

# TECHNICAL GUIDELINES

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# Technical guidelines

## A Advertising & PR

### 1. Advertising within the exhibition stands

Advertising that offends morality or violates a law and advertising of ideological or political character is not permitted. In addition, advertising that does not suit a professional trade fair because of its specific acoustic or visual stimulation and therefore runs contrary to the purpose of the fair, may not be used within the fairgrounds. CloserStill Media Germany GmbH will consider if a specific advertising media runs contrary to the purpose of the fair according to its policy. There is no legal recourse. An exploratory enquiry of the exhibitor will be answered immediately by the organizer. CloserStill Media Germany GmbH may confiscate advertising material or impede its distribution for the duration of the fair if there is reason for complaints. Acoustic and visual presentations require permission by CloserStill Media Germany GmbH. Permission is granted under the condition that operation of the respective devices does not exceed a maximum volume of 70 decibels and that work at the neighbouring stands is not disturbed. In case of non-observance, power supply to the exhibitor's stand can be interrupted regardless of the effects on the stand illumination. The exhibitor is not entitled to compensation for any damage suffered directly or indirectly due to the interruption in the power supply. The burden of proof of compliance with the regulations lies with the exhibitor.

The regulations of the corresponding authorities and the intellectual property code must be observed. For music reproduction at the exhibition stand, a GEMA permission (Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte) must be requested (§ 15 Urheberrechtsgesetz, 9.9.1965 – copyright law). Inquiries and requests should be addressed to the respective GEMA office or similar organizations in other countries. The invoice for the use of reproduction rights is sent to the exhibitor by the GEMA. There may be no lotteries or draws that oblige the visitor to attend a specific exhibition stand. In case of doubt of the permissibility of advertising measures, the exploratory enquiry must be sent to CloserStill Media Germany GmbH in good time for the necessary examination. Please note the corresponding guidelines in the general conditions of participation, specifically No. 22.

### 2. Advertising outside the exhibition stands

- a) Advertising space inside the fairgrounds is only provided by CloserStill Media Germany GmbH.
- b) CloserStill Media Germany GmbH can rent out the necessary advertising media and provide design and installation according to the exhibitor's wishes if asked to do so.

Advertising space must be ordered at the latest six weeks before the beginning of the fair. In case the order is received after the deadline, installation at the favored place may not be possible any more. If exhibitors use their own advertising media or media designed for the occasion, these must also comply with the regulations for fire protection, construction and safety as well with the advertising principles developed by CloserStill Media Germany GmbH. Deadlines for delivery and collection of such advertising media set by CloserStill Media Germany GmbH must be observed without fail.

- c) For reasons of technical safety, deadlines and liability in case of damage, set-up, assembly and dismantling of advertising media will be accomplished exclusively by CloserStill Media Germany GmbH.

- d) After the order confirmation, you will receive an invoice for services performed by CloserStill Media Germany GmbH (rent for the advertising space, leasing of advertising media, set-up and dismantling costs, design and application of the advertising) which must be paid at least 10 weeks before the beginning of the fair without deduction. Invoices made out after this deadline must be paid immediately without deduction.

CloserStill Media Germany GmbH reserves the right to claim payment of the total amount in advance if the order comes in less than 6 weeks before the event. Payment in due time is a precondition for the accomplishment of the advertising measures. If the invoiced amount has not been received up to the due date, CloserStill Media Germany GmbH can withdraw from the contract; claims for damages may not be affected. Complaints regarding the invoice must be made within 8 days after receipt; later reclamations cannot be taken into account.

- e) As an exhibitor you commit yourself not to hold commercial events or product shows – whether these include direct sales or not - in the city where the fair takes place during the last 5 days before the beginning of the event and for the duration of the fair. This may not apply for permanent warehouses in the respective city, as long as they are operated in the usual manner. Please refrain from advertising such permanent establishments in connection with your participation in the event.

**The distribution of advertising material outside your stand limits is not permitted.**

### 3. Photographs (photo, film, video) and drawings

The exhibitors can order photographs of their stands with the corresponding order form. Any photography, filming, video recording, drawing and similar activities for commercial purposes require the prior written authorization of CloserStill Media Germany GmbH. The authorized person must carry a valid identification issued by CloserStill Media Germany GmbH. Besides these preventive measures on the part of CloserStill Media Germany GmbH, it is the exhibitors' responsibility to secure objects worth protecting against unauthorized photographing, drawing, filming etc. CloserStill Media Germany GmbH and the fair are entitled to produce photographs, drawings, films and videotapes of stands and exhibits and to use them for its own or general publications. The exhibitor abandons his right to objections.

### 4. Polls, surveys

Polls, surveys, data collection and similar activities require a prior written permission by CloserStill Media Germany GmbH.

### 5. Use of fairground signets

Exhibitors may use the official fairground or trade fair signet for announcements of their activities or for information that serves to attract visitors to their stand. The signet has to be used correctly. Any other use of the signets without written consent of CloserStill Media Germany GmbH is not permitted.

# Technical guidelines

## B Technology & Organisation

### 1. Preface to the technical guidelines

CloserStill Media Germany GmbH and the operator of the respective fairground or exhibition hall (hereafter referred to as “fair”), have issued guidelines for the exhibition, in order to provide each exhibitor/organizer with the best conditions for presenting their exhibits and making contact with their visitors and all those who are interested. These guidelines are binding for all exhibitors and fair organizers. In the interests of our exhibitors and visitors, these guidelines contain safety regulations which are intended to ensure a high standard of safety where technical and stand construction considerations at the event are concerned. The regulations applicable for fire prevention, construction and other safety precautions have been agreed with the local authorities responsible for trade fair construction and technical acceptance.

Third parties may not derive any rights from the permits or approvals granted by CloserStill Media Germany GmbH. In addition, the relevant statutory regulations must be observed. Compliance with these regulations may be checked at the time of acceptance by the competent authorities. In the interests of all participants, a stand may be prevented from opening where any defects found are not rectified by the start of the event. The right is reserved to impose additional safety requirements, where these are deemed necessary at the time of acceptance. The order forms for additional services are usually sent in advance with the authorization. These forms should be filled out and returned on time, as CloserStill Media Germany GmbH will not assume responsibility for performing the requested services in a proper or punctual manner if the forms are received late. CloserStill Media Germany GmbH reserves the right to impose a surcharge in accordance with the details in the service manual for order forms which are submitted late. For information purposes, the exhibitors may be sent additional circulars with details regarding the preparation and organization of the event. CloserStill Media Germany GmbH would like to draw the exhibitors' attention to the fact that they must comply with all applicable labor and social security regulations. As far as the employment of foreign workers is concerned, only persons in possession of a work permit for an employed or self-employed occupation may work on the exhibition grounds. These Technical Guidelines have been formulated to conform to those of the major German exhibition grounds. CloserStill Media Germany GmbH reserves the right to make any amendments. The German text is binding. These technical guidelines are integral part of the contract between CloserStill Media Germany GmbH and the exhibitor. They are also valid for all agreements made with CloserStill Media Germany GmbH. Changes or amendments to the technical guidelines must be made in writing.

### 1.1 House rules/ extract from the house rules

#### House and ground regulations for the exhibition grounds

1. These house and ground regulations apply to the area of the exhibition grounds, i.e. all halls, outdoor areas and all buildings and grounds which have been let to CloserStill Media Germany GmbH either temporarily or permanently. They apply to all persons who enter or spend time on the trade exhibition grounds as defined above.
2. The domestic authority is exercised within the exhibition grounds by the staff of CloserStill Media Germany GmbH and/or the staff of the security companies employed by CloserStill Media Germany GmbH.
3. CloserStill Media Germany GmbH has the right to limit access to the exhibition grounds – and in particular to the halls – to exhibitors, visitors and other third parties, e.g. to allow access to trade visitors only and to monitor adherence to the admission conditions. The halls and other event areas may be entered by those persons holding a valid admission ticket. The ticket must be shown on demand. Diverging access regulations – for exhibitors and companies working within the trade exhibition grounds in particular – are not affected by this regulation.
4. Children and young persons below the age of 16 may enter the grounds when accompanied by an adult. Special notification will be given of diverging regulations. Adults and young persons over the age of 16 enjoy unrestricted admission. Children below the age of six are admitted free of charge. The corresponding admission ticket must be validated. Event-related special regulations such as “for trade visitors only” are not affected by this regulation.
5. The staff of CloserStill Media Germany GmbH or the staffs of the security companies employed by CloserStill Media Germany GmbH who can identify themselves as such are permitted to check tickets on the exhibition grounds. Those found on the grounds without a valid admission ticket or those who are found on the grounds without permission must leave the exhibition grounds immediately.
6. Persons enter/drive onto the exhibition grounds at their own risk. Within the scope of the law, CloserStill Media Germany GmbH excludes any liability. The provisions of the Road Traffic Regulations (StVO) apply. Unless traffic conditions make it necessary to drive at walking pace, the speed limit is 20 km per hour. CloserStill Media Germany GmbH has the right to impose pedestrian and vehicular access limits on the exhibition grounds, to refuse access or control access in any other way it deems fit. CloserStill Media Germany GmbH and the exhibition ground operator's liability shall be restricted to damages caused through the intention or gross negligence of employees authorized to represent it.
7. Vehicles of all kinds may only be parked in those areas specifically set aside for loading and unloading. Escape and safety routes must be kept free at all times. When depositing interchangeable open bodies or containers, measures must be taken to prevent them from sinking into the tarred surface. The owner/operator is liable for damage without proof of fault. Vehicles, containers etc. which have been deposited illegally will be moved or towed away at the expense of the owner/keeper or perpetrator.

