

Safety regulations for events

Koelncongress GmbH

1. Notification and licensing obligations

1.1 Notification obligations prior to the event

The contracting partner (hereinafter also referred to as organiser) shall be obliged to coordinate with Koelncongress any and all services, organisational and technical details, the start of the event, the admission times, the end of the event, the design planning of the venue as well as the venue premises and areas no later than six weeks prior to the event. Koelncongress will usually request the necessary event data from the organiser. Koelncongress reserves the right to provide the organiser with an electronic form to collect all required event data for the exclusive utilisation for this event. The organisational and technical details that must be reported particularly include

- the name and personal contact details of their representative authorised to make decisions, who is present during the event
- whether they will bring "persons responsible for event technology" to supervise the set-up and dismantling as well as the event
- the size and arrangement of any performance areas/stages/stands, catwalks, prosceniums, podiums and similar structures to be erected
- the expected number of visitors and the expected audience profile (peaceful, normal, difficult)
- whether stage, studio, lighting or other technical equipment will be installed (load diagram)
- whether technical equipment is moved or modified during the event,
- whether mechanical movements or artistic performances take place in or above the audience space
- whether activities involving fire hazards/pyrotechnic effects, the operation of laser equipment or fog systems are planned (additional approval requirement must be observed)
- whether decorations/equipment/props/ will be included (provide evidence of fire protection classes)
- whether a guest performance test log book has been issued for the event
- whether a technical rehearsal is planned by the organiser before the event.

Based on the information provided by the organiser, Koelncongress will carry out a risk assessment before the event, on the basis of which the necessity and number of qualified event personnel and external emergency services (fire brigade, medical service, public order/security service) will be planned (cf. Sections 40 to 43 SBauVO). If the organiser fails to submit the required information in due time or submits incomplete information, high risk associated with the event will generally be assumed. All additional costs incurred as a result (in particular personnel costs for security staff) shall be borne by the organiser. Incorrect information may result in the event being restricted, cancelled or terminated.

1.2 Technical rehearsals, guest performance test log book

If the performance areas used cover more than 200m² of floor space and if a guest performance event organiser uses its own set construction, in general a non-public technical rehearsal incorporating the entire set must be carried out prior to the first public performance, unless this can be waived due to the nature of the event or the scope of the stage set (insofar as unobjectionable). Koelncongress will decide, based on the above information under subsection 1.1. (in coordination with the building supervision authorities), whether a rehearsal can be waived. If this is not possible, the organiser must coordinate and schedule a date for a technical rehearsal with Koelncongress in due time. No technical rehearsal is required for guest performance events for which a guest performance test log book is issued. The guest performance test log book must be submitted to the building authority no later than 2 weeks before the event.

1.3 Permits and approvals by public authorities

Event premises and areas are made available based on the officially approved escape route and seating plans with a specified maximum visitor capacity. Deviation from the existing, approved escape route and seating plans, for example, by changing the arrangement of the seating or the escape routing and the erection of tents, stages, grandstands, special constructions, temporary demountable structures, must be approved by Koelncongress. Corresponding measures are generally subject to approval under building law and must be approved by the building authorities as well as the fire department.

1.4 Costs and risks of activities subject to notification and licensing obligations

For all above-mentioned Safety Regulations and all other subsequently intended activities which are subject to notification and licensing obligations, the organiser may be required to submit documents, plans, attestations, test certificates, expert opinions, as well as technical approvals regarding construction and fire protection. Koelncongress shall support the organiser in carrying out the approval procedure. Duration and cost of the approval procedure, including the risk of non-approval, shall be the full responsibility of the organiser.

