

NUFAM TRADE FAIR
FOR
COMMERCIAL VEHICLES



START-UP
PAVILION

25 – 28 SEPT 2025
KARLSRUHE TRADE FAIR CENTRE

NUFAM.DE

messe
— **karlsruhe**



NUFAM 2025 –
the accelerator for start-ups from the automotive sector

START-UP
PAVILION

As a central meeting point in the Karlsruhe technology region, the Karlsruhe Trade Fair Centre also regularly offers the start-up scene the opportunity to showcase its latest developments. For start-ups, NUFAM therefore offers an attractive and affordable all-inclusive package, to establish contacts for customer relationships and investment partnerships over the four days of the trade fair. The high-level start-up area is in a prime location at NUFAM. Integrated into a strong communication package with a wide range of services and excellent press work innovative companies from the automotive sector meet established market players.

The objective is to provide companies with targeted support in marketing their products, processes and services in order to open up new relevant markets. The NUFAM team creates the ideal preconditions for a successful participation. It supports the preparations as from the registration stage and advises on the organisation of the entire trade fair appearance. Shared resources also result in a significant financial advantage compared to an individually planned stand.

Our offer for start-ups less than 5 years old who are planning their first appearance at NUFAM*:

- Excellently located total exhibition space with approx. 100 m² (size may be adjusted depending on the number of registrations)
- Approx. 9 m² stand space on the joint stand
- Premium stand design with your logo
- One reception counter per individual exhibition space, one bar stool and wastepaper basket
- Open meeting area
- Shared cubicle with cloakroom
- Free WiFi access and power connection
- Communication package (50 free invitation cards)
- 2 free exhibitor passes for your stand personnel
- Marketing package as well as energy and service fee and AUMA fees already included
- Daily stand cleaning

Participation fee: € 3,950 plus. VAT.

* As the organiser, Karlsruher Messe- und Kongress GmbH reserves the right to check further conditions for suitability based on the definition of 'start-up'. Legally binding registration only takes place upon confirmation of admission (point 5 ff. of the Special Terms and Conditions of Participation).

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Karlsruher Messe- und Kongress GmbH
Jochen Bortfeld
P.O. Box 1208
76002 Karlsruhe



REGISTRATION Start-up pavilion

I Contract address

Company	Contact person
Street / P.O. Box	Extension
Post code, City	Mobile phone number (contact person for stand)
Country	E-mail contact person
General E-mail & website	

II Accounting (in case of different billing address than stated above)

Company	Contact person
Street/P.O. Box	Extension
Post code, City	E-mail for invoice receipt
Country	

VAT ID number (obligatory entry for EU countries/non-EU countries need to enclose certificate of entrepreneurial status)

Please note: All stand-related invoices will be e-mailed to you at the above address.

As an exception, you may apply to receive your invoice by post. Please tick the following box: Yes

III Stand space

According to the Special Terms of participation and the description on page 2, we order:

- Start-up pavilion (bookable for companies younger than 5 years) € 3,950
All prices are per unit, incl. AUMA fee € 0.60 per m², marketing fee € 349 and energy and service fee € 99

IV Marketing services

- Mandatory marketing fee already included (entry in the list of exhibitors, internet entry and advertising material).
Your entry in the official list of exhibitors must be submitted via the Online Service Center (OSC).
If it is not returned the postal address will be published.
Further entries may be made subject to charge.

Entry (alphabetical) in the official list of exhibitors and on the internet under the letter: _____

I am interested in sponsoring or further presentation offers. Please contact me..

The precondition for the realisation of the start-up pavilion is the participation of at least four companies.

All prices are subject to the VAT applicable in the year of the event. The General Exhibiting Guidelines for Trade Fairs and Exhibitions of IDFA Members, the Special Terms and Conditions for Participation, the General Terms and Conditions for Services (hereinafter: GTC S DSR), the Technical Guidelines of NUFAM 2025 and the House Rules, which are available at www.nufam.de, are hereby acknowledged as legally binding in their entirety. Any deviating agreements must be made in writing. The place of performance and jurisdiction is Karlsruhe.

I have read the information on data protection in accordance with Art. 13 DSGVO at www.messe-karlsruhe.de/en/data-protection.

Town/city, date

Company stamp, legally binding signature

Nomenclature

Please classify your exhibits and fill out item VI on page 2.

- 01 Heavy goods vehicles / articulated trucks**
 - 01.01 Manufacturers of heavy goods vehicles / articulated trucks
 - 01.02 Dealers of heavy goods vehicles / articulated trucks
- 02 Light commercial vehicles**
 - 02.01 Manufacturers of light commercial vehicles
 - 02.02 Dealers of light commercial vehicles
- 03 Buses**
 - 03.01 Manufacturers of buses
 - 03.02 Dealers of buses
- 04 Trailers / Bodies / Systems**
 - 04.01 Three-sided tipper
 - 04.02 Roll-off skip loaders
 - 04.03 Rear tipplers
 - 04.04 Trailers
 - 04.05 Semi-trailers
 - 04.06 Curtainsider
 - 04.07 Gas transport bodies
 - 04.08 Beverage vehicles
 - 04.09 Hook lifts
 - 04.10 Aerial work platforms
 - 04.11 Boxes
 - 04.12 CEP vehicles
 - 04.13 Truck liners
 - 04.14 Refrigerated bodies
 - 04.15 Food transport bodies
 - 04.16 Dumpers
 - 04.17 Platforms
 - 04.18 Curtainsider bodies
 - 04.19 Sliding floor trailers
 - 04.20 Tilting / swivelling-wall superstructures
 - 04.21 Silo container bodies
 - 04.22 Special bodies
 - 04.23 Tanker bodies
 - 04.24 Flatbed / low-bed trailers
 - 04.25 Transport bodies
 - 04.26 Mobile-sales vehicles / superstructures
 - 04.27 Distribution vehicles / superstructures
 - 04.28 Swap body vehicles
 - 04.29 Swap bodies
- 05 Components for trailers / Bodies / Systems**
 - 05.01 Outrigger pads
 - 05.02 Axles
 - 05.03 Roof de-icing systems
 - 05.04 Cardan shafts
 - 05.05 Hook-lift systems
 - 05.06 Hydraulics
 - 05.07 Cranes
 - 05.08 Tail lifts
 - 05.09 Loading / Unloading equipment
 - 05.10 Loader cranes
 - 05.11 Commercial vehicle fastening and superstructure systems
 - 05.12 Surface coating
 - 05.13 Pumps and compressors for tank and silo transports
 - 05.14 Roll-up tarpaulins
 - 05.15 Sliding tarpaulins
 - 05.16 Swing wall systems
- 06 Special vehicles**
 - 06.01 Recovery vehicles
 - 06.02 Efficient vehicles
 - 06.03 Fire-fighting vehicles
 - 06.04 Hazardous goods vehicles
 - 06.05 Municipal vehicles
 - 06.06 Crane vehicles
 - 06.07 Special transport vehicles
- 07 In-house transport / Intralogistics**
 - 07.01 Forklift trucks
 - 07.02 Truck mounted forklifts
 - 07.03 Terminal tractors
- 08 Alternative fuel vehicles / alternative technology**
 - 08.01 Autonomous and automated vehicles
 - 08.02 CNG, LNG and LPG vehicles
 - 08.03 Drones
 - 08.04 E-mobility / electric vehicles
 - 08.05 Hybrid vehicles
 - 08.06 Cargo bikes
 - 08.07 Overhead trucks
 - 08.08 Hydrogen vehicles
- 09 Logistics / Carriers**
 - 09.01 Warehouse logistics systems
 - 09.02 Transport
 - 09.03 Dispatch / distribution logistics
- 10 Logistic infrastructure facilities**
 - 10.01 Industrial lighting
 - 10.02 Company filling stations / filling station construction
 - 10.03 Charging infrastructure
 - 10.04 Roller doors, gates and shutters
 - 10.05 Roller door drives / sectional door drives
 - 10.06 Barrier systems
 - 10.07 Air-curtain systems
 - 10.08 Weighing systems
 - 10.09 Access-control systems
- 11 Data processing / Information systems / Telematics**
 - 11.01 Turn Assist
 - 11.02 Aerial systems
 - 11.03 Data archiving
 - 11.04 Digital tachographs
 - 11.05 Fleet management systems
 - 11.06 Hands-free devices
 - 11.07 Fleet management
 - 11.08 Radio / wireless equipment
 - 11.09 Hi-fi / audio
 - 11.10 Camera, monitor and radarsystems
 - 11.11 Communication
 - 11.12 Toll systems
 - 11.13 Navigation
 - 11.14 On-board weighing systems
 - 11.15 Panorama view
 - 11.16 Satellite communication
 - 11.17 Software solutions for automotive engineering
 - 11.18 Other
 - 11.19 Telematics
 - 11.20 Temperature control systems
 - 11.21 Route disposition software
 - 11.22 Tour optimization
 - 11.23 Traffic information systems
- 12 Vehicle equipment / interior technics**
 - 12.01 Lighting
 - 12.02 Seats and beds
 - 12.03 Monitors
 - 12.04 Electronic equipment
 - 12.05 Interior fittings and fixtures
 - 12.06 Air conditioning
 - 12.07 Convenience
 - 12.08 Cool boxes
 - 12.09 Plastic panelling
 - 12.10 Commercial vehicle seat covers
 - 12.11 Cooling systems
- 13 Accident prevention / Safety**
 - 13.01 Traction aid
 - 13.02 Work ware / safety boots
 - 13.03 Brake systems
 - 13.04 Mobile safes
 - 13.05 Load securing systems
 - 13.06 Restraint systems
 - 13.07 Removal of pollutants
 - 13.08 Safety films
 - 13.09 Blind spot detection (BSD)
 - 13.10 Steps
- 14 Accessories**
 - 14.01 Aerodynamics
 - 14.02 All-wheel drive systems
 - 14.03 Trailer couplings and accessories
 - 14.04 Floor coverings
 - 14.05 Roof-rack systems
 - 14.06 Transmissions / Gearboxes
 - 14.07 Compressors
 - 14.08 Clutches / Couplings
 - 14.09 Truck signs
 - 14.10 Oil filter
 - 14.11 Snow chains
 - 14.12 Finishing and Tuning
 - 14.13 Tools
 - 14.14 Toolboxes
- 15 Tyres, wheels and carcasses**
 - 15.01 Tractor tyres
 - 15.02 Used tyres disposal
 - 15.03 Earth mover tyres
 - 15.04 Rims
 - 15.05 Implement tyres
 - 15.06 Industrial tyres
 - 15.07 Small tyres
 - 15.08 Tyres
 - 15.09 Tire-pressure monitoring system (TPMS)
 - 15.10 Tyre accessories
 - 15.11 Retreaded tyres
 - 15.12 Tubes
- 16 Workshop equipment / Repairs / Maintenance / Service**
 - 16.01 Exhaust purification / soot particle filters
 - 16.02 Lifting platforms
 - 16.03 Body repair
 - 16.04 Corrosion protection
 - 16.05 Motor fuel / syntethic motor fuel / AdBlue
 - 16.06 Paint shops
 - 16.07 Breakdown services / Recovery services
 - 16.08 Care and cleaning products
 - 16.09 Testing equipment
 - 16.10 Mobile-column truck lifts
 - 16.11 Cleaning appliances
 - 16.12 Straightening
 - 16.13 Lubricants / Oils
 - 16.14 Special tool
 - 16.15 Vehicle washing systems
 - 16.16 Automotive workshops
 - 16.17 Workshop equipment
 - 16.18 Workshop software
- 17 Parts**
 - 17.01 Spare-parts manufacturers
 - 17.02 Spare-parts dealers
- 18 New mobility concepts**
- 19 Services**
 - 19.01 Sales financing (financing, leasing, rental)
 - 19.02 Driving schools, initial training
 - 19.03 Research and higher education
 - 19.04 Fleet services
 - 19.05 Internet portals and services
 - 19.06 Personnel services provider
 - 19.07 Legal consultation
 - 19.08 Systems for vehicle assessment
 - 19.09 Systems for cost accounting
 - 19.10 Fuel and service cards
 - 19.11 Total cost of ownership analysis
 - 19.12 Technical supervisory organisations
 - 19.13 Associations, clubs, organisations, public authorities
 - 19.14 Publishing companies, specialist literature and media
 - 19.15 Rental services
 - 19.16 Insurances
 - 19.17 Commercial signage and prints
- 20 Model vehicles**
- 21 Vintage cars**
- 22 Other**

Special Terms and Conditions for Participation

in events organised by

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1. Event

NUFAM 2025 – Trade fair for commercial vehicles

2. Organiser

Karlsruher Messe- und Kongress GmbH (Messe Karlsruhe)
Postfach 12 08, 76002 Karlsruhe, Germany

3. Date(s) and venue

25 – 28 September 2025,

The exact opening hours can be found on the website www.nufam.de,
Karlsruhe Trade Fair Center

4. Assembly and dismantling periods

Assembly:

22 – 24 September 2025: 08:00 a.m. – 08:00 p.m.

Dismantling:

24 September 2025: 06.00 pm – midnight

29 – 30 September 2025: 08:00 a.m. – 08:00 p.m.

5. Registration and admission

5.1 The exhibitor registers either by returning the legally-binding signed registration form or via the online stand-registration system. If registration is made via the registration form, it shall be sent to Karlsruher Messe- und Kongress GmbH with a legally binding signature. The exhibitor shall print out a copy of the document for his own files. Insofar as all conditions for acceptance have been fulfilled, the exhibitor will receive written confirmation of acceptance from the trade fair / exhibition management.

5.2 If the exhibitor registers via the online stand-registration system, he will automatically receive confirmation by e-mail. The exhibitor will receive his admission document from the project team a few days later. The exhibitor does not have a legally binding document until he receives this permit.

a) The presentation of the services in the online stand-registration system, "Exhibitor Registration NUFAM 2025" does not constitute an offer, but only an invitation to submit offers.

b) By clicking the "Complete registration" button, the Exhibitor submits a binding offer to order the services of Messe Karlsruhe that they have selected (application). Before sending the application, the Exhibitor can change and view the data at any time. However, the application can only be submitted and sent if the Exhibitor has clicked the button "I have read and accept the General Terms and Conditions, the Special Conditions of Participation, the Technical Guidelines, the House Rules, the Privacy Policy and the General Terms and Conditions for Services OSA." This confirms that these terms and conditions have been accepted by the Exhibitor and thus included in their application.