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## B Technology & Organisation

**8.** It is forbidden to act in any way that interrupts the regular progress of the event, the construction and dismantling process or that violates the interests of CloserStill Media Germany GmbH in any way. This includes the following in particular:

- every business activity not permitted on the exhibition grounds, in particular the direct sale of objects and services of all kinds or their distribution free of charge;
- the unauthorized distribution or posting of flyers, advertising material, posters, magazines etc. as well as the attachment of stickers of any kind;
- the presence of animals;
- the pollution of the hall or outdoor areas as well as any behaviour that could endanger or pollute the environment;
- the unauthorized entry of vehicles into the exhibition grounds and the unauthorized use of vehicles on the exhibition grounds;
- unauthorized assemblies and processions of all kinds;
- the carrying of weapons and other objects which have to be registered, or of hazardous substances;
- the direct sale, purchase or exchange of exhibits and other objects – exceptions will be announced separately;
- being present on the exhibition grounds outside the expressly defined opening hours.

**9.** Photography, filming, video recording, drawing, painting etc. for commercial purposes requires the prior written authorization of CloserStill Media Germany GmbH and – in those cases involving products belonging to exhibitors or third parties, or concerning persons – the prior written permission of the holder of the rights. CloserStill Media Germany GmbH has the right to impose more stringent regulations in this regard.

**10.** CloserStill Media Germany GmbH staff or companies or persons working on behalf of CloserStill Media Germany GmbH who take photographs, films and/or record videos on the exhibition grounds for the purpose of creating reports or advertising must not be disturbed or prevented from doing their work. All persons who enter the exhibition grounds and spend time there are informed by the aforementioned house and grounds regulations of the fact that photos will be taken and films and videos recorded on the exhibition grounds. By entering the exhibition grounds, people who can be identified in these photos or recordings consent to the use of this material for reports and for advertising purposes.

**11.** Surveys, statistical studies and other comparable activities may only be carried out with the prior written permission of CloserStill Media Germany GmbH.

**12.** CloserStill Media Germany GmbH has the right to limit the use of transmitting and receiving equipment on the exhibition grounds.

**13.** Exhibits, stand inventory or parts of display equipment and similar objects may only be transported within the trade fair halls or out of the exhibition grounds if the right to do so has been determined by the presentation of written confirmation from the owner/keeper.

**14.** Objects which are found on the exhibition grounds must be brought to the Lost and Found office at the fair organizer's office. Lost objects can be collected there.

**15.** CloserStill Media Germany GmbH has the right to forbid the carrying of bags and other receptacles in the halls and outdoor areas. Lockers for the storage of such receptacles are provided free of charge at the entrance areas. If the carrying of bags and other receptacles is not permitted, visitors who wish to carry bags etc. may be denied entry.

Concluding regulations:

Should any person act in breach of these house regulations or any other provisions laid down by CloserStill Media Germany GmbH, the latter reserves the right to evict that person from the exhibition grounds or bar that person from entering the exhibition grounds for a certain period or permanently. Breaches of the Conditions of Participation may result in exclusion from participation in the current event or from participation in future events. The measures listed in these house regulations do not exclude the possibility of criminal prosecution.

CloserStill Media Germany GmbH (Germany)  
Theodor-Heuss-Anlage, 68165 Mannheim,

Status: May 2023

# Technical guidelines

## B Technology & Organisation

### 1.2. General hall opening hours

The opening hours vary from one event to another. Please refer to form 1.

#### 1.2.1. Construction and dismantling times

For construction and dismantling hours, please refer to form 1 as well as the special participation conditions. Work may proceed in the halls and outdoor areas during the general construction and dismantling times. Exhibitors will be informed of special exceptions to these rules in good time.

#### 1.2.2. Duration of the event

Throughout the duration of the event, the halls are accessible for exhibitors one hour prior to the start of the trade fair and up to one hour after the closure of the trade fair. Exhibitors who need to work on their stands outside these opening hours in justifiable individual cases must obtain special written permission to do so from CloserStill Media Germany GmbH.

## 2. Traffic on the exhibition grounds, emergency routes, safety equipment

### 2.1. Traffic Regulations / Parking areas

In order to ensure a smooth flow of traffic during the construction and dismantling period and for the duration of the event, it is important that various traffic control regulations are observed at all times. The instructions of the fairground staff whose responsibility it is to control traffic must be followed and all corresponding information observed. The provisions of the Road Traffic Regulations apply to the entire exhibition grounds and trade fair parking areas. The maximum permissible speed on the exhibition grounds is 20 km per hour. Illegally parked vehicles, lean-tos, containers, receptacles and empty containers of all kinds will be removed at the expense and risk of the owner. In case the fair organizer has commissioned a contracting company to manage the parking areas, long-term passenger car parking permits with insurance coverage for the use of trade fair parking areas can be requested using the corresponding order form. The scope of this insurance coverage can be found in the printed conditions of the insurance company used by the security company. Trucks, advertising vehicles, caravans and campers may not be parked in the trade fair parking areas. Parking spaces for trucks and caravans will be allocated on request. For reasons of safety, motor vehicles may not be left in areas that are not specifically designated as parking spaces within the exhibition grounds on the days of the event. Vehicles which influence or impede the safety and smooth flow of traffic will be towed away at the risk and expense of the operator of the vehicle.

All indoor areas, detours, and driveways directly adjacent to the halls must be cleared by 10.00 p.m. on the last construction day.

### 2.2. Emergency routes

#### 2.2.1. Fire department operation zones, hydrants

The necessary fire department approach routes (fire brigade access) and operation zones (deployment areas for the fire brigade) and those marked by no-stopping signs must be kept free for the fire department at all times. Vehicles and objects which are parked or deposited on the escape routes and safety areas will be removed at the cost and risk of the owner. Hydrants in the halls and in the outdoor areas may not be hidden, disguised or rendered inaccessible.

#### 2.2.2. Emergency exits, all aisles

Escape routes must be kept clear at all times. Enough space must be kept free to ensure that the doors on escape routes can be completely opened with ease from the inside. Exit doors and emergency exits and the signs that identify them as such may not be hidden behind or beneath anything, blocked, covered or rendered unidentifiable in any way. The gangways in the halls may not be restricted in any way by objects which have been deposited there or objects which protrude into the gangways. Remember that these gangways are used as escape routes in case of an emergency!

### 2.3. Safety equipment

Sprinkler systems, fire alarms, fire extinguishing equipment, smoke alarms, locking attachments for the hall doors and other safety equipment, the signs identifying them as such and the green emergency exit signs must be accessible and visible at all times. They may not be blocked or hidden in any way. In particular fire protection equipment such as fireproof shutters may not be blocked at any time.

### 2.4. Stand numbering

Every stand is given a number by the organizer. These stand numbers must be visibly attached to each stand for the duration of the event.

### 2.5. Security

CloserStill Media Germany GmbH ensures a general surveillance of the trade fair halls and outdoor areas for the duration of the trade fair and during the construction and dismantling periods through a contracted security company. CloserStill Media Germany GmbH will not be liable for stolen exhibition objects or parts of the stand construction. CloserStill Media Germany GmbH has the right to take necessary measures for control and security. Where necessary, stand security must be organized by the exhibitor. Stand security personnel may only be hired from the security companies commissioned by CloserStill Media Germany GmbH. We recommend ordering security personnel in case valuable objects as computers, laptops, monitors etc. are displayed.

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## B Technology & Organisation

### 3. Technical data for the halls and the exhibition grounds

#### 3.1.1. General lighting, type of current, voltage

The general lighting in the halls measured 1 m above the hall floor is 300 lux. Type of power and voltage on the exhibition grounds:

Electrical supply: 1-phase alternating current 230 Volt (+ 6 percent/ -10 percent) / 50 Hz, 3-phase alternating current 400 Volt (+6 percent/ -10 percent) / 50 Hz

#### 3.1.2. Communications equipment

Stands in all halls can be provided with telephone, fax, data and antenna connections. The exhibitor will contract those services directly with the respective communication company. CloserStill Media Germany GmbH has no part in the contractual relationship.

#### 3.1.3. Sprinkler system

Some halls are fitted with sprinkler systems. CloserStill Media Germany GmbH will provide detailed information if requested.

#### 3.1.4. Heating, ventilation

Heating and ventilation is generally provided in all halls.

#### 3.1.5. Faults

CloserStill Media Germany GmbH must be informed immediately in the event of any faults occurring in the technical supply. CloserStill Media Germany GmbH is not liable for loss or damage resulting from such faults unless at least grossly negligent behavior on the part of a legal representative or vicarious agent has occurred.

### 4. Stand Construction Regulations

#### General Regulations

In case no stand construction has been ordered and no other special or complementary written regulations have been established, the exhibitor will receive the allocated stand area with no superstructure, equipment, furniture or any other facilities. The exhibitor will then be responsible for construction, fitting and furnishing of the stand. CloserStill Media Germany GmbH will accept no liability for stand construction safety and the respective facilities. Changes in construction or other aspects of the stand equipment, specifically operating regulations ordered by the responsible authority during the inspection for the benefit of public safety, must be executed immediately and before the commencement of the fair, and must be finished at latest by the moment of the following inspection. Stand construction must be finished by the end of constructing hours. The stand has to be cleared of packaging material. If CloserStill Media Germany GmbH supposes that the fitting or construction of the rented stand area will not be concluded on due time before the end of constructing hours, CloserStill Media Germany GmbH is entitled to take all necessary measures at the expense of the exhibitor. The exhibitor cannot claim compensation for costs resulting from these measures.

