



messe**augsburg**

Technical guidelines

of Messe Augsburg

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1. Preliminary notes

The Augsburger Schwabenhallen Messe- und Veranstaltungsgesellschaft GmbH (hereinafter referred to as the Messe Augsburg) issued these guidelines for trade fairs and exhibitions with the aim of ensuring that events run successfully and safely for all concerned. These technical guidelines are based on legal and official requirements and are binding minimum standards for all exhibitors, guest organizers and for Messe Augsburg exhibitions. Compliance with these guidelines is monitored by Messe Augsburg staff, the guest organizer and contractors.

The Messe Augsburg, competent building authorities and fire protection agencies are entitled to check compliance with these regulations at any time and to impose additional requirements in individual cases. In the interest of all event participants, the opening of an exhibition stand may be prohibited in whole or in part if identified safety deficiencies have not been remedied by the start of the event.

The exhibitor shall place orders for services in the Exhibitor Service Portal. The order deadlines specified therein must be met, as the Messe Augsburg cannot guarantee proper and timely services for late order submissions. In addition, the Messe Augsburg reserves the right to add a surcharge to the service fees for late orders. For information purposes, exhibitors may receive further detailed circulars on how to prepare and implement the corresponding event.

1.1. House rules (excerpt)

The fairgrounds is the private property of the Messe Augsburg. The owner is

Augsburger Schwabenhallen Messe-
und Veranstaltungsgesellschaft mbH
Am Messezentrum 5
86159 Augsburg
Germany
P +49 821 2572-0
F +49 821 2572-105
info@messeaugsbuurg.de

The Messe Augsburg and the corresponding organizer can forbid entrance or ask a person to leave at any time. The house rules apply to anyone accessing the private property of the Messe Augsburg. The house rules are visibly displayed at the entrances to the fairgrounds.

1.2. Opening hours

1.2.1. Set-up and dismantling period

The set-up and dismantling period depends on the individual exhibition and can be found in the relevant information sheet, which is available in the Exhibitor Service Portal.

1.2.2. Event duration

The opening and event hours depend on the individual exhibition and can be found in the relevant information sheet, which is available in the Exhibitor Service Portal.

2. Driving on the premises, escape routes, safety equipment

2.1. Traffic regulations

In order to ensure a smooth flow of traffic during set-up and dismantling hours and during the entire event, traffic-regulating and traffic-directing rules, including the instructions of the security personnel, must be observed. The provisions of the German Road Traffic Regulations (StVO) apply throughout the fairgrounds as well as in the private parking areas. The maximum speed allowed on the fairgrounds is 20 km/h. Illegally parked vehicles, trailers, containers, bins and empties may be removed at their owner's expense and risk.

2.2. Parking

It is not allowed to park any vehicle outside the designated parking areas on the fairgrounds and in front of the exits during events. During set-up and dismantling days, vehicles may only stop at the aforementioned locations for loading or unloading and shall be unloaded immediately. In order not to obstruct the fire brigade, those vehicles shall be removed thereafter as soon as possible. Trucks and trailers parked in parking zones designated for exhibitors and visitors will be removed. The owner of the vehicle shall pay for costs incurred. Advertising spaces, company signs and other advertising measures are prohibited in exhibitor and visitor parking areas or on vehicles.

2.3. Escape routes

2.3.1. Fire brigade access zones, hydrants

Access routes and movement areas of the fire brigade, marked by no-stopping signs, must be kept clear at all times. Vehicles and objects parked or deposited on escape routes and safety areas will be removed at their owner's expense and risk. Hydrants in the event venue and on outdoor fairgrounds shall not be obstructed, rendered unrecognizable or inaccessible.

2.3.2. Emergency exits, exits, hall aisles

All scheduled hall exits and aisles shall be kept clear to their full width. Escape routes, exit doors, emergency exits in the hall floor and their markings shall not be obstructed, covered or otherwise rendered unrecognizable. Deposited or projecting objects must never restrict escape routes during the event. Information stands and tables must not be positioned directly at entrances/exits or stairwells. In case of infringements, the Messe Augsburg is entitled to take remedial action at the expense and risk of the party causing the infringement.

During the set-up and dismantling phase, materials required for construction or exhibits delivered for immediate installation in the stand area, may be placed on the edge of escape routes briefly, if this does not fall below the aisle widths required and if logistical concerns are adequately taken into account. This is considered to be fulfilled, if a strip of no more than 0.9 m is used along the stand boundary to the hall aisle. Regardless of the hall aisle's width and the parked goods, it is mandatory

to keep clear a passageway in minimum width of 1.2 m. The areas in front of emergency exits and in front of intersection areas are excluded from this exception rule and must be kept clear to their full width at all times. The hall aisles must not be used to set-up assembly stations or to set-up machinery (i.e. woodworking machines, workbenches). For logistical reasons among others, the Messe Augsburg may request the immediate evacuation of all hall aisles.

2.4. Safety equipment

Fire alarms, hydrants, extinguishers, hoses, smoke vents, trigger points for smoke extraction systems, smoke detectors, telephones, intake and outlet vents for the HVAC system, smoke removal devices, their signs and the green emergency exit signs must be kept clear and visible. They may not be obstructed, covered or rendered unrecognizable. Automatic fire extinguishing systems must not be impaired by covers and decorations. The pressure hoses of the hydrants must not be used for filling tanks, basins, etc. It is prohibited to install anything underneath fire protection equipment such as fire-proof roller shutters.

2.5. Supervision

The Messe Augsburg's service partner provides general supervision of the exhibition halls and the outdoor fairgrounds during the trade fair. During the set-up and dismantling periods, there is general supervision. The Messe Augsburg is entitled to take all steps required for supervision and guarding. The exhibitor shall order stand supervision separately, if required. Stand guards shall only be provided by the Messe Augsburg's service partners.

2.6. Theft

The exhibitor is responsible for taking the necessary supervisory and security measures against theft during the set-up and dismantling period as well as throughout the event. We recommend taking out exhibition insurance, as well as stand security.

Any theft must be reported to the service office and to the police immediately.

2.7. Emergency evacuation

For safety reasons, the closure and evacuation of premises and buildings may be ordered. Anyone inside of these premises and buildings needs to follow the instructions and go outside. The exhibitor must provide their employees with information on how to vacate their stand in case of a hall evacuation; they might need to draw up and publicize their own evacuation plans.

