



Technical provisions for trade fairs and exhibitions

darmstadtium
wissenschaft | kongresse

1. Sphere of application

The darmstadtium (also referred to below as the "assembly place") is operated by Wissenschafts- und Kongresszentrum Darmstadt GmbH & Co. KG (referred to below as "WKD"). It is represented by Wissenschafts- und Kongresszentrum Darmstadt Verwaltungs-GmbH. The assembly place has the following technical provisions for trade fairs and exhibitions. The aim is to enable a successful, safe running of the event for all those involved. These technical provisions are based on legal and official requirements and are minimum standards for all exhibitors. Compliance with the provisions is controlled by the WKD staff, the organiser and commissioned third parties. The operation of an exhibition stand can be prohibited in full or in part in the interests of all participants in the event if established safety deficits are not rectified by the start of the event. Operation can also be prohibited if safety deficits are established during the event.

2. Assembly and disassembly work:

All assembly and disassembly work may only be performed in accordance with the prevailing provisions of work safety law, trade law and assembly place law. The exhibitors and the service firms they commission are responsible for observing these regulations. The exhibitors and the service firms they commission must ensure that their assembly and disassembly work does not lead to a mutual danger for other exhibitors and their service firms. If necessary, a coordinator shall be nominated to attend the works to one another. In case of violations against the legal provisions, the discontinuation of work can be ordered by the organiser, WKD or by the competent authorities.

3. Fire brigade movement zones:

The necessary approach paths and areas of movement for the fire brigade are marked with no waiting signs and must always be kept free. Vehicles and objects parked or placed on rescue paths and in safety areas will be removed at the owner's expense and risk.

4. Safety facilities:

Fire alarms, hydrants, fire extinguishers, extinguisher lines, smoke flaps, trigger points for the smoke extractors, smoke alarms, telephones, telephone distribution points, inlets and outlets in the heating and ventilation system, their signs and the green emergency exit signs must be accessible and visible at all times; they may not be blocked, covered or otherwise made unrecognisable.

4. a) Sprinkler system:

WKD is fully covered by sprinklers. Sprinkler heads may not be impaired in their function. Any installations, stored materials and deposited objects must keep a minimum distance of 50 cm from every sprinkler head. Stands and installations may not impair sprinkler protection and must therefore be opened upwards. It is forbidden to install ceilings, tents, sunscreens, stage roofs or other horizontal parts that hinder the sprinkler protection.

5. Exits and hall aisles

are rescue paths and must be kept free at all times. The doors in escape routes must be able to be opened easily from the inside to the full width. Rescue paths, exit doors, escape hatches and their signs may not be blocked, covered or otherwise made unrecognisable. Corridors may not be restricted at any time by objects deposited or protruding into the corridor. All corridors count as rescue paths in case of danger.

6. Stand areas:

WKD shall provide the organiser with a plan on the basis of the profile for the event and the exhibitions. This plan shows the potential stand areas. On this basis, the organiser issues stand areas to his exhibitors. The stands should be assembled on this basis. Exhibitors must expect minor deviations in the stand dimensions. Among other things, these can result from the varying thickness of walls separating the stands. Columns, projecting walls, ceiling beams, separating walls, distributor boxes, fire extinguishers and other technical equipment are components of the stand areas issued. Therefore, only the local measurements for the location, situation, dimensions and any installations on the stand areas apply. No claims can be made against the organiser or WKD as a result of deviations from the stand confirmation. Setting up exhibits, stand elements etc. outside the stand area requires the express, written approval of the organiser and of WKD. The stand areas will be marked out by the organiser. It is possible for WKD to mark out the stands in return for payment of the costs incurred.

7. Stand safety:

Exhibition stands (including equipment, exhibits and advertising media on the stands) shall be erected safely so that they do not pose any danger to life and health or to safety and security. The exhibitor is responsible for the static safety of the stand and, if necessary, shall provide evidence of this. For the requirements on the safety of stands, please also refer to the State Construc-

tion Ordinance and the Hessian Assembly Place Directive (H-VStättR) in the prevailing versions.

