Preliminary Technical Guidelines – VELOBerlin – April, 11. -12.2026 former Tempelhof Airport, Berlin

1. PRELIMINARY NOTE

For the realization of the bicycle festival VELOBerlin 2026 at the former Tempelhof Airport, the organiser, Velokonzept GmbH, working on behalf of the exhibition company fairnamic GmbH, has drawn up the following technical guidelines in cooperation with the building operator, Tempelhof Projekt GmbH.

Compliance with these technical guidelines is binding for all exhibitors. We ask that all information be immediately forwarded to the companies involved in stand construction. These guidelines contain safety regulations that serve the interests of our exhibitors and visitors and are intended to ensure that the technical and design aspects of the event are as safe as possible.

For further questions please contact us at messen@velokonzept.de, +49 (0) 30 311 65 14 0.

Stand constructions or components of stand constructions that do not comply with the technical guidelines and/or applicable regulations must be modified or removed as necessary. In the event of deviating or incorrect execution, the organiser is entitled to make changes himself at the exhibitor's expense, to close the stand to visitors, or to dismantle it altogether.

2. GENERAL INFORMATION

2.1. House rules

Please refer to the current house rules of Tempelhof Projekt GmbH, which can be downloaded at the following link: https://event.velokonzept.de/eventmanager-uploads/EventUploads/E-1-287/Hausordnung_THF..pdf

2.2. Set-up and dismantling times

Set-up

Friday,	April 10, 2026, 8:00 a.m. – 8:00 p.m
Saturday,	April 11, 2026, 7:00 – 9:30 a.m. *(last deliveries, stand construction on Saturday morning only by agreement (messen@velokonzept.de))*
Sunday,	April 12, 2026, 8:00 a.m. – 9:30 a.m (*Delivery only*)

Exception: Folding pavilions need to be set up until 6 pm on Friday.

Dismantling:

Sunday,	April 12, 6:30 PM – 11:00 PM, *immediately after the event*
Monday,	April 13 2024, 8:00 AM – 12:00 PM

Exhibitors who in individual justified cases intend to operate their stands outside of these times must receive written permission from the organiser. Any additional costs such as energy, rental, personnel costs etc .. will be borne by the exhibitor.

All vehicles must leave the premises outside of opening hours, and after setting up and dismantling. During the above-mentioned hours, a paid parking lot on the premises is available for exhibitors. Overnight stays are not permitted in this car park.

The organiser may make other use of stands that are not yet occupied by April 10, 2026, 5:00 p.m. A later arrival must be arranged in advance with the organiser in writing.

2.3. Event times

Opening hours for the public:
Saturday, April 11, 2026, 10:00 a.m. – 6:00 p.m.
Sunday, April 12, 2026, 10:00 a.m. – 6:00 p.m.

The exhibitor is obligated to keep his stand occupied until the official closing times. In the interests of the organiser and all exhibitors, a premature or partial clearing of the stand is not permitted.

Opening hours for the exhibitors:

Saturday, April 11, 2026, 7:00 a.m. – 7:00 p.m.
Sunday, April 12, 2026, 8:00 a.m. – 11:00 p.m.

Exhibitors who in individual justified cases intend to operate their stands outside of these times must receive written permission from the organiser. Any additional costs such as energy, rental, personnel costs etc .. will be borne by the exhibitor.

2.4. Traffic, parking

The rules and regulations of the German Road traffic regulations (StVO) apply throughout the exhibition grounds. Applicable signs regulating vehicle and pedestrian traffic must be observed.

Parking is only permitted in the designated parking areas. All parking areas marked as rented must be kept clear. Vehicles, semi-trailers, containers, vessels and goods of any kind that are illegally parked will be removed at the expense and risk of the owner or keeper.

The organiser assumes no liability for damage or theft.

Access to the site is permitted only to authorised persons approved by the organiser who have received a valid entry permit from the organiser.

The entry permit must be affixed behind the windshield of the vehicle and must be clearly visible at all times. The entry permit is only valid if completely filled out (stand number, name of company, name of the driver, licence plate number and mobile phone number of the driver).

All instructions issued by personnel assigned by the organiser and the building operator Tempelhof Projekt GmbH or its representatives to regulate and route traffic must be followed. For motor vehicles, the maximum permissible speed in the outdoor area of the exhibition grounds is 20 km/h, inside the halls 7 km/h.

2.5. Loading and unloading:

All vehicles may only drive to the loading areas for loading and unloading or must be removed from the site or parked in the exhibitor car park immediately after the loading process (see Section 2.2). Parking in the loading zone is strictly forbidden.

Cars and lorries may only enter the loading zone or the premises after prior agreement with the organiser. A deposit of EUR 100 must be deposited at gate 11 for entering the site or loading area. The deposit will be paid out again when leaving within the maximum length of stay. If the maximum length of stay (see traffic guide) is exceeded, the organizer reserves the right to withhold the amount. If the maximum length of stay (see traffic guide) is exceeded, the organizer reserves the right to withhold the amount.

