Technical Regulations

MESSE BREMEN · CONGRESS BREMEN · ÖVB ARENA

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1 Preliminary Remarks

M3B GmbH, and its brands CONGRESS BREMEN, MESSE BREMEN and ÖVB ARENA (hereinafter M3B), has issued Regulations concerning events of all types being held, with the intention of giving every exhibitor/organizer the best opportunity to present its exhibits content and to address its visitors and prospects. These are binding for all exhibitors and organizers. The State Building Code for the Federal State of Bremen (BremLBO), including the most recent version of its secondary regulations, and the Model Ordinance of the Building Supervision Commission for the Conference of Ministers of Construction, as it applies in the State of Bremen, and their recommendations for action all apply and are specifically taken into account. These Regulations also include safety regulations which, in the interest of our exhibitors and visitors, are intended to provide the most stringent safety requirements for the technical and design aspects of event equipment.

Building regulations, fire prevention and other safety regulations are agreed with the responsible regulatory authorities of the State of Bremen. M3B reserves the right to check compliance with these provisions when inspecting and approving an event, and if necessary in the presence of the regulatory authorities. A representative of the relevant organizer must attend acceptance inspections to pass on information about defects or required changes, or to remedy these accordingly. M3B must be given written confirmation of this person's identity. Furthermore, the current, valid versions of all legal provisions, ordinances and technical regulations/latest technological practices must be observed and implemented.

Holding an event/commissioning an exhibition stand may be prohibited in the interest of all event participants if defects identified, of any kind, have not been remedied by the start of the event. M3B reserves the right to make further demands regarding any safety and stand construction issues that may arise. Commissions for services in general and the accompanying agreements are usually sent separately from approval/acceptance documents, and are not deemed approval for stand structures or approval for events. Agreements about M3B providing event-related services must be sent in writing and by the date specified; if such agreements arrive thereafter, M3B cannot guarantee their proper, timely execution and/or the services may no longer be feasible. The same applies to any services used but which were not ordered in advance. Services already performed must be paid for in full. For information purposes, exhibitors may be sent other circulars about the preparation and running of the event. These circulars and information are part of the conditions of participation and these Technical Regulations.

If the term "stand construction" is used in accordance with general usage within these Technical Regulations, it does not refer to a physical structure as defined in the Building Code. Legally, the exhibition centre stand structure is a "facility" in a meeting place. These Technical Regulations have been agreed with other German trade fair companies and have been drawn up in accordance with a common format. Since building law is part of state law, there may be deviations and differences in individual implementation regulations between different states.

M3B also reserves the right to make changes and updates. The German version of the text is binding.

1.1 Extract from the General Regulations

1. Scope of application

These General Regulations apply to all venues and all event grounds owned by M3B. Unless otherwise agreed, the regulations in these General Regulations apply. The provisions in the Traffic Regulations also apply. Any breach of the provisions in the General Regulations may lead to immediate expulsion, exclusion from the event or, in extreme cases, a permanent ban from the venue. M3B may search people, bags, containers and vehicles for prohibited items and may forbid the carrying of prohibited items. For security reasons, M3B may prohibit people from entering the event grounds. Evacuation may be organised accordingly.

2. Domestic authority and entering the grounds

Entry to venues and exhibition grounds is only permitted with the approval of M3B. M3B issues company ID cards for the purpose of identification. For the duration of any event, admission tickets issued by the organizer, including participant, press, free and complimentary tickets, are considered identification. M3B reserves the right to refuse access to holders of ID documents in justified individual cases (for example, if these General Regulations are breached, in the case of alcoholization or for the purposes of averting danger) and to exercise its domestic authority. Access to the backstage area, cloakrooms, operating facilities and to other rooms or areas not open to the public is only permitted for expressly authorised persons holding appropriate ID cards. At any time and upon request by M3B, visitors must show their admission tickets and other persons must show their authorization cards. Visitors may only remain at the event site during the opening hours of the relevant event/trade fair and must leave the event grounds when the opening hours end. Admission tickets are no longer valid once visitors leave the event grounds - even during the course of the event/trade fair. Orders from the security service must be followed without exception. If the security service confiscates any visitors' items, visitors must collect said items immediately after the event ends. If visitors fail to collect them, M3B is entitled to dispose of such confiscated items.

3. General rules of conduct

Facilities at the event grounds must be treated carefully and with respect. All contamination or pollution is prohibited. It should be noted that noise levels over an extended period at events may cause permanent hearing damage. To avoid any risk of hearing damage, the use of hearing protection is recommended where appropriate. In the event of evacuation, every visitor must follow instructions from staff and the authorities immediately. In this case, visitors must assist other guests who need help. In the event of evacuation, items handed in for safekeeping, particularly in cloakrooms, cannot normally be collected; this is only possible once the evacuation alarm has been cancelled. All technical equipment such as fire alarms, hydrants, electrical distribution and control panels, telephone switchboards, heating and ventilation systems must remain freely accessible and unobstructed. All entrances and exits, escape and rescue routes and emergency exits must be kept clear, i.e. sitting and standing is not permitted there.

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4. Traffic
The provisions of the Road Traffic Act (StVO) apply on the event grounds. Signs to control vehicle and pedestrian traffic must be observed. Only visitors and other authorised persons with a valid entry permit issued by M3B may drive a vehicle on the event grounds. Vehicles without an entry permit may be towed away by M3B at the vehicle owner's expense. Traffic control instructions from M3B and the event organizer, particularly stopping and parking, must be followed.

5. General restrictions
Smoking is prohibited inside the event grounds and venues (in any form, including e-cigarettes). Smoking is permitted in specific, designated smoking areas. The use of drugs and the excessive consumption of alcohol is prohibited. M3B may stop people who have taken or excessively consumed intoxicants (drugs/alcohol) from entering the grounds. Likewise, it may expel such people from the grounds. Lighting fireworks, using fire or naked flames is prohibited without prior permission from M3B. Remaining overnight on the event grounds is also prohibited.

6. Prohibited items
Carrying the following items is prohibited, if prior written permission has not been obtained or if the approved material is not flame retardant in accordance with DIN EN 13501 B-s1, d0:

- Weapons or dangerous objects, or any item that, if thrown, may cause personal injury
- Mechanical and electric noise makers
- Racist, xenophobic and extremist propaganda material in all forms: clothing, flags, banners etc.
- Gas spray cans, caustic or colouring substances for highly flammable or harmful gases, with the exception of commercially available pocket lighters
- Fireworks and other pyrotechnic materials and explosives
- Containers made of easily breakable or splintering material
- Animals of any kind; this does not apply to marked assistance dogs with proof of officially certified training
- In agreement with the police and/or the organizer and M3B, individual visitors to the event grounds may be permitted to carry larger flags, sign poles and large banners.
- Bringing in any food; exceptions apply to visitors required by illness to carry food and drink; a medical certificate or suitable information must be shown to prove this. Food for babies and toddlers is also excluded from this rule.

7. The following are prohibited:

- Using two-wheeled vehicles, skateboards, roller skates or other sports equipment
- Asking people for charity donations or to sign petitions, carrying out surveys and radio, television or film recordings
- Distributing brochures, handouts or similar advertising materials
- Storing objects around escape routes

8. Image rights
Film, television and photo recordings are usually made during events on the grounds. By attending the event, all visitors and all other persons give their consent to the publication of any recordings in which they appear.

9. Video surveillance
Please note that the grounds are under video surveillance for the safety of visitors and exhibitors.

10. Liability
M3B is liable according to statutory regulations. Liability for items brought into the grounds is expressly excluded. Visitors are liable according to statutory regulations.

1.2 Opening hours
1.2.1 Construction and dismantling times
During general construction and dismantling times, working hours are from 7:30 a.m. to 6:00 p.m., unless other times are specified. For general security reasons, on grounds belonging to M3B, the halls and entire grounds are closed outside of these times.

1.2.2 Event duration
During the course of the event, the halls will open one hour before the fair/event starts and will close one hour after the fair/event ends. Exhibitors/participants required, in justified individual cases, to work in halls and on grounds belonging to M3B outside these hours need specific written permission from M3B.

2. Traffic in the exhibition grounds, rescue routes, safety equipment
2.1. Traffic regulations
To allow the smooth flow of traffic during construction and dismantling times, and throughout the event, all rules to regulate and direct traffic, including instructions from security staff, must be observed. The provisions of the Road Traffic Act (StVO) apply throughout the exhibition grounds and to the car park belonging to the grounds. The maximum permitted speed on the exhibition grounds is 10 km/h. In the hall area or where traffic conditions require it, vehicles must not exceed walking speed. Drivers must come to a full stop at entrances and exits to ensure that gate heights are adequate. Motor vehicles may only enter the grounds or the halls with permission and only for immediate loading or unloading. The engine must be switched off during loading. It must be possible to contact drivers at any time on a mobile phone number left with the vehicle. The foyers in Halls 4 to 7 must be entered in the gate area by driving straight in. Cross traffic in the foyers is not permitted as the floor outside the gate areas is not strong enough. Parking is prohibited inside the exhibition grounds.

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Vehicles, trailers, containers, vessels or empties of any kind left or parked unlawfully will be towed away at the owner's risk and expense. Spending the night on the grounds is prohibited.

