

# Safety Provisions for Exhibitions

at World Conference Center Bonn



**Scope:** These safety regulations apply to the set-up and dismantling as well as the use of trade fair and exhibition booths in the World Conference Center Bonn (hereinafter referred to as WorldCCBonn). Their aim is to enable a successful and safe course of the event for everyone involved. The provisions are based on statutory and official requirements and are binding minimum standards for all exhibitors. Compliance with the regulations will be monitored by the organizer and the operating company, which is Bonn Conference Center Management GmbH (hereinafter referred to as BonnCC GmbH).

The use of an exhibition booth can be partly or wholly prohibited in the interests of all participants in the event that any safety issues that are discovered have not been remedied by the start of the event.

- 1. Fire brigade movement zones, no stopping and no parking areas:** The access roads and entrances to the WorldCCBonn must be kept clear as escape routes and may not be blocked by any kind of equipment, means of transport, vehicles, components or other objects. Any illegally parked vehicles or trailers will be towed away at the owner's expense (even without prior warning).
- 2. Loading and unloading:** All vehicles may only drive to the loading areas of the WorldCCBonn only for loading and unloading and must be removed from the property immediately after loading/unloading. Parking in the loading area is strictly forbidden. Access for cars and trucks to the loading area or the premises is only possible by agreement with BonnCC GmbH. All engines must be switched off during waiting times. Particularly between 10 pm and 6 am there are restrictions for loading and unloading. During that time slot, the Technical Instructions on Noise Abatement (*TA Lärm*) stipulate the acceptable noise pollution level at a maximum of 45 dB(A) in mixed-use areas. Streets in the vicinity to the WorldCCBonn must be kept clear at all times.
- 3. Parking spaces for cars and trucks:** There is no parking area for trucks, trailers and transporters on the event location. The organizer must enquire about the availability of external parking spaces before the start of the set-up.
- 4. Set-up and dismantling work:** All set-up and dismantling work may only be carried out within the scope of the applicable regulations of the occupational health and safety laws, trade laws and laws with respect to places of public assembly. The exhibitor and service companies commissioned are responsible for observing the regulations. The exhibitor and the service companies commissioned must ensure that no reciprocal risks arise with other exhibitors and their service companies during the set-up and dismantling work. They must appoint a coordinator wherever necessary to coordinate the work. In the event of infringements of the statutory regulations, the organizer, BonnCC GmbH and the pertinent authorities can order that the work be stopped.
- 5. Use of lifts:** Goods lifts must be used to transport goods. Passenger lifts may only be used to transport goods with the consent of WorldCCBonn. Please take note of the safety instructions posted inside of the elevators.
- 6. Exits, hall aisles, corridors, emergency exits, escape hatches:** These escape routes must always be kept clear. The doors along escape routes must be able to be opened easily from the inside over their entire width. Escape routes, exit doors, escape hatches and their markings may not be blocked, concealed by hangings or otherwise rendered unrecognizable. Halls may not be blocked at any time by objects or protruding parts. All corridors serve as escape routes in an emergency.
- 7. Safety installations:** Fire alarms, water supply stations, hydrants, fire extinguishers and leads, smoke flaps, activation points for smoke extraction devices, smoke detectors as well as supply and exhaust air openings for the heating and ventilation system, their signage as well as the green emergency exit signs must be accessible and visible at all times; they may not be blocked, concealed behind hangings or otherwise rendered unrecognizable.
- 8. Booth area:** The booth area shown in the booth confirmation will be marked by the organizer at the exhibitor's request. The booths are to be erected on this area. The exhibitor must reckon with minor deviations in the booth dimensions. These may result from the different thicknesses of the dividing walls. Columns, buttresses, dividing walls, distributor boxes, fire-fighting equipment and other technical equipment are parts of the assigned floor space. Only the measurement taken on site give the valid coordinates for the place, precise location and size of the booth as well as for any installations.
- 9. Booth safety:** Exhibition booths including installations and exhibits as well as advertising media are to be built soundly so that there is no risk to life and health or to safety and public order. The exhibitor is responsible for the structural safety of the booth and may have to produce evidence thereof. Please refer to the SBauVO (Special Buildings Regulation) with respect to the requirements on booth safety.
- 10. Exhibition booths and special constructions requiring approval:** All multi-story exhibition booths, mobile booths, special constructions and/or structures must be submitted to the organizer for approval. A test log or a verified structural analysis has to be submitted for the booth.
- 11. Vehicles and containers:** Vehicles and containers on the site of the WorldCCBonn always require a permit. The installation and/or use of vehicles of any type must be reported in due time and all relevant licenses must be obtained. In order to keep the fire load as low as possible, the fuel reserve in the tanks must be kept no higher the level necessary. The remaining volume in the tanks shall be filled with inert gas (e.g. nitrogen). Battery-operated vehicles may not be recharged in the building. You may contact BonnCC GmbH for the rules concerning the exhibition of vehicles. Any precautionary safety measures shall be at the expense of the organizer.
- 12. Booth construction materials:** Materials that are easily flammable and drip or form toxic gases when burnt must not be used to build the booth. For safety reasons, in individual cases special requirements may be made on load-bearing parts of the structure. DIN 4102 (Fire Behavior of Building Materials and Building Components) and/or EN 13501-1 must be observed.
- 13. Carpets:** Carpets or any other decoration materials may only be laid directly on the floor in such a way that there is no risk for persons to slip, stumble or fall. Carpets and other floor coverings are to be laid in an accident-proof way and may not protrude beyond the edges of the booth. Adhesive markings, carpet fixtures and the like may be fastened only by using carpet laying tape that can be removed without a trace. Self-adhesive carpet tiles are not allowed. All the materials used must be removed without leaving any residues. The same applies for substances such as oils, greases, paints etc. The floors of the halls may not be painted or covered by adhesive materials in any other way.