5.3 If only an acknowledgement of receipt is sent, this shall not constitute acceptance of the application. The contract shall not be concluded until the application has been expressly accepted by the Exhibitor receiving a stand confirmation or otherwise expressly is accepted in text form (e.g. by order confirmation) / by e-mail.

5.4 The contract is concluded between the Exhibitor and Messe Karlsruhe.

5.5 . The trade fair/exhibition management will endeavour to comply with the Exhibitor's wishes in the choice of stand form but reserves the right – in consultation with the Exhibitor – to make changes due to planning constraints.

6. Withdrawal / Cancellation

(1) Once admission has been granted, withdrawal from the contract by the Exhibitor shall not be possible outside the statutory provisions and the following regulations. If the Exhibitor cancels their participation after this time or declares their withdrawal or termination of the contract, they must pay the participation fee for the entire booked stand area and the ancillary costs incurred by the organiser up to this time.

(2) To avert danger and/or for technical or safety-related reasons, the trade fair/exhibition management may prohibit or not permit an exhibit or demonstration planned by the Exhibitor, even at short notice. The discretionary decision of the trade fair/exhibition management here is binding. In this case, the Exhibitor is not permitted to withdraw from the contract and is responsible for redesigning or repurposing their stand space in consultation with the trade fair/exhibition management. Non-approved goods may be removed by Karlsruher Messe und Kongress GmbH at the Exhibitor's expense without further warning.

(3) The following cancellation fees apply to services: up to six days before the start of set-up in accordance with item 4: Cancellation fees in the amount of 50 % of the costs for stand construction/services from the

start of construction in accordance with item 4: Cancellation fees in the amount of 100% of the costs for stand construction/services
(4) Individualized services, such as tailored walls, graphics, etc., are excluded from cancellation.

(5) The Exhibitor has the right to prove that Messe Karlsruhe has not incurred damages in the amount of the costs specified in items 6 (1) to 6 (4).

(6) Messe Karlsruhe is not obligated to accept a contract with a substitute participant with a substitute participant proposed by the exhibitor.

7. Admission requirements

Exhibitors may be manufacturers as well as those companies authorised by a manufacturing plant to exhibit their products. All exhibits must be precisely designated in the application and correspond to the offer ranges according to the product group index. Items other than those registered and approved may not be exhibited. The trade fair/exhibition management shall make all decisions regarding admission. The trade fair/exhibition management must be notified in text form and approve any changes made by the Exhibitor after approval has already been granted. There is no entitlement to approval or modification of approval. In addition, the trade fair/exhibition management shall be entitled to revoke admission if the prerequisites for admission are not or no longer met. If the Exhibitor deviates from the information provided in the application without the written approval of the trade fair/exhibition management, the trade fair/exhibition management may exclude the Exhibitor from participating in the trade fair, even at short notice and without observing any deadlines. This cannot provide the basis for claims for damages by the Exhibitor against the organiser.

8. Prices of participation

Rebooking Prices *	up to 30 sqm	31-50 sqm	51-100 sqm	101-250 sqm	251-500 sqm
Row stand	€ 110.00	€ 106.00	€ 95.00	€ 88.00	€ 77.00
Corner stand	€ 114.00	€ 110.00	€ 99.00	€ 90.00	€ 80.00
End-of-block	€ 118.00	€ 114.00	€ 103.00	€ 93.00	€ 83.00
Island stand	€ 122.00	€ 118.00	€ 107.00	€ 96.00	€ 86.00
Outdoor ground area/sqm	€ 65.00				

All prices are net prices per sqm and do not include VAT. These prices are for net space, excluding stand construction, side panels and partitions. Should you require further services, please order them via the Online Service Center (OSC).

The registration and marketing fee is of € 349.00 + VAT.

9. Stand construction service

For details of outfit and design of the stand packages please refer to pages 2 and 4-6 in the application form.

Please note: If the exhibitor orders a basic or comfort package, he cannot claim offset or reimbursement for any stand construction material that is not required. Both packages can only be ordered through registration on the registration form. Once registration has taken place, stand construction can only be ordered via the Online Service Center (OSC).

10. Special provisions

After the closing date of registration location proposals will be sent to additional interested exhibitors depending on available stands. The placement of the exhibitor's stand especially if there are wishes from the exhibitor will be under the provisions of the project management. If particular wishes cannot be fulfilled this is no reason for rescission of the contract.

11. Force majeure, pandemic-related restrictions

11.1 Force majeure is an external event which has a very serious impact on the contractual relationship. It is unforeseeable based on human judgement and experience and cannot be prevented or rendered harmless by economically viable means, even when the greatest reasonable degree of care has been taken. In the case of "force majeure", in particular, Messe Karlsruhe shall be entitled to postpone, shorten, lengthen or restrict the event in whole or in part, or temporarily or permanently close the event. In such a case, the Exhibitor shall have no claim for compensation against Messe Karlsruhe. Services already provided can be settled against Messe Karlsruhe, provided that these costs have already been covered by corresponding income or can be asserted and enforced against the Exhibitor in accordance with legal regulations and contractual agreements. The following shall also be deemed equivalent to a case of force majeure:

a) the interruption or significant restriction of an adequate supply of electricity, gas or water, insofar as this is not only of a short duration or is not the fault of Messe Karlsruhe,

b) occurrence and further development of pandemics in accordance with the Infection Protection Act (IfSG).

11.2 In the case of the event being postponed for any other reason by up to one year, the contractual relationship between the Parties shall remain unchanged unless the Exhibitor or Messe Karlsruhe declares in text form to the other Party, within 14 days of notification of the postponement, that adherence to the contract is unreasonable. The grounds for this being considered unreasonable must be explained in full. The evaluation standard is based on Section 313 (1) of the German Civil Code. If the other contracting party does not subsequently object in text form within seven days, the explanation of the circumstances which make this unreasonable shall be deemed to have been accepted.

12. Co-exhibitors and additionally represented companies

Inclusion of a co-exhibitor/represented company requires prior written indication on the registration, specifying complete address details including contacts [see form 3]. A registration fee incl. marketing fee of € 480.00 + VAT is payable for each co-exhibitor. Each represented company is subject to a registration fee of € 319.00 + VAT.

13. Two-level stands

Two-level stands are subject not only to the stand rental but also to another 50% for the upper level.

14. Stand space

Minimum stand space shall be of 12 sqm. Smaller stand space can only be leased if this has been arranged with the trade fair/exhibition management and if such space results from the layout planning. Any structural columns that are located within the stand space shall form part of the stand. The final rental invoice shall be based on the dimensional survey taken by the trade fair/exhibition management. Each square metre or part thereof shall be charged in full, and the stand space shall generally be calculated as a rectangle, irrespective of installations, minor deviations, etc.

15. Complaints regarding stand construction services

Complaints must be reported immediately (without culpable delay) by the applicant on site at the Service Center of Messe Karlsruhe, but at the latest by the end of the event.

16. Design, fittings and furnishings

It is a requirement that each stand area must have constructionally defined borders separating it from neighbouring stands. If you do not have your own stand construction system or if you do not rent such a system via Messe Karlsruhe, then stand separation partitions (back and side panels) are mandatory. Such stand separation partitions are subject to a fee which is not included in the stand rental. Please note that floorcovering is mandatory for all stands. Should you require stand separation partitions, please refer to the Online Service Center (OSC). If you do not order stand separation partitions but your stand space is surrounded by partitions of your neighbours or by existing partitions, then you will be charged for those partitions on the terms specified in the Online Service Center (OSC). Approx. 5 cm shall be deducted from the width of an allocated stand, unless you have specifically requested clear width on account of standard stand construction. For safety reasons, stand separation partitions in basic stand construction are secured by support partitions which may only be removed by the organiser's contracting company upon securing the structural stability of the separation partitions. The exhibitor is liable for any damage resulting from failure to ensure the renewed structural stability of stand separation partitions after the dismantling of his stand. The exhibitor shall submit drawings and sketches of the intended stand construction. To set up his own marquees, pavilions or roofed-over facilities on outdoor premises, the exhibitor requires permission which shall be dependent on the prior submission of a draft plan. Any decoration material used by the exhibitor shall be flame-retardant and must comply with all other police regulations. Any damage to partitions and flooring and any modifications to the rented stand space by the exhibitor, his staff or his agents shall be the exhibitor's liability. Any compensation claims resulting from such damage shall be billed separately. The exhibitor shall notify the trade fair / exhibition management of any contracted design companies unless those are companies which the exhibitor runs himself. The exhibitor shall use local companies if this becomes relevant. The interior finish of the halls shall not be modified by exhibitors. Pillars, wall projections, fire extinguishers, partitions, distribution boxes and other technical facilities form part of the allocated stand space.

17. Assembly and dismantling

The exhibitor shall receive the access details for the Online Service Center (OSC) in good time and undertakes to note the content of the same. If a company's stand is still unoccupied 12 hours prior to the beginning of the event or if there is no indication that the exhibitor will arrive at a later stage, then his space shall be given side and back panels at the expense of the exhibitor, upon instruction of the trade fair / exhibition management, and the entire stand shall be either decorated with a view to creating a good overall impression or the space shall be given to other customers. In such a case stand rental shall be payable in full. The Messe Karlsruhe shall under no circumstances be held liable for damage caused by the exhibitor's delay in submitting orders (incorrect obligatory entry in the exhibitors' directory, incomplete electric power lines during assembly, etc.). If the exhibitor dismantles his stand before the end of the exhibition, then the trade fair / exhibition management shall be entitled to charge a contractual penalty of € 500.00 + VAT.

18. Exhibitors' badges

Exhibitor passes will be made available for download through the Online-Service-Center (OSC). 2 exhibitors' badges will be issued free of charge for stands of up to 10 sqm, and 1 free of charge for each further 10 sqm, up to a maximum of 10 exhibitors' badges. Further badges can be issued subject to a charge. Please refer to the relevant forms in the Online Service Center (OSC).

19. Exhibitors' directory

The organiser publishes an official exhibition medium. The obligatory entry comprises basic details (company name, address, e-mail/web address, hall, stand no.) in the alphabetical directory, in the product directory (company name, hall, stand no.) and on the website. Where applicable, the exhibitor may also be mentioned via social media channels. This can only be provided if registration has been received on time. Further entries are possible against payment of fees. Please refer to the Online Service Center (OSC).

When the exhibitor submits or uploads texts and images, the exhibitor is responsible for the copyright permissibility of their use in the exhibition medium. It is solely the responsibility of the exhibitor to obtain from the holder of the authorship rights the permission which is necessary for the reproduction of images and texts in the exhibition medium. If the organizer should be sued, especially by the holder of the authorship rights or by the holder's representative, for violation of copyright caused by the organizer's use of images and texts which the exhibitor submitted and/or uploaded, then the exhibitor shall be liable for the resulting damages and shall indemnify the organizer with regard to these claims from the third party. The exhibitor shall pay any licensing, utilization or authorship fees (e.g. to VG Bild Kunst or to the artist or to the author of the submitted and/or uploaded texts) incurred by the reproduction of texts and images in the exhibition medium.

20. Animals

Animals are not permitted at the event. Guide or assistance dogs are permitted where required for medical reasons. Proof of the need for such guide/assistance dog must be presented upon request. Special exceptions apply to animal-related events.

21. Sale/Distribution

The sale/distribution of goods and services is only permitted insofar as this is specified in the permit and insofar as the sales/distribution activities take place in the rented stand area. Legal requirements, particularly those pertaining to price labelling, shall be adhered to by the exhibitor. Exhibitors themselves shall be exclusively responsible for procuring and complying with the required official permits (such as permits relating to trade control and sanitary measures). Violations shall, following a warning, entitle Messe Karlsruhe to shut down the stand with immediate effect and to exclude the offender(s) from taking part in the event and possibly also follow-up events. Unaffected by this, the exhibitor shall remain liable for the full participation price and shall not be entitled to compensation in this connection.

22. Photography

The trade fair / exhibition management is entitled to authorise staff to make drawings, video recordings and photographs of trade fair stands and exhibits and to use the resulting material for its advertising purposes. The exhibitor shall waive all objections arising from his rights of ownership and rights of use. Other persons require express written permission from the trade fair / exhibition management for recordings of any kind.

23. AUMA fee

Net fees of € 0.60 per square metre +VAT for indoor space and outdoor space are levied for the Association of the German Trade Fair Industry (AUMA). This amount shall be invoiced along with the stand rental. AUMA upholds the manifold interests of German industry in matters of exhibitions and trade fairs.

24. Technical facilities

Requests for electricity, water, compressed air, telephone connections, etc. can only be met if orders are received on time via the Online Service Center (OSC). A sufficient amount of general illumination will be available. However, the exhibitor can ask for additional electric lines to be installed at his own expense. Charges for such lines shall be based on the nearest connection point from the relevant stand. The installation of supply lines may only be entrusted to contractors licensed for this purpose by the trade fair / exhibition management. The use of electricity, water and gas within the stand space shall be at the exhibitor's expense. The trade fair / exhibition management accepts no liability for damage due to technical faults resulting from supply fluctuations, power cuts or force majeure or due to power disruptions effected upon the orders of the fire department, police or public utilities. The specifications of the technical guidelines (www.messekarlsruhe.de/data/downloads/contract-documents-and-guidelines/technical-guidelines-for-fairs-and-exhibitions-fair.pdf) must be observed.

25. Terms of payment

Rent for stand space (stand rental) and all other charges are net prices and exclusive of German VAT which is payable at the relevant statutory rate, specified in addition to each price. If no valid VAT ID is provided by companies from the EU with places of business outside Germany, then Messe Karlsruhe is obligated to add the statutory sales tax to the invoice sum. The exhibitor shall receive an invoice for the stand space upon/after confirmation of the stand; where additional charges and stand construction packages are concerned, invoicing shall depend on the order date. All invoices are payable upon receipt. If an invoice is not settled by the exhibitor within 30 days of receipt, then the exhibitor shall be considered as being in arrears irrespective of a reminder. If the exhibitor is in arrears, then the trade fair / exhibition management shall be entitled to charge default interest at the statutory rate. In the event of continuing arrears despite a reminder the trade fair / exhibition management reserves the right to cancel the agreement with immediate effect on the grounds of a compelling reason. Please note that all orders received less than one week before the start of the event will be subject to an express service surcharge of 25%.