2. Responsible persons

2.1 Responsibility of the organiser

The organiser shall be responsible for the programme of events, and the safe and smooth running of the event. The organiser must ensure that the maximum admissible visitor capacities on the event premises and areas made available are not exceeded. Exceeding occupancy capacities is strictly prohibited. The organiser must ensure public safety within the venue for the term of use of the venue with regard to any decorations, fixtures, props, superstructures or installations, suspensions, cables laid, and any technical stage, studio or lighting equipment which is provided either by the organiser or a third party. With regard to all objects and materials brought onto the premises, they must comply with the requirements of these safety regulations as well as the operating regulations of the Special Construction Regulation (SBauVO) and the accident prevention regulations, in particular DGVV-V 17 "Staging and Production Facilities for the Entertainment Industry". The organiser must also comply with all other laws and regulations applicable to the event, especially the German Protection of Minors Act, the German Act Governing Sundays and Public Holidays, the German Working Hours Act (AZG), the German Occupational Safety Act, the German Non-Smokers Protection Act, the German Federal Trade Regulations and the legal provisions regarding emission-related noise pollution.

2.2 Authorised representative of the organiser

The organiser shall designate a representative authorised to make decisions for Koelncongress (see No. 1.1), who must be present for the entire duration of the event. At the request of Koelncongress, the representative authorised to make decisions must take part in a joint inspection of the venue and familiarise themselves with the event rooms, including the escape and rescue routes. At the request of Koelncongress, the representative authorised to make decisions must also take part prior to the event in a meeting/briefing on the safety regulations to be observed. The organiser's representative with decision-making authority ensures that the event runs smoothly and safely. They are obliged to be present during the event, must be available at all times and must coordinate any necessary decisions regarding the safety of visitors with the contact person appointed by Koelncongress, the authorities and external resources (fire brigade, police, building authority, office for public order, first aid service). They are obliged to cancel the event if this is necessary due to a particularly dangerous situation involving a specific risk to persons.

2.3 Event manager

Koelncongress is entitled to demand that the organiser's representative authorised to make decisions assumes the function of event manager for the duration of the event in accordance with the SBauVO NRW regulation Section 38 (2) and (5). In this case, the organiser's event manager shall be supported by a competent person appointed by Koelncongress who is authorised to make decisions. If the function of event manager is not transferred to the organiser or if the organiser refuses to assume this function, Koelncongress will assume the function of event manager with its own personnel. In the latter case, Koelncongress is entitled to pass on the costs of assuming the function of event manager to the organiser in full.

2.4 Responsible technicians for event technology, qualified personnel for the event technology

The organiser shall be responsible for providing qualified technicians and personnel responsible for the event technology for the objects and materials it brings (see item 2.1) at its own expense, according to the following specifications:

At least one "person responsible for the event technology" must manage and supervise the assembly and dismantling of stage, studio and lighting equipment for events with more than 5,000 visitor seats or on stage areas of more than 200 m² as well as technical rehearsals. The presence of an event technology specialist suffices for events with fewer than 5,000 visitor seats or the construction and dismantling of stage areas between 50 m² and 200 m².

Two persons responsible for event technology must be present at dress rehearsals, events, broadcasts or recordings of events in assembly rooms with more than 5,000 visitor seats or on stage areas with more than 200 m². The presence of an event technology specialist suffices for events in assembly rooms with less than 5,000 visitor seats or on stage areas between 50 m² and 200 m².

Exceptions: If the safety and proper operation of technical stage, studio and lighting equipment, as well as all other technical installations in the venue have been tested prior to the event by the person responsible for the event technology or qualified personnel, if no hazards can result from the type and course of the event, and if any such equipment will not be moved or otherwise altered during the event, then, on the basis of a hazard assessment to be carried out by Koelncongress, the necessary technical supervision may, in individual cases, be performed by a technician or another "supervising person". This requires that they are familiar with the technical equipment.

2.5 Responsibility of Koelncongress

Koelncongress and the persons commissioned by it are entitled and obliged to carry out spot checks to ensure that the organiser complies with the operating regulations of the SBauVO and the applicable safety regulations. For this purpose, they must be granted access to the event rooms and areas at all times.

2.6 Safety and security service

Only qualified companies approved by Koelncongress who are sufficiently familiar with the venue, also in the case of a necessary evacuation, may be used as a safety and security service. The number of the safety and security service staff needed will be determined by the type of event, the number of visitors, potential risks posed by the event and any additional requirements from the building authorities and authorities responsible for public order. The safety and security staff shall be responsible for complying with all duties laid down in the SBauVO.