2.8. Official permits

The exhibitor is responsible for obtaining any permits required in for their event participation. The exhibitor is also responsible for compliance with the applicable trade, venue and police regulations. Any doubts must be clarified with the building and regulatory authorities and, where trade regulations are concerned, with the trade supervisory office.

3. Technical data, hall and outdoor fairgrounds equipment

3.1. Hall data

Hall data			Hall entrances/ entrance gates		Suspension points	Floor load capacity	
Hall	Gross area	Usable height	Number	Ø Height	Ceiling load	Wheel load	Distributed load
Halle 1	6.036 m ²	10,00 m	6	4,52 m	500 kg	5.00 t	1,67 t/m ²
Halle 2	8.600 m ²	9,97 m	9	4,97 m	500 kg	10.00 t	3,30 t/m ²
Halle 3	7.628 m ²	7,00 m	4	4,50 m	30 kg	5.00 t	1,67 t/m ²
Halle 4	4.323 m ²	7,33 m	4	5,00 m	500 kg	10.00 t	3,30 t/m ²
Halle 5	7.800 m ²	10,00 m	6	5,00 m	500 kg	10.00 t	3,30 t/m ²
Halle 6	1.140 m ²	5,70 m	–	–	–	–	1.00 t/m ²
Halle 7	5.650 m ²	7,00 m	6	4,50 m	30 kg	5.00 t	1,67 t/m ²

3.1.1. General lighting, current type, voltage

The Messe Augsburg ensures general lighting of the halls. During exhibitions, the average illuminance of artificial light is 350 lux (measured height 0.75 m).

Existing current type and voltage on the fairgrounds:

- Network type TN-S-system
- Alternating current 230 Volt (± 10%)/50 Hz
- Three-phase current 3 x 400 Volt (± 10%)/50 Hz

3.1.2. Compressed air, power and water supply

Compressed air, power and water supply to the stands is provided by underground supply channels in the hall floor at a distance of approx. 5.00 m (details may vary depending on the hall).

3.1.3. Communication equipment

The stands are supplied with telephone, fax, data and antenna connections by the underground supply channels in the hall floor at a distance of approx. 5,00 m (details may vary depending on the hall).

3.1.4. Sprinkler systems

All halls are equipped with sprinkler systems.

3.1.5. Heating, ventilation

The Messe Augsburg is responsible for the general heating of the halls. Some halls are equipped with air-conditioning. In hall 2, 4 and 5, there is the option of activating the surrounding exterior walls for base-load heating and partial cooling.

3.1.6. Disruptions

In the event of disruptions of the technical supply, the trade fair management shall be informed immediately. The Messe Augsburg shall not be liable for any loss or damage caused by such disruptions.

3.2. Outdoor fairgrounds

Outdoor fairgrounds stands are supplied with electricity, water and wastewater connections via ground connection points. Exhibitors wishing to carry out excavation work (including for flagpoles) in the outdoor area, must secure prior approval from the Messe Augsburg. They are liable for all damages in case of damage to pipelines and cables. Any material installed on the outdoor fairgrounds must be fully removed and the initial state must be restored.

4. Stand construction regulations

4.1. Stand safety

The stands shall be constructed in accordance with the recognized principles of architecture and under the supervision of the construction manager in charge. The exhibitor is responsible for the stand's structural safety and may be asked to provide proof of this. Standing structural elements or special structures (e.g. free-standing walls, tall exhibits, tall decorative elements) that can tip over, must be designed for an equivalent horizontal distributed load (qh):

- $qh1 = 0.125 \text{ kN/m}^2$ up to 4.00 m height from the top edge of the floor
- $qh2 = 0.063 \text{ kN/m}^2$ for all areas with more than 4.00 m height from the top edge of the floor

The reference area is the corresponding elevation surface. Upon request, the supporting documents prepared for this purpose must be submitted to the Messe Augsburg. In justified individual cases, deviations are possible. In these cases, proof of stand safety must be provided. In justified cases, the Messe Augsburg reserves the right to commission a structural engineer to inspect the stand stability for a charge.

4.2. Stand construction permit

The normal height for stands and exhibits is 2.50 m. This height is tailored to the dimension of the partition walls provided. A construction height of 4.99 m will be accepted without requiring further permission, if this is justified and if all technical guidelines are complied with during the construction and implementation phase. Stands shall be designed neutrally and be free of advertising at their borderline areas,

on their rear side and on spaces above 2.50 m.

4.2.1. Inspection and approval of stands requiring permits

Exhibition stands of 5.00 m height or higher, special buildings and constructions as well as vehicles and containers are always subject to approval. Two-story constructions require approval from the Messe Augsburg. The request must be submitted immediately after having received stand approval. Two copies of the required structural documents (calculations and plans on a scale of 1:100, also for two-story stands) must be submitted to the organizer in good time, but no later than eight weeks before the start of construction.

For two-story stands with a total area of less than 100.00 m², two sectional ladders must be installed at opposite walls so that a second escape route becomes dispensable. For stands with a size of 100.00 m² and more, a second escape route is required.

For the approval of:

- two-story stands
- cinema or audience spaces
- stands on outdoor fairgrounds
- special structures

the following documents are needed in duplicate and in German language:

1. Structural analysis in accordance with German standards verified or verifiable by a second, independent structural engineer
2. Construction description
3. Stand sketches on a scale of 1:100 (floor plans,

elevations, sections), construction details on a larger scale.

4. An escape route plan with proof of the lengths and widths of escape routes must be provided.
5. No additional documents are required if a test book/type test is presented. The exhibitor/stand constructor shall pay the costs of the approval procedure.

Upon review, one copy of the stand plans will be returned to the exhibitor/stand constructor with a notice of approval. With this notice of approval, the stand construction is released.

4.2.2. Foundations

Exhibitors requiring foundations or reinforcements must secure the Messe Augsburg's approval. Two copies of sketches on a scale of 1:50 must be provided. The exhibitor shall bear the costs for foundations and the re-erection of the hall floor.

4.2.3. Changes to components that don't meet the necessary standards

Any stands, installations, equipment, or decorations (materials) brought in, which are not approved or otherwise do not comply with these provisions or with the VStättVO, are not permitted to be used in the event venue and will be modified or removed at the exhibitor's expense. The partial or complete closure of a stand may be ordered for good cause, in particular in the event of serious safety deficiencies.

