



AS OF JANUARY 2023

Exhibition Rules



SCOPE OF APPLICATION

These trade fair and exhibition rules are based primarily on the requirements of the Ordinance on the Construction and Operation of Places of Assembly (Verordnung über den Bau und Betrieb von Versammlungsstätten, hereafter referred to as VStättVO). They must be observed and applied during the set-up and dismantling as well as during the use of exhibition stands in the Kultur- und Kongresszentrum Liederhalle (hereafter referred to as place of assembly). Compliance with these rules will be monitored by the organiser and by in.Stuttgart Veranstaltungsgesellschaft mbH & Co. KG (hereafter referred to as in.Stuttgart).

The aim is to ensure that the event runs successfully and safely for all participants. In the interest of all event participants, the commissioning and use of an exhibition stand may be prohibited in whole or in part if any safety deficiencies identified have not been remedied by the start of the event.

1. FIRE BRIGADE'S MOVEMENT ZONES, STOPPING AND PARKING BANS

The access road to the place of assembly and the entrances must be kept clear at all times as escape routes and must not be obstructed by construction equipment, means of transport, vehicles, components or other objects. Illegally parked vehicles and trailers will be removed (even without prior notification) at the expense of the owner.

2. LOADING AND UNLOADING

All vehicles may only drive to the loading areas of the place of assembly for loading and unloading and must be removed from the premises immediately after loading. Parking in the loading area is strictly prohibited. Cars and trucks may only enter the loading area or the premises by arrangement with in.Stuttgart.

3. SET-UP AND DISMANTLING WORK

All set-up and dismantling work may only be carried out within the framework of the applicable occupational health and safety regulations, trade regulations and regulations governing places of assembly. The exhibitors and the service companies commissioned by them are responsible for observing the regulations

and must ensure that their set-up and dismantling work does not result in mutual hazards with other exhibitors and their service companies. If necessary, they must appoint a responsible person to coordinate the work. In the event of violations of the legal regulations, the organiser, in.Stuttgart and the responsible authorities may order the work to be stopped.

4. EXITS, HALLWAYS, CORRIDORS, EMERGENCY EXITS, ESCAPE HATCHES

Escape routes must be kept clear at all times. Doors in the course of escape routes must be able to be opened easily to their full width from inside. Escape routes, exit doors, emergency exits and their markings must not be blocked, covered or otherwise made unrecognisable. Corridors must not be obstructed at any time by objects placed in or projecting into the corridor. All corridors serve as escape routes in case of danger.

5. SAFETY EQUIPMENT

Fire alarms, water sticks, hydrants, fire holes and pipes, smoke flaps, release points of smoke extraction systems, smoke detectors as well as supply and exhaust air openings of the heating and ventilation system, their signs as well as the green emergency exit signs must be accessible and visible at all times; they must not be blocked, covered or otherwise made unrecognisable.

6. STAND AREA

The stand area specified in the stand confirmation will be marked by the organiser at the exhibitor's request. The stands are to be set-up on this floor space. Exhibitors must expect slight deviations in the stand dimensions. These can result, among other reasons, from the different wall thicknesses of the partition walls. Pillars, wall projections, partition walls, distribution boxes, fire extinguishing equipment and other technical installations are components of the allocated stand areas. Therefore, only the local measurement is valid for the location, position, dimensions and any fixtures on the rented area.

7. STAND SAFETY

Exhibition stands, including furnishings and exhibits as well as advertising media, must be erected in a stable manner so that life and health as well as safety and



order are not endangered. Exhibitors are responsible for the structural safety of their stands and may be required to provide evidence of this fact. For more information on stand safety requirements, see the VStättVO.

8. STANDS / SPECIAL CONSTRUCTIONS REQUIRING SPECIAL APPROVAL

All multi-storey exhibition stands, mobile stands, special structures and / or constructions must be submitted to the organiser for approval. For this purpose, a test book or a tested structural analysis for the construction must be submitted.

9. EXHIBITION OF MOTOR VEHICLES

Motor vehicles may be exhibited in the place of assembly after registration with the organiser, provided that the requirements of the "Safety Rules for Events" under § 3 para. 4.4 thereof are fully met.

10. STAND CONSTRUCTION MATERIALS

Materials that are easily flammable, drip flammable or form toxic gases must not be used for stand construction. Special requirements may be imposed on load-bearing structural components in individual cases for safety reasons. DIN 4102 (reaction to fire of building materials and components) and EN 13501-1 must be observed and complied with.

11. CARPETS

Carpets or decorative materials must be laid directly on the hall floor in a manner not representing any slipping, tripping or falling hazard to people. Carpets and other floor coverings must be laid in a manner so that they do not cause any risk of accidents and not protruding beyond the boundaries of the stand. Adhesive markings, carpet fixings and similar may only be made with special carpet installation tape that can be removed without leaving any residue. Self-adhesive carpet tiles are not permitted. All materials used must be removed without leaving any residue. The same applies to substances such as oils, greases, paints and the like. The hall floors may not be painted or covered in any other way.

12. FLOOR PROTECTION

Anchors and fixings in the floor are not permitted. The placement of damp or soaking objects is prohibited.