#### 4.1. Stand safety

Exhibition stands including equipment and exhibits as well as advertising material must be securely erected so that they are not a risk to public safety, in particular they should not endanger life or health. The exhibitor is responsible for the structural safety and may be required to provide proof of such. In addition, please refer to the applicable regional building regulations (as for example those for North Rhine-Westphalia of 7.3.1995, GV NW p. 218) and observe the respective regulations for fire protection (e.g. DIN 4102).

#### 4.2. Stand construction approval

If the Technical Guidelines have been adhered to with regard to design and construction of the stand, there is no requirement to submit drawings for the approval of single-story stands. If requested to do so, CloserStill Media Germany GmbH is, however, prepared to check stand construction drawings (to be supplied in duplicate originals). All other types of stand, mobile stands, special designs and constructions are subject to approval.

##### 4.2.1 Checking and release of constructions requiring approval

Stand drawings to a metric scale of 1:100 with ground plan and visuals must be submitted for approval in German in duplicate to CloserStill Media Germany GmbH at the latest six weeks before commencement of construction. One copy of the stand drawings stamped "approved" will be returned to the exhibitor/stand constructor after inspection. Stand construction cannot go ahead without the "approved" stamp on the drawing.

For the approval of:

- two-story constructions,
- movie theatres or auditoria,
- open-air construction on the exhibition grounds
- Special constructions

the following documentation is also required in duplicate in German at least six weeks before commencement of construction:

- a) approved structural calculations according to the respective country's standards
- b) description of the stand
- c) stand construction drawings to a scale of 1:100 (ground plans, visuals, elevations), construction details enlarged where necessary

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d) If proof of approval or inspection book is submitted, the documentation under a) and b) above are not required. The approval procedure fees will be invoiced to the exhibitor/stand constructor.

### 4.2.2 Vehicles and containers

The use of vehicles and containers as part of the stand construction within the halls requires the prior written approval of CloserStill Media Germany GmbH which must be produced on request.

### 4.2.3 Removal of non-approved components

Stand constructions that are not approved or which do not comply with the Technical Guidelines or the local regulations, must be removed or altered where necessary. If not completed at the time of the official deadline, CloserStill Media Germany GmbH is authorized to conduct necessary alterations at the cost of the exhibitor. Partial or complete closure of a stand can be ordered for important reasons, particularly in case of safety faults.

### 4.3. Construction heights

General construction height is 3,00 m insofar as the technical conditions and conditions for construction allow this. Please consult the special participation conditions for the respective construction height of the event. A special permit issued by CloserStill Media Germany GmbH is needed for constructions heights exceeding those mentioned above. Stand constructions bordering on neighbouring stands must be constructed neutral, painted in white as well as in a smooth surface above 2.50 m, so that the neighbouring stand in his creation it is not affected.

#### 4.3.1. Stand design and stand construction margins

Exhibits may be installed up to the gangway sides. Control panels and controller or the like must be within the stand area at any time. Approx. 30% of each open side may be "built on" with closed walls. It is the obligation of the exhibitor to ensure that opposing and adjacent stands are not impaired in any way. Walls adjoining on visitor walkways should be broken up by including showcases, recesses, displays etc. Balusters of up to 1m height are not considered walls and are permitted. CloserStill Media Germany GmbH shall be entitled to remove or amend unapproved / unpermitted stand construction elements at the expense and risk of the exhibitor. Deviations of this rule urgently require a special permission and have to be submitted up to 6 weeks prior to the event for review. A special permit can be obtained by submitting written approval of all circumjacent neighbours being directly and indirectly affected to CloserStill Media Germany GmbH. CloserStill Media Germany GmbH reserves the right to award authorisations event without prior consultation with the exhibitors at neighbouring stands.

### 4.4 Fire protection and safety regulations

#### 4.4.1. Fire protection

All hall entry and exit doors, emergency exits, hallways, staircases etc. must be kept clear in their full width and must not be locked at any time. Installations for fire prevention, e.g. portable fire extinguishers, fire alarms, hydrants etc. must be visible and accessible any time. They must not be blocked nor encased.

##### 4.4.1.1. Materials for stand construction and decoration

Readily flammable materials and construction materials that drip or generate toxic gas when burning may not be used. In individual cases, for safety purposes special requirements may be imposed for load-bearing construction components. Decorative materials of any kind must comply at least with class B1, i.e. be fire-resistant in accordance with DIN 4102. Standard fire-resistance decorative materials may be used in certain areas if the design provides sufficient protection against fire. A test certificate for the construction material class of the material being used can be requested. Deciduous and coniferous trees may only be used if they are supplied with a moist root ball. Materials such as bamboo, reed, hay, straw, wood chips, turf or similar materials may not be used.

##### 4.4.1.2 Exhibition of vehicles

Vehicles with combustion engines may only be displayed in the halls with a virtually empty fuel tank. The battery must be disconnected and the fuel tank locked.

##### 4.4.1.3 Explosive substances

Explosive substances are subject to the latest version of the Law on Explosives and may not be exhibited at trade fairs and exhibitions. This also applies to ammunition as defined under the Firearms Act.

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### 4.4.1.4 Pyrotechnics

Pyrotechnical devices require the prior written approval of CloserStill Media Germany GmbH. The authorization of the article can be taken from the respective packing unit (e.g. BAMPI... BAM-PTI...). In addition, the instructions for use must be printed in the German language on the packaging. Pyrotechnic objects which have not been authorized or those from Classes II, III or IV may not be used.

### 4.4.1.5 Use of balloons

Prior approval must be obtained from CloserStill Media Germany GmbH for the use of balloons filled with safety gas in the halls and exhibition grounds.

### 4.4.1.6 Smoke machines

The use of smoke machines is not allowed. Special permits can be issued by CloserStill Media Germany GmbH in case no other exhibitors are affected.

### 4.4.1.7. Smoking in the exhibition halls

In order to avoid the risk of causing a fire, smoking should generally be avoided. A general smoking ban can be issued for the entire hall. In those cases where there is no specific ban on smoking for a stand or part thereof, the exhibitor must ensure the provision of sufficient ashtrays or ash containers made of non-flammable material and must ensure that they are emptied on a regular basis.

### 4.4.1.8. Waste containers

No waste containers made from flammable materials are to be used in the stands. All waste containers in the stands must be emptied at regular intervals, at the latest each evening after the trade fair closes for the day, in the materials collection points situated at the hall entrances. If large quantities of inflammable waste have been accumulated, these should be disposed of several times during the day.

### 4.4.1.9. Spray guns, nitro-cellulose paints

The use of spray guns as well as the use of nitro-cellulose paint is prohibited.

### 4.4.1.10 Part-off grinding and all work with naked flame

All welding, cutting, soldering, melting and part-off grinding work as well as all work with naked flame or flying sparks is not allowed on the exhibition floor and the fairgrounds. A special permit can be granted by the fairground operator if a written description of the work is submitted.

### 4.4.1.11 Empties

The storage of empties of all kinds (e.g. packaging) and packing material within the stands or anywhere in the halls is prohibited. Empties must be taken without delay to the storage area provided by the appointed transport agent. You will have to specify the estimated extension of the space as well as volume and weight of the empties. Exceptionally huge or heavy pieces are to be listed separately.

### 4.4.1.12 Fire extinguishers

A suitable fire extinguisher must be available on each stand.

### 4.4.2 Stand covering

In order to maintain the sprinkler function, stands in all halls must be open at the top. The open area must be not less than 50% per m<sup>2</sup>.

### 4.4.3 Glass

Only laminated safety glass may be used. Edges of panes of glass must be machined or protected in order to exclude any risk of injury. Tempered plate glass components must be marked at eye level. Glass walls or surroundings must withstand a lateral pressure of 0,5 kN/ml (DIN 1055, safety glass)

## 4.5 Exits, emergency exits, doors

### 4.5.1. Exits, emergency exits

Stands with a floor area exceeding 150 m<sup>2</sup>, with a length of more than 20m or complex structures must have at least two separate exits which should, if possible, be located at opposite ends of the stand. The emergency exits must be clearly marked in accordance with the accident prevention regulations VGB 125.

### 4.5.2 Doors

The use of swing doors, revolving doors, coded doors or sliding doors is not permitted in the escape routes.

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### 4.6. Landings, ladders, ascents, bars, ramps

All general walkways immediately adjacent to surfaces that are more than 0.20 m deep must be protected by a balustrade of at least 0.90 m in height. Balustrades must be able to withstand pressure of 0, 5 N/m on the upper edge. Top, middle and lower girders are obligatory. Proof of load-bearing capacity for platforms must be provided. The floor loading must be designed for at least 2.0kN/m<sup>2</sup> according to use in accordance with DIN 1055 Sheet 3, Table 1. The maximum permitted height for single-step, open-access landings is 0.20 m. It is not permissible to place steps in main or secondary gangways or necessary passageways. It is permissible to have three or more stairs placed after each other if they have stair lighting as well as lighting from above, and if the stair lighting is connected to the security lighting. The maximum permissible slope of ramps in passageways and corridors is 1:10. Ladders, ascents and bars must comply with the Accident Prevention Regulations.

