

## exhibition venue:

agra Veranstaltungsgelände  
Bornaische Straße 210  
04279 Leipzig

agra event area Leipzig  
from 5th to 7th of October 2018

# TECHNICAL GUIDELINES

## 1. Primary Statements

Organizer, legal entity and economic promoter is

**agra Veranstaltungen GmbH**  
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The agra Veranstaltungen GmbH (hereinafter referred to as "organizer") is contract partner of all exhibitors. The organizer is represented towards the exhibitors by the exhibition management. The contractual relations between the exhibitors and the organizer are regulated by the following conditions of participation. The following terms are part of the contract: The registration of an exhibition space via [www.jagd-und-angeln.de](http://www.jagd-und-angeln.de) or in written form by using the provided application forms, the conditions of participation, the nomenclature and the technical guidelines of the exhibition.

Unilateral proviso or conditions in connection with the application for an exhibition stand registration will not be taken into consideration. Additional agreements must be made in writing.

By signing the registration form, the applicant acknowledges these terms and conditions as legally binding. The exhibitor is obligated to inform his staff and service providers about these terms and conditions and is liable to observe their compliance.

General terms and conditions and special conditions with the exhibitor are excluded as parts of the agreement.

In case of violations of the conditions of participation and technical guidelines, the organizer is authorized to take appropriate actions and may pronounce the immediate exclusion from the exhibition.

## 2. Stand Construction Regulations / Fire and Safety Regulations

The general construction norms and conditions regarding fairs and exhibitions must be observed.

Below are excerpts of some of the most important facts from the mentioned guideline. The exhibition stand must be designed so that from every point of the stand, two separate and viewable escape lanes can be reached in less than 5 meters. A main lane must be reachable from any point of the escape lanes within 10 m. Any kind of thresholds and steps on escape lanes are strictly forbidden. Every stand or parts of a stand accessible by visitors must have, or must be reached by, a safety light system. The DIN-VDE norm is required for all electrical systems at the exhibition. Decoration elements such as textiles, tablecloths, foils or decoration elements require at least DIN 4102 "hardly inflammable" also colloquially known as "B1". The exhibitor must be able to declare the compliance of the used materials and must be able to hand out a certification about used impregnation.

Deciduous and coniferous trees may only be used with moist root-balls. Bark mulch, turf or similar materials may only be used in a wet state.

The storage of any type of empty goods (e.g. packaging materials etc.) within or outside the stand area especially in between the hall wall and the stand is not permitted. All heat-generating equipment must be installed with a safety device. The distance to adjacent, flammable materials must reflect the amount of heat produced by the relevant item. Any kind of unprotected lights or open flames are strictly forbidden inside the exhibition halls. The usage of flammable liquids and gases inside the exhibition hall and in the outdoor area is strictly prohibited. Not required flammable materials are to be disposed of immediately into provided garbage container or to designated places. Easily flammable goods can only be stored by using appropriate coverage. The batteries are to be disconnected and the fuel tank is to be locked. The usage of open fire, flammable gases, pyrotechnic and any other explosive material as well as smoking is expressly prohibited inside the exhibition halls. Exceptions require written permission of the operator the organizer and an explicit consultation with the local fire department.

The use of any remote-controlled flying objects or balloons is subject to approval by the organizer. Air balloons can only be filled with safety gas. Fire brigade movement zones, hydrants or other important safety devices like switch boxes and smoke venting systems must maintain permanently accessible.

The hallways must remain free. Objects or part of exhibition stands may not occupy or protrude into the hallways. All buildings and constructions must be executed in compliance with statutory regulations. Constructions which have to handle extraordinary forces or loads require general building inspectorate approval. Before the commissioning of an exhibition stand, a technical approval of structural and fire safety measures must be concluded

Any instructions/orders issued by regulatory authorities such as police or fire department must promptly be obeyed at all times. The used technical equipment must meet the EC-Machinery Directive and require all necessary protection devices and safety matters concerning this regulation to prevent hazards to human life and health.

Technical equipment according to the EC-Machinery Directive must be labeled with the CE-sign and must fulfill all relevant points of the EG-Directive. Every exhibition stand must be able to provide an EC conformity declaration as well as an original operation manual.

## 3. Escape and emergency routes, fire safety and release mechanisms

Escape and rescue routes are to be kept free at all times in their full length and width. No objects that could cause tripping (e.g. cable, electric cords) should be left on the floor. This also applies for cables covered by e.g. rubber mats or tape. The windbreakers between the inner and outer door at the entrance of the hall must be kept free at all times. The storing of material in this area is prohibited. Flags, banners and stand parts or narrowing of any kind at the exhibition lanes are forbidden. This also includes the airspace above the exhibition lanes.

Wall hydrants, fire warning devices, escape route maps, fire extinguishers and other fire-safety equipment have to maintain accessible and viewable permanently. The access to the detector system for the smoke removal, especially for the detectors behind the exhibition stand, must be kept free at all times. If necessary, the exhibition stand must be designed in the way to allow the accessibility to the fire detector system. The fire protection door may not be blocked, waged or lashed. The opening circle of the door must remain free as well as the arrest system of the doors, so the functionality is given in case of an emergency situation. The signs of escape or emergency lanes must remain viewable at all times and may not be covered. For larger exhibition stands an additional escape and emergency signage must be provided. This must be communicated with the organizer, the operator of the exhibition stand, and the local building authority.

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#### 4. Special constructions and goods

Exhibition stand constructions with a wall higher than 2.5 m, advertising structures above 3.5 m, multistoried buildings or any kind of special type of construction must be mentioned in the application form. The exhibitor has to bear the costs if a technical approval by the local authority is necessary.