26. Advertising

Active advertising outside the rented stand is not permitted except for the onsite advertising services offered by Messe Karlsruhe. In the event of violations, the trade fair / exhibition management reserves the right to take immediate action. It may also cancel existing agreements for subsequent events on the grounds that essential requirements for contractual fulfilment are no longer met.

27. Prevention of accidents

It is mandatory for the exhibitor to ensure that his exhibited machinery, equipment, devices, etc. have safety devices that comply with the accident prevention regulations of the relevant trade association. Any personal injury or

property damage arising from the operation of exhibited machinery, equipment, technical systems, etc. shall be the exhibitor's liability. Fire extinguishers and their signs shall not be removed or covered, and emergency exits shall not be covered or concealed by exhibition stands or exhibits.

The specifications of the technical guidelines (www.messekarlsruhe.de/data/downloads/contract-documents-and-guidelines/technical-guidelines-for-fairs-and-exhibitions-fair.pdf) must be observed.

28. Cleaning

The cleaning of outdoor exhibition premises and halls shall be conducted by the trade fair / exhibition management. The exhibitor undertakes to clean the stand he has rented. Packaging and similar materials shall not be stored in halls.

29. Insurance and security

The exhibitor shall be liable for any personal injury and property damage caused by his company. As detailed in the participation regulations of IDFA (the Interest Group of German Trade Fairs and Exhibition Cities), which become part of the contract between organiser and exhibitor, the trade fair / exhibition management accepts no liability for damage caused by fire, burglary, theft, burst pipes or weather conditions. We therefore urgently recommend the conclusion of an exhibition risk insurance. The trade fair / exhibition management has concluded a special agreement with an insurance company for the duration of the exhibition. In view of the special reduced rates that are available, it is recommended that exhibitors join this agreement. Should the exhibitor wish to obtain special chargeable stand security, then this shall be conducted exclusively by companies commissioned for this purpose by the trade fair / exhibition management on the terms which are applicable at the time. The relevant forms can be found in the Online Service Center (OSC).

30. GEMA

The exhibitor shall contact GEMA (German Society for Musical Performing Rights and Mechanical Reproduction Rights) in the following cases: use of live music, band music, records, cassettes, CDs, DVDs, presentations of films with sound or videos with music or in the event of membership of an AV or TV medium. GEMA, 11506 Berlin, Germany, Phone: +49(0)30 58858999.

31. Data protection

The personal data which you have provided will be processed in the context of fulfilling the contract. In this context, the data may also be passed along to third parties (service partners) insofar as this may be necessary to fulfill the contract. The processing of the data occurs according to article 6, paragraph 1, lit b DSGVO. Moreover, your data will be used in legitimate interest for direct advertising according to article 6, paragraph 1, lit f DSGVO. You can find further information at: www.messe-karlsruhe.de/ds-gaus-e

32. Domiciliary right

The trade fair / exhibition management exercises a domiciliary right on the outdoor premises and in the exhibition halls. Instructions of the trade fair / exhibition management, their employees and their stewards shall be observed.

33. Recognition of the terms and conditions of exhibition and the house rules

By registering for participation in the exhibition, the exhibitor bindingly recognises these Special Terms and Conditions for Participation, the General Exhibiting Guidelines for Trade Fairs and Exhibitions of IDFA Members and the House Rules both for himself and for his agents. In the event of a violation, the trade fair / exhibition management shall be entitled to remove the faults or disruptions at the expense of the relevant exhibitor and to close down the stand without compensation.

If the provisions of these "Special Terms and Conditions for Participation" differ from the corresponding provisions of the "General Exhibiting Guidelines for Trade Fairs and Exhibitions of IDFA Members", the provisions of the "Special Terms and Conditions for Participation" shall always take precedence.

34. Period of limitation

All contractual and pre-contractual claims of the exhibitor towards the trade fair / exhibition management shall come under the statute of limitation for a period of 6 months. This period shall start on the working day after the end of the exhibition.

35. The place of jurisdiction and performance is Karlsruhe.

The organizer's terms and conditions apply exclusively; the exhibitors' terms and conditions do not apply. The German text is legally binding.

36. Voidance

Should any of the aforementioned provisions be or become invalid, then this shall not affect the validity of the remaining Special Terms and Conditions for Participation or the entire agreement. Should one of these provisions be invalid, then the parties agree that it shall be replaced by whatever provision comes as close to it as possible in terms of its economic meaning and purpose.

General Exhibiting Guidelines for Trade Fairs and Exhibitions of IDFA Members*



In the event of any non-conformity, the following regulations shall apply in the undermentioned order (if available):

- A. Individual binding agreements of the organizer
- B. Special Exhibiting Conditions of the organizer
- C. General Exhibiting Guidelines

01. Participants

- 01.01 The participants in trade fairs and exhibitions shall be divided into exhibitors, co-exhibitors and additionally represented companies. They shall hereinafter be called "participants" for short.
- 01.02 The admission of one or more co-exhibitors shall only be possible in exceptional cases and shall entitle the organizer to charge a special fee.
In all cases, however, the admitted exhibitor shall be liable for ensuring that the co-exhibitor(s) complies (comply) with the obligations upon the exhibitor.
- 01.03 Exhibitors, co-exhibitors and additionally represented companies
An **exhibitor** shall be regarded as anyone who hires an exhibition stand for the duration of a trade fair or exhibition and takes part in this event with their own personnel and their own products or services.
A **co-exhibitor** shall be regarded as anyone who takes part in a trade fair or an exhibition on the stand of an exhibitor with their own personnel and their own products or services. Co-exhibitors shall also include members of a group of companies and subsidiaries.
In the case of an exhibitor who is actually a manufacturer, an **additionally represented company** shall be regarded as every other firm whose goods or services are offered by the exhibitor.
If an exhibitor, who is a sales company, presents both products from a manufacturer and additional goods and services from other firms, these firms shall be regarded as **additionally represented companies**.
- 01.04 The admission of the exhibitor shall not lead to a contract between the co-exhibitors or additionally represented companies registered by the exhibitor and the organizer.
The inclusion of co-exhibitors shall normally be subject to a licence and a charge. The inclusion of additionally represented companies shall be subject to a licence; a charge shall only be paid for these companies if this is stipulated in the Special Exhibiting Conditions. The charge shall be paid by the exhibitor; it may also be subsequently invoiced by the organizer.
A written application for the inclusion of a co-exhibitor shall be sent to the organizer showing the full address and the names of contact persons.

02. Registration

- 02.01 Anyone wishing to register (participation and ordering of a stand) for a trade fair or exhibition (hereinafter called "event") shall do so using the registration form, which shall be completed in full and signed with legally binding effect. This application shall be regarded as a contract offer from the exhibitor, which requires acceptance by the organizer. Submission of the application form shall constitute no grounds for admission to the event.
- 02.02 By submitting the application form, the exhibitor shall hereby accept these "General Exhibiting Guidelines" and, if available, the "Special Exhibiting Conditions" applying to the particular event, the "House Rules", the "Technical Guidelines" and the regulations contained in the "service documents". This obligation shall also extend to the persons employed by the exhibitor at the event, other participants registered by the exhibitor and other agents.
- 02.03 The exhibitor shall be obliged to comply with relevant labour and trade legislation, environmental protection regulations, fire protection regulations, accident prevention regulations and the provisions of competition law. The exhibitor shall also personally comply with EU Regulations No. 2580/2001 and No. 881/2001, especially in regard to finance and personnel.
- 02.04 The exhibitor shall continuously monitor compliance with the above-mentioned regulations by the persons whom he employs at the event, his other registered participants and other agents. In the event an infringement of this obligation, the exhibitor shall intervene and/or inform the organizer about the infringements.
- 02.05 By submitting the application form, the exhibitor hereby agrees to his data being recorded, processed and used for the purpose of organizing the event and for purposes of advertising, market research or opinion research – in accordance with the latest version of the Data Protection Act – and to these data being passed on to third parties in connection with the above-mentioned purposes. The exhibitor shall hereby give his consent in this respect, unless he has filed an express objection. The exhibitor shall also be obliged to take part in electronic visitor recording and evaluation programmes, and shall agree to the publication of information relating to his participation via electronic media, including the Internet.

03. Admission

- 03.01 The organizer shall take a decision, if necessary in agreement with the respective committees, regarding the admission of the exhibitor and registered exhibits to the event via a written confirmation of admission. A contract shall come about with the admission of the exhibitor (see subsection 02.01, sentence 3).
- 03.02 The organizer may exclude individual participants from taking part in the event for factually justified reasons, especially if the amount of space available is insufficient. The organizer may also restrict the event to certain groups of participants if this is necessary to attain the purpose of the event. The organizer shall also be entitled to impose restrictions on the registered exhibits and change the amount of registered space. Admission shall only apply to the registered exhibits, the participants mentioned in the confirmation of admission and the space stipulated therein. No items apart from those which have been registered and admitted to the event may be exhibited.
- 03.03 The participant shall have the actual and legal power of disposal over the registered exhibits and shall be in possession of any necessary official operating licences. Descriptions and brochures relating to the goods or services to be exhibited shall be submitted by the participant on request.

04. Space assignment

- 04.01 The organizer shall personally assign space in accordance with the subject and structure of the particular event and the actual amount of space available. If possible, the organizer shall try and accommodate requests for specific space assignments in the registration form. The order in which applications are received shall not be the sole decisive factor in assigning space.
- 04.02 The organizer shall admit participants to the event by issuing written confirmation of participation along with details of the stand provided (stand confirmation). Unless otherwise agreed in writing, the participation contract between the exhibitor and the organizer shall hereby be concluded with legally binding effect. If the contents of the stand confirmation differ from the contents of the exhibitor's registration form, the contract shall be concluded on the basis of the stand confirmation, unless the exhibitor objects in writing within two weeks.

05. Unauthorized transfer of stand space, co exhibitors, additionally represented companies

- 05.01 The assigned stand space may not be exchanged with another exhibitor. Partial or complete transfer of the stand space or subletting of the stand space to third parties shall also not be permitted without the approval of the organizer. In the event of an infringement of this provision, the organizer shall be entitled to terminate the contract immediately according to section 17 for good cause.
- 05.02 If several exhibitors want to rent a stand together, they shall name a jointly appointed authorized representative on the application form. The organizer shall negotiate solely with this authorized representative. If several exhibitors rent a stand together, every one of them shall be jointly and severally liable to the organizer.
- 05.03 The exhibitor may only accept co-exhibitors or additionally represented companies (cf. 01.04) with the prior approval of the organizer. Third parties shall also be regarded as co-exhibitors or additionally represented companies if they have close economic or organizational ties to the applicant. The exhibitor shall enter the names of all co-exhibitors or additionally represented companies on the application form. Co-exhibitors or additionally represented companies not named on the application form may not display exhibits on the exhibitor's stand.

06. Fees, payment deadlines and terms, lessor's right of lien

- 06.01 The participation fee amount and the payment deadlines are shown in the Special Exhibiting Conditions. The payment deadlines shall be observed. Prior and full payment of the invoice on the stipulated dates shall be a prerequisite for taking possession of the assigned stand space and for handing over the par-

icipant passes. No provision shall be made for deferral of payment in the event of any deviation from this regulation. Objections to the invoice may only be taken into account if they are sent in writing within 14 days after receipt of the invoice. When sending the invoice, the organizer shall draw the exhibitor's attention in particular to the importance of his actions.

- 06.02 An AUMA service fee amounting to €0.60 per square metre of stand space shall be charged for the activities of the Association of the German Trade Fair Industry (AUMA), Littenstrasse 9, 10179 Berlin. This service fee shall be listed separately on the invoice.

- 06.03 All invoice amounts shall be transferred in Euro without any bank charges or deductions quoting the customer number and invoice number to one of the accounts shown on the invoice. If the exhibitor fails to pay on time, the organizer shall be entitled to charge interest amounting to the interest rate which he would pay for taking out corresponding loans, but at least 8 percent above the current base interest rate, plus a fee of €3.00 for every additional warning letter. The organizer shall reserve the right to assert claims for statutory interest after the due date (§ 353 of the German Commercial Code), any further damage caused by default and other rights arising from these Exhibiting Conditions. The participant shall be entitled to provide the organizer with documentary evidence to the effect that the latter suffered no damage over and beyond the statutory default interest rate as a result of default in payment.

- 06.04 If the participant culpably fails to comply with his payment obligations on time, the organizer shall reserve the right, after granting a reasonable period of grace with consideration of the circumstances and the remaining time, to terminate the contract with immediate effect according to section 17 for good cause.

- 06.05 Should a participant fail to comply with his payment obligations, the organizer may exercise his right of lien, retain the exhibits and the stand fittings, and have them auctioned at the expense of the participant, each time after prior written notification, or to sell them privately if they have a stock exchange price or a market price.

07. Non-participation by the participant

- 07.01 Non-participation by the participant shall not generally release him from his contractual obligations. The participant shall be obliged, in particular, to pay the contractually due fees. The organizer shall not be obliged to accept a replacement participant nominated by the participant.

- 07.02 In the event of non-participation, the participation fee shall become due for payment immediately if the due date has not already been established according to subsection 06.01.

- 07.03 In order to ensure that the trade fair/exhibition has a unified appearance, the organizer shall be entitled to reassign the stand space not used by the participant if the latter does not take part in the event. The participant shall pay an administrative fee (see subsection 17.06) for the attempts by the organizer to hire the exhibition stand for a consideration other than through an exchange with the stand space of another participant. This provision shall also apply if the stand space is reassigned to a replacement exhibitor who is nominated by the participant and accepted by the organizer. If no interested party is found, the organizer shall be entitled to arrange the stand space at the expense of the participant. The participant shall also not be released from the obligation to pay the participation fee if the assigned stand space is hired in another way, but the total area available for the event cannot be fully hired out.

- 07.04 In the event of non-participation by a co-exhibitor, the participant shall still be obliged to pay the full registration fee (see subsection 01.04).

08. Cancellation, relocation and change in the duration of the event

- 08.01 The organizer shall be entitled to cancel the event for good cause, change its date and location, change its duration or – if necessitated by space conditions, police instructions or other compelling reasons – move the stand space assigned to the participant, change its dimensions and/or limit the stand space. Any change in regard to the venue or its time or any other change shall become an integral part of the contract when the participant is notified accordingly. In this case, the participant shall be entitled to withdraw from the contract within 14 days after receipt of the notice of change. Compensation claims against the organizer shall be excluded in this case, unless the change was due to gross negligence or intent on the part of the organizer or his agents.