2.7 Exercising the domiciliary right

The event manager exercises domiciliary rights on behalf of the organiser vis-à-vis event visitors and commissioned third parties within the rooms and areas provided by Koelncongress based on these safety regulations and the applicable house rules. Koelncongress will continue to exercise the domiciliary right vis-à-vis the organiser and, alongside the organiser vis-à-vis visitors and third parties during the period in which the premises

and areas are made available to the organiser for the event, subject to the following provision. The security staff engaged will assist with the enforcement of the domiciliary right.

Any violations of the Rules of the House, these Safety Regulations, legal provisions applicable to the event or of administrative orders from public authorities shall be immediately stopped by the organiser and its event manager. Koelncongress shall be authorised to arrange for substitute performance at the organiser's expense if the latter does not take immediate action after previously having been requested to do so. If substitute performance is not possible or cannot reasonably be expected, if the organiser refuses to have the substitute performance carried out or to assume the costs therefore, as a final resort Koelncongress may demand that the organiser vacate and surrender the event premises made available to the organiser. If the organiser fails to comply with the corresponding demand, Koelncongress shall be entitled to discontinue the event and have the premises vacated at the organiser's expense and risk.

3. Safety-related operating provisions

3.1 Traffic regulations, escape routes and safety facilities

3.1.1 Vehicle traffic on the premises

The German Road Traffic Regulations (STVO) apply within the Koelncongress properties and throughout the grounds. The speed limit signposted for the site applies to all vehicles. Driving vehicles of any kind is the driver's own risk. Koelncongress shall be entitled to inspect motor vehicle loading spaces and containers carried by individuals when they enter or leave the premises. Depending on the development of the build-up and dismantling activities due to other events taking place at the same time, the site may be temporarily closed to vehicle traffic.

3.1.2 Forklift and pallet trucks

Neither the organiser nor companies they commission are permitted to drive into the foyer and hall areas of Koelncongress with motor-driven aids such as forklifts. The organiser may transport loads with hand-operated aids (e.g., pallet trucks). Before transporting loads in Koelncongress facilities, the organiser or the companies they commission must inform themselves of the permissible floor load-bearing capacity and floor conditions.

3.1.3 Fire service access zones

The access routes and free movement zones for the fire brigade indicated by no-parking signs must be kept free at all times. Any vehicles parked or objects placed on rescue routes or security areas will be removed at the owner's cost and risk.

3.1.4 Emergency exits, escape hatches, corridors and aisles

These escape routes must be kept free at all times. Any doors situated on such rescue routes must be easy to open from inside in their full width. Rescue routes, exit doors and escape hatches and any signposting of these must not be obstructed, covered over or otherwise rendered unrecognisable. Corridors and aisles may not be obstructed at any time during the event by objects placed in them or protruding into them. Corridors and aisles serve as escape routes in case of danger. Fire and smoke control doors must not be kept open by means of door stops or other objects.

3.1.5 Safety facilities

Fire alarms, hydrants, fire extinguishers and extinguishing lines, smoke flaps, trigger points for smoke extraction systems, smoke alarms, telephones, vents for opening and closing heating and ventilation systems, smoke extraction devices, the signs pointing to them and green emergency exit signs must be easily accessible and visible at all times. They must not be obstructed, covered over or otherwise rendered unrecognisable.

3.2 Installations and superstructures for the events

3.2.1 Technical installations of the Koelncongress properties

In general, all permanently installed building technical installations may be operated only by the personnel of Koelncongress or by service companies associated with Koelncongress and permitted to do so by contract. This also applies to all connections of Koelncongress that have to be made to the utility networks (e.g. electricity, water, telecommunications). Unless otherwise agreed, the organiser shall not be entitled to request that Koelncongress remove from the event premises its own installed technical equipment.

3.2.2 Technical installations of the organiser

The technical installations fitted by the organiser and/or companies commissioned by it must comply with the generally accepted rules and standards of technology, and in particular the requirements of the Accident Prevention Regulations DGUV-V 17 and DGUV-V 3 in respect of safety and operability. Electrical (switching) systems must not be accessible to visitors and must be suitably secured.

