

57th EPC Meeting



KPBA Korean
Pancreatobiliary
Association

General information for exhibitors

Welcome!

Welcome as an exhibitor at the EPC Meeting!

This manual provides you with all the essential information for a successful participation.

1. General Information

1.1 Event Details

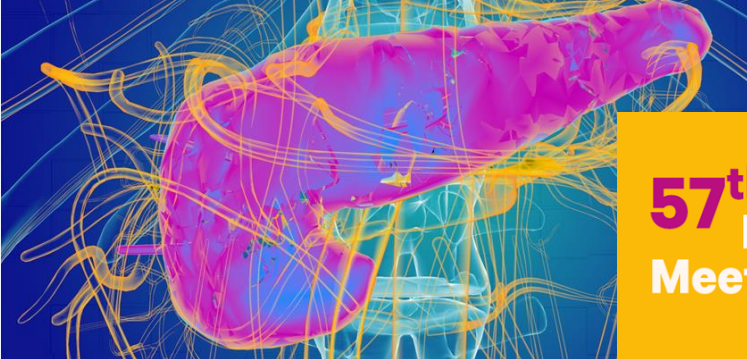
- **Event Name:** 57th EPC Meeting Dusseldorf
- **Date:** July 2nd – 5th, 2025
- **Venue:**
 - July 2, 2025 – University Hospital Dusseldorf (no exhibition)
 - July 3 – 5, 2025 – Dusseldorf Congress Center (**CCD**)
- **Organizer:** bsh medical communications GmbH
- **Contact Person:** Brigitte Soubusta-Hoppe | bsh medical communications GmbH | bsh@medical-communications.de

1.2 Important Dates

- **Order Forms:** Please return all order forms by May 19, 2025, at the latest to the corresponding providers. Orders cannot be guaranteed if forms are received later.
- **Setup Times at CCD:** July 2, 2025, 06:00 AM – 06:00 PM; other setup times only possible upon request.
- **Event Times CCD:**
 - Thursday, July 3, 2025, from 08:15 AM to Saturday, July 5, 2025, 01:30 PM
- **Dismantling Times:**
 - July 5, 2025, after the coffee break, approx. 11:00 AM – 08:00 PM (adjustments possible upon request)

1.3 Orders

- The orders are binding and subject to the terms and conditions of the service providers. Your contractual partners are the individual service providers, who will send the corresponding invoice to you.
- We have no influence on any pricing or service.



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2. Booth Information

2.1 Booth Allocation & Design

- Your booth number will be provided separately.
- Booth size: according to your confirmed registration.
- Equipment: as per your booking.
- Furniture: can be ordered using the separate order form.
- Booth design requirements: Maximum height 2.50 m. **Other heights must be checked and approved by the CCD**
- Flooring: Carpeted.

2.2 Technical Equipment

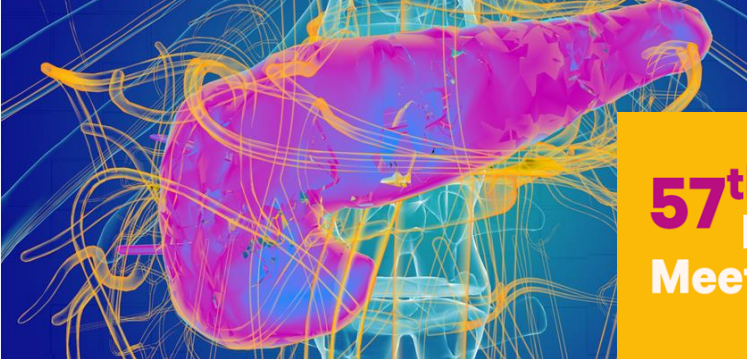
- Power supply: can be ordered using the separate order form.
- Internet access: can be ordered using the separate order form.
- Additional technology: can be ordered using the separate order form.
- Orders for furniture, electricity, technical devices, booth cleaning, or security: must be submitted by May 19, 2025.

2.3 Contact for Booth Construction

- **Julian Wende & Brigitte Soubusta-Hoppe**
- **Julian Wende** | Dusseldorf Congress Center GmbH | **CCD**
wendej@duesseldorfcongress.de | Phone: +49 211 45 60 84 11
- **Brigitte Soubusta-Hoppe** | bsh medical communications GmbH |
bsh@medical-communications.de | Phone: +49 211 77 05 89 10

2.4 Technical Guidelines

- Please follow the **Technical Guidelines** of the **CCD**, which are attached or available for download.
- Please return the confirmation of receipt to the PCO not later than May 19th, 2025.
- Additional technical equipment: can only be ordered using the order form.



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3. Logistics & Safety

3.1 Delivery & Setup

- **Earliest delivery date:** July 2, 2025, only by prior arrangement and registration by May 19, 2025.
- **Delivery address for early shipments:** Schenker Deutschland AG, Messegelaende Dusseldorf, 40474 Dusseldorf (see separate form).
- **Material transport to the booth:** Handled by the logistics partner.
- **Delivery address for July 2, 2025:** See above.

Freight Elevator:

- **Name:** Freight Elevator 1
- **Cabin dimensions:** L 4.70m x W 2.63m x H 2.68m
- **Ramp dimensions:** L 4.27m x W 3.44m x H 1.13m
- **Lifting platform:** L 4.90m x W 2.60m
- **Load capacity:** Freight elevator 2 tons, lifting platform 5 tons
- **Entry permit:** Required for deliveries to the premises; must be applied for in advance.
- **Directions for suppliers:** See "Freight Elevator 1" access plan.
- **Directions for participants:**
<https://www.duesseldorfcongress.de/en/how-to-reach-us/>

3.2 Safety Regulations

- **Keep emergency exits & escape routes clear**
- **Fire protection regulations:** See Safety Regulations & Technical Guidelines attached to be signed by the exhibitor and returned to PCO not later than May 19th, 2025.

4. Printed Materials

4.1 Advertisements in the Conference Program

- **Ad dimensions / Print template:** 148 mm width x 210 mm height plus 3 mm bleed

4.2 Flags

- **Flag dimensions / Print template:** 1.50 m width x 4 m height



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5. Additional Services

5.1 Booth Cleaning

- **General cleaning** (including setup, interim, and post-event cleaning) in aisles will be carried out by **CCD**.
- **Booth cleaning:** must be ordered using the order form.

5.2 Waste Disposal

- **No waste may be left at the booth.**
- **Waste disposal:** must be ordered using the **CCD** (Messe Dusseldorf) order form.

5.3 Storage of Packing Materials

- **Storage:** must be pre-arranged via the Schenker order form on behalf of **CCD** (Messe Dusseldorf).

5.4 Furniture, Decoration & Plants

- **Orders:** can only be placed using the attached forms.
- **Special requests?** Contact us!

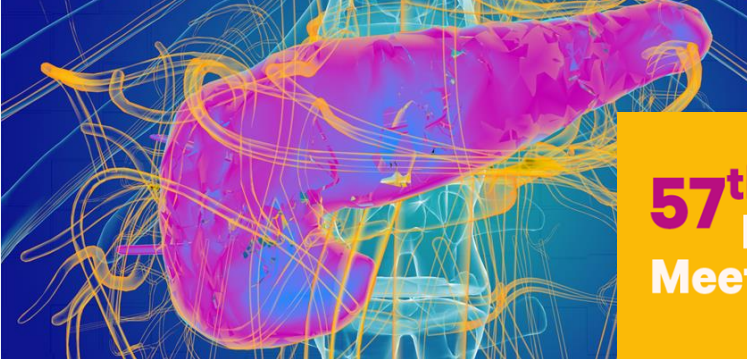
5.5 Food & beverage

- Food and beverage can solely be ordered through the exclusive caterer of the **CCD**:
Restaurantionsbetriebe Stockheim GmbH, Rotterdamer Strasse 144, 40474 Dusseldorf;
Mrs. Sara Gartzke | Email: sara.gartzke@stockheim.de | phone: +49 178 454 90 26
- If you bring your own food and drinks, a corkage fee will be charged by the caterer.

6. Safety Regulations & Technical Guidelines at CCD

6.1 Safety Regulations

- Please read the **Safety Regulations** carefully and confirm by signing in the designated field that you have read and accepted them.



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6.2 Technical Guidelines

- Please read the **Technical Guidelines** carefully and confirm by signing in the designated field that you have read and accepted them.

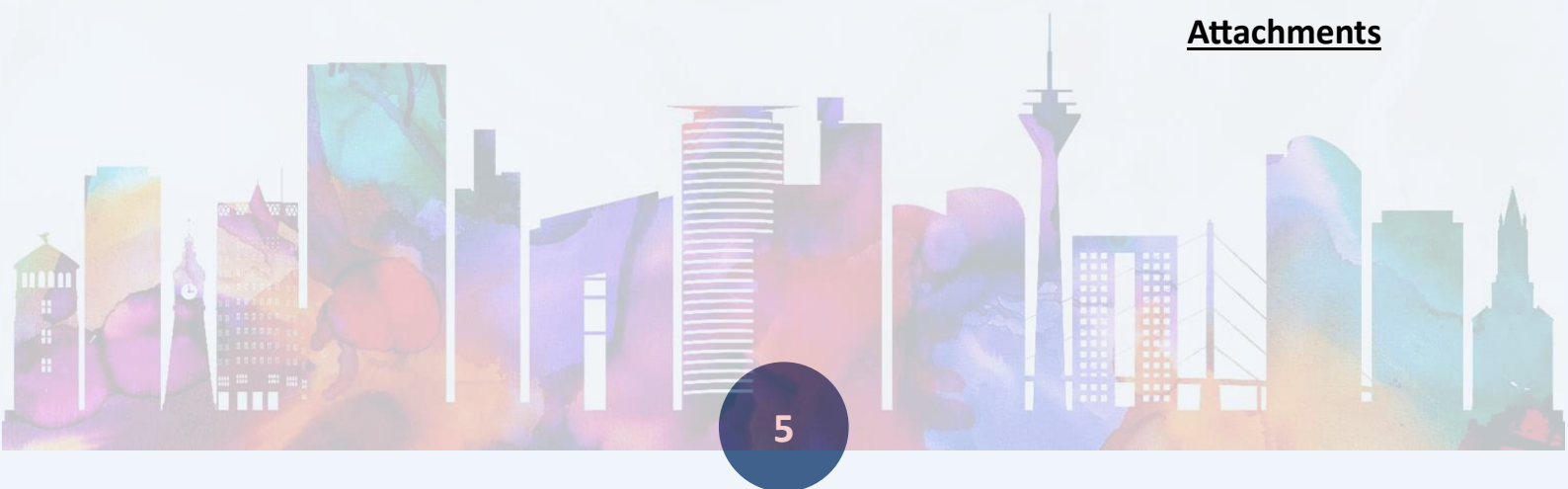
Important Notes

- Only orders submitted via the attached forms (signed and stamped) will be processed.
- The attached "Safety Regulations" and "Technical Guidelines" must be submitted no later than Monday, May 19, 2025.
- All orders must be received no later than Monday, May 19, 2025. We cannot guarantee fulfillment for later orders.
- Please send orders to the corresponding service providers.
- They will take care of organization and billing process.

We are looking forward to seeing you in Dusseldorf!

The team of bsh medical communications

Attachments



Electrical Installations CCD

Hall/Stand number:

Event:

Please enter orders in the ground plan sketch, otherwise entry as Düsseldorf Congress GmbH sees fit.
Prices include material (rental), construction and dismantling. Prices for outdoor area on request.
All orders and for incomplete documentations submitted less than 21 days
before set-up time Düsseldorf Congress GmbH add a surcharge of 35% on the fees.

| Ident-Nr. | Amount ordered | Electrical Installations | Unit | Rental price per unit in € plus VAT |
|----------------------------|-------------------|--|------|--|
| Electrical packages | | | | |
| 2201 | | Power connection up to 2.3 kW, incl. 1 Euro power socket 230 V, 10 A, up to 2.3 kW | Each | 148.00 |
| 2195 | | Power connection up to 7 kW incl. 2 Euro power socket 230 V, 10 A, 2.3 kW and 1 fridge power socket 230 V, 4 A, up to 0.9 kW, 24-hour operation | Each | 316.00 |

Main power connections (additional installations required):

| | | | | |
|------|--|--|------|--------|
| 2202 | | 3-phase current connections, 400 V up to 7 kW | Each | 183.50 |
| 2204 | | 3-phase current connections, 400 V up to 19 kW | Each | 339.50 |
| 2206 | | 3-phase current connections, 400 V up to 34 kW | Each | 568.50 |

For electrical connections and services from 2237 to 2268 a power or three-phase main power supply as listed above under 2201 to 2204 is required. Junction boxes for loads in excess of 34 kW cannot be installed by Messe Düsseldorf. Electricity connections in the outdoor area on request. Consumption in the outdoor area will be charged at the applicable electricity consumption rate per kW/h.

Additional installations (only in conjunction with main power connections 2202-2206, without electrical packages!)

Power sockets:

| | | | | |
|------|--|--|------|-------|
| 2237 | | Euro power socket 230 V, 10 A, up to 2.3 kW (cannot be switched off, 24-hour operation) | Each | 44.70 |
| 2239 | | 3-way socket, 10 A / 230 V + 1.5m cable | Each | 21.00 |
| 2240 | | Fridge power socket 230 V, 4 A, up to 0.9 kW (cannot be switched off, 24-hour operation) | Each | 44.70 |
| 2241 | | Euro power socket 230 V, 10 A, up to 2.3 kW (can be switched off) | Each | 44.70 |

CEE sockets:

| | | | | |
|------|--|--|------|--------|
| 2243 | | CEE sockets, (red), 3-pole + N + E, 400 V, 16 A (for Id. 2202) | Each | 86.00 |
| 2256 | | CEE sockets, (red), 3-pole + N + E, 400 V, 32 A (for Id. 2204) | Each | 141.90 |
| 2255 | | CEE sockets, (red), 3-pole + N + E, 400 V, 63 A (for Id. 2206) | Each | 187.10 |
| 2242 | | CEE sockets, (blue) 1-pole, 230 V, 16 A, 10 amps fused, up to 3.3 kW | Each | 62.70 |

Miscellaneous:

| | | | | |
|------|--|--|------|-------|
| 2248 | | Wieland coupler 230 V, 10A up to approx. 2.3 kW for exhibitor's own lighting fixtures | Each | 49.80 |
| 2251 | | earthing connection for earthing the stand, required for metal stands | Each | 42.00 |
| 2169 | | cover for power distributor <input type="checkbox"/> black or <input type="checkbox"/> white | Each | 49.00 |

The electrical power consumption will be charged with a flat-rate of € 38.50 per electricity connection.

For safety reasons, the electric power will be switched off one hour after closure of the event on the last day.

The General Terms and Conditions of Düsseldorf Congress GmbH shall apply; these can be obtained or accessed on the Internet at www.duesseldorfcongress.de/en/terms We order herewith for hire on the conditions stated overleaf.

Please note: In case of any changes after invoicing, a handling fee of EUR 45.00 will be charged.

Please enter your correct invoicing address

incl. PO number if necessary for invoicing

Name of the company

Street

Postal code and place

Country

Email address for electronic invoicing

Contact

Telephone

Email

PO number

Contractual partner and therefore joint tortfeasor shall always be the exhibitor.

VAT ID

Company Stamp, date, signature

Important notes

| |
|--------------------|
| Hall/Stand number: |
| Event: |

General conditions for all connections:

Rental fees apply to the entire run of any given event. This includes the specified construction and dismantling periods as well as duration of the event. Total operating time may not exceed six weeks. If it does, a rental fee equivalent to that of the first six weeks will be charged for each additional four-week period.

Equipment which is not part of a delivery/collection agreement must be picked up by the exhibitor and returned (no later than on the last day of dismantling, 2 pm) without further request. If this obligation is not fulfilled, the value will be invoiced in accordance with item 8.6 of the general standard terms and conditions.

Deposit regulation, Terms and Conditions, item 8.6:
A deposit will be booked into the exhibitor's account for the duration of use according to the deposit class. If the terminal device is returned by 2:00 pm on the last dismantling day in flawless optical and technical condition, the deposit will be removed from the exhibitor's account. Otherwise the deposit will be transformed into a damages fee that will be payable with the exhibitor's invoice.
Deposit category I: €100 (e.g. telephones)
Deposit category II: €250 (e.g. modems, fax machines, routers, switchers)
Deposit category III: €650 (e.g. notebooks, PCs with monitor)
The deposit will be charged per connection. Please note that when using a modem or ISDN card a 0 must be programmed for an outside line.

Connections, lines and services must be ordered using the appropriate form no later than 30 days prior to the event. Forms received after this date will be processed on a first-come, first-served basis. Provision of telephone numbers, lines and terminal equipment for last-minute orders is subject to availability. IP Connect Germany connections have a different delivery time of 12 weeks.

All necessary connections are provided exclusively by Düsseldorf Congress GmbH. All communications terminal units and installations are provided on a rental basis for the duration of the event. Installations are connected during the stand construction period and disconnected no later than the last day of dismantling. Cabling of any communications technology equipment outside rented stand areas may only be carried out by T-Systems International GmbH on behalf of Düsseldorf Congress GmbH.

The operation of customer-owned WLAN components on any part of the exhibition grounds requires special authorization by Düsseldorf Congress GmbH. The necessary forms are included in the enclosures. Once a WLAN voucher has been delivered to the exhibitor or his agent with a valid delivery slip, there will be no exchange for any vouchers, including not activated or partially used vouchers. There is no guarantee of availability or bandwidth for WLAN vouchers offered.

If **no entry** is made in the catalogue entry field for connections, **all** connections ordered by submission deadline will be included in the catalogue.

Furthermore Düsseldorf Congress GmbH's terms and conditions for telecommunication and Internet services, the technical guidelines, and the price list for connection charges, which can be requested and are posted in our offices, apply. Charge units included in package deals that are not used will **not** be refunded. There will be no offsetting or trading off of included charge units when ordering multiple connections.

Call by call and pre-selection are not available for any connections.

Orders received after the deadline (but not later than 7 days prior to event opening) incur a 35% surcharge on the connection rates listed overleaf. Changes to services ordered will also incur this surcharge.

Base tariff rate is **€ 0.11 per unit**.

All prices quoted are exclusive of statutory VAT.

Or call our service team on **+49 211 947 20 00**.

Email: **Telekom@messe-duesseldorf.de**
Telecom@messe-duesseldorf.de

Terms and Conditions of Sale apply to telecom and internet services

1 Subject matter of the terms and conditions

The rental fees are applicable to the entire duration of an event. This includes the specified assembly and dismantling times and the period of the event itself. Operation must not exceed 6 weeks. Otherwise a rental fee of the same amount will become payable for each additional 4-week period. The fee shall cover one item each (e.g. connection charge, piece of equipment, etc.)

The following terms and conditions regulate the contractual relation of the customer with Düsseldorf Congress GmbH for telephone and DECT connections, for participation in the telephone service and for the rent, the installation of telecommunication end devices and corresponding fittings (hereinafter referred to collectively as telecommunications facilities), the connection of the telecommunication facilities to the telecommunication system of Düsseldorf Congress GmbH, as well as for Internet connections, Wireless-LAN and corresponding data end devices (hereinafter referred to collectively as IT facilities).

The terms and conditions of participation for the respective event, the technical guidelines and the following terms and conditions shall apply. Deviating terms and conditions of the customer shall not apply. This shall also be the case even if Düsseldorf Congress GmbH does not explicitly reject these.

2 Coming into force of the contract

2.1 Use of the telecommunication/IT facilities must only be ordered from Düsseldorf Congress GmbH via the corresponding order form. The order will be confirmed by Düsseldorf Congress GmbH or Telekom Service Center Messe. Upon confirmation, the contract between the customer and Düsseldorf Congress GmbH shall come into force.

2.2 Düsseldorf Congress GmbH has entrusted T-Systems International GmbH with the performance of the contract.

2.3 Düsseldorf Congress GmbH is entitled to make conclusion of the contract dependent

- a) on the submission of a written power of attorney,
- b) on an advance payment or guarantee declaration from an approved banking institution in the European Union.

3 Scope of performance

The scope of the contractually agreed products and services is specified in the scope of products and services as shown on the order forms. All telephone communication, data communication and all forms of picture communication must be carried out exclusively via the network of T-Systems International GmbH.

All the required connections are exclusively provided by Düsseldorf Congress GmbH. Equipment and facilities that form part of communication systems shall be provided for an event on a leasing basis. They shall be put into operation during the assembly period. Switch-off shall take place no later than on the last dismantling day. Cables may only be laid for communications equipment outside a rented stand space by T-Systems International GmbH, which shall be done on behalf of Düsseldorf Congress GmbH.

4 Obligations and responsibilities of the customer

In particular, the customer is obliged

- 4.1 Any items of equipment and facilities that have not been ordered with our delivery/pick-up service shall be collected by the exhibitor and shall be returned after the end of the event (i.e. no later than 14:00 hrs of the last dismantling day) without being requested to do so. If the exhibitor does not meet this obligation, then it shall be charged as detailed in GTC clause 8.6.
- 4.2 To pay the agreed prices, plus the turnover tax applicable thereon, on time. For each cheque not honoured or debit orders returned, the customer shall compensate Düsseldorf Congress GmbH for the resulting costs, in so far as and to the extent that he is responsible for the event triggering the costs,
- 4.3 To use exclusively the network operator T-Systems International GmbH. He is not allowed to change from T-Systems International GmbH to another network operator in individual cases for the duration of a call, through the dialling of a connection-network-operator code (Call-by-call selection and preselection).
- 4.4 To provide the electrical power for the installation, operation and maintenance, as well as any potential equalisation necessary, including corresponding earthing, at his own expense,
- 4.5 Not to misuse the connection or the connections or Internet access points handed over, in particular to refrain from threatening and disturbing calls,
- 4.6 To ensure that the components of the telephone network/ISDN are not overloaded through excessive use of the connection,
- 4.7 When using the Internet access points (WLAN or fixed-line network) to ensure the security of his own data and its secure transmission himself, for example by himself ensuring SSL coding or VPN Client,
- 4.8 Prior to making use of the "call-forwarding" function, to ensure that no calls are forwarded to a connection which also forwards incoming calls, and that the owner of the connection, to which the calls are to be forwarded, is in agreement with this,
- 4.9 To keep any personal identification number (PIN) secret and to alter it immediately or to have it altered by T-Systems International GmbH, if he suspects that unauthorised third parties have gained knowledge of it,
- 4.10 To ensure correct setting of the end-device identification code,
- 4.11 When ordering WLAN access, to provide the information, required of him, truthfully and completely,
- 4.12 To ensure the security and secrecy of the access data assigned to him for logging in,
- 4.13 To notify the Exhibition Service Office of T-Systems International GmbH immediately of any disturbances. This office receives these notifications on behalf of Düsseldorf Congress GmbH,

4.14 Following notification of a disturbance, to compensate T-Systems International GmbH for costs incurred in checking the facilities, if, following the checking, it becomes apparent that the disturbance was within the area of responsibility of the customer,

4.15 To collect the telecommunications/IT facilities ordered from the T-Systems International GmbH Service Centre prior to the start of each event, and to return them there immediately following ending of the event,

4.16 Only to have maintenance, repair and alteration work to the connections and telecommunications/IT facilities carried out by T-Systems International GmbH,

4.17 To notify Düsseldorf Congress GmbH within one month and in writing:

- of each alteration in the person of the customer, caused by inheritance through death or other universal succession,
- in the case of trading companies without legal capacity, communities of heirs, associations without legal capacity, Civil Code partnerships or communities of customers, the joining or departure of persons,
- of each alteration to the name or designation under which the customer is kept in the business documents of Düsseldorf Congress GmbH.

5 Use by third parties

The customer shall also be required to pay the prices incurred through the authorised or unauthorised use of the telecommunications/IT facilities by third parties, if and in so far as he is responsible for this use.

6 Terms of payment

6.1 The prices for telephone connections, for Internet access, for the rental of telecommunications/IT facilities, for detailed lists of individual connections and for the collect-and-bring service shall be payable for one event respectively.

6.2 All remuneration shall be payable at the start of the provision of the service, and shall be due at the latest upon receipt of the invoice. Düsseldorf Congress GmbH shall request appropriate cash advances.

6.3 All remuneration is to be understood as net remuneration, in addition to which turnover tax shall be invoiced and payable at the level statutorily prescribed for the time of the respective event. The invoice shall contain the information required by the tax authorities.

7 Right of offsetting and withholding

Offsetting by the customer against claims of Düsseldorf Congress GmbH is only permissible with claims that are undisputed or have been determined as legally binding. The customer shall only be entitled to assert a right of withholding on the basis of counterclaims from the present contractual relation. The customer cannot offset claims against T-Systems International GmbH against claims of Düsseldorf Congress GmbH.

8 Telecommunications/IT facilities

8.1 Rent

Düsseldorf Congress GmbH shall hand over the telecommunications/IT facilities - which shall remain the property of T-Systems International GmbH - to the customer for rental use only. Additional required consumables such as printer cartridges or additional printer paper, will be invoiced separately and are not included with the rental equipment.

8.2 Place of setting-up

The rented telecommunications/IT facilities may only be set up at a location other than the agreed location with the consent of Düsseldorf Congress GmbH.

8.3 Handing-over to third parties

The customer is not permitted to hand over the rented telecommunications/IT facilities, or to rent these on, to third parties for sole use, without the prior, written consent of Düsseldorf Congress GmbH. In the event of this consent being refused, the customer shall not be entitled to a right of extraordinary termination.

8.4 Software

Düsseldorf Congress GmbH shall rent out to the customer the software belonging to the telecommunications/IT facilities - which shall remain the property of T-Systems International GmbH. T-Systems International GmbH, its supplier and the creator of the software shall remain the owners of the copyright and of rights to the software and the documentation derived from this. The software must not be altered, reverse-developed, further-developed or translated. The written material must not be reproduced, nor must works derived from the documentation be produced.

8.5 Security

The data traffic, generated following registration, between IT end facilities of the customer and the Internet access point (WLAN or fixed-line network) of Düsseldorf Congress GmbH, will be transmitted uncoded. Consequently, this data could possibly be viewed or altered by third parties. The security of the data traffic is not the responsibility of Düsseldorf Congress GmbH.

8.6 Deposit

A deposit corresponding to the deposit category will be included in the exhibitor invoice for the period of use. If the end device is returned in optically and technically perfect condition no later than on the last day of dismantling, 2 pm, the deposit will be deleted from the exhibitor invoice. Otherwise, the deposit will be transformed into damages payable with the exhibitor invoice.

Deposit category I: € 100 (e.g. telephones)

Deposit category II: € 250 (e.g. VDSL modems, fax machines, routers, switches, conference stars)

Deposit category III: € 650 (e.g. notebooks, PC with monitor, PDA)

Deposit class IV: Each item (for high-quality equipment)

8.7 The operation of customer WLAN equipment is not allowed on the fairground. Special approval can be obtained from T-Systems in exceptional cases.

Regulations for the assembly and operation of WLAN-capable equipment can be found in the Technical Policy of Düsseldorf Congress GmbH clause 5.9.4.

If the customer runs its own, non-approved facilities, then Düsseldorf Congress GmbH is entitled to ban their operation. The operation of WLAN solutions for providing services that are charged shall be permitted to T-Systems only. If the customer or the relevant local contact fails to meet a request to discontinue operation of such equipment within one hour, then a € 200 fee shall automatically become payable. If operation is still not discontinued within another 24 hours, then a contractual penalty of € 500 shall become payable in addition to this fee. The relevant point in time shall be submission of the WLAN commissioning log by T-Systems or by its agent on site. Once WLAN vouchers have been submitted to the exhibitor or collector with a valid delivery note, they can no longer be exchanging, regardless of whether they have not yet been activated or only been used in parts. We give no guarantee for the availability or bandwidth of WLAN vouchers that are offered.

