

1. Scope of application: These Exhibition Regulations shall apply to the construction and use of exhibition booths at Messe Freiburg. In addition to important information, they contain binding organisational and safety-related provisions for all Exhibitors.

2. Set-up and dismantling times, deliveries

The set-up and dismantling times for exhibition booths shall be determined individually for each event and contractually agreed between Freiburg Wirtschaft Touristik und Messe GmbH & Co (hereinafter referred to as FWTM) and the respective Organiser. Exhibitors may obtain details of these times from the Organiser. Setting up and dismantling booths at Messe Freiburg is not possible outside of these times.

Deliveries and collections of exhibition booths and exhibits shall likewise only be possible within the agreed times. Exhibits shall not be delivered or stored at the Venue outside of these times. If any objects brought in are delivered early or collected late, storage / disposal fees shall be charged where applicable.

Delivery address for Exhibitors: Messe Freiburg
Hermann-Mitsch-Str. 3
79108 Freiburg, Germany

It is imperative that all deliveries be marked with the event name and booth number and exhibiting company where applicable.

3. Booth spaces:

FWTM shall determine the possible exhibit spaces for the event with the Organiser. The booths shall be set up within these spaces. Setting up exhibits, booth components or similar items outside of the booth spaces shall be subject to the express approval of FWTM. Pillars, wall protrusions, beams, partition walls, power distribution boxes, fire extinguishing equipment and other technical equipment shall be stored within the allocated booth spaces.

4. Booth height, booth safety: The maximum permissible overall height for the construction of exhibition booths shall be 250 cm. Deviations shall require prior authorisation from FWTM. The Exhibitor shall be responsible for the structural safety of the booth.

5. Exhibition booths and special constructions requiring authorisation: Special constructions and two-tiered booths shall only be permitted in exceptional cases. Respective plans must be submitted first to the Organiser and then to FWTM for approval. FWTM shall consult the building supervisory authority to decide whether approval should be granted.

6. Booth construction materials and ceiling constructions: Booth construction materials and decorations shall be difficult to ignite – at least B1 in accordance with standard DIN 4102 or at least class C according to EN 13501-1. The Exhibitor shall provide proof of this to the Organiser or FWTM on request. Materials that are normally or easily ignited, that drip or produce toxic gases when burning, shall not be used for booth construction. The foyers of the Konzerthaus are equipped with sprinkler systems. Therefore, any type of ceiling or roof construction that obstructs or repels water, including opened parasols or umbrellas, shall not be permitted.

7. Railings / fences for platforms: Accessible areas directly adjacent to spaces that are 0.2 m or more lower must be secured by railings.

8. Electrical installations

Exhibitors shall notify the Organiser of any technical requirements for individual booths well in advance prior to the event. The Organiser shall coordinate all of the requirements of all Exhibitors with FWTM's service partner. All technical equipment

brought in by Exhibitors shall comply with the generally recognized technical standards.

9. Carpets: Any carpets or other decorative materials to be laid directly on the existing floors shall be laid in such a way as to avoid danger of slipping, tripping or falling to individuals. Carpets and other floorings shall be laid in such a way as to be accident-proof, and shall not protrude beyond the edges of the booth space. Connecting booth spaces with floor coverings shall be subject to approval and shall avoid any danger of tripping or other accidents in the aisles. Adhesive markings, carpet fixings and similar shall only be affixed using special carpet-laying tape that does not leave a residue upon removal. Self-adhesive carpet tiles shall not be permitted. None of the materials used shall leave a residue upon removal. The same shall apply for substances such as oils, fats, paints and similar. Hall floors shall not be painted. Any cleaning costs incurred as a result of violations of these regulations shall be borne by the responsible party.

10. Information, advertising and decorative materials: The use of adhesives on walls, doors, columns and ceilings shall be generally forbidden. Decorative materials shall be difficult to ignite – at least B1 in accordance with standard DIN 4102 or at least class C according to EN 13501-1. Treating them with a fireproofing agent may only make some of these materials fall under the category "difficult to ignite. Any fireproofing agents used shall be officially approved. Confirmation of flame-resistance, or of the materials having been proofed according to regulations (certificate), shall be presented to FWTM on request.

11. Using balloons and flying objects: The use of balloons filled with safety gas and other flying objects shall be approved by FWTM. The use of such objects shall not obstruct or damage safety-related equipment at any time.