3.2.3 Suspensions

For safety reasons, suspensions from the ceilings and supporting structures may only be carried out by the service partners commissioned by Koelncongress. The organiser shall report to (see No. 1.1) and coordinate with Koelncongress any necessary suspensions prior to the event. Suspensions must be installed in accordance with the generally accepted rules of technology and practice. The prescribed load limits must be observed. In cases of doubt, a structural assessment of the suspensions and the use of load measurement systems will be commissioned at the organiser's expense.

3.2.4 Installations and superstructures, grandstands, rostrums, stairs, performance areas, special constructions

All installations and superstructures in the venue and the erection of temporary demountable structures on the outdoor space shall be subject to notification and possibly also to authorisation (see subsection 1.3). The functioning of technical fire protection devices (e.g. automatic fire-fighting equipment, smoke aprons, etc.) may not be impaired by installations and superstructures. Installations and superstructures are to be designed in such a way that their stability cannot be impaired by dynamic vibrations. The construction supporting the floors of rostrums, stage areas and grandstands must be made of non-flammable building materials. Under no circumstances may easily flammable materials and materials that form flaming droplets or toxic gases be used. The DIN 4102 and/or EN 13501-1 standards (fire behaviour of building materials and building components) must be observed. The organiser may be requested to submit an official test certificate on the classification and the required characteristics of the building materials.

3.2.5 Carpets, flooring

Carpets and other floor coverings must be laid in such a way that there is no danger of personal injury from slipping, tripping or falling. Carpets and other floor coverings must be laid with due regard for safety. Only adhesive tape that can be removed without leaving any residue may be used to affix objects. Self-adhesive carpet tiles are not permitted. All materials used must be removed without leaving residues. The same applies to substances such as oil, grease, paints and similar. The hall floors may not be painted.

3.2.6 Barriers

Where standing space for visitors is arranged in front of stage areas at concert events, the visitor spaces must be partitioned off from the stage area by means of a barrier in such a way that an aisle at least 2 metres wide is left between the stage area and the barrier for the security staff and rescue teams.

If more than 5,000 standing places for visitors are arranged in front of stage areas at concert events, at least two additional barriers must be installed in front of the stage area to form standing areas that are only accessible from the sides. The barriers must provide a gap of at least 5 m on each side and at least 10 m across the width of the stage area. The building supervisory authority decides on possible exemptions in individual cases concerning the construction and arrangement of barriers upon application.

At concerts events with standing space for fewer than 5,000 visitors appropriate barriers must be installed, if this is necessary given the type of event, in particular owing to the audience profile expected. In the absence of any official instructions in this regard from the authorities, Koelncongress will decide on this on the basis of a hazard assessment.

The organiser shall bear the costs for providing, erecting and dismantling barriers and any applications for exemptions filed with the public authorities.

3.2.7 Glass

For constructions made of glass, only safety glass may be used. The edges of glass panes must be treated or protected in such a way as to rule out the danger of injury. Components made wholly of glass must be marked at eye level.

3.2.8 Bolts, holes, nails

Inserting bolts and affixing anchors, hammering in nails as well as nailing and drilling holes is prohibited in all areas. Countersinking bolts is likewise not permitted.

3.3 Decorations, fittings, props

3.3.1 Decorations

Materials, ornaments and curtains used to decorate the event must be made at least of flame-retardant materials (B1 in accordance with DIN 4102 or at least Class C in accordance with EN 13501-1). Decorations in necessary corridors, aisles and staircases (rescue routes) must consist of non-flammable materials (A in accordance with DIN 4102 or A1 in accordance with DIN EN 13501-1). Materials that are used more than once must be retested for their fire-retardant properties and, if necessary, re-coated. The organiser may be requested to submit an official test certificate on the required characteristics of the material.

