

# TERMS & CONDITIONS OF PARTICIPATION – TECHNICAL REGULATIONS

## II. TECHNICAL REGULATIONS

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### 1. Stand plans, stand set-up and dismantling, requirements

#### 1.1 Stand set-up and dismantling

In general, stand set-up and the delivery of exhibits can begin three days before the opening of the Fair. Permits for earlier set-up and extended dismantling times must be submitted to the Organiser by the Exhibitor before 1 August 2012 at the latest. Set-up of the stand must be completed by 8.00 p.m. at the latest on the day before the opening of the Fair and halls must be cleared of all items not included as part of the stand. The set-up of system stands by the Organiser will also be completed by 8.00 p.m. at the latest on the Tuesday before the Fair begins. Any changes requested or complaints made can still be dealt with after this deadline. Dismantling of stands and the delivery of packing materials are not permitted before the official end of the Fair at 5.30 p.m. on Sunday. Vehicles have access to the exhibition site from 7.00 p.m. on Sunday, after which the halls and the site are open for dismantling. Stand areas must be vacated and cleaned by midnight on Monday. If a stand is not taken down until Monday, the Exhibitor is responsible for the security and guarding of the stand and its exhibits.

#### 1.2 Stand plans, permits

By 1 August 2012 at the latest, stand plans, floor plans, cross sections and drafts of the Exhibitor's own stands and special structures (e.g. podiums, decorative walls, portable structures) must be submitted to the Organiser for approval, showing precise measurements (incl. stand height and suspensions from hall ceilings). This also applies to all kinds of special events that the Exhibitor wants to carry out during the Fair. The permit for construction of special structures will only be issued if the Exhibitor submits the following certifiable documents:

- a) A structural analysis according to European or German norms that is certifiable, or has been certified by an independent structural engineer
- b) Building specifications with information on materials used (with certificates, if available)
- c) Drafts of stand construction on an appropriate scale, e.g. 1:100 (floor plans, sketches, cross-sections)
- d) Points a), b) and c) are not required if the structure type has been certified or there is a test report (for portable structures)

The Organiser is authorised to have the documents submitted by the Exhibitor examined by an appointed structural engineer. The Exhibitor is responsible for any resulting costs for this examination. If the Exhibitor does not submit certifiable documents by the prescribed deadline, they will not be entitled to have a custom-built stand.

#### 1.3 Legal requirements

With regards to safety and fire protection, exhibition stands must strictly adhere to these Technical Regulations. The Technical Regulations are based on the model venue regulations "MVStättV" (Musterversammlungsstätten-Verordnung), which have been established in the land of Hesse (in which Frankfurt lies) by ministerial decree. Based on these regulations, each Exhibitor is responsible for stand set-up, stand design and the operation of their exhibition stand. The Exhibitor is particularly responsible for the implementation of safety precautions within their rented exhibition space, in accordance with these Technical Regulations.

#### 1.4 House rules

The exhibition site is private property. The Messe Frankfurt Venue GmbH is the operator of the exhibition site. Along with the Organiser, the Messe Frankfurt enforces house rules on the exhibition site which are visibly displayed throughout the exhibition grounds. The Organiser is entitled to issue additional, event-specific house rules to ensure the overall safety of the event. The Exhibitor can find the current house rules at [www.book-fair.com](http://www.book-fair.com), or can make a request to have them sent by mail.

#### 1.5 Violations

The Organiser can request that violations against these Technical Regulations be remedied as soon as possible. The Organiser can also request the removal of objects that may present a significant disturbance to Fair activities or a risk to the safety of exhibitors and visitors, due to their smell, noise or appearance. If violations against the Technical Regulations persist, the exhibition stand may be shut down at the Exhibitor's expense.

### 2. Vehicle traffic on the exhibition site, emergency exits, safety equipment

#### 2.1 Traffic rules

In order to ensure the smooth movement of traffic during set-up and dismantling and for the duration of the Fair, rules for the organisation and direction of traffic – such as the Traffic Regulations – must be observed without fail. The parking of vehicles on the exhibition site is not permitted at any time throughout the entire duration of the Fair. Any exception to this rule requires a special permit from the Fair management.

#### 2.2 Rescue routes

##### 2.2.1 Fire fighting access zones, hydrants

The necessary access routes and mobility zones for the fire fighting services and routes marked by no-stopping signs must be kept free at all times. Vehicles and objects left on the rescue service access routes and safety areas will be removed at the expense and risk of the owner. Hydrants in the halls and on the outdoor area must not be covered over, obscured or rendered inaccessible in any way.