- 08.02 Cases of force majeure, which prevent the organizer from fulfilling all or some of his obligations, shall release him from the performance of this contract until such time as force majeure ceases. The organizer shall inform the exhibitor immediately, unless he is also impeded by a case of force majeure. The impossibility of a sufficient supply of auxiliary materials such as electricity, heating, etc., as well as strikes and lockouts shall be regarded as tantamount to a case of force majeure – unless they only last for a short period or were caused by the organizer. If the organizer incurs costs in these cases for the preparation of the event, the participant shall be obliged to pay these costs.

- 08.03 If the organizer is able to stage the event at a later date, the participant shall be notified accordingly. The participant shall be entitled to withdraw from the contract within 14 days after receipt of this notification. Compensation claims against the organizer shall be excluded in this case, unless the change of date was due to gross negligence or intent on the part of the organizer or his agents.

- 08.04 If the organizer is responsible for cancelling the event, the participant shall not be obliged to pay the participation fee.

- 08.05 If the organizer is forced to shorten an event already in progress on account of the occurrence of force majeure or for other reasons for which he is not responsible, the exhibitor shall not be entitled to claim full or partial reimbursement or waiver of the participation fee.

09. Stand construction, fittings and design

- 09.01 All exhibition stands and other event areas shall be measured and marked by the organizer. In case of doubt, the organizer shall have the right to make a final decision (§ 315 of the German Civil Code).

- 09.02 The participant shall be obliged to build a trade fair stand or an exhibition stand (stand) on the rented exhibition space. The stand shall be occupied on time, but at the latest 24 hours before the start of the event. If the participant does not occupy the stand on time, the organizer may terminate the contract immediately according to section 17 for good cause.

- 09.03 Exhibits, stand equipment and/or other items, which were not shown on the application form or whose appearance, smell, lack of cleanliness, noise or other characteristics create an unreasonable nuisance or disturbance affecting the smooth running of the event or which otherwise turn out to be unsuitable shall be removed immediately at the request of the organizer. If these items are not removed at once, the organizer may dispose of them at the participant's expense and terminate the contract immediately according to section 17 for good cause.

- 09.04 In principle, every participant shall be free to design and equip their stand according to their own criteria. However, the stand design and equipment shall take account of the typical exhibiting criteria of the event and all conditions of the organizer, especially the Technical Guidelines, the Special Exhibiting Conditions and the service catalogue. The organizer shall be entitled to request the participant to submit plans and stand descriptions that are true to dimensions. The name of the company and the address or head office of the participant shall be clearly marked on a stand sign. The names of the companies commissioned to design and build the exhibition stand shall be notified to the organizer.

- 09.05 The stand shall be properly equipped and occupied by knowledgeable personnel at the fixed opening times throughout the duration of the event stipulated in the Special Exhibiting Conditions.

- 09.06 If the design and/or equipment of a stand do not comply with the relevant specifications, the organizer may request that the stand be changed or removed accordingly by the participant. The costs in this case shall be borne by the participant. If the participant fails to comply with this request straightaway, the organizer shall be entitled to change the stand at the participant's expense or terminate the contract immediately according to section 17 for good cause.

- 09.07 Construction of the stand shall be completed at the latest before the end of the construction times stipulated in the Special Exhibiting Conditions.

* The IDFA is the interest group of German trade fairs and exhibition cities. Its members are the trade fair companies in: Bremen, Dortmund, Essen, Friedrichshafen, Hamburg, Karlsruhe, Leipzig, Offenbach, Pirmasens, Saarbrücken and Stuttgart. IDFA members issue these guidelines together on a voluntary basis in the interest of ensuring fair and equal treatment for all exhibitors. Members are free to enter into agreements with exhibitors that diverge from these guidelines. Such agreements and arrangements require written confirmation from the IDFA member in question in order to take effect.

- plated in the Special Exhibiting Conditions. The participant shall not be entitled to remove exhibits from the stand or start dismantling the stand before the beginning of the stand dismantling times stipulated in the Special Exhibiting Conditions.
- 09.08 Any exhibits exceeding the fixed height limits for the stands shall require the permission of the organizer. This provision shall also apply to the presentation of very heavy exhibits for which foundations or special equipment are required.
- 09.09 The participant shall be solely responsible for vacating the stand on time and restoring the original state of the exhibition space. All obligations of the organizer shall end after expiry of the stand dismantling period stipulated in the Special Exhibiting Conditions. The organizer shall accept no responsibility whatsoever for goods left on the trade fairgrounds, including those which were sold to a third party during the event. The organizer shall be entitled to charge a reasonable storage fee for goods which are not dismantled and taken away on time. The organizer shall also be entitled to use a suitable company to remove and store goods immediately at the participant's expense and risk.
- 10. Advertising**
- 10.01 The participant shall only be entitled to use any kind of advertising on his stand for his own company and solely for the goods which he produces or sells, provided they have been registered and admitted to the event.
- 10.02 Loudspeaker advertising, other acoustic measures and slide, film, video or computer presentations and other noisy measures shall require the written approval of the organizer. This provision shall also apply to the use of audio or visual equipment for the purpose of attaining a better advertising impact or if the demonstration of exhibits is noisy or annoying.
- 10.03 The organizer shall be entitled to stop unauthorized advertising without the aid of courts or the police and to personally remove it or have it removed. The costs of removing unauthorized advertising shall be borne by the participant. Licences that have already been issued may be subjected to restrictions or revoked in the interest of maintaining an orderly event if no other remedial measures are possible.
- 10.04 If the participant plays back mechanically reproduced music, he shall be obliged to obtain the necessary public performance licence and pay the fees in this respect.
- 10.05 The participant shall not be permitted to carry or drive around advertising media on the trade fairgrounds or distribute printed matter and samples outside his stand.
- 10.06 The participant shall be strictly forbidden to approach and interview visitors outside the stand. In the event of an infringement of this provision, the organizer shall be entitled to terminate the contract immediately according to section 17 for good cause.
- 10.07 Political advertising and/or political statements shall not be permitted, unless the political statement forms part of the event. In the case of political statements or political advertising which are capable of disturbing the smooth running of the event or public order, the organizer shall be entitled but not obliged to request the participant to stop showing the offending items and to remove them from his stand. If the exhibitor fails to comply with this request, the organizer shall be entitled to terminate the contract immediately according to section 17 for good cause.
- 11. Direct selling**
- 11.01 Direct selling shall not be permitted, unless it is expressly permitted in the event-related "Special Exhibiting Conditions". If direct selling is permitted according to the "Special Exhibiting Conditions", the items for sale shall be marked with clearly legible price tags according to the Price Quotation Ordinance.
- 11.02 The participant shall be responsible for obtaining and maintaining licences from the trade supervisory and public health authorities.
- 12. Exhibitor passes**
- 12.01 After paying the invoice amounts in full (see section 06), every exhibitor shall receive for his stand exhibitor passes entitling him to free admission to the event (see Special Exhibiting Conditions). The number of exhibitor passes shall not be increased through the inclusion of other participants. Additional exhibitor passes may be obtained on payment of a charge to the organizer (see Special Exhibiting Conditions). The exhibitor passes shall be intended for stand personnel and shall be completed in accordance with the instructions on the pass. Exhibitor passes may not be passed on to third parties.
- 13. Security, cleaning, waste disposal**
- 13.01 Stand security and supervision during the daily opening hours of the event shall normally be the responsibility of the participant, also during the stand construction and dismantling periods. The organizer shall only be responsible for general supervision of the halls and the trade fairgrounds outside the opening hours of the event. No services shall be provided in connection with custody, safekeeping or protection of interests of the participants. Valuable, easy-to-remove items belonging to the participant shall be placed under lock and key at night-time. The participant shall use, at his own expense, the security firm commissioned by the organizer for additional stand supervision.
- 13.02 The organizer shall pay the costs for general cleaning of the trade fairgrounds and the exhibition hall aisles. The participant shall be responsible for cleaning his stand/stand area. Cleaning of the stand shall be completed each day before the event starts. The participant shall use the cleaning company appointed by the organizer to clean his stand. If the participant uses his own cleaning personnel, they may only carry out their work one hour before and after the daily opening times of the particular event.
- 13.03 In the interest of environmental protection and environmentally-friendly trade fairs, the participant shall be obliged in principle to reduce the amount of packaging and waste; this obligation shall also include the use of brochures. If separate waste disposal systems are used, the participant shall utilize them and also pay his share of any waste disposal costs according to the "polluter principle". If the participant leaves behind rubbish or other items after vacating the stand, the organizer shall be entitled to dispose of or destroy these items at the participant's expense.
- 14. Photography and other visual recordings**
- 14.01 All types of commercial visual recordings, especially photography and film/video recordings, on the trade fairgrounds may only be carried out by persons who have been authorized to do so by the organizer and are in possession of a valid pass issued by the organizer. Stand photographs, which are to be taken outside the daily opening hours and require special lighting, shall be subject to the approval of the organizer. Any resulting costs shall be borne by the participant, unless they are paid by the photographer.
- 14.02 The organizer – and with the approval of the organizer – press journalists and television stations shall be entitled to photograph, draw and make film and video recordings of the event, the exhibition buildings/stands and the exhibited items, and to use these photographs, drawings and recordings free of charge for advertising purposes or press publications.
- 15. Protection of industrial property rights**
- 15.01 The participant shall be solely responsible for protecting copyright or other industrial property rights relating to the exhibits. Six-month protection from the start of an event in accordance with the Law Relating to the Protection of Samples at Exhibitions dated 18 March 1904 (Reich Law Gazette, page 141) and the Trademark Reform Law dated 25 October 1994 (Federal Law Gazette 1, page 3082) shall only take effect if the Federal Minister of Justice has published a corresponding announcement in the Federal Law Gazette for a specific exhibition (exhibition protection).
- 15.02 Every participant shall be obliged to observe the industrial property rights of other participants and shall refrain from infringing these industrial property rights. If it is proved that the participant has personally infringed industrial property rights, the organizer shall be entitled to terminate the contract immediately according to section 17 for good cause.
- 16. House authority**
- 16.01 The participant shall comply with the organizer's house authority throughout the trade fairgrounds during the event. The participant shall follow the instructions of the organizer's employees, who shall identify themselves by means of an official pass. The length of stay on the trade fairgrounds for participants and their employees or authorized representatives shall be limited to one hour before and after the daily opening hours of the particular event. Stands of other participants may not be visited outside the daily opening times without the permission of the stand owner.
- 17. Violations of duty by the participant, right to terminate the contract, contractual penalty**
- 17.01 Culpable violations of the participant's duties from the contract or of the provisions of the organizer's house rules shall entitle the organizer to terminate the contract immediately for good cause if the violations are not discontinued straightaway. Good cause for terminating the contract immediately shall be deemed to exist, in particular, if the participant violates the obligations stipulated in subsections 05.01, 06.04, 09.02, 09.03, 09.06, 10.06, 10.07 and 15.02.
- 17.02 If the contract is terminated for good cause, the organizer shall be entitled to close down the participant's stand immediately and request the participant to dismantle the stand straightaway and vacate the stand space.
- 17.03 If the participant does not dismantle the stand or clear the stand area on time, the organizer shall be entitled to either personally dismantle the stand and/or clear the stand area or have this work carried out by third parties at the expense of the participant.
- 17.04 The participant shall be obliged to pay the due participation fee as minimum compensation for the rest of the event if the stand area cannot be hired or can only be hired for a consideration through exchange with the stand area of another exhibitor.
- 17.05 If a replacement participant cannot be found for the stand area of the participant whose contract has been terminated, the organizer shall be entitled to design the stand area at the expense of the participant in order to ensure a unified appearance of the event.
- 17.06 The participant shall pay a flat-rate net management charge amounting to 25% of the participation fee, but at least €400 plus the statutory value-added tax for the attempts by the organizer to rent the stand area for a consideration in a way other than through exchange.
- 17.07 The organizer shall be entitled to request the participant to pay in every individual case a maximum contractual penalty of €10,000, which is to be fixed by the organizer according to his fair judgement and reviewed by the competent regional court in the event of dispute, if the participant culpably violates his obligations from
- subsection 05.01: Unauthorized transfer of stand space
 - subsection 06.01: Duty to make an advance payment
 - subsection 09.02: Stand construction
 - subsection 09.03: Non-removal of annoying objects
 - subsection 09.06: Stand design/equipment
 - subsection 09.09: Vacation of stand on time
 - subsection 10.06: Unauthorized approaching/interviewing of visitors
 - subsection 10.07: Ban on political advertising
 - subsection 13.02: Failure to clean the stand
 - subsection 15.02: Infringements of industrial property rights
- If the organizer is also entitled to compensation on account of the culpable infringement of obligations by the participant, the contractual penalty shall be offset against the compensation claim.
- 18. Liability and insurance**
- 18.01 In the case of gross negligence, the organizer shall only be liable for the actions of his legal representatives and managers, except in the case of material contractual obligations (cardinal obligations) or in the event of loss of life, physical injury or damage to health.
- 18.02 In the case of slight negligence, the organizer shall only be liable for the violation of material contractual obligations or in the event of loss of life, physical injury or damage to health.
- 18.03 The organizer shall only be liable, irrespective of the legal reason, for foreseeable damage which can typically be expected to arise.
- 18.04 In so far as the organizer is liable in cases of minor negligence, his liability shall be limited to EUR 10,000.
- 18.05 The organizer's liability without fault for already existing defects in accordance with § 536 a (1) of the German Civil Code (e.g. stand equipment) and for any subsequent losses of the participant shall be expressly excluded.
- 18.06 Damage shall be reported in writing immediately to both the police and the organizer. In the event of damage, the organizer shall only pay compensation amounting to the present value on presentation of written documentary evidence relating to the purchase costs.
- 18.07 Compensation for damages shall be excluded if the organizer's insurance company refuses to pay for the damages due to the late submission of a damage report by the participant.
- 18.08 The participant shall be liable to the organizer for the damage caused by the participant himself, his employees, authorized representatives or exhibits and stand fittings. In the case of lump-sum compensation claims, the organizer shall still be entitled to prove to the participant that he suffered higher damage. The participant shall be entitled to prove that no damage occurred or that the damage was much less than that stated in the lump sum.
- 18.09 If the participant is an event organizer within the meaning of the Sample Assembly Ordinance (MVStättVO) and according to the latest version of the State Assembly Ordinance, he shall be responsible according to the Sample Assembly Ordinance (MVStättVO), especially section 38 (1), (2) and (4), and the relevant provisions of the particular State Assembly Ordinance. The participant shall be obliged in this case to release the organizer and his agents from any damage claims and administrative fines based on their operator liability according to section (5) of the Sample Assembly Ordinance (MVStättVO) or the relevant provisions of the particular State Assembly Ordinance. The provisions of subsection 18.01 shall not be affected.
- 18.10 The organizer shall bear no insured risk whatsoever in respect of the participant. The participant is expressly referred to the possibility of taking out his own insurance coverage. Every participant shall have the possibility of acquiring extensive insurance coverage on the basis of general contracts concluded by the organizer. Further details on this insurance can be found in the registration documents.
- 19. Saving clause, statutory limitation, right of retention**
- 19.01 If one of the clauses of these General Exhibiting Guidelines is or becomes invalid or unenforceable, the validity of the other clauses shall not be affected. The contracting parties shall be obliged in this case to agree a valid and enforceable clause which comes as close as possible to the clause to be replaced within the meaning of the General Exhibiting Guidelines. This provision shall also apply to any loopholes in the General Exhibiting Guidelines.
- 19.02 The limitation period for claims against the organizer shall be one year, unless they are due to gross negligence or intent on the part of the organizer or the claims are subject to a statutory limitation period of more than three years.
- 19.03 The participant shall only be entitled to offset claims against the organizer if his counterclaims are legally enforceable, are undisputed or have been accepted by the organizer. This provision shall also apply to rights of retention if the participant is a registered trader, a legal person under public law or a special public asset. If the participant does not belong to this group of persons, he shall be entitled to exercise a right of retention in so far as his counterclaim is based on the same contractual relationship.
- 20. Priority**
- 20.01 Only the German version of the contractual conditions shall be authoritative in regard to the legal relationship between the contracting parties. The German text shall be legally binding.
- 21. Place of performance, place of jurisdiction, applicable law**
- 21.01 The law of the Federal Republic of Germany shall apply solely to all legal relations between the organizer, his employees, agents and vicarious agents on the one hand and the participant or his employees, agents and vicarious agents on the other hand.
- 21.02 For both contracting parties, the place of performance and place of jurisdiction (also for legal proceedings for dishonoured cheques or bills) shall be the domicile of the organizer, provided the participant is a registered trader, a legal person under public law or a special public asset, or if there is no general place of jurisdiction in Germany. However, the organizer shall reserve the right to take legal action at the general place of jurisdiction of the participant.
- The German text shall be legally binding.