All the materials installed must be kept far enough from sources of ignition, spotlights and sources of heat to prevent them from being able to catch fire. Decorations must be attached directly to wall ceilings or fittings. Decorations (freely) suspended in a room are permissible only if they are at least 2.5 metres from the floor and do not impair the effectiveness of automatic fire-extinguishing equipment. Decorations made of natural plant arrangements may remain on the premises only for as long as they are fresh. Bamboo, reed, hay, straw, bark mulch, peat, (fir) trees without roots and similar materials do not satisfy the aforementioned requirements. Koelncongress will decide on exceptions in consultation with the fire services.

The use of balloons filled with safety gas and of other flying objects must be approved by Koelncongress prior to the event.

3.3.2 Fittings

Fittings forming part of stage sets and scenery, such as wall, floor and ceiling elements, must consist at least of flame-retardant material. The organiser must submit the corresponding certificates, documenting the objects' fire-retardant properties at the request of Koelncongress.

3.3.3 Props

Props include furnishings for stages and sets. They must be made of materials that have at least a normal level of flammability.

3.4 Special fire safety provisions

3.4.1 Open fire, flammable liquids, gases and pyrotechnics

The use of open fire, flammable liquids, gases, pyrotechnical objects, explosive and other easily flammable substances is prohibited. This prohibition will not apply insofar as the reason for their use is justified by the type of event and the organiser has consulted Koelncongress and the fire brigade on the necessary fire protection measures in the specific case. The use of pyrotechnical objects must be approved by the authorities and supervised by a suitable expert in accordance with the German law governing explosives. Proofs must be submitted with respect to the license permit holder, the proof of competence, the insurance policy (pyrotechnics liability insurance) and permission from the authorities. The organiser shall bear the costs for obtaining the official permits and safeguarding the event when pyrotechnical objects are used.

3.4.2 Candles, kitchen equipment and devices for keeping food hot

The use of candles and similar light sources as table decorations and the use of open fires in designated kitchen facilities for the preparation of food is permitted with the consent of Koelncongress ("contained candlelight").

3.4.3 Flammable packaging materials

The organiser must remove flammable packaging materials from the venue without undue delay. Under no circumstances may packaging materials, waste or residual materials be stored under or on stages, grandstands or rostrums.

3.4.4 Vehicles with combustion engines

The use of vehicles with combustion engines within the venue shall always be subject to notification and authorisation. As a rule the maximum permissible fuel contents are restricted, the fuel tank cap must be closed and the battery must be disconnected. For gas-powered vehicles, the pressure tank must be emptied and depressurised. Further security measures may be stipulated.

3.4.5 Vehicles with alternative drive technology

Vehicles with alternative drive technology are always subject to notification and authorisation. Charging of electric or hybrid vehicles is not permitted in our properties. The battery must be disconnected from the drive motor using a battery disconnect switch. The position of the vehicle must be precisely marked and stored in a plan / route map for the fire brigade.

Vehicles with fuel cells or other types of drive must be considered separately.

3.4.6 Work involving fire, welding, cut-off grinders and high temperatures

All types of work "involving fire and high temperatures" are prohibited in the venue. Exceptions may be made only with the prior written consent of Koelncongress.

3.5 Occupational health and safety, environmental protection

Koelncongress is committed to protecting the health of all the people present at the venue and to carrying out preventive environmental protection measures. As a contracting partner of Koelncongress, the organiser shall ensure that the organiser's contractors and business partners are also committed to comply with all regulations pertaining to occupational health and safety and to environmental protection in Koelncongress properties.

3.5.1 Occupational safety

All assembly and dismantling work shall be carried out in compliance with the health and safety regulations and accident prevention rules currently in force, in particular the provisions of DGUV-V 1 "Prevention", DGUV-V3 and DGUV-V17/18, as well as DGUV information on "Safety for Events and Productions". The organiser and its contractors shall be responsible themselves for observing the accident prevention and occupational safety rules and regulations. The organiser and its contractors shall in particular ensure that during the course of any assembly and dismantling work, none of the other people present in the venue are in danger. Danger zones and protection measures (prohibitions and rules) must be labelled according to ASR A1.3 "Safety and Health Protection Signage" - if necessary, even for short times. To the extent necessary, the organiser shall be responsible for ensuring that work activities are appropriately coordinated. If this is not possible, the organiser shall temporarily suspend the work and notify Koelncongress.