Any moisture that escapes must be removed immediately. When setting-up refrigerators and mobile catering counters, a water-impermeable collecting device and a non-slip floor covering must be provided. Heavy loads, lifting materials and crates may only be transported on the premises with rubber-tyred trolleys or pallet trucks. Traces of rubber abrasion must be avoided and removed if necessary.

13. GLASS AND ACRYLIC GLASS

Only safety laminated glass may be used. Edges of glass panes must be processed or protected in a manner not representing any risk of injury. All-glass components must be marked at eye level. For constructions made of glass, the requirements according to the "Technical Rules for the Use of Fall-Proof Glazing (Technische Regeln für die Verwendung von absturzsichernden Verglasungen (TRAV))" must be observed.

14. EXITS FROM ENCLOSED STANDS

Stand areas with a floor area of more than 100 m² or with an unclear layout must have at least two separate exits / escape / rescue routes on opposite sides. The walking line from any point on an exhibition area to a hall aisle must not exceed 20 m.

15. RAILINGS / ENCLOSURES OF PLATFORMS

Generally accessible areas that are directly adjacent to areas which are at a lower level must be surrounded by railings if there is a risk of falling.

16. NAILS, HOOKS, HOLES

The insertion of bolts and anchors as well as the making of holes in hall floors, walls and ceilings is prohibited.

17. FLOOR LOADINGS

Hall parts and technical equipment must not be excessively loaded by objects brought into the hall. Before bringing heavy objects into the place of assembly, the exhibitor is obliged to enquire with in.Stuttgart about the maximum load-bearing capacity of the floor in the respective area.

18. SUSPENSIONS / HANGING LOADS

Suspensions may only take place under the direction and supervision of in.Stuttgart or the service



companies commissioned by it. The organiser is obliged to notify in.Stuttgart in good time of any intended suspensions and to enquire with in.Stuttgart about the maximum load values permitted in the respective area.

19. ELECTRICAL CONNECTIONS / STAND INSTALLATION

All technical facilities on the exhibition stand must comply with the generally recognised rules of technology. Electrical installations must be carried out in accordance with the latest safety regulations of the Association of German Electrical Engineers (Verband Deutscher Elektrotechniker - VDE). Particular attention must be paid to VDE 0100, 0128 and ICE 60364-7-711. The installation of electrical connections up to the stand shall be carried out by in.Stuttgart or by its contractual partners. If electrical installations within the stand are carried out by service companies commissioned by the organiser, this work may only be carried out by qualified electricians. The accident prevention regulation DGUV-V3 "Electrical Installations and Equipment" must be observed.

20. DECORATIVE MATERIALS

Decorative materials must be at least B1 according to DIN 4102 or at least class B/C s1 d0 according to EN 13501-1, i.e. hardly inflammable. The "hardly inflammable" property can only be achieved subsequently for some of these materials with a flame retardant. The flame retardants used must be officially approved. Confirmation of flame retardancy or of impregnation carried out in accordance with regulations must be kept available at the stands for inspection at all times. The presentation of a test certificate on the required properties of the material may be requested.

21. USE OF BALLOONS AND FLYING OBJECTS

The use of balloons filled with safety gas and other flying objects in the place of assembly must be approved in writing by in.Stuttgart.

22. TREES AND PLANTS

Decorations made of natural plants may only be kept in the rooms while they are fresh. Exceptions are decided by in.Stuttgart.

23. WASTE, RECYCLABLES, RESIDUAL WASTE CONTAINERS

No recyclable and residual waste containers made of combustible materials may be placed in the stands. Containers for recyclable and residual materials in the stands will be emptied regularly by in.Stuttgart at the latest every evening after the end of the event, for a fee. If large quantities of combustible waste are produced, this must be reported to the organiser.

24. EMPTIES, PACKAGING

The storage of empties, packaging and packaging materials of any kind in the stand and outside the stand is prohibited. Empties, packaging and packing materials must be removed immediately.

25. SMOKING BAN

Smoking is prohibited throughout the entire place of assembly. It must be observed and enforced by every exhibitor at his stand.

26. FIRE EXTINGUISHER

in.Stuttgart recommends having suitable and tested fire extinguishers available on the stand.

27. PYROTECHNIC OBJECTS

The use of pyrotechnic objects must be approved by the authorities and supervised by a person suitable under explosives legislation. Evidence of the holder of the permit and the certificate of competence must be presented. The costs incurred for the fire brigade permits and the safeguarding of the event when pyrotechnic objects are used shall be borne by the exhibitor.

28. LASER SYSTEMS

The operation of laser systems is subject to notification and must be registered with in.Stuttgart. When operating laser systems, the requirements of the Occupational Health and Safety Ordinance on Artificial Optical Radiation 2006/25 EC/OStrV, DIN EN 60825-1, DIN EN 12254 and, in the case of show lasers, the requirements of DIN 56912 DGUV Information 203-036 "Laser Equipment for Show and Projection Purposes" must be observed. Class 3R 3b and 4 laser systems must be notified to the responsible supervisory authority before being put into operation and, upon



request, must be tested for their safety by a publicly appointed and sworn expert at the expense of the organiser. The inspection certificate must be submitted to in.Stuttgart prior to the event. The written appointment of a laser safety officer present on site must be enclosed with the notification.