##### 2.2.2 Emergency exits, hall gangways

Emergency exits are to be kept free at all times. The doors along emergency exit routes must be easily opened from inside to their full extent. Exit doors and emergency exits and signs marking these exits must not be blocked, covered over, obstructed, hidden or otherwise obscured. The gangways in the halls must not be blocked or restricted by objects placed in the gangway or extending out into the gangway. The gangway must be kept clear across its entire width at all times; it is not permitted to place either stand elements (including doors or curtains) or exhibits here. Hall gangways are emergency rescue routes!

#### 2.3 Safety equipment

Sprinklers, fire alarms, fire extinguishers, smoke alarms, fastenings on the hall doors and other safety equipment, their markings and the green emergency exit signs must be accessible and visible at all times. They must not be blocked or covered over.

#### 2.4 Stand numbering

Stand numbers are produced by the Organiser in a uniform design and are attached to the Organiser's own stands. When providing their own stands,

or in the case of two- or three-sided open stands, Exhibitors are obliged to produce and attach stand numbers themselves or to display a notice of their stand number. For the duration of the Fair, stand numbers may not be removed or covered over or rendered illegible in any other way.

## 2.5 Stand security

During set-up and dismantling as well as throughout the Fair, the Organiser's security service will patrol the grounds and halls and keep a general eye on things. This service does not include the guarding of Fair stands or exhibited goods. If security measures are desired during the Fair, the Exhibitor must provide for the guarding of their own stand and exhibited goods. All stand security measures outside of the official opening times of the Fair must be booked with the Organiser's approved security company.

## 2.6 Evacuation in an emergency

The Organiser may order to evacuate areas, halls and/or rooms inside for safety reasons.

## 3. Stand structure regulations

### 3.1 Stand safety, barrier-free construction

Exhibition stands, their fittings and exhibits as well as publicity fixtures are to be set up with the necessary stability to ensure that public safety and order, in particular life and health, are in no way endangered. The Exhibitor is responsible for structural safety and obliged to show proof if required. It is not permitted to stabilise stands using neighbouring stands or existing hall structures.

Freedom from barriers should be assured when designing the stand. It should be possible for disabled people to obtain easy access to stands and use their facilities without assistance.

#### 3.1.1 Stand permits

Exhibitor's custom-built stands must be authorised for use. In addition, permits are required for all other stand structures, two-level stands, special installations and constructions.

#### 3.1.2 Changes to stand structures in breach of regulations

Stands that have not been approved or do not comply with the "Technical Regulations" or technical standards must be altered or removed. If this work is not completed in the time required, the Organiser is entitled to undertake such changes at the Exhibitor's expense.

### 3.2 Fire protection and safety regulations

#### 3.2.1 Fire protection regulations

Exhibition halls are equipped with fire alarms and fire extinguishing systems. In the event that the operation of said fire protection systems is restricted by stand construction work (e.g. by closed ceilings, see also 3.2.2), Exhibitors shall be obliged to undertake additional measures in order to guarantee their unrestricted operation, where same shall be coordinated with the Organiser. Additional detailed information on the necessary measures can be requested with the Organiser.

**3.2.1.1 Construction and decorative materials**  
All stand construction and decorative materials shall comply at least with building materials class B1 of DIN 4102, and/or class C of EN 13501-1, i.e. shall be flame-retardant. Special requirements may apply to load-bearing structural elements in the interest of safety. Materials such as rigid polystyrene foam, PVC or similar, as well as various acrylic glass products, that are readily inflammable, drip while burning or form toxic gases shall not be employed. The materials employed shall not contribute to evolution of large volumes of smoke. Test certificates for the classes

of building materials and the required material characteristics shall be supplied upon request.

Deciduous and coniferous trees may be used only if their roots are kept moist at all times. Bamboo, reed, hay, straw, bark mulch, peat or similar materials shall not be employed.

Employment of plastic cable ties for fastening statically stressed parts is prohibited.

#### 3.2.1.2 Exhibiting motor vehicles

Any exhibition of motor vehicles must first be applied for and approved. Vehicles equipped with combustion engines may be exhibited in the exhibition halls only if their fuel tanks have been emptied. Their batteries shall be disconnected and their fuel tanks shall be locked. Gas-driven motor vehicles may only be exhibited in the exhibition halls if their gas tanks have been emptied and depressurised.