3.5.2 Noise levels, hearing protection

Organisers of music performances at which high sound pressure levels (volume) are to be expected bear sole responsibility for examining whether, and if so which, preventive measures are necessary to avoid harm to the audience. They must take the necessary measures on their own responsibility. By suitably restricting the volume, the organiser shall ensure that visitors and third parties do not suffer any harm during the event ("sudden deafness and the like"). As a generally accepted technical standard, DIN 15 905 "Event Technology - Sound Engineering" Part 5 contains "Measures to prevent damage to the audience's hearing as a result of exposure to high sound pressure levels from electro-acoustic sound reinforcement systems". The organiser must comply with this standard. In addition, the organiser shall make available a sufficient quantity of hearing protection devices (e.g. ear plugs) and provide them to visitors on request if the possibility of excessively high sound pressure levels causing harm to visitors cannot definitely be ruled out. This must be clearly indicated in the entrance area to the venue.

3.5.3 Laser systems

Koelncongress must be notified about and agree to the use of laser systems. Laser systems must satisfy the Occupational Safety and Health Regulation on Artificial Optical Radiation 2006/25 EC/OStrV, DIN EN 60825-1 and DIN EN 12254, as well as for show lasers, the requirements of DIN 56912 and DGUV Information 203-036 "Laser Equipment for Show and Projection Purposes". Class 3R 3b and 4 laser systems must be reported to the competent supervisory authority prior to operation and examined by a publicly appointed and certified expert for their technical safety. The corresponding costs incurred shall be borne by the organiser. The test certificate must be submitted to Koelncongress prior to the event. The written appointment of a laser safety officer to be present at the event must be attached to the notification.

3.5.4 Smoking ban

Smoking is generally prohibited in all Koelncongress properties in accordance with the NRW Non-Smoker Protection Act (valid as of 1 May 2013). The organiser shall ensure that the smoking ban is enforced during assembly and dismantling work as well as during the event.

3.5.5 Handling waste

The generation of waste within the scope of assembly and dismantling activities as well as during the event is based on the principles of the German Recycling and Waste Management Act (KrW- / AbfG) and is to be avoided as far as possible. Waste that cannot be avoided is to be disposed of in an environmentally friendly manner (recycling before disposal). The organiser shall be obliged to effectively contribute to this.

The organiser shall ensure that all materials (ornamentations, packaging, decorations, etc.) as well as installations and superstructures brought onto the area of the venue by the organiser or the organiser's contractors are removed again entirely after the event. Only substances and materials that cannot be reused (and have therefore become waste) are to be disposed of through the waste disposal system of Koelncongress, which will be charged for. Koelncongress must be notified immediately of any special waste that is produced (waste requiring special disposal and supervision), and special disposal services must be arranged through approved service partners of Koelncongress.

3.5.6 Waste water

The disposal of solid or liquid waste through the waste water system (toilets, drains) is strictly prohibited. If mobile catering is used, attention must be given to the separate collection and disposal of fats and oils. Cleaning work must always be carried out using biodegradable products.

3.5.7 Environmental damage

Environmental damage/pollution on the grounds (e.g. resulting from the leakage of gasoline, oil, hazardous substances) must be reported immediately to Koelncongress.

3.5.8 Noise protection for local residents

The event must not generate unreasonable noise pollution for the local residents living in the area surrounding the venue. Outside windows and doors must be kept closed during music events and other events that make a lot of noise. Noise-generating activities must be avoided on weekdays before 7:00 a.m. and after 8:00 p.m., as well as on Sundays and public holidays. In the open-air area, the noise levels specified in the rental agreement must be strictly adhered to. In the event of non-compliance, set-up and dismantling work as well as the event itself may be restricted.