Messe Karlsruhe | House rules and regulations

1. Scope and house regulations

1.1 These house rules apply throughout the exhibition grounds at the Messe Karlsruhe site, the halls and buildings of the Conference Centre at the Festplatz in Karlsruhe (Stadthalle, Schwarzwaldhalle, Konzerthaus and Gartenhalle), and to sectioned-off event areas at the Festplatz. In the following, these halls, buildings and open-air spaces are referred to as "places of assembly".

1.2 These places of assembly are private property and subject to the house rules of Karlsruhe Messe- und Kongress GmbH (hereinafter referred to as "Messe Karlsruhe"), Festplatz 9, 76137 Karlsruhe, Germany, which enforces the house rules throughout the premises together with the respective organiser and its own representatives.

1.3 The house rules apply to all visitors, exhibitors, tenants, service providers and all other persons unless otherwise specified in an individual agreement. They do not apply to employees of Messe Karlsruhe.

1.4 Possible consequences of an infringement of these house rules:

- Immediate removal from the premises
- Exclusion from the event
- Ban on entering the premises
- Criminal prosecution
- Claim for damages

A refund of entrance fees is excluded in these cases.

1.5 Additional event-specific regulations are announced by posters or other means (Internet, entry tickets, etc.).

2. Right to enter and remain on the premises

2.1 The right to enter and remain on the premises shall only be granted to persons who can show either a valid entry ticket, an accreditation valid for the day of the event or other access authorisation.

2.2 Persons are only permitted to remain in the buildings for the times and purposes specified by the access authorisation. The access authorisation must be carried until the person leaves the premises and be shown to security personnel upon request.

2.3 Persons wishing to purchase an entry ticket may access the ticket office area.

2.4 Children and young people under the age of 14 must be accompanied by a parent, guardian or other responsible person. Otherwise, the provisions of the German Youth Protection Act (*Jugendschutzgesetz*) shall apply.

2.5 For security reasons, Messe Karlsruhe may prohibit the taking of bags and rucksacks into the premises and require bags, rucksacks and coats to be deposited in the cloakroom for the standard fee of up to € 2. If no prohibition of this type is in operation, visitors must be aware that security personnel may conduct bag and body searches and that containers, coats, jackets and capes carried by the visitor will be checked for their contents. **Messe Karlsruhe accepts no liability for valuables, money, keys in bags, rucksacks or coats that are deposited in the cloakroom!**

2.6 Access to the premises will not be granted to persons who

- have no valid access authorisation
- are clearly under the strong influence of alcohol or drugs
- have the obvious intention of disrupting the event
- refuse to cooperate with security checks
- are carrying prohibited goods (see. 5.11) or
- have been banned from the premises.

If access has already been granted, violation of the above or other house rules of the place of assembly may result in expulsion from the premises.

In these cases, a refund of entry fees is excluded.

2.7 For security reasons, Messe Karlsruhe may order the closure and evacuation of rooms, buildings, portable structures or open spaces and/or the termination of events.

In this case, the instructions of the security personnel and/or the evacuation assistants must be followed. In this case, a refund of entry fees must be claimed from the organiser within 14 days. The refund is excluded if the claim is submitted after this deadline.

3. General rules of conduct

3.1 Every person must behave in such a way that no other person is harmed, endangered, harassed or obstructed more than is unavoidable under the circumstances.

3.2 The instructions of supervisory and security personnel as well as official emergency services must be followed.

3.3 The facilities on the premises must be treated with care and respect.

3.4 Waste, packaging materials and empty containers must be disposed of in the receptacles provided.

3.5 Escape and rescue routes as well as safety equipment, such as fire alarms, fire extinguishing equipment and smoke detectors, must be kept clear at all times.

3.6 Objects found on the premises must be handed in at the information counter. Injuries to persons or damage to property must be reported immediately.

4. Vehicle traffic

4.1 The driving of vehicles on the premises requires a permit issued for this purpose.

4.2 German road traffic regulations (StVO) apply throughout the premises. Vehicles must not exceed walking speed.

4.3 Marked areas such as fire brigade access areas, escape and rescue routes, and emergency exits must be kept clear at all times without exception.

4.4 Parking is only permitted in the marked areas and is at the owners' risk. Messe Karlsruhe accepts no obligation to guard, monitor, keep safe or provide insurance coverage for vehicles parked on the premises. This also applies if a charge is levied for the use of parking spaces on the premises, if service personnel are present on the premises, and if the premises are monitored by video cameras.

5. Prohibitions

The following are prohibited throughout the premises unless approved by Messe Karlsruhe and the organiser:

- Smoking – incl. e-cigarettes – in all closed rooms
- Leaving luggage standing unattended. In the event of an intentional or grossly negligent violation, Messe Karlsruhe reserves the right to charge the costs for any necessary security measures taken and any consequential damage.
- Begging and harassment of people
- Blocking escape and rescue routes
- Staying on the premises overnight
- Commercial activities
- Distribution of printed and advertising materials, affixing of stickers and posters, and use of advertising media. Exhibitors are subject to a separate regulation.
- Commercial photographic, film, video, sound and television recordings and drawings, in particular of exhibition stands and exhibits
- Driving on the premises with motor vehicles, two-wheelers, inline skates, roller skates, Segways, skateboards, kickboards, scooters, electric scooters and similar means of transport. Special regulations may apply to certain areas within the framework of some events.
- Operation of aircraft (e.g. drones) within the meaning of § 1 LuftVG (German Aviation Act)
- The following items are not permitted:
 - Firearms, cutting, stabbing and thrusting weapons or other objects of any kind which, by their nature, are capable of causing injury to persons or damage to property and are intended for such purpose by their owner
 - Harmful, corrosive, highly flammable, colouring or
 - Radioactive solids, liquids or gaseous substances
 - Gas cylinders, gas spray cans and pressurised containers, with the exception of standard pocket cigarette lighters
 - Items made of fragile or splintering material
 - Fireworks, rockets, Bengal lights, smoke powder, Roman candles and other pyrotechnic articles and explosives
 - Flags, banners, sign poles and propaganda media whose content is racist, xenophobic, radical or directed against the free democratic order
 - Mechanically or electrically operated instruments which emit noise
 - Equipment for the production of photographs, film, video or sound recordings, insofar as they are used for commercial purposes
 - Animals. Guide dogs are permitted where required for medical reasons (a disabled person's identity card would be acceptable proof of this requirement). Special exceptions apply to animal-related events.

6. Right to one's own image

Please note that photographic, film and video recordings are regularly made on Messe Karlsruhe premises for reporting, documentation or advertising purposes, particularly at events. By entering the premises of Messe Karlsruhe, visitors, exhibitors and other persons consent to the production and publication of such photographs and recordings on which they are depicted, unless they express a contrary wish to the photographer.

7. Video surveillance

Messe Karlsruhe premises are subject to video surveillance in compliance with BDSG (Federal Data Protection Act) for the safety of visitors and exhibitors and enforcement of the house rules.

8. Volume at music events

The use of hearing protection is strongly recommended to reduce the risk of damage at music events. At events where high sound pressure levels are to be expected in the auditorium, the organiser must draw attention to the corresponding risks in the entrance area and provide visitors with ear plugs on request.

9. Important telephone numbers

Police:	110
Fire brigade/Ambulance	112
Control centre:	0721 (0)3720 2155

Technical Guidelines of NUFAM 2025

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1. Scope/preliminary remarks

These technical guidelines apply to the entire premises, including all buildings and outdoor exhibition areas.

Karlsruher Messe- und Kongress GmbH (hereafter referred to as Messe Karlsruhe) has issued these guidelines for trade fairs, exhibitions, congresses and other events, with the aim of enabling all those involved to participate in the event safely and successfully. The technical guidelines are based on statutory and regulatory requirements, and are binding minimum standards for all exhibitors and organisers. Employees of Messe Karlsruhe, the Organiser, and authorised third parties conduct inspections to ensure compliance with the guidelines. In addition to Messe Karlsruhe, the responsible building authorities and fire prevention departments are authorised to check compliance with the regulations at any time and to stipulate additional requirements in individual cases. For the safety of all event participants, the commissioning of an exhibition stand may be completely or partially prohibited if detected safety problems have not been rectified by the beginning of the event.

2. Organisational and general safety regulation

2.1 Assembly and dismantling times for the event

Assembly and dismantling times for the event can be found in the respective conditions of participation. Work may be performed in the halls and outdoor exhibition areas during the assembly and dismantling times. Exhibitors will be informed of any changes to these in good time.

2.2 Access during the event

During the event, exhibitors will have access to the exhibition spaces two hours before the start of the trade fair and up to one hour after the end of the trade fair. Exhibitors who, in justifiable, exceptional cases, have to work on their stand beyond this time require special written permission from the Organiser, who must coordinate this with the Operator (Messe Karlsruhe).

2.3 Driving on the site

Vehicles are only permitted to drive on the site during assembly and dismantling times and during the event itself upon the payment of a **security deposit of up to € 100.00**. Prior approval from the trade fair/exhibition management is required if an exhibitor has to drive a vehicle onto the Messe Karlsruhe site during the event.

Vehicles may make deliveries for the following periods:

Cars..... 2 hours

Vans..... 3 hours

Trucks..... 5 hours

The security deposit is forfeit if the delivery time is exceeded. The vehicles must leave the premises immediately after unloading.

In order to avoid traffic jams when loading and unloading exhibits, vehicles must be unloaded immediately and removed from the exhibition spaces and access roads. Parking is only permitted in the marked areas. The instructions of security personnel must be followed. The provisions of the German Road Traffic Act (*Strassenverkehrs-Ordnung*, StVO) apply throughout the premises. Vehicles must not exceed walking speed anywhere on the premises. Vehicles of all kinds are driven at the driver's own risk.

Messe Karlsruhe is entitled to inspect loading spaces in motor vehicles and containers carried by persons when entering or leaving the premises. Depending on the progress of assembly and dismantling activities, the premises may be closed temporarily for motor vehicle traffic. A route map is available at <https://www.messe-karlsruhe.de/en/locations-services/download-area/> or on the website of the respective event.

2.4 Parking on the site

Approx. 7,000 parking spaces for cars are available on the premises. Parking is only permitted in the marked areas and is at the owners' risk. Unlawfully parked vehicles, semi-trailers, containers and empties of any kind may be removed at the owner's own expense and risk. Messe Karlsruhe accepts no obligation to guard, monitor, keep safe or provide insurance coverage for vehicles parked on the premises. This also applies if a charge is levied for the use of parking spaces on the premises, if service personnel are present on the premises, or if the premises are monitored by video cameras. Messe Karlsruhe shall only be liable for damage to property and pecuniary losses if the Organiser suffers these due to gross negligence or intentional misconduct on the part of Messe Karlsruhe, or if Messe Karlsruhe has expressly guaranteed that such services be provided. Messe Karlsruhe shall bear no further liability for damages with the exception of liability for personal injury and in the case of violations of essential contractual obligations.

Due to the height limitation, the car parks P1 and P2 may only be used for cars with a total weight of up to 2.8 t and a height of under 2.10 m. The multifunctional space east/P3 may be used by all vehicles; a parking space may be allocated here for trucks and caravans/mobile homes. Persons may only stay overnight on the specified parking spaces of the multifunctional space/P3. This must be registered with and approved by the trade fair/event management or the Organiser in coordination with the Operator.

2.5 Fire brigade access zones, fire extinguishing equipment and facilities

Essential fire brigade access routes and manoeuvring areas marked by no stopping signs must be kept free at all times in their entirety. Driveways and transport areas on the outdoor exhibition area must not be obstructed with structures and other installations, including during the assembly and dismantling times. As fire brigade access routes, they must be kept free in their full width at all times. Vehicles and objects parked/placed on escape and rescue routes and in security areas will be removed at the owner's expense and risk. Fire extinguishing equipment and facilities, such as hydrants and emergency call points, along with other safety equipment in the halls and buildings, as well as in the outdoor exhibition area, must be accessible and visible at all times; they must not be obstructed, covered, altered or made inaccessible.

