



10. + 11.3.2018

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## Important Information at a Glance

### Protection against Theft

#### Accessories/jewellery/small-format exhibits stolen in passing...

Take advantage of our security experts and security services to keep your small-format exhibits under surveillance protecting them from unauthorised access.

You have the option to order security guards through our authorised security service provider for deployment times > 5 hours. Factor security into your trade fair appearance.

Based on our experience we recommend specific periods where investment in the security and surveillance of your exhibition stand makes sense:

##### ■ **Stand construction**

... the last few hours before your trade fair appearance, your stand is fully equipped with all your exhibits. There is a hustle and bustle in the exhibition halls. Do not leave your exhibits unattended after completing your stand construction and fitting!

**Order security experts for this period!**

- If you have small exhibits, jewellery items or accessories, we recommend **protecting your stand against theft** by using the professionals of our security service companies **for the duration of the exhibition.**
- **For the dismantling period** at the end of the event the situation in the exhibition halls is similar to that of stand construction ... busy, ungovernable activities.  
**Invest in security here.**

I am pleased to advise you on planning in this sensitive field!

Thomas Schindler

Abt. UT-G/Geländeservice und Zentrale Dienste

Phone +49(0)211/ 45 60 - 135

Fax +49(0)211/ 45 60 - 85 20

mailto: SchindlerT@messe-duesseldorf.de



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## Important Information at a Glance

### Important Information

#### Working on Sundays and public holidays

Work is permitted on Sundays and Public Holidays during the trade fair period in accordance with § 10 para. 1, No. 9 of the Arbeitszeitgesetz [= Working Hours Act]. It is not necessary to obtain approval from the authorities for activities within the trade fair grounds. Attention is drawn to the compensation rules, § 11 of the Working Hours Act.

#### Night work

If it is necessary to carry out work outside the opening hours for exhibitors, you need a night working permit for the personnel involved and if required for a vehicle. With this permission work may be carried out up to midnight. You must apply for it duly before nightwork is to commence. Therefore please contact the "Sicherheitsleitzentrale" (Administration Building, groundfloor, next to the reception).

Phone: +49 (0)211/45 60-693

For security reasons, standcleaning outside the opening hours for exhibitors can only be carried out by our servicepartner ISS Messeservice. Therefore no night working permit will be issued for standcleaning outside the opening hours for exhibitors!

#### Photography and Filming Permit

Photographing and filming of your own stand outside event opening times requires a special permit. On presentation of your identity card and written application from the owner of the stand you will receive the photography and filming permit at the security control centre (Sicherheitszentrale). This permit is valid for a specific day until a fixed time (max. until 12 midnight).

The photography and filming permit costs € 45.




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# Important Information at a Glance

## Price Marking

 To comply with **German competition law**, exhibitors must observe certain rules. It is important that all exhibitors have equal sales pegging and that no single trader claims an unfair advantage over other competitors. In the interest of parity, we check to ensure universal compliance with the laws of competition. This reminder is also addressed to foreign exhibitors who may be unaware of German competition law but who must conform when exhibiting at trade fairs in this country.

### Price Marking

The Price Quotation Ordinance stipulates that in sales of goods or services to consumers, the amount quoted must be the **end price**, inclusive of all additional items such as freight costs and **German sales tax**. The purchase price quoted must be that stipulated at the show. Prices must be **marked on the goods displayed**. If goods are offered for sale from sample books, prices must be listed. Price lists are also permissible in the case of goods not exhibited separately but displayed on racks or in containers or receptacles. No price labelling is required for display-only samples. However, in such cases exhibitors are not permitted to distribute price lists relating to the said sample.

Exhibitors may not quote prices referring to items other than those on display or quote a basic price for exhibits with any special features that, if included, would increase the purchase price.

**Price breakdown**, e.g. basic price and special packages as exhibited, freight forwarding to the trade fair and sales tax is permitted if the end price is prominently displayed. The prices must be quoted in Euro. Prices may be quoted in a different currency, even if this complicates price comparisons, if the products are sold in that currency.

**International exhibitors** must quote current **German sales tax** even when not selling in Germany. This enables visitors to compare prices on a like-for-like basis.

**Price labels** must be in print large enough to permit all visitors to recognize the price details at a glance.

### Special prices

Prices may be promoted provided they are accompanied by a note stating that the price has been reduced by a certain percentage. Please note that price reductions must be genuine and not misleading, i.e. the item must have been sold previously at a higher price. Artificially increased prices are not acceptable. Special offers should be limited in number. If only special offers are on display this equates with a non-admissible special event. Exhibitors may quote prices which are general reductions purely for the duration of the show.