2.2. Rescue routes
2.2.1. Fire brigade vehicle areas, hydrants
Obligatory fire brigade access routes and manoeuvring areas, marked by no-stopping signs, must be kept clear at all times. Vehicles or items left on rescue routes and in security areas may be removed at the owner's expense and risk. Above-ground and underfloor hydrants in the halls and on the open-air site must not be obstructed, obscured or inaccessible.

2.2.2. Emergency exits, emergency escapes, hall walkways
Escape and rescue routes must be kept clear at all times. It must be possible to fully and easily open doors along rescue routes. The clear width of aisles inside the exhibition halls must be at least 3,0 m (see Sec. 7, para. 5 MVStättV). Escape and rescue routes, exit doors and emergency exits in hall floors and their signage must not be obstructed, built over, blocked, covered or otherwise obscured. Escape and rescue routes in halls must never be blocked by objects placed in or protruding into the aisle. In the event of any breach, M3B is entitled to remedy the situation at the expense and risk of the person responsible.

Materials required for stand construction or exhibits being delivered for immediate installation in stand areas may be left temporarily at the sides of escape and rescue routes during the construction up and dismantling phases, provided they do not encroach upon the minimum safety width or otherwise hinder traffic. This is deemed acceptable if a maximum 0.9 m strip is used for storage along the stand edge facing onto the hall walkway or aisle. Regardless of the width of the hall walkway or aisle and the stored goods, there must be a clear passage at least 1.2 m wide. Areas in front of emergency exits and hall walkway intersections must be kept clear at all times. Hall walkways may not be used for assembly or for machines such as woodworking equipment or work benches. M3B or the organizer may remove these at the exhibitor's risk and expense.
Upon request by M3B, the immediate clearing of all hall aisles may (also) be requested for logistical reasons.

2.3 Safety equipment
Sprinkler systems, fire alarms, fire extinguishing systems, smoke detectors, devices for closing hall doors and other safety devices, their signage and the green emergency exit signs must be accessible and visible at all times; they must not be blocked or covered.

2.4. Stand numbering
The organizer will mark all stands with stand numbers where stand construction allows it technically.

2.5. Security
M3B provides general surveillance in the exhibition halls and on the open-air site throughout the exhibition, including during construction and dismantling. M3B is authorised to take any measures necessary for monitoring and security. Exhibitors are responsible for arranging security surveillance for their stands. Stand surveillance may only be provided by the security company commissioned by M3B. Exhibitors and stand builders are expressly informed that the exhibition goods and other items they bring in are at increased risk during construction and dismantling in particular. Valuable and easily movable items should never be left unattended on the stand, and should be locked away at night. Stand-based events and stand parties require written approval from M3B or the organizer. Outside opening hours, extra security staff must be booked at the exhibitor's expense. M3B or the organizer will specify their working times and the number of staff.

2.6. Emergency evacuation
For security reasons, M3B may order that rooms or buildings be closed and evacuated. Instructions may be given by loudspeaker or by onsite evacuation personnel. All persons in evacuation zones must follow these orders and leave the premises directly. Exhibitors must inform their staff and service providers about these procedures, and bear full responsibility for the proper evacuation of their stand areas.

3. Technical specifications, hall and open-air site equipment
3.1 Hall specifications

Specifications & facts		ÖVB-Arena (Hall 1)	Main foyer ÖVB-Arena	Hall 2	Hall 3	Hall 4.0	Foyer Hall 4.0	Hall 4.1	Foyer Hall 4.1 incl. Passageway to CCB [10]	Hall 5	Foyer Hall 5	Hall 6	Foyer Hall 6	Hall 7	Congress Centre (CCB)
Hall specifications	Location	Level 0	level 0	Level 0	Level 0	Level 0	Level 0	Level 1	Level 1	Level 0	Level 0	Level 0	Level 0	Level 0	Level 1
	Length (in m)	77,50		66,00	70.00	54,50	54,50	54,50	54,50	117,50	117,50	54,50	54,50	75,00	
	Width (in m)	40,00		29,50	23,50	79,50	20,50	39,50	6,50	88,00	12,00	88,00	12,00	54,00	
	Clear height (in m)[1]	19,80 - 25,50	14,00	4,70	2,45 - 5,90	3,70 - 11,50	4,50	4,70	2,90 - 6,30	11,50	4,50	11,50	4,50	12,00	
Exhibition area (gross in sq m)		2.750	1.100	2.000 [2]	1.750 [2]	4.300 [2]	980 [8]	2.100	As agreed	10.300	1.100 [2]	4.800	550 [2]	4.000	
Access/delivery		Gate C/D	Gate C/D	Gate D	Gate D	Gate E/F	Gate E/F	Gate D/E	Gate D/E	Gate E/F	Gate E/F	Gate E/F	Gate E/F	Gate G	Gate D
Hall gates	Height (in m)	4,20	2,70	4,20	2,45 / 2,85	5,20 [4]	4,20	See Lifts	See Lifts	5,20 [4]	4,20	5,20 [4]	4,20	4,30 / 4,00	
	Width (in m)	3,80	3,40	4,10	5,50 / 5,50	5,40 [4]	5,10	See Lifts	See Lifts	5,40 [4]	5,10	5,40 [4]	4,60	4,50 / 4,10	
Lifts		Freight lift from Hall 2/4 to Hall 4.1: door dimensions: 2,41 m wide, 2,45 m high, interior dimensions: 3,34 m wide, 4,31 m long, 2,64 m high; load capacity 3,0 t Freight lift to CCB: door dimensions: 2,40m wide, 2,70m high, interior dimensions: 2,40m wide, 5,52m long, 2,69m high; load capacity 4,05 t													
Floor and ground surfaces		Asphalt	Artificial stone	Asphalt	Artificial stone	Asphalt	Artificial stone	Artificial stone	Artificial stone	Asphalt	Artificial stone	Asphalt	Artificial stone	Asphalt	Marble/ carpet
Floor load/area load		150 kN/m²		150 kN/m²		150 kN/m²	5 kN/m² [3]	5 kN/m²	5 kN/m²	150 kN/m²	5 kN/m² [3]	150 kN/m²	5 kN/m² [3]	150 kN/m²	3KN/m²
Glass facade		no	yes	no	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes	
Options for suspending objects		Upon request	Upon request			Upon request		Upon request		Upon request		Upon request		Upon request	
Lighting (d) = dimmable	Type	LED / Fluorescent (d)	Various (d)	LED (d)	LED (d)	LED (d)	LED (d)	LED (d)	LED (d)	LED (d)	LED (d)	LED (d)	LED (d)	LED (d)	Fluorescent (d)
	max. brightness (Lux)	2.000	500	300	300	360	200	300	200	360	200	360	200	1.600	
Sprinkler system		no	no	no	No	Yes	Yes	Yes	Yes	No	Yes	No	Yes	No	no
Smoke detectors		yes	yes	yes	yes	yes [6]	yes	yes	yes	yes	yes	yes	yes	yes	yes
Media connections [5]		P , E , M	P ,E	P ,E	P ,E	M	P ,E	P ,E	P ,E	M	P ,E	M	P ,E	E , M	P ,E
LAN		min. 5Mbit/s per port													
Wifi		In all Halls (performance may vary depending on user numbers)													
Seating capacity [9]	Standing [9]	14.000		2.500		5.500		2.200		11.000		5.500		7.000	
	Rows	10.445 incl. grandstands	Upon request	660 in 3 mobile rooms		2.000		1.750 or 3x300 5x200		5.000		2.000		4.000	
	Classroom-style	1.100	Upon request			1.000		850		2.500		1.000		1.500	
	Bench	2.000	Upon request			1.850		1.000		4.000		1.850		2.000	

[1] Restrictions due to ventilation are not taken into account
[2] Limited area due to pillars
[3] No industrial trucks except fort he access roads
Max. permitted traffic load of 30KN/m² as per DIN 1055
[4] North Hollerallee entrance
[5] P = Portable outlet, E = Electricity outlet, M = Media outlets
[6] in lower part of Hall 4
[7] only in front part of Hall 4
[8] Area limited by escalator
[9] Generally depends on event set-up
[10] CCB = Bremen Congress Centre

(Stand: Mai 2020, Änderungen vorbehalten)

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3.1.1. Lighting, type of current, voltage
In all exhibition halls lighting is on average 300 lux in brightness, measured at 1,0 m above the hall floor. Exhibitors are advised to install their own lighting for stand areas and exhibits. Current type and voltage at the exhibition grounds: in the halls there is a TN-C-S network 230 V/3 x 400 V, 50 Hz. The fluctuation range is +/-10%. We expressly point out that there is no uninterruptible power supply (UPS). Supply cables for all stands are designed to have separate protective PE and neutral N conductors. In Halls 1 to 7, protective and neutral conductors must not be connected to one another (see also German Electrical Regulation VDE 108). Motors with a connected load of 20 kW or more may only be operated with a current-limiting starting device.