Vehicles are not permitted to enter the halls.

Access to the loading zone for dismantling purposes is only granted by the organiser after visitors have left the area.

2.6. Surveillance

The organiser is responsible for the overall supervision of the exhibition halls and the open- air grounds for the duration the event. There will be supervision present at the entrances, access roads, and in the halls during the construction and dismantling phases.

Surveillance at the site begins on the first day of construction and ends on the last day of dismantling.

The organiser is entitled to carry out all measures necessary for control and security purposes.

The promoter or organiser is not liable for the loss of valuables.

Exhibitors must arrange their own security services with regard to objects belonging to the stand. These services and must be booked through the organiser. (stand surveillance)

2.7. Checking the rental space

Following the allocation of stands, all exhibitors are required to inform themselves about the location and layout of the area, as well as any fittings (in particular fire alarms, hall pillars, emergency exits, etc.). Exhibitors are asked to be flexible with regard to inaccurate measurements.

Stand boundaries must be strictly observed. The organiser must be informed in case of discrepancies.

2.8. Structural Alterations

The entire airport complex is classified as a historical site. The halls, the open-air areas and their components, including equipment, may not be damaged, dirtied or otherwise modified (e.g. by drilling, nailing, screwing, gluing, welding or spraying).

Painting, wallpapering, and the use of adhesives on walls, windows, columns, floors, and other components of the airport are not permitted. The organiser may demand compensation for any infringements.

No Hall components or technical equipment may be used to support stand constructions or exhibits.

2.9 Flooring

Carpets and other floor coverings must be laid out to minimise the potential of accidents. To prevent slipping, tripping or falling, the flooring should not extend beyond the boundaries of the stand. Floor coverings may only be fixed to the hall floor using adhesive tape that can be removed without leaving residue. All adhesive material used must be removed without leaving residue. Substances such as oils, greases, paints etc.

must be removed immediately from the hall floor.

2.10. Floor protection

Anchors in and attachments to the floor are not permitted. Displaying damp or soaking objects is prohibited. Moisture must be removed immediately. When installing refrigerators and mobile bars, a watertight collection basin must be used. Heavy loads may only be transported within the premises with rubber-tired trolleys or pallet jacks. Skid marks from rubber abrasion should be avoided and if necessary, removed.

2.11. Suspended items

The hanging of any items above the stand area, for example trusses, lighting, advertising equipment or similar items, may be only be carried out by a partner company commissioned by the organiser.

The request of such a service is subject to a fee and must be submitted to the organiser by
February 25, 2026. Specifications of the exact positioning within the stand area, the loads to be suspended and the height at which it should hang are to be included in the request. The suspension of items may not be possible in all positions. The organiser reserves the right
to reject requests to suspend items.

2.12. Drones/UAVs

The use of balloons and airborne objects that are filled with flammable gas is prohibited throughout the premises.

The use of balloons filled with inert gas in the halls and in the open-air area is subject to written approval by the operator, which must be obtained at least four weeks prior to the start of construction. Balloons filled with flying gas may not be distributed as giveaways.

The use of UAVs/drones must be approved by the operator at least four weeks prior to the start of assembly. A professional licence for Berlin is required by the pilot. Valid proof of a sufficient insurance policy must be provided. The use of UAS / drones must be agreed in writing with the operator at least four weeks before the start of construction. A professional promotion license for Berlin is required for the professional pilot. A valid, sufficient proof of insurance must be presented.

Flight routes are only permitted above areas that are closed to people and must be agreed on in advance with the organiser. Further conditions may apply.

2.13. Waste disposal

In accordance with the principles of the German Closed Substance Cycle and Waste Management Act (KrW-/AbfG), the accumulation of waste during construction, dismantling and the event itself should be avoided as far as possible. Unavoidable waste must be disposed of in an environmentally sound manner (recycling before disposal). The exhibitor is obligated to make an effective contribution to this end. It must be ensured that all materials (decorations, packaging, etc.), installations and structures brought to the venue are completely removed once the event is over. Hazardous waste (waste that is subject to monitoring) must be disposed of separately by a licensed specialist.

No packaging materials may be placed in the vicinity of the stand.

The exhibitor is responsible for disposing of any waste arising during the event and during the construction or dismantling of the stand. The aisles between stands may not be narrowed by waste, which must be removed immediately by the responsible party. If the exhibitor does not comply with these obligations, the organiser is entitled to dispose of all waste material left behind by the exhibitor or not disposed of in a timely manner, and to charge the exhibitor for all costs incurred, in particular labour costs, transport costs and costs for removal and disposal of rubbish, bulky waste and hazardous waste.