The current site map of the Karlsruhe Trade Fair Centre can be viewed here: <https://www.messe-karlsruhe.de/en/locations-services/download-area/>

2.6 Aisles, exits, emergency escape and rescue routes

All aisles and exits shown in the hall and site plans on display are emergency escape and rescue routes. Emergency escape and rescue route plans for the outdoor exhibition area must be created and displayed for each individual event.

The full width of all escape and rescue routes must be kept free and unobstructed by parked or protruding objects. All doors in escape and rescue routes must be easy to open to their full width from the inside. Exit doors, emergency exits and their signs must not be obstructed, covered, blocked, disguised or otherwise made unidentifiable or illegible. Information stands or tables must not be set up in front of entrances, exits or stairwells. In the event of violations, the Organiser and Operator shall be entitled to take remedial measures at the expense and risk of the party responsible for the violation.

During the assembly and dismantling phase, materials required for stand construction or exhibits for immediate installation on the stand area may be temporarily placed in the hall aisles, provided that the aisles always meet at least the minimum width required to comply with safety requirements and take adequate account of logistics issues.

These requirements are considered to be met if a strip of max. 0.9 m is used for placing material between the edge of the stand and the aisle. A passage with a minimum width of 1.2 m must be kept free at all times regardless of the width of the hall aisle and the placed goods. Areas in front of emergency exits and intersections of hall aisles are exceptions and must be kept completely free at all times. The hall aisles must not be used for the erection of assembly areas or the installation of machines (e.g. wood working machines, workbenches). At the request of Messe Karlsruhe, the immediate clearance of the hall aisle may be required for logistical reasons.

2.7 Safety systems

Sprinkler systems, fire alarms, fire extinguishing equipment, smoke detectors, closing devices for hall gates and other safety equipment, signs and green emergency exit signs must be accessible and visible at all times. They must not be blocked or covered. The effectiveness of automatic fire extinguishing systems must not be impaired by covers and decorations. Hydrant pressure hoses must not be used for refilling purposes (tanks, basins, etc.). No items may be left or erected under fire protection equipment, such as fire protection roller doors, at any time.

2.8 Security

Messe Karlsruhe provides general security for the exhibition halls and the outdoor area during the event, as well as during the assembly and dismantling times. If the Exhibitor requires a security guard for their stand, this must be ordered separately. For security reasons, only guards from the security company commissioned by Messe Karlsruhe may be deployed.

2.9 Theft

The Exhibitor is responsible for taking the necessary supervisory and security measures against theft during assembly and dismantling, as well as during the event itself. Messe Karlsruhe recommends that exhibitors take out an exhibition insurance policy and engage the services of a stand security guard. Any thefts must be reported immediately to the trade fair/exhibition management and the police. Messe Karlsruhe is not liable for lost objects for which no fee-based safekeeping agreement has been concluded.

2.10 Emergency evacuation

Messe Karlsruhe and the Organiser may order the closure and evacuation of buildings and/or other exhibition spaces for safety or security reasons. The persons in these areas must follow the instructions and proceed to a safe area. Exhibitors must inform their staff about the procedure for vacating their stand during a hall clearance. If necessary, they must create their own evacuation plans and make them known to their staff. The Exhibitor shall ensure that their stand is vacated in such a case.

2.11 Medical service

Medical rooms are available in the area of the visitors' gallery in every hall. There is also a medical room in the area of the Events Hall. The instructions of staff in these facilities must be followed.

2.12 Official permits

The Exhibitor/Organiser is responsible for obtaining all necessary permits in connection with their event or participation in the event. In particular, each exhibitor/organiser is responsible for complying with the applicable regulations pertaining to trade law, construction sites, places of assembly and the police. Any areas of doubt must be clarified with the building and regulatory authorities and, in the case of trade regulations, with the trade supervisory board (*Gewerbeaufsichtsamt*). Third-party organisers must inform exhibitors of this obligation.

2.13 Serving of alcoholic beverages

The serving of alcoholic beverages for immediate consumption is subject to authorisation in accordance with Section 12 of the German Licensing Act (*Gaststättengesetz*). The required authorisation is issued by Ordnungsamt Rheinstetten, Rappenwörtherstrasse 49, 76282 Rheinstetten, Germany.

2.14 Collection of goods by visitors

Sold exhibits that are part of the stand equipment may only be handed over on the last day of the event and not before the end of the event. Vehicles collecting goods may only enter the hall after the end of the event. The Exhibitor must ensure that their staff and customers are properly informed about this.

2.15 Subletting of exhibition stands

The exchange of exhibition stands and subletting of partial areas to third parties is subject to approval by the trade fair/exhibition management. Co-exhibitors pay a flat fee and are entered in the exhibition catalogue.

2.16 Raffles, competitions, quizzes, lotteries

Raffles, competitions, quizzes or lotteries requiring entry fees or donations are not permitted during the event. Exceptions are subject to approval by the trade fair/exhibition management.

3. Stand construction regulations

3.1 Occupational health and safety requirements

Operations and conditions in the halls and the outdoor exhibition area during the assembly and dismantling periods are identical or similar to those that occur on a construction site and are therefore potentially hazardous. The personnel employed by the Exhibitor/Organiser must be informed of the special risks involved. The Exhibitor/Organiser is responsible for operational safety and compliance with occupational safety and accident prevention regulations at their exhibition stand. The Exhibitor and service providers acting on their behalf (in particular stand construction companies), as well as organisers and service providers acting on their behalf, must ensure that their assembly and dismantling work does not jeopardise the safety of other persons present in the halls or on the exhibition grounds. Where necessary, the Exhibitor and third-party organiser must ensure adequate coordination between the parties performing the work. If necessary, the Exhibitor must appoint a coordinator who is responsible for coordinating the work. If this is not possible, the Exhibitor must temporarily stop the work and contact Messe Karlsruhe. In the event of violations against the technical guidelines or legal regulations, the Organiser, Messe Karlsruhe or relevant authorities may order the work to be stopped. The Exhibitor is responsible for ensuring the safety of all visitors entering their stand within the trade/fair exhibition space provided. The Exhibitor must ensure that their exhibition stand and all equipment/facilities within its area are in a safe condition and operating correctly. If the Exhibitor engages the services of a stand construction company to assemble and dismantle their stand, they must ensure that the stand construction company complies fully with these technical guidelines. The Exhibitor is always responsible for compliance with the safety regulations vis-à-vis the Organiser and Messe Karlsruhe as operator of the venue. The closure of a stand and the cessation of assembly and dismantling work may be ordered in the case of violations of these regulations and violations of mandatory statutory safety regulations.

3.2 Stand numbering

All stands are marked with stand numbers by the Organiser. The stand number must remain attached to the stand for the entire duration of the event.

3.3 Company name/lettering

The name and address of the Exhibitor must be affixed to the stand in a manner and size that is recognisable to everyone.

3.4 Stand area

The stand area specified in the stand confirmation will be marked by the Organiser. The stand must be built on this area. The Exhibitor must expect slight deviations in the stand dimensions. These can result, for example, from different partition wall thicknesses. Pillars, wall projections, partitions, distribution boxes, fire extinguishing equipment and other technical equipment are components of the allocated stand areas. Consequently, only the measurements and dimensions on site are valid for the location, position, dimensions and any installations on the stand area. Claims cannot be made against Messe Karlsruhe due to deviations from the dimensions stated in the stand confirmation.

In the outdoor exhibition area, the Exhibitor must maintain a safety clearance of 1.0 m to the neighbouring stand when planning the installed stand infrastructure. Any supply lines, distribution boxes, etc. present must be taken into account during all assembly and dismantling work. If these are located within individual stand spaces, they must be accessible at all times.

3.5 Appearance

The Exhibitor is responsible for the design of the stand. Closed walls bordering visitor aisles must be agreed with the Organiser. The rear sides of stands adjacent to neighbouring stands must be kept neutral so as not to interfere with the design of the neighbouring stand. The Exhibitor must ensure that the connection/demarcation to neighbouring stands is of an acceptable design at their own expense. Failure to comply with this requirement will result in the erection of a screen between the Exhibitor's stand and the neighbouring stand at the expense of the responsible Exhibitor.

3.6 Stability

Exhibition stands, including their equipment, exhibits and promotional materials, must be erected in such a way that they are stable and do not constitute a risk to life, health, public safety or order. The Exhibitor is responsible for the static stability of the stand and may be required to provide verification. Upright structural elements or special constructions (e.g. free-standing walls, tall exhibits, tall decorative elements) that may fall over must be able to withstand the horizontally impacting equivalent distributed loads and be designed in line with the current state of the art. The reference surface in such cases is the respective visible surface.

The local conditions in the outdoor exhibition area (ground loading, assumed wind and snow load (Karlsruhe wind zone 1)) must be taken into account. In certain cases, additional special requirements for stand construction may be made, in order to achieve and ensure the main safety goals for the specific event.

Stability must be ensured during every phase of construction (assembly, alteration, dismantling).

Securing structural elements or special constructions via suspension from the ceiling of the halls is not permitted.

3.7 Stand construction approval

Drawings and structural descriptions must be submitted for approval for single-storey stands **in the indoor exhibition area** that measure over 3.5 m in height, insofar as the design and construction of the stand are compliant with the technical guidelines. Furthermore, all other stands, mobile stands and special constructions are subject to approval. All exhibition stands in the outdoor exhibition area are subject to notification and/or approval, with no exceptions.

3.8 Testing and approval of structures requiring approval

Scale stand plans to a scale of at least 1:100 with layout and elevation diagrams must be submitted to Messe Karlsruhe in digital format and in German for approval no later than eight weeks before the start of assembly. After inspection, the Exhibitor/stand builder will be sent a response or the approval note. The stand construction is only approved when the approval note has been issued.

Documentation is required for the approval of:

- Two-storey and multi-storey buildings
- Cinemas or auditoria

- Structures in the outdoor exhibition area, as well as special constructions (e.g. free-standing walls, tall exhibits, tall decorative or artistic elements, tents, stages including any rooms and side cladding, seating stands, show and stage trucks with trailer sections or stage elements that can be driven on or installed beneath, free-standing scaffolding or advertising hoardings, LED walls, PA towers, all other accessible and/or covered stands that are free standing or form an enclosed space, such as pedestals, multi-storey pavilions and container systems, textile stand construction elements). The following documents must be submitted in digital format and in German no later than eight weeks before the start of assembly for the purposes of checking for approval of these structures:
 - a. Verified static load calculation according to German standards
 - b. Structural description
 - c. Stand construction drawings at a scale of 1:100 (floor plans, elevation diagrams, cross-sections), construction details on a larger scale
 - d. Evacuation route plan with proof of the lengths and widths of the evacuation routes

Items a) and b) may be omitted if the Exhibitor submits an inspection log book/type test. The costs of the approval procedure and building approval procedure will be charged to the Exhibitor/stand builder. The documents and valid inspection log books required for acceptance and approval must be held at the stand for approval prior to the start of the event. Messe Karlsruhe reserves the right in justified cases to arrange for a chargeable inspection of stability by a structural engineer.

An audited verification of stability must be submitted for the erection of mobile constructions. Tents with a floor space of < 75 m² and similar structures shall always be deemed temporary structures. They are only exempt from the issuing of a model approval and official approval. Despite this, these structures must still be stable enough to meet the technical specifications and requirements for temporary structures (including as per DIN EN 13 782).

3.9 Construction heights

The stand height must not exceed 3.50 m, unless this is permitted by the special position of the stand and written approval has been granted by Messe Karlsruhe. The only exception to this is at the eastern entrance, where a general stand height of 2.50 m cannot be exceeded.

3.10 Vehicles and containers

All vehicles and containers that are either temporarily or permanently brought into the stand/exhibition spaces must be registered with the trade fair/exhibition management and are subject to approval.

For vehicles with internal combustion engines and those powered by gas, the contents of the fuel tank must be reduced to the level required to enter and exit the premises (the reserve light on the tank display must be active). The fuel tank covers must be locked where possible. Depending on the event and the location of the vehicle, additional safety measures may be required, such as inerting the fuel tanks, disconnecting the batteries and/or posting security guards. Fuel may not be stored at the stand. For vehicles with alternative fuels, e.g. liquefied petroleum gas, natural gas and hydrogen, the amount of fuel must also be reduced to the required minimum (see above). For vehicles powered by natural gas in particular, the pressure tank must be largely emptied. A low residual pressure must remain inside the pressure tank, in order to eliminate hazards posed by explosive gases in the event of air penetration.

Vehicles powered by liquefied petroleum gas may only be parked above the ground surface. For vehicles with alternative drive technologies, e.g. electric or hybrid drives, the traction batteries must be separated from the drive by means of a safety clamp switch (main switch).

Rescue cards must be held for electric or gas-driven vehicles. For electric vehicles, the charge level of the vehicle battery must be reduced to the minimum, uncritical level required for entering and exiting the exhibition area, as well as for the presentation. Vehicles may only be charged following registration with the trade fair/exhibition management. The trade fair/exhibition management reserves the right to prohibit charging in the indoor hall areas.

The Exhibitor or the Organiser must exclude the risk of intentional or unintentional moving of vehicles by third parties. Depending on the event and the location of the vehicle, Messe Karlsruhe may require additional safety measures. The Exhibitor bears full liability for damages to the ground, driveways and surfaces.

3.11 Stand construction and decoration materials

In general, materials that are highly flammable, or that produce burning droplets, toxic gases or large quantities of smoke, e.g. most thermoplastics (incl. polystyrene), may not be installed/used at exhibition stands.

For safety reasons, load-bearing structural elements may be subject to special requirements in individual cases (e.g. non-combustible). Structurally important or load-bearing fastenings must exclusively use non-combustible fasteners.

Decoration materials must be classified as at least flame retardant (Class B1) in accordance with DIN 4102-1 and not drip or melt when burning. They must also produce only limited smoke or comply with at least Class C (C -s2, d0) in accordance with EN 13501-1. A test certificate verifying the class of the building material used must be available for presentation.

Bamboo, thatch, hay, straw, bark mulch, peat or similar materials generally do not meet the above-mentioned requirements and must always be protected separately or treated with a suitable fire-proofing agent. Deciduous and coniferous trees may only be used with a moist root ball still attached.