3.1.2. Compressed air, power and water supply
Power, water and compressed air in the halls and on the open-air site may only be provided by service partners commissioned by M3B. Electrical outlets are installed in Halls 1, 4, 5, 6 and 7 in media channels in the floor, and in Halls 2, 3, 4.1 and in the Congress Centre they are portable or located at media points. In Halls 4 to 7, ceiling sockets are available upon request, depending on positioning and capacity, e.g. they may be possible for suspensions. See also no. 5.3. Water supply pipes are installed in Halls 1, 4, 5, 6 and 7 in media channels in the floor. In Halls 2, 3 and 4.1, portable connection points must be installed and this is only possible upon request. There are no water connection points for exhibition stands in the Congress Centre. See also no. 5.4. No permanently compressed air system is installed, but individual connection points can be installed upon request - depending on their position and capacity. See also no. 5.5.

3.1.3. Telecommunications lines
Stands are equipped with data, telephone, fax and aerial connection points in Halls 1, 4, 5, 6 and 7, through the media channels in the floor. In the other halls, these points are portable or via media connection points. If an exhibitor wishes to set up its own WiFi network, this requires written agreement from M3B and is only possible to a very limited extent. M3B's General Terms of Use for Internet Access over the LAN (wired network) and/or WLAN (wireless network) (updated in February 2020) apply.

3.1.4. Sprinkler systems
Halls 4.1, 4 (southern section below Hall 4.1) and the foyers of Hall 4.1 and Halls 4 to 6 are fitted with sprinkler systems. Covered exhibition stands are not permitted in these areas. See also no. 4.4.2. The minimum distance between sprinkler heads and exhibits/decorations must be 1.0 m. There must be enough distance between lighting fixtures, and any other equipment that generates heat, to prevent the sprinkler system from being set off accidentally. Above approx. 65°C the nozzles open and fire water is released.

3.1.5. Heating, ventilation
Halls 1, 2, 3 and the Congress Centre have warm air heating, Halls 4, 4.1, 5, 6 and 7 also have partial air conditioning. The Congress Centre is fully air-conditioned. These systems are automatically controlled by sensors that measure temperature, humidity, air pressure and dust pollution. Supply and exhaust air vents for these systems must not be blocked or impacted by stand or room structures.

3.1.6. Faults
In the event of faults, M3B's technical services must be informed immediately. The organizer is not liable for losses or damages caused by any such faults.

3.2. Open-air site
The open-air site is paved with a range of materials which are sloped to allow rainwater to drain away. Some places around the cobbled Bürgerweide car park are very uneven. Exhibitors/stand builders are responsible for guaranteeing the structural safety and stability of exhibition goods, stands, pagodas and tents by using appropriate professional underpinning, at their own cost. Ground anchoring equipment such as ground/tent pegs or ground sleeves/ground anchors may only be used in some areas and with the written agreement of M3B. Please also see no. 4.8. Electricity, compressed air, data and telephone points on the open-air site are usually provided through the floor along the back of the stand. On the open-air site, the supply and drainage of water is restricted, and is only possible on request. A fault-free supply cannot be guaranteed if it is frosty. We recommend installing thermal insulation or ELT trace heating.

4. Stand construction regulations
4.1 Structural stability and safety
Exhibition stands, fixtures and fittings, exhibits and advertising media must be constructed to ensure structural stability and safety, to prevent any danger to public safety, order, and life and health in particular. Exhibitors are responsible for static safety and may be required to provide proof of this. The dimensions of any standing structural elements or special structures (e.g. free-standing walls, high exhibits, high decorative elements) that might tip over must have at least an equivalent horizontal distributed load of qh:

qh1 = 0.125 kN/m² up to 4 m in height from top edge of floor
qh2 = 0.063 kN/m² for all surfaces over 4 m in height from top edge of floor

The reference area is the respective visible area. There must be a horizontal impact load of 1 KN at a height of 1,0 m above the floor. Evidence of this must be submitted to M3B upon request. In justified individual cases deviations from this are possible, in which case more detailed proof must be provided. In justified cases, M3B reserves the right to have an expert check the structural stability and security of the stand on site, if it has reasonable doubts about its stability or security, even if it gave its prior approval.

4.2 Approval of stand construction
Assuming that exhibitors comply with the Technical Regulations for stand design and execution, drawings need not be submitted for approval for single-storey stand structures with a construction height of up to 3.0 m inside the halls (not Congress Centre). Upon request, M3B will check exhibitors' stand construction plans submitted in duplicate. Otherwise, all other stand structures, mobile stands, special structures and constructions are subject to approval.

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4.2.1 Inspection and acceptance of structures requiring approval
Stand plans drawn to scale, on a scale of at least 1:100, with floor plans and views, must be submitted to M3B for approval at least six weeks before the start of construction or on the date specified in the order forms for exhibitor services. Once these have been checked, M3B will issue written approval to the exhibitor/stand builder. Stand construction can only begin once this approval has been issued.

Approval of:
- two-storey buildings
- physical structures on the open-air site
- special structures

requires submission of the following documents (in duplicate) in German:
a. Static calculations checked or verifiable by a second, independent structural engineer according to German standards
b. Specifications
c. Structural stand drawings on a scale of 1:100 (floor plan, views, sections), construction details on a larger scale.
d. A rescue route plan with evidence of rescue route length and width.
e. If a data sheet/type test or valid model approval is submitted, points a), b), c) above no longer apply.
The exhibitor/stand builder will be charged for the costs of the approval process.

4.2.2 Vehicles and containers
Vehicles and containers used as exhibition stands inside the halls are subject to approval. Exhibitors will be fully liable for any damage to hall floors caused by vehicles or containers.

4.2.3 Changes to non-compliant stand components
Any unapproved stand structures or those which fail to comply with the Technical Regulations or the law may have to be modified or removed. If changes are not made in good time, M3B is entitled to execute such changes itself at the exhibitor's risk and expense or, if necessary, to remove the stand structures.

4.2.4 Scope of liability
If the exhibitor, or the stand builder commissioned by the exhibitor, fails to comply with the above stand construction regulations, it will be liable for all damages resulting from breaching stand construction regulations. Furthermore, the exhibitor, or the stand builder commissioned by the exhibitor, must indemnify M3B against all claims by third parties asserted as a result of breaching the above stand construction regulations.

4.3 Construction heights
The standard height for stand structures and advertising materials is 2.5 m. Unless otherwise stipulated by the event, the maximum construction heights for stand structures in the individual halls are specified as follows:

Hall 1: 5.0 m
Hall 2: 4.5 m
Hall 3: 2.4 m (exceptions of up to 3.0 m are possible where the ceiling is higher, following discussions)
Hall 4.01 (below Hall 4.1): 4.0 m (limited in some areas)
Hall 4.02: 5.0 m
Hall 4.1: 4.5 m
Hall 5: 5.0 m (limited in some areas)
Hall 6: 5.0 m (limited in some areas)
Hall 7: 5.0 m

In the foyers and in the Bremen Congress Centre, construction heights depend on location and must be agreed with M3B before planning the stand. Advertising media, logos, etc. must be placed at least 1,0 m away from the edge of the area belonging to the neighbouring stand. The rear side of the stand, facing neighbouring stands, must be smooth and white above a height of 2,5 m.

4.4 Fire prevention and safety regulations
4.4.1 Fire prevention
4.4.1.1 Stand construction and decorative materials
In general, no highly flammable materials, or those which drip when burning, produce toxic gases or large volumes of smoke may be used for stand construction, such as most thermoplastics, including polystyrene (styrofoam). For safety reasons, special requirements may be imposed for load-bearing structural elements in individual cases (e.g. they must be noncombustible). Statically necessary or load-bearing fastenings may only use non-flammable fasteners. Stand construction and Decorative materials must be classified as at least flame-retardant (class B1) and non-burning dripping, in accordance with standard DIN 4102-1, with limited smoke formation or in accordance with EN 13501-1 as at least class C (C -s2, d0). A building material class test certificate must be retained for any materials used. Bamboo, thatch, hay, straw, bark mulch, peat or similar materials normally fail to meet the requirements above and generally require specific protective or fireproofing treatment. Deciduous and coniferous trees may only be used with a moist root ball. During the exhibition, if it becomes clear that trees and plants have dried out and become more flammable, they must be removed.

4.4.1.2 Exhibiting vehicles
The exhibition of motor vehicles must be reported to M3B. For this purpose, the number of vehicles and the vehicle type(s) must be

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specified. M3B may restrict or prohibit the exhibition of vehicles at its discretion. Vehicles may only be exhibited in the foyers of Halls 1-7 and, in exceptional cases, in the Congress Center.Violators will be removed from the hall. The exhibitor will be held liable for any damage or accidents that occur. Vehicle batteries may remain connected if the design ensures that they cannot outgas. Batteries that can outgas must be disconnected or removed. Battery contacts must be designed to be safe to touch. This is particularly important if the batteries are located in the engine compartment and the hood is open. Alternatively, an external power supply may be connected to demonstrate vehicle functions.The exhibition of vehicles is permitted only in a secured "demonstration mode" or with access to the interior locked if there is a possibility of unauthorized persons triggering a starting process or vehicle movement.Starting, maneuvering, or driving vehicles is prohibited in the exhibition halls during the event. Vehicle keys must be kept at the stand. They may not be handed out to the public.Each stand must have at least one 6 kg powder extinguisher for fire classes A, B, and C.The corresponding rescue cards must be kept in the vehicle in an easily accessible place, preferably under the driver's side sun visor.