8. Exhibition stands and special erections subject to approval:

All multi-storey exhibition stands, mobile stands, special installations and constructions must be presented to the organiser for approval. As a rule, an inspection book or static calculations tested for assembly should be submitted for this purpose.

9. Vehicles and containers

Vehicles and containers in the assembly place are always subject to approval. New vehicles with combustion engines may only be exhibited with a full tank. The fuel tank must be closed and the ignition key may not be in the vehicle. Depending on the age of the vehicle, the event and the place of exhibition, further safety measures could be required (among other things, rendering the fuel tank inert, unclamping the batteries and/or appointing security guards). In case of vehicles with alternative drive systems (e.g. electric or hybrid drive systems), the drive batteries should be disconnected from the drive unit with clamping switches (mains switch). The pressure vessel should be emptied for vehicles driven on gas.

10. Electric vehicles: Battery-powered electric vehicles with lithium-ion batteries and comparable battery technology generate high temperatures, flames, and occasionally small explosions in the event of a fire. The oxygen in the battery cells creates favourable conditions for this scenario. Observing the following requirements can significantly reduce the risk of fires. As such, they must always be complied with as a bare minimum when exhibiting electric vehicles:

- The vehicle's batteries must be kept in a non-critical charging status as recommended by the manufacturer, and be both electrically and mechanically intact
- Electric vehicles must not be charged in the building; this prevents the risk of overloading and potential short-circuits
- In order to combat fires, an F 550 extinguisher or a 6 kg foam hand fire extinguisher in accordance with DIN EN3 must be kept in the vicinity of the vehicles
- In cases where multiple electric vehicles are on show, they must be kept a minimum of 5 m apart in order to prevent fire from spreading to the greatest possible extent
- A rescue sheet for each exhibited vehicle must be handed over to the operator of the event location prior to the exhibition and also kept to hand by in the vicinity of the vehicle (personnel) on the showroom floor; in particular, the rescue sheet must include instructions on how to deactivate the high-voltage system
- The vehicle must always be exhibited in a safe "demo mode" or, if there is no way to safely prevent unauthorised persons or visitors from starting up and driving the vehicle, all methods of entering it must be locked.

In individual cases, the operator of the event location may request proof of additional safety and fire safety measures in the form of recognised certificates (TÜV/DEKRA), manufacturer certification, or validation from the local fire department; alternatively, such certification may also be submitted directly by the exhibitor of the vehicle.

11. Stand assembly materials:

Stand assembly materials and ceiling constructions (including ceiling grids) must be flame retardant pursuant to DIN 4102 (at least B1) or pursuant to EN 13501-1 (at least class B/C s1 d0). WKD can demand that a test certificate concerning the required properties of the material be submitted. Materials made from normally inflammable or easily inflammable, caustic dripping or toxic gases may not be used for assembling stands. In individual cases, particular requirements can be placed on bearing construction parts for reasons of safety. Ceiling constructions (including ceiling grids) may not restrict the fire protection equipment in the assembly place or hinder its effects.

12. Carpets:

Carpets or other decorative materials shall be laid directly on the existing floor in such a way that people are not exposed to the danger of slipping, tripping or falling. Carpets and other floor coverings shall be laid so as to prevent accidents and may not protrude over the stand borders. Approval is required to connect stand areas with floor covers. This must be done in such a way that there is no danger of tripping or of accidents occurring in the aisle. Adhesive markings, carpet fastenings and the like may only use a special adhesive tape that can be removed without leaving residues. Only the adhesive tape provided at a charge by WKD may be used for areas with parquet flooring. This must first be installed on the hall floor to ensure that the double-sided adhesive tape can be removed without leaving residues. In principle,



adhesive tapes must always be pulled off backwards when being removed so that the pulling power works on the tape and not on the floor.

Anchor and fastenings in the floor are not allowed. It is forbidden to set up damp or wet objects. Leaking liquid must be removed immediately. A catching device impervious to water must be provided when installing refrigerators and mobile counters. Heavy loads, lifting materials and crates may only be transported into the rooms using a roller carriage or elevating truck with rubber tyres. Braking tracks from worn rubber should be avoided or removed, if necessary. The culprit shall bear the costs of cleaning or repairs incurred by an infringement of these provisions.

