

Conditions of Hire and Use

Technical Guidelines for Fairs and Exhibitions

1. Preliminary remarks

The Hannover Congress Centrum (hereinafter referred to as HCC) has set up these guidelines for fairs and exhibitions with the aim of enabling a successful and safe course of the event for all participants. The technical guidelines are based on the legal and official requirements and are the minimum standards binding for all exhibitors and organisers. The observation of the guidelines shall be checked by the staff members of the HCC, the organisers and third parties which have been commissioned for the purpose.

Apart from the HCC, the competent building authorities and fire protection services shall be entitled to control the observation of the regulations, and may implement additional requirements in individual cases. The use of an exhibition stand may be prohibited in part or in whole in the interest of all participants in the event, if a lapse in safety provisions have not been removed by the beginning of the event.

2. Exhibition stand regulations

2.1 Erection and dismantling work: All erection and dismantling work may be carried out only within the framework of the applicable regulations of the [German] Employment Protection Act, [German] Industrial Law and [German] Assembly Area Ordinance. The exhibitor and the services companies commissioned by him shall be responsible for the observation of the regulations. The exhibitor and the service companies commissioned by him shall have to ensure that no hazard occurs jeopardising other exhibitors and their service companies during the erection and dismantling work. Whenever required, the tenants shall have to nominate a co-ordinator who harmonises the work. In case of violations of the legal regulations or of these technical guidelines, the organiser, the HCC and the competent authorities may order the discontinuation of the work.

2.2 Stand numbers: All stands shall be marked with stand numbers by the organiser. The stand number shall be attached visibly to the stand during the entire duration of the event.

2.3 Company sign / panel marking: The name and address of the exhibitor shall have to be attached at the stand in a manner and size easily recognisable for everyone.

2.4 Stand area: The stand area rendered in the stand acknowledgement shall be marked by the HCC. The stands shall have to be built on this base area. The exhibitor shall have to reckon with minor deviations in the stand dimensions, which may be caused, among other things, by the different thicknesses of the separating walls. Pillars, wall recesses, separating walls, distribution boxes, fire extinguishing equipment and other technical equipment shall be part of the stand area allocated. For this reason, only the local measurements shall be applicable for the location, position, dimensions and potential facilities on the rented area. Claims for deviations relative to the stand acknowledgement shall not be permitted against HCC.

2.5 Appearance: The exhibitor shall be responsible for the design of the stand. Closed walls which confine on the access route of the visitors shall have to be harmonised with the organiser. Rear sides of stands which border on neighbouring stands shall be neutral in appearance in order not to affect the design of the neighbouring stand. The organiser shall have to arrange the confines to the neighbouring stands at his own costs. In case of non-observation of this regulation, the confine to the neighbouring stand shall be carried out at the costs of the causing exhibitor.

2.6 Stand safety: Exhibition objects inclusive of the facilities and displays as well as advertising media shall have to be mounted safely so that the life and limb as well as the safety and order is not jeopardised. The exhibitor shall be responsible for the static safety of the stand, and may have to substantiate the said. For the requirements of the stand safety, please also refer to the state building regulations and the assembly area rules of the Federal State of Lower Saxony as amended.

2.7 Height of construction: In general, the height of the stand shall be 2.50 metres and shall not be exceeded, unless the special situation of the stand permits the said and the HCC has given its approval in writing.

2.8 Exhibition stands not subject to approval: Basing on the fact that these technical guidelines are observed in the design and construction of the stand, it shall not be necessary to hand in drawings for approval for single-storey stands with a height of a maximum of 2.50 metres in the halls.

Technical Guidelines for Fairs and Exhibitions

2.9 Exhibition stands and special constructions requiring approval: All exhibition stands over a height of 2.5 m, mobile stands, and special constructions shall be subject to approval. Vehicles and containers in the halls shall also be subject to approval. Vehicles with combustion engines in the halls shall be exhibited only with empty fuel tanks. The battery connections shall have to be removed and the fuel tank shall have to be locked. Other safety measures such as the inertisation of the tank shall be required in special cases.

2.10 Inspection and release of exhibition stands requiring approval: For all stands and constructions over a height of 2.50 metres shall have to be presented by means of dimensioned stand drawings at a scale of 1 in 100 at least rendering foundations and views to be presented to HCC in duplicate and in German language for approval at least six weeks prior to the beginning of the event. After verification, one copy of the stand drawings shall be returned to the exhibitor / stand constructors along with the approval mark. With the approval mark of HCC only the stand construction shall be released.