9 Obligation to return telecommunications/IT facilities/compensation for damages/assertion

- 9.1 Correct return of the telecommunications/IT facilities following the end of the contract is the responsibility of the customer. In cases of doubt, this must be demonstrated through submission of confirmation of receipt by T-Systems International GmbH, which will be issued by the latter.
- 9.2 Any equipment and facilities that have not be ordered with delivery/pick-up service shall be collected by the exhibitor and shall be returned after the end of the event (i.e. no later than 14:00 hrs of the last dismantling day) without being requested to do so. If the exhibitor does not meet this obligation, then it shall be charged as detailed in GTC clause 8.6.

10 Termination

The fixed-period contractual relation cannot be terminated.

11 Warranty

In the event of the telecommunications/IT facilities having defects which impair their contractually-conform use to an extent that is more than immaterial, and if the customer has fulfilled his obligation to notify as per no. 4, letter l), the customer can demand repair or replacement delivery immediately during the event.

12 12-hour service and advice

T-Systems International GmbH, by order of Düsseldorf Congress GmbH, shall remove disturbances to its technical facilities at the exhibition centre of Messe Düsseldorf GmbH, immediately within the scope of the existing and operational possibilities, if possible on the same day during the period of the event, otherwise on the following day. At other times, T-Systems International GmbH shall carry out the respective removal of disturbances in accordance with a separate agreement between the customer and Düsseldorf Congress GmbH.

Availability of our service team:

By phone: +49 211 9472000
 By fax: +49 211 9474748
 By e-mail: Telekom@messe-duesseldorf.de
 Telecom@messe-duesseldorf.de
 info@here-we-are.de
 www.here-we-are.de

13 Prices, delivery periods, dates and delays

- 13.1 Periods for performance and deadlines shall only be binding if explicitly agreed as such in the contract.
- 13.2 In the event of a temporary and unforeseen hindrance to performance, for which Düsseldorf Congress GmbH is not responsible, the agreed period shall be extended or the agreed deadline postponed by an appropriate length of time. Such a hindrance to performance shall apply in particular in the event of industrial disputes, including in companies of which Düsseldorf Congress GmbH makes use in the fulfilment of the present contract, in particular T-Systems International GmbH, in the event of official measures, the fall-out of means of transport or energy, unforeseen failure to deliver by suppliers - provided these have been chosen with due care - as well as in cases of force majeure.
- 13.3 In the event of Düsseldorf Congress GmbH defaulting on the performance owed, it shall be liable as per the General Terms and Conditions. The customer shall only be entitled to withdraw from the contract if Düsseldorf Congress GmbH fails to comply with an appropriate period of grace, set by the customer and which must be at least two days.
- 13.4 Düsseldorf Congress GmbH reserves the right to bar an existing connection if the user uses this in a manner that violates the contract or statutory requirements. Following barring of the access, the claim of Düsseldorf Congress GmbH to payment for the contractual relation already begun, shall remain in full.
- 13.5 All connections, lines and services shall be ordered on the relevant forms no later than 30 days before the beginning of an event. Any forms that are received after that date shall be processed in the order of receipt. In such a case products and services can only be provided for as long as phone numbers / lines and terminals are available.
- 13.6 Surcharge for last-minute requests (i.e. 7 days before the beginning of a trade fair): 35% of the fee shown in the price list (item 13.7). The same fee shall become payable in the event of a change or cancellation of the requested product or service.
- 13.7 The relevant item prices shall be those displayed in the business premises of T-Systems at the trade fair. All specified prices are exclusive of German VAT, which is payable in addition. We do not reimburse unused charge units that were included with a booked connection. If several connections are ordered, we do not provide the option of offset against or compensation for charge units that were included in a fee.

14 Limitation of liability

- 14.1 The customer shall be liable for all damage for which he is responsible.
- 14.2 Düsseldorf Congress GmbH shall only be liable for material damage and economic loss in cases of intentional conduct or gross negligence. In the event of the absence of an assured feature, it shall be liable for all damage attributable to this.
- 14.3 In the event of damage-causing occurrences on transmission routes of T-Systems International GmbH or in a switching facility of T-Systems International GmbH - if this can be claimed against for the switching for others - Düsseldorf Congress GmbH shall only be liable for material damage and economic loss in cases of intentional conduct or gross negligence.
- 14.4 In the event of material damage and economic loss through damage-causing occurrences as per 14.3, liability with respect to individual damaged parties shall be limited to twelve thousand, five hundred Euro and to ten million Euro with respect to all damaged parties, respectively per damage-causing act. If the sum of the individual damage exceeds the maximum limit, the compensation for damages shall be reduced in the ratio of the sum of all claims for compensation for damages to the maximum limit.
- 14.5 Düsseldorf Congress GmbH shall only provide one access point (WLAN or fixed-line network) to the Internet. The material called off via this access point shall not be subjected to any checking by Düsseldorf Congress GmbH, in particular shall not be checked as to whether it contains damage-causing software (e.g. viruses). If not explicitly otherwise marked, all material used by the user via the Internet access point, is third party material in the sense of § 5, sub-section 3, German Telecommunications Service Law. Düsseldorf Congress GmbH shall assume no warranty for the correctness and completeness of the content of information offered by itself or by third parties.

15 Exclusion of objections

In the event of the customer raising objections against the level of the use-related prices, invoiced for services of Düsseldorf Congress GmbH, he must raise these objections in writing within six weeks of receipt of the invoice from Düsseldorf Congress GmbH. Failure to raise objections on time shall apply as approval. Düsseldorf Congress GmbH shall make special reference in its invoices to the consequences of failure to notify on time. Statutory entitlements of the customer in the event of justified objections following expiry of the deadline, shall remain unaffected.

16 Connection of telecommunications/IT facilities of the customer

- 16.1 If the customer intends to connect own telecommunications/IT facilities to the connections, he must obtain the approval of T-Systems International GmbH beforehand. Following this, only approved and marked end-devices may be connected to the telecommunications system on the premises of Messe Düsseldorf GmbH. Approval forms can be requested by telephone on +49 211 9472000.
- 16.2 The end devices must only be used in accordance with the intended purpose, must be correctly installed and serviced in such a manner that adherence to the fundamental requirements, applicable for the end devices, is ensured.
- 16.3 T-Systems International GmbH is obliged to switch off end devices that do not comply with the fundamental requirements, or which are operated without the approval required as per point 16.1.

17 Data protection

- 17.1 Düsseldorf Congress GmbH shall collect, process and use the data of the customer with consideration for the provisions of §§ 91 - 107 of the German Telecommunications Law.
- 17.2 Düsseldorf Congress GmbH shall process and use the data of the customer to the extent that this is necessary for advising, advertising and for market research, for own purposes and for the requirements-oriented design of its communication services.
- 17.3 The customer can object to the processing and use stated in no. 17.2.

18 Statute-barring

All claims of the customer against Düsseldorf Congress GmbH shall become statute-barred after six months. The period of limitation shall begin at the end of the month in which the final day of the event falls.

19 Place of jurisdiction

Place of jurisdiction is Düsseldorf or, at the discretion of Düsseldorf Congress GmbH, the legal domicile of the customer.

20 Other provisions

- 20.1 All agreements, individual authorisations and special rulings require the written form. No verbal subsidiary agreements exist. Amendments and extensions to the contract shall become effective upon written confirmation by MDüsseldorf Congress GmbH.
- 20.2 The customer may only transfer the rights and obligations from the present contract to third parties with the prior, written consent of Düsseldorf Congress GmbH. Düsseldorf Congress GmbH is entitled to assign its claims to T-Systems International GmbH.
- 20.3 In the event of individual rulings and provisions being legally invalid, the validity of the remainder of the contract shall be unaffected.
- 20.4 The contractual relations of the parties shall be governed by the law of the Federal Republic of Germany.
- 20.5 In addition, the General Terms and Conditions of Rental of Düsseldorf Congress GmbH are also applicable together with the Technical Policy and the prices lists for connection charges (published and displayed for viewing in our business premises).
- 20.6 The German text shall be binding.

As of 1 January 2019

Order Form

Wired Internet access options

You will find further information at section 3.6, 5.9.4, 7.1.3 of the Technical Guidelines

Hall/Stand number:

Event:

B 33
GB

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Trade Fair Stand

B 33

| Product incl. flatrate | Standard | Rental price € plus VAT | Piece |
|---|---|-------------------------|-------|
| Wired internet-access 16 Mbit/s downstream | 1 dyn IP address Dial in PPPoE upstream of up to 1.5 Mbit/s | 549.00 | |
| Wired internet-access 25 Mbit/s downstream | 1 dyn IP address Dial in PPPoE upstream of up to 5 Mbit/s | 899.00 | |
| Wired internet-access 50 Mbit/s downstream | 1 dyn IP address Dial in PPPoE upstream of up to 5 Mbit/s | 1,499.00 | |
| Wired premium internet access - 25 Mbit/s symmetric | 1 dyn IP address Dial in PPPoE | 1,799.00 | |
| Wired premium internet access - 50 Mbit/s symmetric | 1 dyn IP address Dial in PPPoE | 2,799.00 | |
| Wired premium internet access - 100 Mbit/s symmetric | 1 dyn IP address Dial in PPPoE | 5,499.00 | |
| Wired premium internet access - 200 Mbit/s symmetric | 1 dyn IP address Dial in PPPoE | 10,999.00 | |
| Delivery of 4-port LAN router (delivery/pickup service) | | 49.00 | |

The operation of own, non-approved WIFI routers and/or WIFI access points is not permitted (see order form B37).

Please send us position plans for your trade fair stand.

| Option | Rental price € plus VAT | Piece |
|---|-------------------------|-------|
| Delivery of DSL access data and modem instead of the usual included router | 39.00 | |
| Delivery of max. one (1) public IP address; only possible via PPPoE! | 69.00 | |
|  LAN cable installation within the exhibition stand for the connection between router and PC/laptop (up to max. 90 m, connection per endpoint with RJ 45 plug) | 59.00 | |
|  Switch 100/100 – 16/24 Ports | 79.00 | |

The connection is a transparent internet access. The system will be switched on 24 hours prior to the start of the event. There will be no further connection fees (dynamic IP address assignment). With this method of accessing the internet and the provided user name and password (already preset in the rented router), you have selected T-Systems on the Messe Düsseldorf's premises as your internet provider.

A deposit corresponding to the deposit category will be included in the exhibitor invoice for all end devices issued.

The deposit will only be deleted subject to a return of the device in due time.

Deposit category I: € 100 (e.g. telephones)

Deposit category II: € 250 (e.g. modems, fax machines, routers, switches)

Deposit category III: € 650 (e.g. notebooks, PCs with monitor)

Further details can be found in the General Terms and Conditions of Business point 8.6

The Düsseldorf Congress GmbH Terms and Conditions of Sales and the Technical Guidelines shall apply to the telecommunication and internet services provided by Düsseldorf Congress GmbH. We hereby order the service pursuant to the contractual conditions. The services ordered will be conducted and charged by order and for account of Düsseldorf Congress GmbH.

Name of the company

Street

Postal code and place

Country

VAT ID

Contact

+

Telephone

+

Telefax

Email

Company Stamp, date, signature



Düsseldorf Congress

Order Form

B 66
GB
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Rental Furniture





General information:

The net rental prices quoted apply for the entire duration of the event plus a service charge of € 25.00 net per order. Upon receipt of the order, you will receive confirmation from us in the form of a pro forma invoice, which must be paid before delivery. Delivery will be made to your stand one day before the start of the trade fair during the course of the day. Collection takes place after the end of the fair, a time cannot be specified. The rental items are not insured against theft or loss; we recommend that you take out theft insurance. Eventura accepts no liability for any of the stand owner's property remaining in the rented items. If you require larger quantities of equipment for an event, please contact us directly. We will be happy to make you an individual offer at event prices.

Hall/Stand number:

Event:

| Type | | Price per item in € plus VAT | Number |
|---|---|---------------------------------|--------|
| Chairs | Item No. | | |
|  | 1011696 Chair „Tolix Style Wood“ Steel white WxHxD: 44x83x44 cm | 21.50 | |
|  | 1009974 Chair „Tolix Style“ Steel black WxHxD: 44x83x44 cm | 19.80 | |
|  | 1008709 Chair „Industrial“ Steel WxHxD: 47x83x53 cm | 19.80 | |
|  | Chair „Industrial“ Vintage WxHxD: 47x83x53 cm | 28.00 | |
| | 1008710 <input type="checkbox"/> blue | | |
| | 1008711 <input type="checkbox"/> green | | |
| | 1008712 <input type="checkbox"/> orange | | |
| | 1008713 <input type="checkbox"/> pink | | |
| | 1008714 <input type="checkbox"/> white | | |

| Type | | Price per item in € plus VAT | Number |
|---|--|---------------------------------|--------|
| Chairs | Item No. | | |
|  | Chair „Skala“ WxHxD: 45x83x51 cm | 24.50 | |
| | 1006017 <input type="checkbox"/> white | | |
| | 1006155 <input type="checkbox"/> black | | |
| | 1006856 <input type="checkbox"/> yellow | | |
| | 1006157 <input type="checkbox"/> green | | |
| | 1006158 <input type="checkbox"/> red | | |
|  | 1007455 Row connector chair „Skala“ 2-piece | 1.20 | |
|  | 1007418 Chair cushion „Skala“ white WxHxD: 35x3x35 cm | 6.60 | |
|  | 1007417 Chair cushion „Skala“ anthracite WxHxD: 35x3x28 cm | 6.60 | |

The general terms and conditions of company Eventura – Die Veranstaltungsprofis! GmbH shall apply, these can be obtained or accessed on the internet at eventura.net/services/agb/

In ordering goods for hire, we hereby accept the terms and conditions.

2/14 >>

Name of the company

Street

Postal code and place

Country

Contact

+

Telephone

+

Telefax

Email

I will pay with: ☐ Credit card ☐ Account/Bank transfer

If you select the option „payment by credit card“ our Service Partners will ask you to fill in your credit card details in their order confirmation.

VAT ID

Company Stamp, date, signature



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Düsseldorf Congress

Rental Furniture

| |
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| Hall/Stand number: |
| Event: |

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2025

Trade Fair Stand

B 66

| Type | | Price per item in € plus VAT | Number |
|---|---|---------------------------------|--------|
| Chairs | Item No. | | |
|  | Chair „Keeve“ WxHxD: 47x83x53 cm 1008683 <input type="checkbox"/> white 1008692 <input type="checkbox"/> black | 32.00 | |
|  | Chair „Keeve“ with armrest WxHxD: 61x83x61 cm 1008695 <input type="checkbox"/> white 1008696 <input type="checkbox"/> black | 34.00 | |
|  | Seat cushion „Keeve“ Ø 35 cm 1009322 <input type="checkbox"/> anthracite 1009320 <input type="checkbox"/> grey | 8.80 | |
|  | Design chair „Majestic“ plastic WxHxD: 44.5x80x51 cm 1008152 <input type="checkbox"/> white 1008155 <input type="checkbox"/> black 1008153 <input type="checkbox"/> apple green 1009316 <input type="checkbox"/> red | 11.00 | |
|  | Chair „Siena“ WxHxD: 53x80x55 cm 1012894 <input type="checkbox"/> light oak 1012893 <input type="checkbox"/> black | 30.00 | |
|  | Seat cushion chair „Siena“ WxHxD: 50x3x50 cm 1012895 <input type="checkbox"/> white 1012896 <input type="checkbox"/> black | 5.00 | |

| Type | | Price per item in € plus VAT | Number |
|---|--|---------------------------------|--------|
| Chairs | Item No. | | |
|  | 1009983 Chair „Wire“ Steel black WxHxD: 47x76x47 cm | 19.80 | |
|  | 1009981 Seat cushion chair „Wire“ Poly grey WxD: 47x38 cm | 4.00 | |
|  | 1011047 Chair „Wire Mesh“ Gold WxHxD: 47x84x51 cm | 19.80 | |
|  | Seat cushion chair „Wire Mesh“ 8.00 WxD: 47x38 cm 1011635 <input type="checkbox"/> black 1011634 <input type="checkbox"/> white | | |
|  | 1009854 Chair „Crossback“ elm wood nostalgic WxHxD: 89x45x45 cm | 13.80 | |
|  | 1009973 Seat cushion chair „Crossback“ 4.40 Linen beige WxD: 45x45 cm | | |
|  | 1010521 Office chair „Loki“ swivel and height-adjustable color black WxHxD: 46x160x63 cm | 70.00 | |
|  | 1008816 Wooden lounger / relax beach lounger without armrests, reclining surface navy blue, dark brown | 21.80 | |

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Düsseldorf Congress

Order Form

Rental Furniture

Hall/Stand number:








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| Type | Price per item in € plus VAT | Number |
|---|---|--------|
| Chairs / Bar stools | Item No. | |
|  | Upholstered chair „Brilliant“ 10.50 | |
| | 1000239 <input type="checkbox"/> blue | |
| | 1000241 <input type="checkbox"/> red | |
|  | 1001190 Row connector Upholstered chair „Brilliant“ 0.90 7.5 cm | |
|  | 1002556 Chair cover „Brilliant“ 10.00 White | |
|  | Chair cover „Brilliant“ 10.00 Stretch | |
| | 1009688 <input type="checkbox"/> black | |
| | 1007531 <input type="checkbox"/> white | |
|  | Bar stool „Tolix Style Wood“ 24.00 Steel WxHxD: 43x77x43 cm | |
| | 1011698 <input type="checkbox"/> white | |
| | 1010981 <input type="checkbox"/> black | |
|  | 1009975 Bar stool „Tolix Style“ 21.80 Steel black WxHxD: 43x77x43 cm | |
|  | 1008715 Bar stool „Industrial“ Stahl 22.00 WxHxD 44x78x44 cm | |

| Type | Price per item in € plus VAT | Number |
|---|--|--------|
| Bar stools | Item No. | |
|  | Bar stool „Industrial“ Vintage 32.00 Steel WxHxD: 44x78x44 cm | |
| | 1008716 <input type="checkbox"/> blue | |
| | 1008720 <input type="checkbox"/> green | |
| | 1008719 <input type="checkbox"/> orange | |
| | 1008718 <input type="checkbox"/> pink | |
| | 1008717 <input type="checkbox"/> white | |
|  | 1007327 Bar stool Wood 41.00 with cushion WxHxD: 40x75x40 cm | |
|  | 1012924 Bar stool „Palm“ 35.00 beige Frame white WxHxD: 55x105x50 cm | |
|  | Bar stool „Skala“ 32.00 WxHxD: 49x100x49 cm | |
| | 1005900 <input type="checkbox"/> white | |
| | 1006156 <input type="checkbox"/> black | |
| | 1006736 <input type="checkbox"/> red | |
| | 1006735 <input type="checkbox"/> green | |
| | 1006737 <input type="checkbox"/> yellow | |
|  | Seat cushion bar stool „Skala“ 6.60 WxD: 36x28 cm | |
| | 1007419 <input type="checkbox"/> white | |
| | 1007420 <input type="checkbox"/> anthracite | |
|  | 1009982 Bar stool „Wire“ 21.80 Steel black WxHxD: 45x90x45 cm | |
|  | 1009980 Seat cushion bar stool „Wire“ 6.60 Poly grey WxD: 45x36 cm | |

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| Type | Item No. | Price per item in € plus VAT | Number |
|------------|---|---------------------------------|--------|
| Bar stools | Bar stool „Keeve“ | 36.00 | |
| | 1008727 <input type="checkbox"/> white | | |
| | 1008728 <input type="checkbox"/> black | | |
| | Bar stool „Keeve“ with backrest | 36.00 | |
| | 1011040 <input type="checkbox"/> white | | |
| | 1011041 <input type="checkbox"/> black | | |
| | Bar stool „Keeve“ with armrest | 36.00 | |
| | 1011042 <input type="checkbox"/> white | | |
| | 1011043 <input type="checkbox"/> black | | |
| | Designer bar stool „Majestic“ 19.00 Plastic WxHxD: 49x110x51 cm | | |
| | 1012866 <input type="checkbox"/> white | | |
| | 1012867 <input type="checkbox"/> black | | |
| | Bar stool „Zeta“ 15.00 Leather WxHxD: 36x80x36 cm | | |
| | 1000249 <input type="checkbox"/> white | | |
| | 1000248 <input type="checkbox"/> black | | |
| | Bar stool „Kubo“ 22.00 Imitation leather WxHxD: 35x79x35 cm | | |
| | 1012875 <input type="checkbox"/> white / white | | |
| | 1012880 <input type="checkbox"/> black / black | | |
| | Bar stool „Kubo“ 22.00 Velvet WxHxD: 35x79x35 cm | | |
| | 1012878 <input type="checkbox"/> white / green | | |
| | 1012884 <input type="checkbox"/> black / green | | |
| | 1012876 <input type="checkbox"/> white / lilac | | |
| | 1012882 <input type="checkbox"/> black / lilac | | |
| | 1012877 <input type="checkbox"/> white / amber | | |
| | 1012883 <input type="checkbox"/> black / amber | | |

| Type | Artikel Nr. | Price per item in € plus VAT | Number |
|-----------------------|---|---------------------------------|--------|
| Bar stools Brewery | Bar stool „Madeira“ 30.00 Velvet WxHxD: 49x80x49 cm | | |
| | 1012931 <input type="checkbox"/> black / black | | |
| | 1012933 <input type="checkbox"/> black / green | | |
| | 1012932 <input type="checkbox"/> black / lilac | | |
| | 1012929 <input type="checkbox"/> black / amber | | |
| | 1000250 Brewery bench 6.60 WxHxD: 220x47x25 cm | | |
| | 1000251 Brewery table 13.20 WxHxD: 220x78x50 cm | | |
| | 1000252 Brewery table / beer table 15.40 WxHxD: 220x78x70 cm | | |
| | 1002456 Brewery table cover 24.00 white with cut-out WxD: 220x70 cm | | |
| | 1000896 Brewery table cover 15.00 white with cut-out WxD: 220x25 cm | | |
| | 1000897 Brewery table cover 20.00 white with cut-out WxD: 220x50 cm | | |
| | Brewery stretch hat set 50.00 2x Brewery bench 1x Brewery table WxD: 220x50 cm | | |
| | 1001284 <input type="checkbox"/> black | | |
| | 1001283 <input type="checkbox"/> white | | |

Company

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Düsseldorf Congress

Order Form









Rental Furniture

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| Type | Price per item in € plus VAT | Number |
|---|--|--------|
| Bistro tables | Item No. | |
|  | Bistro table „Tolix Style“ 69.60 Steel WxHxD: 70x72x70 cm 1011770 <input type="checkbox"/> white / elm wood 1009979 <input type="checkbox"/> black / elm wood | |
|  | 1009978 Bistro table „Tolix Style“ 59.60 Steel black / black WxHxD: 70x72x70 cm | |
|  | 1010774 Bistro table „Bridge“ 83.30 suitable for outdoor use WxHxD: 68x76x68 cm | |
|  | Bistro table „Mono Tiffany“ 70.00 WxHxD: 80x75x80 cm 1007284 <input type="checkbox"/> white 1007283 <input type="checkbox"/> black | |
|  | Bistro table „Rondo“ 68.00 Stainless steel Ø 80 cm – H: 75 cm 1007851 <input type="checkbox"/> white 1007849 <input type="checkbox"/> black | |
|  | Bistro table „Wings“ 130.00 WxHxD: 70x70x75 cm 1012195 <input type="checkbox"/> Grid 1012897 <input type="checkbox"/> Italian stone | |
|  | Bistro table „Chromo“ 51.00 Ø 80 cm 1001810 <input type="checkbox"/> chrome white 1001811 <input type="checkbox"/> black | |
|  | 1007622 Bistro table „Chromo“ 51.00 white Ø 60 cm | |

| Type | Price per item in € plus VAT | Number |
|---|--|--------|
| Bistro tables / High tables | Item No. | |
|  | 1007847 Bistro table „Rondo“ 68.00 Stainless steel white Ø 60 cm | |
|  | High table „Wings“ 130.00 WxHxD: 70x70x110 cm 1012756 <input type="checkbox"/> white 1012187 <input type="checkbox"/> grid 1012807 <input type="checkbox"/> Italian stone | |
|  | High table „Tolix Style“ 69.60 Steel WxHxD: 70x110x70 cm 1011771 <input type="checkbox"/> white / elm wood 1009977 <input type="checkbox"/> black / elm wood | |
|  | High table „Tolix Style“ 59.60 Steel WxHxD: 70x110x70 cm 1012992 <input type="checkbox"/> white / white 1009976 <input type="checkbox"/> black / black | |
|  | High table „Mono Tiffany“ 72.00 WxHxD: 70x110x70 cm 1006739 <input type="checkbox"/> white 1006740 <input type="checkbox"/> black | |
|  | 1008907 High table „Mono Tiffany“ 85.00 Industrial WxHxD: 80x110x80 cm | |
|  | 1005864 High table „Woodlounge“ 71.00 WxHxD: 80x110x80 cm | |
|  | High table „Muto“ 72.00 WxHxD: 70x110x70 cm 1007845 <input type="checkbox"/> white 1007846 <input type="checkbox"/> black | |

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| Company |
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Questions?