1) Vehicles with Internal Combustion Engines:
The tank capacity of the vehicles must be reduced to the level required for entry and exit, and the reserve light of the fuel gauge must be active. Motorcycles on display must have completely empty fuel tanks. At all times, it must be ensured that the tank cannot be opened by unauthorized persons. One way to achieve this is with a separate lockable fuel filler cap. Refueling vehicles in the halls is prohibited. The storage of fuel in canisters or similar receptacles within the exhibition halls is strictly forbidden. Any unexpected fuel spillage must be immediately absorbed using a suitable binding agent or dry cloths. The binding agents or cloths must then be removed from the halls immediately and disposed of properly. A technical device must prevent the start of a combustion engine despite a connected battery or external power supply.

2) Vehicles with alternative drive technology (e.g., electric or hybrid)
For these vehicles, the high-voltage system must be deactivated by a circuit breaker. Charging is only permitted in exhibition halls with prior approval from M3B Technical Management. Vehicle positions within a stand area must be marked on a plan.

3) Vehicles with alternative fuels, such as LPG or natural gas:
Exhibiting gas-powered vehicles is only permitted with an empty, unpressurized tank.

4) Hydrogen-powered vehicles:
The tanks of hydrogen-powered vehicles must be depressurized.

4.4.1.3 Explosive materials, munitions
Explosive materials are subject to the Explosives Act and must not be exhibited at trade fairs and exhibitions. This also applies to ammunition as defined under firearms law.

4.4.1.4 Pyrotechnics
Pyrotechnics are subject to the approval of the Bremen Fire Brigade (Section 20, Fire Prevention) and also require approval from M3B.

4.4.1.5 Balloons
The use of balloons filled with safety gas in the halls and on the open-air site requires approval from M3B.

4.4.1.6 Flying objects
The use of flying objects in the halls and on the open-air site is generally not permitted. Exceptions to this require prior written approval from M3B.

4.4.1.7 Fog machines
The use of fog machines is only permitted with written approval from M3B. The operator must bear the costs of providing a fire security guard.

4.4.1.8 Ash containers, ashtrays
Smoking is prohibited inside the halls and inside exhibition stands. This also applies to e-cigarettes.

4.4.1.9 Waste, recyclable and residual waste containers
No recyclable or residual waste containers made of flammable materials may be used in the stands. Any general, recyclable and residual waste must be removed regularly, at the latest in the evening of each event day, and put into suitable containers. The exhibitor may request these from M3B for a fee, and must leave them by the aisle at the edge of the stand area for disposal. Highly flammable materials such as wood shavings, wood debris, sawdust, etc. must be stored in closed containers and removed daily, even several times a day if they accumulate. The cleaning company will dispose of the waste bags issued for general, recyclable and residual waste in the evening of each event day. Substances hazardous to health or to water, such as oils, paints/dyes or emulsions, must not be poured into the sewage system. The contractual cleaner used by M3B is responsible for cleaning.

4.4.1.10 Paint sprayers, solvents
The use of paint sprayers and the use of substances containing solvents or paints/dyes is prohibited.

4.4.1.11 Abrasive cutting work and all work with an open flame
M3B must be informed of any welding, cutting, soldering, thawing and abrasive cutting work before such work begins, and a written application must be submitted to M3B. M3B will issue its approval of the work in the form of a permit. If possible, any parts being worked on should be moved outdoors, as machining is not permitted inside the hall. During such work, the environment must be sufficiently protected from any danger. Extinguishing devices must be kept ready for use in the immediate vicinity.

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4.4.1.12 Empties/storing materials
The storage of empties of any type is prohibited inside or outside of the stand inside the halls. Any empties must be removed immediately. M3B is entitled to remove illegally stored empties at the expense and risk of the exhibitor.

4.4.1.13 Fire extinguishers
If fire extinguishers are kept ready at the exhibition stand, water extinguishers (minimum 9 l) according to EN 3 or DIN 14406 must be used. (Kitchen areas and plant rooms must be equipped with carbon dioxide extinguishers (minimum 5 kg), and a fat fire extinguisher (minimum 6 l) according to EN 3 or DIN 14406 must be provided when operating a deep fryer). Powder extinguishers may only be used with M3B approval. Fire extinguishers may be rented from M3B.

4.4.1.14 Paraffin stoves
M3B must be informed in writing and in good time of any use of paraffin stoves, i.e. at least 14 days in advance. This must specify the number and type of devices. Adequate ventilation must be guaranteed. At most two paraffin stoves may be used at the same time on each stand. Only "closed" stoves are permitted; the use of open fireplaces is prohibited. Only paraffin with an ignition point of 63°C may be used as fuel, in accordance with the manufacturer's instructions. Stoves must be stable and should be placed on a smooth, non-flammable surface. Carpets are prohibited. There must be no flammable objects within a minimum diameter of 1m around the stove. Only the volume of paraffin anticipated for one day's use may be kept on the stand. In any case, quantities of over 5 litres must be stored outside the halls. Containers must be stored safely, i.e. kept closed and in a well-ventilated place. Paraffin canisters must not be stored in the immediate vicinity of the fireplace. Each stand must have at least one 6 kg powder extinguisher for fire classes A, B and C. Fire extinguishers must be clearly visible and easily accessible. Water fire extinguishers are not permitted for this purpose. Stoves may only be filled when cool, and in accordance with the manufacturer's instructions. Any spilled fuel must be immediately absorbed using a binding agent. The binding agent must be disposed of outdoors immediately. The burning stove must be supervised at all times by stand personnel. At the end of the fair day, any fuel in the stove must be completely burnt down. No fuel may be left in the stove once the fair closes. The manufacturer's operating instructions must be observed, and personnel must be trained. Visitors to the fair, especially children, must be protected against burns by accidentally touching the heated outer surfaces of the stove. It may be necessary to cordon off a suitable safety area when the stove is in use. In justified cases, M3B may prohibit or restrict the use of paraffin stoves.

4.4.1.15 Ethanol fireplaces
M3B must be informed in writing and in good time of any use of ethanol fireplaces, i.e. at least 14 days in advance. This must specify the number and type of devices. Adequate ventilation must be guaranteed. At most two ethanol fireplaces may be used at the same time on each stand. Only "closed" fireplaces are permitted; the use of open fireplaces is prohibited. In accordance with the manufacturer's regulations, only liquid or gel ethanol is permitted as the fuel. Fireplaces must be stable and should be placed on a smooth, non-flammable surface. Carpets are prohibited. There must be no flammable objects within a minimum diameter of 1m around the fireplace. Only the volume of ethanol anticipated for one day's use may be kept on the stand. In any case, quantities of over 5 litres must be stored outside the halls. Containers must be stored safely, i.e. kept closed and in a well-ventilated place. Ethanol canisters must not be stored in the immediate vicinity of the fireplace.

4.4.1.16 Knives
Knives may be exhibited, presented and sold subject to the following organisational and technical measures:
1. Direct access and removal by visitors must be prevented, e.g. by means of partition screens, distances, display cases, mechanically effective fastenings (e.g. steel cables).
2. Inspection and handling by third parties is only permitted when accompanied by the selling party (exhibitors) or by suitable and trained personnel appointed by them.
3. The goods sold must be handed over in outer packaging that prevents direct access, e.g. by means of strapping, seals or blister packaging.
4. Sellers should inform buyers that the outer packaging must not be opened on the event premises.
5. After the end of the event, the exhibition goods must be secured in such a way that unauthorised persons cannot remove them after leaving the stand.
6. The exhibition and sale of knives must be registered in advance with M3B in an informal manner.
7. M3B reserves the right to inspect the exhibition stand on site and, if necessary, to order further security measures.

4.4.2 Stand roofing
To prevent interference with fire sprinklers, stands must normally be open at the top in all halls with sprinkler systems. There are sprinklers in Halls 4 and 4.1 and in the foyers of Halls 4-6. Roofing will be deemed open if no more than 50% of the stand area is closed at the top. Sprinkler-compatible coverings with a mesh size of at least 2 x 4 mm or 3 x 3 mm are permitted. Fabric coverings must be pulled tight horizontally and be only one layer thick. Fabric coverings should not sag (for two-storey structures see also no. 4.9.2) No heat generators may be set up near sprinkler nozzles because the nozzles open at approx. 68°C and release fire water. The exhibitor is liable for damages. Highly flame-retardant material may be used for stand coverings.

Stand ceilings can be closed in Halls 1, 2, 3, 4 (high area), 5, 6 and 7 under the following conditions:
- Battery-operated smoke detectors must be installed in plant, control and storage rooms.
- For closed ceilings between 200 m² and max. 1000 m² of floor space, stands must be fitted with smoke detectors, stand security guards and additional fire extinguishers.
- Closed break rooms with more than 200 m² floor space must have smoke exhausts, in accordance with MVStättV.

4.4.3 Glass and acrylics
Only safety glass suitable for the intended purpose may be used. The edges of glass panes must be finished or protected to prevent any

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risk of injury. Solid-glass components must be marked at eye level.