No containers for waste, recyclable materials or residual materials made from combustible materials may be set up in the stands. The containers in the stands must be emptied regularly, at the latest every evening after the trade fair closes. If larger quantities of combustible waste arise, these must be disposed of several times a day.

2.14. Waste water

The disposal of solid or liquid waste via the sewage system (toilets, gutters, gullies, etc.) is prohibited. Fats and oils must be disposed of separately by an approved specialist company or taken by the exhibitor / stand builder.

2.15. Environmental damage

Environmental damage/contamination (e.g. by gasoline or petrol, oil, solvents, paint or other environmentally hazardous substances) must be reported to the organiser immediately.

2.16. Dismantling of the exhibition stand

The original condition of the exhibition space must be restored after dismantling. Damages caused by exhibitors or their agents must immediately be reported to the organiser and the operator immediately and can be billed to the exhibitor.

3. SAFETY REGULATIONS

3.1. Manoeuvring areas for fire service, hydrants

Approach routes and manoeuvring areas for emergency vehicles (fire service, ambulances) must be kept clear at all times. Vehicles and items located on the rescue routes and safety areas will be removed at the expense and risk of the owner. Hydrants in the halls and in the open-air area must always be clearly visible and may not be obstructed, rendered unrecognisable, or made inaccessible.

3.2. Emergency exits and escape routes

All emergency exits must be kept clear at all times. Doors that serve as emergency exits must be able to be fully opened in the direction of escape. Escape routes, exit doors, and emergency exits and the signs indicating these may not be obstructed, blocked, covered or made illegible. Passageways in the halls may never be restricted by objects deposited in or extending into the aisles. In the case of an emergency, these aisles serve as emergency routes.

During construction and dismantling phases, materials required for stand construction or delivered for the immediate installation of the exhibition stand may be temporarily placed in the hallway aisle, provided that the specified aisle width is maintained and sufficient consideration has been paid to logistical aspects.

This regulation is deemed to have been met if the objects deposited on the perimeters of the stand take up a space no larger than 0.9 m of the hall aisles. Regardless of the width between the hallway and the objects deposited there, a passageway of at least 1.2 m in width must be kept clear at all times. Exhibitors or stand builders have to coordinate this with their neighbours.

This requirement does not apply to routes in front of emergency exits and intersections in the aisles, which must always be kept entirely clear. The hall aisles may not be used for setting up assembly workspaces or machinery. The organiser may request the immediate clearance of the aisles for logistical reasons.

The widths of rescue routes and emergency exits for exhibition areas and temporary structures must be calculated and carried out according to the Model Assembly Venue Ordinance (MVStättV), applying a ratio of 2 persons/$m^{2:}$

1. The distance from any one point in an exhibition area to an aisle may not exceed 20 m.

2. The number and clear widths of ground-level rescue routes must measure at least as follows:

   - Exhibition space up to 100 m^2 (<200 people): 1 rescue route of at least 0.90 m width
   - Exhibition space over 100 m^2 (or ≥ 200 people) up to 200 m^2 (or <400 people): 2 escape routes to oppositely positioned emergency exits of at least 1.20 m width each
   - Exhibition space over 200 m^2: For each additional 50 m^2 exhibition space (100 persons), an additional 0.6 m clear width of exits from the exhibition area must be added in 0.6 m increments.
   - Stand areas over 400m^2 (and> 400 people) per additional 100m^2 stand area (and 100 persons) additional 0,6m clear width of the exits of the Footprint in 0.6m increments. The minimum width of outputs is 1,20m.

3. Escape routes and emergency exits must be visibly marked with escape route pictograms in accordance with ASR A1.3, which must be recognisable from any position in the stand.

4. The installation of swinging doors, revolving doors, coded doors, sliding doors, and other access restrictions to escape routes is not permitted.

3.3 Safety equipment

Fire alarms, fire extinguishing equipment, smoke detectors, telephones, fire safety doors and gates, smoke and heat exhaust vent systems, devices for closing hall doors, power distribution systems and other safety devices, signs referring to them and green emergency exit indicators must be accessible and visible at all times and may not be obscured, obstructed or impaired in their function.

In ground-floor rooms of the structures, the upper windows located are used for smoke and heat extraction in case of fire. These must be accessible and able to be fully opened at all times.

3.4. Health & Safety

Each exhibitor is responsible for compliance with the rules of occupational health and safety of his/her employees and service providers. Violations may lead to the expulsion of respective employees from the event premises. Explicit reference is made here to compliance with the applicable UVV (German Accident Prevention) regulations of the employers' liability insurance associations. Safety shoes must be worn. While work is being conducted overhead, hard hats are required in the areas below. In vehicle traffic areas, high visibilty vests (DIN ISO

20471, Class 1) must be worn at all times.

The operation of sound systems during construction and dismantling is not permitted. Excessive noise is prohibited for safety reasons.

3.5. Executive authority, access to stands

The instructions of the organiser's staff and agents must be obeyed.