For the approval of:

- constructions of two and more storeys
- cinema or spectator areas
- open-air constructions
- special constructions

the following documents (in duplicate) in German language shall be required at least six weeks prior to the beginning of the erection at the latest:

- (a) tested static calculation in keeping with German standards
- (b) description of the construction
- (c) drawing of the stand construction at a scale of 1 in 100 (layout, elevations, sections), construction details at a larger scale
- (d) points (a) and (b) shall not be required on presentation of a type inspection / check book.

The costs for the building permit procedure shall be charged to the exhibitors / stand builder.

2.11 Stand construction materials: Easily inflammable materials, materials causing burning, dripping or toxic gases shall not be used for the construction of the stand. For safety reasons, special requirements shall be set for load-bearing construction parts in individual cases. [German standard] DIN 4102 (Behaviour of building materials and components in fire) or [European standard] EN 13501-1 shall have to be observed by all means.

2.12 Roofing of the stand: In order not to affect halls with sprinkler systems, the hall stands have to be open at the top or the roofing material has to be suitable for sprinkler systems as a matter of principle. Roofs shall be considered to be open, if no more than fifty percent of the horizontal area relative to the individual square metre is closed up. The suitability of materials for sprinklers shall have to be proved by test certificates.

2.13 Posters / signs: The attachment of posters and signs, et cetera to walls, doors, glass fronts and other surfaces of the building and its facilities shall not be permitted. The tenant shall have the possibility to apply in writing for permission to set up independently standing signs which may be set up in the movement areas of his event area outside of escape routes or other barred areas. All materials brought in by the tenant or his authorised representative shall have to be at least hardly inflammable and shall not be insured.

2.14 Flooring / carpets: Carpets or other decoration material laid directly on to the floor of the hall by the tenant shall have to be carried out in such a way that there is no danger of slipping, stumbling or falling for persons. Carpets and other flooring material shall have to be laid in a safe manner and must not protrude beyond the confines of the stand. Adhesive tape only may be used for attachment, which can be removed without residue. Self-adhesive carpet tiles shall not be permitted. All materials used shall have to be removable without residue. The same shall be applicable for oils, grease, paints and dyes and the like. Hall floors may not be painted. Anchors and fastening elements shall not be permitted.

2.15 Glass and acrylic glass: Compound glass only may be used. Edges of glass panes shall have to be finished or protected in such a way that there is no risk of an injury. All-glass components shall have to be marked at eye level. For constructions made of glass, the requirements as rendered in the leaflet titled "Glass in Stand Construction" shall have to be observed.

2.16 Conference rooms / crew rooms: Rooms at the exhibition stand which are enclosed on all sides (closed areas) and which have no optical and acoustic connection to the hall shall have to be equipped with an optical and acoustic warning system in order to ensure hazard warning at the stand at all times. In exceptional cases, substituting facilities may be approved.

Technical Guidelines for Fairs and Exhibitions

2.17 Exits, escape routes, doors: Exits and escape routes, stand areas with a base surface of more than 100m² or unclear layout shall have to have at least two separate exits or escape routes which are opposite to each other. The walking distance from any point of the exhibition surface to a hall gangway must not amount to more than 20 metres (section 7, paragraph 5 of the [German] Assembly Area Ordinance). The escape routes shall have to be marked in keeping with the regulations of the [German] employers' liability insurance association BGV A8. The use of swing doors, revolving doors, coded doors as well as sliding doors on the escape route shall not be permissible.

2.18 Railings / protective devices: Generally accessible surfaces which border directly on surfaces which are more than 20 centimetres lower shall have to be secured by protective devices, which shall have to have a minimum height of 90 centimetres. The handrail shall have to withstand a horizontal load of 1.0 kN per running metre.

2.19 Nails, hooks, holes und carrying of heavy loads: the placement of bolts und anchorages as well as the hammering of holes into the halls floors, walls and ceilings is prohibited. Heavy loads, materials and boxes must only be transported into the halls by means of rubber tire carts or lift trucks. Exempt is hereby the "Gartengang" at the eastern side of the Niedersachsenhalle. In order to protect the flooring it is not allowed to drive along it with heavy loads and lift trucks. Skid marks and rubber abrasion have to be avoided.

2.20 Lowered ceilings / intervention in the structural fabric: Hall parts and technical facilities shall not be loaded by stand constructions or exhibits. Hall columns / hall supports within the stand area may be enclosed within the scope of the permissible building height without damaging the said. The ceiling of the hall may be lowered only on the technical facilities provided for the purpose and may be carried out only by the HCC or by specialist companies commissioned for the purpose. Please use the corresponding ordering form in the service folder.