3.12 Alteration of non-compliant stand constructions/special structures

Structures, facilities, equipment, decorations (materials) which have been brought into the hall and have not been approved or do not comply with these technical guidelines or the statutory regulation (*Versammlungsstättenverordnung*, VStättVO) may not be installed in the venue and must be removed or altered at the Exhibitor's expense. This also applies to a substitute performance by the Organiser or Messe Karlsruhe. The partial or complete closure of a stand may be ordered for important reasons, especially in the case of serious safety defects.

3.13 Stand coverings

To prevent interference with fire sprinklers, all stands in all halls with sprinkler systems must be open at the top. This applies in particular to rooms and areas where there is an increased fire risk (e.g. kitchens, storage areas, cloakrooms, technical equipment rooms, etc.).

Roofing will be deemed open if no more than 50% of the stand area, applicable to each m², is closed at the top.

Sprinkler-compatible coverings with a mesh size of at least 2 x 4 mm or 3 x 3 mm are permitted up to a covering area of 30 m². Individual coverings shall be added together when the distance between the covers is less than 50% of the projected space. Fabric coverings must be pulled tight horizontally and be only one layer thick. Fabric coverings should not sag. The total area of multiple coverings must not exceed the maximum size of 30 m². A distance of at least 1 m to neighbouring stands and hall walls must be maintained. A reduction of this distance requires the approval of Messe Karlsruhe.

The sprinkler system is not required for stand coverings over 30 m² if one of the following conditions is met:

- Metal grille or grid cover with an opening size of at least 1 x 1 cm. The horizontal open surface must be at least 50%, taking lights and similar fittings into account.
- Fabric coverings that meet DIN 4102 B1 or EN 13501-1, CLASS CFL-S1 and are approved by VdS Schadenverhütung GmbH for horizontal installation beneath sprinkler systems.

The following verification must be submitted to the technical project management of Messe Karlsruhe eight weeks before the start of the assembly period:

- DIN 4102 B1 or EN 13501-1, CLASS CFL-S1, inspection report of the German Institute for Construction Engineering (*Deutsches Institut für Bautechnik*, DIBT)
- Approval from VdS for sprinkler-compatible fabric or test as per EN 20811 and EN 29865

Stand covers must generally be at least flame retardant (DIN 4102 B1 or EN 13501-1).

A test certificate concerning the construction material class, the fire, smoke and dripping behaviour of the material used, and/or the VdS certificate, must be available for presentation at the exhibition stand during assembly. Furthermore, samples of the material used must be held ready for a fire test on site.

3.14 Installation of anchors, damage to the floors, walls, ceilings and technical facilities

Damage, contamination or alterations of any other kind to the floors, walls, ceilings and technical facilities in the halls and outdoor exhibition area, such as the installation of bolts and anchors or the drilling of holes, is not permitted. Exceptions must be approved by Messe Karlsruhe.

Any carpets or other decorative materials laid directly on the floor of the halls or buildings must be secured in such a way that they cause no risk of slipping, tripping or falling for people. Floor coverings must be laid safely to prevent accidents and must not protrude beyond the stand boundaries. Only adhesive tape that can be removed without trace may be used to secure carpets and floor coverings.

Please note that adhesive tape may only be used for securing carpets and coverings on the hall/building floor and not on parquet floors, walls or similar. Self-adhesive carpet tiles are not permitted. All materials used must be removed without trace. Substances such as oils, fats, paints etc. must be removed from the floors, surfaces and walls immediately.

Heavy loads and crates may only be transported in the halls and buildings using material handling vehicles with rubber tyres. Tyre marks caused by rubber abrasion must be avoided.

The Exhibitor/Organiser is liable for any damages.

3.15 Glass and acrylic glass

Only laminated safety glass may be used. The edges of glass panes must be machined or protected in such a way as to eliminate the risk of injury. All-glass components must be visibly marked at eye level.

3.16 Meeting rooms, lounges

Rooms that are enclosed on all sides (closed rooms) on exhibition stands and are visually and acoustically separated from the hall, must be fitted with visual and acoustic alarm systems to ensure that alarm signals can be relayed to the stand at all times. Alternative measures may be approved in exceptional cases. Depending on the capacity, there must be an escape route of suitable width (at least 1.20 m) which must be usable at all times. Meeting rooms and lounges require special approval if they have a capacity of over 200 people.

3.17 Accessibility for disabled visitors

Exhibitors must take accessibility for wheelchair users and other visitors with disabilities or reduced mobility into account when designing their stands. It should be possible for these people to access and use the stand and its facilities without the need for help.

3.18 Exits, escape and rescue routes, doors

Stand areas with a floor area of more than 100 m² or a complex layout must have at least two separate exits/escape/rescue routes that, if possible, should be located opposite each other. The walking distance from any point in an exhibition area to a hall aisle must not exceed 20 m (see Section 7 (5) VStättVO BW).

The escape/rescue routes must be marked in accordance with the German Social Accident Insurance (DGUV) Regulation 9. The use of swing doors, revolving doors, coded doors and sliding doors is not permitted in escape/rescue routes.

3.19 Railings/balustrades

Generally accessible areas directly adjacent to areas that are more than 0.20 m lower must be surrounded by railings/balustrades. Railings/balustrades that are open at the floor must be fitted with a roll-off guard (impact trim) measuring ≥ 0.05 m in height. Any hand rails or upper ends of the railings/balustrades must be designed to prevent the placing of objects (e.g. glasses) and the risk of them falling, e.g. circular or semi-circular. Railings/balustrades that have to bear the weight of people must be at least 1.10 m high (measured from the top edge of the tread surface) and have a horizontal load capacity of 1.0 kN/m at the height of the rail. If necessary, verification of structural strength must be provided.

Railings/balustrades must have posts (minimum distance between the posts in one direction < 12 cm), in order to prevent falls and impede climbing. This also applies to the distance between the floor and the lower edge of the railing/balustrade.

Any flights of stairs with at least three steps must have a handrail. Handrails must be continuous.

3.20 Suspension of objects/alteration of the basic building structure

Elements of the hall and technical equipment must not be subjected to any loads by stand constructions or exhibits. Hall pillars/hall supports may be used within the stand area provided that no damage is caused to them and the permitted height is not exceeded. Items may be only suspended from the hall ceiling using the technical facilities provided for this purpose. This task may only be performed by Messe Karlsruhe or specialist companies commissioned by Messe Karlsruhe.

3.21 Electrical installations

Connections to the existing electricity supply network may only be performed by specialist companies familiar with the venue and approved by Messe Karlsruhe. It is also recommended that exhibitors commission the specialist companies approved by Messe Karlsruhe for corresponding work within the stand. Electrical equipment can be installed at the exhibition stands by the Exhibitor's own specialists or authorised specialist companies, as per the current EN and DIN standards, the standards of the Association of German Electrical Engineers (VDE), the VdS guidelines and the recognised rules of sound engineering practice. All works must comply with the relevant safety provisions and accident prevention regulations. The main switch and power distribution unit of the exhibition space must be designed in such a way that they are accessible at all times. The protective earth conductor must be connected on all devices, lights and other equipment. Protective earth conductors (PE = yellow and green) must be routed in all cables and connected. Equipment that is double insulated (protection class 2) or operated with safety extra-low voltage (voltage range 1, SELV) is an exception. Stand structures made of metal and conductively connected metal parts to which electrical cables or equipment are fastened must be connected to the equipotential bonding (earthing). Power installations in the halls must be routed in the service shafts (utility ducts) wherever possible, but can also be routed above ground in certain circumstances when the location of the connection point requires this.

The installation may only be operated if it is free of defects, has valid test certificates and has been tested with documentation of the results in line with the valid VDE regulations. Verification of this must be available for presentation.

For safety reasons, the electricity supply to the stands is disconnected on the last day of the fair, usually one hour after closing.

3.22 Sanitary installations

Sanitary installations (water and waste water installations) must be fitted by specialist companies according to the applicable provisions in Germany (including the German Drinking Water Ordinance (*Trinkwasserverordnung*)) and the state of the art. Exhibitors can order these services either from Messe Karlsruhe or its contractors, or perform them themselves via specialist companies.

Any water used, e.g. in water basins, fountains, in waterwall and air humidification or in other spray systems used on the stand, must be guaranteed to be fully hygienic at all times. Proof of this must be provided if requested by Messe Karlsruhe.

Exhibitors who operate catering facilities must install a grease separator in the waste water line. In the event of non-compliance, any necessary cleaning and repair services will be charged to the Exhibitor.

3.23 Logistics on the premises

Only specialist companies that are familiar with the venue and approved by Messe Karlsruhe may perform logistics operations within the exhibition grounds.

3.24 Use of balloons, flying objects and drones

The use of flying objects and drones in the halls and outdoor exhibition area is strictly forbidden. This applies during the assembly and dismantling periods, as well as during the event. Exceptions must be approved in advance by the trade fair/exhibition management. This also applies to the use of balloons and the distribution of balloons to visitors; the use and/or distribution of balloons requires the prior approval of the trade fair/exhibition management.

Balloons may only be filled with non-flammable and non-toxic gases. They must not interfere with neighbouring stands or pose a danger to persons.

Balloons, flying objects and drones that have risen to the hall ceiling will be removed at the expense of the Exhibitor that used or distributed them, irrespective of their culpability.

3.25 Waste, recyclables and waste containers

No containers made from combustible materials may be placed in the stands as bins for recyclables and waste. Bins for recyclables and waste in the stands must be emptied regularly, but no later than every evening after the fair has closed. In the event of an accumulation of large quantities of combustible waste, these must be disposed of several times a day.

3.26 Empties, packaging

The storage of empties, packaging and packaging materials of any kind in the stand or outside the stand is prohibited. Empties, packaging and packaging materials must be removed immediately. Freight forwarders contracted to Messe Karlsruhe offer storage options.

3.27 Smoking ban

The smoking ban (including e-cigarettes/vapes) that applies on the premises must be adhered to and enforced by every exhibitor at their stand.

3.28 Fire extinguishers

It is recommended that exhibitors keep suitable and tested fire extinguishers ready at the stand. The trade fair/exhibition management may require the Exhibitor to provide additional extinguishing/binding resources in justified cases.

3.29 Pyrotechnics

Pyrotechnic demonstrations and activities involving fire hazards require the prior approval of Messe Karlsruhe. The Exhibitor/stand builder must obtain a permit from the regulatory authority (*Ordnungsamt*) of the Rheinstetten municipal government if pyrotechnics are to be used on the premises. The use of pyrotechnic items must be supervised by a person qualified under explosives law. Records of the holder's permit and a certificate of competence must be submitted. The approval of the items can be found in the respective packaging

unit (e.g. BAM-PI ..., BAM-PTI ...). In addition, the instructions for use must be printed on the packaging in German. Non-approved pyrotechnic items or Class II, III or IV pyrotechnic products are prohibited.

3.30 Laser systems

The operation of laser systems must be coordinated with the Organiser and Messe Karlsruhe. When operating laser systems, compliance with the following requirements is mandatory: German Occupational Health and Safety Ordinance on Artificial Optical Radiation (*Arbeitsschutzverordnung zu künstlicher optischer Strahlung, OStrV*), DIN EN 60825-1, DIN EN 12254 and, for show lasers, DIN 56912 and DGUV Information 203-036 "Laser equipment for show and projection purposes" (*Laser-Einrichtungen für Show- und Projektionszwecke*). The safety of class 3R, 3B and 4 laser systems must be checked at the Exhibitor's expense by a publicly appointed and certified expert upon request. The test certificate must be submitted to Messe Karlsruhe before the event, accompanied by a written order from a laser safety officer present on site.

3.31 High-frequency equipment, radio systems, electromagnetic compatibility and harmonic components

The use of high-frequency equipment and radio systems is subject to approval by the German Federal Network Agency (*Bundesnetzagentur*) and must be coordinated with Messe Karlsruhe to evenly distribute frequencies and to rule out mutual interference where possible.

High-frequency devices and radio systems may only be used if they comply with the provisions of the German Law on Telecommunications Equipment (*Gesetz über Fernmeldeanlagen, FAG*) and the German Law on Electromagnetic Compatibility of Equipment (*Elektromagnetische-Verträglichkeit-Gesetz, EMVG*).

If exhibits are displayed or stand decorations are used that use electrical, magnetic or electromagnetic fields, the stipulations in the 26th Ordinance on the Implementation of the Federal Emissions Protection Law (*26. Verordnung zur Durchführung des Bundesimmissionsschutzgesetzes*) must be observed.

Electrical installations on exhibits and exhibition stands must not cause unacceptably high circuit feedback in the venue's power network due to current harmonics.

3.32 Artificial mist/smoke machines

The use of artificial mist/smoke machines is subject to approval from Messe Karlsruhe, in order to avoid false triggering of the fire alarm system.

3.33 Hotplates, floodlights, transformers

For additional protection, all heat-generating electrical appliances must be mounted on a non-flammable, heat-resistant and asbestos-free base. Depending on the heat generated, an adequate distance to combustible materials must be maintained. Light fittings must not be attached to decorations or similar.

Electrical cooking appliances and other equipment that may cause hazards during uncontrolled operation must be switched off at the end of the daily opening hours.

3.34 Emergency lighting

Stands at which the existing general emergency lighting is not effective due to the special stand design require additional emergency lighting in accordance with VDE 0108. The system must be designed to ensure that people can safely navigate to the general escape routes.

3.35 Advertising materials/advertising on the premises

Messe Karlsruhe offers a variety of materials for advertising to visitors. Official advertising spaces are available for hire on the premises. Unauthorised advertising activities outside the Exhibitor's own stand (e.g. the distribution of brochures, attachment of advertising signs) are not permitted.

3.36 Acoustic and visual performances

The operation of acoustic equipment and audio-visual performances of any kind by the Exhibitor is subject to written notification and the approval of the trade fair/exhibition management. For musical performances and product presentations, the noise level must not exceed 60 dB(A) at the boundary of the stand. Repeated failure to comply with these regulations may result in the interruption of the power supply to the Exhibitor's stand, regardless of the effect on the stand as a whole. The Exhibitor shall not be entitled to claim compensation for direct or indirect damage resulting from the interruption of the power supply. The burden of proof for compliance with the regulations lies with the Exhibitor.