Electric powered motor vehicles are subject to other safety measures which will be stipulated by the Organiser as a condition to approval.

**3.2.1.3 Hazardous materials, explosive materials**  
It is forbidden to bring any hazardous materials, preparations or objects onto the exhibition grounds, which are explosive, highly combustible, flammable, poisonous, harmful to health or dangerous for the environment.

#### 3.2.1.4 Pyrotechnics, laser systems

Pyrotechnic articles as well as shows are not permitted. The deployment of laser systems is not permitted.

#### 3.2.1.5 Balloons and flying objects

Employment of balloons or flying objects filled with a combustible gas as well as with an inert gas in the exhibition halls or on outdoor exhibition areas is prohibited.

#### 3.2.1.6 Fog machines, hazers

The deployment of fog machines or hazers is not permitted.

#### 3.2.1.7 Containers for trash, recyclable materials and residual waste

No containers for trash, recyclable materials or residual waste that have been fabricated from combustible materials shall be set up on stands. All containers on a stand shall be regularly emptied, no later than every evening following the close of the event, and their contents deposited in the containers for recyclable materials or residual waste at the stations at exhibition hall exits. In the event that large quantities of combustible waste are generated, same shall be safely disposed of several times a day. Trash bags may be deposited in gangways daily for pickup following the close of the event.

#### 3.2.1.8 Spray guns, nitrocellulose lacquers

Use of spray guns and employment of nitrocellulose lacquers is prohibited in all exhibition halls.

#### 3.2.1.9 Work involving use of cutting wheels and all work involving open flames

Messe Frankfurt, Event Engineering, shall be notified regarding any work involving welding, cutting, soldering, thawing or grinding in advance of its commencement. Said work shall not commence before it has been approved and a permit has been received. The surrounding area shall be adequately shielded during said work.

#### 3.2.1.10 Empty packaging

Storing empty packaging of any kind, such as packing crates/cartons and packaging materials, on stands and/or in exhibition halls is prohibited. All empty packaging shall be immediately removed from exhibition halls. Empty packaging may be placed in storage by official contract freight forwarders. The Organiser shall be entitled to have empty packaging removed at the Exhibitors' expense and risk in the event that the latter shall fail to eliminate prohibited storage of

same after having been requested to do so.

#### 3.2.1.11 Fire extinguishers

Every stand shall be equipped with at least one fire extinguisher.

#### 3.2.1.12 Cleaning agents, solvents

Employment of combustible liquids for cleaning purposes in exhibition halls is prohibited. Cleaning agents that contain constituents that are hazardous to health shall be employed in accordance with applicable regulations.

#### 3.2.2 Stand roofing

In order to avoid hindering sprinkler protection, all stands located in exhibition halls shall be open at the top. The roofs of stands shall be regarded as open, if no more than 50% per each square metre of the roofed area is covered. Sprinkler compatible, open-mesh fabric roofing having apertures measuring at least 2 mm x 4 mm or 3 mm x 3 mm are approved for use. If used, they shall be stretched horizontally and in a single layer only. Sagging of the roofing shall be avoided. Closed roofs may be approved for use on two-level structures, if ceilings are to be used as exhibits or if the stand is to be darkened, although restrictions apply. (For two-level structures see also 3.2.1 and 3.6.) Up to 30 sqm of contiguous roof area per stand, but no more than 50% of their total floor areas, may be covered by roofing without any additional measures being necessary. In order to avoid exceeding the maximum area of 30 sqm in the case of several adjoining roofed-over areas, minimum spacing of 1.5 m to the boundaries of the stand shall be maintained. Several roof areas of up to 30 sqm in size are also permitted within a stand, provided that a minimum distance of 3 m is maintained between the areas. If adjoining roofed-over areas exceed 30 sqm, corresponding compensation measures shall be necessary (cf. 3.2.1, table with detailed information can be requested with the Organiser). Closed roofs having areas exceeding 30 sqm require approval.