**Details of performance and measurements** must be in accordance with the Law on Measurement Compliance.

### Advertising

All advertising must be exhibition-based. Exhibitors may not promote non-admissible product groups. Advertising aimed at influencing competition to the detriment of competitors, end-users or others active in the market is not allowed. All **misleading information** on products or their price structure is therefore inadmissible. Specific types of **comparative advertising** are also not allowed.

At exhibitions for end-users every exhibitor is obliged to display on his/her stand a sign clearly stating the company name, the name of the Managing Director or Owner and the full address.



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# Important Information at a Glance

## CE Marking and Intellectual Property Rights

### I. CE Marking

Important information for exhibitors

#### General product safety:

“In order to protect the safety and health of users and third parties, in the Federal Republic of Germany there is a legal obligation to circulate and exhibit only those products, which in the event of correct specified or foreseeable incorrect use, do not pose a danger to the user or third party.”

#### CE designation:

In the European Union manufacturers are legally bound to designate specific products with the so-called **CE symbol**. This regulation applies to both the circulation as well as **exhibition** of products.

The products to which this applies are stipulated in the relevant European Directives. These include for example:

- Machines
- Electrical factory equipment and facilities for use within certain voltage limits
- Toys
- Personal safety & protective equipment
- Sports boats

A large number of products are subject to special norms and standards which describe the requirements placed on product safety in detail. If these technical provisions are taken into account during the design and manufacturing stages, the supervisory authorities assume compliance with the safety targets set by the European Directives. By affixing the CE symbol the manufacturer confirms compliance with the European product safety requirements.

#### Special feature at trade fairs:

It is permitted to exhibit products which do not (yet) comply with the above-described safety requirements, and which, correspondingly, do not (yet) carry the CE symbol. It is therefore **absolutely essential** that such a product be affixed with a **visible reference symbol** clearly pointing out that the product does not correspond to the requirements and can only be purchased when such compliance has been fulfilled. As far as the product presentation is concerned, we recommend the following text:

**“This device, in the version exhibited here, does not comply with applicable legal requirements in the European Union and cannot be purchased in the European Economic Area until it complies accordingly.”**

The supervisory authorities (trade fair commission) are authorized to enter the trade fair stand at all times, monitor compliance with these regulations and to obtain information. In the event of any infringement of these regulations the authorities are authorized to prohibit exhibition of the product.

If you have any questions please contact the  
Bezirksregierung Düsseldorf, Dezernat 55.2,  
Technischer Arbeitsschutz/Produktsicherheit, Außenstelle Essen  
Ruhrallee 55, 45138 Essen, Germany  
Tel.: +49(0)211 475-0, Fax: +49(0)211 475-9025  
Mail: [poststelle@brd.nrw.de](mailto:poststelle@brd.nrw.de)  
(Information available in German Language only)

Please see Item No. 5.6.2.2 of the Technical Directive

### II. Protection of Intellectual Property

#### (e.g. Brands, Registered Patterns, Design Patents)

We explicitly inform you of the possibility of other exhibitors holding property rights in the Federal Republic of Germany or in the European Union and remind you that these rights must be respected without reservation. Violation of these rights shall not be permitted and can have serious consequences.

In so far as you own such intellectual property rights you are recommended to bring the documents and certificates of proof (originals or notified copies of the patent, trade mark, registered patterns or design patent certificate/s) to the event. (Should you have obtained an enforceable title against your competitor, you are requested to also bring this.) This is the only means of ensuring legal protection of intellectual property fast and comprehensively.

Furthermore, it is also possible that goods are seized by customs officials in the run-up to the event. Measures of this kind can also be undertaken on the premises of Messe Düsseldorf – and, hence, not only at national borders. For further information please refer to [www.ipr.zoll.de](http://www.ipr.zoll.de). Please consult your legal counsel for additional advice.

Should you become aware that one of your competitors wishes to take legal measures against you during the event, although you are of the opinion that you are the lawful holder of the rights, the depositing of a protection document with the court can be advised. Your solicitor can provide assistance in this respect.

It goes without saying that all exhibitors are obliged to comply with the stipulations of the law. However, should you become aware of a competitor violating your rights during the event, you should consult a lawyer. Lawyers can then file an injunction or prohibition order (the violation of which can result in prosecution) in your favour. (Please remember to bring the aforementioned documents to the event.) Messe Düsseldorf is unfortunately not authorised to undertake any measures against your competitor by itself in the event of such contraventions. It is only vested with such authority subject to a relevant court ruling against the competitor.

