

Technical guidelines - stand instructions

The fire prevention measures and safety regulations are part of the technical guidelines and stand instructions and must be complied with.

1. Stand assembly

The mechanical construction of the stand is to conform to the recognized rules of building and is to be supervised by a responsible construction manager.

1.1 Stand heights

The normal height for stands and exhibits is 250 cm. This height is based on the size of the partition walls provided. Different stand heights are accepted if justified by the stand concept.

Plan and elevation diagrams are to be submitted for approval to the exhibition management by the date indicated for all stands exceeding the normal height and stands of over 200 m² display space.

2. Building regulations

All the buildings (stand constructions) planned for the exhibition are to be constructed by the exhibitor in accordance with the building regulations and at the exhibitor's full responsibility. Attention is drawn to the Bavarian building regulations, particularly the guidelines for building and operation of utility buildings, and the relevant DIN regulations.

Building authority approval is to be obtained from the fair management for stands with a planned total area of over 200 m², 2-storey stands in the halls and steps, platforms and plant which must withstand unusual loads or forces.

The necessary building applications (structural calculations and diagrams) are to be submitted in duplicate in good time and not later than six weeks before the start of construction to the Technical Department of AFAG Messen und Ausstellungen GmbH.

Your attention is drawn to Section 1 of the building supervisory procedure regulations.

Please use Form A.1 in the Online Service Center.

3. Hall walls, supporting pillars and roof trusses are not to be loaded by the stand construction. Pillars, projecting walls, technical equipment and partition walls are part of the allocated stand spaces.

4. The fastening of stand ceilings, exhibits, advertising signs, flags, banners, etc. to the hall ceiling or roof trusses is prohibited.

5. The exhibitor must expect minor deviations in the stand size. These are due to the thickness of the partition walls and can vary by up to 5 cm for the front and depth of the stand.
The exhibition management should therefore be notified of the use of a system stand in good time before assembly of the walls.

6. **Modifications by the exhibitor to any of the constructions provided by the exhibition management are prohibited. The exhibitor is liable for any damage and consequences arising out of such action.**

7. **If a finished stand or system stand with fascia is not available, it is recommended that a fascia will be mounted.**

The stand must be properly designed and erected. The name and address of the stand owner are to be mounted in such a way that they are easily visible.

The right is reserved to issue special instructions on stand design.

8. All flammable materials and plastic materials used for decorative purposes must be **flame-retardant** to DIN 4102. The installation of **polystyrene** - except for stand lettering - and the use of **hay** and **straw** for decorative purposes is prohibited. The "flame-retardant" property can only be subsequently achieved for some of these materials by treating with a flame-proofing agent. The flame-proofing agents used must be officially approved for the material to be impregnated and are to be used in the concentration stated in the approval certificate!

Cut trees and plants are only to be used in a green condition for decorative purposes. Plants and trees are to be removed if it is found that they dry out during an event and thus become more flammable. Trees must be free of branches for the first approx. 50 cm above the floor. Peat is always to be kept damp (risk of ignition by cigarettes etc.).

Please observe the **Instruction Sheet** issued by the fire service (fire prevention measures).

9. Stand partition walls

Stand partition walls and equipment for system Octanorm can be ordered at extra cost in the Online Service Center.

These walls must not be damaged. Damaged walls will be charged at the cost of replacement.

10. Stand dismantling

The exhibition areas are to be restored to their original state after dismantling. Any adhesive strips must be removed.

Do not leave material or objects used for carrying out demonstrations lying around!

The exhibitor is liable for damage done to ceilings, walls, floors and installations.

Stands not dismantled or exhibition goods not taken away will be removed after the time specified for the end of dismantling at the exhibitor's cost and risk and stored by the exhibition forwarding agent.

11. Supply ducts

The supply ducts for water and electricity and the technical safety equipment are not to be opened by exhibitors or blocked by stand constructions.

12. Floor load for halls 1, 3, 3a, 5, 7 and 9

Hall, ground level and suitable for vehicles with wheel load	5.00 tons
area load	1.67 tons per m ²

Foyer of Schwabenhalle ground level from outside (steps to hall)	
wheel load	1.50 tons
area load	0.75 tons per m ²

Floor load for hall 2

SLW 60

Floor load for hall 4

Hall, ground level and suitable for vehicles with wheel load	10.00 tons
area load	

Floor load for hall 6

Heavy-duty tiled floor, hall suitable for use of lift truck at ground level	
area load	1.67 tons per m ²

Floor coverings are not to be nailed. **Self-adhesive carpet tiles are not permitted.** Carpets are only to be fixed with double-sided adhesive tape. The **installation of bolts and anchor points** is prohibited. **The hall floor is not to be painted.** Damaged areas will be repaired at the cost of the exhibitor.

13. Foundations

Exhibitors requiring **foundations** or reinforcements must obtain approval from the exhibition management. Plans to a scale of 1:50 are to be submitted in duplicate.

The cost of the foundations and repairing the hall floor will be charged to the exhibitor.

14. Adhesive tapes

Double-sided adhesive tapes must be underlaid with PVC adhesive tape (e.g. Tesapack) on the floor of halls 1 - 7. The cost of cleaning will be charged to the exhibitor.

15. Outdoor area

Exhibitors wishing to excavate in the outdoor area (also for flag masts) must obtain the prior approval of the exhibition management. Exhibitors are liable for all damage and its consequences in the event of damage to pipes and cables. All material used in the outdoor area must be removed and the area restored to its original state.

16. The use of bolt-setting equipment, spray guns and cellulose paints for painting is prohibited in all exhibition halls.

17. The surrounding area is to be sufficiently protected against hazards when carrying out **welding**. The necessary extinguishing equipment is to be available in the immediate area.