4.3. Stand dismantling

After stand dismantling, the initial state of the exhibition areas must be restored. Adhesive tapes must be removed. Sample materials or objects must be removed. The organizer shall be liable for damage to ceilings, walls, floors and installation equipment. Stands that have not been dismantled or exhibits that have not been removed will be removed at the exhibitor's expense and risk after the date set for completion of dismantling and stored at or disposed by the trade fair transport company.

4.4. Fire protection and safety regulations

With reference to § 24 of the Regulation on Fire Prevention of April 29, 1981, art. 38 of the State Criminal and Administrative Order Act of November 7, 1974 and other pertinent fire safety regulations, the Augsburg Office for Fire and Disaster Protection announces in excerpts the fire prevention measures that are most important for exhibitors. The Augsburg Office for Fire and Disaster Protection is responsible for fire prevention in the exhibition center. Exhibitors are advised to contact the Augsburg Office for Fire and Disaster Protection:

Stadt Augsburg
Amt für Brand- und Katastrophenschutz
Berliner Allee 30
86153 Augsburg
Germany
P +49 821 324374-00
F +49 821 324374-19

in good time in all cases of doubt concerning fire protection. The trade supervisory and regulatory authorities, the police, the fire department as well as the representatives of the exhibition management are entitled to give instructions within the scope of these safety regulations. Their representatives shall be granted access to the safety devices and technical equipment at all times.

4.4.1. Stands and decorative material

The use of highly flammable materials, materials causing flaming toxic droplets or smoke-forming materials such as most thermoplastics, including polystyrene (Styrofoam), are generally prohibited at stands. For safety reasons, special requirements may apply to load-bearing structural components. Load-bearing and structurally required attachments must be made of non-combustible materials. Decorative materials must be classified as at least flame-retardant (Class B1) and must not form burning droplets. In accordance with DIN 4102-1 smoke emission must be limited and in accordance to EN 13501-1 they decorative materials at least to correspond to class C (C -s2, d0). A test certificate

on the building material class of the material used must be provided. It is generally not allowed to use bamboo, thatch, hay, straw, bark mulch, peat or similar materials such as flowers, palm trees or other plastic plants for decorative purposes. Only some of these materials can become “flame-retardant” later by applying flame-retardants. These flame-retardants must be officially approved for the substance to be impregnated and must be applied at the concentration specified in the approval notice. Cut trees and plants may only be used for decorative purposes when they are still green. Individual coniferous or fir branches are not permitted for decorative purposes. Only deciduous and coniferous shrubs and trees with moist root balls may be used. Plants and trees that dry out and thus become more flammable during the event shall be removed. About 0.50 m above the ground, trees must be free of branches.

4.4.2. Stand planning

Stands shall be designed without any angles that are difficult to monitor. The furthest escape route from any point of a stand to an exit or an emergency exit on a hall aisle must not exceed 20.00 m. Exits and emergency exits must be indicated within the stand by means of clear lettering or symbols. It must be possible to open the emergency exit doors from the inside at any time during the event without any tools; they must have a width of at least 0.80 m and must lead onto a hall aisle.

4.4.3. Packing material, boxes and material waste

Boxes, packing materials and the like may not be deposited in or near the exhibition stands. Highly inflammable material waste (wood shavings, wood residues, sawdust and the like) must be removed daily or intra-daily in the case of major accumulations.

4.4.4. Exhibition of vehicles

Vehicles with internal combustion engines may only be exhibited in the halls upon prior approval from the Messe Augsburg. The tank capacity of the vehicles shall be reduced to the level necessary for entry and exit. For passenger cars the maximum limit is 5 liters of fuel, for motorcycles 1 liter of fuel. The fuel tank must be locked, the battery must be disconnected or removed. The associated rescue/accident card must be kept on hand for all vehicles on display.

For vehicles with electric or hybrid drives and for alternative drives, the battery must be removed or replaced by a dummy. The high-voltage battery must be disconnected from other live parts (activation of the manual disconnect switch). The filling capacity of the energy storage device must not exceed 15% (non-critical state). A so-called “deep discharge” shall be avoided—even during the exhibition. Charging is prohibited. The exhibition of gas-powered vehicles is only allowed with an emptied pressure tank or with unpressurized tanks (max. 10% of the tank volume).

If the exhibitor requires a connected battery for vehicle demonstration purposes, an exception may be granted upon written application to the Office for Fire and Disaster Protection. However, the vehicle battery can only be used to supply exhibition vehicles if the following points are observed: the batteries must not produce hazardous gases. This can be ensured by gel batteries or other safety measures (voltage monitoring).

The contacts of the batteries must be safe to touch. This is especially required when the batteries are located in the engine compartment and the hood is open. It must not be possible to start the vehicle even if the is battery connected. Suitable precautions must be taken for this (e.g. disconnecting the starter from the starter battery or safely deactivating the starter battery). As an additional protective measure, the vehicle must be secured against rolling away (e.g. with sufficiently dimensioned wheel chocks or similar)

The exhibitor must apply for approval to exhibit vehicles in writing and by using the “Registration of Facilities and Equipment Requiring Approval and Acceptance—Application for General Technical Approval (Office for Fire and Emergency Management)” form.

4.4.5. Equipment and installations requiring registration, inspection and approval

If demonstrations involving open fires or strong heating take place at the stands, a suitable fire extinguisher in accordance with DIN 14406 must be available. Such demonstrations require special approval from the Office for Fire and Disaster Protection and from the Messe Augsburg. They include for example cutting, welding, soldering and related work, as well as demonstrations of non-electric cooking, grilling, baking and heating equipment. Liquid gas must not be used for such demonstrations. The use of cooking and grilling equipment using solid fuels (e.g. charcoal) requires prior approval. Lighting candles will only be approved if that is necessary to present an exhibit.

Exhibitors shall apply for approval for such demonstrations by using the “Registration of Facilities and Equipment Requiring Approval and Acceptance—Application for General Technical Approval (Office for Fire and Emergency Management)” form. Non-disclosure will lead to additional effort, which will be charged.

4.4.6. Explosive substances, ammunition

Explosive substances are subject to the German Explosives Act and may not be exhibited at trade fairs and exhibitions. This also applies to ammunition as defined by the Weapons Act.

4.4.7. Pyrotechnics

Pyrotechnic shows are not permitted.