For safety reasons, all employees of and staff assigned to the organiser must be able to access the stands at all times. Stand and storage areas may not be locked at any time. In case of infringement, the organiser is permitted to gain access of by any means possible.

The organiser and promoter may not be held liable for damage caused by forced entry carried out by the organiser's staff or personnel commissioned by him/her.

4. TECHNICAL SPECIFICATIONS AND EQUIPMENT FOR THE HALLS

4.1. Permissible payloads - halls

The following maximum floor loads must be adhered to in the halls:

- hangar 5 kN/m^2
- ground-floor rooms of the structures 3.5 kN/m^2

Exceeding these aforementioned weight restrictions can lead to damage to the hall structure and as a result, might lead to the disassembly of the exhibition stand by the organiser.

The introduction of higher loads is possible in certain parts of the halls, and must be arranged with the organiser prior to the event.

4.2. Lighting

The organiser will provide basic lighting for the exhibition areas. If necessary, each exhibitor can install additional partial lighting of his/her own stand space.

All lighting or media installations (including video walls, projections), especially on permitted higher rear walls, must always be agreed upon with the organiser and executed according to DGUV regulation 17 or BGV C1 (event and production sites for scenic representation) and the applicable standards for event technology (SQP 1 or similar), as well as in accordance with generally accepted technological standards.

4.3. Audio systems

The halls and the covered apron have an announcement- and alarm system.

The installation of a separate audio system in the stand area must be arranged with the organiser in advance, as these must be integrated into the overall audio system of the exhibition halls to accommodate safety announcements. The resulting costs shall be borne by the exhibitor.

The sound level from televisions and similar devices used on the stand must not exceed L_{eg} 70 dB (A) (room volume).

4.4. Power supply

If power connections are required on the stand area, these must be ordered for a fee. The order must be submitted no later than February 25, 2026. Required installation of electrical connections to the stand will be carried out by a service provider commissioned by the organiser.

Note on late bookings for electrical connections and Internet access: For organisational reasons, we are forced to levy a surcharge for orders placed after the end of the order period. For orders placed within four weeks before the start of the event, the surcharge is 20%. For orders placed within one week of the event a 100% surcharge will apply. Please adhere to the order deadlines.

Power supply points cannot be installed at specifically requested positions within the stand space. Responsibility for the sub-distribution within the stand is falls to the exhibitor. Upon request this can also be carried out by the organiser's contractor, at the expense of the exhibitor.

It is to be expected that the organiser will lay electrical cables through stand areas; these must be tolerated by the stand builder and, if necessary, should be covered with a floor covering measuring 10 cm high.

The organiser must be informed immediately of any disruptions to the power supply. The organiser and promoter assume no liability for losses and damages caused by disruptions to the power supply.

4.5. Internet

WLAN & LAN is available in the Hangars and access can be booked through the organiser for a fee.

5. STAND CONSTRUCTION REGULATIONS

5.1. Appearance

An open stand design is requested.

The construction of the stands must be in accordance to the confirmed stand floor plan. Responsibility for the design of the stand falls to the exhibitor and must be carried out in a way that is appropriate for the event.

The organiser will lay connections and cables across the hall floor to provide media supplies to individual stands. If necessary, these cables should be covered with a floor covering measuring approx. 10 cm high (see also paragraph 4.4).

The use of containers or vehicles of any kind as stand components inside the halls requires the approval of the organiser. The legal and technical stipulations regarding the installation of vehicles in places of public assembly must be observed (see also section 6.6).

Superstructures and mobile systems (e.g. goods stands, beach flags, customer stoppers) must not be positioned outside the allocated stand space or protrude into the aisles and not exceed the permitted height of the stand.

5.2. Stand construction height

The construction height is principally fixed at 4.0 m.

Stands, exhibits, advertising, etc. with a height above 2.50 m are subject to approval by the organiser. Accurate scale drawings (views and floor plan with dimensions and building specifications) must be submitted to the organiser four weeks before the start of construction (see section 5.3.). The contents of the documents submitted are binding for the exhibitors.

5.3 Stand safety

All event-related structures and constructions, including the exhibits and advertising displays etc., must be erected with enough stability that they do not pose a threat to public safety and order. It is particularly important that they do not endanger life and limb. The exhibitor is responsible for, and must be able to provide proof of, the structural safety of the stand. The organiser reserves the right to prohibit the erection of stand constructions without proof of safety standards.

The provisions of the Berlin Building Code (BauO Bln) as well as the following regulations and guidelines, in the currently valid version, apply in all cases:

- BetrVO – Regulation Concerning the Operation of Building Structures
- MVStättV - Model Ordinance Concerning the Construction and Operation of Places of Public Assembly
- M-FlBauR - Model Guideline on the Construction and Operation of Temporary Structures

All event-related structures, tent structures, booths and exhibition walls etc. in the open-air area are, under the Berlin Building Code (BauO Bln, section 51), considered temporary structural facilities (special constructions). In addition to the above-mentioned public regulations, the following provisions and regulations, in their currently valid version, apply in particular to these special constructions:

- DIN EN 13 782 – Temporary structures – tents
- DIN EN 13 814 – Temporary structures and installations for event venues Additional requirements for designs may be set by the organizer see also Chap. 5.4.