4.4.4 Break rooms/closed rooms/presentation rooms/cinemas
All break rooms that are closed on all sides (closed rooms) and from which the hall cannot be seen or heard must have a visual and acoustic warning system to guarantee that the stand can be alerted at any time. Alternative measures may be approved in exceptional cases. Break rooms need a specific permit if they can accommodate more than 200 people. Escape and rescue route plans, with proof of the length and width of the rescue routes, must be drawn up for this purpose.

Closed rooms (break rooms that can only be reached through other rooms in use) are only permitted under the following conditions:
- The room leading into the closed room must have a suitably wide rescue route (at least 90 cm), which must be usable at all times.
- If there is no line of sight to the room leading into the closed room, a visual and acoustic warning system must be installed to guarantee that people can be alerted at all times.

4.5 Exits, rescue routes, doors
4.5.1 Exits and rescue routes
The walking distance from any point in an exhibition area to a hall walkway must not exceed 20 m. Break rooms with a floor area over 100m² and rooms intended to accommodate more than 100 people must have at least two rescue routes. These must be as far from one another as possible and on opposite sides of the room.

The minimum number and clear width of rescue routes (exits, stairs, corridors) is as follows:
- up to 100 m²: 1 rescue route, 0.90 m wide
- over 100 m² and up to 200 m²: 2 rescue routes, each 0.90 m wide
- over 200 m² and less than 400 m²: 2 rescue routes, each 1.20 m wide

Rescue routes must be marked according to ISO 7010, BGV A8 and/or ASR A 1.3.

4.5.2 Doors
The use of swing doors, revolving doors, doors with an entry code, sliding doors or any other access barrier in any rescue route is prohibited.

4.6 Platforms, ladders, stairs and raised walkways
Generally accessible areas which directly adjoin surfaces more than 0.20 m lower must be surrounded by balustrades. These balustrades must be at least 1.10 m high. There must be at least one top rail, one middle rail and one bottom rail. The distance between the railing components must not exceed 0.12 m in any direction. (MVStättVO Sec. 11, para. 2) For a platform, verifiable structural evidence must be submitted upon request by M3B. Depending on the use, the floor load must be designed for at least 3.0 kN/m2, in accordance with DIN EN 1991-1-1/NA in conjunction with the National Annex for Germany, Table 6.1 DE [Cat. C1]. In areas with large crowds, 5 kN/m² applies. Platforms with a single access step must not exceed a height of 0.20 m. Ladders, stairs and raised walkways must comply with accident prevention regulations.

4.7 Stand layout
4.7.1 General stand appearance
Exhibitors are responsible for the design of their stands. They must adhere to standard exhibition criteria for the event when doing so. Walls bordering visitor aisles must be brightened up by installing display cases, recesses, displays, etc. The back walls of any stands must be kept neutral where they meet neighbouring stands, in order not to detract from the design of the neighbouring stand. Products manufactured using exploitative child labour, as defined in ILO Convention 182, must not be used in the design or fit-out of the stand.

4.7.2 Inspection of rented area
Rental space is marked out by M3B or by the organizer. Every exhibitor is obliged to obtain information on the position, dimensions and any installations at the venue. Stand edges must be strictly adhered to.

4.7.3 Alterations to hall structure
Hall components and technical equipment must not be damaged, soiled or modified in any other way (e.g. drilling, nailing, screwing). Painting, wallpapering and pasting are likewise prohibited. Hall components and technical equipment may not be used to support stand structures or exhibits. Attaching decorations or similar items to sprinkler pipes, water pipes, cable routes or other installations in halls is prohibited. Hall columns/hall pillars inside stand areas may be decorated as long as this does not damage them and remains within permissible overall construction height limits. Hand-held fire extinguishers, fire alarms, push-button alarms, wall hydrants, smoke flap controls and notices about these must be freely accessible and visible at all times. If necessary, suitable inspection hatches must be fitted. Fire prevention gates and doors must not be restricted in their function. Connection points for stand supplies, electrical distribution cabinets, switch cabinets, telephone switchboards etc. must remain accessible. Hall staff must be allowed access to these facilities.

4.7.4 Hall floors
Carpets and other floor coverings must be laid in an accident-proof manner and must not extend beyond the edges of the stand. These may only be fixed down using PP or PE adhesive tape, which can be removed without leaving any residue. Carpets and floor coverings must be classed as at least B 1 flame retardant according to DIN 4102 or according to EN 13501-1 class C-s2 d0. The manufacturer's certificate must be kept at the exhibition stand. Any materials used must leave no residue when they are removed. Substances such as oil, grease, dyes or paints, etc. must be removed from the floor immediately. The hall floor must not be painted. Stickers on hall floors are only permitted if the material being applied can be removed without leaving any residue. Anchor points and fastenings are only permitted in justified exceptional cases, and only with prior written agreement from M3B. The number of anchor points must be limited to the minimum number required. There is no entitlement to install ground or floor anchors. M3B reserves the right to stipulate which

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anchoring materials must be used. When using very dirty materials such as sand, earth or gravel, exhibitors must ensure that floors and walls are not damaged. If necessary, the floor must be protected with suitable materials (film). In any case, dirt must not get into supply channels. Sand, earth or gravel must be brought in and removed using suitable equipment or machines designed to prevent any damage to the floor. Cultivators may only be used with permission from M3B. Tracked vehicles are only permitted with rubber tracks.

4.7.5 Suspensions from hall ceilings
Suspensions are possible in Halls 1, 4.01 (higher section of the hall), 5, 6 and 7. Only M3B or a company commissioned by M3B can install suspensions. The maximum height for ceiling suspensions is 7.0 m.

The following types are not permitted for safety reasons:
- Suspensions from stand components
- To secure stand components or exhibits (stand components or exhibits must stand securely by themselves)
- Suspended structures with a rigid or force-locked connection to the hall floor

Suspended structures may only be changed by M3B or its responsible service partners. Any suspensions from the hall ceiling must comply with the information in the M3B leaflet "Ceiling Suspensions".

4.7.6 Trusses
Only truss systems manufactured in compliance with the German Institute for Building Technology and that bear the CE mark may be used. The relevant laws, standards, regulations and ordinances must be applied when using truss systems. These specifically include the Machinery Directive 2006/42 /EC, SQ P1 Trusses (SQ = standards of quality) published by IGVW, the Machinery Ordinance (9.Prod. SV), the Directive on Work Equipment (89/391/EEC) and DGUV Regulation 17 (formerly the accident prevention regulation BGV C1). The manufacturer's instructions regarding use, set-up, load, maintenance etc. must be observed. Proof of load-bearing capacity and stability must be provided by an expert in a suitable written form or for more complex constructions. Proof must be submitted to M3B upon request. The stability of the structure must be ensured by using feet and, if necessary, load plates and diagonal connectors. Truss components from different manufacturers or from different systems must not be mixed. Damaged or deformed truss components must not be used. All truss components must be intended for the respective system, and must be connected and secured with the connectors provided. Loads must be properly fastened to the trusses with approved connectors. Loads must display the load capacity, a type designation, the manufacturer's name and the year of construction or a serial number as a minimum. Attached loads (e.g. spotlights/floodlights, loudspeakers, etc.) must also be secured using suitable steel cables ("safetys") in accordance with DGUV Information 215-313. These retaining elements must be labelled in accordance with legal requirements (ProdSG) The maximum values specified by the manufacturer (load table) must not be exceeded. Loads must not be attached to diagonal braces. Trusses may only be used if the permissible load and the manufacturer's instructions are observed. Climbing on trusses with cross sections less than 30 cm is not permitted. Personal protective equipment (PPE) for fall protection must be worn. A certificate of competence for the employee working on the trusses must be provided. Trusses, which can carry dangerous contact voltages if there is a fault, must be connected to the general protective-equipotential bonding. On the truss, the following information must be clearly legible at all times: 1. Manufacturer, 2. Year of and month construction (MM/YY), 3. Type, 4. ID number, 5. Net weight

4.7.7 Stand partitions
Stand partitions will be erected by the exhibitor, organizer or M3B. Rented stand partitions must not be damaged. Exhibitors will be charged for any repairs required. If the exhibitor or its stand designer observes any damage on partitions at the start of stand set-up, they must report it immediately to the responsible hall service.

4.7.8 Advertising materials/shows
Stand and exhibit lettering, company and trademarks must not exceed the prescribed overall height. They should look appealing. Shows, visual, slow-moving, acoustic advertising media and musical reproductions are permitted as long as they do not disturb neighbouring stands, do not cause congestion in the aisles and do not drown out the event's own PA systems inside the halls. Volumes must not exceed 70 dB (A) at the edge of the booth. Printed matter may only be distributed and advertising material used inside each exhibitor's own stand area.

4.7.9 Barrier-free access
Stand design should allow for barrier-free access. Stands and their facilities should also be accessible and usable for people with reduced mobility unassisted.

4.7.10 Kitchens
For safety reasons, gas-fuelled kitchen appliances are not allowed to be used in the exhibition halls. Kitchen fumes (vapours), particularly deep fryer vapours, must be minimised by using a ductless extractor hood. The extractor hood must have an activated carbon and grease filter. Deep fryers may only be operated with the prior agreement of M3B.