4.4.8. Use of balloons, drones and remotely controlled flying objects

The use of balloons filled with safety gas and other flying objects including drones in halls and on

outdoor fairgrounds must be applied for in advance and approved by the Messe Augsburg. The use of flying objects and drones is generally prohibited if visitors are present in the halls and on outdoor fairgrounds. The use of such flying objects must not interfere with or damage safety equipment at any time.

4.4.9. Fog machines

The use of fog machines must be approved by the Messe Augsburg.

4.4.10. Use of electrical devices

It is not permitted to use radiators, hotplates with open heating wires, temporary heaters and immersion heaters. Small electrical appliances such as hotplates, cooking pots, coffee machines, etc. are only permitted if they comply with VDE regulations. They shall be placed on non-combustible, heat-resistant bases so that even in the event of excessive heat generation, objects nearby cannot catch fire. The appliances shall be adequately monitored during operation. The main switch at the stand must be switched off as soon as the trade fair ends.

4.4.11. Smoking ban

Smoking is generally prohibited in the event venue; the exhibitor must ensure that the smoking ban is enforced during the set-up, dismantling and holding of the event. The smoking ban also includes the use of e-cigarettes.

4.4.12. Recyclable, non-recyclable and residual waste

Containers for recyclable and residual waste with combustible materials are not allowed in exhibition stands. The Messe Augsburg’s cleaning service partners will empty the containers in the stands regularly and every evening after the trade fair closes at the latest. If larger quantities of combustible waste are generated, they must be disposed of several times a day.

4.4.13. Spray guns, solvents

The use of spray guns, solvents and paints is prohibited.

4.4.14. Abrasive cutting work and all work involving open flames

Welding, cutting, soldering, grinding, abrasive cutting work and other work involving open flames or flying sparks are prohibited on Messe Augsburg premises and exhibition grounds. In exceptional cases, upon written application and description of the activities, the Messe Augsburg may issue a permit for fire activities with special safety requirements.

4.4.15. Use of woodworking machines

Exhibitors shall provide additional tested and approved fire extinguishers (e.g. water extinguishers in accordance with DIN 14406) and other extinguishing agents at stands where flammable substances are processed or arise during processing (e.g. wood shavings).

4.4.16. Empties, storage of materials

Storing empties of any kind inside and outside the stand in the hall is prohibited. All empties shall be removed immediately or given to the Messe Augsburg's service partner for logistics, if need be. In case of infringements, the Messe Augsburg is entitled to remove stored empties at the exhibitor's expense and risk.

4.4.17. Wall hydrants, fire extinguishers, fire alarm

Fire extinguishers, triggering devices for smoke and heat extraction systems, wall hydrants, pushbutton fire alarms and other safety equipment located in the halls shall not be obstructed or otherwise made inaccessible, even if they are located in the exhibition stand. The Hydrant's pressure hoses must not be used for filling tanks or basins, etc.

4.4.18. Stand covers

In order not to interfere with the sprinkler system, stands in halls with sprinklers must not have a cover or roof. Exceptions may be granted:

All types of stand roofs and covers, regardless of their size, require the Messe Augsburg's and the organizer's consent.

No later than six weeks before the start of the event, a dimensioned sketch of the stand shall be submitted to both the Messe Augsburg and the organizer for approval. Approval can only be given for textile stand covers made of VDS-tested, sprinkler-compatible, wide-meshed and flame-retardant (B1 according to DIN 4102 or DIN EN 13501-1) mesh materials or fabrics with melt threads or predetermined breaking threads. The approval notice and certificates for the stand's cover materials must be available at the stand for inspection, otherwise the Messe Augsburg may order the dismantling of the cover. In stands with fixed roofs and covers, decoration and equipment must correspond to B1 (according to DIN 4102 or DIN EN 13501-1) standard. The safety distance between stands with fixed stand covers must be at least 3.00 m on all sides. Stands with a roof covering 8.00 m² or more, require a battery-operated and VDS-approved smoke detector installed under the cover/roof. For each additional 8.00 m² of covered area, one additional smoke detector is required.

To ensure that the fire department will be alerted, a night watch must be ordered from the Messe Augsburg's service partner for each hall in which there is a stand with a roof larger than 8.00 m². Stands with fixed roofs/covers larger than 30.00 m² shall be equipped with a separate sprinkler system. The following company shall be commissioned to install the sprinkler system:

GLORIA
Norbert Wilhelm Flotowstrasse 15
86368 Gersthofen
Germany
P +49 821 703030

4.4.19. Areas accessible to visitors /trapped Rooms

Enclosed areas accessible to visitors (enclosed spaces) that have no visual and acoustic connection to the hall must be equipped with a visual and acoustic warning system to ensure that an alarm can be raised at all times.

Alternative measures require approval from the Messe Augsburg.

4.4.20. Doors

The use of swing doors, revolving doors, coded doors, sliding doors and other access barriers to escape routes require approval under building law.

4.4.21. Platform, ladders, stairs, walkways

Generally accessible areas directly adjacent to areas with a drop-off of 0.20 m or more must be surrounded by railings. These railings must have a minimum height of 1.10 m. There must be at least one top chord, one middle chord and one bottom chord. For a platform it is required to present a verifiable structural analysis, upon Messe Augsburg's request. In accordance with DIN EN 1991-1-1/NA, in conjunction with National Annex, Table 6.1 DE, [Kat. C1], the floor loading capacity must be designed for at least 3.00 kN/m² depending on the use. Single-step accessible platforms must not exceed 0.20 m. Ladders, stairs and walkways must be in compliance with the accident prevention regulations. The distance between the parts of the railing must not exceed 0.12 m in one direction. (MVStättVo § 11, section 2).

4.5. Stand design

4.5.1. Design

The exhibitor is responsible for stand design. In this regard, the typical event-related exhibition criteria must be taken into account. Walls adjacent to visitor aisles should be brightened up by installing showcases, niches, displays and the like. The rear side of stands adjacent to neighboring stands shall

be kept in a neutral design in order not to disturb neighboring stands in their design.

4.5.2. Indication

If no ready-to-use stand is available, it is recommended to install a fascia board. Design and installation of the stand must be impeccable. The name and full address of the stand owner (if applicable, also of the branch responsible for participation) must be visibly displayed. Stipulations regarding the stand design remain reserved. Goods offered series must always be marked with a price tag individually. The prices must be final prices.