Order Form

Rental Furniture

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| Type | | Price per item in € plus VAT | Number |
|---|---|---------------------------------|--------|
| High tables | Item No. | | |
|  | High table „Kubo“ Aluminium WxHxD: 70x110x70 cm 1012889 <input type="checkbox"/> white / white 1012891 <input type="checkbox"/> black / black | 60.00 | |
|  | High table „Kalmar“ Aluminium WxHxD: 70x110x70 cm 1012963 <input type="checkbox"/> black / grid 1012965 <input type="checkbox"/> black / black | 120.00 | |
|  | High table „Chromo“ Chrome Ø 80 cm – H: 110 cm 1001864 <input type="checkbox"/> white 1006741 <input type="checkbox"/> black | 53.00 | |
|  | 1007623 High table „Chromo“ Chrom white Ø 60 cm – H: 110 cm | 53.00 | |
|  | High table „Rondo“ Stainless steel Ø 80 cm – H: 110 cm 1007852 <input type="checkbox"/> white 1007850 <input type="checkbox"/> black | 72.00 | |
|  | 1007848 High table „Rondo“ Stainless steel white Ø 60 cm – H: 110 cm | 72.00 | |
|  | 1000240 High table „Classic“ top round white for covers Ø 70 cm – H: 110 cm | 17.00 | |

| Type | | Price per item in € plus VAT | Number |
|---|---|---------------------------------|--------|
| High tables / Steles | Item No. | | |
|  | Bar table stretch cover two-piece with zipper WxHxD: 70x110x70 cm 1007507 <input type="checkbox"/> yellow 1007514 <input type="checkbox"/> grey 1007513 <input type="checkbox"/> green 1007509 <input type="checkbox"/> orange 1007506 <input type="checkbox"/> red 1007515 <input type="checkbox"/> black 1007511 <input type="checkbox"/> turquoise 1001214 <input type="checkbox"/> white 1007510 <input type="checkbox"/> magenta | 37.00 | |
|  | 1008402 Stele square WxHxD: 70x110x70 cm | 240.00 | |
|  | Stele square WxHxD: 50x110x50 cm 1004974 <input type="checkbox"/> white 1009318 <input type="checkbox"/> black | 77.00 | |
|  | 1008750 Stele / bar table „Woodlounge“ WxHxD: 50x110x50 cm | 55.00 | |
|  | Stele square WxHxD: 40x110x40 cm 1004589 <input type="checkbox"/> white 1010975 <input type="checkbox"/> concrete 1010976 <input type="checkbox"/> grid 1011194 <input type="checkbox"/> black | 66.00 | |

Company

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Düsseldorf Congress










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| Type | | Price per item in € plus VAT | Number |
|---|--|---------------------------------|--------|
| Dining tables | Item No. | | |
|  | Dinner table „Wings“ WxHxD: 180x80x76 cm | 166.00 | |
| | 1012829 <input type="checkbox"/> white | | |
| | 1012184 <input type="checkbox"/> grid | | |
| | 1012898 <input type="checkbox"/> Italian stone | | |
|  | Galatic low „Wings“ Ø 180 cm – H: 76 cm | 220.00 | |
| | 1011772 <input type="checkbox"/> white | | |
| | 1012183 <input type="checkbox"/> grid | | |
|  | Dining table „Tiffany Duo Old Dutch“ WxHxD: 220x75x76 cm | 144.00 | |
|  | Table „Country“ WxHxD: 220x76x102 cm | 118.00 | |
|  | Dining table „Industrial“ WxHxD: 180x75x80 cm | 187.00 | |
|  | Dining table „Industrial“ WxHxD: 220x75x80 cm | 198.00 | |
|  | Dinner table „Woodlounge“ WxHxD: 180x77x80 cm | 109.00 | |
|  | Dining table „Skala“ WxHxD: 120x76x60 cm | 149.00 | |
|  | Dining table „Skala“ WxHxD: 170x76x60 cm | 164.00 | |

| Type | | Price per item in € plus VAT | Number |
|--|--|---------------------------------|--------|
| Dining tables / High tables | Item No. | | |
|  | 1006324 Table „Bridge“ LOW white anthracite WxHxD: 200x75x80 cm | 92.00 | |
|  | 1006958 Table „Bridge“ LOW black WxHxD: 200x75x80 cm | 113.00 | |
|  | Dining table „Tiffany“ Duo WxHxD: 180x75x80 cm | 140.00 | |
| | 1007183 <input type="checkbox"/> white | | |
| | 1007184 <input type="checkbox"/> black | | |
|  | Dining table „Muto“ WxHxD: 180x75x70 cm | 140.00 | |
| | 1007837 <input type="checkbox"/> white | | |
| | 1007838 <input type="checkbox"/> black | | |
|  | 1007879 Conference table white WxHxD: 120x72x45 cm | 47.00 | |
|  | High table „Wings“ WxHxD: 180x110x80 cm | 172.00 | |
| | 1012690 <input type="checkbox"/> white | | |
| | 1012186 <input type="checkbox"/> grid | | |
| | 1012899 <input type="checkbox"/> Italian stone | | |
|  | Galatable high „Wings“ Ø 180 cm | 240.00 | |
| | 1012177 <input type="checkbox"/> white | | |
| | 1012182 <input type="checkbox"/> grid | | |
|  | 1011398 High table „Tiffany Duo Old Dutch“ WxHxD: 220x110x76 cm | 152.00 | |

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Düsseldorf Congress

Order Form

Rental Furniture

| |
|--------------------|
| Hall/Stand number: |
| Event: |

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GB
2025

Trade Fair Stand

B 66

| Type | Item No. | Price per item in € plus VAT | Number |
|---|----------|---|--------|
| High tables | | | |
|  | 1008669 | High table „Industrial“ WxHxD: 180x110x80 cm | 187.00 |
|  | 1009328 | High table „Industrial“ WxHxD: 220x110x80 cm | 198.00 |
|  | 1008638 | High table „Woodlounge“ WxHxD: 180x77x80 cm | 121.00 |
|  | 1006062 | High table „Skala“ WxHxD: 120x110x60 cm | 156.00 |
|  | 1006061 | High table „Skala“ WxHxD: 170x110x60 cm | 172.00 |
|  | 1006444 | Table „Bridge“ HIGH white anthracite WxHxD: 200x110x80 cm | 92.00 |
|  | 1006959 | Table „Bridge“ HIGH black WxHxD: 200x110x80 cm | 113.00 |
|  | | High table „Tiffany“ Duo WxHxD: 180x110x80 cm | 150.00 |
| | 1007185 | <input type="checkbox"/> white | |
| | 1007186 | <input type="checkbox"/> black | |

| Type | Item No. | Price per item in € plus VAT | Number |
|--|----------|---|--------|
| High tables / Lounges | | | |
|  | | High table „Muto“ WxHxD: 180x110x70 cm | 150.00 |
| | 1007842 | <input type="checkbox"/> white | |
| | 1007840 | <input type="checkbox"/> black | |
|  | 1008023 | Armchair Chesterfield brown WxHxD: 109x74x90 cm | 270.00 |
|  | 1008022 | Sofa Chesterfield brown 2-seater WxHxD: 160x74x90 cm | 363.00 |
|  | 1009226 | Side table „Code“ natural wood WxHxD: 59x42x59 cm | 74.00 |
|  | | Lounge chair „Spike“ WxHxD: 70x70x70 cm | 130.00 |
| | 1004757 | <input type="checkbox"/> black | |
| | 1002463 | <input type="checkbox"/> white | |
|  | | Lounge sofa „Spike“ WxHxD: 125x70x70 cm | 218.00 |
| | 1007421 | <input type="checkbox"/> black | |
| | 1004753 | <input type="checkbox"/> white | |
|  | | Lounge Bench „Spike“ WxHxD: 120x40x50 cm | 62.00 |
| | 1012916 | <input type="checkbox"/> black | |
| | 1004804 | <input type="checkbox"/> white | |
|  | | Lounge Cube Stool „Spike“ WxHxD: 50x40x50 cm | 31.00 |
| | 1012918 | <input type="checkbox"/> black | |
| | 1004803 | <input type="checkbox"/> white | |

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|---|---|---------------------------------|--------|
| Lounges | Item No. | | |
|  | 1008078 Lounge table „Woodcube“ black lacquered WxHxD: 40x40x40 cm | 42.00 | |
|  | 1004807 Lounge table „Woodcube“ white lacquered WxHxD: 40x40x40 cm | 31.00 | |
|  | 1004808 Lounge table „Woodcube“ white lacquered WxHxD: 80x40x40 cm | 40.00 | |
|  | 1004710 Side table „White Guy“ white WxHxD: 55x45x55 cm | 30.00 | |
|  | 1009354 Side table „Scandic“ white & walnut WxHxD: 50x45,5x50 cm | 50.00 | |
|  | Stool „OSO“ Imitation leather WxHxD: 42x45x42 cm | 50.00 | |
| | 1012856 <input type="checkbox"/> grey | | |
| | 1012853 <input type="checkbox"/> green | | |
| | 1012854 <input type="checkbox"/> mandarin | | |
| | 1012855 <input type="checkbox"/> saffron | | |
|  | Armchair „OSO“ 1-seater imitation leather WxHxD: 75x75x50 cm | 100.00 | |
| | 1012837 <input type="checkbox"/> grey | | |
| | 1012834 <input type="checkbox"/> green | | |
| | 1012835 <input type="checkbox"/> mandarin | | |
| | 1012861 <input type="checkbox"/> saffron | | |
|  | Bench „OSO“ 1-seater imitation leather WxHxD: 75x41x50 cm | 70.00 | |
| | 1012833 <input type="checkbox"/> grey | | |
| | 1012830 <input type="checkbox"/> green | | |
| | 1012831 <input type="checkbox"/> mandarin | | |
| | 1012832 <input type="checkbox"/> saffron | | |

| Type | | Price per item in € plus VAT | Number |
|--|---|---------------------------------|--------|
| Lounges | Item No. | | |
|  | Bench „OSO“ 2-seater imitation leather WxHxD: 125x41x50 cm | 90.00 | |
| | 1012840 <input type="checkbox"/> grey | | |
| | 1012838 <input type="checkbox"/> green | | |
| | 1012839 <input type="checkbox"/> mandarin | | |
| | 1012841 <input type="checkbox"/> saffron | | |
|  | Sofa „OSO“ 2-seater imitation leather WxHxD: 125x75x50 cm | 150.00 | |
| | 1012842 <input type="checkbox"/> grey | | |
| | 1012843 <input type="checkbox"/> green | | |
| | 1012844 <input type="checkbox"/> mandarin | | |
| | 1012836 <input type="checkbox"/> saffron | | |
|  | Sofa „OSO“ 2-seater with side rest left imitation leather WxHxD: 150x75x50 cm | 195.00 | |
| | 1012848 <input type="checkbox"/> grey | | |
| | 1012845 <input type="checkbox"/> green | | |
| | 1012846 <input type="checkbox"/> mandarin | | |
| | 1012847 <input type="checkbox"/> saffron | | |
|  | Sofa „OSO“ 2-seater with side rest right imitation leather WxHxD: 150x75x50 cm | 195.00 | |
| | 1012852 <input type="checkbox"/> grey | | |
| | 1012849 <input type="checkbox"/> green | | |
| | 1012850 <input type="checkbox"/> mandarin | | |
| | 1012851 <input type="checkbox"/> saffron | | |
|  | Side table „OSO“ WxHxD: 30x47x30 cm | 50.00 | |
| | 1012857 <input type="checkbox"/> grey | | |
| | 1012859 <input type="checkbox"/> green | | |
| | 1012858 <input type="checkbox"/> mandarin | | |
| | 1012860 <input type="checkbox"/> saffron | | |

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| Type | | Price per item in € plus VAT | Number |
|---|--|---------------------------------|--------|
| Lounges | Item No. | | |
|  | Pallet lounge table „big“ WxHxD: 120x30x80 cm | 66.00 | |
| | 1010608 <input type="checkbox"/> Vintage white | | |
| | 1010611 <input type="checkbox"/> natural wood | | |
|  | Pallet lounge table „big“ black top WxHxD: 120x30x80 cm | 88.00 | |
| | 1010607 <input type="checkbox"/> Vintage white | | |
| | 1010610 <input type="checkbox"/> natural wood | | |
|  | Pallet stool „big“ WxHxD: 120x42x80 cm | 88.00 | |
| | 1010596 <input type="checkbox"/> Vintage white | | |
| | 1010595 <input type="checkbox"/> natural wood | | |
|  | Pallet sofa „big“ WxHxD: 120x42x80 cm | 121.00 | |
| | 1010604 <input type="checkbox"/> Vintage white | | |
| | 1010614 <input type="checkbox"/> natural wood | | |
|  | Pallet sofa corner „big“ WxHxD: 120x42x80 cm | 143.00 | |
| | 1010605 <input type="checkbox"/> Vintage white | | |
| | 1010615 <input type="checkbox"/> natural wood | | |
|  | Armchair „Palm“ 1-seater beige Frame white WxHxD: 59x84x58 cm | 40.00 | |
|  | Sitzbank „Palm“ 2-seater beige Frame white WxHxD: 127x83x72 cm | 100.00 | |
|  | Side table „Palm“ with glass top beige WxHxD: 40x40x40 cm | 52.00 | |

| Type | | Price per item in € plus VAT | Number |
|---|---|---------------------------------|--------|
| Lounges / Counters | Item No. | | |
|  | 1011701 Coffee table „Palm“ with glass top beige WxHxD: 80x30x80 cm | 70.00 | |
|  | 1008928 Stool „Woodlounge“ with cushion WxHxD: 38x45x38 cm | 35.00 | |
|  | 1006547 Lounge stool „Woodlounge“ with cushion WxHxD: 60x23x60 cm | 50.00 | |
|  | 1007324 Lounge chair „Woodlounge“ with cushion WxHxD: 60x60x60 cm | 66.00 | |
|  | 1007325 Lounge chair „Woodlounge“ with cushion WxHxD: 120x60x60 cm | 99.00 | |
|  | 1005869 Lounge table „Woodlounge“ WxHxD: 60x23x60 cm | 35.00 | |
|  | 1012434 Reception desk „Lemco Hamilton“ oak with top unit WxHxD: 118x110x70 cm | 185.00 | |
|  | 1004887 Reception desk „Bari“ WxHxD: 103x94x53 cm | 159.50 | |
|  | 1007860 Reception desk „Skala 170“ WxHxD: 170x110x60 cm | 242.00 | |

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| Type | Item | Price per item in € plus VAT | Number |
|---|--|---------------------------------|--------|
| Counters / Reception systems No. | | | |
|  | 1011395 Bar element „Lattice box black“ nature / nature WxHxD: 120x110x80 cm | 198.00 | |
|  | 1011835 Dispensing unit „Lattice box black“ nature / nature WxHxD: 120x90x80 cm | 154.00 | |
|  | Counter „Bridge HIGH“ CDF core material edge anthracite/black illuminable WxHxD: 200x110x80 cm | 495.00 | |
| | 1011326 <input type="checkbox"/> black | | |
| | 1010245 <input type="checkbox"/> white | | |
|  | Corner element Corner „Bridge“ edge anthracite WxHxD: 80x110x80 cm | 264.00 | |
| | 1012968 <input type="checkbox"/> black | | |
| | 1007083 <input type="checkbox"/> white | | |
|  | 1012755 Mobile bar „Coolrolly“ black with refrigerators WxHxD: 65x200x155 cm | 800.00 | |
|  | Glass door refrigerator 350 l WxHxD: 60x183x60 cm | 194.00 | |
| | 1011329 <input type="checkbox"/> black | | |
| | 1005871 <input type="checkbox"/> white | | |
|  | 1006106 Ondercounter refrigerator „Frigaro small“ approx. 128 l WxHxD: 55x85x60 cm | 145.00 | |
|  | 1012639 Ondercounter refrigerator approx. 52 l WxHxD: 46x65x62 cm | 115.00 | |

| Type | Item | Price per item in € plus VAT | Number |
|--|---|---------------------------------|--------|
| Counters / Miscellaneous | | | |
|  | 1006897 Mobile hand wash basin with hot water 10 l 230V/100W WxHxD: 45x125x40 cm | 270.00 | |
|  | 1009579 Coat rack 120 hooks mobile WxHxD: 180x196x61 cm | 48.00 | |
|  | 1005877 Coat rack Deluxe mobile WxHxD: 100x160x54 cm | 36.00 | |
|  | 1000223 Coat hanger wood PU 25 WxHxD: 44x25x0.9 cm | 11.00 | |
|  | 1009584 Coat rack white WxHxD: 40x169x40 cm | 40.00 | |
|  | 1010932 Waste garbage can „Beka“ anthracite 50 l WxHxD: 30x60x40 cm | 14.00 | |
|  | 1001238 Waste garbage can black | 8.40 | |
|  | Waste garbage can „Pushboy“ 50 l WxHxD: 33x75x33 cm | 40.00 | |
| | 1001905 <input type="checkbox"/> silver | | |
| | 1012438 <input type="checkbox"/> black matt | | |
|  | 1009419 Waste garbage can with 3-chamber separation system 54 l WxHxD: 61x57x35 cm | 50.00 | |

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| Type | | Price per item in € plus VAT | Number |
|--|----------|---|--------|
| Miscellaneous | Item No. | | |
|  | 1009605 | Make-up mirror „Eve“ with lighting table model WxHxD: 37x48x9 cm | 106.00 |
|  | 1011580 | Standing mirror white WxHxD: 36x156x4 cm | 70.00 |
|  | 1010380 | Tensator / barrier element Tape black 200 cm (interchangeable head) WxHxD: 35x90x35 cm | 33.00 |

| Type | | Price per item in € plus VAT | Number |
|---|----------|---|--------|
| Exhibition equipment | Item No. | | |
|  | 1005533 | Brochure stand „Campo“ with 3 compartments WxHxD: 26x125x40 cm | 60.50 |
|  | 1008616 | Brochure stand „CUERDA“ with 4 perforated shelves WxHxD: 54x170x45 cm | 171.60 |
|  | 1006151 | Brochure stand „Leon 1“ with acrylic glass compartments WxHxD: 33x141x33 cm | 136.40 |
|  | 1002081 | Shelf „Chrome“ WxHxD: 90x185x45 cm | 71.50 |
|  | 1009260 | Shelf „Urban“ black WxHxD: 85x188x35 cm | 176.00 |
|  | 1011448 | Shelf „Urban“ white WxHxD: 90x180x35 cm | 176.00 |
|  | 1008656 | Shelf „Woodlounge“ Back closed WxHxD: 110x180x38 cm | 176.00 |
|  | 1005622 | Counter back panel with substructure WxHxD: 150x198x60 cm | 343.20 |
|  | 1010961 | Column display case „VERSUS 40“ aluminum illuminated WxHxD: 40x200x40 cm | 330.00 |

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| Type | Price per item in € plus VAT | | Number |
|----------------------|--|--|--------|
| Exhibition equipment | Item No. | | |
| | 1010962 | Cabinet showcase „VERSUS 100“ aluminum illuminated WxHxD: 100x200x40 cm | 396.00 |
| | 1010963 | Cabinet display case with base unit „VERSUS 100“ aluminum illuminated WxHxD: 100x200x40 cm | 440.00 |
| | 1010959 | Table display cabinet with base unit „VERTUM“ WxHxD: 102x97x52 cm | 242.00 |
| | 1010699 | Display cabinet Old Oak WxHxD: 50x180x40 cm | 416.00 |
| | 1005697 | Lectern Protect white WxHxD: 60x110x60 cm | 209.00 |
| | | Lectern „Mallorca“ WxHxD: 40x110x100 cm | 165.00 |
| | 1004817 <input type="checkbox"/> white 1012159 <input type="checkbox"/> black | | |
| | 1009646 | Lectern „Bridge“ white WxHxD: 60x120x40 cm | 165.00 |
| | 1008166 | Room divider white with bamboo WxHxD: 100x200x30 cm | 136.40 |
| | 1007077 | Room divider white illuminable WxHxD: 100x90x30 cm | 132.00 |

| Type | Price per item in € plus VAT | | Number |
|-----------------------|---------------------------------|--|--------|
| Exhib. equipm. Plants | Item No. | | |
| | 1002158 | Room divider white plantable WxHxD: 100x90x30 cm | 114.40 |
| | 1009631 | Locker cabinet grey 4 lockers lockable WxHxD: 38x180x45 cm | 102.00 |
| | 1003744 | Dieffenbachia real plant 100 cm | 34.00 |
| | 1000829 | Schefflera real plant 100 cm | 34.00 |
| | 1002123 | Schefflera real plant 140 cm | 40.00 |
| | 1002109 | Areca palm real plant 130 cm | 40.00 |
| | 1002125 | Areca palm real plant 160 – 180 cm | 60.00 |
| | 1000835 | Pleomela real plant 140 cm | 70.00 |
| | 1004610 | Drac Marg real plant 160 cm | 44.00 |
| | 1000823 | Ficus real plant 180 cm | 70.00 |

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| Type | | Price per item in € plus VAT | Number |
|---|--|---------------------------------|--------|
| Plants / Decoration | Item No. | | |
|  | 1002122 Olive real plant 180 cm | 80.00 | |
|  | 1000837 Zamioculcas real plant 100 cm | 34.00 | |
|  | 1002124 Kentia palm real plant 160 – 180 cm | 52.00 | |
|  | 1002128 Phoenix palm real plant 160 – 180 cm | 70.00 | |
|  | Capi flower pot „Nature Rib“ angular WxHxD: 50x50x50 cm 1011613 <input type="checkbox"/> black 1011910 <input type="checkbox"/> white | 50.00 | |
|  | 1009498 Capi flower pot „Nature Rib“ square black WxHxD: 35x34x35 cm | 40.00 | |
|  | 1011614 Capi flower pot „Nature Rib“ square WxHxD: 43x41x43 cm 1011614 <input type="checkbox"/> black 1009425 <input type="checkbox"/> white | 45.00 | |
|  | Capi flower pot „Nature Rib“ square WxHxD: 54x52x54 cm 1011612 <input type="checkbox"/> black 1011820 <input type="checkbox"/> white | 53.00 | |

| Type | | Price per item in € plus VAT | Number |
|---|--|---------------------------------|--------|
| Decoration | Item No. | | |
|  | 1004794 Cubico vase large white high gloss WxHxD: 50x95x50 cm | 88.00 | |
|  | 1004902 Cubico vase small white high gloss WxHxD: 40x76x40 cm | 44.00 | |
|  | 1009235 Telescopic floor lamp „Aurelie“ tripod metal black WxHxD: 50x153x50 cm | 160.00 | |
|  | 1009390 Admiral vintage floor lamp Ø 38 cm – H: 140 cm 60W | 160.00 | |
|  | 1009389 Admiral vintage floor lamp Ø 53 cm – H: 200 cm 60W | 180.00 | |

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Geschäftsführer: Stephan Hermesen
Amtsgericht Kleve | Handelsregister Kleve HRB 18838
Ust-IdNr. DE361 611 650

Kreditkartenzahlung / credit card payment

Kundeninformationen /

Customer informations

Name des Karteninhabers
Cardholder name

Adresse des Karteninhabers
Cardholder address

E-Mail des Karteninhabers
Cardholder email

Kreditkarteninformationen /

Credit card informations

Kartentyp
Card type

☐

Visa

☐

Mastercard

Kartennummer
Card number

Ablaufdatum (MM/JJ)
Expiration date (mm/yy)

Kartenprüfnummer
Card validation code

Nummer der Proforma-Rechnung
Number of proforma invoice

Autorisierter Zahlungsbetrag
Authorized payment amount

Unterschrift des Karteninhabers
Cardholder signature

Floral stand decoration

Hall/Stand number:

Event:

| Service | Rental price in € plus VAT | Quantity |
|---|--|--------------|
| Plant | | |
|  | Ficus benjamini 140 – 160 cm | 34.00 |
| | Ficus benjamini 180 – 200 cm | 41.00 |
| | Ficus benjamini 200 – 250 cm | 65.00 |
| | Ficus benjamini 250 – 350 cm | 75.00 |
|  | Laurus nobilis – sphere-shaped 160 – 180 cm | 41.00 |
|  | Laurus nobilis – pyramid-shaped 160 – 180 cm | 46.00 |

| Service | Rental price in € plus VAT | Quantity |
|---|---|--------------|
| Plant | | |
|  | Kentia or Areca 120 – 150 cm | 39.00 |
| | Kentia or Areca 140 – 160 cm | 44.00 |
| | Kentia or Areca 160 – 180 cm | 48.00 |
| | Kentia or Areca 180 – 200 cm | 50.00 |
|  | Phoenix roebelinii 160 – 180 cm | 59.00 |
| | Phoenix roebelinii 180 – 220 cm | 79.00 |

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In ordering goods for hire, we hereby accept the terms and conditions.

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Name of the company

Street

Postal code and place

Country

Contact

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Telephone

 $+$

Telefax

Email

VAT ID

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Floral stand decoration

Hall/Stand number:

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| Service | Rental price in € plus VAT | Quantity |
|---|-------------------------------|----------|
| Plant | | |
|  Bamboo 120 – 140 cm | 33.00 | |
| Bamboo 140 – 160 cm | 37.00 | |
| Bamboo 160 – 180 cm | 46.00 | |
| Bamboo 180 – 200 cm | 50.00 | |
| Bamboo 200 – 250 cm | 64.00 | |
| Bamboo 250 – 300 cm | 75.00 | |
| Bamboo 300 – 350 cm | 88.00 | |
|  Cherry laurel 120 – 140 cm | 25.00 | |
| Cherry laurel 160 – 180 cm | 38.00 | |
|  Box tree, sphere-shaped 60 – 80 cm | 35.00 | |
|  Box tree, sphere-shaped 120 – 140 cm | 80.00 | |
|  Box tree, pyramid-shaped 100 – 125 cm | 46.00 | |

| Service | Rental price in € plus VAT | Quantity |
|--|-------------------------------|----------|
| Plant | | |
|  Cubico pot 75 x 40 cm, with plants <input type="checkbox"/> white <input type="checkbox"/> black <input type="checkbox"/> grey | from 75.00 | |
|  Cubico pot 90 x 50 cm, with plants/arranged with cut flowers, <input type="checkbox"/> white <input type="checkbox"/> black <input type="checkbox"/> grey | from 95.00 | |
| Desktop bowl -purchase- 25 – 30 cm Requested colour: _____ | 25.50 | |
| Desktop bowl -purchase- 20 – 25 cm Requested colour: _____ | 20.50 | |
| Desktop bowl -purchase- 15 – 20 cm Requested colour: _____ | 15.50 | |
| Table plant (incl. pot) 12 – 15 cm high Requested colour: _____ | 8.50 | |

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Floral stand decoration






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| Service | Rental price in € plus VAT | Quantity |
|---|---|----------|
| Mediterranean plants | | |
|  | Olea europaea – Olive tree, sphere-shaped – 120 cm tall ø 50 – 60 cm | 45.00 |
| | Olive tree 180 – 200 cm | 65.00 |
| | Olive tree 200 – 240 cm (90 – 100 cm crown) | 120.00 |
| | Olive tree 300 – 350 cm (120 – 170 cm crown) Life expectancy up to 280 years | 320.00 |
| | Olive tree 350 – 450 cm (170 – 200 cm crown) | 450.00 |
|  | Citrus limonum Lemon tree, 100 – 120 cm | 50.00 |
| | Citrus limonum Lemon tree, 160 – 180 cm | 80.00 |
|  | Strelícia reginae 120 – 140 cm | 48.00 |
| | Strelícia 140 – 180 cm | 70.00 |
|  | Photinia sphere-shaped 180 – 200 cm | 65.00 |
|  | Photinia sphere-shaped 400 – 450 cm | 250.00 |

| Service | Rental price in € plus VAT | Quantity |
|--|-------------------------------|----------|
| Jardinières according to plant size | | |
| round white | 5.00 | |
| round terracotta natural | 5.50 | |
| round grey – ceramic | 5.50 | |
| stainless steel | 9.50 | |
| Lechuza “Cubico” 75 x 40 cm <input type="checkbox"/> white, <input type="checkbox"/> black, <input type="checkbox"/> grey | 35.00 | |
| Cubico pot 90 x 50 cm <input type="checkbox"/> white, <input type="checkbox"/> black, <input type="checkbox"/> grey | 45.00 | |
| Care during the event | | |
| Pot toppings | | |
|  | Pot topping, moss | 5.00 |
| | Pot topping, white pebbles | 8.00 |
| | Pot topping, grey pebbles | 8.00 |
| Vases | | |
| Glass vases from 20 – 60 cm tall and 10 – 20 cm wide | on request | |
| Arrangement with callas, orchids, heleconias, strelicias, lillies, anthurias, gerberas, roses and seasonal flowers | on request | |

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Floral stand decoration

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| Service | All Items Considered Purchased No Rentals. Price in € plus VAT | Quantity |
|--|--|----------|
| Floral Items | | |
|  | Decoration for Bistro Table 10.00 Use of small glass vases approx. 12 cm in height and with an approx. 8 cm diameter. Decoration features seasonal cut flowers and matching greenery. | |
|  | Decoration for Counter – Small 55.00 Use of glass vases approx. 25-30 cm in height and with an approx. 10-14 cm diameter. Decoration features 3 calla lilies plus matching greenery and glass stones. Total height approx. 40-50 cm. | |
|  | Decoration for Counter – Medium 79.00 Use of glass vases approx. 35-40 cm in height and with an approx. 15-20 cm diameter. Decoration features 5 calla lilies plus matching greenery and glass stones. Total height approx. 50-60 cm. | |
|  | Decoration for Counter – Large 115.00 Use of glass vases approx. 60cm in height and with an approx. 25cm diameter. Decoration features 7 calla lilies plus matching greenery and glass stones. | |
| Of course other flower selections are possible Desired flowers for table/counter vases: _____ _____ | | |
|  | White Orchid in a Glass Pot 32.00 Height approx. 40-50 cm, 2-cluster orchid (potted plant). Top of pot covered in moss. | |

Company

Company Stamp, date, signature



Fax +49 211 51607070

Send original document to: ISS Messereinigung
ISS Integrated Facility Services GmbH (formerly Klaus Harren GmbH)
Stockumer Kirchstraße 61, 40474 Düsseldorf, Germany

Phone +49 211 516070-0
info@messe-reinigung.de

Düsseldorf Congress

Order Form

B 76
GB
2025

Stand Cleaning

You will find further information at section 6.6 of the Technical Guidelines

Hall/Stand number:

Event:

Order

Price per unit in € + VAT

| | | |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | L Cleaning during the Fair from 21 sq.m. (for duration of event) incl. bags for substances of value e. g. specific waste like paper, glass, plastics and mixed Floor cleaning, reemptying of ashtrays, collection of waste bags, dusting of stand equipment (except exhibits). The cleaning starts on the evening of the first day of the event and ends on the morning of the last day of the event and can be ordered for the entire period only. Discount: as from 250 sq.m. 10%. Please order the preliminary cleaning separately (Group V)! It is important that you should tell us your type of flooring: <input type="checkbox"/> Fitted carpet _____ sq.m. <input type="checkbox"/> Upper floor with fitted carpet _____ sq.m. <input type="checkbox"/> Film, PVC, laminate flooring _____ sq.m. <input type="checkbox"/> Upper floor with film, PVC, laminate flooring _____ sq.m. | 1.25 per sq.m./day |
| <input type="checkbox"/> | LS Cleaning during the Fair – Standard/system stands up to 20 sq.m. (for duration of event) incl. bags for substances of value e. g. specific waste like paper, glass, plastics and mixed Floor cleaning, reemptying of ashtrays, collection of waste bags, dusting of stand equipment (except exhibits). The cleaning starts on the evening of the first day of the event and ends on the morning of the last day of the event and can be ordered for the entire period only. Please order the preliminary cleaning separately (Group V)! It is important that you should tell us your type of flooring: <input type="checkbox"/> Fitted carpet _____ sq.m. <input type="checkbox"/> Film, PVC, laminate flooring _____ sq.m. | 25.00 per day |
| <input type="checkbox"/> | W Recycling station for rent vehicle for bags (eases and simplifies handling of bags!) | |
| | Rental as part of cleaning during the event | |
| <input type="checkbox"/> | Vehicles with 4 insert racks (40 l) – 80 x 36 cm, 55 cm height | 26.50 |
| <input type="checkbox"/> | Vehicles with 2 insert racks (90 l) – 80 x 36 cm, 85 cm height | 34.00 |
| | Should the recycling station be lost or damaged you will be charged € 180.00/unit plus VAT. | |
| <input type="checkbox"/> | V Preliminary cleaning (before event begins) Cleaning of stand after construction for the opening of the event, unless it is included within the stand construction package. Plus additional surcharges on the hourly rate on Sundays and public holidays. Disposal of plastic foil will be effected and charged by Messe Düsseldorf. We cannot guarantee a proper cleaning if the stand erection has not been completed by 9 pm in the night before the opening of the event. | 40.75 per person/hour |
| <input type="checkbox"/> | G Glass cleaning (before event begins) Cleaning of glass surfaces, large stand constructions, panels from 2.2 m, plexiglass etc., by glass cleaners. Plus additional surcharges on the hourly rate on Sundays and public holidays. (Please order daily glass cleaning during the trade fair separately.) | 56.50 per person/hour |
| <input type="checkbox"/> | S Dry cleaning of carpets (chemical cleaning) | Charge quoted on request |
| <input type="checkbox"/> | T Daily service at the stand Cleaning services and kitchen assistants during the daily opening times of the event. | Charge quoted on request |

Orders received later than 5 days before the event starts will be charged a 35% express supplement.
If the stand or mains switches are locked up, please hand over the keys! Orders received two days before the event begins will be fulfilled as far as possible. Once we have received your order, you will be sent an advance payment invoice, and we would be grateful if you could pay the amount by direct bank transfer or debit/credit card.