4.8 Open-air site
The provisions above on stand construction also apply to stands on the open-air site. All structures on the open-air site/outdoor area require written approval from M3B, the submission of proof of stability and the corresponding documentation. If a project requires planning permission under Section 61 of the Bremen State Building Code, written approval will be required, and, if necessary, acceptance by the competent authority/authorities. Particular reference is made here to the Bremen Directive on the Construction and Operation of Portable Structures (BremFIBauR) and the further DIN EN 13814 and DIN EN 13782. DIN EN 1991-1-4 applies to all superstructures, taking into account location-related wind zones as a requirement for the calculations. The exhibitor will bear the cost of acceptance for the portable structure. If the exhibitor plans any excavations for foundations, pits, pipelines, cable trenches, flagpoles, etc., on the open-air site, the approval of M3B must be obtained in good time. No such work may be carried out without permission. Ground anchors, such as pegs or the like, are also subject to approval.

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4.8.1 Wind loads
All stand structures on the open-air site must be designed to withstand likely wind loads, in accordance with DIN EN 1991-1-4, taking into account the location-related wind zone. Exhibitors/stand operators must pay attention to weather forecasts and take any necessary safety measures, including dismantling the stand or ceasing trading if severe weather warnings are announced. In the case of mobile items (e.g. small exhibits, furniture, parasols, advertising displays, etc.), exhibitors/stand operators must ensure that these are di mantled and properly secured at short notice if severe weather warnings are announced. If the organizer closes the open-air site be-cause of bad weather, exhibitors must immediately secure their stands and vacate any visitors, guests and staff from their stand areas.

4.8.1.1 Wind loads for portable structures
If a portable structure is involved, in accordance with the Bremen State Building Code, wind loads according to DIN EN 13814, 5.3.3.4 (for event systems) or DIN EN 13782,6.4.2.2 (for marquees) may be applied. If an operating load case is used, in accordance with DIN EN 13814,5.3.3.4, it is recommended that exhibitors/stand operators cease trading above a wind speed of v=15 m/s (including gusts at this speed).

4.8.2 Snow loads
During the months between October and mid-May, calculations must show that normal snow loads according to DIN EN 1991-1-4 / NA for all load-bearing roofings have been taken into account. Exhibitors/stand builders are responsible for clearing snow and removing slip hazards in their stand areas. The organizer and M3B assume no liability for this.

4.9 Two-storey structures
4.9.1 Construction application
Two-storey structures are only permitted with the agreement of M3B. Requests must be submitted as soon as stand approval is granted. Approval also depends on the intended position inside the hall and the allocated floor space. Two-storey structures are not possible in Halls 2, 3, 4 (lower section of the hall), 4.1 or Congress Centre. Further information is given in no. 4.2.1

4.9.2 Requirements for the stand area superstructure, safety distances, height inside the stand
For maximum construction height requirements, see no. 4.3 Planned stand structures that exceed a height of 2.50 m are generally subject to approval. The clear height of interior spaces in two-storey structures must be at least 2.30 m on the ground and upper floors. Stand structures at stand edges which meet neighbouring stands must be of a neutral design above a height of 2.50 m.

4.9.3 Working load/assumed load
DIN EN 1991-1-1/NA, in conjunction with the National Annex for Germany, states that for the floor slab of a two-storey exhibition stand inside an exhibition hall, Table 6.1 DE (Cat C) must be applied as the vertical working load: Restricted use by trade visitors or stand personnel for meetings or with assisting customers, i.e. furnished with tables and chairs arranged freely or in separate meeting rooms requires a working load of [Cat. C1]: qk = 3.0 kN/m². Unrestricted use as a freely accessible exhibition and meeting area or sales area, without or with closely-spaced seating requires a working load of [Cat. C3 and above]: qk = 5.0 kN/m².

Stairs and stair landings must always have a working load of [Cat. T2]: qk = 5.0 kN/m².

To achieve sufficient longitudinal-lateral stability in two-storey exhibition stands or grandstands, a horizontal load of H = qk/20 (qk = ver-tical working load) must be applied at the top of the floor level. For balustrades and railings, a horizontal working load of qk = 1.0kN/m at rail height is required, according to DIN EN 1991-1-1/NA, in conjunction with the National Annex for Germany, Tab. 6.12 DE [Cat. C]. It must be shown that permissible loads on the hall floor are not exceeded, e.g. by individual supports (see 3.1. Hall specifications). For multi-storey buildings and special structures, a load-spreading base plate of at least 20 x 20 cm must be used under the supports, in line with static requirements for high loads.

4.9.4 Rescue routes/stairs
On the upper floor of a two-storey exhibition stand, the walking distance to the hall walkway from any accessible point must not exceed 20.00 m.

The minimum number and clear width of rescue routes (exits, stairs, corridors) is as follows:
- up to 100 m²: 1 rescue route, 0.90 m wide
- over 100 m² and up to 200 m²: 2 rescue routes, each 0.90 m wide
- over 200 m² and less than 400 m²: 2 rescue routes, each 1.20 m wide

If the area of the upper floor exceeds 100 m², at least two staircases are required; these must be positioned at opposite points of the room. All stairways must be designed according to DIN 18065. Stair risers must not exceed 0.19 m in height and tread width must be at least 0.26m. The clear width of any stairs required must not exceed 2.40 m. Clear headroom must be at least 2.00 m. Treads must be closed. Spiral or solid newel stairs are not permitted as required stairways. Handrails must be non-slip and continuous. Handrails must be spaced at least 0.05 m away from nearby components.

4.9.5 Construction materials
For two-storey stands, all load-bearing components, ground floor ceilings and the floor on the upper floor must be built from building materials which are at least flame-retardant (in accordance with DIN 4102 or EN 13501-1).

4.9.6 Upper floor
If necessary, roll-stops at least 0.05 m high must be fitted to the floor near balustrades on the upper floor. Balustrades must be built in accordance with nos. 4.6. and 4.9.3. In halls fitted with sprinklers, the upper floor must always be open to the ceiling. Otherwise, suitable

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fire protection measures are required. In addition to the fire extinguishers already on the ground floor, there must be at least one clearly visible and easily accessible fire extinguisher per stairway.

5. Operating safety, technical safety regulations, technical provisions, technical services
5.1 General provisions
Exhibitors are responsible for operating safety, and for complying with occupational health and safety and accident prevention regulations on their stands. Construction and dismantling work must comply with the provisions of labour and trade law.

5.1.1 Damages
Any damages caused by an exhibitor or its agents inside the exhibition grounds, its buildings or facilities must be remedied after the event by said exhibitor at said exhibitor's expense.

5.2 Use of work equipment
Nail guns and pin drivers may permitted in individual cases. Woodworking machines without chip extractors must not be used. The use of cranes and forklifts is reserved for forwarding companies contracted by M3B. Exceptions to this rule must be cleared with M3B in advance. Using or hiring elevated work platforms is reserved exclusively for M3B contracted freight forwarder. The use of externally rented aerial work platforms is strictly prohibited on M3B's premises. Own crank lifts may be used on M3B premises provided they have a current inspection including a sticker, documentation can be presented upon request, and all work and safety regulations are observed. Crank lifts can also be rented from our contracted freight forwarder.

5.3 Electrical work
5.3.1 Connections
Only M3B or its contractors are permitted to carry out electrical work between supply channels or wall distribution boxes and stands. Electrical work that only M3B or its contractors may carry out includes the main connection with electrical cables, the main fuse and, if necessary, the main switch/electricity meter. M3B reserves the right to limit the electrical connection to one basic connection per stand area for safety reasons. The use of generators on the stands is not permitted. Exhibitors are not entitled to obtain electricity for their stands from any party not authorised by M3B for this purpose. Exhibitor are specifically prohibited from obtaining electricity from neighbouring stands. Exhibitors are also not entitled to supply third parties with electricity on the exhibition grounds, unless these are co-exhibitors. Where possible, electrical installations will be laid inside supply channels; this may be in hallways if required for the connection point location. M3B is entitled to route electrical cables and connections destined to serve neighbouring stands through an exhibitor's stand. If an exhibitor wishes to lay cables that cross traffic aisles or third-party stands, this requires the prior consent of M3B. Cables must be laid so that they are safe for traffic. This will be at the exhibitor's cost. For security reasons, M3B reserves the right to switch off the electricity supply for exhibitors after the event ends.

5.3.2 On-stand electrical work
Inside stands, electrical work may be made by exhibitors' own qualified electricians or by specialist companies authorised in accordance with VDE regulations, VdS guidelines and current technologies. Electrical work inside stands may also be carried out by M3B or its contractors if an order is placed for such work. Exhibitors are responsible for any work they carry out themselves.