Further information you will find:

The Deutsches Patent- und Markenamt  
(German Patent Office),  
Zweibrückenstraße 12, D-80331 München,  
Tel. (0049) (0)89 2195-1000,  
Fax: (0049) (0)89 2195-2221,  
Internet: [www.dpma.de](http://www.dpma.de)

and from the  
Amt der Europäischen Union für Geistiges Eigentum,  
Avenida de Europe 4, E-03008 Alicante, Spain,  
Tel.: (0034) 965 139 100,  
Internet: [www.euipo.europa.eu/ohimportal/en](http://www.euipo.europa.eu/ohimportal/en)

We hope that this brief information has been helpful for you and urge you to take note of the recommendations above in the interest of all exhibitors and of the smooth operation of the event.

Messe Düsseldorf GmbH  
VG-R, Legal and Organisational Department



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# Important Information at a Glance

## Provision of food

### **FOOD MUST NOT BE PREPARED OR ISSUED AGAINST THE PAYMENT OF MONEY**

This guide specifies general minimum requirements for the provision of food in exhibition halls and on outdoor premises of the exhibition centre. The specific conditions must be examined from case to case, and the choice, for instance, of hygiene and protection measures must be based on the relevant applicable directives, regulations and laws.

Exhibitors who prepare, make, process, package, store, convey, distribute or treat food within their rented space must conduct preventative hygiene checks and are subject to product liability. The provisions of the German Infection Protection Act (Infektionsschutzgesetz) are binding upon them. The purpose of these preventative measures and checks is to prevent food infections.

Anyone who produces and provides food for public consumption must be aware of the legal regulations that are applicable to their products. Such persons are under an obligations to ensure compliance with the relevant regulations.

They must observe, in particular, EU Regulation (EC) No. 852/2004.

Exhibitors must also be aware of any changes to those regulations. If necessary, they must obtain expert advice, e.g. the relevant departments of the German health authorities (Gesundheitsamt). Furthermore, the provision and operation of drink dispensing equipment at a stand are subject to the Operational Safety Regulations (Betriebssicherheitsverordnung) of 15 Nov. 2016, German Federal Gazette (BGBl) I, p. 2549, and the German industry standard DIN 6650-6. Pressurised gas cylinders must be reported to Messe Düsseldorf via the Online Order System (OOS).

Queries can be directed to the German Consumer Protection Office of Düsseldorf, the Capital of North-Rhine Westphalia: Verbraucherschutz der Landeshauptstadt Düsseldorf, phone +49(0)211 899-35 55, email: veterinaeramt@duesseldorf.de

However, none of this exonerates exhibitors from the need to obtain a permit from the relevant authority.

### **Requirements on stand / kitchen equipment**

- Hand washing facilities with running hot and cold water, liquid soap and disposable towels
- Running hot and cold water for the cleaning of dishes and glasses and/or use of a dishwasher
- Wipe-proof flooring, wipeable wall panels and surfaces at the stand, so that food can be prepared or stored All flooring within the working area must be slip-proof, level and water-tight.
- Effect protection against spitting and coughing (e.g. perspex glass panes or other barriers) must be fixed, or there must be barriers ensuring a minimum distance of 1.5 metres from visitors.
- Functional refrigeration facilities for perishable food (you may need to order a fridge powerpoint)
- Effective waste air system / vapour extractors with active carbon filters
- If alcohol is served, a copy of the German Youth Protection Act (Jugendschutzgesetz) must be displayed.
- Suitable and sufficient fire extinction facilities, e.g. ABC powder fire extinguishers
- Non-smoking signs must be attached in the kitchen section

### **Cooking equipment and food preparation methods**

Cooking equipment (e.g. deep fryers, deep frying machines, large pans, etc.) may only be operated

