



Exhibitor's Manual

Dates

Order Forms

Technical Guidelines

Assembly and Dismantling

Instructions / Regulations



messe augsburg

...mehr als ausstellen.

Your Service-Contact



The information on the following pages is regularly updated. Despite the utmost care, information may have changed or could contain mistakes and inconsistencies. For this reason we cannot guarantee that the information presented is up to date, correct or complete, nor be held liable if it is not. This also applies to any web pages that may be referred to.

If you have any questions please contact us, it will be our pleasure to assist you.

Service-hotline

Tel.: +49 (0)821-2572-206

Fax: +49 (0)821-2572-277

service@messeaugzburg.de

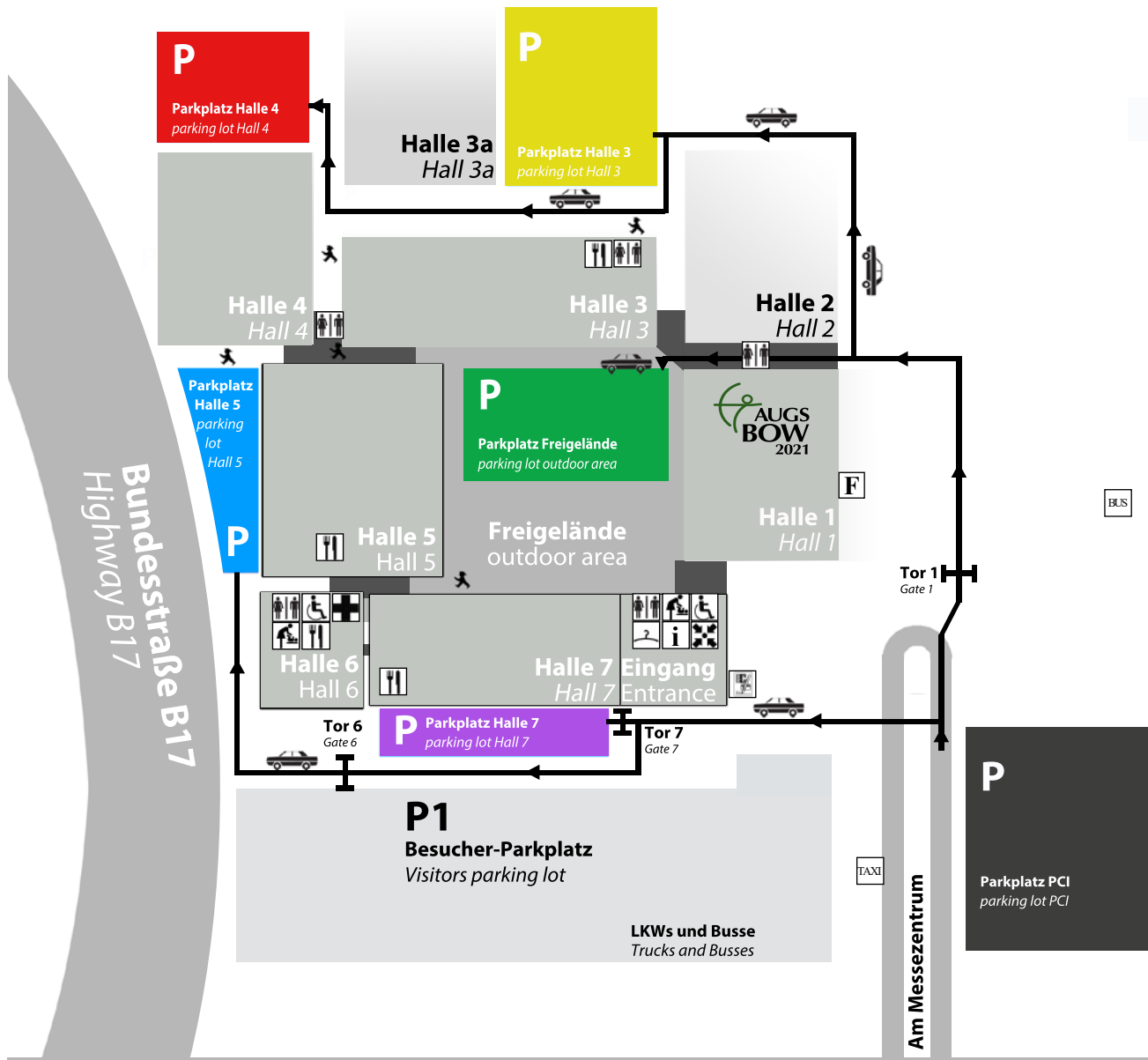
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The requested orders must be submitted by 30 september 2021. Exhibitors admitted after this date are requested to send us the individual forms as soon as possible after receiving the service manual.

Site plan



- | | | |
|-----------------------------|----------------------|-----------------|
| information fair management | toilet | first aid |
| meetingpoint | ladies' toilet | fire department |
| wardrobe | men's toilet | bus |
| cash dispenser | handicapped lavatory | taxi |
| restaurant / snacks | nappy-changing room | |

House Rules / Important Information



Dear exhibitors,

we welcome you to the AUGSBOW 2021.