5.3.3 Assembly and operating provisions
All electrical work must be carried out according to the latest safety regulations published by the Association for Electrical, Electronic and Information Technologies (VDE). Standards VDE 0100, 011-718, 0128 and IEC standard 60364-7-711 must be observed in particular. Sockets and lighting circuits up to 32A (except those for emergency lighting) require residual current devices (RCDs) with a rated diff rential current of max. 30 mA. Cable cores for high-voltage current and lighting circuits must have a cross section of at least 1.5 mm². Flexible cables (including flat cables) must not be laid under floor coverings without protection from mechanical loads. Lines and cables must be approved for the intended type of installation. The proportion of high- or low-frequency interference transmitted into the network must not exceed the values specified in VDE 0160 and VDE 0838 (EN 50 006 and EN 61000-2-4). Protective measures must include conductive components in the event of indirect contact (stand earthing). The IGVW standard states that SQP4 16mm² Cu or 25mm² Cu are reliable for the cross section of protective bonding conductors. Supply cables for all stands must be designed with separate protective (PE) and neutral (N) conductors and these must not be connected to one another. The earth conductor must be connected to all devices. To ensure the load is evenly distributed, circuits on the stand must be subdivided accordingly. Motors with a connected load of more than 20KW may only be switched on with a current-limiting starting device. Bare electrical wires and terminals are not permitted in low-voltage systems. Secondary cables must be protected against short circuits and overload.

5.3.4 Safety precautions
For individual protection, any electrical devices that emit heat (hot plates, floodlights, transformers, etc.) must be mounted on non flammable, heat-resistant, asbestos-free supports. Depending on the level of heat generated, they must be positioned a suitable distance from any combustible materials. Lighting fixtures must not be attached to flammable decorations or similar.

5.3.5 Safety lighting
Stands whose particular structures mean that existing general safety lighting is ineffective require additional safety lighting, according to VDE 0100-718 and VDE 0100-560. This must be designed to ensure people can safely find and access general rescue routes.

5.4 Water and waste water plumbing
Only M3B or its contractors are permitted to carry out water and waste water pipework between supply channels and stands. Water and waste water plumbing work includes the main water connection (supply and drainage connection) with supply and drain pipes and, if applicable, the water meter. Exhibitors are not entitled to obtain water for their stands from any party not authorised by M3B for this purpose. Exhibitors are specifically prohibited from obtaining water from neighbouring stands. Exhibitors are also not entitled to supply

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third parties with water on the exhibition grounds, unless these are co-exhibitors. Where possible, water and waste water plumbing are laid inside supply channels; this may be across hallways if required for the connection point location. Water and waste water plumbing is not possible in the Congress Centre.

M3B is entitled to route water and waste water pipes used to serve neighbouring stands through an exhibitor's stand. In exceptional circumstances, if the position prevents it, it may be impossible to install a connection ordered or this may incur additional costs. If an exhibitor wishes to lay pipes that cross traffic aisles or third-party stands, this requires the prior consent of M3B. Pipes must be laid so that they are safe for traffic. This will be at the exhibitor's cost. If water consumption is not charged as a flat rate, it will be calculated based on the consumption per m^3, recorded by the built-in meter, at the prices specified on exhibitor services order forms. For security reasons, M3B reserves the right to switch off the water supply for exhibitors after the event ends.

5.4.1 On-stand water and waste water plumbing
Inside stands, sanitary plumbing may be carried out by exhibitors' own qualified plumbers or by specialist companies authorised in accordance with German and EU regulations and current technologies. Plumbing work inside stands may also be carried out by M3B or its contractors if an order is placed for such work. All work inside the stands must comply with the current valid German Drinking Water Ordinance, so that installing and operating a connection has no long-term impact on drinking water quality. Any unauthorised connections, machines or devices, or any which fail to comply with regulations, or have a higher than reported consumption are prohibited. They may be removed from the stand by M3B at the expense and risk of the exhibitor and taken into safekeeping. If the drainage gradient is too low, dishwashers without a built-in waste water pump must not be connected to the water network for safety reasons. M3B must be notified in advance if any cooling units with an open cooling circuit will be connected. M3B reserves the right to prohibit the use of cooling devices with an open cooling circuit. Any water used, e.g. in water basins, fountains, in waterwall and air humidification or in other spray systems used on the stand, must be guaranteed to be fully hygienic at all times. Proof of this must be provided if M3B requests it.

5.5 Compressed air work
Exhibition stands can be supplied with compressed air in Halls 4, 5, 6 and 7. Air is supplied via a connection to a compressor station. M3B must be informed if any exhibitor wishes to use its own compressor at the latest four weeks before construction begins. Only M3B or its contractors are permitted to carry out compressed air installation work between supply channels and stands. Compressed air installation work includes the main compressed air connection and compressed air lines. Exhibitors are not entitled to obtain compressed air for their stands from any party not authorised by M3B for this purpose. Exhibitors are specifically prohibited from obtaining compressed air from neighbouring stands. Exhibitors are also not entitled to supply third parties with compressed air on the exhibition grounds, unless these are co-exhibitors. Where possible, compressed air installations will be laid inside supply channels; this may in hallways if required for the connection point location. M3B is entitled to route compressed air pipes used to serve neighbouring stands through an exhibitor's stand. In exceptional circumstances, if the position prevents it, it may be impossible to install a connection ordered or this may incur additional costs. If an exhibitor wishes to lay pipes that cross traffic aisles or third-party stands, this requires the prior consent of M3B. Pipes must be laid so that they are safe for traffic. This will be at the exhibitor's cost. For security reasons, M3B reserves the right to switch off the compressed air supply for exhibitors after the event ends.

5.5.1 On-stand compressed air work
Inside stands, compressed air work may be carried out by exhibitors' own qualified staff or by specialist companies authorised in accordance with German and EU regulations and current technologies. Compressed air installation work inside stands may also be carried out by M3B or its contractors if an order is placed for such work. Any unauthorised connections, machines or devices or any which fail to comply with regulations or with a higher than reported consumption are prohibited. They may be removed from the stand by M3B at the expense and risk of the exhibitor and taken into safekeeping.

5.6 Gas
See no. 5.8

5.7 Machinery, pressure vessel and exhaust gas systems
5.7.1 Machine noise
Prior written agreement from M3B is required to operate noisy machinery or other equipment. This noise must not disturb other event participants, or encourage visitors to congregate thus causing congestion in the aisles. It must not drown out the fair's own PA systems inside the halls. Noisy machinery or other equipment may only be operated for short intervals, and only for as long and as often as required for demonstration purposes. Volumes must not exceed 70 dB (A) at the edge of the booth.

5.7.2 Product safety
All technical equipment and consumer products on display must meet the requirements of the Product Safety Act (ProdSG). Technical equipment and consumer products that do not meet these requirements must bear a clearly visible sign showing that they do not meet the requirements of the law above, and may only be purchased when they achieve compliance with legal requirements. For any technical equipment and consumer products bearing the CE mark, the relevant declaration of conformity from the manufacturer must be kept at the stand. During demonstrations, stand personnel must take the necessary precautions to protect people.

5.7.2.1 Protective devices
All protective devices must be in place when machinery and apparatus are being operated. Standard protective devices may be replaced by a secure cover made of organic glass or some other similar, transparent material. Protective devices may be removed if equipment is not being operated to allow visitors to see how the exposed parts of the machinery are built or made. Protective devices must remain next to machinery where they can be seen.

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5.7.2.2 Inspection procedures
The technical equipment exhibited will be inspected by the relevant supervisory authority to check it meets accident prevention and safety criteria, if necessary jointly with the responsible professional specialist committees, and will be checked for compliance with safety requirements. So that the commission may check the CE marking, the EC declaration of conformity must be kept ready for inspection at the exhibition stand. If they are in any doubt, exhibitors should contact the responsible commission in good time before the exhibition begins.

5.7.2.3 Operating ban
M3B is also entitled to prohibit the operation of machinery, apparatus and devices at any time if it believes such operation poses any danger to people or property.

5.7.3 Pressure vessels
5.7.3.1 Acceptance certificate
Pressure vessels may only be operated on stands if they have been subjected to the tests required by the Industrial Safety Ordinance (BetrSichV). Test certificates issued for the equipment must be kept at the exhibition stand, near the pressure vessel, and must be presented to the responsible supervisory authority upon request.

5.7.3.2 Inspection
In addition to submitting a certificate of construction and water pressure testing (EC declaration of conformity and any documents required in German or English), acceptance must be carried out on site. Registering up to four weeks before the start of the exhibition means that pressure vessels subject to inspection can be subjected to the acceptance test by the Technical Supervisory Association at the exhibition stand up to one day before the exhibition opens. Someone responsible for the pressure vessel must be present at the exhibition stand.

5.7.3.3 Rented equipment
The above regulations likewise apply to any rental equipment being used. In particular, test certificates issued for the equipment (5.7.3.1) must be kept at the exhibition stand, and must be presented to the responsible supervisory authority upon request.

5.7.3.4 Monitoring
The required acceptance certificates must be kept available for the trade and industrial inspectorate throughout the event. 5.7.4 Exhaust gases, vapours, aerosols and dusts Flammable vapours, gases, aerosols and dusts released by exhibits and equipment that are harmful to health or are a nuisance to the general public may not released inside the halls.

5.8 Use of pressurised gases, liquefied gases, flammable liquids, combustible pastes and other fuels
5.8.1 Pressurised and liquefied gas systems
Introducing, deploying or using liquid gas such as propane, butane, etc. is prohibited inside the exhibition halls. If this rule is breached, M3B is entitled to remove the equipment at the expense and risk of the exhibitor and, if necessary, to close the stand for safety reasons.

