

1. Areas of application: These Exhibition Regulations apply to the construction and use of exhibition booths at Konzerthaus Freiburg. In addition to important information, they contain binding organisational and safety-related guidelines for all exhibitors.

2. Set-up and dismantling times, deliveries:

The set-up and dismantling times for exhibition booths shall be determined individually for each event and contractually agreed between Freiburg Wirtschaft Touristik und Messe GmbH & Co (hereinafter referred to as FWTM) and the respective organiser. Exhibitors can find these out from the organiser. Set-up and dismantling in the Konzerthaus is not possible outside of these times.

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

Delivery address for exhibitors: Konzerthaus Freiburg
Konrad-Adenauer-Platz 1
D - 79098 Freiburg

All deliveries must be marked with the event name and, where applicable, booth number and exhibiting company.

3. Access, parking:

Access for the delivery of exhibition booths and exhibits is invariably via the courtyard entrance on Sedanstraße. The covered delivery zone has a goods lift without a ramp accessible from street level (width 200 cm, depth 480 cm, height 300 cm, max. load 7,000 kg). The goods lift is operated by Konzerthaus Freiburg staff.

Deliveries of displays etc. transported by passenger cars, and deliveries for exhibitors on the ground floor and the intermediate levels are possible via the main entrance (door staff must be paid for); this side of the building only has a passenger lift (width 105 cm, depth 190 cm, height 230 cm, max. load 1,500 kg). Accessing the main entrance of the Konzerthaus by road is only permitted for loading and unloading (pedestrian zone); the entire square in front of the building is subject to prohibition of waiting. The cobbled section of the square in front of the building may only be driven on to a limited extent. Please ask FWTM for information on maximum loads in this area.

Parking spaces are available in the underground car park of Konzerthaus Freiburg. The maximum headroom here is 200 cm. Parking spaces are also available in the city's public car parks. Vehicles must not be parked in Konzerthaus Freiburg's delivery zone!

4. Booth areas:

FWTM shall establish the amount of floor space available for the event with the organiser. The booths shall be set up in these areas. Exhibits, booth items or similar may only be set up outside of the booth space under the express authorisation of FWTM. Pillars, wall protrusions, beams, partition walls, power distribution boxes, fire extinguishing equipment and other technical equipment form part of the allocated booth spaces.

5. Floor load capacity: The floor's load bearing capacity in the entire exhibition area is a maximum of 500 kg/sqm (evenly distributed load). Bringing in heavier loads, such as machines on wheels with a heavy point load, is subject to agreement by FWTM.

6. Booth height, booth safety: The maximum overall height for the construction of exhibition booths is 250 cm. Deviations require prior authorisation from FWTM. The exhibitor is responsible for the structural safety of the booth.

7. Exhibition booths and special constructions requiring authorisation: Special constructions and all two-tiered booths are only permitted in exceptional cases. They must be submitted first to

the organiser and then to FWTM for authorisation. FWTM shall decide whether authorisation can be granted in consultation with the construction supervisors.

8. Booth construction materials and ceiling constructions:

Booth construction materials and decorations must be flame resistant – at least B1 in accordance with standard DIN 4102 or at least class C in accordance with EN 13501-1. The exhibitor must provide verification of this on request of the organiser and FWTM. Materials that are easily flammable or of normal flammability, that drip or produce toxic gases when burning, may not be used for booth construction. As the foyers in the Konzerthaus are equipped with sprinkler systems, any type of ceiling or roof constructions that obstruct or repel water, including opened parasols or umbrellas, are not permitted.

9. Railings/fences for platforms Accessible areas directly bordering spaces that are more than 0.2 m lower must be fenced off by railings.

10. Electrical installations/connections, booth installations, rental furniture:

For safety reasons, connections to the existing power supply network may only be made by FWTM or by FWTM's approved service partners. Any electrical installations made at a booth, either by the exhibitor's service providers or by the exhibitor him/herself, must exclusively be made by electrical engineers. The provisions of section 3 of the accident prevention regulation "Electrical installations and equipment" (UVV BGV A3) must be observed. Electrical (switch) equipment must not be accessible to visitors, must be constructed in accordance with DIN VDE 0100-711 and must be checked by the exhibitor in accordance with DIN VDE 0100-610 before being put into operation. When in doubt, a technical check by an electrical engineer shall be ordered at the exhibitor's expense. The exhibitor shall disconnect any electrical devices at the booth overnight. Unless the devices can be switched voltage free, the exhibitor shall be responsible for ensuring that no damage is incurred and that a technical check is carried out.

Exhibitors must notify the organiser of any technical requirements for individual booths (electricity, furniture, etc.) in good time prior to the event. The organiser shall coordinate the requirements of all exhibitors together with FWTM.

The following rental furniture is available (in a limited quantity) from FWTM:

Tables: 180 x 80 cm, 120 x 80 cm, 180 x 45 cm, 120 x 45 cm, height 72cm, colour grey

Chairs: Silver stainless steel frames with dark blue fabric lining and upholstered seats.