For the inspection, testing, and acceptance of stand constructions on site, the test and approval documents must be presented to the organiser in either German or English.

In justified cases on site, the organiser reserves the right to arrange for a structural engineer to conduct an inspection of the stand safety at the exhibitor's expense.

The use of plastic cable ties to fasten parts under structural stress is not permitted.

The upper edge of required ballasts must not measure more than 2 m above the floor of the hall.

When using folding pavilions, please comply with the factsheet.

5.4. Stand Construction requiring approval

For testing and approval of statically required authorization or proof Stand buildings include all temporary structures that are considered regular flying structures, according to / BauO / § 75 (1) or / M-FlBauR or its design accordingly (also at Indoor installation), are classified as i.a.:

- Freestanding scaffolding and advertising systems, portals, video walls, etc.
- All walk-in and / or covered or freestanding stand construction systems, i.a.
- Wall construction elements with a height > 2.5 m
- Roofing
- show trucks
- Stairs, pedestals, catwalks (h ≥ 50 cm), including parapet railing
- Tents
- stages including roofing
- Game / sports and amusement equipment as well as driving or fairground shops
- Grandstands, including entrances and exits
- Buildings in the outdoor area

For the examination and acceptance o.g. stand constructions must have the following documents in German or English language to be submitted:

1. verifiable, static calculation according to German DIN standards or Euronorms (EN / Euro codes)
2. Building description, site plan
3. Stand construction drawings on a scale of 1: 100 (floor plans, views, sections, isometrics), Construction details on a larger scale
4. Rescue route plan with noted rescue route lengths and widths;
5. On presentation of a verifiable type approval or a valid inspection book, acc. The M-FlBauR (Guideline for the Construction and Operation of Flying Buildings) or § 75 of the BauO Bln (Building Code of Berlin) deleted Item a).

Presented verifiable, static proofs as well as valid test books are provided by Organizer on behalf of the exhibitor / stand builder at the competent authority

displayed or forwarded to test engineers, who provide a documentation check, local Construction supervision and use take place on site.

For the on-site inspection, any correction instructions are the supervising test engineers for the exhibitor or stand builder binding. The cost of these testing and surveillance measures by the organizer commissioned engineers, as well as for the official acceptance procedure are the Exhibitor / Stand builders invoiced by the organizer. The amount of the costs is dependent on expenses.

Should the organizer in o.g. Meaning of verifiable static documents, this reserves itself, the construction of constructions without provable static to prevent documents. A final static acceptance of the stand construction takes place only after the examination of the Approval documents and a construction supervision or use acceptance by the expert appointed by the organizer on site.

5.5. Design loads

The regular dead load, live load, and wind load in accordance with DIN EN 1991-1 - 1 / NA (EC1) must be applied to all stand constructions.

5.5.1 Dead load and live load

The following vertical live loads must be used for platforms and podiums in accordance with DIN EN 1991-1-1 / NA in conjunction with National Annex, Table 6.2 DE [Cat. C]:

- In areas used by trade visitors or stand personnel for meetings and customer service (i.e. furnishing with tables and chairs in open arrangement or in separate discussion areas) [Cat. C1]: qk = 3.0 kN/m2 (300 kg/m^2)
- In areas of unrestricted use as freely accessible exhibition or assembly areas [as of Cat. C3]: qk = 5.0kN/m2 (500kg/m^2); (qk = vertical payload)
- Stairs and stairway landings must always be designed for a live load [Cat. T2] qk = 5.0 kN/m2 (500 kg/m^2).
- For balustrades and railings, in accordance with DIN EN 1991-1-1 / NA, Table 6.12 DE, a horizontal live load [for areas of category C1 - C3] of qk
- = 1.0 kN/m2 (100 kg/m) applies at the capping height (h = 1.10 m). The same load set is also applicable to exterior encased wall elements that at the same time have safeguards against falling, as long as no separate, viable balustrade installation is built on the inside in front of these.

5.5.2 Horizontal loads in the halls

The following applies within the hangers:

Standing components or special constructions (for example freestanding walls, large exhibits, large decorative elements) that may tip over must be calculated at least for a horizontally acting equivalent surface load qh:

q_{h1} = 0,125 kN/m^2 (0<h<4m)

q_{h2} = 0,063 kN/m^2 (h>4m)

The reference surface is the respective viewing area.

It must be proven that the permissible loads on the hall floor are not exceeded, e.g. through individual supports or ballasts. The permissible load depends on the location of the venue and is determined by the organiser (see also section 4.1).