4.5.3. Stand equipment

Bar tables and comparable objects with a corresponding risk of tipping over, such as drums, barrels, counters, etc., may only have one round component (either base or top). This shall prevent fallen bar tables for instance from rolling away. The use of bar tables with round bases and round table top is generally not allowed. Deviations from the aforementioned regulations may be granted in individual cases, for instance if barriers, fixations or large exhibition stands increase the distances to escape and rescue routes. For this purpose, a precisely dimensioned stand sketch must be submitted to the Messe Augsburg about six weeks before the start of construction.

4.5.4. Checking the rental area

The service partner of the Messe Augsburg will mark the rental area. All exhibitors are obliged to obtain information on site about the location, the dimensions and about possible installations etc. The stand limits must be strictly observed. The exhibitor shall expect minor deviations in the stand measurements.

4.5.5. Interference with the building structure

Halls and the technical equipment must not be damaged, soiled or altered (e.g. drilling, nailing, screwing). Painting, wallpapering and pasting is prohibited. Hall walls, supporting pillars and trusses of the roof structure must not be loaded

by the stand construction. Pillars, wall projections, technical equipment and partition walls are part of the allocated stand areas. It is generally prohibited to attach stand roofs/covers, exhibits, advertising signs, flags, banners, etc. to the hall ceiling and the trusses of the roof structure. Joints on hall walls, ceilings and floors must not be damaged by chiseling, foundation work or similar activities. It is prohibited to use bolts and anchors for stand structures. Fixing exhibits by means of ground anchors is only possible in justified exceptional cases and only upon prior written approval from the Messe Augsburg. Unauthorized modifications to any of the structures provided by the exhibition management are not permitted. The exhibitor is liable for any resulting damage and consequences.

4.5.6. Hall floors

Floor coverings must not be nailed. Self-adhesive carpet tiles are not permitted. Carpets and other floor coverings shall be laid to protect against accidents and may not project beyond the edge of stands. It is prohibited to use bolts and anchors. All materials used must be removed without leaving any residue. Substances such as oils, greases, paints and the like must be removed from the floor immediately. Hall floors may not be painted. PVC adhesive (e.g. Tesapack) tape must be used as an interlayer between double-sided adhesive tapes and the floor. The exhibitor shall bear all costs incurring from restoration work required for damaged areas. Lift trucks must not drive on the tile floor in the conference center. Supply shafts for water and electricity as well as technical safety equipment must not be opened by exhibitors. The Messe Augsburg's service partner responsible alone may use the supply shafts.

4.5.7. Suspensions from the hall ceiling

The Messe Augsburg's service partner alone is responsible for suspensions from the hall ceiling and for the provision of attachment points. Modifications to these suspension structures may only be carried out by the authorized service partner of the Messe Augsburg. The exhibitor will be provided

with an attachment point at the desired position in the air space above the stand area, provided that the structural condition allows this.

4.5.8. Stand partition walls

The exhibitor receives cleaned stand partition walls when ordering them in the Exhibitor Service Portal. The exhibitor shall return the stand partition walls in a clean condition. Heavy objects shall not be attached to stand walls. Stand walls cannot assume any support functions during construction and dismantling. Lightweight objects can be attached along the nail bars. Supporting walls erected for structural reasons by the trade fair management, may not be removed by the exhibitor. Supporting walls must be erected, e.g. for free-standing partition walls from 3.00 m in length or for partitions between peninsular stands, as otherwise stability is not guaranteed. The Messe Augsburg alone is entitled to arrange for the supporting walls to be removed. It is prohibited to use nails or double-sided tape on supporting walls. Suitable adhesive material can be provided. After the end of the event, all boards must be removed from the walls and any adhesive residue must be removed. Cleaning costs are charged in accordance with the amount of cleaning work. Damages will be charged at the purchase price.

4.5.9. Advertising media/presentations

Stand and exhibit labels, company and brand logos may not exceed the specified construction height and may not project out into the aisles. They should look appealing. Presentations, visual, slow-moving and acoustic advertising media as well as music playback is permitted, provided they do not disturb neighbors, do not cause congestion in the aisles and do not drown out the fair's own public address systems in the halls.

The volume must not exceed 70 dB(A) at the edge of the stand.

Distributing printed materials and using advertising media is only permitted in the exhibitor's stand area. Rotating or flashing advertising displays

or eye-catchers are prohibited. Advertising that violates the law or that is not in accordance with common moral principles is not permitted. It is not allowed to set-up display packages, promotional packages, etc. from companies not represented at the exhibition. Raffles, contests, quizzes, sweepstakes, etc. may not be conducted in return for payment or donations. Exhibits must not be set up outside of the stand.

4.5.10. Accessibility

The stand design should focus on accessibility. Stands and their facilities should also be accessible to people with reduced mobility without requiring assistance.

5. Operational safety, technical safety provisions, technical provisions, technical supply

5.1. Safety obligations, occupational safety

During the entire set-up and dismantling period, there will be construction site-like activity inside and outside the halls and on the outdoor fairgrounds. Any personnel employed by the exhibitor must be made aware of the danger involved. The exhibitor is responsible for operational safety and for compliance with the applicable legal provisions regarding occupational safety, and with the accident prevention regulations, in particular with DGUV-V 1 "Prevention", DGUV-V3 and DGUV-V17/18 as well as DGUV information on "Safety at Events and Productions". The exhibitor and service providers acting on behalf of the exhibitor (stand construction companies) must ensure that their construction and dismantling work won't endanger any person present in the event venue. The exhibitor shall ensure appropriate work coordination if necessary, to enhance effective co-operation. The exhibitor shall appoint a coordinator to coordinate the work, if necessary. If this is not possible, the exhibitor shall temporarily stop the work and contact the Messe Augsburg. If these technical guidelines or statutory provisions are not respected, the cessation of activities may be ordered.

The exhibitor is responsible for ensuring the safety of all visitors entering their exhibition area i.e. their stand. The exhibitor shall ensure the safe condition and operation of their exhibition stand and

equipment installed. If the exhibitor commissions a stand construction company for stand construction and dismantling, the exhibitor shall ensure that the stand construction company respects and implements these technical guidelines. The exhibitor always remains responsible for compliance with the safety provisions vis-à-vis the corresponding organizer. If these regulations and mandatory statutory safety regulations are violated, the closure of a stand and the cessation of construction and dismantling work may be ordered.

5.2. Damage

Any damage to the exhibition grounds, its buildings or facilities caused by the exhibitor or their service partners shall be reported to the Messe Augsburg and will be repaired by the Messe Augsburg at the exhibitor's expense at the end of the event.