### 4.7. Stand design

#### 4.7.1. Appearance

The exhibitors are responsible for the design of their stands. Closed walls that are adjacent to visitor corridors need to be approved by CloserStill Media Germany GmbH. The backs of stands that are adjacent to other stands must be kept in a neutral color and design so that they do not interfere with the design of the neighboring stands. If the roof of the stands can be seen from the gallery, they are to be included in the stand design. CloserStill Media Germany GmbH is entitled to request changes to maintain the overall picture of the fair if necessary. The changes will be made at the expense of the exhibitor.

#### 4.7.2. Examination of floor space

The stand area is identified by spring Messe Management. The stand boundaries must be observed in any case. The local markings shown at the rented area are the only ones valid for stand location, layout and dimensions. Following stand allocation, every exhibitor is obliged to check in situ the location and size of existing installations, in particular fire alarms, columns, supply ducts, ventilation grilles, escape hatches, etc., and, where necessary, to instruct the stand builder accordingly.

#### 4.7.3 Changing the hall structure

Hall components and technical facilities may not be damaged, soiled or in any way changed (e.g. drilling of holes, use of nails and screws). The application of paint, paper or adhesive is not permitted. The hall components and technical facilities may not be subjected to any damage from stand constructions or exhibits. Hall columns/supports within the stand area may, however, be paneled up to the permitted construction heights provided they are not damaged.

#### 4.7.4 Hall floors

It is the obligation of the exhibitor to provide an appropriated floor covering for the admitted stand space. Carpets and other floor coverings must be laid with due regard to safety and may not protrude beyond the stand area. Only adhesive tape may be used to fix such coverings and, when removed, must leave no remains. All materials used must be removed with no remains. Substances such as oil, grease, paint and similar materials must be removed from the hall floors immediately. Neither paint nor adhesive may be used on the hall floors. Anchoring and fixing of exhibits and stand construction elements to the hall floors is not permitted. All floors within the rented stand area must be fully protected by non-adhesive carpet even before the beginning of stand construction. During construction and dismantling, specific protection measures regarding the hallways of the exhibition space should be taken or operations are to be performed with extreme carefulness. Work with molding cutters and wood cutting can only be conducted with tools that dispose of a dust collector. Painting and papering in the exhibition space is only allowed, if the floors are protected with plastic foil. The maximum transport weight of individual loads shall not exceed 25 kN when equally distributed on 4 wheels. If the exhibited objects exert a bigger load on the floors, the exhibitor must provide a load-distribution support, the type and size of which should be determined in agreement with CloserStill Media Germany GmbH. In the exceptional event that a structural engineer must be consulted, the exhibitor will be charged with the costs.

#### 4.7.5. Suspensions from the hall ceiling

Objects may only be hung from the hall ceiling at the fittings intended for this purpose and will be placed exclusively by CloserStill Media Germany GmbH. The suspension of items may not be possible in all halls and requires a written request to CloserStill Media Germany GmbH. The exhibitor will be charged with the respective costs.

#### 4.7.6. Stand boundary walls / modular stands

The stand space booked/rented by the exhibitor will in general not be separated through walls. If a stand is directly connected to another stand space or at end of the exhibition space or the exhibition hall, it is the exhibitor's obligation to separate his stand with a partition wall (see General Conditions # 11). These partitioning walls can either be brought by the exhibitor himself or can be ordered from the organizer's stand builder. These walls are 2,50m high and consist of aluminum posts and edges, holding 7mm-thick hard fiberboards with PVC-coating. The aluminum parts and wall panels are white. They may not be painted, glued, nailed, or otherwise damaged in any way. Modular stands can be obtained from CloserStill Media Germany GmbH. Detailed information can be found in the appropriate forms. If ordered on time, the stand can be accepted and occupied on the last day of construction at 4:00 p.m. Occupation at an earlier time requires written agreement. The structures erected by CloserStill Media Germany GmbH may not be altered. CloserStill Media Germany GmbH does not guarantee the stability or safety of the framework structure if construction elements are damaged or disassembled in any way. The exhibitor is personally liable for arbitrary changes and resulting damages to stand structures carried out by themselves or by third parties under commission. Due to personal liability considerations, exhibitors are strongly advised to suitably insure the rented property. The system stands are dismantled immediately after the end of the event. All items belonging to exhibitors must therefore be taken away once the trade fair is over. If any items, particularly food, beverages, and tobacco, are found after the trade fair is over, it will be assumed that the exhibitor or other person has relinquished ownership of these items. Items that are especially marked

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in a manner clearly recognizable to third parties are not subject to this regulation. CloserStill Media Germany GmbH is not liable within the limits imposed by law for loss or damage as long as intention or gross negligence cannot be proved.

### 4.7.7. Promotional material/presentations/outdoor advertising

Stand and exhibit labels as well as company trademarks and brand names may not exceed the prescribed height. Presentations, visual, slow-moving and audible advertising media as well as musical reproductions are permitted provided this does not disturb the neighbors, causes crowding in the aisles or drowns out the public address systems in the halls. The sound volume must not exceed 70 decibels at the stand limits. If these regulations are repeatedly violated, the power supply to the exhibitor's stand can be interrupted regardless of the effect of the interruption. The exhibitor is not entitled to compensation for any damage suffered directly or indirectly due to the interruption in the power supply. The burden of proof of compliance with the regulations lies with the exhibitor. Printed material and advertising may only be distributed in the exhibitor's own stand area. Advertising space within the exhibition grounds is let exclusively by CloserStill Media Germany GmbH. Upon request, CloserStill Media Germany GmbH will provide the necessary advertising spaces for a rental fee and will take care of the professional design of your advertising. CloserStill Media Germany GmbH will mount the advertisements if commissioned to do so. The booking of advertising spaces must be made at the latest six weeks before the event commences. Should exhibitors provide their own advertisement facilities, or such as have been specially made for them, then these must conform to fire, structural and safety requirements and must in their design be in keeping with the standards as laid down for exhibition advertising by the CloserStill Media Germany GmbH. The deadlines set by the CloserStill Media Germany GmbH for the delivery and collection of such advertisement facilities must be strictly observed.

### 4.7.7. Promotional material/presentations/outdoor advertising (continuation)

For reasons of technical safety, punctual observance of time schedules and liability in case of damage, CloserStill Media Germany GmbH is exclusively responsible for the installation, assembly and dismantling of advertisement facilities. After confirmation of your order you will receive an invoice from CloserStill Media Germany GmbH concerning its services (hire charge for advertising space, allocation of advertisement facilities, costs of the assembly and dismantling work and the design and/or the creation of the advertising message). This invoice is to be settled in full, without deductions of any kind, at the latest 10 weeks prior to the beginning of the event. Invoices made out after this date become due immediately and are payable in full without any deduction. Objections of any kind in respect of the invoice must be made within eight days of receipt of the said invoice. Complaints received after this date cannot be considered.

## 4.8. Two-story construction

### 4.8.1. Building request

Two-story constructions can only be erected with the approval of the responsible CloserStill Media Germany GmbH project management. Two-story constructions can be erected depending on the exact location and the trade fair concept.

### 4.8.2 Conditions for construction, safety distance, height of internal stand areas

The maximum height for stand structures must be coordinated with CloserStill Media Germany GmbH. The clear height of internal rooms of two-story constructions must be a minimum of 2.30 m on the ground and upper floors. The lower ceiling of two-story constructions with a size between 50 and 100 m<sup>2</sup> must be equipped with heat detectors mounted on the ceiling and connected to the fairground's fire alarm system. In this regard, CloserStill Media Germany GmbH must also be provided with corresponding plans and documentation. On the lower ceiling of two-story constructions which exceed 100m<sup>2</sup> in size, the installation of additional sprinkler systems is required. If the sprinkler is activated, the fire alarm will be forwarded to the fire department of the city where the fair takes place. Water is supplied to the sprinkler system by a compressed air water container with a total volume of 5 m<sup>3</sup>, capable of covering up to 1,000 m<sup>2</sup>. The sprinkler system must be installed in accordance with the valid VdS regulations by one of CloserStill Media Germany GmbH contracting companies (can be ordered by filling out the corresponding forms) or a specialist company certified by VdS. In this regard, CloserStill Media Germany GmbH must be provided with corresponding plans and documentation for the exhibition stand. Connection to the water supply and technical acceptance of a company's own installation must be carried out by one of CloserStill Media Germany GmbH contracting companies. The exhibitor must provide the stand space needed for the compressed air water container. Stand constructions bordering on neighboring stands must be painted neutral above 2.50 m.

### 4.8.3. Traffic loads/load acceptances

The live load of the floor of the upper storey of a two-story stand within a hall must comply with DIN 1055 Sheet 3, Table 1: when used as a meeting room including freely arranged tables and chairs or meeting stands 3.5kN/m<sup>2</sup>. For unlimited use as an exhibition room, selling area or meeting room with or without a full complement of chairs, it must be designed for a live load of 5.0kN/m<sup>2</sup>. Protective guardrails for balustrades and banisters must be able to withstand pressure of 1kN/m on the upper edge. Stairways must always be designed for a live load of at least 5kN/m<sup>2</sup>. Proof must be provided that the pressure of the supports does not exceed the permitted load-carrying capacity of the hall floors, see section 3.1, hall information.