- electrically,
- under supervision and
- upon registration and permission, within the exhibition halls.
- Please note also our information sheet "Barbecuing at the exhibition centre"
- After the end of the event (daily) all cooking equipment must be disconnected from electricity via a shared main switch. The main switch must be marked as an EMERGENCY OFF switch.
- Cooking facilities must not be set up near thoroughfares on the stand or in the immediate vicinity of escape and rescue routes in the hall.
- Deep fryers and similar devices must not be operated on the upper level of a multi-level stand.
- Vapours and smells from cooking facilities must not be released into the hall. Instead, they must be taken out of the hall via a waste air system or they must be cleaned with the use of suitable active carbon and aerosol separators.
- Visitors and staff must be protected through the use of spray protection facilities.
- Deep fryers must only be used with covers and with a max. potential volume below 50 litres. The impact of extinguishing water from the sprinkler system on fat must be prevented through the targeted restriction of the spray range, e.g. through side protection and/or ceilings.
- If several basins are in use, then the filling volume must be calculated as the sum total of the individual filling volumes. Totalling can be waived if the distance from the basin is 600 mm. Totalling of the individual filling volumes can also be waived if there are non-burnable partitions between the basins and they are at least 350 mm in height. The filling volume is specified in the "effective filling volume" (*Nutzfüllmenge*) in the German industry standard DIN 18856 and the filling volume below the heating facility.
- Deep frying facilities (e.g. of the continuous flow-heater type) with more than 50 litres of filling volume must be equipped with suitable automatic and stationary fire extinction facilities / fire extinguishers with appropriate fire extinction media.
- Each cooking area must have at least 1 fat fire extinguisher (fire class F under DIN EN 2) and 1 fire extinction blanket. To ensure the correct choice of further fire protection equipment, please refer to the requirements stipulated in the Technical Workplace Regulations ASR A2.2, "Measures against Fires", with the conditions at your exhibition stand.
- Further-reaching requirements on hygiene and health & safety must also be observed.

### **Waste disposal and organisation**

- The entire kitchen area must be kept in perfect order and must be clean and tidy at all times.
- Hazardous/toxic substances such as cleaning and disinfection agents and insecticides must be kept outside the kitchen in a suitably labelled and locked cabinet.
- Kitchens, storerooms and catering marquees must be protected against attacks from insects and other vermin.
- The hygienically safe collection and storage of waste must be ensured at all times. (Containers with tightly sealable lids). When collecting kitchen and catering waste, make sure you clearly separate plastic, glass, paper and residual waste. Recyclable materials must be placed in suitably marked containers at recycling points outside the hall. Unless waste disposal is handled by the exhibitor, it can be ordered as a service by completing the "Waste Disposal" form.
- Immission into the waste water network must not exceed the usual volume of contaminants for domestic waste. If the oil or fat in waste water exceeds such volumes, then it must not be disposed of without the use of oil/fat separators. The disposal of solids requires a solids separator, where appropriate with a filter and intermediate treatment.



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## Important Information at a Glance

### Provision of food



#### Kitchen hygiene

- Drinking water for food must only be obtained from drinking water taps. You are not permitted to use drinking water from the toilets.
- Personal hygiene is an essential requirement for optimal kitchen hygiene.
- Before working, make sure your hands and arms are free from jewellery, rings, watches and arm bands. Such items prevent the hygienic cleaning of hands.
- Make sure your working clothes are clean, to reduce the risk of germs reaching the food.
- Thoroughly wash your hands before work and after touching raw meat, poultry, unwashed fruit and unwashed vegetables.
- Keep "clean" and "unclean" working processes separate. Unwashed and raw food and kitchen utensils must not be in touch with clean items or (cooked) food.
- Special care is also required with liquid dripping out of meat, fish and poultry. The liquid may lead to the contamination of hands, kitchen surfaces and chopping boards.
- Use separate boards and knives that are specially designated for meat or fish (marked as such) and rinse with hot water or place in dishwasher after use. If possible, use disposable materials (e.g. kitchen tissues) for wiping liquid from meat, fish and poultry.
- Any non-disposable wipes that are used for the cleaning of kitchen equipment and utensils must be replaced every day.



#### Emergency phone numbers:

Dial the following internal number in the event of a fire, explosion, accident or incident:

#### EXHIBITION CENTRE EMERGENCIES

##### Internal (hall phone):

1 1 1

##### External (stand or mobile phone):

+49(0)211/ 4560- 1 1 1



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# Important Information at a Glance

## Barbecuing at the exhibition centre

### **FOOD MUST NOT BE PREPARED OR ISSUED AGAINST THE PAYMENT OF MONEY!**

The use of naked flames within the halls is strictly prohibited.

The setting-up of an open flame barbecue facility outside the exhibition buildings is subject to the following minimum requirements:

### **Barbecuing facility requirements:**

- Following registration with the Messe Düsseldorf company fire service, barbecuing is only allowed on paved surfaces and not on grass areas.
- An open space especially planned for this purpose with dimensions of at least 10 m x 10 m is required.
- The barbecue area must comply with the following minimum distances:

location of the barbecue facility	minimum distance
between buildings and parts of buildings, sealed steel containers and similar	> 5.0 m
to flammable materials stored in the open spaces or parked vehicles and similar	> 10.0 m
to hazardous materials, fuel tanks, barrels, easily flammable materials and similar	> 20.0 m

- The barbecue appliance or facility must be positioned at least 0.30 m above the ground. Fire at ground level is not permitted.
- The barbecue facility must not be set up underneath canopies, covered walkways, near/under façade overhangs or above shaft openings like gratings or manhole covers.