14. **Wall and floor protection:** Anchors and fastenings are not allowed in the floor. Moist or soaking objects may not be erected. Moisture leaks must be removed immediately. When installing fridges and mobile counters, a waterproof trough must be provided. Trolleys with plastic or rubber wheels must be used for any transportation inside buildings. Skid marks from rubber abrasion are to be avoided and/or removed as necessary. Any furniture brought into the buildings must be protected with felt glides or similar materials. No objects may be rested against walls, pillars, mirrors and other fixtures. It is generally prohibited to stick anything to walls, pillars and mirrors.
15. **Glass and acrylic glass:** Only laminated safety glass may be used. Glass panes must be worked or protected at the edges to rule out the risk of injuries. Solid glass elements must be marked at eye level. The requirements of the Technical Rules for the Use of Safety Barrier Glazing [Technische Regeln für die Verwendung von Absturz sichernden Verglasungen (TRAV)] must be observed for glass constructions.
16. **Exits from enclosed booths:** Booth areas with a surface area of more than 100 m<sup>2</sup> or with an intricate layout plan must have at least two separate exits/escape/emergency routes on opposite sides. The walking line from any point within an exhibition area to a hall aisle may not be more than 20 m.
17. **Railings/podium surrounds:** Generally accessible areas that border directly on lower-lying areas must be surrounded with railings if there is a risk of falling.
18. **Bicycles, scooters, kickboards, roller skates, inline skates, skateboards, Segways:** The use of bicycles, scooters, kickboards, roller skates, inline skates, skateboards, Segways and similar personal mobility devices is not permitted in the buildings. Deviating regulations need to be agreed upon with BonnCC GmbH.
19. **Nails, hooks, holes:** No bolts and anchors may be driven into and no holes may be made in floors, walls and ceilings.
20. **Loading capacity of floors:** Details of the loading capacity of floors in the indoor and outdoor areas must be taken into account during the layout planning and have to be queried on site before the start of the set-up. Loads may be brought into the building only through entrances suitable for that purpose.
21. **Suspensions, suspended loads:** All suspended loads are to be attached in accordance with the structural analysis of the hall that can be requested from BonnCC GmbH. All suspensions must be carried out under the control and supervision of the service companies commissioned by BonnCC GmbH. The exhibitor must submit the necessary suspension plans 14 days before the start of work for approval in agreement with the organizer. If the suspension loads in the hall's structural analysis are altered or exceeded, the organizer must provide a structural analysis from recognized structural engineers at their own expense. If BonnCC GmbH discovers that the suspension has not been carried out in accordance with the structural analysis, it can have this removed at the expense and risk of the organizer.
22. **Electrical connections/booth installation:** The installation of electrical connections up to the booth will be carried out by BonnCC GmbH or a contractual partner of BonnCC GmbH. If electrical installations are carried out by service companies commissioned by the organizer, this work may only be performed by qualified electricians. The requirement of § 3 of the Accident Prevention Regulation "Electrical plant and equipment" [Unfallverhütungsvorschrift "Elektrische Anlagen und Betriebsmittel" (DGUV Vorschrift 3)] must be observed.
23. **Water and wastewater installations:** Water and wastewater installations are not possible within the Plenary Building. As far as possible, the installation of connections to the water and wastewater system at desired locations in the Main Building shall be carried out by BonnCC GmbH or a contractual partner of BonnCC GmbH. The order shall entail an outline sketch that shows the desired positions of the connections. To avoid any water damage, the built-in shut-off valve must be closed before leaving the booth.
