclables and waste containers**

No containers made from combustible materials may be placed in the stands as bins for recyclables and waste. Bins for recyclables and waste in the stands must be emptied regularly, but no later than every evening after the fair has closed. In the event of an accumulation of large quantities of combustible waste, these must be disposed of several times a day.

### **3.26 Empties, packaging**

The storage of empties, packaging and packaging materials of any kind in the stand or outside the stand is prohibited. Empties, packaging and packaging materials must be removed immediately. Freight forwarders contracted to Messe Karlsruhe offer storage options.

### **3.27 Smoking ban**

The smoking ban (including e-cigarettes/vapes) that applies on the premises must be adhered to and enforced by every exhibitor at their stand.

### **3.28 Fire extinguishers**

It is recommended that exhibitors keep suitable and tested fire extinguishers ready at the stand. The trade fair/exhibition management may require the Exhibitor to provide additional extinguishing/binding resources in justified cases.

### **3.29 Pyrotechnics**

Pyrotechnic demonstrations and activities involving fire hazards require the prior approval of Messe Karlsruhe. The Exhibitor/stand builder must obtain a permit from the regulatory authority (*Ordnungsamt*) of the Rheinstetten municipal government if pyrotechnics are to be used on the premises. The use of pyrotechnic items must be supervised by a person qualified under explosives law. Records of the holder's permit and a certificate of competence must be submitted. The approval of the items can be found in the respective packaging



unit (e.g. BAM-PI ..., BAM-PTI ...). In addition, the instructions for use must be printed on the packaging in German. Non-approved pyrotechnic items or Class II, III or IV pyrotechnic products are prohibited.

### **3.30 Laser systems**

The operation of laser systems must be coordinated with the Organiser and Messe Karlsruhe. When operating laser systems, compliance with the following requirements is mandatory: German Occupational Health and Safety Ordinance on Artificial Optical Radiation (*Arbeitsschutzverordnung zu künstlicher optischer Strahlung, OStrV*), DIN EN 60825-1, DIN EN 12254 and, for show lasers, DIN 56912 and DGUV Information 203-036 "Laser equipment for show and projection purposes" (*Laser-Einrichtungen für Show- und Projektionszwecke*). The safety of class 3R, 3B and 4 laser systems must be checked at the Exhibitor's expense by a publicly appointed and certified expert upon request. The test certificate must be submitted to Messe Karlsruhe before the event, accompanied by a written order from a laser safety officer present on site.

### **3.31 High-frequency equipment, radio systems, electromagnetic compatibility and harmonic components**

The use of high-frequency equipment and radio systems is subject to approval by the German Federal Network Agency (*Bundesnetzagentur*) and must be coordinated with Messe Karlsruhe to evenly distribute frequencies and to rule out mutual interference where possible.

High-frequency devices and radio systems may only be used if they comply with the provisions of the German Law on Telecommunications Equipment (*Gesetz über Fernmeldeanlagen, FAG*) and the German Law on Electromagnetic Compatibility of Equipment (*Elektromagnetische-Verträglichkeit-Gesetz, EMVG*).

If exhibits are displayed or stand decorations are used that use electrical, magnetic or electromagnetic fields, the stipulations in the 26th Ordinance on the Implementation of the Federal Emissions Protection Law (*26. Verordnung zur Durchführung des Bundesimmissionsschutzgesetzes*) must be observed.

Electrical installations on exhibits and exhibition stands must not cause unacceptably high circuit feedback in the venue's power network due to current harmonics.

### **3.32 Artificial mist/smoke machines**

The use of artificial mist/smoke machines is subject to approval from Messe Karlsruhe, in order to avoid false triggering of the fire alarm system.

### **3.33 Hotplates, floodlights, transformers**

For additional protection, all heat-generating electrical appliances must be mounted on a non-flammable, heat-resistant and asbestos-free base. Depending on the heat generated, an adequate distance to combustible materials must be maintained. Light fittings must not be attached to decorations or similar.

Electrical cooking appliances and other equipment that may cause hazards during uncontrolled operation must be switched off at the end of the daily opening hours.