18. The edges of **glass panel** must be machined or protected to exclude the risk of injury. Components made only of glass are to be marked at eye height.

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19. Hall doors / hall heights

Hall	Entrance doors		Double doors		clear height
	Quantity	height / width	Quantity	height / width	
1	6	4.50/4.00 m	10	2.20/2.00 m	10.00 m
2	2	5.75/5.00 m	3	4.30/2.75 m	10.00 m
	4	4.50/5.00 m	2	4.30/2.75 m	
	2	4.30/5.00 m	1	4.47/2.75 m	
	1	4.32/3.50 m	1	2.20/2.75 m	
3	4	4.50/4.20 m	10	2.10/2.00 m	7.00 m
			8	2.20/2.00 m	
3a	4	4.50/3.98 m	16	2.20/1.95 m	5.10 m
4	1	4.90/5.40 m	14	2.40/1.95 m	7.50 m
	1	4.90/4.40 m			
5	6	5.00/5.00 m	10	2.50/2.00 m	10.00 m
6			6	2.50/2.40 m	5.50 m
			10	2.50/2.10 m	
7	1	4.40/5.25 m	10	2.10/1.90 m	
	5	4.40/4.10 m	2	2.50/2.30 m	

20. Parking

Parking in the immediate surrounding of the halls, in the outdoor area and in front of the exits is prohibited for all types of vehicles during the exhibition. Vehicles are only to stop at the above-mentioned points during the assembly and dismantling days for loading or unloading and must be unloaded immediately. They are to be removed immediately on completion of this work - to avoid obstructing the fire service.

Trucks and trailers parked in the parking areas provided for the cars of exhibitors and visitors to the exhibition will be removed at the cost of the vehicle owner. The erection of advertising spaces, company signs etc. and other advertising measures are prohibited on the exhibitors and visitors car parks and on the vehicles.

21. Compressors

Compressors to be operated in the halls must comply with the German or similar foreign safety regulations and be silenced such that their noise level measured at the edge of the stand does not exceed 50 dBA.

22. Electrical systems

Electrical systems and equipment are governed by the current legal regulations, VDE or similar foreign regulations and the current law on technical equipment.

23. Electrical installations

The complete electrical installation is to be carried out in accordance with the latest safety regulations issued by the Verband Deutscher Elektrotechniker (VDE). Each stand can order one main supply outlet.

This can only be installed by a contractor approved by the exhibition management.

Additional electrical installation work inside the stands can be carried out by the company's own electricians or by approved electrical firms, subject to compliance with the VDE regulations at all times.

These stands must be inspected by the approved electrical contractor, subject to payment of the fee laid down in Form 1.

Electrical work on the stand can also be carried out by the approved electrical contractors.

Neighbouring stands may be affected by the stand installation cables, in which case the cables must be covered to prevent the risk of tripping. The cost of this is charged to the customer. Claims for compensation in such cases cannot be accepted.

24. Water supply

The same regulations also apply to the installation of a water supply. All such work can, however, only be carried out by the companies appointed by the appointed by the exhibition management. Water supplies are not provided outdoors.

25. Accident prevention

The generally recognized rules for technical equipment and the **industrial safety and accident prevention regulations** are to be complied with when exhibiting technical equipment. The current legal regulations on technical equipment apply. If machines or apparatus are to be shown to visitors in operation, a safety cover of organic glass or another transparent material can be mounted instead of the normal guard. Machines and apparatus without a protective device are not to be shown in operation.

The protective devices can be removed from machines to show visitors the design and construction of the covered parts. These protective devices are to be placed alongside the machine in a visible position. The exhibition management is authorized to prohibit the operation of machines and apparatus if it considers this constitutes a risk for visitors and exhibitors.

The exhibitor is liable for all personal injury or damage to property caused by the operation of the machines or apparatus exhibited by him.

The exhibited machines, apparatus, equipment, etc. are inspected for compliance with the accident prevention regulations by the Gewerbeaufsicht (Trade Inspectorate).

Information in connection with the Equipment Safety Act can be obtained from

Gewerbeaufsichtsamt Regierung von Schwaben
Fronhof 10
86152 Augsburg
Tel +49 (0) 8 21. 3 27 01
Fax +49 (0) 8 21. 3 27 27 00
gaa@reg-schw.bayern.de

26. Machine demonstrations

If the demonstration of machines in operation is permitted, sound insulation devices are to be provided to avoid annoying noise. The noise level measured at the edge of the stand is not to exceed 50 dBA. The planning and design of the necessary exhaust and extraction pipes for machines in operation are to be agreed with the technical department of the exhibition management.

27. Advertising inside the exhibition stands

Advertising displays or eye catchers are not to be designed with either rotating or flashing letters.

Banners and company signs are not to extend into the gangways or will be mounted above the height of the stand.

Advertising not complying with the legal regulations or which offends against normal standards of decency is prohibited.

Display packages, advertising packages etc. from companies not represented at the exhibition are not to be displayed.

The distribution of advertising material outside the exhibition stand and on the car parks is prohibited.

Tombola, prize competitions, quizzes, games with prizes, etc. are not to be organized either for money or donations.

Exhibits are not to be displayed beyond the edge of the stand.

28. Public address systems/musical performances/ film, slide or video shows

All audio and visual shows on the stand require the express approval of the exhibition management.

Musical performances are subject to fees, even if these only serve to support the product offered. The exhibitor is to contact the responsible GEMA district office (Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte).

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GEMA, 11506 Berlin
Tel +49 (0) 30. 588 58 999
Fax +49 (0) 30. 588 58 795
kontakt@gema.de
www.gema.de

29. Damages

All cases of damage to halls, hall equipment and outdoor facilities by exhibitors or their representatives must be reported to the exhibition management.