Stand drawings shall be submitted to the Organiser at least eight weeks prior to the opening of the event involved. Corresponding equipment (wall hydrants, fire alarm systems, visual/acoustic alarms, mechanical smoke removal systems, sprinklers) shall be installed by contractors of Messe Frankfurt, and Exhibitors shall be charged for their installation. A fire alarm shall be installed in any soundproof rooms having floor areas exceeding 30 sqm. Independent of their size, these rooms must additionally allow visual contact to the outside or feature a visual signal system combined with an alarm button or an emergency switch outside the room. All requirements related to the installation of closed roofs can be found in sep. tables, which can be requested with the Organiser.

#### 3.2.3 Glass and acrylic glass

Only glass suitable for the intended use shall be employed. All glass employed on glass structures shall be safety glass. Request the document entitled "Regulations Governing the Employment of Glass/Acrylic Glass in Stand Construction" for further information. The edges of glass panes shall be ground or protected such that personal injuries are precluded. Structural elements fabricated entirely from glass shall be marked at eye level.

### 3.3 Exits, rescue routes, doors

#### 3.3.1 Exits, rescue routes

It is not permitted for any point anywhere on an exhibition area to be at a greater distance from a hall gangway than 20 m in a direct line. For lounge and working areas, as well as for exhibition areas of up to 100 sqm, an exit must be at least 0.9 m wide. For areas exceeding 10 sqm, two exits are required and must be as far apart as possible

and on opposite sides.

The width of exits and rescue routes relates to the number of people:

/ fewer than 200 people: at least 0.9 m

/ more than 200 people: at least 1.2 m

For graduations in exit width, increments may not exceed 0.6 m per 100 persons. Rescue routes are to be marked in accordance with accident prevention regulations, BGV A8

### 3.3.2 Doors

The use of swing doors, revolving doors, security code doors, sliding doors or other access barriers is not permitted on rescue routes.

## 3.4 Platforms, ladders, stairs, landings

Areas publicly accessible to pedestrian traffic that border on areas that lie more than 0.2 m below them shall be cordoned off by railings insofar as they shall not be connected to the lower levels by stairs or ramps (maximum slope: 6%). The railings employed shall be at least 1.1 m high. Railings and banisters of areas on which the presence of small children is to be expected shall be configured such that climbing over them shall be difficult. The distance between their members shall not exceed 0.12 m in any direction. Handrails shall be rigid, provide a secure grip, and have no exposed ends. Static certifications for platforms shall be submitted; the inspection and approval of these special constructions may generate additional costs for the Exhibitor/constructor.

The loadbearing capacity of floors shall conform to DIN 1055, Sheet 3, Table 1, and shall be at least 2.0 kN/sqm, depending upon their use. The substructures of the platform flooring shall be at least flame-retardant according to DIN 4102 B1 and/or EN 13501-1 class C.

Ladders, stairs, and landings shall comply with currently applicable German accident prevention regulations. All stairways shall comply with DIN 18065. The distance between any point in the stand and an exhibition hall aisle shall not exceed 20 m walking distance. The number and inner width of stairs shall depend on the area of the top floor:

/ Top floor areas up to 100 sqm and maximum occupancies of less than 200 persons: 1 stair, minimum width 0.9 m

/ Top floor areas from 100 to 200 sqm and maximum occupancies of less than 200 persons: 2 stairs, minimum width 0.9 m each

/ Top floor areas from 100 to 200 sqm and maximum occupancies of more than 200 persons: 2 stairs, minimum width 1.2 m each

/ For each additional 100 persons: + 0.6 m inner stair width

Spiral staircases or stairways with rungs are approved for use as auxiliary stairways. Moving components, such as escalators or rotating stages (special structures), require prior approval. Stairways that are wider than 2.4 m shall have central handrails.

## 3.5 Stand design

### 3.5.1 System stand

The system stand modules fitted out with the Frankfurt Book Fair's stand material are standardised in their provision, including a 1 kW electrical power point and carpeting, as well as a standard company nameplate if requested upon registration. At an additional charge, the Organiser can also supply a standard set of furniture consisting of chairs, tables, wide-angle spotlights and wastepaper baskets (order deadline: 31 January 2012). At his own expense, the Exhibitor may also order additional services direct from service providers.

### 3.5.1.1 Decoration on system stands

The attachment of publicity material and decorations to the stand walls and ceiling frames must be carried out in such a way as to avoid any damage to the Frankfurt Book Fair's stand material (such as through the use of permanent/corrosive adhesive tape). The reconditioning and replacement of damaged, destroyed or lost fittings and stand material can only be carried out by the Organiser at the Exhibitor's expense, or that of his contractor. After the end of the Fair, stand equipment must be returned in perfect condition.