12. Trees, plants and animals: Decorations made from natural plant materials shall only be used at the Venue when fresh. Bamboo, reeds, hay, straw, bark-chip mulch, turf, (pine) trees without roots or similar materials do not meet the aforementioned requirements (fire hazard). FWTM shall consult with the fire service on any exceptions. Bringing in animals shall generally not be permitted.

13. Spray guns, nitrocellulose paint: The use of spray guns or nitrocellulose paint shall be prohibited.

14. Containers for recyclable, non-recyclable and residual waste: Containers for recyclable, non-recyclable and residual waste shall be emptied regularly, every evening after the exhibition closes at the latest. If larger amounts of flammable waste are generated, these shall be disposed of several times throughout the day.

15. Empty bottles, packaging: Storing empty bottles, containers or packaging of any kind at the Venue, inside or outside of the booths shall not be permitted. Any empty bottles, containers or packaging that accumulate shall be promptly removed. FWTM may provide limited storage space for a fee (on-site storage).

16. Smoking ban: A general smoking ban shall apply at the Venue. All exhibitors shall comply with the smoking ban and ensure that visitors to their booths also comply.

17. Fire extinguishers: If an exhibition booth has elevated fire loads, FWTM, the building supervisory authority or the fire service may require the provision of fire extinguishers and a fire guard at the exhibition booth.

18. Glass and acrylic plastic: Constructions made from glass shall comply with the requirements under the "Technical rules

for the use of anti-fall glazing (TRAV)”. Only laminated safety glass shall be used. Glass edges shall have been polished or shall be protected in such a way as to exclude any danger of injury. Structural elements made entirely of glass shall be marked at eye level from the beginning of construction.

19. Printed materials / advertising materials / advertisements: Exhibitors shall not run unauthorized advertising campaigns outside of their own booths (e.g. handing out brochures, displaying promotional signs) without the Organiser’s approval. Printed materials, advertising materials and other flammable materials shall only be stored at booths in quantities needed for the day.

20. Acoustic and visual presentations: The use of acoustic systems or audiovisual presentations of any kind shall be authorised by the Organiser. The noise levels of musical presentations shall not exceed 60 dBA. If the Exhibitor repeatedly fails to observe this regulation, the electricity supply to the booth may be interrupted, regardless of the resulting loss of supply to the booth.

21. Heat-generating electrical appliances: All heat-generating electrical appliances shall be reported to the Organiser and approved by FWTM before use. Flammable materials shall be kept at an adequate distance depending on the amount of heat generated. Heat-generating lighting fixtures shall not be attached to decorations or similar. Electrical cooking appliances and other equipment that may be dangerous if left unattended shall be switched off at the end of the day’s opening hours.

22. Flammable liquids and lighting gels shall not be used or stored in the booths without FWTM’s approval. The use of combustibles (e.g. in gas burners) or **spirits** shall be generally prohibited.

23. Hazardous substances:

It shall be prohibited to bring in hazardous materials, preparations or objects that are explosive, oxidising, easily flammable, poisonous, or otherwise damaging to health or to the environment.

24. Projects that require approval: The use of pyrotechnics, smoke machines, compressed gases, radioactive materials, laser equipment, high frequency systems, radio devices and x-ray units shall only be permitted subject to prior authorisation by FWTM and upon presentation of official approval where necessary. Laser equipment and systems of class 3b or higher are prohibited.

25. Hospitality, catering: Catering at the booths shall only be provided by the catering company to whom the Organiser has granted exclusive catering rights for the entire event.

26. Musical reproduction (GEMA): In accordance with copyright legislation, musical reproduction of any kind shall require permission from the German copyright administration society (GEMA). Unapproved musical reproduction may result in compensation claims being made by GEMA.

27. Modification of booth constructions / special structures that do not meet requirements: Exhibition booths, structures, equipment, fittings or decorations (materials) that do not comply with these Regulations or have not been approved, as the case may be, are not permissible for construction at Konzerthaus. They shall be removed or modified wherever necessary at the Exhibitor’s expense.

28. Dismantling the exhibition booths: After dismantling, the exhibit space shall be restored to its original condition. In addition to the Organiser, each Exhibitor is liable for any damages to ceilings, walls, floors and installed equipment. Adhesive tape shall be removed without leaving a residue. Damage of any

kind shall be reported to FWTM without delay.

Dated: September 2011