2.21 Electrical installations / water connections: Connection to the existing supply network may be carried out only by the HCC or by approved specialist companies familiar with the assembly area. For corresponding work within the stand as well, it is advisable to commission a specialist company approved by the HCC. The entire electrical equipment of the exhibition stand shall have to be carried out in keeping with the latest safety guidelines set up by the Association of German Electrical Engineers (VDE). VDE 0100, 0108, 0128 and ICE 60364-7-711 shall have to be observed in particular.

2.22 Decoration materials: Decoration materials shall have to comply with [German standard] DIN 4102 at least B1 or at least Class C in keeping with [European standard] EN 13501-1, which means that the said shall have to be flame-resistant. The property of "flame-resistant" may be achieved subsequently only in some of these materials by means of a flame retardant. The flame retardants used shall have to be approved officially. The confirmation of the flame resistance or of the correctly performed impregnation shall have to be available at the stand for inspection at any time.

2.23 Use of balloons and flying objects: The use of balloons filled with safety gas and other flying objects in the halls and the outdoor areas shall have to be approved by the HCC.

2.24 Cut plants: Cut plants may be used in fresh green condition for decorative purposes only. If it turns out during the exhibition that the plants wither and thus become easily inflammable, they shall have to be removed. Trees shall have to be free from branches up to about 50 centimetres above the ground. Otherwise, deciduous and coniferous trees shall be used only with moist root balls. Bamboo, reed, hay, straw, bark-chip mulch, peat or similar materials do not meet the requirements mentioned hereinbefore as a rule (danger of combustion caused by tobacco products).

2.25 Waste, recyclable material containers: No containers made of inflammable material may be placed on the stand for recyclable material and waste. Containers for recyclable material and waste used at the stand shall be emptied regularly, at latest every evening after the end of the event. If larger amounts of inflammable waste are produced, the said shall have to be removed several times a day.

2.26 Empties, packaging: The storage of empties, packaging and packing materials in general at the stand and outside the stand in the hall shall be prohibited. Any empties, packaging and packing materials shall have to be removed immediately.

2.27 Ban on smoking: A ban on smoking may be ordered within individual halls, rooms and stands. The ban on smoking shall have to be observed and enforced by every exhibitor at his stand.

2.28 Ash containers, ashtrays: If no explicit ban on smoking has been ordered for the hall or the stand or parts thereof, a suitable number of ashtrays or ash containers made of non-inflammable material shall have to be provided. Regular emptying of the said shall have to be ensured.

2.29 Fire extinguishers: It is recommended to have available suitable and tested fire extinguishers at the stand. Two-storey stands and stands with a high fire hazard shall have to have fire extinguishers on site. Fire extinguishers may be hired by filling in the corresponding order form provided in the service map.

Technical Guidelines for Fairs and Exhibitions

2.30 Pyrotechnics: Pyrotechnical presentations shall have to be approved by the HCC in advance. If pyrotechnics are to be applied on the premises of the HCC, the exhibitor shall have to apply for permission with the Municipal Public Affairs Office. The use of pyrotechnical objects shall have to be monitored by a person who complies with the requirements of the [German] Explosives Act. Proof of ownership of the permission certificate and the certificate of competency shall have to be presented. The permission of the article can be verified on the respective packaging (such as BAM-PI ..., BAM-PTI ...). In addition, the instructions for use shall have to be printed on the packaging in German language. Pyrotechnical objects without certificate or pyrotechnical objects of class II, III or IV shall not be permitted.

2.31 Laser systems: The accident insurance company and the competent authorities shall have to be notified of the operation of certain laser systems in keeping with section 6 of the regulations of the [German] employers' liability insurance association BGV A2 titled "Laser Irradiation". The notification shall have to be accompanied by the written appointment of a laser protection commissioner responsible for the operation of the laser equipment. The competent authority is the State Office for the Protection of Labour. In addition, the HCC shall have to be informed as well.

2.32 Fog machine: The permission of the HCC shall be required for the use of fog machines in order to prevent a false triggering of the fire alarm systems.

2.33 Hot plates, floodlights, transformers: For special protection, all thermogenic and heat-generating electric devices shall have to be mounted on non-inflammable, heat-resistant, asbestos-free supports. A suitable distance to any inflammable materials shall have to be ensured as required by the heat generation. Light fittings shall not be attached to decorations or the like. At the end of the daily opening times, please do not forget to switch off all electric cooking equipment and the pieces of equipment which may prove hazardous during uncontrolled operation.

2.34 Advertising media: Unauthorised advertising campaigns outside of the own stand (such as the distribution of leaflets, attachment of advertising posters) shall not be permitted.