### **3.34 Emergency lighting**

Stands at which the existing general emergency lighting is not effective due to the special stand design require additional emergency lighting in accordance with VDE 0108. The system must be designed to ensure that people can safely navigate to the general escape routes.

### **3.35 Advertising materials/advertising on the premises**

Messe Karlsruhe offers a variety of materials for advertising to visitors. Official advertising spaces are available for hire on the premises. Unauthorised advertising activities outside the Exhibitor's own stand (e.g. the distribution of brochures, attachment of advertising signs) are not permitted.

### **3.36 Acoustic and visual performances**

The operation of acoustic equipment and audio-visual performances of any kind by the Exhibitor is subject to written notification and the approval of the trade fair/exhibition management. For musical performances and product presentations, the noise level must not exceed 60 dB(A) at the boundary of the stand. Repeated failure to comply with these regulations may result in the interruption of the power supply to the Exhibitor's stand, regardless of the effect on the stand as a whole. The Exhibitor shall not be entitled to claim compensation for direct or indirect damage resulting from the interruption of the power supply. The burden of proof for compliance with the regulations lies with the Exhibitor.

### **3.37 Musical reproduction (GEMA)**

The permission of the German Society for Musical Performance and Mechanical Reproduction Rights (*Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte, GEMA*) is required for musical reproductions of all kinds under German copyright law (*Urheberrechtsgesetz*). Non-registered reproduction of music may lead to claims for damages from GEMA (Section 97 of the German Copyright Act (*Urheberrechtsgesetz*)). Registrations and enquiries should be addressed to: GEMA – 11506 Berlin, Germany, [kontakt@gema.de](mailto:kontakt@gema.de).

### **3.38 Explosive substances/munitions**

Explosive substances are subject to the current version of the German Explosives Act (*Sprengstoffgesetz*) and may not be used or exhibited at trade fairs and exhibitions. The same applies to munitions as defined in the German Weapons Act (*Waffengesetz*).

### **3.39 Fuel tanks on exhibits**

These must be locked.

### **3.40 Spray guns, nitrate paints**

The use of spray guns and nitrate paints is prohibited.

### **3.41 Hazardous substances**

The use of hazardous substances and construction materials containing hazardous substances must be coordinated with Messe Karlsruhe. This shall be based on the German Chemicals Act (*Gesetz zum Schutz vor gefährlichen Stoffen*, Chem. Gesetz), BGBl I, Part I, page 1703, together with the German Chemicals Prohibition Order (*Chemikalien-Verbotsverordnung*, ChemVerbotsV) and the German Ordinance on Hazardous Substances (*Gefahrstoffverordnung*, GefStoffV). The Exhibitor must have the safety data sheet and the risk assessment available for presentation.

### **3.42 Open fires, flammable liquids, gases, burners**

Open fires, flammable liquids, gases and burners may only be used or stored in stands following approval by the technical management of Messe Karlsruhe. Pressure vessels may only be operated on the stand if they have been tested in accordance with the German Ordinance on Industrial Safety and Health (*Betriebssicherheitsverordnung*, BetrSichV). The test certificates issued must be kept at the place of installation of the pressure vessel and be submitted to the responsible supervisory authority upon request.

Gasoline, petroleum, gas, etc. may not be used for cooking, heating or operating purposes. Compliance with the technical bulletin of the German Employers' Liability Insurance Association (BGN) on the safe use of liquefied gas at markets, carnivals and in vehicles (*BGN-Merkblatt zur Sichere Verwendung von Flüssiggas auf Märkten, Volksfesten und in Fahrzeugen*) is required.

### **3.43 Abrasive cutting, hot work and all work using naked flames**

Welding, cutting, soldering, grinding, abrasive cutting and work that uses naked flames or generates sparks are prohibited on the premises of Messe Karlsruhe. In exceptional cases, a permit for operations with naked flames under special safety requirements (permit for activities involving fire hazards) may be issued by Messe Karlsruhe upon receipt of a written application and description of the work.