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### 4.8.4 Escape routes/stairs

On the upper floor of a two-story exhibition stand the distance to the edge of the stand from any accessible point must not exceed 20.00 m in a straight line. The stairs must be positioned in such a way that the escape routes to the outside are as short as possible (for the safety lighting, see section 5.3.5.). If the area of the upper story is more than 100 m<sup>2</sup>, at least two staircases are required at a distance of not more than 20 meters opposite from each other. All staircases must be constructed in accordance with DIN 18065. Staircases must have a clear width of at least 1, 20 meters. The incline of the stairs may not exceed 0, 19 meters; the tread width (depth) must be at least 0, 26 meters. Spiral or newel stairs may not be used. Necessary stairs must be separated from the ground floor by a closed bottom from the floor of the hall all the way to the separation floor. The bottom must at least comply with the specifications for fire resistance class F30 (e.g. v12.5 mm-thick fireproof gypsum plasterboard or the equivalent). Hand rails at stairs and intermediate platforms must be worked on both sides and be firmly graspable.

### 4.8.5 Construction material

On two-story exhibition stands, the load-bearing components, the ceiling of the lower story and the floor of the upper story must be made of fire-resistant materials (according to DIN 4102).

### 4.8.6 Upper story

The exhibition hall must be within view from all stand rooms. In exceptional cases, compensatory measures may be permitted. On the upper floor, kicker plates at least 0.05 m high should be used in the area of the balustrades. Balustrades should be constructed in accordance with sections 4.6 and 4.9.3. In halls with a sprinkler system, the upper storey of two story stands must not be enclosed. In addition to the existing fire extinguishers, one fire extinguisher for each staircase must be provided in a visible and easily accessible place.

## 5. Technical safety regulations, other technical regulations, utilities installation

### 5.1. General regulations

Construction and dismantling work may only be carried out in accordance with the currently valid industrial and trade regulations.

#### 5.1.1. Damage

Any damage caused by the exhibitor or his agent in the exhibition grounds, its buildings or facilities must be denounced to the project manager of CloserStill Media Germany GmbH and will be repaired at the end of the event by CloserStill Media Germany GmbH at the expense of the exhibiting company.

### 5.2. Use of working aids

The use of stud guns is prohibited. The use of woodworking machinery without chip removal is not permitted.

## 5.3 Electrical installation

### 5.3.1 Connections

Each stand that is to be supplied with electrical power will be provided with one or more connections if ordered with the respective form. The order form has to be sent at least 4 weeks before the beginning of the fair. In its capacity as central consumer, CloserStill Media Germany GmbH will supply the exhibitors with the electric power required for the connections they have registered. The costs (see Item 3 of the Conditions of Participation) will be invoiced together with the stand rent as a specific power-cost flat rate per square meter. If the installation of individual meters is possible at the stands, the costs will be charged according to the meter reading. As part of a special regulation, CloserStill Media Germany GmbH reserves the right to draw up individual invoices for large consumers by metering the amount of power they have consumed. Exhibitors who wish to have their power consumption measured and receive a separate invoice can apply to have a meter installed at their own expense.

Type of current, working voltage, electricity network: alternating current 220 volts, 50 periods, 1 phase, 1 neutral conductor, 1 protective earth conductor or rotating current 380 volts, 50 periods, 3 phases, 1 neutral conductor, 1 protective earth conductor. Three-phase alternomotors with a power up to 3 HP (2, 2 kW) must be cagemotors; a starter is not necessary under 1, 5 HP, in case of more than 1, 5 HP, star-delta starters or an equivalent starter must be installed (delta connection 380 volts). The stands are supplied with a nominal voltage of 220 V +6%– 10 % 50 Hz for alternating current and 380 V +6%– 10 % 50 Hz for three-phase current. The wiring between the connection box and the stands will only be accomplished by the electrical installation company authorized by CloserStill Media Germany GmbH according to the order forms sent in by the exhibitor. The permanent wiring and lighting devices of the halls must not be removed. Electrical installation within the stand area can be conducted by CloserStill Media Germany GmbH contractual partner or – upon application – by the exhibitor's in-house electrician. The permanent connections within the stand area may be used by other exhibitors as well if necessary. The exhibitor should ask CloserStill Media Germany GmbH about the wiring facilities before placing his order.

Installations will be energized only if they comply with the regulations of the Association of German Electrical Engineering Technicians (Vorschriften des Verbandes Deutscher Elektrotechniker VDE 0100, 0108, 0128, 0710 etc.) in all their parts. The VDE Regulations for individual devices must also be observed. All wiring must be carried out in a permanent manner as specified in VDE 100 § 42N. Besides sheathed wires, cables are permitted. In case that permanent wiring is not possible, the following conductors must be used: rubber or plastic hoses (minimum HO5 W-F) with a minimum width of 1,5 m<sup>2</sup>. Flat-webbed cables, flexes, cords or other unprotected wiring is not permitted. The wiring may be fastened only with insulated clamps. If connection boxes, switches and open outlets are mounted on inflammable bases, they must be separated by fireproof material

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with a minimum thickness of 4mm. This also applies to conductors that are open on the reverse side. Fluorescent tubes with series connection units must be separated from all flammable substances by fire-proof material. All fluorescent tubes must be marked "F" (fireproof) by the manufacturer. Fluorescent tubes with open trays must be covered by a sheet plate with a minimum thickness of 1 mm (according to VDE 0100 3.1.a) and must be fastened at a distance of 35 mm from the attachment surface. All devices, except for insulated or low-voltage equipment, must be wired with three-conductor/ five-conductor connections and connected to the protective earth conductor. Wall lights in the area within reach must be permanently installed. Only compensated fluorescent tubes may be used. A master switch must disconnect all energized parts of the stand from the hall network. Disconnection by couplers is sufficient, as long as the nominal current does not exceed 16A in case of alternating current. The master switch must be easily accessible. The costs of the wiring installation will be invoiced by CloserStill Media Germany GmbH to the exhibitors in accordance with the details in the bill of delivery and assembly. A timely installation can only be secured if documents like switching outlines, connection values, ground views, location of the connections etc. have been sent in at the latest 4 weeks before the fair. Before the beginning of the fair, there will be an inspection by a technical expert. Complaints for defects may only be made during the event. For safety reasons, power supply will be cut off on the last day of the fair, generally one hour after the end of the event.

### 5.3.2 Stand installation

At the stands, electrical installations may be made either by the exhibitors' own electricians or by specialist electrical companies which have been authorized in accordance with VDE and internationally valid regulations and standards and which operate according to the state of the art.

### 5.3.3. Assembly and operating regulations

All electrical systems must be installed in compliance with the latest VDE safety regulations, particularly VDE 0100, 0108, 0128. The share of high or low frequencies emitted into the mains as interference, may not exceed the values given in VDE 0160 and VDE 0838 (EN 50 006).

Conductive components must be included in measures taken to protect against indirect contact. Only wires such as types NYM, HO5 VF-F, or HO5 RR-F, with a minimum cross section of 1.5 mm<sup>2</sup> Cu, may be used. No flat cables of any kind are permitted. In low-voltage systems, plain (not insulated) cables, terminals and conductive components that are not contact-protected are forbidden. The secondary circuits must be protected against short circuiting and overload.

### 5.3.4. Safety precautions

As a means of special protection, all heat-generating and heat developing electrical appliances (hot plates, projectors, transformers etc.) must be mounted on non-flammable, heat resistant, asbestos-free bases. Depending on the heat generation in each case, sufficient clearance to inflammable materials must be ensured. Lighting fixtures may not be attached to inflammable decorations or similar materials.

### 5.3.5. Safety lighting

Stands for which the existing general safety lighting is not effective as a result of the structure of the stand require additional safety lighting in compliance with VDE 0108. It must be laid out in such a way that it ensures safe passage and guidance to the general escape routes.

## 5.4 Water and waste water facilities installation

Each stand that is to be supplied with a water/waste water connection will be provided with one or more connections if ordered with the respective form. The order form has to be sent at the latest 4 weeks before the beginning of the fair. The costs of installation will be invoiced by CloserStill Media Germany GmbH to the exhibitors in accordance with the details in the bill of delivery and assembly. In its capacity as central consumer, CloserStill Media Germany GmbH will supply the exhibitors with the water required for the connections they ordered at a minimum pressure of 2 bars and a maximum pressure of 6 bars. A special request must be made to CloserStill Media Germany GmbH if larger amounts are required. Only the company authorized by CloserStill Media Germany GmbH may install the connections between water supply and consumer point. Fixed installation connections in the allocated stand area may, where necessary, also be put at the disposal of neighboring stands.

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### 5.4 Water and waste water facilities installation (continuation)

Prior to the allocation of an installation order, each exhibitor must contact CloserStill Media Germany GmbH to obtain information on the possibility of being connected to the hall supply. The pipe material will be provided by the installers for the duration of the event for a usage fee. Should parts of the wires or armatures be missing after dismantling, the exhibitors will be asked to pay the full price for their replacement. The installation must comply with valid technology regulations. Complaints about deficiencies may only be made during the event. A sketched plan which clearly indicates the desired location of the connections must be appended to the order form. For safety reasons, the water supply on the last day of the trade fair is generally cut one hour after the trade fair has ended.