2.35 Acoustic and optical presentations: The operation of acoustic systems as well as audiovisual presentations of any kind by the exhibitor shall require the approval by the fair management and shall have to be applied for in writing. In case of musical presentations, the noise level shall not exceed 60 dBA. In case of repeated non-observation of this rule, the power to the stand of the exhibitor may be disconnected regardless of the failure of the power supply on the stand resulting. The exhibitor shall not be entitled to claim compensation for the direct or indirect damage caused by the interruption of the power supply. The onus of proof of the adherence to the rules shall be with the exhibitor.

2.36 Reproduction of music (Society for Musical Performing Rights and Mechanical Reproduction Rights (GEMA)): In keeping with the legal regulations ([German] Copyright Act), the reproduction of music of any kind shall require the permission of the Society for Musical Performing Rights and Mechanical Reproduction Rights (GEMA). The reproduction of music which has not been approved may result in claims for damages by the GEMA (section 97 of the [German] Copyright Act).

2.37 Potentially explosive materials / munitions: Potentially explosive materials are subject to the [German] Explosives Act as amended and may not be used or exhibited at fairs and exhibitions. This shall also apply to munitions in keeping with the [German] Law on Firearms.

2.38 Fuel tanks on exhibits: The said shall have to be closed.

2.39 Spraying guns / nitrocellulose lacquers: The use of spraying guns as well as the application of nitrocellulose lacquers shall be prohibited.

2.40 Combustible fluids and gases: Combustible fluids and gases must not be used or stored at the stand. The use of burners of any kind shall be permitted only with the explicit approval of the technical management.

2.41 Spirit and mineral oils: Spirit and mineral oils (petrol, petroleum, et cetera) must not be used for cooking, heating or operating purposes.

2.42 Abrasive cutting, hot work and all work requiring open flames: Welding, cutting, soldering grinding and separating work as well as other work with open flame or causing flying sparks are prohibited. Upon written application accompanied by a description of the work, the HCC may, in exceptional cases, issue permission for open-flame work with special safety precautions in place (permission for flammable work).

2.43 European Community mark on products: Products which have not been provided with an EU Certificate of Conformity and do not meet the requirements of section 4, paragraph 1 or 2 of the [German] Law on Technical Instruments of Labour and Consumer Products (GPSG) shall be exhibited only, if a visible sign indicates that the said does not meet the pre-requisites and may be purchased within the European Union only after the corresponding conformity has been established. During a presentation, the necessary precautions shall have to be met to ensure the safety of the persons.

Technical Guidelines for Fairs and Exhibitions

2.44 Modification of non-conforming stand constructions / special stands: Constructions, facilities, equipment or decoration (materials) brought into the hall which have not been approved or which do not correspond to these technical guidelines or the [German] Assembly Area Ordinance shall not be allowed to be set up, and if and when necessary shall have to be removed or modified at the cost of the tenant. This shall also apply for a replacement carried out by the landlord. For an important reason, i.e. in case of any severe lapse in safety provision in particular, the partial or complete closure of a stand may be ordered.

2.45 Dismantling of the exhibition stand: After the disassembly, the original condition of the exhibition surface shall have to be restored. The exhibitor shall be liable for any damage to the ceilings, walls or floors as well as to the installation facilities. Tape shall have to be removed entirely without leaving any remains. Damage to the hall, to its facilities and equipment as well as to the outdoor facilities caused by the exhibitor or his authorised representative shall have to be reported to the fair management immediately in every case. After the general dismantling period has expired, stands which have not been dismantled or exhibited objects which have not been removed shall be removed at the cost and risk of the exhibitor and shall be warehoused with a contract forwarding agent. A liability by the HCC shall be excluded.

2.46 Disposal and separation of waste: For the environmentally correct disposal of the waste occurring during the event as well as during the erection and dismantling of the stand, the exhibitors are asked to throw the waste into the available containers separated according to the materials. It is pointed out that the landlord will remove the waste which occurs in a "usual" scope. An especially high volume of waste shall be removed at a charge. The principle of waste avoidance should be applied in the design of the stand and the supply of the stand, using reusable materials.

Exhibitors who offer food and beverages for immediate consumption shall have to use rinsable reusable crockery and cutlery, glasses as well as reusable tablecloths. The use of synthetic materials (even recyclable) as well as cartons (even compostable uncoated) shall not be permitted. The sale of beverages from tins or disposable bottles shall not be permitted. In case of violation of these instructions the HCC reserves the right to impose the corresponding sanctions inclusive of the revocation of the admission to the fair. It is requested to refrain from using edible crockery due to the high production outlay. Moreover, edible crockery is foodstuffs, and for ethic reasons their use is not acceptable as they have to be removed in the waste frequently.

In case of non-observation, hazardous waste shall be removed at the cost of the exhibitor.

In case of any queries, please get in touch with the HCC.