### **3.44 Exhaust gases and vapours**

Flammable vapours and gases emitted by exhibits and equipment that represent a health hazard and/or nuisance to the general public must not be discharged into the halls. They must be discharged outside the building using suitable piping in accordance with the provisions of the German Federal Emission Control Act (*Bundesmissionsschutzgesetz*). Vapours containing fats produced during cooking, frying or roasting must be filtered using the appropriate equipment.

### **3.45 CE marking of products**

Products that do not have a CE conformity certificate and do not meet the requirements of the German Product Safety Act (*Produktsicherheitsgesetz*, ProdSG) may only be exhibited if marked with a clearly visible sign that indicates they do not meet these requirements and cannot be purchased within the European Union until the corresponding conformity has been established. If these products are demonstrated, necessary measures must be taken to protect persons. During demonstrations, the necessary precautions (barriers) must be taken for the protection of persons present (see Section 3 (5) of the German Product Safety Act).

### **3.46 Dismantling of the exhibition stand**

The exhibition space must be restored to its original condition by the end of the dismantling period. The Exhibitor is liable for damage of any kind. The Exhibitor must report any damage to the trade fair/exhibition management. The Exhibitor is liable for damage caused to the ceilings, walls, floor and installation equipment. Adhesive strips must be removed without trace. Damage to the hall, its facilities and the outdoor areas caused by exhibitors or their agents must always be reported to the trade fair/exhibition management. Stands that have not been dismantled and items that have not been removed shall be removed at the expense and risk of the Exhibitor after dismantling has been completed and stored at the contracted freight forwarder. Messe Karlsruhe accepts no liability here. Deviating regulations may apply for events in the outdoor exhibition area (please refer to the terms and conditions for participation of the respective event).

### **3.47 Waste disposal/separation**

In order to ensure environmentally friendly disposal of waste produced during the event, as well as during assembly and dismantling, the Exhibitor must separate waste materials and dispose of them in the appropriate collection containers provided for this purpose. Please note that Messe Karlsruhe will only dispose of "usual volumes" of waste. A fee will be charged for the disposal of disproportionately high volumes of waste. When designing and supplying their stand, exhibitors should use reusable materials and follow the principles of waste prevention. Exhibitors who offer food and drinks for immediate consumption must use washable, reusable crockery and cutlery, glasses and multi-use tablecloths. The use of plastics (incl. recyclable plastics) and cardboard dishes (incl. uncoated compostable dishes) is not permitted. The serving of cans or disposable bottles is prohibited. Messe Karlsruhe reserves the right to impose sanctions in the event of a violation of these regulations, up to and including the revocation of admission to the trade fair. The use of edible dishes is to be avoided due to the environmental damage caused during their production. Moreover, exhibitors are advised against serving disposable foods on ethical grounds, as they are often disposed of via general waste. In case of non-compliance or if disposed of incorrectly, special waste will be disposed of at the expense of the Exhibitor.

## **4. Environmental protection and occupational health and safety**

Messe Karlsruhe is committed to sustainability and preventative environmental protection.

As contractual partners to Messe Karlsruhe, exhibitors and organisers are obligated to ensure binding compliance with all legislation and all provisions and regulations regarding environmental protection and occupational health and safety. This also applies to their own contractual partners (e.g. stand construction companies).

The materials and products used on the premises must, wherever possible, be durable, reusable and easy to repair, result in waste that is lesser in volume or easier to dispose of compared to other materials and products, and/or themselves be produced from waste or residual materials.

## 5. Special provisions for two-storey and multi-storey exhibition stands

### 5.1 Construction request

The construction of two-storey or multi-storey exhibition stands is only permitted with the approval of the trade fair/exhibition management or the Organiser's responsible project management. Interior rooms in two-storey structures must have a clear height of at least 2.30 m on the ground floor and at least 2.30 m on the upper floor. The maximum height must be agreed with Messe Karlsruhe. In halls with sprinkler systems, the upper floor must always be open at the top. In addition to the fire extinguishers already installed on the ground floor, at least one fire extinguisher must be installed on each staircase in a clearly visible and easy-to-reach position.