5.3. Use of tools

The use of bolt-firing tools, spray guns or nitrocellulose lacquer is prohibited in all exhibition halls. The use of woodworking machines without chip extraction is not permitted. The Messe Augsburg's service partner alone is allowed to use cranes and forklifts. Mobile elevating work platforms rented from the Messe Augsburg's service partner, may only be operated by qualified persons over the age of 18. The qualification must at least comply with the professional association's principle DGUV-G

308/008. The operating permit, a valid and sufficient business liability insurance, the approval notice for operation in enclosed spaces as well as the test certificate according to the accident prevention regulation has to be provided.

5.4. Electrical installation

5.4.1. Connections, stand installations

All electrical installations are exclusively installed by the Messe Augsburg's service partner. The exhibitor shall order electrical connections and installations in the Exhibitor Service Portal. The order and a dimensioned sketch of the positioning of connections in the stand area shall be submitted to the Messe Augsburg. The Messe Augsburg's service partner then installs the connections up to the edge of the stand.

Upon consultation with the Messe Augsburg, stand installations may be installed by the exhibitor's electricians, by approved specialist companies or by the Messe Augsburg's service partner in accordance with VDE regulations and with regulations applicable in Europe.

5.4.2. Assembly and operating regulations

All electrical equipment shall comply with the latest safety regulations of the Association of German Electrical Engineers (VDE). VDE 0100, 0100-718 0128 and IEC 60364-7-711 must be observed.

For power outlets and lighting circuits, a residual current circuit breaker 30 mA is mandatory. The proportion of high-frequency or low-frequency interference emitted into the network must not exceed the values specified in VDE 0160 and VDE 0838 (EN 50 006 and EN 61000-2-4). Conductive components must be included in protection measures against indirect contact (stand grounding). In addition, only cables such as types NYM, H05VV-F, H05RR-F with a minimum cross-section of 1.5 mm² Cu may be used. Bare electrical conductors and terminals are not permitted in low-voltage systems. The secondary cables must be protected against short circuit and overload. Flexible cables (includ-

ing flat cables) must not be laid under floor coverings without protection against mechanical loads.

5.4.3. Safety measures

For safety reasons, all heat-emitting electrical devices (hotplates, spotlights, transformers, etc.) shall be installed on non-combustible, heat-resistant, asbestos-free bases. Depending on the heat emission, sufficient distance to combustible materials must be ensured. Lighting fixtures must not be attached to decorations or the like.

5.4.4. Safety lighting

Some stands require their own additional safety lighting in accordance with VDE 0100-718, if the existing general safety lighting is not sufficient. It shall be installed in a way that it enables safe access to the general escape routes.

5.4.5. Water and waste water installation

Each stand that is to be supplied with water/wastewater will receive one or more connections. These connections shall only be installed by the Messe Augsburg's service partner. The exhibitor shall order electrical connections and installations in the Exhibitor Service Portal. The order and a dimensioned sketch of the positioning of connections in the stand area shall be submitted to the Messe Augsburg. Water installations on the outdoor fairgrounds are not guaranteed. All installations within the stands must comply with the applicable drinking water regulation. This ensures that the installation and operation of a connection will not affect the quality of the drinking water.

5.5. Compressed air / gas installation

Compressors to be operated in the halls must comply with the German or equivalent foreign safety regulations and be quietened so that the noise level, measured at the edge of the stand, does not exceed 50 dBA.

5.6. Machinery, pressure vessels, exhaust systems

5.6.1. Machine noise

Machines that are temporarily demonstrated in operation must be equipped with sound-absorbing equipment to prevent noise nuisance. The noise must not exceed 50 dBA, at the edge of the stand. It is obligatory to notify the Messe Augsburg as early as possible of any exhaust and fume extraction line required for machines in operation.

5.6.2. Product safety

All exhibited technical work equipment and consumer products shall meet the requirements of the Product Safety Act (ProdSG). Technical work equipment and consumer products that do not comply with these requirements may only be exhibited if a clearly visible sign indicates that they do not comply with the aforementioned law and can only be purchased once compliance with the legal requirements has been established. For technical work equipment and consumer products bearing the CE mark, the corresponding manufacturer's declaration of conformity must be available at the stand. During product presentations, the stand personnel shall take all necessary precautions to protect surrounding people.

5.6.2.1. Safety equipment

When exhibiting technical equipment, the generally recognized rules of technology, occupational safety and accident prevention regulations must be observed. The current legal regulations on technical work equipment are applicable. If machines or devices are to be shown to visitors in operation, a secure organic glass cover or other transparent material may be used instead of the usual protection measures. It is not allowed to present machines and devices in operation without safety equipment. Safety equipment can be removed to show the design and construction of covered parts. The safety equipment shall be visibly placed right next to the machine. The Messe Augsburg is entitled to prohibit the operation of machines

and devices if the Messe Augsburg sees a risk to visitors and exhibitors. The exhibitor shall be held liable for any personal injury or property damage caused by the operation of the exhibited machines or devices.

The (German) employer's liability insurance association, industrial inspectorate inspects the exhibited machines, gadgets, devices and the like with regard to their technical design.

Information on the Equipment Safety Act can be obtained from the industrial inspectorate, Government of Swabia.

Gewerbeaufsichtsamt Regierung von Schwaben
Morellstraße 30d
86159 Augsburg
Germany
P +49 821 327-01
F +49 821 327-2700

5.6.2.2. Testing method

The industrial inspectorate of the Swabian Government, and if necessary the competent professional association committee inspect the exhibited technical work equipment with regard to its accident prevention and safety design and check it for compliance with the safety requirements. To verify the CE marking, it is necessary to have the EG declaration of conformity available at the exhibition stand. In case of doubt, exhibitors shall contact the corresponding office in the run up to the event.

5.6.2.3. Prohibition of operation

The Messe Augsburg is entitled to prohibit the operation of machines, gadgets and devices at all times, if the Messe Augsburg sees a risk for people and objects nearby.

5.6.3. Pressure vessels

5.6.3.1. Inspection certificate

Pressure vessels may only be used in the stand if they have undergone testing required by the German industrial safety regulation (BetrSichV). The test certificates must be kept with the pressure

vessel and presented to the competent supervisory authority upon request.