3.37 Musical reproduction (GEMA)

The permission of the German Society for Musical Performance and Mechanical Reproduction Rights (*Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte, GEMA*) is required for musical reproductions of all kinds under German copyright law (*Urheberrechtsgesetz*). Non-registered reproduction of music may lead to claims for damages from GEMA (Section 97 of the German Copyright Act (*Urheberrechtsgesetz*)). Registrations and enquiries should be addressed to: GEMA – 11506 Berlin, Germany, kontakt@gema.de.

3.38 Explosive substances/munitions

Explosive substances are subject to the current version of the German Explosives Act (*Sprengstoffgesetz*) and may not be used or exhibited at trade fairs and exhibitions. The same applies to munitions as defined in the German Weapons Act (*Waffengesetz*).

3.39 Fuel tanks on exhibits

These must be locked.

3.40 Spray guns, nitrate paints

The use of spray guns and nitrate paints is prohibited.

3.41 Hazardous substances

The use of hazardous substances and construction materials containing hazardous substances must be coordinated with Messe Karlsruhe. This shall be based on the German Chemicals Act (*Gesetz zum Schutz vor gefährlichen Stoffen*, Chem. Gesetz), BGBl I, Part I, page 1703, together with the German Chemicals Prohibition Order (*Chemikalien-Verbotsverordnung*, ChemVerbotsV) and the German Ordinance on Hazardous Substances (*Gefahrstoffverordnung*, GefStoffV). The Exhibitor must have the safety data sheet and the risk assessment available for presentation.

3.42 Open fires, flammable liquids, gases, burners

Open fires, flammable liquids, gases and burners may only be used or stored in stands following approval by the technical management of Messe Karlsruhe. Pressure vessels may only be operated on the stand if they have been tested in accordance with the German Ordinance on Industrial Safety and Health (*Betriebssicherheitsverordnung*, BetrSichV). The test certificates issued must be kept at the place of installation of the pressure vessel and be submitted to the responsible supervisory authority upon request.

Gasoline, petroleum, gas, etc. may not be used for cooking, heating or operating purposes. Compliance with the technical bulletin of the German Employers' Liability Insurance Association (BGN) on the safe use of liquefied gas at markets, carnivals and in vehicles (*BGN-Merkblatt zur Sichere Verwendung von Flüssiggas auf Märkten, Volksfesten und in Fahrzeugen*) is required.

3.43 Abrasive cutting, hot work and all work using naked flames

Welding, cutting, soldering, grinding, abrasive cutting and work that uses naked flames or generates sparks are prohibited on the premises of Messe Karlsruhe. In exceptional cases, a permit for operations with naked flames under special safety requirements (permit for activities involving fire hazards) may be issued by Messe Karlsruhe upon receipt of a written application and description of the work.

3.44 Exhaust gases and vapours

Flammable vapours and gases emitted by exhibits and equipment that represent a health hazard and/or nuisance to the general public must not be discharged into the halls. They must be discharged outside the building using suitable piping in accordance with the provisions of the German Federal Emission Control Act (*Bundesmissionsschutzgesetz*). Vapours containing fats produced during cooking, frying or roasting must be filtered using the appropriate equipment.

3.45 CE marking of products

Products that do not have a CE conformity certificate and do not meet the requirements of the German Product Safety Act (*Produktsicherheitsgesetz*, ProdSG) may only be exhibited if marked with a clearly visible sign that indicates they do not meet these requirements and cannot be purchased within the European Union until the corresponding conformity has been established. If these products are demonstrated, necessary measures must be taken to protect persons. During demonstrations, the necessary precautions (barriers) must be taken for the protection of persons present (see Section 3 (5) of the German Product Safety Act).

3.46 Dismantling of the exhibition stand

The exhibition space must be restored to its original condition by the end of the dismantling period. The Exhibitor is liable for damage of any kind. The Exhibitor must report any damage to the trade fair/exhibition management. The Exhibitor is liable for damage caused to the ceilings, walls, floor and installation equipment. Adhesive strips must be removed without trace. Damage to the hall, its facilities and the outdoor areas caused by exhibitors or their agents must always be reported to the trade fair/exhibition management. Stands that have not been dismantled and items that have not been removed shall be removed at the expense and risk of the Exhibitor after dismantling has been completed and stored at the contracted freight forwarder. Messe Karlsruhe accepts no liability here. Deviating regulations may apply for events in the outdoor exhibition area (please refer to the terms and conditions for participation of the respective event).

3.47 Waste disposal/separation

In order to ensure environmentally friendly disposal of waste produced during the event, as well as during assembly and dismantling, the Exhibitor must separate waste materials and dispose of them in the appropriate collection containers provided for this purpose. Please note that Messe Karlsruhe will only dispose of "usual volumes" of waste. A fee will be charged for the disposal of disproportionately high volumes of waste. When designing and supplying their stand, exhibitors should use reusable materials and follow the principles of waste prevention. Exhibitors who offer food and drinks for immediate consumption must use washable, reusable crockery and cutlery, glasses and multi-use tablecloths. The use of plastics (incl. recyclable plastics) and cardboard dishes (incl. uncoated compostable dishes) is not permitted. The serving of cans or disposable bottles is prohibited. Messe Karlsruhe reserves the right to impose sanctions in the event of a violation of these regulations, up to and including the revocation of admission to the trade fair. The use of edible dishes is to be avoided due to the environmental damage caused during their production. Moreover, exhibitors are advised against serving disposable foods on ethical grounds, as they are often disposed of via general waste. In case of non-compliance or if disposed of incorrectly, special waste will be disposed of at the expense of the Exhibitor.

4. Environmental protection and occupational health and safety

Messe Karlsruhe is committed to sustainability and preventative environmental protection.

As contractual partners to Messe Karlsruhe, exhibitors and organisers are obligated to ensure binding compliance with all legislation and all provisions and regulations regarding environmental protection and occupational health and safety. This also applies to their own contractual partners (e.g. stand construction companies).

The materials and products used on the premises must, wherever possible, be durable, reusable and easy to repair, result in waste that is lesser in volume or easier to dispose of compared to other materials and products, and/or themselves be produced from waste or residual materials.

5. Special provisions for two-storey and multi-storey exhibition stands

5.1 Construction request

The construction of two-storey or multi-storey exhibition stands is only permitted with the approval of the trade fair/exhibition management or the Organiser's responsible project management. Interior rooms in two-storey structures must have a clear height of at least 2.30 m on the ground floor and at least 2.30 m on the upper floor. The maximum height must be agreed with Messe Karlsruhe. In halls with sprinkler systems, the upper floor must always be open at the top. In addition to the fire extinguishers already installed on the ground floor, at least one fire extinguisher must be installed on each staircase in a clearly visible and easy-to-reach position.

5.2 Fire protection requirements

Heat detectors must be installed under the ceilings of two-storey or multi-storey exhibition stands with a minimum floor area of 50 m² and a maximum floor area of 100 m². These must be connected to the fire alarm system of Messe Karlsruhe. The corresponding planning documents for the heat detector system must be provided to the technical management of Messe Karlsruhe. An additional sprinkler system must be installed under the ceiling of two-storey exhibition stands with a floor area of more than 100 m². When the sprinkler system is triggered, the fire alarm will be relayed via the Messe Karlsruhe fire alarm system to the professional fire brigade. Water is supplied to the sprinkler system from pressurised water tanks with a total volume of 5 m³ for supplying a maximum area of 1,000 m². The sprinkler system must be installed by a contractor of Messe Karlsruhe or a VdS-approved specialist in accordance with the valid VdS guidelines. The corresponding planning documents for the exhibition stand must be submitted to the technical management of Messe Karlsruhe. The connection to the water supply and the technical acceptance of an installation performed by the Exhibitor or stand builder must always be conducted by a contractor of Messe Karlsruhe. The stand space required for the pressurised water tanks must be provided by the Exhibitor.

5.3 Traffic loads/load assumptions

The following load assumptions must be used for the upper floor of a two-storey exhibition stand in accordance with DIN 1055 Part 3, Table 1: For meetings and customer service, i.e. furnished with freely arranged tables and chairs or in meeting cubicles – 3.0 kN/m². For unrestricted use as an exhibition and sales area, as a meeting room with no or dense seating – 5.0 kN/m². For balustrades and railings – 1.0 kN/m at the height of the rail. Stairs must always be designed for a traffic load of 5.0 kN/m². The Exhibitor must provide verification that the floor pressure of the supports does not exceed the permissible floor load of the hall floors.

5.4 Escape and rescue routes/staircases

On the upper floor of a two-storey exhibition stand, the walking distance from each accessible point to the next hall aisle must not exceed 20 m. Longer distances may be approved on a case-by-case basis if the permissible remaining walking distance from the hall is not exceeded. The stairs must be arranged in such a way that escape routes to the outside of the building are kept as short as possible. The maximum walking distance from the upper floor to the nearest emergency exit door from the hall must generally not exceed 50 m. Upper floors with an area of more than 100 m² require at least two staircases located 20 m apart and opposite one another. All staircases must be built in accordance with DIN 18065. Stairs must have a minimum clear width of 1.20 m (between the handrails). The height of each step must not exceed 0.19 m and the stair tread depth must not be less than 0.26 m. Helical or spiral staircases are not permitted.

If storage areas, rooms, electrical facilities, etc. are located underneath necessary flights of stairs, then the stairs must have a closed underside separating them from the ground floor of the hall up to the false ceiling. This must at least comply with the specifications for fire resistance class F 30 (e.g. fireproof gypsum plasterboard or equivalent measuring 12.5 mm in thickness). Continuous, non-slip handrails with no open ends must be provided on both sides of staircases and intermediate platforms.

Material requirements for load-bearing components

In the case of two-storey stands, the structural components, ceilings of the ground floor and the floor of the upper floor must be made of materials that are at least flame-retardant (in accordance with DIN 4102 min. B1 or min. Class C in accordance with EN 13501-1).

6. Special regulations for the outdoor exhibition area

6.1 Surfaces

The outdoor exhibition area has a range of **different surface conditions**. The outdoor exhibition area P3/multifunctional space east has a range of **different base and surface layers** (surface layers: gravel turf, gravel, paving, asphalt). The surface in the outdoor exhibition area north and in the delivery yards consists of asphalt and plaster, while that in the Atrium consists of vegetation and paving.

The incline in the outdoor exhibition area P3/multifunctional space east varies from location to location between 1 and 4% due to structural conditions. The incline in the other outdoor exhibition areas also varies. The technical project management of Messe Karlsruhe will provide more information.

6.2 Stand construction

All stand constructions and exhibits in the outdoor exhibition areas must be erected in a way that is verifiably stable. The Exhibitor is responsible for the stability and load-bearing capacity of these constructions. The local conditions (e.g. ground loading, assumed wind and snow load, terrain suitability, structures and installations) must be taken into account. Statically supporting anchorings and brackets, as well as those relevant to stability, on necessary ballast weights, or those used to secure free-standing masts or advertising hoardings in place, must be made from non-flammable materials. This applies in particular to the ballast connection of temporary structures such as tents and stage roofs.

The local conditions in the outdoor exhibition areas (ground loading, assumed wind and snow load (Karlsruhe wind zone 1)) must be taken into account. The outer wall panels/surfaces on all stand constructions in the outdoor exhibition area that support load-bearing roof coverings must be able to withstand regular wind pressure and suction loads. In certain cases, additional special requirements for stand construction may be made, in order to achieve and ensure the main safety goals for the specific event.

6.3 Damage to the surfaces

Damage to the surfaces (e.g. excavations for foundations, pits, pipelines, cable trenches, flagpoles, pegs, etc.) is prohibited without the approval of Messe Karlsruhe. Approval must be requested from Messe Karlsruhe in good time, no later than eight weeks before the event. Insofar as approval is granted, the communicated instructions and obligations to bear costs must be taken into account. The spreading of material (e.g. bulk goods like wood chips or gravel) of any kind and in any quantity is subject to the approval of Messe Karlsruhe.

6.4 Warning in the event of severe weather

In the event of expected severe weather events, a general severe weather warning will be issued to Exhibitors in the outdoor exhibition areas. In this case, exhibitors with temporary structures or stand constructions that can be easily dismantled in the event of wind load are required to immediately take all necessary measures to stop operations. If using mobile installations (e.g. small exhibits, furniture, sunshades, advertising displays), exhibitors must ensure that these can be disassembled and stored at short notice and at any time in the event of a corresponding weather warning. Suitable storage facilities must be available for presentation at the exhibition stand.

For the purposes of direct alerting to the stand constructions/pavilions/structures in the event of severe weather, exhibitors must provide the technical project management with the name and mobile phone number of the person(s) with lead technical responsibility. These persons must be present at the exhibition stand during the assembly and dismantling times, as well as during the event, and must be able to immediately initiate and conduct the required measures for stopping operations.

The instructions of the locally active safety and security staff, as well as the staff of Messe Karlsruhe, must be followed at all times and immediately.

6.5 Lightning protection

Structures and exhibits in the outdoor exhibition area must have effective lightning protection systems if their position, construction or use could lead to them being exposed to a lightning strike or flashover, or if such an event could lead to severe consequences. Furthermore, all temporary stand structures and exhibits in the outdoor exhibition area measuring over 12 m in height must always be fitted with a lightning protection system in line with the relevant DIN standards.

Lightning protection systems must undergo a verified approval/functional test performed by a professional constructor, expert or inspector for electronic engineering (lightning protection). The test report must be available for presentation.

6.6 Marking of exhibits and advertising systems from a height of 30 m

All obstructions to aviation from a height of 30 m on the exhibition grounds of the Karlsruhe Trade Fair Centre, including all outdoor exhibition areas, must be marked. A coating of yellow, red or orange paint is sufficient as a daytime marking. If other colours are used, a warning sign (red and white) must be fitted at an exposed position. For night-time marking, cranes and exhibits must be illuminated or marked with lights according to the German General Administrative Regulation for the Identification of Aircraft Obstructions (*Allgemeinen Verwaltungsvorschrift zur Kennzeichnung von Luftfahrthindernissen*).

6.7 Heating

The use of compressed and liquefied gas for heating purposes is prohibited. The operation of suitable oil-fired heating systems/equipment for stand constructions is subject to approval by the technical management of Messe Karlsruhe. Such systems, including their tanks, always require approval and are subject to special safety and protection requirements. Electrical heating systems inside stand constructions are permitted insofar as they and any cables are firmly secured. Parts that glow hot during operation must not be exposed. There must be at least 1 m of clearance between the rear and side panels of radiant heaters or blower heaters and any flammable objects.

7. The German text is legally binding.