### 5.2 Fire protection requirements

Heat detectors must be installed under the ceilings of two-storey or multi-storey exhibition stands with a minimum floor area of 50 m<sup>2</sup> and a maximum floor area of 100 m<sup>2</sup>. These must be connected to the fire alarm system of Messe Karlsruhe. The corresponding planning documents for the heat detector system must be provided to the technical management of Messe Karlsruhe. An additional sprinkler system must be installed under the ceiling of two-storey exhibition stands with a floor area of more than 100 m<sup>2</sup>. When the sprinkler system is triggered, the fire alarm will be relayed via the Messe Karlsruhe fire alarm system to the professional fire brigade. Water is supplied to the sprinkler system from pressurised water tanks with a total volume of 5 m<sup>3</sup> for supplying a maximum area of 1,000 m<sup>2</sup>. The sprinkler system must be installed by a contractor of Messe Karlsruhe or a VdS-approved specialist in accordance with the valid VdS guidelines. The corresponding planning documents for the exhibition stand must be submitted to the technical management of Messe Karlsruhe. The connection to the water supply and the technical acceptance of an installation performed by the Exhibitor or stand builder must always be conducted by a contractor of Messe Karlsruhe. The stand space required for the pressurised water tanks must be provided by the Exhibitor.

### 5.3 Traffic loads/load assumptions

The following load assumptions must be used for the upper floor of a two-storey exhibition stand in accordance with DIN 1055 Part 3, Table 1: For meetings and customer service, i.e. furnished with freely arranged tables and chairs or in meeting cubicles – 3.0 kN/m<sup>2</sup>. For unrestricted use as an exhibition and sales area, as a meeting room with no or dense seating – 5.0 kN/m<sup>2</sup>. For balustrades and railings – 1.0 kN/m at the height of the rail. Stairs must always be designed for a traffic load of 5.0 kN/m<sup>2</sup>. The Exhibitor must provide verification that the floor pressure of the supports does not exceed the permissible floor load of the hall floors.

### 5.4 Escape and rescue routes/staircases

On the upper floor of a two-storey exhibition stand, the walking distance from each accessible point to the next hall aisle must not exceed 20 m. Longer distances may be approved on a case-by-case basis if the permissible remaining walking distance from the hall is not exceeded. The stairs must be arranged in such a way that escape routes to the outside of the building are kept as short as possible. The maximum walking distance from the upper floor to the nearest emergency exit door from the hall must generally not exceed 50 m. Upper floors with an area of more than 100 m<sup>2</sup> require at least two staircases located 20 m apart and opposite one another. All staircases must be built in accordance with DIN 18065. Stairs must have a minimum clear width of 1.20 m (between the handrails). The height of each step must not exceed 0.19 m and the stair tread depth must not be less than 0.26 m. Helical or spiral staircases are not permitted.

If storage areas, rooms, electrical facilities, etc. are located underneath necessary flights of stairs, then the stairs must have a closed underside separating them from the ground floor of the hall up to the false ceiling. This must at least comply with the specifications for fire resistance class F 30 (e.g. fireproof gypsum plasterboard or equivalent measuring 12.5 mm in thickness). Continuous, non-slip handrails with no open ends must be provided on both sides of staircases and intermediate platforms.

Material requirements for load-bearing components

In the case of two-storey stands, the structural components, ceilings of the ground floor and the floor of the upper floor must be made of materials that are at least flame-retardant (in accordance with DIN 4102 min. B1 or min. Class C in accordance with EN 13501-1).

## 6. Special regulations for the outdoor exhibition area

### 6.1 Surfaces

The outdoor exhibition area has a range of **different surface conditions**. The outdoor exhibition area P3/multifunctional space east has a range of **different base and surface layers** (surface layers: gravel turf, gravel, paving, asphalt). The surface in the outdoor exhibition area north and in the delivery yards consists of asphalt and plaster, while that in the Atrium consists of vegetation and paving.

The incline in the outdoor exhibition area P3/multifunctional space east varies from location to location between 1 and 4% due to structural conditions. The incline in the other outdoor exhibition areas also varies. The technical project management of Messe Karlsruhe will provide more information.