5.6.3.2. Propane cylinders, butane cylinders, gas cylinders

For safety reasons, the trade fair management prohibits the use of propane, (butane) and gas cylinders. In exceptional cases, i.e. if the exhibitor requires propane gas to present their exhibit, a permit may be granted.

The exhibitor must apply for approval in writing and by using the “Registration of Facilities and Equipment Requiring Approval and Acceptance—Application for General Technical Approval (Office of Fire and Emergency Management)” form. Approval is only given if strict safety requirements are met. The entire propane system must be approved by an expert before it is put into operation. Propane gas for heating, grilling and cooking equipment will not be approved.

5.6.3.3. Testing

The exhibitor shall arrange construction and hydraulic pressure tests and corresponding certificates (EG declaration of conformity as well as necessary documents in German or English language). In addition to the certificate, an inspection must be carried out on site. A person responsible for the pressure vessel must be present at the stand.

5.6.3.4. Rental equipment

If rental equipment is used in the stand, the aforementioned regulations shall apply accordingly. The test certificates must be kept with the pressure vessel and presented to the competent supervisory authority upon request.

5.6.3.5. Supervision

The required certificates shall be held ready for the industrial inspectorate during the event.

5.6.4. Exhaust gases and vapors

Flammable, toxic or unpleasant vapors and gases emitted by exhibits and equipment may not be discharged into the halls. They must be discharged into the open air via pipelines in accordance with the requirements of the Federal Emission Control Act.

5.7. Compressed gases, liquid gases and combustible fluids

5.7.1. Compressed gas systems and liquid gas systems

It is prohibited to store and use compressed and liquefied gas inside of the exhibition halls and on the grounds without written approval from the Messe Augsburg.

5.7.1.1. Permit application for compressed gas cylinders

It is generally prohibited to store and use liquefied gas or other flammable and non-flammable gases in compressed air cylinders, compressed gas packages or tanks without written approval from the Messe Augsburg. In accordance with the relevant Accident Prevention Regulations, compressed gas cylinders shall be protected against impact, from falling over, from heat, and from unauthorized persons. Toxic gases must not be used.

5.7.1.2. Heating, grilling and cooking equipment

Heating, grilling and cooking equipment heated with coals, gas or flammable liquids must not be operated. Oil fryers must not be used, due to the risk of explosion when sprinkler water gets in contact with hot oil. Ethanol, mineral oils (petrol and petroleum, etc.), must not be used for cooking, heating or for operational purposes.

5.7.1.3. Installation and use

For the installation and use of liquefied gas systems, the “Technical Rules for Liquefied Gas” TRF 2012 (publisher: DVGW (German Association for Gas and Water) and DVFG (German Association for

Liquid Gases) as well as the „Guidelines for the use of Liquid Gasses) ZH 1/455 (Publisher: Main Employers Liability Insurance Association) shall be observed.

5.7.2. Flammable liquids

5.7.2.1. Storage and use

It is generally prohibited to store and use flammable liquids. Permission to store and use flammable liquids may be granted for the operation or demonstration of exhibits. A corresponding application for approval must be submitted to the Messe Augsburg. Dummies shall be used for advertising and decorative purposes.

5.7.2.2. Demand storage

Only the day's supply of flammable liquid may be kept in the stand for operation and demonstration purposes. The exact amount needed must be specified in the application.

5.7.2.3. Storage tank

The daily supply shall be stored in closed, break-proof containers. Unauthorized people must not have access to the storage tank. The storage tanks shall be stored in non-combustible collection containers.

5.7.2.4. Location

Smoking must be absolutely prohibited on the storage site. Corresponding signs shall be set up. Suitable hand-held fire extinguishers must be available.

5.7.2.5. Conditions for operation

Systems that are operated or demonstrated with flammable liquids must be equipped with non-combustible collection containers at the filler necks and at the points where liquids can escape. Due to the risk of fire or explosion, spilled flammable liquids must be removed from the container immediately and disposed of safely.

5.7.2.6. Empty tanks

Empty tanks that contained flammable liquids must not be kept or stored in the stand or in the hall.

5.8. Asbestos and other hazardous substances

The use of hazardous substances and construction materials containing hazardous substances must be agreed with the Messe Augsburg. The basis is the Act on Protection against Hazardous Substances (Chem. Law), BGB 1. Part 1, Page 1703 and the regulation banning chemicals (CHemVerbotsV) and the regulations on hazardous substances (GefStoffV).

5.9. Glass and acrylic glass

Only safety glass suitable for the intended purpose may be used. Edges of glass panes must be altered or protected so that they pose no risk of injury. All-glass components must be marked at eye level. Glass constructions must comply with the technical regulations for the use of accident-proof glazing (TRAV).

5.10. Stage area

Demonstrations and acoustic advertising require prior approval from the Messe Augsburg and must not disturb neighboring exhibitors. The volume must not exceed 70 dB(A) at the edge of the stand. The Messe Augsburg is entitled to restrict or prohibit performances that cause noise or visual nuisance or disturb the event or the event participants, despite prior approval.

5.11. Radiation protection

5.11.1. Radioactive substances

After inspection and release by the Messe Augsburg, radioactive substances are subject to approval. In addition to the preparation, the form, activity and number of emitters as well as the classification

according to the Radiation Protection Ordinance (below the exemption limit, group I, II or III) must be indicated in the notification. In accordance with the Radiation Protection Ordinance, permission for use, storage and transport must be applied for at the competent authority and submitted to the Messe Augsburg at least six weeks before the start of the event. If a permit already exists, proof must be provided that the intended handling of radioactive materials on the exhibition grounds is legally covered. If radioactive substances are used, notification is mandatory.

5.11.2. X-ray systems and sources of stray radiation

After inspection and release by the Messe Augsburg, use of X-ray systems and stray radiation sources are subject to approval. The regulation on protection against injuries caused by X-rays (RöV, BGI I) must be observed. The use of X-ray equipment and sources of stray radiation is subject to approval or notification §§ 3, 4, 5, 8 RöV. The competent authority for the Augsburg exhibition venue is the Government of Swabia:

Regierung von Schwaben
Dezernat G3A—Medizinprodukte, Röntgenanlagen
Morellstraße 30d
86159 Augsburg
Germany

Applications or notifications shall be submitted informally, in triplicate, at least six weeks before the start of the event.