5.5.3 Wind loads

+++ The following specifications are not applicable for folding pavilions. Please follow the factsheet on this +++

All event-related stand constructions and temporary structures in the open-air area are considered temporary structures in accordance with Berlin Building Code,
possibly with use similar to venues (BauO Bln § 2 (4)) and must meet the requirements of the applicable, public regulations of the building regulations for Berlin (BauO Bln) and comply with the recognized rules of technology.

With regard to the inner-city location of Berlin Tempelhof (elevation approx.
51 m above sea level), the following location-specific parameters and simplified applicable velocity pressures apply:

Berlin, Wind Zone 2 (inland)

- Average wind speed: vref = 25.0 m/s
- Related velocity pressure: qref = 0.39 kN/m^2

Simplified gust velocity pressure:

- Stand height up to 10 m: q = 0.65 kN/m2

The open-air area is principally classified as terrain category III (flat terrain with low building development).

In accordance with DIN EN 1991-1-4, NA.B.5, a reduction of the above- mentioned velocity pressure is permitted as a temporary condition (set-up period 3 days) and without precautionary measures for the above-mentioned stand constructions:

- Stand height up to 7 m: qred = 0.5 x 0.65 kN/m2 = 0.325 kN/m2

This reduction of the computational velocity pressure applies to the verification of the unsecured construction. Their applications assume that the weather conditions are monitored with sufficient accuracy and, if necessary, storm warnings are obtained from a qualified meteorological service and necessary measures for the cessation of operations are taken.

In case of severe weather events with predicted wind speed ≥ 15 m/s (wind force ≥ 7 Bft - also in single gusts), hail, heavy rain > 20 l/m2h, as well as severe thunderstorms, the organiser will issue a general weather warning to the exhibitor. After that, the exhibitor – with wind-load-reduced stand construction systems or temporary structures (applies to stands in outdoor areas) – is obligated to immediately take all necessary measures for the cessation of operations.

Instructions issued by the organiser's staff and his/her agents must be followed immediately and without delay.

The exhibitor or stand operator must immediately carry out the following measures for the cessation of operations:

1. Securing the stand construction site according to the terms of the construction authorisation, inspection book, or stand safety verification. This might include closing entrances, draining stage coverings and/or side awnings.

2. Complete clearing of the stand area of trade fair visitors, stand guests, and staff.

3. At the request of the organiser, clearance of the entire outdoor area and immediate movement into the halls.

5.5.4 Balustrades, handrails

Generally accessible areas in direct proximity to areas lying more than 0.50 m lower than these areas must be equipped with balustrades. These must be at least 1.10 m high (the maximum stand height must not be exceeded).

There may not be more than 0.12 m of space in any direction between the railing components. In order to avoid a risk of rolling off, skirting boards with a height of at least 0.05 m must be installed.

Balustrades must be designed in such a way that nothing can be placed on them. and they cannot be climbed over.

Handrails must be provided with a non-slip surface and should be designed so that they are difficult to climb over.

Handrails must be firmly attached, must be non-slip, and may not have free ends. The gap between the handrails and adjacent structural components must be at least
0.05 m.

5.6 Stairs

All staircases must always be constructed in conformity to DIN 18065. Stairs must have two outer handrails. The riser height of the stairs may not exceed 0.2 m, and the width of the staircase may not be less than 0.25 m.

Stairs wider than 2.40 m must be provided with two outside handrails and a centre handrail.

Ladders, ascents, walkways, and stairs must comply with the accident prevention regulations.

Necessary stairs may not be designed as winding or spiral staircases.

5.7 Glass and acrylic glass

All stand constructions may only use safety glass suitable for the construction and intended use.

The requirements and specifications of the construction engineering regulations mentioned apply with regard to their intended use according to DIN 18008 - Glass in Building.

Based on the above-mentioned building regulations, all glass constructions must be installed according to their intended use, and verification of their structure must be provided.

Exposed glass edges must be treated or protected in such a way that there is no risk of injury.

Structural elements made entirely of glass must be marked at eye level.

6. FIRE PROTECTION AND TECHNICAL SAFETY

6.1. Stand construction and decoration materials

DIN 4102 and DIN EN 13501-1 (fire classification of construction products and building materials) must be strictly observed and adhered to when using all relevant stand construction products/building materials; these must be fire-retardant.

No easily flammable materials or materials that produce burning droplets or toxic smoke, or similar materials such as polystyrene hard foam (Styrofoam), PVC or similar, as well as various acrylic glass products, may be used in stand construction.

For safety reasons, special requirements may be imposed on load-bearing construction elements in individual cases.

All stand construction materials, with the exception of planed wood > 18mm, must be flame-retardant according to DIN 4102 or DIN EN 13501-1, at least Class B1 or B, C- s3, or according to product-specific standards.