### 6.2 Stand construction

All stand constructions and exhibits in the outdoor exhibition areas must be erected in a way that is verifiably stable. The Exhibitor is responsible for the stability and load-bearing capacity of these constructions. The local conditions (e.g. ground loading, assumed wind and snow load, terrain suitability, structures and installations) must be taken into account. Statically supporting anchorings and brackets, as well as those relevant to stability, on necessary ballast weights, or those used to secure free-standing masts or advertising hoardings in place, must be made from non-flammable materials. This applies in particular to the ballast connection of temporary structures such as tents and stage roofs.

The local conditions in the outdoor exhibition areas (ground loading, assumed wind and snow load (Karlsruhe wind zone 1)) must be taken into account. The outer wall panels/surfaces on all stand constructions in the outdoor exhibition area that support load-bearing roof coverings must be able to withstand regular wind pressure and suction loads. In certain cases, additional special requirements for stand construction may be made, in order to achieve and ensure the main safety goals for the specific event.

### **6.3 Damage to the surfaces**

Damage to the surfaces (e.g. excavations for foundations, pits, pipelines, cable trenches, flagpoles, pegs, etc.) is prohibited without the approval of Messe Karlsruhe. Approval must be requested from Messe Karlsruhe in good time, no later than eight weeks before the event. Insofar as approval is granted, the communicated instructions and obligations to bear costs must be taken into account.

The spreading of material (e.g. bulk goods like wood chips or gravel) of any kind and in any quantity is subject to the approval of Messe Karlsruhe.

### **6.4 Warning in the event of severe weather**

In the event of expected severe weather events, a general severe weather warning will be issued to Exhibitors in the outdoor exhibition areas. In this case, exhibitors with temporary structures or stand constructions that can be easily dismantled in the event of wind load are required to immediately take all necessary measures to stop operations. If using mobile installations (e.g. small exhibits, furniture, sunshades, advertising displays), exhibitors must ensure that these can be disassembled and stored at short notice and at any time in the event of a corresponding weather warning. Suitable storage facilities must be available for presentation at the exhibition stand.

For the purposes of direct alerting to the stand constructions/pavilions/structures in the event of severe weather, exhibitors must provide the technical project management with the name and mobile phone number of the person(s) with lead technical responsibility. These persons must be present at the exhibition stand during the assembly and dismantling times, as well as during the event, and must be able to immediately initiate and conduct the required measures for stopping operations.

The instructions of the locally active safety and security staff, as well as the staff of Messe Karlsruhe, must be followed at all times and immediately.

### **6.5 Lightning protection**

Structures and exhibits in the outdoor exhibition area must have effective lightning protection systems if their position, construction or use could lead to them being exposed to a lightning strike or flashover, or if such an event could lead to severe consequences. Furthermore, all temporary stand structures and exhibits in the outdoor exhibition area measuring over 12 m in height must always be fitted with a lightning protection system in line with the relevant DIN standards.

Lightning protection systems must undergo a verified approval/functional test performed by a professional constructor, expert or inspector for electronic engineering (lightning protection). The test report must be available for presentation.

### **6.6 Marking of exhibits and advertising systems from a height of 30 m**

All obstructions to aviation from a height of 30 m on the exhibition grounds of the Karlsruhe Trade Fair Centre, including all outdoor exhibition areas, must be marked. A coating of yellow, red or orange paint is sufficient as a daytime marking. If other colours are used, a warning sign (red and white) must be fitted at an exposed position. For night-time marking, cranes and exhibits must be illuminated or marked with lights according to the German General Administrative Regulation for the Identification of Aircraft Obstructions (*Allgemeinen Verwaltungsvorschrift zur Kennzeichnung von Luftfahrthindernissen*).

### **6.7 Heating**

The use of compressed and liquefied gas for heating purposes is prohibited. The operation of suitable oil-fired heating systems/equipment for stand constructions is subject to approval by the technical management of Messe Karlsruhe. Such systems, including their tanks, always require approval and are subject to special safety and protection requirements. Electrical heating systems inside stand constructions are permitted insofar as they and any cables are firmly secured. Parts that glow hot during operation must not be exposed. There must be at least 1 m of clearance between the rear and side panels of radiant heaters or blower heaters and any flammable objects.

## **7. The German text is legally binding.**