

# Technical Guidelines

## 1 Preliminary Statements

- 1.1 House Regulations / Extract from the House Regulations

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- 1.2. Opening Times
  - 1.2.1 Construction and Dismantling Times
  - 1.2.2 Duration of Event

## 2 Traffic on the Fair Grounds, Escape Routes, Safety Equipment

- 2.1 Traffic Regulations

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- 2.2 Escape Routes
  - 2.2.1 Fire Department Operation Zones, Hydrants
  - 2.2.2 Emergency Doors, Emergency Exits, Hall Gangways

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- 2.3 Safety Equipment

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- 2.4 Stand Numeration

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- 2.5 Security

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- 2.6 Emergency evacuation

## 3 Technical Data and Equipment in the Halls and Outdoor Areas

- 3.1 Hall Data
  - 3.1.a Hall Overview
  - 3.1.b Hall Height (Clear Span)
  - 3.1.c Elevators
  - 3.1.d Service Doors / Fireproof Door Shutters, Smoke Aprons
  - 3.1.e Doors
  - 3.1.f Technical Hall Information
    - 3.1.1 General Lighting, Type of Power, Voltage
    - 3.1.2 Compressed Air, Electrical and Water Supply
    - 3.1.3 Communications Facilities
    - 3.1.4 Sprinkler Systems
    - 3.1.5 Heating, Ventilation
    - 3.1.6 Faults

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- 3.2 Outdoor Areas

## 4 Stand Construction Regulations

- 4.1 Stand Safety

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- 4.2 Stand Construction Authorization
  - 4.2.1 Inspection and Acceptance of Constructions which Require a Permit
  - 4.2.2 Vehicles and Containers
  - 4.2.3 Modifications to non-regulation Components

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- 4.3 Overall Height

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- 4.4 Fire and Safety Regulations
  - 4.4.1 Fire Protection
    - 4.4.1.1 Stand Construction and Decoration Materials
    - 4.4.1.2 Display of Motor Vehicles
    - 4.4.1.3 Explosive Substances / munitions
    - 4.4.1.4 Pyrotechnics
    - 4.4.1.5 Use of Balloons and flying objects
    - 4.4.1.6 Fog Machines
    - 4.4.1.7 Smoking in the Halls
    - 4.4.1.8 Containers for waste, recyclable materials and non-recyclable materials
    - 4.4.1.9 Spraying Guns, Cellulose Nitrate Lacquer
    - 4.4.1.10 Abrasive Cutting and Grinding Work and all Work with Open Flames
    - 4.4.1.11 Empty Containers
    - 4.4.1.12 Fire Extinguishers
  - 4.4.2 Stand Covering
  - 4.4.3 Glass and acrylic glass
  - 4.4.4 Meeting places

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- 4.5 Exits, escape routes, doors
  - 4.5.1 Exits and escape routes
  - 4.5.2 Doors

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- 4.6 Platforms, Ladders, Steps, Catwalks and Ramps

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- 4.7 Stand Design
  - 4.7.1 Appearance
  - 4.7.2 Checking the Rented Area
  - 4.7.3 Changes to the Substance of the Building
  - 4.7.4 Hall Flooring
  - 4.7.5 Hanging Objects from the Hall Ceiling
  - 4.7.6 Stand Partition Walls / System Stands
  - 4.7.7 Advertising / Presentations / Outdoor Advertising

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- 4.8 Outdoor Areas

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- 4.9 Two-Story Construction
  - 4.9.1 Construction Request
  - 4.9.2 Conditions on Building Structures on the Stand Area, Clearance Distances, Height of Stand Interior
  - 4.9.3 Traffic Loads / Design Loads
  - 4.9.4 Escape Routes / Stairs
  - 4.9.5 Construction Material
  - 4.9.6 Upper Floor

## Technical Guidelines

### **5** Operational Safety, Technical Safety Regulations, Technical Code, Technical Supply

#### 5.1 General Regulations

##### 5.1.1 Damages

#### 5.2 Use of Tools

#### 5.3 Electrical Installation

##### 5.3.1 Connections

##### 5.3.2 Stand Installation

##### 5.3.3 Assembly and Operating Regulations

##### 5.3.4 Safety Measures

##### 5.3.5 Safety Lighting

#### 5.4 Water and Waste Water Installation

#### 5.5 Compressed air / gas installation

##### 5.5.1 Compressed air

##### 5.5.2 Gas

#### 5.6 Machine, Pressure Vessel and Exhaust Gas Facilities

##### 5.6.1 Machine Noise

##### 5.6.2 Device security law and product safety law

##### 5.6.2.1 Safety Devices

##### 5.6.2.2 Test Procedures

##### 5.6.2.3 Operating Ban

##### 5.6.3 Pressure Vessels

##### 5.6.3.1 Approval Confirmation

##### 5.6.3.2 Testing

##### 5.6.3.3 Rental Devices

##### 5.6.3.4 Monitoring

##### 5.6.4 Exhaust Gases and Vapors

##### 5.6.5 Exhaust Gas Facilities

#### 5.7 Use of Compressed Gases, Liquid Gases and Combustible Fluids

##### 5.7.1 Compressed Gas and Liquid Gas Facilities

##### 5.7.1.1 Approval Request for Compressed Gas Bottles

##### 5.7.1.2 Use of Liquid Gas

##### 5.7.1.3 Setup and Maintenance

##### 5.7.2 Combustible Fluids

##### 5.7.2.1 Storage and Use

##### 5.7.2.2 Storage of Required Amounts

##### 5.7.2.3 Storage Containers

##### 5.7.2.4 Storage Location

##### 5.7.2.5 Conditions for Operating

##### 5.7.2.6 Filling with Liquids

##### 5.7.2.7 Empty containers

#### 5.8 Asbestos and Other dangerous substances

#### 5.9 Film, Photography, Television and other Types of Presentations

#### 5.10 Radiation Protection

##### 5.10.1 Radioactive Materials

##### 5.10.2 X-Ray Facilities and Interference Radiators

##### 5.10.3 Laser Facilities

#### 5.11 High-frequency devices, radio systems, electromagnetic compatibility and harmonic oscillations

#### 5.12 Cranes, Fork-lift Trucks, Empty Containers, Trade Fair Forwarding Agents, Customs

##### 5.12.1 Customs Clearance

#### 5.13 Musical Renditions

#### 5.14 Drink Dispensing Machines

#### 5.15 Food Monitoring

#### 5.16 Import of Meat and Meat Products

### **6** Environmental Protection

#### 6.1 Waste

##### 6.1.1 Waste Disposal

##### 6.1.2 Wastes in Need of Special Monitoring

##### 6.1.3 Waste Which Has Been Brought on Site

#### 6.2 Water, Waste Water, Ground Protection

##### 6.2.1 Oils, Fat Collectors

##### 6.2.2 Cleaning / Cleaning Agents

#### 6.3 Environmental Damage

### **7** Miscellaneous

#### 7.1 "Infoscout" – the Cologne Visitor Information System

#### 7.2 Insurance / Watchmen

##### 7.2.1 Insurance

##### 7.2.2 Watchmen

#### 7.3 Exhibition Protection

#### 7.4 Arranging Personnel

#### 7.5 Hotel Room Reservations

#### 7.6 Rental Furniture and Equipment

#### 7.7 Catering

### **8** List of key words, technical guidelines