Exhibition goods which may exceed a height or width of 2.5 m and a total weight of 1000 kg must be specifically characterized in the application form. In case an exhibition good applies punctual heavy pressures on the hall ground, the estimated punctual pressure and the size of the affected areas must also be mentioned.

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#### 5. Stand walls / stand construction

In case the exhibitor does not build his own exhibition stand, he is held to order stand partition walls by using the application of the fare. If the organizer notices a missing partition wall during the approval of the exhibition stand, the missing partition wall will be provided by the organizer on the exhibitors' expense. Exhibition goods, inventory, exhibits and advertising structures must be constructed in a stable manner to ensure that the lives and safety of persons, and public safety and order are not endangered. For special structures and large exhibits, a verification of stability must be prepared by the exhibitor. Stabilizing stands against neighboring stands or existing building structures is prohibited. The exhibitor is responsible for structural safety and must provide proof of this if necessary.

Spotlights, loudspeakers and other equipment can only be installed on proper dimensioned carrying devices. The installation must be done with approved slinging means. The construction must contain a secondary safety component by using a proper dimensioned safety rope. Cable ties, screw clamps or any kind of clamps to fasten statically loaded parts such as lighting etc. are not permitted.

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#### 6. Assembly and Dismantling Periods

##### 6.1 Forwarding services /fork lift trucks

Because of safety reasons, the use of fork lifters during the assembling and dismantling period can only be arranged in cooperation with the local park manager. The use of external forwarding services must be authorized by the local organizer. Fork lifters, including a specialist driver, can be booked via the local service operator and will be invoiced on a 1-minute basis.

The exhibition management will not accept delivery of any consignments. Exhibition goods must be clearly viewable labeled, including name of the fare, hall and stand number of the exhibitor.

##### 6.2 Empties

The storage of any type of empty goods (e.g. packaging materials etc.) within or outside the stand area is not permitted. Pickup and delivery can be arranged by a forwarding agent of the exhibition.

##### 6.3 Driving along the exhibition area

Driving vehicles onto the trade fair premises is only permitted during the assembling and dismantling periods or outside the visiting hours to bring or collect goods from exhibition stands. At the end of the assembling period, all vehicles must leave the exhibition area. Illegally parked vehicles, trailers, containers, receptacles and empty goods of any kind will be removed at the cost and risk of the owner. Removed vehicles can on be released once all necessary costs incurred by the owner have been reimbursed.

The access for vehicles to and on the exhibition area can be limited in the common interest of all concerned. The speed limit at the whole exhibition area is 30 km/h for all vehicles. Inside the exhibition halls and where the traffic conditions demand, the speed must be limited to walking speed.

The regulations of the official German Road Traffic Act StVO apply.

##### 6.4 Parking

Trucks and cars can be parked in a short distance to the exhibition area. Parking tickets for this area can be ordered from the organizer. Caravans and campers can only be parked with a valid parking ticket in the provided areas for this kind of vehicles.

##### 6.5 Supply of exhibition stands

For the entire time of the exhibition, cars and trucks can enter the exhibition area outside the visiting periods for supply reasons from 7:00 to 9:00 am and from 06:00 to 08:00 pm in the evening. To ensure compliance with these regulations, a deposit of 100, 00 € shall be collected at the entrance gate, which shall be repaid in full upon timely exit at the exit gate.

##### 6.6 Costs

Transport and disposal, storing empty goods, clearance, self-constructed stands and restoring of the exhibition space are at the expense and risk of the exhibitor.

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#### 7. Technical installations

##### 7.1 Lighting

The general lighting in the halls will be provided by the organizer.

The exhibitor is responsible for the lighting of the individual exhibition stand.

##### 7.2 Electrical installations

Electrical power will be provided in form of a TNCS-electrical system.

The connection of an exhibition stand to the electrical system can only be undertaken by the company authorized by the organizer. Portable electrical equipment (wire extensions, electrical distributors, coffee machines) must comply with the DIN VDE 0701-0702 norm. Frequency controlled machinery and facilities must be equipped with a residual current circuit breaker of the type B SK. The operation of this kind of machinery must be reported to the organizer and operator. All installation work must be executed according to the order form of the technical service.

##### 7.3 Water installation

Drinking water is provided with a working water pressure of approx. 2,5 bars.

The installation of water intake and outlet can only be undertaken by the company authorized by the organizer.

##### 7.4 Disorders

The organizer is not liable for any losses or damages resulting from power, water or telephone network supply faults or electrical interference.

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#### 8. Advertising

##### 8.1 Advertising spaces

A small amount of advertising spaces can be rented by the exhibitor. Any advertising material e.g. company labels etc. shown outside of the exhibition stand are prohibited. The shown advertisements may not contravene the rules of good conduct. Religious, political or ideological advertising is prohibited.

##### 8.2 Unfair competition

The exhibitor is obligated to refrain from any action and measures against the principle of good faith as well as against laws and rules of unfair competition towards other exhibitors.

##### 8.3 Brochures

Printed material, brochures and other advertisements can only be distributed at the exhibition stand and may only contain company own information. Loudspeakers / video devices / acoustical and optical presentations only be permitted if neighbor stands and the public visitors are not disturbed by it. For musical renditions, an allowance by the GEMA is necessary.

##### 8.4 Filming, Photographing and Drawing

Filming, taking pictures or drawing for commercial purposes is only possible with an approval of the exhibition management. For recordings of an exhibition stand an authorization of the stand owner is necessary. The organizer is authorized to produce photography's video recordings or drawings of exhibits or exhibition stands for general publication and internal purposes. The exhibitor renounces all objections in this context from commercial protective rights, in particular from copyrights.

##### 8.5 Opinion Polls etc.

The implementation of opinion polls is only permitted at company stands and must be notified by the organizer. Promotional contests, raffles etc. must also be notified by the organizer.