### 5.5 Compressed air installation

The exhibitor can order compressed air connections with the respective order form. The costs of installation will be invoiced by CloserStill Media Germany GmbH to the exhibitors in accordance with the details in the bill of delivery and assembly. The corresponding legal regulations and provisions must be adhered to in those cases where exhibitors wish to use their own compressed air tanks. The noise emitted by the compressed air tank may not exceed 70 dB (A) at the stand boundary. The installation must comply with valid technology regulations.

#### 5.5.1. Gas installation

Gas cannot be provided by CloserStill Media Germany GmbH. Instructions and guidelines for the use of gases are contained in 5.7.

### 5.6 Machinery, pressure containers and exhaust systems

#### 5.6.1 Machine noise

The demonstration of noise-emitting machinery should be kept to a minimum in the interest of the other exhibitors and visitors. The noise level at the edge of the stand should not exceed 70dB (A).

#### 5.6.2. Technical equipment and medical devices code

According to § 3 of the Law on Technical Equipment (Equipment Safety Code, Medical Product Code BGBl in the currently valid version), producers, importers or exhibitors of technical and medical devices and products may only market these if they fully comply with the state of technology and the operational safety and accident prevention prescriptions (CE-conformity). The exhibitor must be able to produce the following certificates at his stand if asked to do so: EU- Declaration of Conformity or a Producers Declaration as in supplement 11, Machine Ordinance, and Operational Instructions, as in supplement 1 Nr. 1.7.4. Machine Ordinance. Equipment destined for delivery outside the EU that does not comply with the respective law, must be identified with a special indication according to §3 of the Law on Technical Equipment. For demonstrations, the necessary measures to protect others must be taken by the stand personnel. The staff is also responsible for avoiding unauthorized switching operations.

##### 5.6.2.1 Safety devices

Machinery and equipment components may only be operated together with all safety devices. The standard safety devices can be replaced by a secure covering of transparent thermoplastic or by similar transparent material. Where equipment is not operated, the safety devices can be removed to show the visitor the type of design and construction of the shielded components. In this case, the safety devices must be visibly displayed next to the machine.

##### 5.6.2.2 Test procedure

The exhibited technical equipment will be inspected for accident prevention and safety by the relevant supervisory authority, where necessary jointly with the relevant expert committees of the professional association, to verify conformity with the safety specifications. Exhibitors are requested to have EU certification documentation available on their stand for CE conformity checking by the Safety Officer. In case of doubt, exhibitors should contact the relevant office before the beginning of the fair. You can address the national authority for operational safety or the corresponding office for detailed information regarding the Equipment Safety Code. We would like to point out that safety counseling before participating in the fair can be provided by several institutions, for example the TÜV test station for equipment safety.

##### 5.6.2.3 Operating prohibition

Furthermore, CloserStill Media Germany GmbH is entitled to prohibit the use of machinery, apparatus and equipment at any time where it is deemed that they would constitute a safety hazard. If serious violations of safety regulations for technical devices are found, the responsible authorities can, according to Article 5 of the Equipment Safety Law, ban the machines, appliances or devices in question from being exhibited. Violating such a ban is a legal offense that can be punished with a fine.

### 5.6.3 Pressure containers

#### 5.6.3.1 Acceptance certificate

Pressure containers may only be operated on the stand where the required acceptance test has been carried out in accordance with the latest version of the industrial safety ordinance dated 21.04.89 (BGBl part 1, p. 843). The original certificates are to be presented in case of inspection by the competent authority.

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### 5.6.3.2 Testing

The construction and water pressure test certificate is inadequate on its own. This requirement also applies to foreign or hired containers. Where the application is made at least 4 weeks before the beginning of the fair, pressure containers subject to testing can be tested by the Technical Inspectorate up to one day prior to the opening of the trade fair, provided the design and water pressure test certificate is submitted, and a fitter is provided at the exhibition stand. Enquiries should be sent to CloserStill Media Germany GmbH.

### 5.6.3.3 Hired equipment

Since it is impossible to evaluate foreign pressure containers during the relatively brief exhibition construction time, preference should be given to the use of tested, hired equipment.

### 5.6.3.4 Supervision

The required acceptance certificates should be kept available for the Inspectorate during the event.

### 5.6.4 Vapors and gases

Exhibits and equipment that emit vapors and gases which are flammable, toxic or generally unpleasant for the public may not be used inside the halls. Such vapors and gases must be directed into the open air through non-combustible piping, according to the regulations of the respective legislation.

According to the location, the exhibitor can order a flue gas outlet with the corresponding order form. The costs of installation will be invoiced by CloserStill Media Germany GmbH to the exhibitors in accordance with the details in the bill of delivery and assembly. The installation must comply with the state of technology rules.

### 5.6.5. Exhaust Gas Facilities

For exhibition halls equipped with exhaust gas facilities please contact CloserStill Media Germany GmbH. Depending on the location, flue gas extractors may be ordered under "exhaust vent installations" in the order media of CloserStill Media Germany GmbH. CloserStill Media Germany GmbH charge the exhibitor for the cost of the installation according to the information given in the bill of delivery and assembly. The connection to the installation provided by CloserStill Media Germany GmbH or his agent must comply with the valid ordinances and technology regulations.

## 5.7. Use of pressurized gases, liquid gases and flammable liquids

### 5.7.1. Pressurized gas and liquid gas systems

The storage and use of compressed and liquid gas within the halls and on the exhibition grounds is prohibited without the explicit written permission of CloserStill Media Germany GmbH.

#### 5.7.1.1. Approval applications for pressurized gas bottles

If liquid gases or other combustible gases in compressed gas bottles are used to present exhibits, the request for permission must be made in writing and on time. The compressed gas bottles have to be protected against impacts, from falling over, from access by unauthorized persons and against heat etc. in accordance with the relevant accident prevention regulations

#### 5.7.1.2. Use of liquefied gas

The compressed gas bottles used may not have a capacity of more than 11 kg. The amount on hand may not exceed the needs for one day (e.g.: 20 flames with an operating time of 4 hours per day equals 10,400 grams). Open fires must be at least 1.50 meters distant from any essential escape routes. They are to be separated from the escape routes. No combustible materials may be located within a radius of one meter surrounding the presentation devices. Liquid gas containers may not be deposited in staircases or emergency doors or in their immediate vicinity. The distance between liquid gas containers and sources of radiant heat must be sufficient to ensure that the liquid gas in the bottles is not heated above 40° C. The heat protection screen must be made of non-combustible building materials. It must be securely positioned between the heat source and the bottles. For drawing off liquid gas from the gas phase, the bottles must be connected in the upright position. The consumption rate of the devices connected to a bottle may not exceed a total of 1.5 kg of gas per hour.

#### 5.7.1.3. Setting up and maintenance

When setting up and maintaining the liquid gas facilities, the "Technische Regeln Flüssiggas" TRF 88 published by the Deutscher Verein des Gas- und Wasserfaches e.V. (DVGW) and the Deutscher Verband Flüssiggase e.V. must be adhered to, as well as the "Richtlinien für die Verwendung von Flüssiggas ZH 1/455" (published by the Hauptverband der gewerblichen Berufsgenossenschaften)

### 5.7.2. Flammable liquids

#### 5.7.2.1 Storage and use

Exhibitors may not store or use flammable liquids (see the Verordnung über brennbare Flüssigkeiten VbF BGBl 1, currently valid version) in the exhibition halls or in the exhibition grounds without written authorization. Permission can be granted for the storage and use of flammable liquids only to operate or demonstrate exhibits. A relevant application must be submitted to CloserStill Media Germany GmbH together with the Safety Data Sheet.

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### 5.7.2.2. Storage of supplies

One day's requirement only of flammable liquid for operating and demonstration purposes may be stored on the stand. This amount must be stated in the application.

### 5.7.2.3 Storage containers

The requirement for one day must be clearly stored in sealed, unbreakable containers. These must be kept secured against unauthorized access. The storage containers must be kept in non-flammable spill basins.

### 5.7.2.4. Storage location

Smoking is strictly forbidden at the storage location. Appropriate signs must be provided. In addition, suitable hand-held fire extinguishers must be available.

### 5.7.2.5. Operating regulations

Facilities that are operated or presented with combustible fluids must be fitted with non-combustible collection containers at the filler necks and any positions where fluids could escape. Due to the danger of fire and explosion, combustible fluids that have leaked into the collecting basins must be immediately removed and disposed of in a safe manner.

### 5.7.2.6. Pouring liquids

Since the process of filling the liquids into containers is especially dangerous, it must be done with the utmost care and caution.

### 5.7.2.7. Empty Containers

Empty containers that once held combustible liquids may not be deposited or stored at the stand or in the halls.

## 5.8. Asbestos and other dangerous substances

The application or use of building materials containing asbestos or other asbestos-containing products or certain other hazardous substances is forbidden. This regulation is based on the Law for Protecting against Harmful Substances (Chemisches Gesetz), BGBl part 1, page 1703 in the currently valid version as well as on the Regulation on the Prohibition of Chemicals (Chemikalien-Verbotsverordnung, Chem Verbots V) and the Dangerous Materials Regulation (Gefahrenstoffverordnung, GefStoff V) in the currently valid versions.

## 5.9. Presentation of films, photographs, television and others

Auditoriums must have at least two direct exits to the hall gangways. These exits must be as far apart from each other as possible. Auditoria require a special permit if they can hold more than 99 spectators.