The General Terms and Conditions of ISS Integrated Facility Services GmbH shall apply; these can be obtained or accessed on the Internet at www.messe-reinigung.de
In ordering goods for hire, we hereby accept the terms and conditions.

Name of the company

Street

Postal code and place

Country

Contact

+

Telephone

+

Telefax

Email

I will pay with: ☐ Credit card

If you select the option „payment by credit card“ our Service Partners will ask you to fill in your credit card details in their order confirmation.

VAT ID

Company Stamp, date, signature

Order Form

B 79
GB
2025

Waste Management

You will find further information at section 6.1.3, 7.1.2 of the Technical Guidelines

Hall/Stand number:

Event:

Exhibitors shall immediately dispose of* or register for disposal any waste and/or residual materials produced during the event or stand construction and dismantling. Hall aisles / escape routes must not be obstructed by waste at any time.

■ Carpeting**, stand elements or mixed waste are deemed to be waste or residual material and must be reported for disposal. **Waste or residual materials which have not been reported and/or remain in the hall after you leave your fair stand are subject to an increased charge of Euro 598.00/m³.**

■ Production waste of all kinds, like metal, paper, glass, plastics and special waste must be reported for disposal.

■ Hazardous waste may not be included with normal waste. Production waste, such as substances mixed with oil or emulsions, are considered hazardous waste.

■ Batteries, oil, solvents in small quantities and paint residues in receptacles, etc., are to be disposed in the containers provided for this purpose at the special waste stations.

■ Any catering waste at your fair stand can be reported using Form "Waste Disposal" of the Technical Guidelines and disposed of by our authorized cleaning companies.

*In principle, all waste must be disposed of separately by the producer/polluter in accordance with the provisions of the Commercial Waste Ordinance (Gewerbeabfallverordnung) in force since 01.08.2017. For the rest, see the Closed Substance Cycle Waste Management Act (KrWG). The Commercial Waste Ordinance (GewAbfVV) applies.

Please note that carpeting may only be secured with **fully-removable rip-off adhesive tape and **PE/PP covering foil** fastened with **PE/PP tape** only. Please roll carpeting and leave at your stand. Cover foil will be collected from your stand. After dismantling, our staff will sign for stand areas left to requirements.

We will use a:

☐ disposable stand ☐ reusable stand ☐ disposable carpet** ☐ reusable carpet**

We report the following waste volumes and request Messe Düsseldorf on our behalf and by our authority to instruct the appropriate disposal firms.

Quantities of waste

| | Assembly | Duration | Disassembly | Price € plus VAT |
|-----------------------|----------|----------|-------------|------------------|
| Metal | m³ | m³ | m³ | per m³ 45.10 |
| Paper | m³ | m³ | m³ | per m³ 44.60 |
| Plastics | m³ | m³ | m³ | per m³ 45.60 |
| Glass | m³ | m³ | m³ | per m³ 45.60 |
| Cover foil | m² | m² | m² | per m² 1.15 |
| Carpeting | m² | m² | m² | per m² 1.80 |
| Stand elements (Wood) | m³ | m³ | m³ | per m³ 153.75 |
| Mixed waste | m³ | m³ | m³ | per m³ 259.35 |
| Maxi containers | | | | Price on request |

Quantities of hazardous waste

| Assembly | Duration | Abbau | Hazardous waste | Quantity | Price € plus VAT |
|--------------------------|--------------------------|--------------------------|-----------------|----------|-----------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Material | ca. ltr. | current price per day |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Material | ca. ltr. | current price per day |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Material | ca. ltr. | current price per day |

During the trade fair the containers you have rented will be stored outside the hall. The collection bins you ordered will be delivered to, emptied and collected at your stand area during the stand construction and dismantling periods upon request calling +49 211 4560-282). Waste incurred, to the volume indicated, must be sorted by exhibitors and placed in the separate containers provided. Waste removal will be docketed and receipted. The company reserves the right to make alterations.

The General Terms and Conditions of Düsseldorf Congress GmbH shall apply; these can be obtained or accessed on the Internet at www.duesseldorfcongress.de/en/terms We order herewith **for hire** on the conditions stated overleaf.

Please note: In case of any changes after invoicing, a handling fee of EUR 45.00 will be charged.

2/2 >>

Please enter your correct invoicing address

incl. PO number if necessary for invoicing

Name of the company

Street

Postal code and place

Country

Email address for electronic invoicing

VAT ID

Contact

+ Telephone

Email

PO number

Contractual partner and therefore joint tortfeasor shall always be the exhibitor.

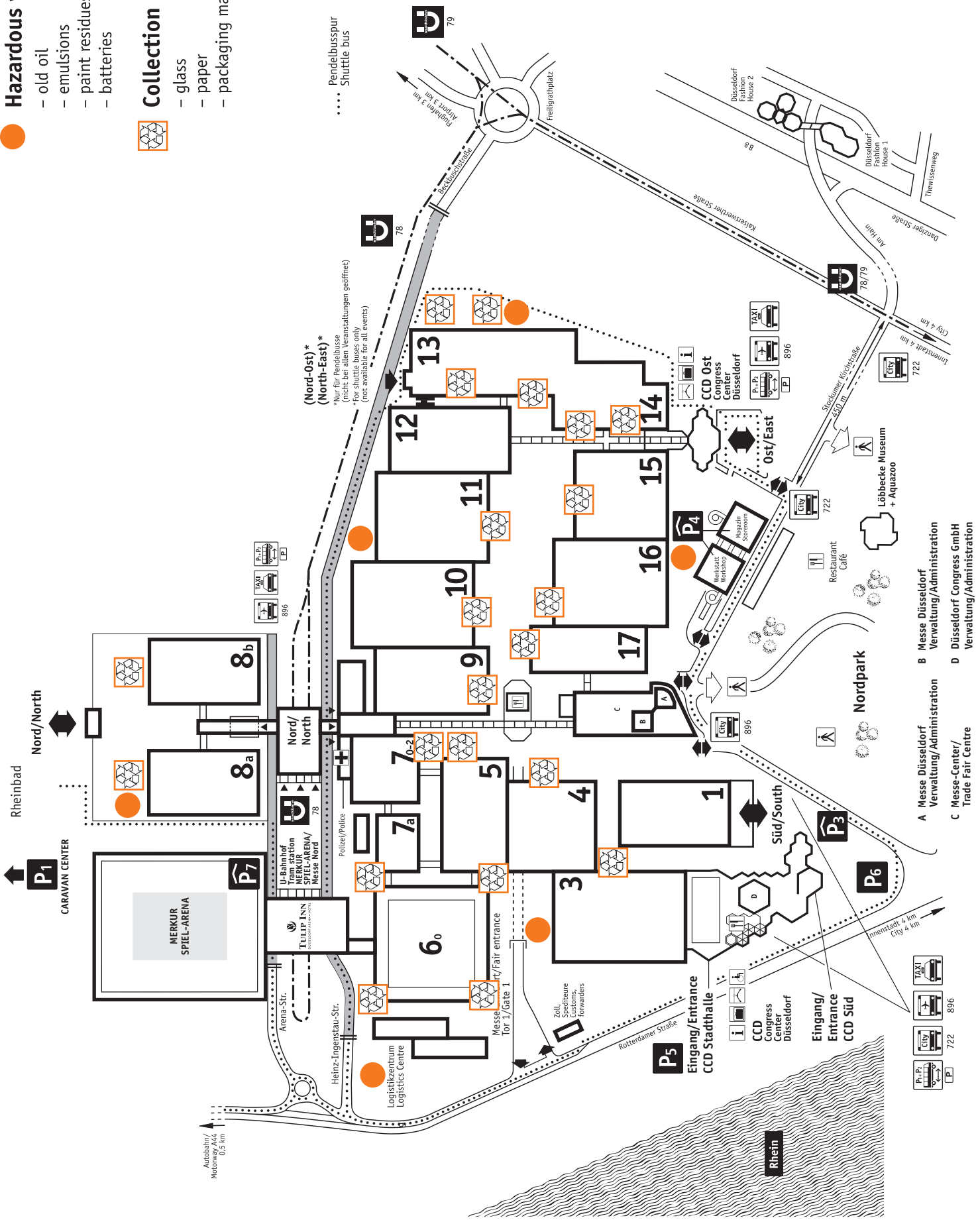
Company Stamp, date, signature

Hazardous waste depot

- old oil
- emulsions
- paint residues
- batteries

Collection stations

- glass
- paper
- packaging materials



see below

Order Form

C 12
GB
2025

Logistics

C 12

Empties

You will find further information at section 4.4.1.11 of the Technical Guidelines

Hall/Stand number:

Event:

We enlist the services of the official forwarding contractor of Messe Düsseldorf as ticked below. Please submit this form to the chosen company.

☐ KÜHNE + NAGEL (AG & Co.) KG
KN Expo & Event Logistics
Stockumer Kirchstraße 61
40474 Düsseldorf
Phone: +49 211 454680
Fax: +49 211 434549
e-mail: exposervice.duesseldorf@kuehne-nagel.com
<http://www.kuehne-nagel.com>

☐ SCHENKER Deutschland AG
Geschäftsstelle Düsseldorf – Messe –
Stockumer Kirchstraße 61
40474 Düsseldorf
Phone: +49 211 43628-0
Fax: +49 211 43628-61
e-mail: fairs.duesseldorf@dbschenker.com
<http://www.schenkerfairs.de>

| We apply for storage of the following | Requested date of pickup | Type | m ³ | Piece |
|---------------------------------------|--------------------------|------|----------------|-------|
| Cases, crates | | | | |
| Pallets | | | | |
| Others (e.g. mesh boxes) | | | | |

Collection of empty packing material, labelling, storage on site for the duration of the exhibition, move-out of warehouse and redelivery after the closing of the exhibition, including all extra and supplementary charges per m³ € 59.00 net + V.A.T. per m³ per container/packaged item or part of a m³ (Minimum 2 m³), plus forwarding insurance.

Note

- Empties are completely empty packaging items, which will be invoiced as such. Packaging materials must be transportable, if necessary bundled together, and be made available on the stand. The price shall refer to empties exclusively. No liability is accepted for any goods/materials left inside any (empty) packing materials.
- All empties must be marked with the company's address, hall and stand-no. Otherwise, a proper return cannot be guaranteed.
- The Exhibition forwarders liability ends with the delivery of the empty packages to the exhibitors booth, even if the exhibitor or his representative is not present.

Name of the company

Street

Postal code and place

Country

Contact

+

Telephone

+

Telefax

Email

I will pay with: ☐ Credit card ☐ Account/Bank transfer

Credit card Number:

valid until:

Due within 14 days from date of invoice. The forwarding agent reserves the right to change the payment terms with prior notice.

I am an entrepreneur as defined by the law on turnover tax.

☐ yes ☐ no

V.A.T. Registration No.:

Company Stamp, date, signature



Düsseldorf Congress

Order Form

Stand surveillance

Hall/Stand number:

Event:

C 21
GB

2025

Logistics

C 21

We enlist the services of the official forwarding contractor of Messe Düsseldorf and Düsseldorf Congress GmbH as ticked below.

Please submit this form to the chosen company.

For Halls 1 – 8, CCD

☐ SECURITAS Services GmbH
Messebüro
Arena-Str. 1, 40474 Düsseldorf
Phone: +49 211 4707891/92
Fax: +49 211 4707893
Internal Phone: +49 211 4560-81
e-mail: messe.duesseldorf@securitas.de

For Halls 9 – 14

☐ KLÜH-SECURITY GmbH
Niederlassung Nordrhein-Westfalen
Messebüro Düsseldorf
Arena-Str. 1, 40474 Düsseldorf
Phone: +49 211 518982-0
Fax: +49 211 518982-99
Internal Phone: +49 211 4560-8182
e-mail: security.messe-dus@klueh.de

For Halls 15 – 17

☐ Kötter SE & Co. KG Security, Düsseldorf
Opitzstraße 12, 40470 Düsseldorf
Phone: +49 211 90800-21
Fax: +49 211 631629
Internal Phone: +49 211 4560-8184
e-mail: koettersecurity.messe-dus@koetter.de

Stand surveillance

Order No.

Service to begin on first day at: on at am/pm

Service to begin on last day at: on at am/pm

Service to begin on all other days at: on at am/pm

Service will begin at the times listed above and will continue until stand personnel arrives or until relief the next day. **The exhibits and other objects to be secured are captured by the security contractor in a stand protocol, which is checked for completeness and signed by the orderer.**
The amount of surveillance time as confirmed in the service log or stand protocol will be invoiced.

The guarding is to conform with the following service instructions:

The security guard must ensure that no unauthorized persons enter the exhibition stand and must prevent thefts and damages.
Damage/loss must be notified to the corresponding security guard upon stand hand-over. Damage reported at a later date shall not be recognised.

Space for remarks

I/we undertake to pay € 41.50 excl. VAT but including all night-time, Sunday and holiday work surcharges per hour of service and security guard.

I/We have also noted and agree to the scope and limitations of liability set forth on the reverse side of this contract.

Performance of the surveillance service shall be as specified in the above contractual provisions. The surveillance companies assume no liability for damage occurring through activities outside the scope of this service.

The security firm reserves the right to collect payment in cash at the stand.

Orders received during the last five days prior to the start of the event are subject to a 25% surcharge.

According to the collective agreements for the North Rhine-Westphalian security sector workers are entitled to a remuneration for a minimum of 4 hours.

The General Terms and Conditions of SECURITAS Services GmbH, KLÜH-SECURITY GmbH and Kötter SE & Co. KG Security shall apply; these can be obtained or accessed on the Internet at www.securitas.de, www.klueh.de, www.koetter.de.

In ordering goods for hire, we hereby accept the terms and conditions.

2/2 >>

Name of the company

Street

Postal code and place

Country

Contact

+

Telephone

+

Telefax

Email

I will pay with: ☐ Credit card ☐ Account/Bank transfer

If you select the option "payment by credit card" our Service Partners will ask you to fill in your credit card details in their order confirmation.

VAT ID

Company Stamp, date, signature

To:

Schenker Deutschland AG
Messegelände Düsseldorf
D-40474 Düsseldorf

Phone: + 49 211 43628 - 0

Fax: +49 211 43628 - 61

Email: fairs.duesseldorf@dbschenker.com

Online Order: [Fairs.DBSchenker.com](https://fairs.dbschenker.com)

The prices on this form are valid!

Orderer:

Event: _____

Hall: _____

Booth Number: _____

Company: _____

Contact: _____

Address: _____

Telephone: _____

Email: _____

Important notice! Düsseldorf Congress GmbH does not except any deliveries!

Please address your delivery to your booth only (**1.** as described below) when you make sure that someone from your staff is present there and able to take it. Please be aware that delivery services do not always stick to delivery dates.

In case there is no one present at your booth, Düsseldorf Congress GmbH is advised to reject the delivery and return it to the sender.

In order to make sure that the delivery reaches you well please use the below address of the forwarding company Schenker (**2.** as described below).

For the reception, the storage and the transport to your booth at the preferred date we will charge you the following per delivery:

Reception, storage, delivery to the booth for small deliveries < 50 kg = EUR 48,00

Reception, storage, delivery to the booth for medium deliveries > 50 kg - 100 kg = EUR 96,00

Reception, storage, delivery to the booth for big deliveries > 101 kg - 300 kg = EUR 144,00

excl. German VAT and custom controls according to official tariffs.

You can call up your delivery at Schenker under the **Phone number +49 211 436 28-0** and have it delivered directly to your booth.

1. Address for deliveries **directly** to the booth:

At the **Congress Center CCD Süd & Stadthalle:**

[Your company name]
c/o [Name of Event]
[BoothNumber]
Stockumer Kirchstraße 61
40474 Düsseldorf

at the hall:

[Your company name]
c/o [Name of Event]
[Hall Number] [BoothNumber]
Messeeinfahrt Tor 1 / A 44
40474 Düsseldorf-Messe

2. Address for deliveries to **forwarding company Schenker:**

Schenker Deutschland AG
Messeeinfahrt Tor 1 / A 44
D - 40474 Düsseldorf-Messe
[Your company name]
[Name of Event]
[Hall number] [Booth Number]

Place, Date

Stamp, Signature

Please read carefully and return this document signed (signature on page 6) to the PCO not later than June 1st, 2025

Düsseldorf Congress GmbH

SAFETY REGULATIONS FOR EVENTS

For the venues:

CCD Congress Center Düsseldorf,
Hall 6, Hall 8a/b and other Tradeshow halls

Last amended: April 2023

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Preliminary remarks / area of application

The CCD Congress Center Düsseldorf, HORISUM (hereinafter referred to as meeting location(s)) are hired out for use, marketed and in part operated by Düsseldorf Congress GmbH (hereinafter referred to as Düsseldorf Congress). The present safety regulations are applicable to events such as congresses, concerts, sporting events, company events, shareholder meetings, functions and comparable events held at the meeting locations. Additional requirements on safety and fire prevention for an event can be made by the building-law authorities, the police, the fire prevention bodies and by Düsseldorf Congress if increased risks to persons and property result from the nature or scope of the planned event.

The safety regulations implement the requirements under the Ordinance on the Construction and Operation of Special Constructions - Part 1 Meeting Locations - (hereinafter SBauVO). The contract partner of Düsseldorf Congress must ensure that the safety regulations are adhered to by himself and all further persons and companies entrusted with the planning and holding of the event.

If the contract partner of Düsseldorf Congress is not simultaneously the organiser, the contract partner shall be liable jointly and severally in addition to the organiser for observance of the rulings of these safety regulations as well as of all relevant statutory regulations.

1. Reporting and approval obligations

1.1 Reporting obligations prior to the event

At the latest six weeks prior to the event, the contract partner (hereinafter also referred to as organiser) must consult with Düsseldorf Congress concerning all services, organisational and technical details, the start of the event, the admission hours, the end of the event, the planning of the meeting locations, rooms and areas. As a rule, Düsseldorf Congress will request the necessary event data from the Organiser. Düsseldorf Congress reserves the right to provide the Organiser with an (electronic) data mask for collection of these data and for use exclusively for this event. All necessary event data must be entered in this mask. The organisational and technical details covered by the reporting obligation include in particular:

- the name and personal contact data of its representative, authorised to take decisions and who is present during the event
- the name of his event manager
- whether the organiser will be providing "persons responsible for event technology" who will supervise the setting up and dismantling of the event as well as the actual event
- the size and arrangement of any scene areas/stages/stands, catwalks, prosceniums, podiums and comparable structures to be set up
- the expected number of visitors and the expected public profile (peaceful, normal, difficult)
- whether stage, studio, lighting technology or other technical facilities will be brought in (load plan)
- whether movements or conversions of technical facilities will be carried out during the event
- whether machine movements, artistic performances will take place in or above the spectator area
- whether actions with a fire risk/pyrotechnic effects, the operation of laser devices or smoke/fog devices is/are envisaged (note additional approval requirement)
- whether ornaments, decorations/equipping/requisites will be brought in (provide evidence of fire categories)
- whether a guest performance checklist will be issued for the event
- whether a "technical rehearsal" is planned by the organiser before the event.

On the basis of the information provided by the organiser, Düsseldorf Congress will carry out a risk assessment before the event and on the basis of which the necessity of an application for official approvals and the number of qualified event personnel and external service personnel (fire brigade, first-aid service, stewards, safety personnel) will be planned (see Sections 40 to 43 SBauVO). If the organiser fails to provide (complete) information or fails to do so on time, an increased event risk will be assumed as a fundamental rule. All additional costs incurred as a result, in particular personnel costs for fire safety posts, first-aid services and stewards will be for the account of the organiser. Incorrect information can result in the restriction, cancellation or abortion of the event.

1.2 Technical rehearsals, guest performance checklist

If scene areas of more than 200m² are used and in cases of guest performance events with own scene construction, a non-public technical rehearsal with full scene construction must be held as a fundamental rule prior to the first event, unless this can be dispensed with on the basis of the nature of the event or the scope of the scene construction (provided without cause for concern). Düsseldorf Congress shall decide whether the rehearsal can be dispensed with on the basis of the above information as per no. 1.1 (in consultation with the building supervisory authority). If this is not the case, the organiser must agree

the envisaged time of the technical rehearsal in sufficient time with Düsseldorf Congress. No technical rehearsal is required for guest performances for which a guest performance checklist has been issued. The guest performance checklist must be submitted to the building authority at the latest 2 weeks prior to the event.

1.3 Approvals and acceptances by authorities

The hiring out of event rooms and space will be on the basis of officially approved escape-route and seating plans with fixed maximum visitor capacity. Deviations from the existing, approved escape-route and seating plans, e.g. as a result of changes to the seating arrangements or the path of the escape routes, as well as the setting up of tents, podiums, stands, special constructions, floating structures require the consent of Düsseldorf Congress. As a rule, corresponding measures require approval under building law and must be accepted by the building authority and the fire chief's department.

1.4 Costs and risks of projects subject to notification and approval The submission of documents, plans, certificates, test certificates, expert reports as well as building and fire-prevention acceptances can be required of the organiser for the above mentioned projects and all projects mentioned below in the safety regulations as being subject to notification or approval. Düsseldorf Congress shall support the organiser in carrying out the approvals procedures. The duration and costs of the approval procedure, including the risk of capacity for approval, shall be fully for the account of the organiser.

2. Responsible persons

2.1 Responsibility of the organiser

The organiser is responsible for the event programme and the safe, trouble-free running of the event. He must ensure that the maximum permitted visitor capacity is adhered to in the event rooms and areas hired out to him. Overfilling is strictly forbidden. The organiser is responsible for ensuring the safe passage of persons and vehicles within the meeting locations for the duration of the use as regards the structures and fittings, decorations, equipment, requisites, suspended items, cables and stage, studio and lighting fittings, brought in by him or by authorised third parties. He must comply with the requirements of the present safety regulations as well as with the regulations of the SBauVO Part I and the accident prevention regulations, in particular the DGUV-V17 "Event and Production Locations for Scenic Presentations", as regards all items and materials brought in. He is also responsible himself on his own responsibility for observance of the generally recognised rules of technology and of all further laws and ordinances applicable for the event, in particular the protection of minors act, the law on Sundays and public holidays, the law on working hours, the employment protection act, the law on protection of non-smokers, the Industrial Code as well as the noise provisions under the law on protection against harmful effects on the environment.

2.2 Representative of the Organiser with power to take decisions

The Organiser must nominate a representative to the operator who has power to take decisions (see No. 1.1) and who will be present for the entire duration of the event. Upon request by Düsseldorf Congress, the representative with power to take decisions must participate in a joint tour of inspection of the venue and familiarise himself with the event rooms, including the escape and evacuation routes. Upon request by Düsseldorf Congress, the representative with power to take decisions must also participate in a consultation/instruction meeting concerning the safety regulations to be observed prior to the event. The representative of the Organiser with power to take decisions shall ensure orderly and safe passing of the event. He must be present during the event, must be contactable at all times and must take any necessary decisions concerning the safety of the visitors in consultation with the contact person nominated by Düsseldorf Congress Sort & Event, the authorities and external auxiliary personnel (fire brigade, police, building authority, office for public order, first-aid service). He is obliged to abort the event if this is necessary as a result of a particular risk situation with concrete risks to persons.

2.3 Event Manager

Düsseldorf Congress is entitled to demand from the Organiser that the latter's representative with power to take decisions will assume the function of Event Manager pursuant to Section 38 (2) and (5) SBauVO (Special Building Regulation) NRW for the duration of the event. In this case, the Organiser's Event Manager shall be supported by an expert person appointed by Düsseldorf Congress with power to take decisions. If the function of Event Manager is not transferred to the Organiser or if the Organiser refuses to assume this function, Düsseldorf Congress shall assume the function of Event Manager with own personnel. In the latter case, Düsseldorf Congress shall be entitled to pass the full costs, resulting from the assumption of the function of Event Manager, on to the Organiser.