29. FOG MACHINES

The use of smoke machines requires the approval of in.Stuttgart in order to avoid false activations of the fire alarm system.

30. HOT PLATES, SPOTLIGHTS, TRANSFORMERS

For special protection, all heat-generating and heat-developing electrical appliances must be mounted on non-flammable, heat-resistant, asbestos-free bases. A sufficiently large distance from combustible materials, fire alarm and sprinkler heads must be ensured in accordance with the heat generated. Lighting fixtures must not be attached to decorations or similar. Electric cooking appliances and other equipment that could cause hazards if operated in an uncontrolled manner must be switched off at the end of the daily event times. The organiser and in.Stuttgart must be notified in writing of the use of any hotplates.

31. ADVERTISING MEDIA/ADVERTISING

Unauthorised advertising activities outside the exhibitor's own stand (e.g. distribution of brochures, affixing of advertising signs) are only permitted with the consent of the organising parties.

32. ACOUSTIC AND VISUAL PRESENTATIONS

The operation of acoustic systems and audiovisual performances of any kind by the exhibitors require the approval of the organiser and must be applied for in writing.

33. MUSICAL RENDITIONS (GEMA/GVL)

In accordance with the statutory provisions (Copyright Act / Urheberrechtsgesetz), the permission of the Society for Musical Performing and Mechanical Reproduction Rights (Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte - GEMA) or the Society for the Exploitation of Neighbouring Rights (Gesellschaft zur Verwertung von Leistungsschutzrechten - GVL) is required for musical reproductions of all kinds. Unregistered

music reproductions may result in claims for damages by GEMA or GVL.

34. EXPLOSIVE SUBSTANCES / AMMUNITION

Explosive substances are subject to the Explosives Act (Sprengstoffgesetz) as amended and may not be used or displayed.

35. FLAMMABLE LIQUIDS

Flammable gases and liquids are not permitted in the building. Spirit and mineral oils (petrol, paraffin, etc.) must not be used for cooking, heating or operating purposes.

36. ABRASIVE CUTTING WORK, HOT WORK

All types of welding, soldering, cutting, thawing and abrasive cutting work are prohibited in the place of assembly. Exceptions are only permitted after prior written notification and agreement with in.Stuttgart.

37. CE-LABELLING OF PRODUCTS

Products that do not have a CE certificate of conformity and do not fulfil the requirements according to § 3 of the Product Safety Act (Produktsicherheitsgesetz - ProdSG) may only be exhibited if a visible sign clearly indicates that it does not fulfil these requirements and can only be purchased when the corresponding conformity has been established. In the event of a demonstration, the necessary precautions (barriers) must be taken to protect persons (cf. § 3 para. 5 ProdSG).

38. MODIFICATION OF NON-COMPLIANT STAND STRUCTURES / SPECIAL STRUCTURES

Any structures, installations, equipment, decorations (materials) brought into the place of assembly that have not been approved or do not comply with these rules or the VStättVO are not permitted to be set-up in the place of assembly and must be removed or modified at the exhibitor's expense if necessary. This shall also apply in the event of replacement by the organising parties. The partial or complete closure of a stand may be ordered for good cause, in particular in the event of serious safety deficiencies.

39. DISMANTLING OF THE EXHIBITION STAND

After dismantling, the exhibition areas must be restored to their original condition. Damage to the hall,



its facilities and the outdoor facilities by exhibitors or their agents must be reported to the organiser and in.Stuttgart in any case.

40. HANDLING OF WASTE

In accordance with the principles of the Closed Substance Cycle and Waste Management Act (Kreislaufwirtschafts- und Abfallgesetz - KrW-/AbfG), the generation of waste during set-up / dismantling and during the event is to be avoided as far as possible. Waste that cannot be avoided shall be disposed of in an environmentally compatible manner (recycling before disposal). The organising parties are obliged to make an effective contribution in this respect.

Exhibitors must ensure that all materials (decorations, packaging, etc.) as well as installations and superstructures brought onto the premises of the place of assembly by them or their contractors are completely removed at the end of the event. Only substances and materials that cannot be reused (and thus become waste) are to be disposed of via the in.Stuttgart waste disposal system, for a fee. If hazardous waste (waste requiring monitoring) is produced, in.Stuttgart must be informed immediately and separate disposal must be carried out.

41. WASTE WATER

The disposal of solid or liquid waste via the sewage system (toilets, sewer inlets, ponds) is strictly prohibited. When using mobile catering, care must be taken to ensure that fats and oils are collected separately and sent for separate disposal.

42. ENVIRONMENTAL DAMAGE

Environmental damage and contamination on the premises of the place of assembly (e.g. due to leaking petrol, oil, hazardous substances) must be removed immediately and reported to in.Stuttgart.

Kultur- und Kongresszentrum Liederhalle

Berliner Platz 1-3

70174 Stuttgart

Tel. +49 711 2027-710

info@liederhalle-stuttgart.de

www.liederhalle-stuttgart.de