## 5.10. Radiation protection

### 5.10.1. Radioactive materials

A special permit is required to use radioactive materials. The permit has to be requested from the responsible authorities in accordance with the Radiation Protection Regulation (the currently valid version) and submitted to CloserStill Media Germany GmbH at least six weeks prior to the start of the trade fair. If a permit has already been granted, it must be proved that the planned use of radioactive materials at the exhibition center is in accordance with all legal requirements.

### 5.10.2. X-Ray equipment radiation disturbance

The Regulation for the Protection from Damage through X-Rays (RöV, BGBl Part I, currently valid version) must be adhered to. The operation of x-ray facilities and interference radiators is subject to approval/requires notification in accordance with articles 3,4,5,8 of RöV. The requests or notifications must be submitted to the authorities responsible at least four weeks prior to the start of the event and in three copies each. CloserStill Media Germany GmbH must also be notified of any plans to operate such equipment.

### 5.10.3. Laser equipment

If laser facilities are to be used, the responsible authority is to be notified in accordance with art. 6 of the VGB 93 (Unfallverhütungsvorschrift „Laserstrahlung“) concerning laser radiation. The notification must be accompanied by the written appointment of a laser protection officer for the operation of the laser facility. The authority responsible is the State Authority for Industrial Safety (Staatliches Amt für Arbeitsschutz) or another authority in charge. CloserStill Media Germany GmbH must also be notified if such facilities are to be used.

### 5.10.4. High-frequency and other radio equipment, electromagnetic fields

High-frequency devices, radio systems and electromagnetic fields may only be operated with the permission of the regulatory authority. Their use must be coordinated with CloserStill Media Germany GmbH. High-frequency devices and radio systems may only be operated if they are in accordance with the Radio System Law (Gesetz über Fernmeldeanlagen, BGBl 1), and the Law on the Electromagnetic Compatibility of Devices (Gesetz über elektromagnetische Verträglichkeit von Geräten – EMVG BGBl) in the currently valid versions. The use of paging systems, micro port equipment, two-way radio intercom equipment and telecontrol equipment is subject to approval by the regulating bodies for telecommunications and post or the corresponding authority. To ensure uniform distribution of frequencies and, as far as possible, exclude mutual interference, the use of radio systems (e.g. W-LAN) is subject to agreement on the part of CloserStill Media Germany GmbH irrespective of approval by the regulating bodies. This permission must be applied for informally from CloserStill Media Germany GmbH, listing the technical data.

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### 5.11. Cranes, fork-lifts, empties, transport agents, customs

The use of cranes, power-driven sit-on fork-lift trucks on the exhibition grounds must be approved of in writing by CloserStill Media Germany GmbH. Empty containers may not be stored in the exhibition halls. Each exhibitor can freely choose which shipping company will transport the exhibits to and from the exhibition center. Inside the fairgrounds and the halls, transportation is reserved to CloserStill Media Germany GmbH contract transport agency. Please consult the order forms for details. The transport agent is responsible for the dispatch of movable goods at the fair. It is recommended to entrust the contractual forwarding agents with the customs clearance of the exhibition goods. The representatives abroad of the contractual forwarding agents will arrange the customs clearance and prompt dispatch of the exhibition goods. Please contact the contractual forwarding agents of the CloserStill Media Germany GmbH for names and addresses. The contractual forwarding agents will deposit the necessary guarantee at the customs authority. In case of final import clearance the contractual forwarding agents will advance the import duties and taxes. For customs clearance three copies of pro forma invoice in German are required. The exhibitor shall deliver and remove the display objects and any stand construction material at his own expense and risk. Transport vehicles shall access and leave the area only shortly prior to and after loading operations. Exhibitors will not be reimbursed for waiting times. Transport vehicles may be parked on CloserStill Media Germany GmbH premises only in exceptional cases and only with the written approval of CloserStill Media Germany GmbH, as well as against a charge. The exhibitor and the transport agent shall obtain the necessary information on local conditions, loading capacity, dimensions of transport routes, elevators, doors, etc. in due time and shall adjust the size and weight of the exhibited objects accordingly. Exhibition objects of particular size and weight shall be indicated in the application form, and the necessary adjustments shall be made on site. In all cases, the organizer may require that a protective or load-distributing cover is applied to the transport surfaces, the costs of which shall not be refunded.

### 5.12. Music reproduction

Musical renditions of all kinds require the approval of the German Author's Rights Society (GEMA) in accordance with Copyright Law (§ 15 Urhebergesetz BGBI, currently valid version). If musical renditions have not been approved, GEMA can file for damages according to Article 97 of the Copyright Law (Urheberrechtgesetz). For registrations and queries, contact the responsible GEMA office or the authorities of the country in which the fair takes place. Acoustic and visual presentations must also be approved by CloserStill Media Germany GmbH. The permit is issued under the condition that the sound volume will not exceed 70 decibels at the stand limits and that the presentation does not interfere with work at the neighboring stands in any way. If these regulations are repeatedly violated, the power supply to the exhibitor's stand can be interrupted regardless of the effect on the stand as a whole. The exhibitor is not entitled to compensation for any damage suffered directly or indirectly due to the interruption in the power supply. The burden of proof of compliance with the regulations lies with the exhibitor.

### 5.13. Drink dispensing systems

Exhibitors who set up and operate drink dispensing machines at their stands must adhere to the currently valid Drink Dispensing Machine Regulation (BGBI part 1). According to the regulation for drink dispensing machines (Getränkeschankanlagenverordnung – SchankV), operation of drink dispensing machines requires notice to the corresponding authority. The notice must be accompanied by an expert's certificate that provides the necessary information for the evaluation of the machine. The machine may not be operated until the corresponding permission has been granted. During operation, the drink dispensing machine has to be monitored and maintained in orderly operating conditions; necessary servicing activities have to be carried out immediately and all safety measures must be observed. Drinks and raw materials must not be polluted or negatively influenced in any way; the exhibitor has to operate the machine accordingly. Besides, the operator has to attach a business description in German language close to the drink dispensing machine and has to keep an operating book. The corresponding authorities will answer any enquiries in this regard.

### 5.14. Food supervision

Statutory regulations, particularly the Food Hygiene Regulation in its currently valid version, must be observed when food samples are presented or food and drinks are sold for immediate consumption. Should you have any questions, please contact the responsible authority.

### 5.15. Import of Meat and Meat Products

Please note that health certificates and edibility certificates have to be presented to the authorities of the importing country when importing meat or meat products. This is also the case when the goods are brought to Germany for an event. These certificates must be presented as originals and in German, and must include the certified veterinary control number. If the processing facility in your country is not authorized to export meat to the country in which the event takes place, the responsible authority can issue a special permit. Please contact the responsible veterinary office in good time before importing meat or meat products or contact CloserStill Media Germany GmbH transport agency.

## 6. Protection of the environment

CloserStill Media Germany GmbH has accepted its responsibility to practice preventive environmental protection.

As contracting partners of CloserStill Media Germany GmbH, the exhibitors are obliged to ensure that all provisions and regulations relating to environmental protection are also observed by their subcontractors.

All of the following provisions are based on the Recycling and Waste Law in the currently valid version, on associated implementation provisions as well as state law and the municipal statutes. Exhibitors and their subcontractors are obliged to effectively contribute to the avoidance of waste during every phase of an event. This goal has to be pursued in coordination with all participants, starting in the planning phase. In general, reusable and environmentally compatible materials should be used for stand construction and operation.

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### 6.1. Waste management

#### 6.1.1. Waste disposal

The exhibitors are responsible for the proper and environmentally compatible disposal of waste produced during the construction, operation and dismantling of the stands. There are two ways of doing this:

1. Exhibitors can dispose of the waste on their own and at their own cost outside the exhibition grounds.
2. Exhibitors can fill out the corresponding order form to commission a cleaning company approved by CloserStill Media Germany GmbH to dispose of their waste.

The exhibitors are obligated to leave their stand area clean and without any waste after the event is over. Disposal of waste in other trash containers and facilities on the exhibition grounds is expressly prohibited. The construction and dismantling and the normal operation of the trade fair may not be adversely affected. If a filled out and signed order form is not received by the deadline, CloserStill Media Germany GmbH will assume that the exhibitor will dispose of the waste on his or her own. CloserStill Media Germany GmbH will commission a cleaning company at the expense of the exhibitor to dispose of waste that has not been removed in whole or in part. The volume of waste which remains in the halls will be estimated as to the number of cubic meters and charged according to the form. All subcontractors, stand constructors, etc. commissioned by the exhibitor are also obliged to dispose of their waste in a proper manner.

#### 6.1.2. Waste requiring special supervision

The exhibitor is obliged to dispose of all waste defined as hazardous or especially hazardous because of its nature, consistency or quantity (specifically food waste). Waste that may pollute air or water or is explosive or inflammable (e.g. batteries, lacquers, solvents, lubricants, paints) must be disposed of according to the corresponding regulations by the contractual partner in charge.

#### 6.1.3. Waste brought to the exhibition grounds

Waste may not be brought to the exhibition grounds.

### 6.2. Water, waste water, ground protection

#### 6.2.1. Oil and grease separators

Discharges into the waste water system may not exceed the normal pollutant limits for households. If the waste water to be discharged contains oils and/or fats that exceed this limit, separators must be used. If mobile catering services are used, it must be ensured that fats and oils are collected and disposed of separately.

