

Safety Provisions for Exhibitions

[Last revised March 2015]

Scope: These safety regulations apply for the erection 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 organiser and 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 if 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 erection material, means of transport, vehicles, components or other objects. Any illegally parked vehicles, trailers will be removed 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 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.

3. Parking spaces for cars and trucks:

there is no parking area for trucks, trailers and transporters on the event location. The Organiser must enquire about the availability of external parking spaces before the start of any erection work.

4. Erection and dismantling work:

All erection 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 he commissions are responsible for observing the regulations. The exhibitor and the service companies he commissions must ensure that no reciprocal risks arise with other exhibitors and their service companies during the erection and dismantling work. They must appoint a coordinator wherever necessary to coordinate the work. In the event of infringements of the statutory regulations, the organiser, 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 and at the Organiser's own risk.

6. Exits, hall aisles, corridors, emergency exits, escape hatches:

these escape routes must be kept clear at all times. 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 unrecognisable. Halls may not be blocked at any time by objects. 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 signs 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 unrecognisable.

8. Booth area: The booth area shown in the booth confirmation will be marked by the organiser at the exhibitor's request. The booths are to be erected on this area. The exhibitor has to 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. The local site measurement is therefore solely valid for the place, location, size and any installations on the rented space.

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-storey exhibition booths, mobile booths, special constructions and/or structures must be submitted to the organiser for approval. A test log or a verified structural analysis has to be submitted for the booth.

11. Vehicles and containers

on the site of WorldCCBonn always require a permit. The installation and/ or use of fuel-powered vehicles must be reported in due time and all relevant approvals and permits obtained. In order to keep the fire load as low as possible the fuel reserve in the tanks must be kept to the absolute minimum. The remaining volume in the tanks should be filled with inert gas (e.g. nitrogen).

12. Booth construction materials:

Materials that are easily flammable and drip or form toxic gases when burnt may not be used to build the booth. Special requirements may be made on load-bearing parts of the structure in individual cases for safety reasons. DIN 4102 (Fire Behaviour 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 of slipping, stumbling or falling for persons. 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 similar may only be fastened using carpet laying tape that can be removed without a trace. Self-adhesive carpet tiles are not allowed. All of the materials used must be removed without leaving any residues. The same applies for substances such as oils, greases, paints and the like. 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. Brake 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. You may not stick anything to walls, pillars and mirrors.

15. Glass and acrylic glass:

Only laminated safety glass may be used. The edges of all panes of glass must be worked or protected to rule out the risk of any injury. Solid glass elements are to 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 m² or with a confusing layout planning must have at least two separate exits/ escape/ emergency routes on opposite sides. The walking line from any point on an exhibition area to a hall exit 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. Nails, hooks, holes: No bolts and anchors may be driven into and no holes may be made in floors, walls and ceilings.

19. 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 inquired on site before the start of any erection work.

20. 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 Organiser. If the suspension loads in the hall's structural analysis are altered or exceeded the Organiser must provide a structural analysis from recognised structural engineers at his 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 Organiser .

21. 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 organiser, 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.

22. Water and wastewater installations: Water and wastewater installations are not possible within the buildings of the former German Bundestag. The following applies for the rest: every booth that has to be supplied with water / wastewater shall receive one or more connections. The installation of these connections will be carried out by BonnCC GmbH or a contractual partner of BonnCC GmbH. An outline sketch should be enclosed with the orders that shows the desired position of the connections. To avoid any water damage, the built-in shut-off valve must be closed before leaving the booth.

23. 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-retardant 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.

24. 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.

25. Trees and plants: Decorations of natural plant deco may only be used in the rooms when fresh. BonnCC GmbH must decide on any exceptions

26. Waste and recyclable materials bins: No waste or recyclable materials bins that are made of flammable materials may be used on the booths. Waste and recyclable materials bins on the booths will be emptied regularly, at the latest every evening at the end of an event by BonnCC GmbH. The organiser must be notified if larger amounts of combustible wastes are produced.

27. 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.

28. Smoking ban: there is a smoking ban throughout the entire venue. This must be monitored and enforced by every exhibitor on their own booth.

29. Fire extinguishers: BonnCC GmbH recommends providing suitable and tested fire extinguishers on the booths.

30. 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 costs incurred for the approvals from the fire brigade and for securing the event if pyrotechnic objects are used will be borne by the Organiser.

31. Laser systems: the use of laser systems must be coordinated with BonnCC GmbH. The event organiser must inform the operator, and also the appropriate authorities at least 6 weeks in advance, 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, appliances/systems in classes 3R, 3B or 4 must be checked for technical safety by a publicly appointed and certified expert.

32. Fog machines: Fog machines may only be used with the approval of BonnCC GmbH so as to avoid accidental activation of the fire alarm system.

33. 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 organiser and BonnCC GmbH must be informed in writing of the use of any hot plate.

34. 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 organiser.

35. 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 organiser and must be applied for in writing.

36. Music playback (GEMA): The permission of the 'Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte' (GEMA) 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.

37. 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.

38. Spray guns, nitro lacquers: The use of spray guns and nitro lacquers is forbidden.

39. 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.

40. 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.

41. 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 when the corresponding agreement has been reached. During any demonstration the necessary precautions must be taken to protect persons.

42. 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 replacement is carried out by the organiser. The partial or complete closure of a booth may be ordered for just cause, in particular in the event of serious safety issues.

43. 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 organiser and BonnCC GmbH in every case.

44. 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 erection/dismantling and during the event itself. Wastes that cannot be avoided must be disposed of in an environmentally sound manner (recycling before disposal). The Organiser is obliged to make an effective contribution to this goal.

The Organiser must ensure that all materials (ornaments, packaging, decorations etc.) as well as fixtures and superstructures brought onto the site of the venue by himself or his 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 (waste that requires supervision) are produced BonnCC GmbH must be informed immediately and this material must be disposed of separately.

45. 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.

46. 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.