

Technical Guidelines

1 Preliminary Statements

Koelnmesse has issued guidelines for the trade fairs and other events held. These guidelines are intended to provide all exhibitors / organizers with the optimal conditions for presenting their exhibits and appealing to their visitors and other interested parties.

These guidelines are binding for all exhibitors and organizers.

These guidelines also contain regulations in the interests of our exhibitors and visitors which are designed to offer the highest degree of safety possible in regard to technical and design equipment at the event.

The building ordinance, fire protection and other safety regulations have been established in agreement with the responsible authorities of the city of Cologne. Third parties may not derive any rights from the permits or approvals granted by Koelnmesse.

In addition, the statutory regulations should be always be observed in their currently valid version.

The responsible agencies and facilities reserve the right to verify that statutory or administrative agency regulations are being upheld.

The opening of an exhibition stand can be entirely or partly banned in the interest of all event participants if determined safety risks have not been eliminated by the time of the event opening.

The right to make additional demands regarding safety and stand construction is reserved.

The order forms for additional services are usually sent with the authorization. The orders must be completed and returned on time, as Koelnmesse will not assume responsibility for performing the requested services in a proper or punctual manner if the orders are received late.

Koelnmesse reserves the right to impose a surcharge for orders that are received late, in accordance with the details specified in the order media.

For information purposes, the exhibitors may be sent additional circulars with details regarding the preparation and organization of the event.

Koelnmesse would like to draw the exhibitors' attention to the fact that they must comply with all applicable labor and social security regulations. As far as the employment of foreign workers is concerned, only those people in possession of a permit that allows them to work on an employed or self-employed basis may work on the fair grounds.

The following trade fair companies:

Deutsche Messe AG Hannover

Koelnmesse GmbH

Landesmesse Stuttgart GmbH

Leipziger Messe GmbH

Messe Berlin GmbH

Messe Düsseldorf GmbH

Messe Frankfurt GmbH

Messe München GmbH

Nürnberg Messe GmbH

have drawn up these Technical Guidelines in a common classification structure.

Subject to further alteration. The German text is binding.

1.1 House Regulations

House and Ground Regulations of Koelnmesse for the Cologne Trade Fair Grounds

1. These house and grounds regulations apply to all areas of the trade fair grounds in Cologne, i.e. all halls, outdoor areas and all buildings and grounds which have been let to Koelnmesse either temporarily or permanently. They apply to all persons who enter or spend time on the trade fair grounds in Cologne as defined above

2. The domestic authority is exercised within the trade fair grounds in Cologne by the staff of Koelnmesse and/or the staff of the security companies employed by Koelnmesse.

3. Koelnmesse has the right to limit access to the trade fair grounds – and in particular to the halls – to exhibitors, visitors and other third parties, e.g. to allow access to trade visitors only and to monitor adherence to the admission conditions. The halls and other event areas may be entered only by those persons holding a valid admission ticket. This ticket must be shown on demand. Diverging access regulations – for exhibitors and companies working within the Cologne trade fair grounds in particular – are not affected by this regulation.

4. Children and young people below the age of 16 may enter the grounds during an event only when accompanied by an adult. Special notification will be given of diverging regulations. Adults and young people over the age of 16 enjoy unrestricted admission. Children below the age of six are admitted free of charge. An appropriate admission ticket must be purchased in all other cases. Event-related special regulations such as 'for trade visitors only' are not affected by this regulation.

Children and young people below the age of 16 who are not trainees of a company working on the trade fair grounds during the stand construction and stand dismantling periods are not permitted to enter the grounds during these periods.

5. The staff of Koelnmesse or the staff of the security companies employed by Koelnmesse who can identify themselves as such are permitted to check tickets at the trade fair grounds. Those found on the grounds without a valid admission ticket or other access authorisation, or those who are found on the grounds without permission, must leave the grounds immediately.

6. As part of Koelnmesse's security concept, video surveillance is carried out at the exhibition centre.

7. Koelnmesse has the right to prohibit individuals from carrying bags and other containers with them inside the exhibition centre. For reasons of general security and the prevention of theft, bags and other containers that individuals carry with them are subject to spot checks or comprehensive checks at the entrances and exits of the exhibition centre. By entering the exhibition centre, people who carry bags or other containers with them give their consent to have these bags and containers checked.