#### 6.2.2. Cleaning / cleaning agents

CloserStill Media Germany GmbH contracting companies can be commissioned to clean the stands if the exhibitor fills out the corresponding form. During the event, cleaning work may only be carried out by CloserStill Media Germany GmbH contracting companies.

### 6.3. Environmental Damage

CloserStill Media Germany GmbH must be notified immediately if there is any damage to the environment, or pollution (e.g. due to gasoline, oil, solvents, paints). Cleaning work must generally be carried out with biodegradable products. Cleaning agents that contain dangerous solvents may only be used in exceptional cases in accordance with the regulations.

### 6.4. Stand clearance

Removal of exhibition goods and dismantling of the stand is not permitted before the end of the fair. The exhibitor is committed to leave the rented area in the same order and condition he received it from CloserStill Media Germany GmbH. Any damage or contamination observed by CloserStill Media Germany GmbH will be fixed by the latter at the expense of the exhibitor. If the stand is not cleared in due time, CloserStill Media Germany GmbH is entitled (at the expense of the exhibitor) to

- a) remove and store stock, objects, packaging material etc.
- b) restore the area to its original condition is entitled to charge the exhibitor with storage costs and any other expenses. The exhibitor will be liable for stock, goods and packaging material in case of storage. Goods and packaging material which have not been collected three weeks after the end of the fair pass into property of CloserStill Media Germany GmbH. This may not apply if the exhibitor has a written agreement with CloserStill Media Germany GmbH about the storage of goods, stock and packaging materials. The exhibitor may not claim compensation for himself or a third party if ownership passes to CloserStill Media Germany GmbH in the before mentioned way.

## 7. Services

### 7.1 Insurance / Surveillance

#### 7.1.1. Insurance

CloserStill Media Germany GmbH does not provide any special insurance policies for individual exhibition stands. Exhibitors are therefore recommended to purchase exhibition insurance. By using the appropriate order form, each exhibitor can purchase insurance at their own expense via the CloserStill Media Germany GmbH framework contract concluded with Pohl Versicherungen. Please refer to the order form for individual details concerning the terms of insurance.

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### 7.1.2. Supervision

spring Messe Management has commissioned a security company with uniformed security guards and control bodies in civilian dress to handle the general security in the halls and outdoor area. This also includes the supervision of the fairgrounds and access control. All those present in the trade fair halls or outdoor area must be in the possession of a valid entrance ticket and be prepared to present this to security for inspection on demand. The security and monitoring of individual exhibitors' stands or parts of a stand is not included in general security and is the responsibility of the exhibitors themselves. Exhibitors can contract security at their own expense using the respective order form. Security can only be provided by the companies under contract to the trade fair company.

### 7.2. Exhibition protection (samples and brands)

Generally, exhibition protection is provided for all goods exhibited at CloserStill Media Germany GmbH events. Temporary protection of patterns and brands is provided for these exhibitions. For information and the issuing of priority certificates, spring Messe Management will put you in contact with the corresponding authority or a patent lawyer service. The patent lawyer service requests that you submit as exact as possible documentation – description and representation in duplicate – of the items in question.

### 7.3. Personnel services

Please refer to the order forms for details.

### 7.4. Rooms

CloserStill Media Germany GmbH provides exhibiting companies with advice and assistance on accommodations. This also applies to their customers' accommodation wishes. Detailed information can be found in the appropriate order form. Normally CloserStill Media Germany GmbH cooperates with the local tourist information or a similar institution.

### 7.5. Hired furniture, refrigerators, electric appliances, kitchen equipment

The contracting companies commissioned by CloserStill Media Germany GmbH rent out furniture, kitchen equipment and refrigeration appliances to exhibitors. Please refer to the appropriate order form for more detailed information. The furniture and objects are rented out to the exhibitor and are to be returned in an orderly condition. In case of damage, the organizer is entitled to charge the exhibitor with the purchase value. We recommend purchasing exhibition insurance (see also 7.1.1 or the corresponding order form).

### 7.6. Mail delivery during the fair

Please send the corresponding order form as soon as possible in order to ensure a smooth delivery of all postal items. Mail can only be delivered promptly if the address includes the exact stand location (hall, corridor and stand number). In order to avoid problems during mail delivery we recommend mentioning the name of the person in charge of the stand in the address.

## 8. Fairs at home and abroad

For events the respective regulations, laws and ordinances of the corresponding authorities and departments for telecommunications, water, electricity etc. are to be complied with in their currently valid version. Permission resulting herefrom must be requested on time before the fair and presented unasked to CloserStill Media Germany GmbH two days before the fair. Potential charges for permissions or inspections will be assumed by the exhibitor.

## 9. Instructions and security advice

Regulations and advice issued by CloserStill Media Germany GmbH and the corresponding authorities must be followed at any time. This is especially valid for such regulations, dispositions and advice regarding safety measures. CloserStill Media Germany GmbH will accept no liability for objects of any kind that are brought to the fair and will not be responsible for losses or damages resulting from technical disturbances.

## 10. Application forms

Specific requests regarding the fitting and the technical equipment of the exhibitor's stand can only be taken into account by CloserStill Media Germany GmbH if the order forms received by the exhibitor provide this opportunity and if

- a) the respective requests are listed clearly on the order forms
- b) the signed order forms have been sent to the organizer before the official deadline

By sending the signed order forms, the exhibitor commits himself to the payment of all costs related with the delivery or rent of goods and services to his benefit by CloserStill Media Germany GmbH or its contractual partners.

## 11. General information

Our rental prices do not include VAT or the corresponding contract fees of the country in which the fair takes place.

The signed order form is binding for the contractor. Agreements are only valid if confirmed by CloserStill Media Germany GmbH.

By signing the order form, the contractor accepts the responsibility to provide the necessary documents for the orderly realization of the request (plans, models etc.) in due time and in a condition that guarantees their efficiency. Samples presented for approbation must be returned on time, otherwise they will be considered "approved with no further alterations".

Complaints of any kind can only be acknowledged before the beginning of the fair. If parts of these regulations do not comply with the currently valid jurisdiction or with the technical guidelines or if they lose their legal effect, all other regulations remain

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operant. In such a case, the regulation that comes closest to the economical purpose of the invalid regulation may apply. If the interpretation of a clause must be disregarded for legal grounds, the contracting parties commit themselves to agree upon complementary arrangements. The same is valid if amendable breaches appear during interpretation or implementation of the contract.

### 12. Commentary on communication technology for exhibitors of CloserStill Media Germany GmbH

#### 12.1. Deadlines/rental/rental period

Connections, wiring and services must be ordered with the corresponding forms at the latest 30 days before the event. Forms arriving after the deadline will be attended in the order of reception. Provision of services will only be possible if the respective resources are available. All connections will be exclusively installed by CloserStill Media Germany GmbH contractual partner for communication services. The devices and equipment belonging to the communicational facilities are rented out by the contractual partner, for the time from beginning of operation until disconnection. Renunciation of an ordered connection must be communicated at the latest two weeks before the event, otherwise a cancellation fee will be charged.

#### 12.2. Start of operation

For start of operation, disconnection and return of provided equipment you will have to contact the contractual partner by phone.

#### 12.3. Retaining previous phone numbers

If you would like to retain the number used in previous events, please provide us with this information indicating the previous number under "bisherige Rufnummer". Naturally, it may only be possible to retain the respective number if it is still available.

#### 12.4. Wiring

Outside the rented stand area, only the contractual partner or a company acting on his behalf may accomplish the wiring of communicational equipment of any kind.

#### 12.5. Equipment approval

Equipment must comply with the Telecommunication Admittance Code (Telekommunikations-Zulassungsverordnung) and be licensed by the regulatory authority for mail and telecommunications. This is specifically valid for services including the end connection of private terminal equipment.

#### 12.6. Call by Call Preselection

We do not offer this service. If you wish to access internet providers for the use of dial-in numbers, please contact a representative of the contractual partner.

#### 12.7. Non-warranty clause

CloserStill Media Germany GmbH and the contractual partner do not assume liability for trouble-free operation of the provided equipment or the accuracy and completeness of the entry in the phone directory and the catalogue. Claim for damages will not be possible as long as intention or gross negligence cannot be proved.

#### 12.8. Collecting and return of equipment

Please check the telecommunications order confirmation for place and time for collection and return of provided equipment. The order confirmation is integral part of your contract.

#### 12.9. Liability for provided equipment

The exhibitor assumes liability in case of loss, damage or destruction of the equipment provided with the service. The corresponding devices must be returned at the latest at the end of dismantling time; the exhibitor may have to prove the return by presenting the contractual partner's receipt. Lost or destroyed equipment will be charged at purchase value according to the currently valid manufacturer's price list. In case of damaged devices, the exhibitor will be charged with the cost of repairs plus 10% expenses.

#### 12.10. Connections and Inlets

As the contractual partner may offer his services only within the boundaries of the fair ground, he will have to forward telecommunication services outside the fairgrounds (point-to-point connections, data lines) to Deutsche Telekom or other providers. The services will be provided to your stand through the contractual partner's infrastructure. Information about the exact services you would like to request will be needed. Please contact the contractual partner's customer service team.

#### 12.11. Additional Services and Products

Besides the products offered in the corresponding order forms, the contractual partner offers additional telecommunication services. For detailed information or in case of queries and individual demands, please contact a representative of the contractual partner.

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