2.4 Persons responsible for event technology, experts for event technology

Persons responsible for event technology and experts for event technology must be provided by the organiser at his own expense and in accordance with the following determinations:

The setting up and dismantling of stage, studio and lighting facilities at events with space for more than 5000 visitors or on scene areas of more than 200m² as well as technical rehearsals, must be managed and supervised by at least one "person responsible for event technology". For events with space for less than 5000 visitors or for the setting up and dismantling of scene areas of between 50m² and 200m², the presence of an expert for event technology is sufficient.

With dress rehearsals, events, broadcasts or recordings of events in meeting locations with space for more than 5000 visitors or on scene areas with more than 200m², two experts for event technology must be present. For events in event locations with space for less than 5000 visitors or on scene areas of between 50m² and 200m², the presence of one expert for event technology is sufficient.

Exceptions: If the safety and functional capacity of the stage, studio, lighting and other technical facilities of the meeting location has/have been checked by persons responsible for event technology or by experts before the event, if no risks emanate from the nature or sequence of the event and if these facilities are not moved or otherwise changed during the event, the necessary technical supervision can be carried out by an expert or by another "supervising person" in individual cases on the basis of a risk assessment to be carried out by Düsseldorf Congress. This presupposes that the supervising person is familiar with the technical facilities.

2.4 Responsibility of Düsseldorf Congress

All technical installations and facilities of the building as well as all technical facilities ordered by the contract partner from Düsseldorf Congress for his event, must be operated exclusively by the technical personnel of Düsseldorf Congress or by the qualified technical service partners of Düsseldorf Congress.

Düsseldorf Congress is entitled to carry out random checks on adherence by the organiser to the operating regulations of the SBauVO and to the present safety regulations. To this end, the persons appointed must be granted free access to the event rooms and areas at all times.

2.5 Safety and stewarding service

Exclusively qualified companies approved by Düsseldorf Congress who are also sufficiently familiar with the meeting location - including for any potential evacuation - may be appointed as safety and stewarding service. The required number of safety and stewarding personnel will be determined in accordance with the nature of the event, the number of visitors, potential event risks and any additional requirements of the building and stewarding authorities. The safety and stewarding service is responsible for the tasks set out in the SBauVO. The costs for the provision and deployment of the safety and stewarding service will be for the account of the organiser.

2.6 Fire brigade, police, first-aid service

Fire-brigade, police and first-aid service will be informed by Düsseldorf Congress in accordance with the nature and size of the event. The scope of these services (number of persons to be provided) depends on the nature of the event, the number of visitors, the specific risks of the event and the possible official determinations in each individual case. The costs for the provision and deployment of fire-brigade, police and first-aid services shall be for the account of the organiser. The fire-brigade, police, first-aid and building-supervision-authority personnel must be granted access to all areas of the meeting location at all times.

2.7 Exercise of domestic authority

In addition to Düsseldorf Congress, the event manager shall also exercise domestic authority for the organiser over visitors to the event and authorised third parties, within the rooms and space hired out to him and on the basis of the present safety regulations and the applicable house regulations. Düsseldorf Congress shall also exercise domestic authority over the organiser, and in addition

to the organiser, over visitors and third parties during the period of hiring out of the event rooms and event areas in accordance with the following provisions. The stewarding personnel appointed shall provide support in implementation of the domestic authority.

Violations of the house regulations, of the present safety regulations, of event-related statutory regulations or official directives must be discontinued immediately by the organiser and his event manager. Düsseldorf Congress is entitled to carry out substitute measures at the expense of the organiser if the latter does not act immediately following prior request. If substitute measures are not possible or reasonable, if the organiser refuses to carry out the substitute measures or refuses to assume costs, Düsseldorf Congress can, as a final resort, demand clearance and return of the event areas hired out. If the organiser fails to comply with any such request, Düsseldorf Congress shall be entitled to have the event aborted, including clearance, at the expense and risk of the organiser.

3. Safety-related operating regulations

3.1 Traffic regulations, escape routes, safety devices, safety concept

3.1.1 Travelling on the premises

The German Highway Code (STVO) is applicable on the entire passable area of the meeting location. The speed restrictions signposted for the premises are applicable to all vehicles. Travelling over the meeting location premises is only permitted following approval by Düsseldorf Congress. As a fundamental rule and in the interests of the safety of visitors, vehicles are not permitted to travel over the meeting location premises until the meeting location is empty. This is also applicable in particular for vehicles wishing to travel over the meeting location premises for the purpose of dismantling. The premises can be temporarily closed to motor vehicles. Travelling with any form of vehicle is at one's own risk. Düsseldorf Congress is entitled to check the load space of motor vehicles and containers carried by persons when entering or leaving the premises.

3.1.2 Forklift trucks, lifting trucks

Travelling over event areas, foyer and hall space by the organiser and the companies appointed by him with motor-driven auxiliary means such as forklift trucks is only permitted with the explicit approval of Düsseldorf Congress. The organiser or the companies appointed by him must obtain information from Düsseldorf Congress concerning the admissible floor load and floor characteristics before transporting loads.

3.1.3 Fire-brigade movement areas

The approach routes and movement areas for the fire brigade – marked with no-stopping signs – must be kept free at all times. Vehicles and items parked on escape routes and safety areas will be removed at the expense and risk of the owner.

3.1.4 Emergency exits, emergency hatches, halls, passageways, tunnels

These escape routes must be kept free at all times. The doors in escape routes must be capable of easy opening from the inside over their full width. Escape routes, exit doors, emergency hatches and their marking must not be obstructed, covered or made unrecognisable in any other way. At no time from the beginning to the end of the event and up until complete emptying of the meeting location must escape routes be restricted through items deposited or penetrating inward. Halls, passageways and tunnels act as escape routes in the event of danger. Fire and smoke doors must not be kept open by wedges or other items.

3.1.5 Safety devices

Fire alarms, hydrants, fire extinguishers and leads, butterfly dampers, triggering points for the smoke extraction devices, smoke detectors, telephones as well as supply and waste-air openings of the heating and ventilation system, smoke extraction devices, their notice signs as well as the green emergency exit signs must be accessible and visible at all times; they must not be obstructed, covered or in any other way made unrecognisable.

3.1.6 Safety instructions, electro-acoustic system (EAS)

The functional capacity of the EAS will be checked by Düsseldorf Congress in sufficient time prior to admission of the public. Düsseldorf Congress is entitled to provide optical and acoustic safety instructions on video screens and via the public address system between admission and the start of the event.

3.1.7 Safety concept

The organiser is obliged to observe the safety concept for the meeting location and to implement it fully in consultation with Düsseldorf Congress. Düsseldorf Congress is entitled to request the drawing up and implementation of an event-specific safety concept for the event by the organiser, in so far as this is necessary for the nature and scope of the event.

3.2 Fittings and structures for events

3.2.1 Technical facilities of the meeting location

As a fundamental rule, all existing, firmly installed facilities of the building must only be operated by personnel of Düsseldorf Congress or by contractually approved, affiliated service companies of Düsseldorf Congress. This also applies for all connections to be established to the supply grids (e.g. electricity, gas, compressed air, water, telecommunications) of the meeting location. Unless otherwise agreed, the organiser shall have no entitlement to removal by Düsseldorf Congress of own, installed technical facilities from the event rooms.

3.2.2 Technical facilities of the organiser

The technical facilities brought in by the Organiser or by companies appointed by it for this purpose, must comply with the generally recognised rules of technology, in particular the requirements of the accident prevention regulations DGVV-V 17 and DGVV-V-3, in terms of safety and functional capacity. Electrical (switching) systems must not be accessible for visitors and must have appropriate fuse protection.

3.2.3 Suspended items

For safety reasons, suspended items on the ceilings and the supporting structures must be attached exclusively by the qualified service partners approved by Düsseldorf Congress or under their supervision. The organiser must register (see no. 1.1) and agree necessary suspended items with Düsseldorf Congress prior to the event. Suspended items must be designed in accordance with the generally recognised rules of technology. The prescribed load limits must be adhered to. In case of doubt, a structural-engineering assessment of the suspended items will be commissioned at the expense of the organiser.

3.2.4 Fittings and structures, stands, podiums, stairs, scene areas, special constructions

All fittings and structures in the meeting location as well as the setting up of floating structures in the outdoor area are subject to reporting and possibly approval (see no. 1.3). The effect of fire-prevention devices (e.g. automatic fire extinguishing devices, smoke aprons etc.) must not be impaired by fittings and structures. Fittings and structures must be designed such that their stability cannot be impaired by dynamic vibrations. The substructure of the floors of podiums, scene areas and stands must be made of non-combustible building materials. Under no circumstances must highly inflammable, hot-dripping materials or materials that form toxic gases be used. DIN 4102 or EN 13501-1 (conduct of building materials, components in case of fire) must be observed. Submission of an official test certificate concerning the building material category and the required material characteristics can be required.

3.2.5 Carpets, floor coverings

The bringing in of carpets or other floor coverings must be carried out such that no risk of slipping, stumbling or falling exists for persons. Carpets and other floor coverings must be laid accident-proof. Only adhesive tape must be used for fixing; this must be removed completely. Self-adhesive carpet tiles are not permitted. All materials used must be removed completely. The same applies for substances such as oils, greases, paints and similar. The hall floors must not be painted over.

3.2.6 Breakwaters

If standing space is arranged for visitors in front of scene areas at concert events, the visitor spaces must be separated from the scene area by a barrier such that an aisle of at least 2 metres in width is available for the stewarding personnel and emergency services between the scene area and the barrier.

If standing space for more than 5000 visitors is arranged in front of scene areas at concert events, standing space that is accessible from the sides only must be created in front of the scene area by at least two further barriers (breakwaters). The barriers (breakwaters) must be at least 5 metres apart at the sides and at least 10 metres apart over the width of the scene area. Upon application, the building supervision authority will decide on possible exemptions in individual cases as regards the setting up and arrangement of barriers (breakwaters).

At concert events with standing space for less than 5000, corresponding barriers (breakwaters) must be arranged if this is necessary given the nature of the event, in particular given the expected public profile. Düsseldorf Congress shall take the corresponding decision on the basis of a risk assessment if no official directive is issued.

The costs for the provision, setting up and dismantling of breakwaters and possible applications to the authorities for exemption, shall be for the account of the organiser.

3.2.7 Glass and acrylic glass

Only safety glass must be used for glass constructions. Edges of glass panes must be processed or protected such that the risk of injury is excluded. Full glass components must be marked at eye level.

3.2.8 Bolts, holes, nails

The bringing in of bolts and anchoring points, the knocking in of nails as well as the knocking and drilling of holes is forbidden. Bolt firing is likewise not permitted.

3.3 Decorations, equipment, requisites

3.3.1 Decorations

Materials, decorations and curtains used to decorate the event must be made at least of highly flame-retardant materials (B1 as per DIN 4102 or at least Class C as per EN 13501-1). Decorations in necessary halls, passageways and stair areas (escape routes) must be made of non-combustible materials (A as per DIN 4102 or A1 as per DIN EN 13501-1). Materials used repeatedly must again be checked for their highly flame-retardant characteristics and re-impregnated if necessary. Submission of an official test certificate on the required characteristics of the material can be required.

All materials brought in must be a sufficient distance from sources of ignition, floodlights and sources of heat to ensure that they cannot be ignited by these. Decorations must be attached directly to walls, ceilings or equipment. Decorations hanging (freely) in the room are only permitted if they are at least 2.5 metres from the floor and the effect of automatic fire extinguishing devices is not impaired. Decorations from natural plant ornaments must only be kept in the room for as long as they are still fresh. Bamboo, reeds, hay, straw, bark, peat, (fir) trees without bales or similar materials do not satisfy the above mentioned requirements. Düsseldorf Congress shall decide on exemptions in consultation with the fire brigade.

The use of air balloons filled with safety gas and other flying objects must be approved by Düsseldorf Congress in advance of the event.

3.3.2 Equipment

Equipment which is part of stage and scene sets, such as wall, floor and ceiling elements, must be made of at least highly flame-retardant materials. Corresponding certificates concerning the highly flame-retardant qualities of items must be submitted to Düsseldorf Congress on request.

3.3.3 Requisites

Requisites are fittings for stage and scene sets. They must be made at least of normally flame-retardant materials.

3.4 Particular fire prevention regulations

3.4.1 Open fire, combustible liquids, gases, pyrotechnics

The use of open fire, combustible liquids, gases, pyrotechnic items, explosive and other highly flammable substances is prohibited. The prohibition does not apply if the use is related to the nature of the event and the organiser has agreed the necessary event-specific fire prevention measures in advance with Düsseldorf Congress and the fire brigade. The use of pyrotechnic items must be approved by the authorities and must be supervised by a suitable person under explosives law. Proof must be submitted concerning the holder of the permit, the evidence of qualification, the insurance certificate (pyrotechnic liability) and the approval by the authorities. The costs incurred for the official approvals and the safety of the event when using pyrotechnic items shall be for the account of the organiser.

3.4.2 Candles, kitchen and heat-retention devices

The use of candles and similar sources of light as table decoration as well as the use of open fire in kitchen facilities, envisaged for this, for the preparation of food is permitted with the consent of Düsseldorf Congress ("protected candlelight").

3.4.3 Combustible packing materials

Combustible packing materials must be removed from the meeting location immediately by the organiser. Under no circumstances must packing materials, waste or residual substances be stored under or on stages, stands or podiums.

3.4.4 Vehicles with combustion engines

Vehicles with combustion engines in the meeting location are subject to reporting and approval in all cases. As a rule, the maximum admissible tank content is limited, the tank cover must be locked and the battery will be disconnected. Additional safety measures can be ordered.

3.4.5 Fire, welding, abrasive cutting work, hot work

All forms of "fire and hot work" are prohibited in the meeting location. Exceptions are only permitted with the prior, written consent of Düsseldorf Congress.

3.5 Safety at work, health and environmental protection

Düsseldorf Congress considers itself committed to the protection of the health of all persons present in the meeting location and to preventative environmental protection. As contract partner of Düsseldorf Congress, the organiser must ensure that all provisions concerning safety at work, health and environmental protection are adhered to in binding manner, including by his contractors and business partners.

3.5.1 Safety at work

All setting-up and dismantling work must be carried out in compliance with the applicable work safety and accident prevention regulations, in particular those of DGUV-V 1 "Prevention", DGUV-V3 and DGUV-V17/18 as well as of the DGUV information documents on "Safety at events and productions". The Organiser and the companies appointed by it are responsible themselves for adherence to the accident prevention and work safety provisions. In particular, the Organiser and the companies appointed by it must ensure that no danger results to other persons present in the venue during setting-up and dismantling work. Danger areas and protective measures (prohibitions and requirements) must be marked in accordance with ASR A1.3 "Safety and health-protection markings" – if necessary also on a short-term basis only. If necessary, the Organiser must ensure appropriate coordination of the work. If this is not possible, it must discontinue the work temporarily and contact the Operator.

3.5.2 Noise, ear protection

Organisers of musical performances during which high sound pressure levels (volumes) are to be expected, must check on their own responsibility whether and which safeguards are required in order to prevent harm to the listeners. They must take the necessary measures on their own responsibility. The organiser must ensure that visitors and third parties are not harmed during the event (risk of acute hearing loss etc.) through appropriate limitation of the volume. As a generally recognised rule of technology, DIN 15 905 "Event technology –sound technology" Part 5 contains: "Measures for the avoidance of risks to public hearing through high sound pressure levels from electro-acoustic public address technology". This must be observed by the organiser. Additionally, the organiser must provide a sufficient selection of ear protection means (e.g. earplugs) and issue these to the visitors on request if the possibility of damage to visitors through excessive sound pressure levels cannot be reliably excluded. Clearly recognisable reference must be made to this in the entrance area to the meeting location.

3.5.3 Laser devices

The operation of laser devices is subject to compulsory reporting and must be agreed with the Operator. When operating laser devices, the requirements of the Work Health and Safety Regulation on Artificial Optical Radiation 2006/25 EC, DIN EN 60825-1, DIN EN 12254 - with show lasers also the requirements of DIN 56912 and DGUV information document 203-036 "Laser devices for show and projection purposes" - must be complied with. Category 3R, 3b and 4 laser devices must be notified to the responsible supervisory authority prior to commissioning, and their safety tested by a publicly appointed and sworn expert on request. The costs of the test shall be for the account of the Organiser. The test certificate must be submitted to the operator prior to the event. The written appointment of a laser protection officer who will be present on site must be enclosed.

3.5.4 Smoking ban

If a smoking ban has been imposed in the meeting location or in individual areas thereof, the organiser must ensure compliance with the smoking ban during setting-up, dismantling as well as during the event itself.

3.5.5 Handling of waste

In accordance with the principles of the circular-flow-economy and waste act (KrW-/AbfG), the occurrence of waste within the scope of setting up/dismantling and during the event must be avoided to as great an extent as possible. Waste that cannot be avoided must be fed to environmentally friendly disposal (exploitation takes priority over removal). The organiser is obliged to make an effective contribution to this.

The organiser must ensure that all materials (ornaments, packing, decorations etc) as well as fittings and structures, brought onto the meeting location premises by him or his contractors, are removed completely following the end of the event. Only substances and materials that cannot be reused (and thus become waste) must be disposed of via the Düsseldorf Congress disposal system in return for a charge. Given the occurrence of special waste (waste requiring surveillance), Düsseldorf Congress must be informed immediately and separate disposal arranged via approved service partners of Düsseldorf Congress.

3.5.6 Waste water

The disposal of solid or liquid waste via the waste water grid (toilets, drain inlets) is strictly forbidden. If mobile gastronomy services are used, attention must be paid to ensuring that greases and oils are collected and fed to separate disposal. Cleaning work must always be carried out with biologically degradable products.

3.5.7 Environmental damage

Environmental damage/contamination on the premises (e.g. through escaping petrol, oil, hazardous substances) must be reported to Düsseldorf Congress immediately.

3.5.8 Noise protection for local residents

The event must not result in any unreasonable noise inconvenience for residents in the area around the meeting location. During music events and particularly loud events, outside windows and outside doors must be kept closed. Noise-generating activities must be avoided before 7.00 a.m. and after 6.00 p.m. on working days as well as on Sundays and public holidays. Failure to comply can result in restrictions to setting up and dismantling work as well as to the event.

Company:

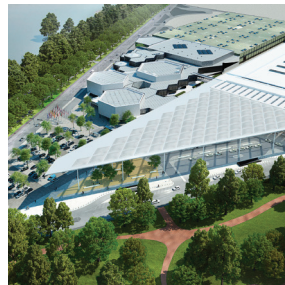
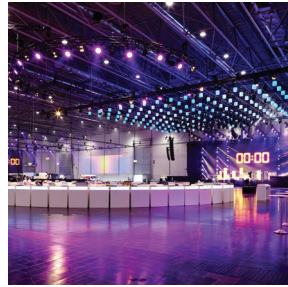
Date:

Signature:

Please send to

info@medical-communications.de

Düsseldorf Congress



CCD Congress Center Düsseldorf • Eventcenter



Construction



Flooring



Graphics



Rental Furniture



Power & Light



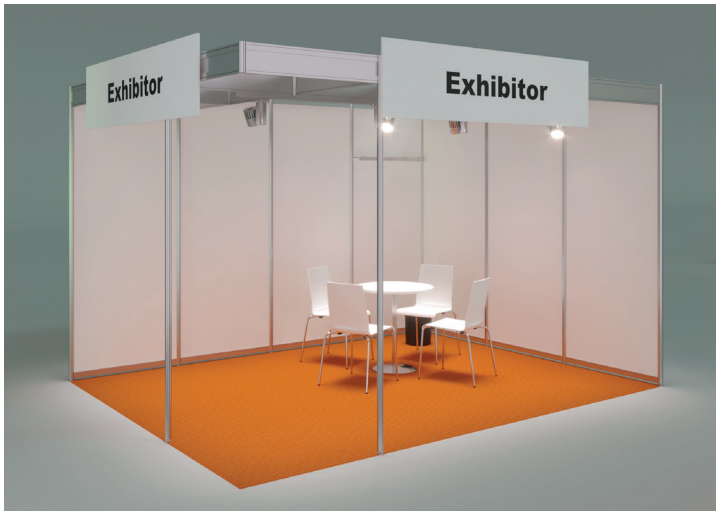
Last-Minute

STANDBAU UND DESIGN

STANDCONSTRUCTION AND DESIGN

mp

BASIC



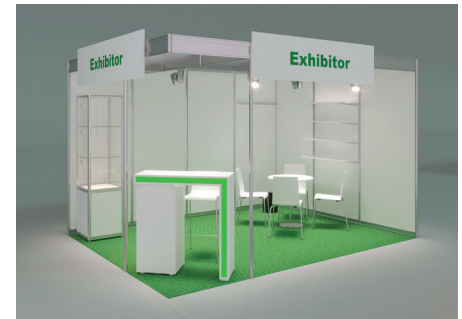
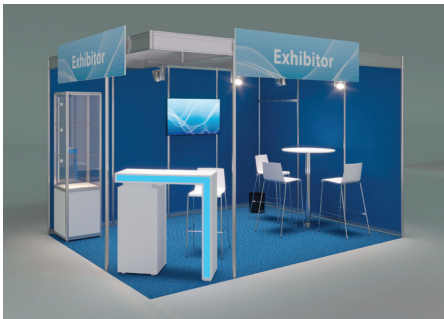
STANDSYSTEM:

- Aluminium-Standbausystem
- Wandfüllungen aus kunststoffbeschichteten Hartfaserplatten, weiß, 250 cm hoch (Hinweis: Bauhöhe Aktionsfläche Stadthalle 210 cm)
- offene Rasterdecke

STAND SYSTEM:

- aluminum system,
- walls made of laminated fiberboard panels, white, 250cm high (advice: construction height activity area Stadthalle 210 cm)
- aluminum system grid ceiling

Beispielabbildungen mit nicht inkludierten Zusatzausstattungen example illustration with not included additional equipment



DETAILS

STANDBAU:

- 1 Schriftblende, je Gangseite
- Ein Strahler pro 3m² Standfläche, auf Lichtschiene montiert
- Fair-Rips Teppichboden, Farbe nach Wahl²

BLENDE

- Abmessung 200x40cm, Grundfarbe weiß
- Kostenlose Blendenbeschriftung bis 15 Buchstaben (Farbe nach Wahl², Arial 15cm hoch oder angepasst auf Blendengröße, zusätzliche Buchstaben gegen Aufpreis möglich)

GRUNDAUSSTATTUNG:

- 1x Tisch rund Ø80cm, weiß
- 4x Stuhl, weiß
- Abfallbehälter, schwarz
- Garderobenleiste

Elektrohauptanschlüsse sind in den Standbaupreisen nicht enthalten.

Bitte über das Formular B22A bei der Düsseldorf Congress GmbH (Mindestanforderung: 2201, 2237, 2251; zusätzlicher Anschluss für Maschinen o.Ä. notwendig).

STAND CONSTRUCTION:

- 1 fascia board per aisle
- 1 spot per 3m² stand space for illumination
- Fair-Rips carpet, color of choice

FASCIA BOARD:

- measurement 200x40cm, basic color white
- lettering free of charge up to 15 letters (color of choice, Type: Arial 15cm high or adapted to the fascia size, additional letters at extra charge possible)

BASIC EQUIPMENT:

- 1x table round Ø80cm, weiß
- waste basket, black
- coat rail

Electrical main connection is not included in stand construction prices.

Please place your order with form B22A through Düsseldorf Congress GmbH (minimum requirement: 2201, 2237, 2251; additional connection for machines or the like necessary).



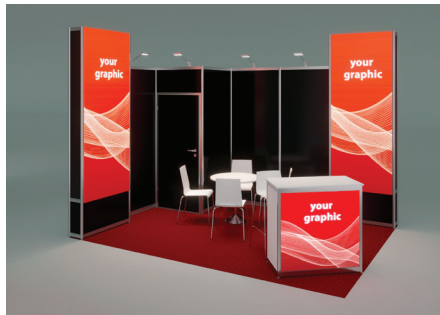
STANDSYSTEM:

- Aluminium-Standbausystem,
- Wandfüllungen aus kunststoffbeschichteten Hartfaserplatten, weiß, 250cm hoch
- 2 Leuchtkästen 320cm hoch

STAND SYSTEM:

- aluminum system
- walls made of laminated fiberboard panels, white, 250cm high (advice: ordering for activity area Stadthalle 2 light boxes 250 cm high)
- 2 light boxes 320cm high

Beispielabbildungen mit nicht inkludierten Zusatzausstattungen example illustration with not included additional equipment



DETAILS

STANDBAU:

- Vollflächiger Digitaldruck auf 2 Leuchtkästen
- Ein Strahler pro 3m² Standfläche, auf Lichtschiene montiert
- Kabine mit abschließbarer Türe (100x100cm)
- Fair-Rips Teppichboden, Farbe nach Wahl

BLENDE

- Leuchtkasten mit vollflächigem Digitaldruck gem. Skizze

GRUNDAUSSTATTUNG:

- 1x Tisch rund 80cm, weiß
- 4x Stuhl, weiß
- 1x Infotheke, weiß
- 1x Barhocker, weiß
- Abfallbehälter, schwarz
- Garderobenleiste

Elektrohauptanschlüsse sind in den Standbaupreisen nicht enthalten.

Bitte über das Formular B22A bei der Düsseldorf Congress GmbH (Mindestanforderung: 2201, 2237, 2251; zusätzlicher Anschluss für Maschinen o.Ä. notwendig).

STAND CONSTRUCTION:

- Full digital print on two lightboxes
- 1 spot per 3m² stand space for illumination
- lockable cubicle with door (100x100cm)
- Fair-Rips carpet, color of choice

FASCIA BOARD:

- Lightbox with full digital print

BASIC EQUIPMENT:

- 1x table round 80cm, white
- 4x chair, white
- 1x information counter, white
- 1x bar stool, weiß
- waste basket, black
- coat rail

Electrical main connection is not included in stand construction prices.

Please place your order with form B22A through Düsseldorf Congress GmbH (minimum requirement: 2201, 2237, 2251; additional connection for machines or the like necessary).

SUPERIOR



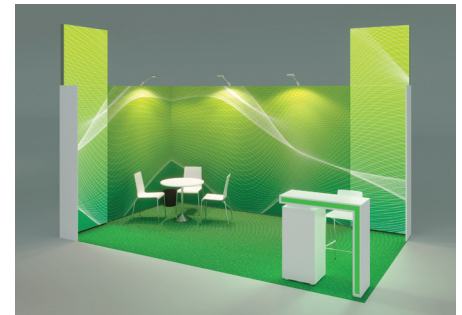
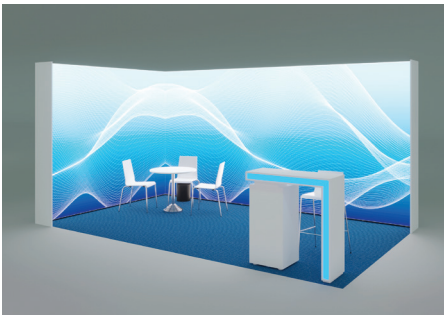
STANDSYSTEM:

- stützenfreies Design-Messebausystem „megawall“
- Wände inkl. vollflächigem Digitaldruck auf Textil, optional Hinterleuchtet
- Bauhöhe: ca. 250 cm (Wandstärke 40mm)

STAND SYSTEM:

- Post-free design stand construction system "megawall",
- Walls incl. full digital print on textile, illuminated on request
- Height: 250 cm (wall thickness: 40mm),
- Decopanel, color of choice with company name

Beispielabbildungen mit nicht inkludierten Zusatzausstattungen example illustration with not included additional equipment



DETAILS

STANDBAU:

- Textilwände inkl. vollflächigem Digitaldruck
- 1 x Auslegestrahler pro 3qm Standfläche
- Teppichboden Rips, Farbe nach Wahl

GRUNDAUSSTATTUNG:

- 1 x Tisch rund 80cm, weiß
- 3 x Stuhl, weiß
- 1 x Theke Rio
- 1 x Barhocker, weiß
- 1 x Abfallbehälter, schwarz
- 1x Garderobenstange

Elektrohauptanschlüsse sind in den Standbaupreisen nicht enthalten.