### 3.5.2 Own stand/empty floor space

The stand may also be rented without the Frankfurt Book Fair's standard system stand and be furnished by the Exhibitor himself. If empty stand floor space has been rented, this must be left completely empty after the end of the Fair. Please note 4.3 Electrical installations.

### 3.5.3 Corner, peninsula or island stand

The choice of a corner, peninsula or island stand position is to be noted in writing when registering to attend. These special positions are subject to an extra charge per square metre (see "Price List"), but it is not possible to guarantee their allocation.

**3.5.4** Ascertainment of exhibition space features  
The rented exhibition space is marked by the Organiser. After stand allocation, it is the obligation of every Exhibitor to ascertain for himself on site the position and size of any fixtures, in particular hall pillars, fire alarms, the position of supply lines, ventilation systems and uneven areas in the floor etc., and if appropriate, to inform the stand contractor. The Organiser can give no guarantee for the accuracy of measurements as shown on hall and stand plans. Exhibition space must always be adhered to exactly. Lighting appliances, water supply and drainage installations and notices may not project beyond the boundaries of the stand.

### 3.5.5 Stand dimensions

The Organiser reserves the right to enlarge depth to 4 m for stands exceeding 16 sqm in size. In the interest of publishing companies located opposite, stands between two gangways or more, and with a stand width of 4 m and over, are not permitted to include a wall that is mostly closed in. At least 50% of the wall looking onto a gangway must therefore be left open. For both the Organiser's system stand modules and Exhibitors' own stands, the measurements listed in the documents "Information on system stands" and "Notes on use of custom-built stands" are binding. For all interior dimensions, 40 mm are to be deducted from the straight axial measurement. In the case of custom-built stands, a tolerance of 50 mm should be applied, i.e. the straight axial measurement stated in the Organiser's plans should be reduced by 50 mm in stand planning and construction. The responsible Exhibitor shall be liable for any costs incurred if reset-up of neighbouring stands is required as a result of incorrect set-up or failure to maintain the exact allocated stand position.

The gangway must be kept clear across its entire width at all times; it is not permitted to place either stand elements (including doors or curtains) or exhibits here.

### 3.5.6 Stand heights

**3.5.6.1** The Organiser's own system stand modules are 2.36 m in height.

**3.5.6.2** Stand structures higher than 2.5 m (structural or decorative features, etc.) require official authorisation. If a height of 2.5 m is exceeded at the edge of the stand, the Exhibitor must additionally inform the neighbouring stand(s) in order to allow timely coordination of design and construction.

**3.5.6.3** Stands exceeding a height of 4 m (stand structures, flags, promotional material, company logos, names, etc.) are subject to a surcharge graded according to stand size (see "Price List"). Exception: stand light fittings without promotional content and company logos.

Maximum stand height (incl. floors, platforms, decoration and publicity fixtures):

/ Halls 4.1, 4.2, 6.1 and 6.2: max. 4 m

/ Halls 3.0, 3.1, 4.0, 5.0, 5.1, 6.0 and 8.0: max. 5 m

The Exhibitor is responsible for sound structural engineering of the stand. Any special constructions higher than 4 metres will require the additional approval of Messe Frankfurt on location. Any additional costs accrued for the inspection and approval of these special constructions will be passed on to the Exhibitor or stand builder.

**3.5.6.4** The Organiser reserves the right to refuse permission for excess stand height in the interest of the overall appearance of the hall or for safety reasons. The decision of the Organiser is final. It will be notified as soon as possible following receipt of the stand design plan.

**3.5.6.5** Authorisation is only valid for the specific designated location and a new application must be submitted every year.

**3.5.6.6** Any raised stand structure or fitting (walls, lighting, etc.) should be at a distance of at least 2 m from the neighbouring stands. It is absolutely forbidden to erect anything above and across hall gangways.

**3.5.6.7** If exceeding 2.36 m, the exterior of rear and side walls must always be plain white and free from any promotional material (colours, logos, company names, etc.).