13. Hangings:

For reasons of safety, hangings in the assembly place may only be installed by the service provider commissioned by WKD. The organiser must register necessary hangings with WKD in good time before the event. Hangings should be executed conform to the generally recognised state-of-the-art. The stipulated loading limits shall be observed. In case of doubt, an appraisal involving a static calculation of the hangings shall be ordered at the organiser's expense.

14. Glass and acrylic glass:

Only laminated safety glass may be used. Edges of glass panes must be processed or protected in such a way that the danger of injury is ruled out. Whole glass components must be marked at eye level. The requirements pursuant to the "Technical Rules for the Use of Accident-proof Glazing (TRAV)" must be complied with for all constructions made of glass.

15. Exits from converted stands:

Stand areas with a floor area of more than 100 m² or with complex planning permits must have at least two exits/escape paths/rescue routes separated from each other and which are opposite each other. The walking distance from any point in an exhibition area to an aisle in the hall may not be greater than 20 m.

16. Railings/fallguards around platforms:

Generally accessible locations that border onto areas that are more than 0.20 m lower must be protected by balustrades.

17. Nails, hooks, holes:

It is forbidden to install bolts and anchors, to hammer in nails and to hit out or drill holes. Countersinking bolts is likewise not permitted. WKD decides upon exceptions.

18. Electrical installation, gas and water connections:

For reasons of safety, connections to the existing supply network may only be performed by specialist firms approved and trusted by the assembly place. It is also recommendable to commission specialist firms approved by the WKD for corresponding work on the stand. The entire electrical facilities on the exhibition stand should be executed in accordance with the latest safety regulations of the Association of German Electrical Technicians (VDE). In particular, VDE 0100, 0128 and ICE 60364-7-711 must be observed.

19. Decoration materials:

Decoration materials must be flame retardant (at least B1 in accordance with DIN 4102 or at least class C pursuant to EN 13501-1). The "flame retardant" property can only subsequently be attained with a flame-proofing agent for a part made of this substance. The flame-proofing agent used must be officially approved. Confirmation concerning flame resistance or concerning impregnation performed according to regulations must be kept on the stands for inspection at any time.

20. Use of balloons, flying objects and drones

The use of balloons filled with safety gas and other flying objects, including drones, in the halls and around the premises must be applied for in advance and approved by WKD. Whilst visitors are present in the halls and around the premises, it is basically forbidden to deploy flying objects and drones. The operation of such flying objects may at no time hinder or impair technical safety facilities.

21. Trees and plants:

Decorations made from natural plant material may only be kept in the room as long as they are fresh. Bamboo, reeds, hay, straw, bark mulch, turf, (fir) trees without balls or similar materials do not satisfy the aforesaid requirements (danger of combustion from tobacco goods). Exceptions are decided upon by the fire brigade.

22. Containers for waste, recycled material and residues:

Containers for recyclable materials and residues made of flammable materials may not be set up on the stand. Containers for recyclable materials and residues on the stands must be emptied regularly, at the latest every evening at the end of the exhibition. If large quantities of combustible waste are produced, these must be disposed of several times per day.

23. Empties, packaging

It is forbidden to store empties, packaging and packing material, regardless of the type, on the stand or outside the stand in the hall. Empties, packaging and packing material accumulated must be disposed of without delay.

24. Ban on smoking:

In principle, smoking is prohibited in all rooms in the assembly place.

25. Pyrotechnics:

Pyrotechnic displays must be officially approved and notified to the organiser and to WKD.

26. Laser systems:

The operation of laser systems is subject to notification and must be agreed with WKD. When operating laser systems, the requirements of the work safety ordinance on artificial, optical rays 2006/25 EC/ OStrV, DIN EN 60825-1 and DIN EN 12254 must be observed. In the case of show lasers, the requirements of DIN 56912 and DGUV Information 203-036 "Laser Equipment for Show and Projection Purposes" must be observed. Laser systems of classes 3R 3B and 4 must be notified to the competent supervisory authority before being started up and, on request, checked by a publicly appointed and approved expert for technical safety at the organiser's expense. The test certification should be submitted to WKD before the event. The written appointment of a laser protection officer present on site should be attached to the notification.