Bitte über das Formular B22A bei der Düsseldorf Congress GmbH (Mindestanforderung: 2201, 2237, 2251; zusätzlicher Anschluss für Maschinen o.Ä. notwendig).

STAND CONSTRUCTION:

- Walls textile incl. full digital print
- 1 x spotlight per 3 sqm stand space
- Carpet Rips, color of choice

BASIC CONFIGURATION:

- 1 x table round Nizza 80cm, white
- 3 x chair, white
- 1 x counter Rio
- 1 x barstool, white
- 1 x waste basket, black
- 1 x Wardrobe

Electrical main connection is not included in stand construction prices.

Please place your order with form B22A through Düsseldorf Congress GmbH (minimum requirement: 2201, 2237, 2251; additional connection for machines or the like necessary).

BESTELLBLOCK ORDER FORM

Firma Company:

Ansprechpartner Contact person:

Adresse Address:

E-Mail E-Mail:

Telefon Phone:

Fax Fax:

Veranstaltung Event:

Auswahl Standtyp Selection Standtype:

☐
BASIC
95,00
EUR/qm



☐
AVANT
135,00
EUR/qm



☐
SUPERIOR
185,00
EUR/qm



Ihre Blendenbeschriftung Your fascia lettering:

☐ Logo- oder Grafikproduktion gewünscht
Logo- or graphic production wanted

Teppichfarben-Auswahl Carpet color selection:



griffo griffo
101204



silber silver
101202



azur azur
101208



royal royal
101215



grün green
101253



rot red
101205

Weitere Farben oder Qualitäten auf Anfrage. Further colors or qualities on request.

Bitte beachten Sie, dass bei Teppichboden im Foyer und im Pavillon zusätzlich ein Verlegevlies notwendig ist – 13,50 €/ qm.

Please be aware that special underlay mat is necessary by ordering carpet in in the foyer and pavilion – 13,50 €/ sqm.

Zusätzliche Standausstattung und Grafiken oder individuelle Standkonstruktionen auf Anfrage.



Ort, Datum Place, date

Firmenstempel Company stamp

rechtsgültige Unterschrift authorized signature

Bitte senden Sie das ausgefüllte und unterschriebene Bestellformular an: info.duesseldorf@messeprojekt.de oder per Fax an +49 211 9473963.
Please send the completed and signed order form to: info.duesseldorf@messeprojekt.de or via Fax +49 211 9473963.



make progress

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F: +49 211 9473963

info.duesseldorf@messeprojekt.de

www.messeprojekt.com



Düsseldorf Congress

Please read carefully and return this document signed (signature on page 20) to
the PCO not later than June 1st, 2025

Düsseldorf Congress GmbH

TECHNICAL GUIDELINES FOR EVENTS

For the rental property:
CCD Congress Center Düsseldorf

Last updated: August 2022

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 - 1.2 General opening hours of the CCD
 - 1.2.1 Construction and dismantling times
 - 1.2.2 Duration of the event
2. Traffic on the exhibition grounds, escape routes, safety installations
 - 2.1 Traffic regulations
 - 2.2 Escape routes
 - 2.2.1 Fire service movement zones, fire hydrants
 - 2.2.2 Emergency exits, hall aisles
 - 2.3 Safety equipment
 - 2.4 Stand numbering
 - 2.5 Stand Guarding
 - 2.6 Emergency evacuation
3. Technical data and equipment
 - 3.1 Overhead Clearances
 - 3.2 Dimensions
 - 3.2.1 Hall door dimensions for transports, CCD Stadthalle
 - 3.2.2 Hall door dimensions for transports, CCD South
 - 3.2.3 Hall door dimensions for transports, Conference area Hall 1 and bridge between CCD South and Hall 1
 - 3.2.4 Personnel doors
 - 3.2.5 Heights of the rooms
 - 3.2.6 Elevators CCD Stadthalle and CCD South
 - 3.2.7 Dimensions fairground
 - 3.3 Load-bearing capacity of the hall floors
 - 3.4 General lighting, type of current, voltage
 - 3.5 Supply of compressed air, electricity and water
 - 3.6 Communication facilities
 - 3.7 Sprinkler systems
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 - 3.9 Disruptions
 - 3.10 Foundations, pits
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 - Buildings
 - 4.2.2 Vehicles and containers
 - 4.2.3 Removal of non-approved components
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 - 4.4.1.1 Stand construction and decoration materials
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- and flammable liquids, fuel pastes
 - and other fuels
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 - 5.7.1.1 Use of liquefied gas
 - 5.7.1.2 Application for permission to use pressurized gas cylinders
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- 5.7.2 Flammable liquids
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 - 5.9.4 High-frequency devices, radio installations, wireless transmissions
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- 5.13 Food supervision
- 5.14 Goods subject to excise duty
- 6. Disposal, cleaning
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 - 6.1.1 Packaging materials
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 - 6.5.1 Oil/grease and solids separator
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 - 7.1.1 Stand construction, installation
 - 7.1.2 Disposal
 - 7.1.3 Communication services
 - 7.2 Other services
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 - 7.2.4 Convention and congress rooms
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1. Preliminary Remarks

Düsseldorf Congress GmbH (hereinafter referred to as DC) has issued guidelines with the aim of giving all event organisers and their exhibitors the best possible opportunity to present their exhibits and address their visitors and interested parties. In doing so, the new Ordinance on the Construction and Operation of **Special Buildings** in the latest version for the State of North Rhine-Westphalia (Special Building Ordinance SBauVO) had to be taken into account. The guidelines are binding for all exhibitors and organisers.

At the same time, these guidelines contain safety regulations that are intended to provide maximum safety in the technical and design equipment of the event in the interest of exhibitors and visitors.

The fire protection, building regulations and other safety provisions have been agreed with the building supervisory authority of the city of Düsseldorf as the local regulatory authority. Compliance with these regulations is checked during acceptance, if necessary in the presence of the regulatory authority (building supervision) and the fire brigade. In addition, the statutory provisions in the respective valid version must be observed. The commissioning of an exhibition stand may be prohibited in the interest of all event participants if any defects found have not been remedied by the start of the event. We reserve the right to make further safety demands that may arise during acceptance.

As a rule, the order forms for services will be sent out when the contract is concluded and must be completed and returned by the separately stated deadlines in each case, as in the event of late submission DC cannot guarantee proper and timely completion and/or the services may no longer be executable. In addition, a surcharge of 25% will be levied on the fees for incoming orders from two weeks before the start of construction and 50% from the start of construction. **The same applies to services that are used without having been ordered in advance. Services already provided shall be paid for in full.**

For further information, exhibitors may also receive a circular letter on traffic issues, service facilities, etc. This circular is an integral part of the Conditions of Participation / General Rental Conditions and these Guidelines. In all other respects, DC reserves the right to make changes.

The German text is binding.

1.1 House Rules for the Düsseldorf Exhibition Centre including the CCD Congress Center Düsseldorf (with CCD Ost) and the rentable office and conference areas on the exhibition grounds

Emergency call 111 (internal) or (0211 4560 111)

Police 110 (external)

Fire 112 (external)

- (1) CCD Congress Center Düsseldorf (incl. the office and conference areas in the exhibition halls, hereinafter referred to as CCD) and the remaining exhibition grounds are **private property**. The owners are (1) Messe Düsseldorf GmbH, Messeplatz, Stockumer Kirchstraße 61, 40474 Düsseldorf, for the

exhibition grounds including the rentable office and conference rooms in the halls, the congress centre areas CCD South and CCD East and (2) the City of Düsseldorf, Amt 23, Mühlenstraße 29, 40200 Düsseldorf, for the congress centre area CCD Stadthalle (CCD West). The DC operates the CCD Congress Center Düsseldorf with the entrances CCD Süd and CCD Stadthalle (CCD West), the CCD Ost as well as the office and conference areas in the exhibition halls and exercises domiciliary rights alongside the respective organiser.

2. Visitors may only enter the grounds including the buildings (except administration) with a valid admission ticket. All other persons require a pass. A stay is only permitted for the times and buildings specified by the admission ticket or pass. Exhibition stands may only be entered under the supervision of the stand personnel.
3. **Young people who have not yet** reached the age of 14 **may only be present on the** exhibition grounds if accompanied by a parent or guardian. Exceptions apply only if expressly posted at the cash desks.
4. The facilities made available to visitors are to be used with care and consideration. All other facilities and installations may not be entered or put into operation by visitors.
5. Photography or filming on the exhibition grounds, in the CCD and in the halls, in particular of the exhibition stands and exhibits, is not permitted.
6. Vehicles may only be driven onto the exhibition grounds with special permission.
7. Smoking is prohibited in all catering facilities. Smoking may be prohibited in other individual rooms. The relevant notices must be observed.
8. According to the nature of the event, the bringing of bags and similar containers into the event may be prohibited. For security reasons, bags and similar containers and clothing such as coats, jackets and capes may also be checked for their contents.
9. Weapons may not be brought onto the premises. This also applies to weapon-like substances such as pepper spray and other irritant gases.
10. Dogs and other animals are not allowed on the premises.
11. Event visitors must leave the event and the grounds at the end of the opening hours.
12. For safety reasons, the closure of rooms or buildings and their evacuation may be ordered by the DC. The persons staying there have to follow the orders and should go to the respective assembly point outside.

13. In individual cases, the instructions of the control personnel must be followed.

1.2 General opening hours of the CCD Congress Center Düsseldorf

1.2.1 Construction and dismantling times

During the general construction and dismantling periods, work may be carried out in the CCD from 7.30 a.m. to 6.30 p.m., unless other times are announced in a circular for specific events. For reasons of general security on the exhibition grounds, the CCD and the exhibition grounds as a whole will remain locked outside these times.

1.2.2 Duration of the event

During the event, the CCD will remain closed until one hour before the start of the event and will be locked one hour after the end of the opening hours. Exhibitors who, in justified individual cases, need to work on their stands beyond this time require a written night work permit from the event management. In any case, the CCD will remain closed. Entry and exit will be granted by the security staff upon presentation of the permit.

2. Traffic on the exhibition grounds, escape routes, safety installations

2.1 Traffic regulations

In order to ensure a smooth flow of traffic during the construction and dismantling periods and the duration of the event, it is essential to observe certain traffic regulations and traffic management rules on the exhibition grounds. The exhibition grounds and the CCD are private property. The traffic regulations of the German Road Traffic Act (StVO) apply throughout the exhibition grounds and on the fair's own car parks. Driving on the grounds with vehicles of any kind is only permitted with permission and is at your own risk and is generally prohibited during the event. **There is a speed limit of 20 km/h for all vehicles on the exhibition grounds.** In the buildings and where the traffic situation requires it, only walking speed is permitted. In the buildings and the underpasses of Hall 3 / Stadthalle and Hall 4, dipped headlights must be used. Before entering or leaving the buildings, stop and check that the door clearance is sufficient. Motor vehicles may only enter the halls after permission has been granted for immediate unloading or loading. The instructions of the DC or Messe Düsseldorf or their employees and agents must be followed. Parking of vehicles in the CCD and in the exhibition halls is prohibited. The engine must be switched off during loading. **Caravans/motor homes may not be brought into the exhibition grounds.**

Parking is prohibited on the exhibition grounds. Illegally parked vehicles, trailers, containers, receptacles and goods of any kind will be removed by an authorised towing company working on behalf of DC or Messe Düsseldorf GmbH (hereinafter referred to as Messe Düsseldorf) at the expense and risk of the causer or holder. The instructions of the DC or Messe Düsseldorf

personnel assigned to direct and regulate traffic must be followed without fail and the relevant information must be observed.

2.2 Escape and rescue routes

2.2.1 Fire service movement zones, fire hydrants

The necessary access routes to the CCD, the halls and the movement areas for the fire brigade, which are marked by no-stopping signs, must be kept clear at all times. Vehicles and objects parked on the escape routes and safety areas will be removed at the owner's expense and risk. Fire hydrants in the buildings and outdoor areas may not be obstructed, made unrecognisable or inaccessible.

2.2.2 Emergency exits, emergency exits, hall aisles

Escape routes must be kept clear at all times. Doors in the course of escape routes must be able to be opened easily to their full width from the inside. Escape routes, exit doors and emergency exits in the floor and their markings must not be obstructed, built over, blocked, covered or otherwise rendered unrecognisable. The underfloor hydrants and emergency exit openings marked by floor markings in the halls and outdoor areas may not be obstructed.

The aisles in the CCD and the halls must not be narrowed at any time by objects parked in or projecting into the aisle. The aisles serve as escape routes in the event of an emergency! In the event of infringements, the DC is entitled to take remedial action at the expense and risk of the party causing the infringement. Materials required for stand construction or exhibits delivered for immediate installation on the stand area may be parked in the hall aisle for a short time during the assembly and dismantling phases if this does not fall below the aisle widths required for safety reasons and if logistical concerns are sufficiently taken into account. This is considered to be fulfilled if a strip of no more than 0.9 m along the stand boundary to the hall aisle is used for parking. Irrespective of the width of the hall aisle and the goods parked, a passageway of at least 1.2 m in width must be kept clear. Areas in front of emergency exits and the intersection areas of the hall aisles are excluded from this and must be kept clear in their full width at all times. The hall aisles may not be used for the erection of assembly stations or for the installation of machinery (e.g. woodworking machines, workbenches, etc.). At the request of DC, the immediate clearing of the hall aisle may (also) be demanded for logistical reasons.

2.3 Safety equipment

Sprinkler systems, fire alarms, fire extinguishing equipment, trigger points of smoke extraction equipment, smoke detectors, telephones, locking devices of hall doors and other safety equipment, their signs as well as the green emergency exit signs must be accessible and visible at all times; they must not be obstructed or built over.

2.4 Stand numbering

The stands shall be identified by stand numbers in a uniform manner on the part of the trade fair or the

organiser, insofar as the stand construction technically permits this.

2.5 Guarding

General surveillance of the CCD, the halls and the outdoor premises during the event is the responsibility of DC or the organiser. During the set-up and dismantling periods, there is general supervision, which begins on the first set-up day and ends on the last dismantling day. DC or the organiser shall be entitled to carry out the measures necessary for supervision and guarding. The exhibitor must organise the guarding of the exhibitor's belongings himself. The general guarding undertaken by DC or the organiser shall not limit the exclusion of liability for personal injury and damage to property. Special guards during the exhibition period may only be provided by the security company commissioned by DC. They have to be ordered using the form "Stand guarding".

2.6 Emergency evacuation

For safety reasons, the closure of rooms or buildings and their evacuation may be ordered by DC. The persons staying there must follow the orders and should proceed to the respective assembly points outside. Exhibitors shall inform their staff of this procedure and, if necessary, draw up their own evacuation plans and make them known. They shall ensure that their stand is cleared.

3 Technical data and equipment of the rooms and the outdoor area, general technical information on the exhibition grounds

3.1 Vehicle headroom

The vehicle headroom under footbridges, below the Stadthalle and under Hall 4 is 4.00 m within the marked vehicle lanes.

3.2 Dimensions

3.2.1.1. Door dimensions for transport, CCD Stadthalle Door

Door width m Door height m

Room XY

X 1 1.84 2.38

X 2 1.84 2.38

X 3 1.84 2.38

X 4 1.84 2.38

Y 1 1.84 2.38

Y 2 1.84 2.38 (Loading gate)

Y 3 2.60 2.94

Y 4 1.84 2.38

3.2.1.1 Door dimensions for transport, CCD South Door

Door width m Door height m

Room 1 ground floor 2.07 wide 3.02 high

Room 2 1st floor 2.13 wide 2.15 high

Room 3 1st floor 1.87 wide 2.13 high

Room 4 1st floor 0.96 wide 2.10

Room 5 1st floor 2.40 wide 2.10

Room 6 1st floor 2.40 2.10

Room 7 1st floor 1.18 2.10

Room 8 1st floor 2.40 2.10

3.2.3 Door dimension for transport, Conference area Hall 1 und bridge between CCD South und Hall 1

Door width m Door height m

Room 14 and 15 1,91 2,34

Room 16 - 19 2,14 2,40

Bridge 2,46 2,20

3.2.4 Doors for persons

In addition there are doors for persons in various dimensions in all buildings.

3.2.5 Height of the rooms

The height available for exhibits in room XY in the Stadthalle is 4.5 m above the upper edge of the floor. The height available for exhibits in all other rooms and the foyer areas is 2.5 m above the upper edge of the floor.

3.2.6 Lifts in the Stadthalle and the CCD South Goods lift Stadthalle in the inside area Load carrying capacity of the lift: 3 tonnes

Dimensions of the lift (clear dimensions car):

Length: 4.70 m, width: 2.63 m, height: 2.68 m. The lift is loaded via a ramp.

Dimensions of the ramp: Length: 4.27 m, width 3.44 m, height 1.13 m A lifting platform is available in front of the ramp for level loading Dimensions of the lifting platform: Length: 4.90 m, width: 2.60 m.

Load carrying capacity of the lifting platform: 5 tonnes Goods lift Stadthalle room 12

Load carrying capacity of the lift: 4.4 tonnes

Dimensions of the lift (clear dimensions door opening): Length: 5.80 m, width: 2.39 m, height: 2.10 m. Level access.

Goods lift CCD South (glass lift)

Load carrying capacity of the lift: 1.5 tonnes

Dimensions of the lift (clear dimensions car):

Length: 3.00 m, width: 1.49 m, height: 2.19 m. The lift can be loaded with level access.

3.2.7 Dimensions exhibition centre

The dimensions of the other buildings and halls in the exhibition centre are available on request.

3.3 Load-bearing capacity of the hall floors

Loads of up to 500 kg/m² only are permitted in the entire CC (loads spread over an extensive area, no lumped loads).

CAUTION: Particular attention is drawn to the quality of the floors (parquet floor in room XY, carpet in the foyer). The organiser is liable for damages resulting from incorrect transport, setting-up or dismantling.

3.4 General lighting, type of current, voltage

Existing current type and voltage at the CCD:

Alternating current 230 volt (+6 % / - 10%), 50 Hz
Three-phase current 3 x 400 volts (+6 % / - 10%), 50 Hz

3.5 Supply of compressed air, electricity and water

The electrical supply to the stands is from the floor ceilings or the floor. A supply of water or compressed air connections is not possible in the CCD.

3.6 Communication facilities

The supply of telephone, fax, telex, data and antenna connections to the stands is provided exclusively by Deutsche Telekom.

3.7 Sprinkler systems

Sprinkler systems exist in the foyers of the CCD Stadthalle area (CCD West), on the ground floor and 1st floor of the CCD South area and in rooms 2 to 8.

3.8 Heating/Ventilation

The CCD is equipped with ventilation systems for heating or cooling.

3.9 Disruptions

In the event of disruptions to the energy supply, the event management must be informed immediately. DC and the lessor shall not be liable for any loss or damage caused by disruptions to the energy supply.

3.10 Foundations, pits

Foundations and pits cannot be provided.

3.11 Outdoor fairgrounds

The outdoor areas consist of uneven and uncompacted gravel lawns or paved or asphalted surfaces.

4. General stand construction regulations

4.1 Stand Stability

Exhibition stands, including furnishings and exhibits as well as advertising media, must be erected in such a stable manner that public safety and order, in particular life and health, are not endangered. Trade fair and exhibition stands must be assembled in such a way that any possible effects of the resulting hazards are limited exclusively to the stand areas provided. Hazards to adjacent escape and rescue routes or neighbouring stand areas must be effectively avoided by appropriate planning and preparation of the work.

If the stability (e.g. of slender and tall elements such as wall panels, corresponding decorative objects or comparable exhibits) is not yet or no longer guaranteed during assembly or dismantling, this must be given special consideration. The company carrying out the work shall be responsible for taking the necessary additional safety measures and making the necessary arrangements. The exhibitor shall be responsible for static safety and, if necessary, shall be obliged to provide evidence thereof. In justified cases, DC is entitled to have a structural engineer carry out an on-site inspection of the structural safety at the exhibitor's expense. Standing structural elements or special constructions (e.g. free-standing walls, LED walls, high exhibits, high decorative elements) that could topple over must be

dimensioned at least for a horizontally acting equivalent surface load q_h :

$q_{h1} = 0.125 \text{ kN/m}^2$ up to 4 m height from top edge of floor

$q_{h2} = 0.063 \text{ kN/m}^2$ for all surfaces above 4 m height from top edge of floor

The reference area is the respective visible area. The verifications prepared for this purpose shall be submitted in an auditable form to DC or the exhibition company upon request.

For the rest, see Landesbauordnung NW of 7/3/1995, as amended on 1/3/2000, GV NW p. 256, as amended. The Ordinance on the Construction and Operation of Special Buildings NW of 17/11/2009, GV NW, p. 628 applies.

DIN 4102/EN 13501 (Fire behaviour of building materials, building components) must be observed and complied with. (see 4.4.1.1).

4.2 Stand construction permit

Provided that the Technical Guidelines are observed in the design and construction of the stand, it is not necessary to submit drawings for approval in the case of single-storey stand structures in the halls. Upon request, DC offers to review the stand construction plans (submitted in duplicate as originals). The latest submission date is 6 weeks before the start of construction. In addition, all other stand constructions, mobile stands, special constructions and components (especially textile stand constructions) are subject to approval. The approval is only valid for the respective event.

4.2.1 Inspection and approval of buildings requiring permission.

Dimensioned stand plans (metric dimensions), at least on a scale of 1:100 with floor plans and elevations must be submitted in duplicate in German to DC for approval by no later than six weeks before the start of the assembly period. The documents must be submitted as originals; faxes and e-mails cannot be processed. One copy of the stand plans will be returned to the exhibitor / stand constructor after inspection with the conditions to be implemented. The final report on the inspection, construction supervision and acceptance of the inspected stand structures can be submitted either in paper form or by e-mail, at the discretion of DC. Approval shall be deemed to have been granted if all conditions of execution have been implemented upon completion. For the release of special constructions and grandstands, the following documents are also required in duplicate in German up to six weeks before the start of the construction period:

- a) verified static calculation according to German standards
- b) Construction description and description of the materials used
- c) stand construction drawings on a scale of 1:100, floor plans, elevations, sections, escape route layout, construction details on a larger scale
- (d) where evidence of a type test or a test book is submitted, the documents referred to in points

(a), (b) and (c) shall not be required.

DC shall be responsible for forwarding the applications to the building supervisory authority on behalf and for the account of the exhibitor. The costs of the approval procedure will be charged to the exhibitor / stand constructor. A surcharge will be levied for applications received late.

4.2.2 Vehicles and containers

The use of vehicles and containers as stand construction elements in the buildings is only permitted after approval has been granted by DC and permission has been obtained. The requirements for regular stand construction must be met.

4.2.3 Removal of non-approved components

Stand constructions that have not been approved or do not comply with the technical guidelines are - in accordance with the legal regulations - not permitted and must be removed or modified at the exhibitor's expense if necessary. This also applies in the event of substitute performance by DC.

4.2.4 Scope of liability

Any claims for damages against DC due to loss, damage or any impairment of the designs, models or other documents submitted, irrespective of the legal grounds on which they may be based, are excluded. In the event of non-compliance with the stand construction regulations, the exhibitor shall be liable for any damage that may occur. If claims are made against DC as a result of non-compliance, the exhibitor shall indemnify DC against such claims.

4.3 Building heights

The normal height for stand structures and advertising bodies is 2.50 m. Deviating construction heights may be accepted upon application and presentation of the stand drawing in the foyer of the Stadthalle, as well as in Hall XY. The **maximum** construction height for stand structures and advertising media is 4.50 m in hall XY (entrance area CCD Stadthalle/CCD West) and 2.50 m in all other areas of the CCD. If the normal height of 2.50 m is exceeded, either a neighbourhood zone of 3.00 m must be maintained or the written consent of the neighbouring stand owners must be obtained. Stands may be constructed with the exhibitor's own material. Stand walls with a height of more than 4.00 m must be dimensioned for their stability with a horizontally acting substitute surface load q_h :

$q_{h1} = 0.125 \text{ kN/m}^2$ up to 4 m height from top edge of hall floor

$q_{h2} = 0.063 \text{ kN/m}^2$ for all surfaces above 4m height from the upper edge of the hall floor.

Exhibits are also subject to these restrictions.

4.4 Fire protection and safety regulations

4.4.1 Fire protection

4.4.1.1 Stand construction and decoration materials

Easily flammable materials or materials that drip when burning or polystyrene foam (Styrofoam) or similar materials must not be used. Special requirements may be imposed on load-bearing construction parts in individual cases for reasons of safety. Decorative materials of all kinds must be at least class B1, i.e. flame-retardant, in accordance with DIN 4102. Equivalent proof in German according to EN13501/at least class c-s3, d0 can be accepted. The flame resistance must be proven at the latest from the start of construction on demand by DC by presenting the test certificate of an approved testing centre and the proof of approval. Normally flammable decorative materials may be used in partial areas if they are sufficiently protected against ignition by the installation. Deciduous and coniferous shrubs may only be used with moist root balls. Bamboo, reeds, hay, straw, bark mulch, peat or similar materials may not be used.

Flame resistance must be proven on request from the start of installation at the latest.

4.4.1.2 Exhibition of motor vehicles

The display of motor vehicles of any kind is subject to notification. Vehicles must be parked in such a way that they cannot be moved under their own power and must be secured from the outside against rolling away on a statically suitable surface. Vehicles with combustion engines may only be exhibited in the halls with a largely empty tank (maximum 5 litres). The battery must be disconnected. The fuel tank must be locked. The fuel tank must be **inerted with nitrogen**.

For gas-powered engines, see 5.7 because of the pressure vessel.

Vehicles with electric drive may only be exhibited with undamaged batteries. The vehicles are to be presented to the company fire brigade for inspection 1 hour before being brought into the CCD and are only to be parked in the CCD after clearance by the DC. For this purpose, the presentation of the rescue card for the vehicle is mandatory. Vehicles may not be left unattended in the CCD. When leaving the stand, the vehicles must be supervised by a fire guard. Electric cars and hybrid vehicles may not be charged in the CCD.

Vehicles with fuel cells and/or gas drive may only be exhibited without gas/fuel in the CCD.

Further requirements may be necessary depending on the vehicle type and presentation location and will be determined on a case-by-case basis. For the necessary preparation, we would like to ask you to coordinate the planned time for the presentation of the vehicle with DC as early as possible, but at least 2 working days in advance.

4.4.1.3 Explosive substances, ammunition

Explosive substances are subject to the Explosives Act of 10/9/2002, BGBl I, p. 3519, as amended, and may not be exhibited at trade fairs and exhibitions. This also applies to ammunition within the meaning of the Weapons Act and pyrotechnic objects.

4.4.1.4 Pyrotechnics

Pyrotechnic demonstrations are permitted independently and subject to official approval, only after

written approval by DC. Proof of the holder of the permit and the certificate of competence must be submitted. For approval, information must be provided on the place and time of the demonstration, number and type of effects, approval numbers of the effects (BAM), duration of the effects, required safety distances as well as a risk assessment. The required documents must be submitted in full in good time, but at least 14 days before the performance. There is no entitlement to approval on the part of DC.