### 3.5.7 Floor coverings

Carpeting and other floor coverings must be laid in such a way as to avoid accidents and may not project beyond the boundaries of the stand. They are to be fixed in place using only PE or PP protective adhesive tape which can be removed leaving no residue. All materials used must be removed by the Exhibitor without leaving any residues. It is not permitted either to paint the hall floor or to stick items to it. Technical supplies to the stand, lines laid out on stands, inspection openings, etc., must not be impeded. The use of anchors and fastenings is not permitted. Carpeting and other floor coverings in the exhibition areas must be of lowest-level flammability in accordance with German Industrial Standards DIN 4102 B1 and EN 13501-1 class C. A certificate must be available on the stand referring to the class of structural materials used. For stands positioned opposite one another, the laying of laminate, parquet or double flooring across the gangway is not permitted. Carpeting in the gangway between two exhibition spaces requires a special permit and must ensure the visibility of the gangway boundaries. Carpet in the gangway must be clearly different in colour from carpeting laid on the stand itself. If the identical colour is to be used in the gangway, this is only permitted for a maximum of 50% of the area between the exhibition spaces. The area using the Exhibitor's own carpet must be centred at the middle of the stand and installed at the outside edges of the stand with markers (diameter 0.1 m, 1 m apart). The remaining gangway area at the beginning and end of the gangway will be fitted with the standard carpet. This is to be submitted in writing with the stand permit application and will be reviewed and approved by the Organiser. The Organiser reserves the right to refuse this if detrimental to neighbouring stands. The Exhibitor is liable for accidents caused by the improper laying of his own carpeting (or parts thereof).

### 3.5.8 Damage to building fixtures

Hall fixtures and technical fittings may not be damaged, dirtied or otherwise altered (e.g. drilling, nails, screws). Painting, wallpapering and sticking up of items is also forbidden. It is not permitted to use hall fixtures and technical fittings in a load-bearing capacity for either stand structures or exhibits. Within the stand area, however, the appearance of hall pillars can be altered provided there is no damage to same and within the permissible maximum stand height. Installations on hall pillars must be kept accessible and if necessary, inspection openings are to be included in the stand structure.

### 3.5.9 Suspensions from hall ceilings

Suspension of objects from the hall ceiling is only permitted using the technical fittings intended for this purpose (these are not available on all levels, suspensions are for example not possible in Hall 5.1). Suspensions are subject to authorisation and shall comply with BGV C1 (formerly VBG 70). They may only be installed by the Organiser's subcontractor. Exhibitors are not permitted to suspend objects from the hall ceiling themselves. Suspensions are only permitted from above the rented stand area and are not allowed over the gangways. Collapsible carabiners of any type are not permitted. The ropes or sling chains that are used must also comply with the requirements of BGV C1 and must be appropriately dimensioned to carry the respective load. Use of chain hoists must first be approved and may accrue additional costs. The lowest point of the suspended object must be 2.36 m above ground level. The maximum structure heights also apply to the height of the cross-beam system and must also be observed accordingly. Messe Frankfurt reserves the right to have the transmitted loads and structures checked by a civil engineer. Said checking is not free of charge, and shall be invoiced to ordering parties/ Exhibitors.

### 3.5.10 Fasteners

Only approved fastening means (including high-strength shackles, screw-lock carabiners) may be used as fasteners and safeties.

## 3.6 Two-level stand structures

### 3.6.1 Request for structures

A two-level structure for two-, three- and four-sided open stands can be permitted by the Organiser on specially indicated areas. Requests must reach the Organiser six weeks before the beginning of the Fair and the relevant application must also be submitted to the Messe Frankfurt Veranstaltungstechnik (Event Engineering)  
Ludwig-Erhard-Anlage 1  
60327 Frankfurt am Main | Germany  
Phone: +49 (0) 69 7575-6632  
Fax: +49 (0) 69 7575-6387  
together with the required documents (plans, load-bearing structural calculations, etc.). A fee is charged by the Messe Frankfurt for its review of two-level structures. This fee does not include the cost of the obligatory fire alarm system or other fire protection measures that may become necessary.

**3.6.1.1** There is a charge for two-level stand structures. 50% of the square metre price for the floor space will be charged per square metre of stand area covered by a second level. Here too, it is not permitted to erect any structure above and across hall gangways.