4. General exhibition regulations

4.1 Priority of application of technical guidelines

In the event that the "Technical Guidelines of Koelnmesse GmbH" are effectively included in the same contractual relationship, only the specifications of the "Technical Guidelines of Koelnmesse GmbH" are to be observed with regard to the specifications for trade fair and exhibition stands. In this case, the more specific "Technical Guidelines of Koelnmesse GmbH" take precedence over all of the following regulations in their scope of application. To extent that the "Technical Guidelines of Koelnmesse GmbH" do not take precedence, the following guidelines shall apply in full.

4.2 Scope of application of the general trade fair and exhibition regulations

These exhibition regulations apply in addition to the safety regulations for events explained above. They must be observed and implemented by the organiser as well as the exhibitors that they approve. The organiser must contractually oblige all exhibitors to apply these provisions as well as the safety regulations for events in a binding manner.

4.3 Stand location

Based on the event and exhibition profile, Koelncongress provides the organiser with a plan showing the possible stand areas. The organiser allocates stand space to its exhibitors based on this. The stands are to be set up on this base area. Exhibitor should expect slight deviations in stand dimensions. These can result, among other things, from the varying wall thicknesses of the stand partition walls. Pillars, wall projections, ceiling beams, partition walls, distribution boxes, fire extinguishing equipment and other technical equipment are components of the allocated stand areas. Therefore, only local measurements are valid for the location, position, dimensions and any installations on the stand area. No claims may be asserted against the organiser or Koelncongress due to deviations from the stand confirmation. The installation of exhibits, stand elements, etc. outside the stand area requires the express permission of the organiser and Koelncongress. The stand areas will be marked by the organiser. Koelncongress can perform stand marking for a fee. When setting up stands, care must be taken to ensure that the legally required minimum aisle widths are observed. Care must also be taken to ensure that escape and rescue routes as well as access to emergency exits, fire extinguishers and technical equipment are not obstructed.

4.4 Stability

Exhibition stands, including furnishings and exhibits as well as advertising media, must be erected in such a stable way as to not endanger life, health, security and order. The exhibitor shall be responsible for the structural safety of the stand and may be required to provide evidence of this. In cases of doubt, the organiser and Koelncongress are entitled to commission a structural assessment at the exhibitor's expense.

4.5 Exhibition stands and special structures requiring approval

All special constructions or structures over 2.50 meters are subject to approval and must comply with the requirements of section 3.2 of the safety regulations. As a rule, they must be submitted for approval four weeks before the start of the event. As a rule, a test book or a tested structural analysis for the structure must be submitted for this purpose. The maximum height of an exhibition stand results from the specified room heights (clearance) according to the floor plans or can be found in the enclosed appendix. Stands must be erected at the prescribed distance from the walls of the venue.

4.6 Stand construction materials and equipment

The requirements for materials according to sections 3.2 and 3.3 of the safety regulations apply. It must also be ensured that no highly flammable materials nor those that can produce flaming droplets, toxic gases or significant levels of smoke are used at the stands. These include most thermoplastics, including polystyrene (Styrofoam). In individual cases, special requirements (e.g., non-combustible) may be imposed on structural components for safety reasons. Structurally necessary or load-bearing fastenings may only be made using non-combustible fasteners. Decoration materials must be classified as at least flame-retardant (class B1), as not producing flaming droplets in accordance with DIN 4102-1, and with limited smoke development or as at least class C (C -s2, d0) in accordance with EN 13501-1. A test certificate for the building material class of the material used must be available. Bamboo, thatch, hay, straw, bark mulch, peat or similar materials do not usually meet the above requirements and must generally be protected separately or treated for fire protection. Deciduous and coniferous plants may only be used if connected to a moist rootstock. Ceiling structures, including ceiling grids, must not restrict the fire protection equipment of the venue or impede its effectiveness.

4.7 Exits from extended stands

Stands with a floor area of over 100m² or with a complex design must have a minimum of two separate exits/escape routes/emergency exits situated opposite one another. The walking line from any point in an exhibition space to a hall aisle may not exceed 20 meters.

4.8 Platforms, ladders, stairs and walkways

Generally accessible areas that are directly adjacent to areas that are more than 0.20 m lower must be surrounded by balustrades. The provisions of the SBauVO apply to balustrades, railings, landings and stairs.