As a service company, we strive to cooperate efficiently and unbureaucratically with the exhibitor. Due to the wealth of technical and organisational information, however, we cannot do without the „small print“.

This exhibitor service manual is intended to serve as a guide for your trade fair participation. Please observe all the notes and guidelines listed in it which have the status of house rules and pass them on to your employees.

This information and the „General and Special Conditions of Participation of Messe Augsburg ASMV GmbH“ form part of the contract for your participation in AUGSBOW 2021.

We wish you every success at the fair!

Your Augsburg Trade Fair ASMV GmbH

Opening times

The Fair is thursday, 21 january 2021 openend from 09:30 am to 06:00 till sunday, 24 january 2021 opened from 09:30 am 05:00 pm.

The Fair is thursday, 21 january 2021 openend from 09:30 am to 06:00 till sunday, 24 january 2021 opened from 09:30 am 05:00 pm.

Exhibitors have daily access to the fair from 08:30 am. The stands must be occupied by the exhibitors by 09:15 am at the latest.

The ticket offices will be closed from 05:00 pm or 04:00 pm onwards.

The serving of food and alcoholic beverages must be stopped at 05:00 pm.

Visitors must have left the premises 30 minutes after the end of the event.

Exhibitors must have left the halls by 07:00 pm on the day.

Assembly and dismantling dates

Assembly:

tuesday,	19. january 2021	08:00 am – 08:00 pm
wednesday,	20. january 2021	08:00 am – 08:00 pm
(last entrance to the premises at 07:00 pm)		
for exhibitors with only 3 day attendance:		
thursday,	21. january 2021	06:00 pm - 10:00 pm

Early assembly is only possible in exceptional cases, must be applied for in writing and will be charged with a system fee of 200.00 EUR / day / stand. Please contact the project management. Stands whose construction will be completed by wednesday, 20 january 2021, noon, will be designed at the exhibitor's expense, unless otherwise specified.

Claims for compensation by the hirer are not admissible.

Dismantling:

sunday,	24. january 2021	05:30 pm – 12:00 pm
monday,	25. january 2021	07:00 am – 08:00 pm
tuesday,	26. january 2021	07:00 am – 06:00 pm

Passes are not required for assembly and dismantling.

Exhibitors are obliged to design their stands carefully and cleanly. Stands whose inadequate design impairs the overall appearance of the trade fair or hall will not be accepted by the Exhibition Management and will be subject to corresponding conditions. The same applies to inadmissible advertising statements.

Tombolas, prize competitions, quizzes, sweepstakes, etc. may not be carried out against payment or donations.

Stand constructions exceeding a height of 2.50 m require the approval of the Exhibition Management.

Acoustic and optical advertising media must be applied for and approved in all cases. All materials used must be flame-retardant. (See Fire Protection / Fire Safety, Point 3.4.)

Each hall stand must be fully covered with a uniform floor covering. If a prefabricated or system stand with a screen is not available, it is recommended that a screen be fitted.

Stand numbers shall be affixed by the Exhibition Management.

We reserve the right to impose further conditions with regard to stand design.

Exhibitor passes

The exhibitor passes are only valid after payment of the stand invoices.

The number of exhibitor passes is based on Section 13 of the Special Conditions for Participation AUGSBOW 2021.

Additional passes can be ordered the exhibitor shop for EUR 21.00 incl. VAT per pass.

Parking permits

The number of parking spaces is limited, so please order your parking pass by using the exhibitor shop.

The access data will be assigned to you automatically with registration.

House Rules / Important Information



Traffic and parking regulations

Parking ban

It is not permitted to park vehicles of any kind outside the marked parking areas, on the open-air grounds and, above all, in front of the exits during the fair. During the time the fair is being set up and dismantled, the vehicles may only stop at the aforementioned locations during dismantling or loading and must be unloaded immediately. Once this work has been completed, they must be removed immediately so as not to obstruct the fire brigade and can be parked in the designated parking spaces on the exhibition grounds.

The German Road Traffic Regulations (StVO) apply on the exhibition grounds.

Traffic regulations

1. Assembly days

From tuesday, 19 january 2021, the exhibition grounds can only be entered with an entry permit against deposit of EUR 50.00. This entry permit is valid for 1 hour for cars and 3 hours for trucks. The amount will be refunded if the vehicle leaves the port on time. If the deadline is exceeded, the deposit fee will be retained. Times may be reduced depending on the volume of traffic and the deposit fee may be increased.

2. Exhibition days

Exhibitors can park their cars on the exhibition grounds during the fair. Please purchase the necessary parking passes from the Exhibition Management. For deposit a security fee of EUR 50.00, you can use a free parking space approved by the fire police for loading and unloading (unless all parking spaces are already occupied). If the maximum parking time of 30 minutes is exceeded, the security fee is forfeited and the vehicle is towed away at the owner's expense.

3. Dismantling days

From sunday 24 january 2021, 17:30 Uhr, applies free entry for all vehicles, observing paragraph „No parking“.