**3.6.2** Conditions applying to second-level stand structures, safety distances, height and headroom  
The Organiser reserves the right to refuse permission for two-level structures in the interest

of the overall appearance of the hall or for safety reasons. As a basic principle, the size of the upper storey is limited to a maximum of 50% of the stand area. Upper floors shall be open at the top. For multi-level structures, the headroom within stand interiors must be at least 2.3 m. For top floors having areas exceeding 30 sqm, the stand area covered by their top floor shall be equipped with an automatic fire alarm system. Other measures may be necessary. Tables with detailed information can be provided by the Organiser. Exhibitors shall order any necessary compensation measures from Messe Frankfurt, Event Engineering. The Messe Frankfurt will arrange for the necessary equipment and the Exhibitor will be invoiced for the costs. The certified or certification-ready structural calculations as submitted to the Messe Frankfurt, Event Engineering, will be forwarded to an engineer's office contracted by the Messe Frankfurt in order to ensure that these correspond to the structural design as submitted. If no structural calculations are available, the engineer's office will carry out this analysis itself and invoice the Exhibitor separately. The structural engineer will contact the stand installation manager in due course on the site in order to inspect the stand structure.

**3.6.2.1** The overall height of the two-level part of the stand may not exceed the maximum stand height for the respective hall (upper edge of banisters, etc.; see 3.5.6.3). It is also not permitted to attach inscriptions, promotion notices and company signs any higher than the max. stand height for the respective hall.

**3.6.2.2** The second level of the stand must be at a distance of at least 2 m from the neighbouring stands.

### 3.6.3 Live loads/design loads

The following working load requirements apply to the upper floor of a two-level stand in an exhibition hall, as perpendicular live loads in accordance with DIN 1055-3, Table 1 [Cat. C]:  
! The following live load [Cat. C1] is required for limited use by trade visitors or by stand personnel engaged in discussions or assisting customers, i.e. furnished with tables and chairs arranged freely or in discussion booths:  $q_k = 3.0 \text{ kN/sqm}$   
! The following live load [Cat. C3 or higher] is required for unrestricted use as a freely accessible area for exhibitions and assemblies, either with or without densely arranged seating:  
 $q_k = 5.0 \text{ kN/sqm}$

The type of use must be clearly evident in the plans submitted for approval. The evidence of stand safety must allow for the fact that anchorings are not permitted.

A horizontal load amounting to  $H = q_k/20$  ( $q_k$  = perpendicular live load) at upper floor level must be assumed for a two-level exhibition stand or grandstand in order to achieve adequate longitudinal and transverse stability. Railings and banisters must be designed to withstand a horizontal live load in accordance with DIN 1055-3, Table 7 (Cat. C) of  $q_k = 1.0 \text{ kN/sqm}$  at handrail height.

Stand structures must be designed to withstand an equivalent distributed lateral load of  $0.125 \text{ kN/sqm}$  in order to achieve adequate tilt and slip resistance and ensure stand stability. Deviations are possible in substantiated individual cases as long as appropriate evidence is provided. Evidence showing that the permitted loads on the hall floor have not been exceeded, e.g. by individual supports (also refer to "Technical Data on the Exhibition Halls of Messe Frankfurt") must be provided. Load-distributing baseplates measuring at least  $0.20 \text{ m} \times 0.20 \text{ m}$  shall be provided beneath supports for multi-storey structures and

special constructions and these must comply with the structural engineering requirements for high loads. Stairs and landings must always be designed for a live load [Cat. T2] of  $q_k = 5.0 \text{ kN/sqm}$ .

### 3.6.4 Escape routes/stairways

On the top floors of two-level exhibition stands, the walking distance from any accessible location to the nearest exhibition hall gangway via the stairway shall not exceed 20 m. The requirements listed under 3.4 Platforms, ladders, stairs, landings apply.

### 3.6.5 Top floors

Guards at least 0.05 m high that will prevent objects from rolling off top floors shall be installed on the flooring of top floors, in the vicinity of railings, if required. Railings shall comply with 3.4 and 3.6.3 above. All top floors on stands in exhibition halls equipped with sprinkler systems shall be open at the top. All necessary fire protection measures can be found under 3.2 Fire protection and safety regulations. In addition to the fire extinguishers present on ground floors, at least one approved and suitable fire extinguisher complying with EN 3 per stairway shall be arranged such that it/they is/are readily visible and easily accessible.

## 4. Technical safety regulations, technical rules, technical supplies

### 4.1 General rules

The Exhibitor is responsible for operational safety and compliance with health, safety and accident prevention regulations at their own stand. Stand set-up and dismantling must be performed according to current industrial safety regulations and trade law regulations, respectively. The Exhibitor and the companies they commission must particularly ensure that other persons in the hall not be endangered by their set-up and dismantling activities. As far as possible, the Exhibitor must coordinate the work at their own stand with that of the neighbouring stands. If this coordination is not possible, or if the set-up and dismantling is dangerous for both parties, the procedure should be temporarily stopped and the Organiser informed immediately.