5.8.1.1 Application for approval of compressed gas cylinders
Flammable and non-flammable gases in compressed gas cylinders, compressed gas packs or tanks must not be stored or used without permission from M3B. In accordance with the relevant accident prevention regulations, pressurised gas cylinders must be protected to prevent any impact, fall, unauthorized access or heating. Toxic gases must not be used.

5.8.2 Flammable liquids, combustible pastes
The storage and use of flammable liquids or combustible pastes is strictly prohibited. Exceptions must be agreed with M3B at an early stage and written approval is required. See also nos. 4.4.1.14 and 4.4.1.15 in this matter. DGUV Regulation 113-001, its corresponding documents and safety data sheets must be observed. The amount stored must not exceed the amount required for one day's use. Equipment may only be refilled in compliance with the safety regulations and outside of visitor times. Empty containers must be removed from the hall immediately. The storage of flammable and/or explosive cleaning agents inside the hall is prohibited. The smoking ban must be strictly enforced. Dummies must be used to exhibit larger quantities.

5.9 Asbestos and other hazardous substances
The installation or use of any building materials or products containing asbestos or other hazardous substances is prohibited. We refer to the Law on Protection from Hazardous Substances (Chem. Gesetz) in the current, valid version, in conjunction with the Banned Chemicals Ordinance (ChemVerbotsV) and the Ordinance on Hazardous Substances (GefStoffV).

5.10 Protection against radiation
5.10.1 Radioactive substances
The handling of radioactive substances is subject to approval and must be agreed with M3B. According to the Radiation Protection Ordinance, approval must be sought from the responsible authority and submitted to M3B at least six weeks before the trade fair begins. If there is already a permit, proof must be provided that the planned use of radioactive materials on the exhibition grounds complies with all legal requirements.

5.10.2 X-ray equipment, sources of stray radiation
The use of X-ray systems and sources of stray radiation must be agreed with M3B. The Regulation for the Protection from Damage through X-Rays (RöV, BGBl I) must be observed. The use of X-ray systems and sources of stray radiation is subject to approval or notification, Secs. 3, 4, 5, 8 RöV. The local competent authority for the exhibition is the Trade Supervisory Authority of the State of Bremen
- Labour and Pollution Control Authority, to which applications

or notifications must be submitted at least 4 weeks before the event begins.

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5.10.3 Laser systems
The use of class 3R, 3B or 4 laser systems must be agreed with M3B. The use of laser systems must be reported to the responsible accident insurer and the Trade Supervisory Authority of the State of Bremen, Unit 30 - Technical Safety, in accordance with Sec. 5 of DGUV Regulation 11 "Laser radiation". Notification must be submitted with a written order from a laser protection officer for the operation of the laser device. DGUV Information Sheets 203-036 and 203-037 "Laser devices for show and projection purposes" must also be observed during its use. A copy of the notification and permit must be submitted to M3B.

5.11 High-frequency equipment, radiocommunications systems, electromagnetic compatibility, harmonic components
The use of high-frequency equipment and radiocommunications systems is subject to approval by the Federal Network Agency and exhibitors must arrange with M3B to evenly distribute frequencies and to rule out mutual interference where possible. High-frequency devices and radiocommunications systems may only be used if they comply with the provisions of the Law on Telecommunications Equipment BGBI I and the Law on Electromagnetic Compatibility of Equipment (EMVG). Personal paging systems, microport systems, intercom systems and radiocommunications systems may only be operated with the approval of the Regulatory Authority for Telecommunications and Post (RegTP). A copy of permit documents from the regulatory authority must be submitted to M3B in good time before the event begins. Likewise, the use of high-frequency equipment and radiocommunications systems is only permitted if evidence is provided to show that the frequency to be used is sufficiently different from the frequencies/applications already used on the exhibition grounds. This evidence must be submitted to M3B. Information on the frequencies/applications used on the exhibition grounds can be obtained from M3B. If exhibits are displayed or stand decorations are used that use electrical, magnetic or electromagnetic fields, the stipulations in the 26th Ordinance on the Implementation of the Federal Emissions Protection Law must be observed. Electrical work for exhibits and exhibition stands not cause unacceptably high circuit feedback in the exhibition centre power network because of current harmonics (see also no. 5.3.3.).

5.12 Forklifts, exhibition goods, empties, deliveries
Exhibitors may only use their own forklifts on the exhibition grounds with permission from M3B. Only electric forklifts or diesel forklifts with fixed soot filters may be used. Gas-powered forklifts are prohibited. The prescribed test intervals for forklift trucks, their MOTs and exhaust gas tests must be observed. Forklift truck drivers must hold a proficiency certificate. Normally, only the company contracted by M3B holds forwarding rights inside the exhibition grounds, i.e. moving exhibits, stand structures, etc. to stands, as well as providing any auxiliary equipment and customs clearance for temporary or permanent imports. All orders placed with forwarding agents are subject to the latest version of the General German Conditions for Forwarding Agents (ADSp); M3B's forwarding tariff for trade fairs and exhibitions also applies. M3B assumes no liability for any risks that may arise from the activities of the forwarding companies. Loads must be properly secured. The storage of empties of any type on stands is prohibited. Any empties must be taken immediately to the designated storage area for empties by the forwarding agents authorised on the exhibition grounds.

5.12.1 Cranes
Exhibitors may only use their own cranes on the exhibition grounds with permission from M3B. DGUV Regulation 53 Cranes and DGUV Principle 309-003 Selection, Instruction and Qualification of Crane Operators must be observed. Permissible floor loads and the maximum overhead clearance (see no. 3.1) must be observed.

5.13 Musical reproductions
GEMA will assert claims for damages for the unregistered use of musical performances. Please contact GEMA directly - before the event begins - to conclude an agreement covering copyrighted music performances. Tel.: +49 (0) 30 588 58 999; www.gema.de.

5.14 Beverage dispensing systems
Legal provisions, in particular the Technical Rules for Dispensing Systems (TRSK) 400, DIN 6650-6 and the Industrial Safety Ordinance (BetrSichV) must be observed when installing and operating beverage dispensing systems on stands.

5.15 Foodstuff inspections
Legal provisions must be observed if food samples are distributed or food and beverages are sold for consumption on site, in particular the current, valid versions of the Food Hygiene Ordinance and the Food Information Ordinance (LMIV).

6. Environmental protection
M3B is committed to preventive environmental protection. As a contractual partner of M3B, every exhibitor is obliged to ensure that its contractors also comply with all provisions and requirements concerning environmental protection. Wherever possible, durable, easy to repair and reusable or recyclable materials and products must be used inside the exhibition grounds. Hospitality providers should not use disposable tableware. Where possible, beverages should be sold in reusable containers. However, if disposable tableware is used in individual cases, only materials that decompose without harming groundwater or that can be burned in waste-to-energy plants without polluting the environment may be used.

6.1 Waste management
The following regulations are all based on the requirements of the Waste Management and Product Recycling Act (KrWG), the relevant implementation provisions and ordinances, in particular the Commercial Waste Ordinance, and "State Laws" and "municipal statutes". Exhibitors are responsible for disposing of their waste properly and in an environmentally friendly manner when constructing, running and dismantling their stands. Exhibitors produce this waste. Technical arrangements for waste disposal for recycling and disposal are the sole responsibility of M3B and its appointed contractual partners.

6.1.1 Waste disposal
According to the principles of the circular economy, waste at trade fair venues should be avoided in the first place. Exhibitors and their contractual partners are obliged to make an effective contribution to this at every stage of the event. This goal must be pursued from the

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planning stage onwards, and in coordination with all parties involved. In general, stands should be built and operated using reusable and environmentally friendly materials. Exhibitors may commission the disposal of their waste from M3B or its contracting companies for a fee. In this case, M3B must be informed about any waste generated in good time, and given information about the materials and the materials and the quantity involved. Exhibitors must put waste into suitable containers, which M3B can provide upon request for a fee. Kitchen and hospitality waste must be collected separately and sorted into plastic, glass, paper and residual waste. Any materials left on the grounds will be disposed of at higher rate at the exhibitor's expense, and without checking their value.

6.1.2 Hazardous waste
Exhibitors must notify M3B about waste that is particularly hazardous to health, air or water, or is explosive or flammable (e.g. batteries, varnishes, solvents, lubricants, paints/dyes, etc.) and arrange for its proper disposal by the responsible contractual partner.

6.1.3 Waste brought onto the site
Materials and waste not produced in connection with the event period, construction or dismantling must not be brought onto the site.

6.2 Water, waste water, soil protection
6.2.1 Oil/grease separators
The discharge of any substances into the water network must not exceed ordinary household pollutant levels. If waste water being disposed of contains more oil/grease than this, oil/grease separators must be used. These must comply with recognised standards of good practice. For mobile catering, care must be taken to collect and dispose of grease and oils separately.

6.2.2 Cleaning/cleaning agents
M3B organises the cleaning of the grounds, halls and walkways. Exhibitors are responsible for cleaning their stands, and this must be completed before the event begins every day. Biodegradable products must be used for all cleaning tasks. The regulations state that cleaning agents containing harmful solvents may only be used in exceptional cases.

6.3 Environmental damage
Damage to the environment/contamination (e.g. from petrol, oil, solvents, paints or dyes) must be reported to M3B immediately.

Bremen, July 2026