In addition, materials used at a height of more than 1.5 m may not produce burning droplets.

Floor coverings must also be fire-retardant.

Planed wood must have a material thickness of at least 18 mm in order to be permitted as a building material. The use of non-planed or untreated wood-based materials (e.g. MDF, chipboard, etc.), rough-hewn timber is not permitted; installation is possible through verification of approved fire protection suitability or a sufficient protection against being ignited.

Deciduous and coniferous trees and plants may only be used if their root balls are damp or if they have been freshly cut. Bamboo, reeds, hay, straw, bark mulch, peat or similar materials may only be used after a previous flame-retardant impregnation (coatings) has been administered to ensure a low degree of flammability.

The building material and fire protection classes of all stand construction materials used as well as the certificates for the subsequent impregnation of materials must be proven by valid certificates (e.g. general building inspection test certificates (abP), declarations of performance (DoP)). Evidence is provided by certificates / test reports from an approved domestic test center or certificates / test reports from test, certification and monitoring bodies in other countries. These can be identified using a certificate number. Data sheets or test, analysis and trial reports etc. are not evidence and do not replace them.

All of the above-mentioned documents on the fire protection classes of the stand construction materials used and their delivery notes must be kept ready in German or English in a folder and presented at the time of acceptance and sent to the organizer up to four weeks before the start of construction. When submitting the documents, the exhibitor or the person appointed by him shall ensure by deliberately ticking the appropriate box that the said documents correspond to the materials to be submitted by him. (Proof of conformity)

The statement of compliance provides verification that the products used correspond to the fire protection certificates submitted and, if applicable, also provides verification of the impregnation and the means used.

This folder must be presented to the organiser for review before the stand is set up and left on the stand area permanently until dismantling is complete.

The organiser reserves the right to check the materials used on site for their properties and, if necessary, to have the materials removed from the hall in the case of non-compliance with the building material classification.

6.2. Covered stand areas

Covered stands without daylight must be equipped with their own emergency lighting in accordance with VDE 0100-718 and DIN EN 1838. Minimum requirements are a switching time of a maximum of 1 second and a minimum of 1 lux in emergency exits, operating time at least 180 minutes.

Covered stand areas must have a smoke and heat exhaust capacity of at least 2% of the stand area or a smoke and heat exhaust ventilation system in place. The organiser may require that fire alarms and extinguishing systems be installed.

A clearance height of at least 2.30 m is mandatory.

6.3. Fire extinguishers

For stand areas of more than 100m2, at least one approved and suitable fire extinguisher must be available at the stand area from the start of construction. For stands up to 200m2, at least two fire extinguishers are required. For stands over 200m2, demand is correspondingly higher.

For two-storied stand constructions, a suitable fire extinguisher must also be available at each stairway.

All fire extinguishers must be clearly visible and freely accessible at all times, mounted in a way that is tilt-proof and easy to reach, and indicated in accordance with ASR A1.3 and DIN ISO 1070, with at least 9 extinguisher settings (LE).

6.4. Heat-producing electrical units / open fire

The use of hotplates, toasters, kettles etc. is not permitted without the written permission of the organiser.

For special protection, all heat-producing electrical appliances must be mounted on a non-flammable, heat-resistant, asbestos-free base.

These devices and other equipment that could cause hazards during uncontrolled operation must be disconnected from the mains at the end of each day's event.

Open fire and hazardous fire-related actions, as well as the storage of flammable liquids, are strictly prohibited.

6.5. Gas and explosive substances, pyrotechnics

Explosive materials are regulated by the Law on Explosives in its current valid version and may not be used or exhibited.

The use of pyrotechnic items is not permitted.

The use of fuel gas such as propane or butane is not permitted on the premises.

The use of gas-powered vehicles is not permitted at any time.

6.6 Exhibiting motor vehicles

Vehicles may only be put on display with the agreement and written approval of the organiser.
Vehicles with internal combustion engines may only be exhibited in the halls in compliance with the following provisions:

- The tank cap must be closed.
- The tank must be removed or only contain a residual volume of fuel <5 l
- The remaining volume of the tank must be filled with inert gas (e.g. nitrogen) by a service provider of the organizer (costs to be borne by the exhibitor)
- The battery must be disconnected. Power supply to the exhibition vehicle is possible if it is ensured that no dangerous gases are produced (for example in gel batteries), if the contacts are touch-proof and if the starter has been permanently disconnected from the battery.

On vehicles with electric motors, the propulsion batteries must be disconnected from the drive using a safety cut-off switch (main switch). High-voltage batteries must be voltage-free, or in a battery-typical uncritical state (charged / discharged).

6.7. Fog machines

The use of fog machines must be approved in writing by the organiser prior to the event in order to avoid a false triggering of the fire alarm system and to avoid impairment of the neighbouring stands.

6.8. Lasers

The use of laser equipment must be reported to the organiser at least four weeks prior to the event.