4.4.1.5 Balloons, model aircraft and unmanned aerial systems

The use of balloons filled with flammable gas is prohibited in the buildings and outdoor area.

The use of balloons filled with safety gas in the buildings and outdoor area must be approved by DC before use. These balloons must be firmly anchored statically.

The distribution and use of gas-filled balloons, free-floating balloons or flying models (e.g. zeppelins) and unmanned aerial vehicle systems (e.g. drones, quadcopters) is not permitted.

As the owner of the property, the City of Düsseldorf and Messe Düsseldorf do not grant permission for the aircraft to ascend. In special exceptional cases, contrary to the general prohibition, permission may be granted if safe flight operations and the protection of personal rights and copyrights of third parties are guaranteed. For this purpose, a final structural separation between the flight area and the area accessible to persons is required. In addition, the consent of all exhibitors bordering the flight area and, if applicable, of the aviation supervisory authority is required.

4.4.1.6 Fog machines

The use of fog machines must be applied for in writing to the DC at least 5 working days in advance and is only permitted once permission has been granted. Fog fluids must not contain any hazardous substances within the meaning of the Arbeitsstoffverordnung (Ordinance on Hazardous Substances) and the EC Directive on Hazardous Substances. A corresponding safety data sheet must be submitted.

The effects of the fog must be limited to the exhibitor's stand area. The visibility of safety signs and escape and rescue routes must not be restricted. Before the fog machines are used for the first time, a dress rehearsal must be held in coordination with the technical management of DC.

4.4.1.7 Ash containers, ashtrays

Unless an express ban on smoking has been ordered for a stand or parts thereof, care must be taken to provide a sufficient number of ashtrays or ash containers made of non-combustible material and to empty them regularly on the exhibition stands.

4.4.1.8 Waste, recyclables and residual waste containers

No containers for waste, recyclable materials or residual materials made of combustible materials may be placed in the stands. The containers in the stands must

be emptied regularly, at the latest every evening after the end of the trade fair, into the recyclable and residual waste stations at the exits. If larger quantities of combustible waste accumulate, they must be removed several times a day. Ordered recyclable waste bags that are full will be collected from the stand area in the evening hours.

4.4.1.9 Spray guns, solvent-based lacquers, paints and cleaning agents

The processing of products or paints containing solvents is prohibited in all exhibition halls. The use of spraying methods, including the use of other products, is not permitted. The use of flammable liquids for cleaning purposes inside the halls is not permitted. Cleaning agents containing substances harmful to health are to be used in accordance with the regulations.

4.4.1.10 Part-off grinding and all work with open flames

Welding, cutting, soldering, thawing and abrasive cutting work must be notified and applied for in writing to DC before work begins. Work may only be started after DC has given its approval and permission has been obtained. During the work, the surroundings must be adequately shielded against hazards. Extinguishing agents must be kept ready for use in the immediate vicinity. A fire watch is to be appointed at the expense of the exhibitor in accordance with the specifications of DC. The use of shrink films and hand scrubbing devices with an open flame also requires written permission as described in sentence 1. Work may only be carried out with approved burners. It must be possible to maintain a safety distance of at least 5.00 m from combustible objects, e.g. exhibits and stand construction materials, in the working area. Further requirements shall be determined by the company fire brigade.

4.4.1.11 Empties/storage of materials

The storage of empties of any kind (e.g. packaging and packing materials) and filled containers (e.g. stand construction materials) on the stands or outside the stand in the buildings is prohibited. Any empties/full containers must be transported immediately to the designated storage location for empties/full containers by the forwarding agents authorised on the exhibition grounds. See form "Empties". DC is entitled to remove illegally stored empties at the expense and risk of the exhibitor.

4.4.1.12 Fire extinguisher

At least one suitable fire extinguisher (e.g. 6 kg ABC powder extinguisher) with at least 10 extinguishing units (LE) must be kept on the stands during assembly and dismantling and for the duration of the event. The location of the extinguisher must be indicated on the stand with pictograms in accordance with the Technical Regulations for Workplaces, ASR A1.3 "Safety and Health Protection Labelling" and DIN EN ISO 7010. Depending on the floor space, several fire extinguishers may be required. In addition, the fire extinguishers must be dimensioned in accordance with Technical Rules for Workplaces ASR A2.2 – "Measures against fires".

4.4.2 Stand roofing

In order not to compromise sprinkler protection stands in all halls must be open at the top. In Halls 1 - 17, roofing of single-storey stands and roofing of the upper storey of two-storey stands is only permitted with materials that are at least flame-retardant, with an opening width of at least 2 x 4 mm for the open part or 3 x 3 mm for the uncovered part, in order to maintain sprinkler protection. The proportion of open area must not be less than 50% per 1 m². In addition, attention must be paid to the horizontal and single-layer installation of ceiling fabrics, ceiling sails. Such fabrics may be tensioned in individual fields of up to 30 m² without additional measures. Larger fields must be supported by suitable construction measures. If more than 30 % of the mass (stand construction, exhibits, material) is PVC on the stand area, roofing is not permitted at that location. Proof of the material used in accordance with DIN 4102, B1, must be provided in the form of a test certificate issued by an approved notified body. Equivalent proof in German according to EN 13501/at least class c-s3, d0 can be recognised (see also 4.7.7).

4.4.3 Glass

Only safety glass suitable for the intended use may be used. Please request the information sheet "Glass and Acrylic Glass in Stand Construction within Exhibition Halls". Edges of glass panels must be machined or protected in such a way that there is no risk of injury. All-glass components must be marked at eye level. Other suitable designs may be approved on application if appropriate evidence is provided.

4.4.4 Enclosed spaces

All rooms that are enclosed on all sides (closed rooms) and do not have sufficient visual and acoustic connection to the surrounding rooms must be equipped with safety lighting and connected to Messe Düsseldorf's alarm system in order to ensure orientation and alarming on the stand at all times. Note 5.3.5 and see 7.1.3. Trapped rooms, i.e. rooms that can only be reached through another unit of use and do not have a direct connection to an escape route, may not be erected.

4.5 Exits, escape routes, doors

4.5.1 Exits for large stands

On the exhibition stand, the distance to the stand boundary from any accessible point must not exceed 20.00 m walking line. Stands with a floor area of more than 100 m² must have at least two separate exits, if possible arranged in opposite directions. **Aisles defined by the layout may not be built over or built on.** Stand fittings shall be arranged in such a way as to ensure that the exits can be found and reached easily. Escape routes shall be marked in accordance with the Technical Regulations for Workplaces, ASR A1.3 "Safety and Health Marking" and DIN EN ISO 7010.

4.5.2 Doors, access barriers

The use of swing doors, revolving doors, coded doors, sliding doors and other access barriers in escape routes

is not permitted. Folding and sliding doors may be permitted for smaller rooms with a floor area of up to 20 m². Hinged doors are to be used in preference. Doors in escape routes must swing open in the direction of escape and be able to be opened easily and to their full width from the inside at any time. Doors must not open into a hallway or escape route in an obstructive manner.

4.6 Landings, ladders, ramps, walkways, stairs, escalators, revolving stages, stands

4.6.1 Landings, ladders, ramps, walkways, banisters, floors

Generally accessible areas that are directly adjacent to areas that are more than 0.20 m lower must be enclosed with banisters. These must be at least 1.10 m high. There must be at least one upper chord, one middle chord and one lower chord at a distance of max. 35 cm. For banisters, 1.0 kN/m must be applied to the upper edge. Static proof must be provided for a landing. The load-bearing substructures of landings must be made of non-combustible building materials. The floor load must be designed in accordance with Eurocode EN 1991-1-1/NA, Tab. 6.1 EN, depending on the use. Single-step accessible floors must not be more than 0.20 m high. Ladders, stairways and walkways must comply with accident prevention regulations. Transitions to the hall floor must be either stepped or inclined as a ramp with a slope ratio of 1:6.

4.6.2 Stairs, escalators, stands, special constructions

All staircases must be constructed in accordance with DIN 18065. In the case of necessary staircases, the substructures shall be made of at least flame-retardant building materials (B1). Stairs can be made of wood. Stairs must have a minimum width of 1.20 m (clear dimension) and lead at least to a square surface of the same width at the lower exit of the stairs. Stairs must not be wider than 2.40 m (clear dimension). For areas up to 100 m² one staircase must be at least 0.90 m (clear dimension) wide, for areas up to 200 m² two staircases must be at least 0.90 m (clear dimension) wide and for areas over 200 m² two staircases must be at least 1.20 m (clear dimension) wide. The rise of the stairs must be at least 16 cm and at most 19 cm, the tread width at least 26 cm and at most 29 cm and must be the same for all steps. Treads must always be closed. If stairs lead over surfaces that can be walked on below, they must be closed on the underside above these surfaces or secured by a roll-off edge (5 cm high). Spiral or spiral staircases are not permitted. Moving components such as escalators, lifts or revolving platforms (special constructions) and grandstands require prior approval. For railings, 1.0 kN/m must be applied to the upper edge. Railings must be at least 1.10 m high. Handrails must be safe to grip, on both sides (only for stair widths wider than 0.90 m) and endless, also beyond intermediate landings.

A handrail is not required for stairs with up to three steps. Ramps may have a maximum gradient of 6% (3.5 degrees).

4.7 Stand design

4.7.1 Appearance

Stands may be constructed using the exhibitor's own materials, unless otherwise specified. The rear sides of stands must be designed in neutral white by the person to whose stand it belongs, so that the interests of the neighbouring stand are not impaired thereby. Walls adjoining visitor aisles must be broken up by the installation of showcases, niches, displays, etc., in order to document the open character as an exhibition stand of the event. The closed portion on one side of the aisle may not exceed 30 %. When constructing the stands, attention shall be paid to barrier-free access.

4.7.2 Examination of the rental space

The rental space will be marked by DC. After the stand has been allocated, each exhibitor is obliged to inform himself on site about the location and dimensions of any installations, in particular fire alarms, fire extinguishing equipment, air curtains, gate technology, columns, the course of the supply ducts, exhaust and supply air perforated panels, emergency exit openings, etc. and, if necessary, to inform the stand constructor. The exact dimensions of the structural installations are to be checked by the party renting the stand on site.

The stand limits must be observed at all times.

Each exhibitor/stand constructor is obliged to ensure that his stand area is in proper condition before the start of construction. Any damage must be reported to the hall manager/caretaker immediately before the start of stand construction. Any defects not recorded will be remedied at the exhibitor's expense after the end of the event.

4.7.3 Changing the hall structure

Building parts and technical equipment may not be damaged, soiled or altered in any other way (e.g. drilling, nailing, screwing, gluing, welding) (see also item 4.7.4, hall floor). Painting, wallpapering and sticking are also not permitted. Building parts and technical equipment may not be loaded by stand structures or exhibits. However, building columns/pillars may be enclosed within the stand area without damaging them and with a minimum clearance of 50 mm all round and within the permissible construction heights. No lettering may be attached directly to walls and columns.

4.7.4 Floors

Carpets and other floor coverings must be laid in an accident-proof manner and must not protrude beyond the rented area. Special attention is drawn to the condition of the floors (parquet in the hall, carpet in the foyer and in the rooms). Only adhesive tape (e.g. PE or PP) that can be removed without leaving **any residue** may be used for fixing. All materials used must be removed without leaving any residue. Substances such as oils, greases, paints and similar agents must be removed from the floor immediately. The hall floor must not be painted or pasted. The asphalt floor in the halls may cause soiling of light-coloured floor coverings due to abrasion. DC cannot accept any liability for soiled floor coverings. The organiser shall be liable for damage

resulting from improper transport, assembly or dismantling. Anchoring and fastening of exhibits and stand structures in the floor is prohibited. The costs of restoring the floor shall be borne by the exhibitor or the organiser. **The supply air perforated plates of the supply ducts serve to air-condition the rooms and may not be covered by floor coverings or structures.**

4.7.5 Suspended parts

Vertical suspension of lightweight ceilings, advertising bodies, banners, lighting elements, etc. from the supporting structure of the hall ceilings may be permitted subject to the construction heights (see No. 4.3) and the maximum load per ceiling load point of up to 50 kg. However, the necessary brackets can only be attached to the supporting structure by DC and must be ordered using the "Suspensions" form. In Halls 7.0 - 7.2 and 15 - 17 suspensions are only possible on request. A load plan must be submitted for inspection and approval by DC 6 weeks before the start of construction. Loads are to be attached to the wire rope exclusively in accordance with DGUV regulations 17 and 18 "Event and production venues for scenic performances" using approved rope locks in accordance with DIN or rope holders. All suspensions must be made in accordance with DGUV regulations 17 and 18 "Event and production venues for scenic performances". The maximum load of the suspension points provided is to be proven by a verifiable load calculation or statics. When using chain hoists or motors, their own weight, dynamic factors and any uneven loads on the suspension points that may occur during lifting operations must be taken into account. Only elements approved for dynamic loads may be used for slinging. The proofs must be submitted to DC at least four weeks before the start of assembly. Suspensions must not create a fixed connection with the building structure/fixed floor, either directly or indirectly.

4.7.6 Stand boundary walls

Stand walls are only provided as part of an order for system stands.

4.7.7 Ceiling constructions on stands

Closed ceilings are generally not permitted in the CCD. For the halls, please enquire in individual cases.

4.7.8 Promotional material, presentations

Stand and exhibit lettering, company and brand logos may not exceed the prescribed construction height; they must present an attractive image from all sides. Visual, slow-moving and acoustic advertising media, product presentations and musical or audio-visual reproductions are permitted, provided they do not disturb neighbours, do not cause congestion in the aisles and do not drown out public address systems in the rooms and foyer zones. The volume must not exceed **70 dB(A)** at the stand boundary. When installing loudspeakers, care must be taken to ensure that they radiate onto the floor. Presentation areas, stages and all other zones on an exhibition stand that serve to attract the attention of the public by means of show interludes, musical performances, etc. are subject to approval. These areas must

be integrated into the stand construction in such a way that they are arranged towards the inside of the stand. Areas for the public are to be provided on the inside of the stand area. The surrounding aisles cannot be used as areas for the public. DC may intervene in the event of violations of this regulation and, if necessary, demand that the stand be shut down.

The distribution of printed matter and advertising material is only permitted on the exhibitor's own stand area. The maximum permissible storage amount for brochures and advertising material on the stand is the daily requirement. However, it depends on the type of hazard and may be lower in individual cases.

4.7.9 Foundations and pits

cannot be provided for in the CCD.

4.7.10 Open-air fairgrounds

The outdoor areas consist of gravel lawn. The surface is uneven. The subsoil is not compacted. Settlement is possible. The outdoor area has general street and path lighting during the event-related opening hours after dark. The preceding, general provisions of the technical guidelines for stand construction also apply mutatis mutandis to stands in the outdoor area. All structures in the outdoor area are subject to approval, see also 4.2.1. The regulations of BauO NRW § 79 also apply to temporary structures.

The erection of tents and parking of caravans/mobile homes for camping or sleeping is not permitted on the exhibition grounds. Air domes may not be erected. The provisions for construction heights, No. 4.3, also apply to structures in the outdoor exhibition area. For stands in the outdoor area, a distance of at least 5 m must be maintained from the halls / buildings.

4.8 Open-air fair grounds

4.8.1 Weather-related loads

4.8.1.1 Wind loads

In principle, all structures in the outdoor area shall be designed in accordance with EuroCode 1: DIN EN 1991:2010-12 Parts 1-1 to 1-4, taking into account the site-specific wind zone.

4.8.1.1.1 Wind loads for flying structures

For temporary structures according to § 79 BauO NRW / or M-FIBauR, the wind loads, according to DIN EN 13814, 5.3.3.4 (for event facilities, stages, etc.) or DIN EN 13782, 6.4.2.2 (for tents) must be applied. If an operating load case in accordance with DIN EN 13814, 5.3.3.4 is used, the exhibitor / stand operator must ensure that operations are stopped as required from a wind speed of $v_{10} = 15\text{m/s}$ or 54 km/h (also in individual gusts).

The required stability may be deviated from in the case of mobile installations (e.g. small exhibits, furniture, sunshades, small advertising stands, etc.) if these can be dismantled and secured at short notice at any time in the event of corresponding weather forecasts. It must be possible for the operator/owner to complete the

securing of objects at risk of wind within max. 30 min. after the weather situation has been announced.

4.8.1.2 Snow loads

For stand construction measures in the snow-free period (April - Oct.), no snow loads need to be taken into account. For stand construction measures in the winter period (Nov.- March), the regular snow loads according to DIN EN 1991-1-3/NA must be verifiably taken into account for all load-bearing roofings, taking into account the site-related snow load zone.

4.8.2 Severe weather/weather hazards

The stand operator is obliged to independently observe the weather forecasts and, in the event of severe weather warnings, to take the necessary safety measures, including dismantling or suspending operations. In addition, a general severe weather warning will be issued to the stand operators by the trade fair company/DC. In the case of mobile installations (e.g. small exhibits, furniture, sunshades, small advertising displays, etc.), the exhibitor / stand operator must ensure that these are dismantled and adequately secured at short notice in the event of corresponding severe weather warnings.

4.8.3 Exits, escape routes in the outdoor area

The escape route length from any point within an enclosed stand structure to its exits to the open air shall not exceed 30 m walking line.

4.9 Two-storey construction method

Two-storey construction is generally not possible in the CCD.

4.10 Film, photographic, television and auditorium spaces

4.10.1 Building permit

Cinema or auditorium spaces require special approval from the Building Authority if they have more than 200 seats.

4.10.2 Outputs

Auditoriums larger than 100 m^2 must have two exits directly leading to the building's escape routes. The exits shall be as far apart as possible.

4.10.3 Projection surfaces

If, for example, projector, television or slide equipment is used, the projection surfaces must not be directly attached to the corridor. They must not disturb the neighbour and must not drown out the in-house public address system.

5. Technical safety regulations, other regulations and explanations, technical supplies

5.1 General regulations for construction and operation

The assembly and dismantling work may only be carried out within the framework of the applicable labour

and trade regulations. In consideration of § 16 paragraph 2 SGB VII (Social Security Code VII), the accident prevention regulations as well as all other relevant legal regulations must also be bindingly observed by companies and employees of foreign companies. The Ordinance on the Construction and Operation of Special Buildings for the State of North Rhine-Westphalia obliges the exhibitor to have a qualified person present during the hours when certain structural facilities or a certain form of use are in operation. This may be a qualified person for event technology and/or a master craftsman for event technology.

5.1.1 Damage

Any damage to the exhibition grounds, CCD, its buildings or facilities caused by exhibitors or their representatives, as well as any waste left behind, will be removed by DC after the end of the event at the expense of the exhibiting company or at the expense of the organiser. All damage must be reported to DC.

5.1.2 Coordination of work

If work has to be carried out at the same time by employees of different companies (especially in the assembly/disassembly phase), coordination in accordance with the German Occupational Health and Safety Act (ArbSchG) and DGUV Regulation 1 (German Social Accident Insurance) shall be carried out by the organiser or a competent person appointed by him in the event of possible mutual hazards.

5.2 Use of working aids

The use of bolt-shooting equipment and chain saws is prohibited. Woodworking machines may only be used with chip extraction. When using woodworking machines in the Stadthalle, care must be taken to ensure that no chips or dust get into the ventilation grilles built into the floor. The use of exhibitors' or stand constructors' own forklifts and cranes is not permitted. Own or rented lifting platforms may only be operated by persons over 18 years of age who are qualified to do so. The qualification must at least comply with the German Social Accident Insurance (DGUV) principle 308-008 "Training and commissioning of operators of lifting platforms". Proof of this must be provided.

5.3 Electrical installation

5.3.1 Electrical connections

Each stand that is to be supplied with electrical energy is provided with one or more connections with fuse and meter, additionally a fuse box with main switch and Fi circuit breaker (RCD), 30 mA, but only up to 63 Amp / 34 kW. The following voltage limits in normal industrial networks must be observed when installing non-linear loads (class 2 according to EN 61000-2-4): Distortion factor (THD): <8% (ratio of the effective values of the harmonic oscillation to the fundamental oscillation) and power factor $\cos \phi = 0.8$. The installation of these connections can only be carried out by DC. The orders on the corresponding form must be accompanied by the floor plan sketch showing the desired positions of the connections. Fuse boxes over 63 A/34 kW cannot be

provided by DC.

The electricity consumption is calculated per kW/h. Consumption is determined via built-in meters. **A basic fee is charged for connecting the stand to the power supply.**

For safety reasons, the power supply will be cut off on the last day of the event one hour after the event closes.

5.3.2 Electrical stand installation

Electrical installation work within the stands will be carried out by DC according to orders. Electrical installations within the stands may be carried out by the exhibitor's own electricians or by licensed specialist companies in accordance with the VDE regulations (see No. 5.3.3) and the state of the art. However, electrical installation work within the stands will also be carried out by DC. To this end orders can be placed on the "Electrical Installation" form. On request, DC will, of course, also carry out the complete stand installation. DC is not responsible for checking the systems for conformity with regulations.

5.3.3 Underfloor installation

When bringing the installations up to the stand, it may happen that aisles are crossed or neighbouring stands are touched. The installations must then be laid in the floor or above the ceiling. It is not possible to lay cables under the floor in all rooms. The costs will be charged to the exhibitors.

The costs only refer to the underfloor laying of normal cables. When laying more heavily dimensioned cables, prior examination of the possibilities and a price agreement is required.

5.3.4 Assembly and operating regulations

Only electrical equipment that complies with VDE regulations and is marked with the conformity mark (CE) may be used in the stand. All electrical equipment must be installed and operated in accordance with the applicable VDE regulations. Particular attention must be paid to VDE 0100, 0108, 0128, VDE 0100-711 (IEC standard 60364-7-711: 1998). For end current consumer circuits such as socket outlets and lighting feeds, RCD (residual current device) 30 mA cut-off current is mandatory.

The proportion of high-frequency or low-frequency interference specified in the network must not exceed the values specified in DIN EN 50160, DIN EN 50178, DIN EN 61000-2-2 and DIN EN 61000-3-2, DIN EN 61000-3-3, DIN EN 61000-3-11. Electromagnetic compatibility and compliance with the relevant regulations must be observed. Conductive components must be included in the measures to protect against excessive contact voltage (potential equalisation / stand earthing).

Furthermore, only cables such as types NYM, HO5VV-F, HO5RR-F with a minimum cross-section of 1.5mm² Cu may be used. Flat cables of any type are not permitted. Bare electrical conductors and terminals are not permitted in low-voltage systems. The secondary lines must be protected against short circuits and overloads. A leaflet is available on request.

The electrical installation on the exhibition stand may not be put into operation for the event until it has been

accepted and approved by the Technical Inspection Agency or another independent expert. The acceptance shall be arranged by DC.

5.3.5 Safety precautions

For special protection, all heat-generating electrical appliances (hotplates, spotlights, transformers, etc.) must be mounted on non-combustible, heat-resistant and asbestos-free bases. A sufficiently large distance from combustible materials must be ensured in accordance with the heat generation. Lighting fixtures must not be attached to combustible decorations or the like. At least one suitable hand-held fire extinguisher must be available.

5.3.6 Safety lighting

Stands in which the existing general safety lighting of the buildings is not effective due to the special nature of their construction require additional safety lighting of their own. It shall be installed in such a way as to ensure safe access to the general escape routes. The safety lighting systems to be used shall be installed in accordance with DIN VDE 0108-100.

5.3.7 Disruptions

In the event of disruptions to the power supply, the event management must be informed immediately. DC and/or the lessor shall not be liable for any loss or damage caused by faults in the power supply.

5.4 Water and waste water installation

Water and sewage installation is not possible in the CCD.

5.5 Compressed air installation

It is not possible to supply the exhibition stands with compressed air in the CCD. The installation and use of own compressors is not permitted.

5.6 Machinery, pressure vessel and exhaust systems

5.6.1 Machine noise

The demonstration of noisy machinery shall be kept to a minimum in the interest of other exhibitors and visitors. Noise at the stand boundary must not exceed 70 dB (A). It should be noted here that the noise may not exceed the limit of 50 dB(A) in the exhibition grounds outside the halls. The operation of machinery and equipment with inertia forces is only permitted if there is no transmission to parts of the building. Reference is made to DIN 1055 Part 3, Paragraph 8 and DIN 4024. Reference is made to the Noise and Vibration Protection Ordinance of 6 March 2007 (BGBl. I p. 261) as amended on 18 December 2008 (BGBl. 2768).

5.6.2 Product Safety Code

On the basis of the Product Safety Code (ProdSG), as amended, products (§ 2 number 22) and systems requiring inspection (§ 2 number 30) may only be made available if they meet the requirements specified in a regulation, § 3 (1), or are designed in such a way that

safety and health or other legal interests listed in the respective regulations are not endangered when used as intended or in a foreseeable manner. At trade fairs and exhibitions, products may also be exhibited that do not meet these requirements (§ 3 (1) and (2)) if the exhibitor indicates by means of a clearly visible sign that the product does not meet the requirements and cannot be purchased until the corresponding conformity has been established. The following text may be used as a sign:

This product, as shown here, does not comply with the legal requirements in the European Union and cannot be purchased in the European Economic Area until compliance has been established.

Exhibiting is the offering, setting up or demonstration of products for the purpose of advertising or making them available on the market (§ 2 (2)). In the case of a demonstration, the necessary precautions must be taken to protect the safety and health of persons (§ 3 (5) sentence 2). Proof of operational safety must be provided to the trade fair company upon request.

a) According to § 3 No. 13 Medical Devices Act, the above statements also apply to medical devices.

b) The Machinery Ordinance (Ninth Ordinance to the Product Safety Act) of 12.05.1993, BGBl. 174, as amended, BGBl. 2178, applies to making available. According to the Ordinance, machines may only be made available with the CE mark. They must be accompanied by the EC Declaration of Conformity according to Annex II Part 1 Section A of Directive 2006/42/EC.

(c) Furthermore, in the case of recreational craft, the 10th Regulation on the Provision of Recreational Craft and Traffic with Recreational Craft (10th ProdSV) of 09/07/2004, Federal Law Gazette 1605, as amended, Federal Law Gazette 2178,

d) and for personal protective equipment the 8th Ordinance to the Product Safety Act (Ordinance on the Provision of Personal Protective Equipment on the Market) of 20/02/1997, Federal Law Gazette 316 as amended, Federal Law Gazette 2178 on provision must be observed.

Information can be obtained from the Düsseldorf district government (see Item 5.6.2.2 of these Technical Guidelines). In the event of disruptions to the power supply, the event management must be informed immediately. DC and/or the lessor shall not be liable for any loss or damage caused by disruptions to the power supply.

5.6.2.1 Protective devices

Machine and apparatus parts may only be put into operation with all protective devices in place. The normal protective devices may be replaced by a safe cover made of a transparent material with the same protective effect. If equipment is not being put into operation, the protective devices may be removed in order to make the design and construction of the covered parts visible to the visitor. The guards must then remain visibly displayed next to the machine.

5.6.2.2 Test procedure

The exhibited technical work equipment will be inspected with regard to its accident prevention and safety design by the responsible supervisory authority

(Düsseldorf District Government Department 55, 2, Technical Occupational Health and Safety/Product Safety, Essen Branch Office, Ruhrallee 55 - 57, 45138 Essen, Germany, Tel.: +49(0)211 475-9505, Fax: +49(0)211 475-9025, Mail: poaststelle@brd.nrw.de), if necessary together with the responsible professional association committees, and checked for compliance with the safety requirements. In order for the CE marking to be checked by the office, the EC declaration of conformity or manufacturer's declaration should be kept on the stand for inspection. In cases of doubt, exhibitors should contact the responsible office well in advance of the trade fair. If serious violations are discovered later, the displaying may be prohibited if necessary.