24. **Decoration materials:** Decoration materials must be in accordance with at least DIN 4102, B1, or EN 13501-1, Class C, i.e. they must be made of flame-resistant material. The property 'flame resistant' can only be achieved subsequently for part of these materials with a flame retardant. The flame retardant that is used must be officially approved. The confirmation of the flame resistance and/or impregnation in accordance with the regulations must be kept on the booth for inspection at any time.
25. **Use of balloons and flying objects:** The use of balloons filled with safety gas and other flying objects in the WorldCCBonn and outdoors must be approved in writing by BonnCC GmbH.
26. **Trees and plants:** Fresh natural plants and plant decorations may be used in the rooms only as long as they are not withered. BonnCC GmbH must decide on any exceptions
27. **Waste and recyclable materials bins:** No waste or recyclable materials bins that are made of flammable materials may be used on the booths. Upon request by the organizer, waste and recyclable materials bins on the booths will be emptied regularly by BonnCC GmbH or a contractual partner of BonnCC GmbH, at the latest every evening at the end of an event. The organizer must be notified if larger amounts of combustible wastes are produced.
28. **Empties, packaging:** Empties, packaging and packages of any kind may not be stored in or outside the booth. All empties, packaging and packages must be removed immediately.
29. **Smoking ban:** There is a smoking ban throughout the entire venue. This must be monitored and enforced by every exhibitor on their own booth.
30. **Fire extinguishers:** BonnCC GmbH recommends to keep suitable and tested fire extinguishers on the booths.
31. **Pyrotechnic objects:** The use of pyrotechnic objects must be approved by the authorities and must be supervised by a suitable person in accordance with the German law on explosive materials. Supporting documents must be submitted for the holder of the permit and qualification certificate. The organizer will cover the costs incurred for the approvals from the fire brigade and for securing the event if pyrotechnic objects are used.
32. **Laser systems:** At least 6 weeks in advance the exhibitor must inform the event organizer and the appropriate authorities of the intended operation of laser systems and must coordinate this with them. The requirements of the Occupational Health and Safety Ordinance for Artificial Optical Radiation 2006/25 EC/OStrV, DIN EN 60825-1, DIN EN 12254, and for show lasers, the requirements of DIN 56912 must be observed when operating laser systems. Before operation, a publicly appointed and certified expert must check the technical safety of appliances/systems in classes 3R, 3B or 4.
33. **Fog machines:** Fog machines of any type may only be used with the approval of BonnCC GmbH so as to avoid accidental activation of the fire alarm system. In rooms with a surface area of less than 600 m<sup>2</sup> the use of CO<sub>2</sub> fog machines (so-called hazers) is prohibited.
34. **Hot plates, spotlights, transformers:** All electrical devices that generate heat or become hot must be mounted on non-flammable, heat-resistant and asbestos-free bases as a special protection. Depending on the heat that is generated, there must be a sufficiently large gap to flammable substances, fire alarms and sprinkler heads. Lamps may not be mounted on decorations or the like. Electric cookers and other equipment that is potentially hazardous if operated unsupervised must be switched off at the end of every day after the event. The organizer and BonnCC GmbH must be informed in writing of the use of any hot plate.
35. **Advertising media/advertising:** Independent advertising campaigns outside one's own booth (e.g. distribution of brochures, attachment of advertising signs) is only allowed with the consent of the organizer.