The operation of laser systems is subject to compliance with the relevant occupational safety regulations for artificial optical radiation OStrV, DIN EN 12254. The use of show lasers must comply with the requirements of DIN 56912/DGUV Information 203-037.

Prior to commencing operation, all class 3R, 3B or 4 equipment/systems must be inspected for technical safety by a commissioned and accredited specialist.

Technical or organisational measures must be taken to ensure that when installing and operating the laser system, no person is exposed to a laser beam that exceeds the maximum permissible radiation. In demonstrations with class 3R, 3B, or 4 laser equipment, care must be taken to ensure that uncontrolled reflected radiation cannot occur, and that the laser area around the laser device is restricted by laser warning labels, marked barriers or covers, so that unauthorised access is not possible.

The presence of a laser protection officer during operation is mandatory.

The use of the laser equipment must be reported to the appropriate authority.

6.9. Packaging / flammable materials

The storage of packaging of any kind on the stand area or outside the stands in the hall is prohibited for fire protection and safety reasons. The exhibitor or the stand construction company must immediately remove accumulated packaging material.

Waste or residues of flammable substances may not be present in the stands.

6.10. Smoking

Smoking and the use of e-cigarettes is prohibited within the exhibition area.

6.11. Spray guns, nitro lacquers

The use of spray guns and nitro-lacquers is not permitted.

6.12. High-temperature work

All welding, flame-cutting, soldering, and sanding work is prohibited in the halls.

Such work is permitted only in the open-air area with prior written approval (permission to perform high-temperature work) by the organiser. The area must be adequately protected during this work.

Suitable fire extinguishing equipment must be available in the immediate vicinity.

6.13. Electrical systems and installations

Only suitable electrical devices that have been tested and labeled in accordance with VDE and DGUV regulations (e.g. DGUV regulation 3 (formerly BGV A3) and bear the CE mark may not be used at the stands. Devices without verifiable testing may not be used.

If electrical installations are installed within the stand, this work may only be carried out by qualified electricians. The statutory regulations, standards, and rules (EN, DIN, ISO, VDE, DGUV), in particular the accident prevention regulation "Electrical installations and equipment" (DGUV regulation 3/BGV A3), must be observed.

All electrical equipment must be installed in accordance with the latest valid safety regulations of the German Electrical Engineering Association (VDE), in particular the VDE 0100 series of publications.

The exhibitor is fully liable for any damages to the exhibition halls, parts of the building, as well as to the stands and exhibits (also of co-exhibitors) that can be caused by his/her faulty electrical installations.

Suitable current-sensitive earth leakage circuit breakers (RCD) type B must be used in all circuits.

Only NYM, H07VV-F, H07RR-F cables with a minimum cross section of 1.5 mm^2 CU may be used.

All electrical installations must be installed and operated in accordance with applicable VDE regulations.

Structures made of electrically conductive materials (e.g. aluminium trusses or exhibition stand system) with cables attached to them or cables routed above them must be integrated into an equipotential bonding/stand earthing (for example, trussing with illumination).

No flat cables of any kind are allowed. Non-insulated electrical cables and terminals may not be used in low-voltage installations. The use of bare electrical wires and terminals in low-voltage systems is not permitted.

Live parts require protection against accidental contact.

Secondary lines must be protected against short circuit and overload.

6.14. Machines

The use of abrasive machines without dust extraction is not permitted.

The operation of noise-inducing machinery and equipment is not permitted. The noise at the edge of the stand may not exceed L_{eq} 70 dB (A) at all times.

The organiser reserves the right to prohibit the operation of machines, appliances and equipment at any time if this operation represents a danger to persons and property.

6.15. Pressure vessels

Pressure vessels may only be operated in the stand if the tests prescribed in the current version of the German Ordinance on Industrial Safety and Health (BetrSichV) have been carried out.

The associated test certificates must be available where the pressure vessel is installed, and must be submitted upon request.

6.16. Cranes, stackers, lifts

The operation of own cranes, forklifts, mobile working platform and lifts is only allowed by professionally trained personnel and only after consultation with the organizer. The company must presented a licence upon request.

When using powered access technology, the use of personal protective equipment (PPE) to protect against falls is mandatory.

6.17. Drinks / food sales

The sole right to sell food and beverage products lies with the organizer, who will conclude separate contracts with the exhibitors in individual cases.

6.18. Actions

Participatory activities for guests and performances on the stand areas (e.g. artists, photo walls, competitions such as lucky wheels etc..) must be coordinated with the organizer in advance and must be planned and implemented in such a way that the aisle areas between the stands are not impaired, i.e. areas for the audience and the queuing area are to be provided within the stand area. In addition, material for guiding people (e.g. tensators) must be kept available in sufficient quantities by the organizer. The organizer reserves the right to limit these campaigns in time or, if necessary, to prohibit them completely.