5.11.3. Laser systems

After inspection and release by the Messe Augsburg, the use of laser is subject to approval. In accordance with § 6 of the accident prevention regulation “Laser Radiation” DGUV Regulation 11, the use of laser systems shall be reported to the competent authority. In addition to the notification, a document is required that confirms the commissioning of a laser safety officer who will be present at the event. The industrial inspectorate Augsburg is responsible for occupational safety.

5.12. High-frequency equipment, radio systems, electromagnetic compatibility

After inspection and release by the Messe Augsburg, the use of high-frequency equipment and radio systems is subject to approval in order to achieve an even distribution of frequencies and to avoid mutual interference as far as possible. The use of high-frequency devices and radio systems is only permitted if they comply with the provisions of the Telecommunications Equipment Act BGI I and the Electromagnetic Compatibility of Equipment Act (EMVG). If exhibits are displayed or stand decorations are used in which electric, magnetic or electromagnetic fields are applied, the stipulations of the Regulations on the Implementation of the Federal Emission Control Act must be observed. The electrical installations of exhibits and exhibition stands shall be designed in a way so as to prevent excessive phase effects on the power supply to the exhibition grounds resulting from harmonics.

5.13. Cranes, forklifts

It is prohibited to operate cranes and forklifts on the fairgrounds. Only industrial equipment of the Messe Augsburg’s service partner is permitted. The service partner alone is responsible for forwarding objects: i.e. moving exhibits, stand structures, etc. to the stand, providing auxiliary equipment and customs clearance for temporary or definitive import. Orders placed with forwarding agents are subject to the latest version of the German Forwarders’ Standards and Conditions (ADSp) and the Messe Augsburg forwarding tariff for trade fairs and exhibitions.

5.14. Music

Acoustic and visual demonstrations in the stand require explicit approval from the Messe Augsburg. All musical performances are chargeable, even if they only serve as background music.

The exhibitor shall contact the competent GEMA district office of Stuttgart (society for musical performing and mechanical reproduction rights):

GEMA Bezirksdirektion Stuttgart
Key Account Management for Fairs
Herdweg 63
70174 Stuttgart
Germany
P +49 711 2252-794
F +49 711 2252-800
messe@gema.de

Unregistered music renditions may result in claims for damages by GEMA (Section 97 of the Copyright Act).

5.15. Beverage dispensing systems, food control

The Ordinance on Beverage Dispensing Equipment, BGBI I, must be observed when installing and using beverage dispensing equipment in the stand. In addition, the Messe Augsburg's approval shall be obtained for installing beverage or food outlets and it shall be coordinated with the Messe Augsburg's service partner for catering services. When providing food samples for on-site consumption and when selling food and beverages on-site, the legal regulations must be observed, in particular the Food Hygiene Ordinance.

6. Environmental protection

The Messe Augsburg is generally committed to the precautionary protection of the environment. As a contractual partner of the Messe Augsburg, the exhibitor is obliged to ensure that all regulations and specifications relating to environmental protection are also observed by his contractual partners (e.g. stand constructors).

6.1. Waste management

All of the following regulations are based on the requirements of the Circular Economy Act (KrWG), the associated provisions and ordinances on the implementation, as well as on “state laws” and “municipal bylaws”. The exhibitor is responsible for the proper and environmentally compatible disposal of waste produced during the construction, running time and dismantling of their stand. The exhibitor is the producer of this waste. The Messe Augsburg or its designated service partners alone are responsible for the technical disposal and recycling of waste.

6.1.1. Waste disposal

In accordance with the principles of a circular economy, producing waste at trade fair sites should be avoided. The exhibitor and their contractual partners are obliged to contribute effectively to this at every stage of the event. This goal must be pursued at the planning stage and in coordination with all parties involved. In general, reusable and environmentally friendly materials should be used for stand construction and operation. Materials left behind will be disposed of without verification of value at the exhibitor's expense for an increased fee.

The city of Augsburg issued waste management regulations for waste avoidance and waste separation which are binding both for exhibitors and organizers:

1. The exhibitor is obliged to avoid waste and to separate recyclable materials.
2. Environmentally harmful waste materials, stand construction parts, carpeting, mixed waste, packaging, bulky waste, construction waste, production waste and residual advertising material is no longer regarded as commercial waste. It shall be disposed of at the exhibitor's expense or will be disposed of by the exhibition management against payment.
3. Disposable bottles and cans are prohibited. Exhibitors offering food and beverages for immediate consumption shall use washable, reusable tableware and cutlery. Disposable tableware is prohibited.
4. For small quantities of glass, paper, cardboard, cartons and metal recycling bins may be available (No packaging).
5. Waste produced during the day shall be collected separately and placed on the aisle at the edge of the stand in the evening.
6. Due to additional work required, increased fees shall be charged for carpeting and stand construction items that have not been removed.
7. Costs will be charged in accordance with the amount of work.

The corresponding waste disposal services shall be ordered online on the Exhibitor Service Portal. Orders not placed result in costs according to the contribution principle or the overall price.

6.1.2. Hazardous waste

The exhibitor and their contractual partners (e.g. stand constructors) are obliged to notify the Messe Augsburg of any waste that is due to its type, nature or quantity particularly hazardous to health, air or water, of explosive or flammable waste (e.g. batteries, varnishes, solvents, lubricants, paints, etc.) and to arrange for its proper disposal by the relevant contractual partner. The disposal of animal products must be reported to the Messe Augsburg and agreed with the Veterinary Authority of Augsburg:

Stadt Augsburg
Veterinäramt
Proviantbachstraße 1 1/3
86153 Augsburg
Germany
P +49 821 324-3949
F +49 821 324-3930

6.1.3. Waste brought along

Materials and waste not produced in connection with the event, the set-up or dismantling may not be disposed of on the premises.

6.2. Water, wastewater, soil protection

6.2.1. Oil and fat separators

Discharges to the water system must not exceed the normal pollutant levels of households. If wastewater containing higher levels of oil/grease is to be discharged, the use of oil/grease separators is necessary. They shall comply with the generally recognized engineering standards. If catering is commissioned for the event, fats and oils must be absorbed and disposed of properly.

6.2.2. Cleaning, cleaning agent

Cleaning work shall be carried out with biodegradable products. Cleaning agents containing toxic solvents shall only be used in exceptional cases and in accordance with these regulations.

6.3. Environmental damage

Environmental damage/pollution (e.g. by petrol, oil, solvents, paint) shall be reported to the Messe Augsburg immediately.