36. **Acoustic and optical presentations:** The operation of acoustic systems as well as any kind of audio-visual presentation by the exhibitor requires the approval of the organizer and must be applied for in writing.
37. **Music playback (GEMA):** The permission of the GEMA – Society for Musical Performing and Mechanical Reproduction Rights [Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte] – is required for any kind of music playback in accordance with the statutory regulations (copyright law). Music that is played back without being registered with GEMA can lead to claims for damages from GEMA.
38. **Potentially explosive materials/ammunition:** Potentially explosive materials are governed by the latest version of the German Explosives Act and may not be used or exhibited.
39. **Spray guns, nitro lacquers:** The use of spray guns and nitro lacquers is forbidden.
40. **Combustible liquids and gases:** Combustible liquids and gases are not allowed inside the building. Spirit and mineral oils (benzene, petroleum etc.) may not be used for cooking and heating or as a source of power.
41. **Abrasive cutting work, hot work:** Any kind of welding, cutting, soldering, defrosting and abrasive cutting work at the venue is prohibited. Exceptions are only allowed with prior written registration and agreement with BonnCC GmbH.
42. **CE marking of products:** Products which have no CE certificate of conformity and which do not meet the requirements of § 4 sect. 1 or 2 of the German Equipment and Product Safety Act [Gesetz über technische Arbeitsmittel und Verbraucherprodukte (GPSG)] may only be exhibited if a visible sign clearly indicates that they do not satisfy these requirements and can only be purchased inside the European Union after conformance has been established. The necessary precautions must be taken to protect persons during any demonstration.
43. **Modification of booth structures /special constructions that do not comply with regulations:** Superstructures, equipment, furnishings, decorations (materials) that are brought into the place of assembly and which have not been approved, do not satisfy these regulations or the Special Buildings Regulation (SBauVO), may not be erected in the place of assembly and may have to be removed or modified at the exhibitor's expense. This also applies if the organizer brings in a replacement. The partial or complete closure of a booth may be ordered for just cause, in particular in the event of serious safety issues.
44. **Dismantling of the exhibition booth:** The original condition of the exhibition space must be restored after dismantling the booth. Any damage to the hall, its installations and the outdoor facilities by the exhibitor or their agents must be reported to the organizer and BonnCC GmbH in every case.
45. **Handling wastes:** According to the principles of the "Kreislaufwirtschafts- und Abfallgesetz" (KrW-/AbfG = Act for Promoting Closed Substance Cycle Waste Management and Ensuring Environmentally Compatible Waste Disposal) the production of waste materials should be avoided as far as possible within the scope of set-up/dismantling and during the event itself. Wastes that cannot be avoided must be disposed of in an environmentally sound manner (recycling before disposal). The organizer is obliged to make an effective contribution to this goal.  
The exhibitor must ensure that all materials (ornaments, packaging, decorations etc.) as well as fixtures and superstructures brought onto the site of the venue by the organizer or any sub-contractors are completely removed at the end of the event. Only substances and materials that cannot be re-used (and are thus waste) shall be disposed of via the waste disposal system of BonnCC GmbH for a charge. If any special wastes are produced (waste requiring supervision), BonnCC GmbH must be informed immediately, and this material must be disposed of separately.
46. **Waste water:** The disposal of solid or liquid wastes via the sewers (toilets, drains, ponds) is strictly forbidden. If mobile catering facilities are used it must be ensured that greases and oils are collected and disposed of separately.
47. **Environmental damage:** any environmental damage/contaminations on the site of BonnCC GmbH (e.g. through leaked petrol, oil, hazardous substances) must be reported to BonnCC GmbH immediately.
48. **Radio networks, WLAN networks:** The organizer, its participants, service providers, exhibitors and guests shall refrain from setting up their own radio networks or WLAN networks and / or putting into operation WLAN Access Points. Should an event require use of the customer's own networks this shall be subject to prior approval by BonnCC GmbH. As an alternative solution, BonnCC can set up individual WLAN networks for the customers. In the event of any unauthorized operation of a network, this may be shut down without further notice.
49. **Video Surveillance:** For preventive reasons, stationary closed-circuit video cameras monitor the complete premises of the WorldCCBonn. The recordings shall be deleted and overwritten automatically after 30 days and shall be used exclusively for prosecution purposes.
50. **House Rules:** The WorldCCBonn House Rules that are on display at the entrance to the buildings shall apply.