5.6.2.3 Operating ban

In addition, the event management is entitled to prohibit the operation of machines, apparatuses and equipment at any time if, in its opinion, there is a risk of danger to persons or property as a result of their operation.

5.6.3 Pressure vessels

5.6.3.1 Acceptance certificate

Pressure vessels may only be operated on the stand if the required acceptance test has been carried out in accordance with the Operational Safety Ordinance 27.9.2002, BGBl. I, p. 3777, as amended, and the certificate issued in respect thereof can be presented in the original or as a copy, as well as the inspection book, if applicable.

5.6.3.2 Testing

Pressure vessels and pressure systems must be inspected in accordance with the requirements of the Ordinance on Industrial Safety and Health, Annex 1, Section 4, before initial commissioning, after modifications requiring inspection and then at regular intervals. The inspection must take into account the equipment itself, as well as the installation conditions and required safety devices. If the pressure equipment is not installed until it is on site at the exhibition centre, it must be inspected by an approved inspection body or a competent person in the same way as for initial commissioning, taking into account Tables 2 to 11 in Annex 1, Section 4, No. 59 of the Industrial Safety Regulation. All required technical documents and the documentation for the EU declaration of conformity must be kept available at the system at the start of assembly.

5.6.3.3 Hired equipment

As the assessment of foreign pressure vessels cannot be carried out during the relatively short trade fair set-up time, preference should be given to the use of tested hired vessels.

5.6.3.4 Supervision

The required acceptance certificates shall be kept available for the supervisory authority during the event. Information can be obtained from the Düsseldorf District Government Department 5, P.O. Box 30 08 56, 40408 Düsseldorf, Tel. (0201) 27 67 0 as the competent supervisory authority.

5.6.4 Vapours and gases

Vapours and gases emitted by exhibits and equipment that are flammable, harmful to health or a nuisance to the general public may not be discharged into the halls. They must be discharged directly into the open via non-combustible pipes, see No. 5.6.5. For details, please refer to the Federal Immission Control Act (Bundesimmissionsschutzgesetz), as amended on 29/9/2002, BGBl. I, 2002, p. 3820, as amended, and the Ordinance on Industrial Safety and Health (Betriebssicherheitsverordnung) of 27/09/2002, BGBl. S. 3777, as amended from time to time.

5.7 Use of pressurized gases, liquefied gases and flammable liquids, fuel pastes and other fuels

5.7.1 Compressed and liquified gas systems

5.7.1.1 Use of liquefied gas

The use of liquefied gas or other flammable and non-flammable gases in pressurised gas cylinders is not possible in the CCD.

5.7.1.2 Application for approval of pressurized gas cylinders

Exceptional approvals must be obtained in good time in writing in accordance with the form "Approval of compressed gas and liquefied gas cylinders". In accordance with the relevant accident prevention regulations, compressed gas cylinders must be protected against impact, falling over, access by unauthorised persons and against heating.

5.7.1.3 Furnishing and maintenance

The "Technical Rules for Liquefied Petroleum Gas" DVFG- 2012 (published by: DVGW Deutscher Verein des Gas- und Wasserfaches e.V. and DVFG Deutscher Verband Flüssiggase e.V.) and DGUV Regulation 80 "Use of Liquefied Petroleum Gas" must be observed for the installation and maintenance of liquefied petroleum gas systems. Together with the application for approval, the operator of the facility must prepare and submit an explosion protection document in accordance with §§ 3 and 5 of the Ordinance on Industrial Safety and Health. The entire system must be inspected by a competent person in accordance with DGUV principle 310-005.

5.7.1.4 Pressure Container Ordinance

The provisions of the Ordinance on Industrial Safety and Health and the Pressure Equipment Ordinance of 27/9/2002, BGBl. I, p. 3806, as amended, are binding and must be complied with.

5.7.2 Flammable liquids

5.7.2.1 Storage and use

The storage and use of flammable liquids (see Ordinance on Industrial Safety and Health of 27/9/2002, BGBl. I, p. 3777) in the CCD and on the grounds is prohibited without written permission. Permission to store and use flammable liquids may be granted for the operation or demonstration of exhibits. An application to this

effect using the form “Permit Application for Flammable Liquids” must be submitted to the DC with the safety data sheet. Dummies are to be used for advertising and decorative purposes.

5.7.2.2 Demand storage

Only the amount of flammable liquid required for one day at the stand can be permitted for operation and demonstration. The amount of this requirement must be stated in the application.

5.7.2.3 Storage tank

The daily requirements must be stored in closed, unbreakable containers. They must be kept out of reach of unauthorised persons. The storage containers shall be kept in non-flammable receptacles.

5.7.2.4 Storage location

Smoking must be absolutely prohibited at the storage site. Appropriate signage must be provided. Furthermore, suitable hand-held fire extinguishers must be available.

5.7.2.5 Conditions for operation

Installations that are operated or demonstrated with flammable liquids must be provided with non-flammable collecting containers at the filler necks and at all points where liquids can leak. Because of the possible risk of fire or explosion, spilled flammable liquids must be removed from the containers immediately and disposed of safely.

5.7.2.6 Filling in the liquids

Since a special moment of danger occurs when filling the liquids, the utmost care and caution must be exercised here. Spilled liquids or contamination due to container leaks must be collected and disposed of immediately. For this purpose, suitable means (collection containers or gritting materials) must be kept available at the stand at all times.

5.7.2.7 Empty containers

Empty containers that contained flammable liquids must not be kept or stored on the stand. Empty containers must be able to degas in a secure place.

5.7.3 Open fire, burning pastes and other fuels

The use of open fires, fuel pastes and other fuels for construction and operation in the buildings is not permitted.

5.8 Asbestos and other hazardous substances

The use of building materials or products containing asbestos and other hazardous substances is prohibited. The basis for this is the Act on Protection against Hazardous Substances of 20/06/2002, Federal Law Gazette I, p. 2090, as amended, in conjunction with the Chemicals Prohibition Ordinance in the version of 13/06/2003, Federal Law Gazette I, p. 867 and the Hazardous Substances Ordinance of 23/12/2004, Federal Law Gazette I, p. 3758, as amended.

5.9 Radiation protection

5.9.1 Radioactive materials

5.9.1.1 Handling radioactive materials

Anyone who handles radioactive substances requires a licence in accordance with § 7 of the “Ordinance on Protection against Damage Caused by Ionising Radiation” (Radiation Protection Ordinance - StrlSchV.) in the version of 20/7/2001 (BGBl. I, p. 1714) as amended; this also applies to issuing. The permit shall be applied for in writing at the authority responsible for the place of issue. Insofar as a permit already exists, the applicant is requested to check whether the intended handling of radioactive materials at the event in Düsseldorf is legally covered.

5.9.1.2 Permit applications

Applications for approval must be submitted informally in good time (at least 12 weeks before the start of the event) in 4 copies and must contain at least:

1. information on the person of the applicant, enclosing a police certificate of good conduct or a corresponding official declaration;
2. details of the persons who will be responsible for the stand during the exhibition and who can provide information, together with a police clearance certificate or a corresponding official declaration;
3. information on the other persons who are to be involved in the intended handling of radioactive substances;
4. description of the radioactive substances.
5. description of the enclosure and shielding (leak test certificate), dose rates;
6. description of the intended handling, if necessary with drawings showing the use of the radioactive substances;
7. location of the intended handling (hall, stand/sketch);
8. protective devices, anti-theft devices, protective measures and measuring devices (confirmation that there is a controlled area or no controlled area);
9. the start and expected duration of the intended handling, including the time for assembly, dismantling and storage of the delivered or dismantled radioactive materials;
10. information on the provision for the fulfilment of legal obligations to pay damages.

This also applies to foreign exhibitors. The licensing authority for the Düsseldorf exhibition venue is the Düsseldorf District Government, Dezernat 55 - Gewerbeaufsicht, Cecilienallee 2, 40474 Düsseldorf, Postfach 300865, 40408 Düsseldorf. Forms for applications for approval according to § 7 of the Radiation Protection Ordinance with corresponding explanations can be requested there.

5.9.1.3 Import permits

A licence pursuant to Section 19 or a notification pursuant to Section 20 StrlSchV is required for the import of radioactive substances. Within the scope of § 21 StrlSchV, import is exempt from notification and authorisation. The Federal Office of Economics and

Technology, Bockenheimer Landstraße 38-40, 60323 Frankfurt/Main is responsible for import licences and notifications. The import permit or notification does not replace the handling permit (see above). Foreign exhibitors also require a handling permit (from the Düsseldorf District Government).

5.9.1.4 Transport permits

Transport of radioactive materials from Germany and abroad to Düsseldorf must be approved in accordance with Section 16 of the Radiation Protection Ordinance (StrlSchV) unless it is carried out by Deutsche Bahn AG, by air freight or by an authorised freight forwarder with a corresponding transport permit. Within the scope of § 17 StrlSchV, transport is not subject to approval. The competent authority in each case is the Land authority in whose district the transport on federal territory begins.

Transport permit holders are advised to check whether the permit includes transport to the place of issue.

5.9.2 X-ray equipment and stray radiation

The Ordinance on Protection against Damage Caused by X-rays (RöV, dated 8/1/1987, as amended on 30/4/2003, BGBl I, p. 604), as amended, must be observed. The operation of X-ray equipment and sources of stray radiation is subject to approval or notification pursuant to §§ 3, 4, 5, 8 RöV. The competent authority for the Düsseldorf exhibition venue is the Düsseldorf District Government, Department 5, Cecilienallee 2, 40474 Düsseldorf, to which applications or notifications must be submitted in triplicate and informally at least four weeks before the start of the event.

5.9.3 Laser systems

The operation of laser equipment of class 3R, 3B or 4 must be notified to the responsible accident insurance institution and to the authority responsible for occupational health and safety in accordance with § 5 DGUV regulation 11 and 12 "Laser radiation". The notification must be accompanied by the written appointment of a laser safety officer for the operation of the laser equipment. The authority responsible for occupational health and safety for the Düsseldorf exhibition venue is Bezirksregierung Düsseldorf, Abteilung 5 Cecilienallee 2, 40474 Düsseldorf, to which the notification must be submitted informally at least 4 weeks before the start of the event. In the case of laser installations, the provisions applicable to occupational health and safety must also be applied vis-à-vis visitors, § 37 SBauVO NRW. In addition, DGUV Information 203-036 and 203-037 "Laser Equipment for Show and Projection Purposes" must be observed for operation. A copy of the notification and the permit must be submitted to the DC. Laser equipment of classes 3R, 3B or 4 must be approved by a person qualified in accordance with BetrSichV **after** installation on the exhibition grounds and in the CCD. The representatives of the DC shall be given the opportunity to be present during the acceptance test.

5.9.4 High-frequency equipment, radio installations, wireless transmissions

The operation of high-frequency devices and radio

systems (e.g. W-LAN) is only permitted if they comply with the provisions of the Telecommunications Act (TKG) of 22/06/2004, Federal Law Gazette I, p. 1190 and the Electromagnetic Compatibility of Equipment Act (EMVG) of 18/09/1998, Federal Law Gazette I, p. 2882, as amended. Paging systems, microport systems, two-way radio systems and telecontrol systems may only be operated with the approval of the Federal Network Agency for Electricity, Gas, Telecommunications, Post and Railway, Tulpenfeld 4, 53113 Bonn, see also Act on Radio Systems and Telecommunications Terminal Equipment of 31.1.2001, Federal Law Gazette I, p.170. The commissioning of radio equipment (e.g. W-LAN, radio microphones) requires - irrespective of the approval by the regulatory authority - the consent of DC in order to achieve an even distribution of frequencies and to eliminate mutual interference as far as possible. This approval must be applied for informally with DC, stating the technical data. Equipment leased using Form 8B is approved and does not require approval.

5.10 Cranes, forklifts, empties

The operation of own cranes and forklifts on the exhibition grounds and in the CCD is not permitted. Only equipment belonging to the forwarding agents authorized for the grounds may be operated.

The forwarding agents exercise the sole right of forwarding on the exhibition grounds, i.e. bringing exhibits, stand structures, etc. to the stand, including the provision of any auxiliary equipment and customs clearance for temporary or definitive importation.

The General German Forwarders' Terms and Conditions (ADSp.) latest version and the forwarding tariff for trade fairs and exhibitions in Düsseldorf shall apply to the orders placed with the forwarding agents. Any liability on the part of DC for all risks that may arise from the activities of the forwarding companies is excluded. The storage of empties of any kind on the stands is prohibited. Any empties that accumulate must be transported without delay to the designated storage point for empties by the forwarding agents authorised on the exhibition grounds. Orders can be placed using the "Container Rental" and "Empties" forms.

5.11 Musical or audiovisual renditions

For musical or audiovisual reproductions of any kind, permission from the Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (GEMA), Bayreuther Straße 37, 10787 Berlin, Tel: +49 30 21245-00, Fax: +49 30 21245-950, E-Mail: gema@gema.de, www.gema.de is required under the conditions of the Copyright Act, § 15 Urhebergesetz (of 09/09/1965 BGBl 1965, I, p. 1273). Unregistered music reproductions may result in claims for damages by GEMA in the double amount of the normal royalty rates (Art. 97 Copyright Act).

5.12 Beverage dispensing systems

For the construction and operation of beverage dispensing equipment on the stand, the Operational Safety Ordinance of 27/09/2002, BGBl. I, p. 3777, and the Food Hygiene Ordinance of 05/08/1997, BGBL. I, p. 2008, as amended from time to time, must be observed.

DIN 6650-6 must be observed.

5.13 Food supervision

When giving out samples for consumption on the spot and selling food and drinks on the spot, the legal regulations must be observed, in particular the Food Hygiene Regulation of 05/08/1997, Federal Law Gazette I, p. 2008, as well as the Food Information Regulation (LMIV), Regulation (EU) No.1169/2011 of the European Council, which has been in force since 13 December 2014. If you have any questions, please contact the Municipal Regulatory Office of the City of Düsseldorf, Food Control, tel. (0211) 899-33 81.

5.14 Goods subject to excise duty

Goods subject to excise duty must be declared when they are brought onto the premises and thus into the Federal Republic of Germany (tax territory). This also applies when withdrawing from a tax suspension procedure (such as tax warehouse, manufacturing plant). Goods subject to excise duty include spirits (e.g. grappa, cognac, whisky), intermediate products (such as sherry, liqueur wine), sparkling wine (e.g. sparkling wine, champagne), wine and coffee. Proof of bona fide possession should be present at the stand throughout the trade fair. Otherwise, the goods may be seized by customs. Goods from other EU member states can be cleared at the forwarding agents located on the exhibition grounds. In all other respects, the Trade Fair Customs Office is available to answer any queries. This applies in particular to the handling of tobacco products. The legal regulations are the Spirits Monopoly Law of 08/04/1922, Reichsgesetzblatt I, page 335, 405; the Law on the Taxation of Sparkling Wine and Intermediate Products of 21/12/1992, BGBl. I, page 2150 and the Coffee Tax Law of 21/12/1992, BGBl. I page 2150.

6. Waste disposal, cleaning

6.1 Waste

Any waste or residual material produced during the event or during the assembly or dismantling of the stand must be disposed of by the exhibitor. Reference is made to the Act on the Promotion of Closed Substance Cycle Waste Management and the Safeguarding of Environmentally Compatible Waste Disposal of 27/09/1994, Federal Law Gazette I, p. 2705, as well as to the State Waste Disposal Act of 21/06/1988, GV NW p. 250, as amended, and the Statutes on Waste Disposal in the State Capital Düsseldorf of 17/12/1998, Official Gazette No. 52 of 30/12/1998. Fire protection regulations must be observed. The hall aisles must not be obstructed by waste. Waste must be removed immediately by the person causing it. Otherwise it will be removed at the expense of the causer.

Options for the disposal of unavoidable waste: Only use recyclable materials, sort them and have them collected and optimally disposed of or recycled by DC service partners at low cost. Orders can be placed using the "Disposal" form. Your ordered disposal containers will be delivered to you on request (+49 0211 4560-135/425/540). The containers will then be emptied

and/or collected on call. You will receive disposal notifications about this disposal service.

6.1.1 Packaging materials

The Packaging Ordinance of 21/08/1998, BGBl. I, p. 2379 obliges manufacturers and distributors to take back packaging such as cardboard boxes, foils, crates, pallets, etc. or to recycle them. Therefore, please use the empties storage service of our trade fair forwarding agents for your packaging that you need again for dismantling (orders with form "Empties").

Packaging material that you do not recycle can be recycled by our service partners. Orders can be placed using the "Disposal" form.

6.1.2 Kitchen waste

Kitchen and catering waste must be collected separately according to plastics, glass, paper and residual waste. Recyclable materials are to be taken to the recycling stations in front of the hall and placed in the containers marked accordingly. If waste disposal is not carried out by the exhibitor himself, it can be ordered as a service using the "Waste Disposal" form.

6.1.3 Production waste

Production waste must be declared using the "Disposal" form, stating the material and quantity.

6.1.4 Stand components

During the construction and dismantling of your stand, dispose of your materials such as wood and cardboard in the containers marked accordingly. Orders can be placed using the "Disposal" form. When laying carpeting and covering foils, only PE or PP adhesive tapes are permitted.

6.2 Waste requiring special monitoring

The exhibitor is obliged to notify DC of any waste that is particularly hazardous to health, air or water, explosive or highly flammable (e.g. batteries, varnishes, solvents, lubricants, coolants, paints, etc.) and to arrange for its proper disposal by the responsible contractor.

6.3 Waste brought in

Materials and waste that do not arise in connection with exhibition operations, assembly or dismantling may not be brought onto the premises.

6.4 Invoicing

Only sorted waste can be disposed of at low cost. Waste that has not been declared and/or remains in the buildings will be charged to the polluter with a surcharge. This disposal service is justified via our disposal notification. All disposal services are invoiced via disposal notifications with the material and quantity details. These are the basis for calculation. A proper leaving of the stand area can be confirmed by the DC employee.

6.5 Water, sewage, soil protection

6.5.1 Oil/grease and solids separator

Discharges into the sewage network must not exceed the usual pollutant quantities for households. If

wastewater containing oil/grease is to be discharged that exceeds these quantities, the use of oil/grease separators is necessary. If solids are discharged, a solids separator with filter and intermediate treatment may be required.

6.5.2 Environmental damage

Installations for the storage, filling or transfer as well as the production, treatment or use of substances hazardous to water may only be erected on paved surfaces on the entire exhibition grounds.

The systems must be designed and operated in such a way that substances hazardous to water cannot escape. Any substances hazardous to water that may escape must be detected quickly and reliably and retained in collection containers without an outlet. The retention volume must correspond to the maximum volume of substances that can be released in the event of an operational malfunction.

When storing several containers with a common drip tray, the volume of the largest container is decisive, but it must be possible to retain at least 10% of the volume of all containers. Any drip losses occurring due to operation shall be collected. In the event of damage or operational malfunctions, the facilities must be shut down immediately. The Ordinance on Installations for Handling Substances Hazardous to Water and on Specialist Companies (VAwS) of 20/03/2004 must be taken into account.

Environmental damage and contamination (e.g. by petrol, oil, solvents, coolants, paint) must be reported to DC immediately.

6.6 Cleaning

The DC shall ensure the cleaning of the grounds, halls and aisles. Cleaning of the stands is the responsibility of the exhibitor and must be completed daily before the start of the event. If the exhibitor does not have cleaning carried out by his own staff, only companies approved by DC may be commissioned with cleaning.

7. Services provided by Düsseldorf Congress GmbH

The Conditions of Participation/General Terms and Conditions of Hire and these Technical Guidelines shall apply to orders placed with DC. The prices valid for the event shall apply in each case. The prices shall be increased by 25% if the services are only ordered less than 14 days before the start of the published set-up period of Düsseldorf Congress GmbH. All services shall be provided by DC only for the **main tenant** of the stand. The latter is the debtor.

7.1 Technical services

7.1.1 Stand construction, installations

On request, DC will take care of the stand fittings, including wallpapering and painting. Furthermore, DC shall carry out all installation work in the exhibition stand. If no stand sketch is submitted for the ordered services, DC reserves the right to carry out the placement. Please refer to the forms for details of the scope

of services and prices. The services actually provided will be invoiced.

7.1.2 Disposal

The waste, recyclable and hazardous waste produced during the event or during assembly or dismantling can be disposed of via DC; corresponding orders can be placed using the "Disposal" form.

7.1.3 Communication services

Telephone, fax, data connections, antenna connections can be ordered using the "Communication Technology" form. Further technical details can be found in the documents, which will be sent on request.

7.2 Other services

7.2.1 Parking permits

A limited number of parking spaces are available for exhibitors near the CCD. Exhibitors are requested to order their space requirements using the "Parking Permits" form.

7.2.2 Exhibitor passes

Each exhibitor receives free exhibitor passes in accordance with the Conditions of Participation. These passes are intended exclusively for the exhibitors and are not transferable to third parties. The number of free exhibitor passes is not increased by the inclusion of co-exhibitors.

7.2.3 Trade fair insurance

For participation in the event, DC offers the following insurances with the "Trade Fair Insurances" form:

- o Exhibition insurance for exhibits and stand
- o Accident insurance
- o Liability insurance
- o Event cancellation insurance

In accordance with the Conditions of Participation, each exhibitor has the option of insuring the exhibition goods against the usual risks within the framework of exhibition insurance via DC. It must be noted on the relevant application form whether insurance is desired or not. If applicable, the exhibition goods shall be listed with an exact description and value. DC does not assume any duty of care for exhibition goods and stand equipment and therefore excludes any liability for damage or loss. The exclusion of liability shall not be limited by the security measures taken by DC. Any damage incurred must be reported immediately to the police, the insurance company and DC.

The exhibitor can insure himself and his employees against accidents via the accident insurance.

The liability insurance covers damage to third parties caused by participation.

The cancellation insurance covers the costs spent in vain for the preparation and implementation of the participation.

The details can be found in the Conditions.

In all other respects, DC shall only be liable for property damage and financial loss in the event of intent or gross negligence. A reduction of the fees or compensation for damages as a result of a defect in the rooms or items

provided for use is excluded.

7.2.4 Convention and congress rooms

Rooms of various sizes with all technical facilities are available at the CCD Congress Center Düsseldorf for conventions, press conferences, sales meetings and conferences. Exhibitors wishing to make use of this are requested to register their requirements accordingly.

7.2.5 Chalkboard

Subject to availability, a chalkboard with a width of 4.5 m and a height of 2.38 m can be used in the foyer on the ground floor CCD South for artistically presented content, advertising and meetings (the board is also magnetic) for a fee. The display of political or sexual or discriminatory content is not permitted. Such content will be removed by DC at the user's expense. Only commercially available blackboard chalk (also coloured) may be used. Spray chalk and other chinks containing solvents may not be used.

Company:

Date:

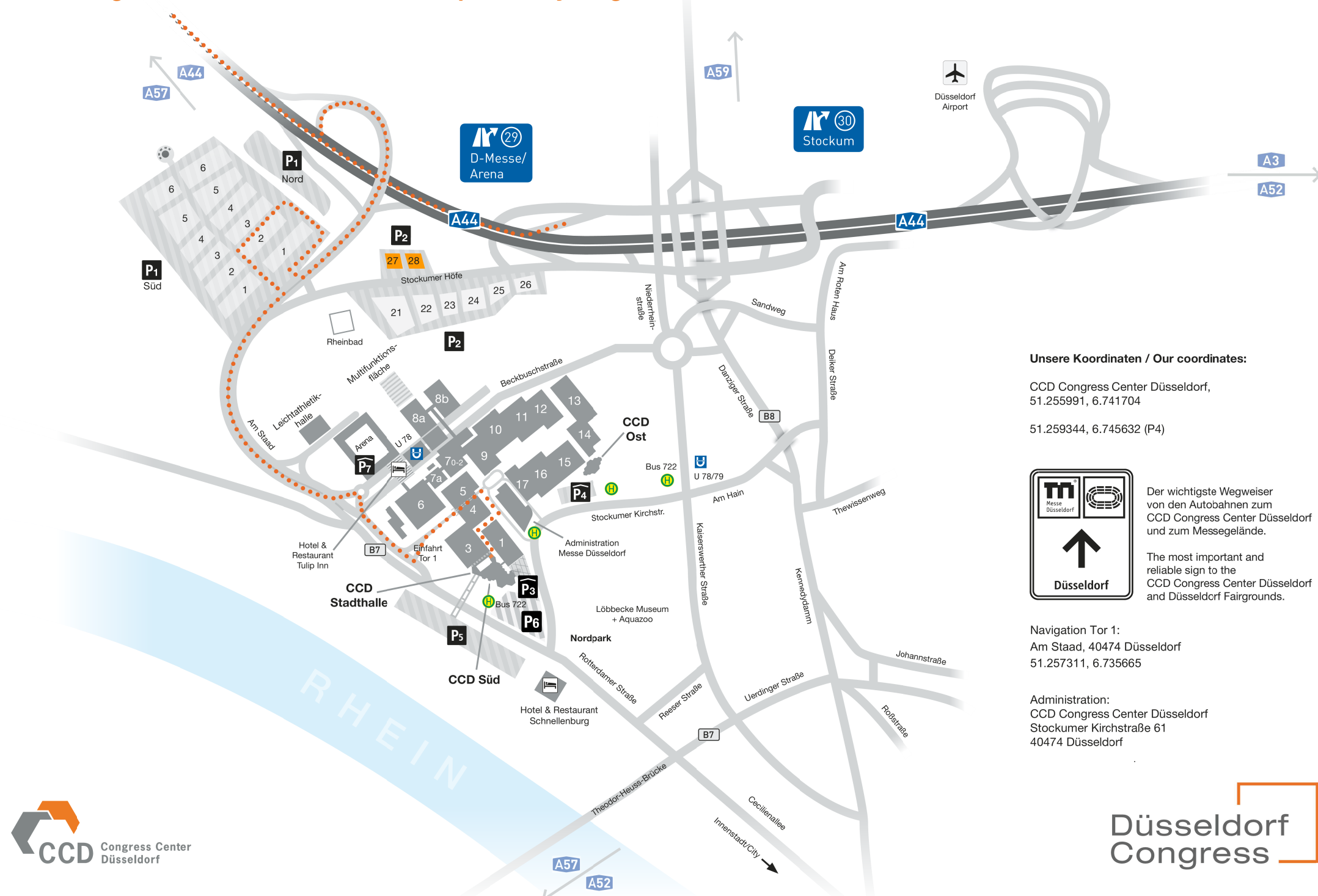
Signature:

Please send to

info@medical-communications.de

CCD Congress Center Düsseldorf – Aufbau/Anlieferung Lastenaufzug I

CCD Congress Center Düsseldorf – Set-up/Delivery freight elevator I



Unsere Koordinaten / Our coordinates:

CCD Congress Center Düsseldorf,
51.255991, 6.741704

51.259344, 6.745632 (P4)



Der wichtigste Wegweiser
von den Autobahnen zum
CCD Congress Center Düsseldorf
und zum Messegelände.

The most important and
reliable sign to the
CCD Congress Center Düsseldorf
and Düsseldorf Fairgrounds.

Navigation Tor 1:
Am Staad, 40474 Düsseldorf
51.257311, 6.735665

Administration:
CCD Congress Center Düsseldorf
Stockumer Kirchstraße 61
40474 Düsseldorf