27. Smoke machines:

A permit is required from WKD for the use of smoke machines, in order to prevent false alarms from the fire alarm system.

28. Catering

It is not allowed to offer food and drinks, refreshments, tobacco goods or the like.

29. Cooking plates, spotlights, transformers:

In order to provide special protection, all electrical devices that create and generate heat should be mounted on a non-flammable, heat-resistant and non-asbestos base. A sufficiently large distance to flammable materials must be ensured, one that corresponds to the development of heat. Lighting elements may not be installed on decorations or the like. Electric cooking devices and other equipment posing a danger during uncontrolled operation must be switched off at the end of the daily opening times.

30. Means of promotion/advertising:

Own advertising campaigns outside the own stand (e.g. distributing brochures, installing promotional signs) are not allowed.

31. Acoustic and optical presentations:

The operation of acoustic systems and audio-visual displays of any kind by the exhibitor requires permission from the organisers and/or WKD and must be submitted in writing. The noise level at musical presentations may not exceed 60 dBA. If these regulations are repeatedly infringed, the power supply to the exhibitor's stand can be cut off, without regard to the associated failure of power to the stand. The exhibitor has no claim to a refund of indirect or direct losses caused by cutting-off the power supply. The exhibitor bears the burden of proof that the regulations were complied with.

32. Musical renditions (GEMA):

It is the sole duty of the exhibitor to register on-time and to pay the fees for the performance or rendition of works protected by copyright with GEMA (society for the rights to musical performances and mechanical reproductions) or with GVL (society for the exploitation of rights to protected performances). Non-registered musical renditions can result in claims for damages. The social contribution for artists must also be paid for artistic services.

33. Substances with an explosion hazard/munitions:

Substances with an explosion hazard are subject to the Explosives Act in its prevailing version and may not be used or exhibited at trade fairs and exhibitions.

34. Spray guns, nitrocellulose lacquers:

It is forbidden to use spray guns or nitrocellulose lacquers.



35. Flammable liquids and fire gels

Flammable liquid and fire gels may neither be used nor stored on the stands without permission from WKD. The use of flammable gases and their consumption (e.g. gas burners) of any kind is forbidden.

36. Spirits and mineral oils

(benzine, petroleum etc.) may not be used for purposes of cooking, heating or operation.

37. Abrasive cutting work, hot work and all work with naked flames:

Welding, cutting, soldering, grinding and separating work and other work with naked flames or flying sparks is forbidden. In exceptional cases, WKD can (upon written application including a description of the work) issue a permit for flame work with special safety requirements (permit for work with a flame hazard).

38. CE certification of products:

Products that do not have CE conformity certification and do not conform to the prerequisites of § 3 of the Act concerning the Provision of Products on the market (Product Safety Act - ProdSG) may not be exhibited unless a visible sign clearly refers to the fact that the product does not fulfil these prerequisites and may not be purchased unless the corresponding agreement has been made. In case of a demonstration, the necessary precautions (barriers) must be taken to protect people (see § 3 Paragraph 5 of the Product Safety Act - ProdSG).

39. Changes to stands/special assemblies not conforming to regulations:

Fittings, facilities, equipment or decorations (materials) brought into the assembly place that have not been approved or do not conform to these provisions or the H-VStättR may not be installed in the assembly place and may have to be removed or changed at the exhibitor's expense. The same applies to any substitute action ordered by the organiser. The partial or complete closure of a stand can be ordered if there is an important reason to do so, especially in case of serious safety deficits.

40. Disassembly of the exhibition stand:

The original state of the exhibition area must be restored after disassembly. The exhibitor is liable for damage to the ceilings, walls, the floor and the installation fittings. Adhesive strips must be removed without leaving residues. Damage in the assembly place or to its facilities (including the outdoor premises) caused by the exhibitor or by its vicarious agents must be reported to the WKD in all cases.

41. Recycling/separation of residues:

If the exhibitor does not order disposal from the organiser or from the WKD, he must perform this disposal work under his own responsibility and at own expense. Packaging materials and waste may not be stored in the assembly place during the event.