8. Persons enter/drive onto the trade fair grounds at their own risk. Within the scope of the law, Koelnmesse excludes any liability. The provisions of the Road Traffic Regulations (StVO) apply. Unless traffic conditions make it necessary to drive at a walking pace, the speed limit is 30 km per hour. Koelnmesse has the right to impose pedestrian and vehicular access limits

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on the trade fair grounds, to refuse access or control access in any other way it deems fit

9. Koelnmesse is liable only in cases of gross negligence and malicious intent, regardless of the legal grounds. In cases of simple negligence, Koelnmesse is only liable:

■ For damages that affect anyone's life, health or physical well-being.

■ For damages resulting from a breach of a basic contractual obligation (obligations that make the orderly implementation of the contract possible in the first place, and the observance of which the parties to the contract regularly rely on and can expect to rely on). In such a case, Koelnmesse's liability is limited to the compensation of the foreseeable, typically occurring damage. Liability for untypical, indirect or consequential damages is excluded.

10. All kinds of vehicles and other items may be parked or deposited in those areas specifically set aside for loading and unloading. Escape routes, fire brigade approach routes and fire brigade deployment areas must be kept free at all times. When depositing interchangeable open bodies or containers, measures must be taken to prevent them from sinking into the tarred surface. The owner/operator is liable for damage without proof of fault. Vehicles, containers etc. which have been deposited illegally will be moved or towed away at the expense of the owner/keeper or perpetrator.

11. It is forbidden to act in any way which risks interrupting the regular progress of the event, the construction or the dismantling, or to violate the interests of Koelnmesse in any way. This includes the following in particular:

- every business activity not permitted on the trade fair grounds, in particular the sale of objects and services of all kinds or their distribution free of charge;
- the unauthorised distribution or posting of flyers, advertising material, posters, magazines etc. as well as the attachment of stickers of any kind; the same applies if the aforementioned material is distributed by Deutsche Post AG or comparable companies and organisations as bulk mailings or in similar fashion;
- the presence of animals;
- the pollution of the hall or outdoor areas as well as any behaviour which could endanger or pollute the environment;
- the unauthorised entry of vehicles onto the trade fair grounds and the unauthorised use of vehicles on the trade fair grounds;
- the use of bicycles, scooters, kickboards, roller skates, inline skates, skateboards and similar means of transport on the Boulevard and in the halls, buildings and connecting levels; exceptions will be announced separately;
- unauthorised assemblies and processions of all kinds;
- the carrying of weapons and other objects which must be registered, or of hazardous substances and the like;
- the direct sale, purchase or exchange of exhibits and other objects; exceptions will be announced separately;
- being present at the trade fair grounds outside the specified opening hours.

12. Photography, filming, video recording, drawing, painting etc. for commercial purposes requires the prior written authorisation of Koelnmesse and – in those cases involving stands or products belonging to exhibitors or other third parties, or concerning persons – the prior written permission of the holder of the rights. Koelnmesse has the right to impose more stringent regulations in this regard.

13. Koelnmesse staff or companies or persons working on behalf of Koelnmesse who take photographs, film and/or record videos at the trade fair grounds in Cologne for the purpose of creating reports or advertising must not be disturbed or prevented from doing their work. All persons who enter the fair grounds and spend time there are informed by the house and grounds regulations of the fact that photos will be taken and films and videos recorded on the trade fair grounds in Cologne. By entering the grounds, those people who can be identified in these photos or recordings consent to the use of this material for reports and for advertising purposes.

14. Surveys, statistical studies and other comparable activities are subject to prior written permission of Koelnmesse.

15. Koelnmesse has the right to limit the use of transmitting and receiving equipment on the trade fair grounds.

16. Exhibits, stand inventory or parts of display equipment and similar objects may be transported within the trade fair halls or out of the fairgrounds only if the right to do so has been determined by the presentation of a written confirmation from the owner/keeper.

17. Objects found on the trade fair grounds must be brought to the Lost and Found office located at Messewache (security office) North or East. Lost objects can be collected from these offices.

Concluding regulations:

Should any person act in breach of these house regulations or any other provisions laid down by Koelnmesse, the latter reserves the right to evict that person from the trade fair grounds or bar that person from entering the grounds for a certain period or permanently. Breaches of the Conditions of Participation may result in exclusion from participation in the current event or from participation in future events. The measures listed in these house regulations do not exclude the possibility of criminal prosecution.

As of February 2018