#### 4.1.1 Damages

Any damage caused by Exhibitors or their subcontractors on the exhibition site, to its buildings, fittings and equipment will be removed by the Messe Frankfurt after the end of the Fair at the expense of the Exhibitor.

### 4.2 Use of materials for work

The use of bolt-guns is forbidden. The use of woodworking equipment without suction devices for shavings and sawdust is not allowed. The use of cranes and forklift trucks is restricted to the contract forwarding agents only. The use of company's own forklift trucks is banned for safety reasons. If required, forklift trucks and equipment for loading and unloading can be made available for a fee by fair haulage contractors.

### 4.3 Electrical installations

#### 4.3.1 Connection

The main connection to the electricity supply system will be carried out by the official site electrician contracted by the Frankfurt Book Fair. It is not permitted to use electricity supplied to neighbouring stands. The "Terms and Conditions for Connection and Supply of Electricity" as set out on the separate order form are binding for all Exhibitors. The electricity supply included in the stand rental fee refers specifically to electricity supply from an installed 1 kW socket. All other

services such as the installation of wiring and additional kW must be ordered from the Frankfurt Book Fair's contractor electrician and be paid for separately to the contractor.

#### **4.3.2 Stand installations**

Temporary electrical installations fitted on stands in addition to the hall's existing electrical system shall be installed and operated in compliance with the latest safety regulations of the VDE German Electrical Engineering Association, in particular VDE 0100, 0100-718, 0128 and IEC standard 60364-7-711. Exhibitors shall be fully liable for damage caused by defective electrical installations.

The percentages of high-frequency or low-frequency interference transmitted to the network shall not exceed those stated under VDE 0160 and VDE 0838 (EN 50 006). Any conductive stand structural elements must be included in measures taken for protection in the event of indirect contact (earthing of stand). Furthermore, it is only permitted to use cables such as types NYM, H05VV-F, H05RR-F, with a minimum cross section of 1.5 sqmm Cu. All types of wiring shall be employed exclusively in compliance with the regulations of DIN 0281 and 0282 of the VDE (German Electrical Engineering Association). Flat cables of any kind are not allowed. Bare electric leads and crocodile clips are not allowed in low-voltage appliances. Secondary wiring must be protected against short circuit and overloading.

**4.3.2.1** The switch and fuse boxes on the individual stands must be installed in a visible and permanently accessible position. Installation inside locked cabinets is not allowed.

**4.3.2.2** Transformers for low-voltage appliances must not be concealed from view or access. Only approved transformers with an overload fuse are permitted.

**4.3.2.3** All lighting systems and lights must be switched off before leaving the stand in the evening.

#### **4.3.3 Safety measures**

For particular protection, heating and heat generating electrical items (hotplates, spotlights, transformers, etc.) must not be installed on flammable, non-heat-resistant or heat-conductive surfaces. According to the level of heat generation, appliances must be placed at an adequate distance away from flammable materials. Lighting units must not be attached to flammable decorations or the like.

#### **4.3.4 Emergency lighting**

Stands on which existing general emergency lighting is ineffective due to their construction shall require their own additional emergency lighting, as required by VDE 0100-718, which shall be laid out such that it will reliably allow finding one's way to the general escape routes.

### **4.4 Water supply**

Water supply to the stand must be requested at the time of registration (by 31 January 2012); the possibility of a supply point cannot be guaranteed, however. Any costs incurred for underfloor plumbing work required for the supply will be charged to the Exhibitor direct by the installation contractor. Water supply connections can only be carried out by the official plumbing contractor and must be ordered separately from said contractor.

### **4.5 Pressurised gas cylinders, fuels**

Pressurised gas cylinders containing flammable or inert gases such as nitrogen, helium, argon, etc., may not be stored in the halls.

#### **4.5.1 Lighter pastes, gels and other fuels**

Heating and cooking appliances fuelled by wood, coal, gas, flammable liquid or lighter paste or gel

are not permitted.

### **4.6 Machinery, pressure vessels, exhaust systems**

Setting up and operating machines, pressure vessels or exhaust systems must first be applied for and approved.