4.9 Suspension points / interventions in the building fabric

Suspension points on the ceilings and interventions in the fabric of the building are not permitted. Exceptions require the prior written consent of Koelncongress.

4.10 Electrical installations / water connection

Connections to the existing supply network are only available in certain areas and, for safety reasons, may only be made by Koelncongress or by qualified specialist personnel commissioned by Koelncongress. The costs for the respective connection shall be paid by the organiser to Koelncongress and by the exhibitor to the organiser. All technical equipment at the exhibition stand must comply with the generally recognised rules of technology. All conductive stand constructions must be connected to equipotential bonding for a fee. Electrical equipment must be installed in accordance with the latest safety regulations of the Association of German Electrical Engineers (VDE). VDE 0100, 0128 and ICE 60364-7-711 must be observed in particular.

4.11 Vehicles and containers

Parking vehicles and containers in the halls requires approval. The specifications in section 3.4.4 of the safety regulations apply to vehicles with internal combustion engines and the specifications in section 3.4.5 apply to vehicles with alternative drive technology.

4.12 Playing music

For the reproduction of music of all kinds, exhibitors must adhere to the Copyright Act and obtain permission of the Society for Musical Performing and Mechanical Reproduction Rights (Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte - GEMA) where required. Undeclared music may result in damage claims by GEMA.

4.13 Explosive substances / ammunition

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

4.14 Spray guns, nitrocellulose lacquer

The use of spray guns and nitrocellulose lacquer is prohibited.

4.15 Flammable liquids and gases

Flammable liquids and gases may not be used or stored in the stands. The operation of gas appliances of any kind is prohibited.

4.16 Work requiring abrasive cutting, heat sources or open flames

Welding, cutting, soldering, grinding, separation and other work involving open flames or sparks is prohibited.

4.17 CE product certification

Products that do not have a CE Certificate of Conformity and do not meet the requirements of the Law on the Provision of Products on the Market (Produktsicherheitsgesetz - ProdSG) may only be exhibited if a visible sign clearly indicates that they do not meet these conditions and can only be acquired once the corresponding conformity has been established. During demonstrations, necessary precautions (barriers) must be implemented to ensure the safety of persons (see Section 3 para. 5 Product Safety Act).

4.18 Modification of non-standard stand constructions/special structures

Structures, equipment, props and decorations (materials) brought into the hall that are not approved, or that do not comply with these technical safety regulations or the SBauVO may not be installed in the venue and may need to be removed or modified at the exhibitor's expense. This also applies in the case of substitute performance by the organiser or Koelncongress. The partial or complete closure of a stand may be ordered for good cause, in particular in the event of serious safety deficiencies.

4.19 Dismantling of the exhibition stand

After dismantling, the exhibition areas must be restored to their original condition. Adhesive strips must be removed without leaving any residue. Any remaining waste, packaging and objects will be disposed of at the organiser's expense. In addition to the organiser, the party causing the damage is liable for damage to the ceilings, walls, floor and installation equipment. Damage and soiling caused by exhibitors or their representatives in the Koelncongress rooms, their facilities, including the outdoor facilities, must be reported to the organiser by the exhibitor without delay.

4.20 Waste disposal/separation

The exhibitor must ensure that packaging materials and waste are not stored on the premises of Koelncongress during the event. In accordance with the principles of the German Closed Substance Cycle and Waste Management Act (KrWG), the generation of waste during set-up/dismantling and during the event must be avoided to the greatest possible extent. Waste that cannot be avoided is to be disposed of in an environmentally friendly manner (recycling before disposal). The exhibitor shall be obliged to effectively contribute to this. The exhibitor shall ensure that all materials (ornamentations, packaging, decorations, etc.) as well as installations and superstructures brought onto the area of the venue by the exhibitor or the exhibitor's contractors are removed again entirely after the event. Only substances and materials that cannot be reused (and have therefore become waste) are to be disposed of through the waste disposal system of Koelncongress, which will be charged for. Koelncongress must be informed immediately of any special waste (waste requiring special disposal and supervision) and separate disposal must be carried out by Koelncongress for a fee.

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