### **Barbecue fuels requirements:**

- The only fuels permitted are gas, charcoal briquettes or untreated wood.
- The use of flammable liquids, among others as ignition aids, is not permitted.

### **Barbecue operation requirements:**

- Operation of the barbecue facility must be registered with the Messe Düsseldorf company fire service.
- The barbecue appliance must be set up stably on a flat area.
- The barbecue facility may only be used under constant supervision.
- The barbecue location must not be left until after it has completely cooled.
- Hot ash and embers may only be disposed of in sealed metal containers.
- When using the barbecue facility any flying sparks are to be avoided.
- A suitable fire extinguisher must be kept in the vicinity of the barbecue facility, for example 9 l water and a full bucket.
- The operation of the barbecue facility must be organized in such a way that third parties are not disturbed or inconvenienced by smoke, vapours or even annoying odours.
- Operating gas barbecues shall only be permitted if they bear CE marking and have a CE conformity declaration.



### **Provision of food**

Exhibitors who prepare, make, process, package, store, convey, distribute or treat food within their rented space must conduct preventative hygiene checks and are subject to product liability. The provisions of the German Infection Protection Act (Infektionsschutzgesetz) are binding upon them. The purpose of these preventative measures and checks is to prevent food infections. Anyone who produces and provides food for public consumption must be aware of the legal regulations that are applicable to their products. Such persons are under an obligations to ensure compliance with the relevant

regulations. They must observe, in particular, EU Regulation (EC) No. 852/2004. Queries can be directed to the German Consumer Protection Office of Düsseldorf, the Capital of North-Rhine Westphalia, phone: +49 (0)211 899-3242, website: duesseldorf.de, E-Mail: veterinaeramt@duesseldorf.de. Exhibitors must also be aware of any changes to those regulations. If necessary, they must obtain expert advice, e.g. the relevant departments of the German health authorities (Gesundheitsamt). Furthermore, the provision and operation of drink dispensing equipment at a stand are subject to the Operational Safety Regulations (Betriebssicherheitsverordnung) of 15 Nov. 2016, German Federal Gazette (BGBl) I, p. 2549, and the German industry standard DIN 6650-6. Liquid gas bottles and gas cartridges must be reported to Messe Düsseldorf via the Online Order System (OOS). However, none of this exonerates exhibitors from the need to obtain a permit from the relevant authority. The specific conditions must be examined from case to case, and the choice, for instance, of hygiene and protection measures must be based on the relevant applicable directives, regulations and laws.

### **General hygiene measures**

- Drinking water for food must only be obtained from drinking water taps. You are not permitted to use drinking water from the toilets.
- Personal hygiene is an essential requirement for optimal kitchen hygiene.
- Before working, make sure your hands and arms are free from jewellery, rings, watches and arm bands. Such items prevent the hygienic cleaning of hands.
- Make sure your working clothes are clean, to reduce the risk of germs reaching the food.
- Thoroughly wash your hands before work and after touching raw meat, poultry, unwashed fruit and unwashed vegetables.
- Keep "clean" and "unclean" working processes separate. Unwashed and raw food and kitchen utensils must not be in touch with clean items or (cooked) food.
- Special care is also required with liquid dripping out of meat, fish and poultry. The liquid may lead to the contamination of hands, kitchen surfaces and chopping boards.
- Use separate boards and knives that are specially designated for meat or fish (marked as such) and rinse with hot water or place in dishwasher after use. If possible, use disposable materials (e.g. kitchen tissues) for wiping liquid from meat, fish and poultry.
- Any non-disposable wipes that are used for the cleaning of kitchen equipment and utensils must be replaced every day.

### **Registration**

**Any grilling/barbecuing event must be registered with Messe Düsseldorf's fire service by calling telephone number +49(0)211-4560-118. This registration must take place at least two weeks before the grilling/barbecuing event.**

### **Emergency phone numbers:**

In the event of fire, explosion, accident or incident please call the following internal emergency numbers:

#### **EXHIBITION CENTRE EMERGENCY NOS.**

**internal (hall telephone):**

**1 1 1**

**external (stand or mobile telephone):**

**+49(0)211 / 4560 - 1 1 1**