All technical equipment brought in by the exhibitor must comply with the generally acknowledged technical standards.

11. Carpets: Any carpets or other decorative materials to be laid directly on the existing floors must be laid in such a way that no danger of slipping, tripping or falling is posed to individuals. Carpets and other floorings shall be laid in such a way that they are accident proof and do not protrude beyond the edges of the booth space. Connecting booth spaces with floor coverings is subject to approval and must not cause any danger of tripping or other accidents in the aisles. Adhesive markings, carpet fixings and similar may only be affixed using special carpet-laying tape that does not leave a residue upon removal. Self-adhesive carpet tiles are not permitted. All materials used must not leave a residue upon removal. The same applies for substances such as oil, fats, colours and similar. Hall floors must not be painted. Any cleaning costs incurred as a result of violating these regulations are to be paid by the person responsible.

12. Information, advertising and decorative materials: The use of adhesives on walls, doors, columns and ceilings is generally forbidden. Decorative materials must be flame resistant – at least B1 in accordance with standard DIN 4102 or at least class C in accordance with EN 13501-1. “Flame resistance” can only be achieved retrospectively for some of these materials by treating them with a fireproofing agent. The fireproofing agents used must be officially approved. Confirmation of flame resistance or of the materials having been proofed according to the regulations (certificate) must be presented to FWTM on request.

13. Using balloons and flying objects: The use of balloons filled with safety gas and other flying objects must be authorised by FWTM. The use of these objects must not hinder or damage safety-related equipment at any time.

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

15. Spray guns, nitrocellulose paint: The use of spray guns or nitrocellulose paint is forbidden.

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

17. Empties, packaging: It is forbidden to store empties and packaging of any kind on the premises, in or outside of the booths. Any empties or packaging that accumulate must be promptly removed.

18. Smoking ban: There is a general smoking ban in the Venue. Each exhibitor must adhere to the smoking ban and ensure that visitors to his/her booth also comply.

19. Fire extinguishers: If an exhibition booth has a heavy fire load, FWTM, the building supervisory authority and the fire service may require the provision of fire extinguishers and a fire guard at the exhibition booth.

20. Glass and acrylic plastic: Constructions made from glass must comply with the requirements under the “Technical rules for the use of safety glass (TRAV)”. Only laminated safety glass may be used. Glass edges shall have been finished, or shall be protected in such a way as to not pose any risk of injury. Structural elements made entirely of glass must be marked at eye level from the beginning of setup.

21. Printed material/advertising material/advertising: Exhibitors may not run independent advertising campaigns beyond their own booths (e.g. handing out brochures, displaying promotional signs) without the organiser’s authorisation.

Printed materials, advertising materials and other flammable materials may only be stored at booths in quantities needed for the day.

22. Acoustic and visual presentations: The use of acoustic systems or audiovisual presentations of any kind must be authorised by the organiser. The noise levels of musical presentations must not exceed 60 dB(A). If the exhibitor repeatedly fails to observe this regulation, the electricity supply to the booth may be interrupted, regardless of the resulting loss of supply to the booth.

23. Heat-generating and releasing electrical appliances: All heat-generating electrical appliances are to be reported to the organiser and must be authorised by FWTM before use. Flammable materials must be kept at a sufficient distance according to the

amount of heat generated. Heat-generating lighting fixtures may not be attached to decorations or similar. Electrical cooking appliances and other equipment that may be dangerous if left unattended must be switched off at the end of the day’s opening hours.

24. Flammable liquids and lighting gels must not be used or stored in the booths without the authorisation of FWTM. The use of combustibles (e.g. in gas burners) or **spirits** is generally forbidden.

25. Hazardous substances:

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

26. Plans that require authorisation: The use of pyrotechnics, smoke machines, compressed gas, radioactive materials, lasers, high frequency systems, radio devices and x-ray units is only permitted on prior authorisation of FWTM and upon presentation of official authorisation where necessary. Laser devices and systems of class 3b and higher are forbidden.

27. Entertainment, catering: Catering at the booths may only be provided by the catering company to whom the organiser has granted exclusive catering rights for the entire event.

28. Musical reproduction (GEMA): In accordance with copyright legislation, musical reproduction of any kind requires the permission of the German Society for musical performing and mechanical reproduction rights (GEMA). Unapproved musical reproduction may result in compensation claims being made by GEMA.

29. Modification of booth constructions/special structures that do not meet requirements: Exhibition booths, structures, equipment, sets, costumes or decorations (materials) that do not comply with these regulations or are not authorised in a given case are not approved for construction in the Konzerthaus and must be removed or modified wherever necessary at the exhibitor’s expense.

30. Dismantling the exhibition booths: After dismantling, the exhibition space is to be left in its original condition. Each exhibitor is liable for any damages to ceilings, walls, floors and installed equipment, in addition to the organiser. Adhesive tape must be removed without leaving a residue. Damage of any kind must be promptly reported to FWTM.

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