Changes and errors excepted.

Secure yourself against theft

Incidents of theft are comparatively seldom at our exhibitions. Constant efforts are necessary to prevent theft. Messe Augsburg ASMV GmbH achieves this by security checks and guarding, but this guarding does not cover the individual stands. Please support these efforts by observing the following instructions:

1. Assembly

Do not leave your stand unattended after delivery of your exhibits. Although the halls are closed and guarded at night, you should still safeguard all handy and valuable exhibition goods. We therefore recommend an additional stand guard for the nights during the event (form 12). You can hire lockable cabinets and show-cases from our approved contractors. Your cubicle can also be equipped with a lockable door (forms5).

2. Duration of event

Man your stand before the opening time for visitors and do not leave it unmanned during the lunch break. Exhibition stands at risk to theft should be specially secured. We recommend that you also secure your complete stand with a curtain at night.

3. Dismantling

Most thefts occur in the first 3–4 hours of dismantling. You should therefore not leave your stand until valuable exhibits have been loaded or handed over to the forwarding agent. Should this not be possible for special reasons, please order a stand guard for the period from the end of the event until the start of dismantling your stand.

The organizer carries out random checks of the authorization of the persons engaged in dismantling. **You should therefore issue the person responsible for dismantling your stand with a certificate indicating which stand the team is to dismantle.**

4. Theft reporting

Report any incident of theft without delay to the exhibition management, who will also inform you to which police station you should report the theft.

The exhibition management and technical department will be pleased to advise. The exhibition management reserves the right to issue special instructions on theft prevention to individual exhibitors. Please check your theft insurance. It is recommended that exhibition insurance is be taken out.

Measures regarding SARS-CoV-2

During the entire duration of the trade fair, including set-up and dismantling times, you are obliged to name a contact person at the trade fair stand to ensure compliance with the hygiene and distance requirements, even if the stand is set up and dismantled by a stand constructor.

During construction and dismantling, food will only be offered „to-go“, the food will be taken at the respective stand under the distance, hygiene and registration requirements applicable there.

You will receive further information in the service mail approx. 6 weeks before the trade fair.

Guidelines / Information from A - Z



1. Waste avoidance / waste separation

Form 1

2. Supply of prepared food and beverages - dispensing permit

Form A.3

The distribution of food and drinks for immediate consumption must be approved by the Exhibition Management and can only be made from reusable crockery. Only then is approval by the regulatory authority of the City of Augsburg required in accordance with § 12 of the Restaurant Act.

The provision of samples, i.e. the provision of food and beverages for immediate consumption in smaller quantities than those customary in the trade, is not permitted.

To operate a beverage dispensing system, employers must prepare a risk assessment within the framework of occupational health and safety (§ 3 of the Industrial Safety Regulation). The necessary measures for the safe provision and use of the work equipment must be determined and the type, scope and intervals of necessary tests must be specified, as well as the competent persons charged with carrying out the tests.

For further information, please contact us:

Phone: +49 (0)821-32442-05

Fax: +49 (0)821-32442-15

3. Medical care / medical service

About the medical service in the Service Centre, Hall 6.

Medical guard: +49 (0)821-2572-368

Emergency call: 112

4. Delivery of goods

see information from A-Z point 9

5. Audiovisual rental service / light - sound - video

Form 2

6. Assembly and dismantling personnel

All employees of companies participating in the construction and dismantling of trade fairs and exhibitions must carry their social security card with them and submit it to the authorities entitled to audit it (§ 99 Para. 2 SGB IV).

7. Order confirmation for service orders - Technical services

For orders, you will receive an order confirmation from Messe Augsburg ASMV GmbH or the corresponding service providers.

8. Order books

The order forms must also bear the name and address of the exhibitor, if sold for the manufacturer, in addition to his name and address.

If the inspection by the Exhibition Management reveals a violation of this condition, the stand may be closed to protect visitors.

9. Exhibitor mail

Exhibitor mail is to be addressed to:

Event Messe Augsburg/ AUGSBOW 2021 / BTG Messebüro

Name of recipient _____

Hall _____ Stand-Nr. _____

Am Messezentrum 5
D-86159 Augsburg

Messe Augsburg ASMV GmbH is not authorised to accept exhibitor mail for insurance reasons. In the event of delivery during construction, it must be ensured that the stand to be supplied is occupied in order to receive the exhibitor mail. Otherwise, acceptance by BTG-Messespedition (Form 11) at the exhibitor's expense must be agreed.

10. Addressing visitors

Visitors are only to be addressed from the stand in a correct and polite manner. The same applies to the demonstration of equipment.

11. Security guards / stand guarding

Form 12

The exhibition halls and the site are guarded during the official assembly and dismantling period and during the event. Your own stand guards can only be arranged

via: MP-Sicherheitsdienst GmbH & Co. KG

Energiepark 1

D-87784 Westerheim

Tel.: +49 (0)8336-801433-0

Fax: +49 (0)8336-801433-1

puchalla@mp-sicherheitsdienst.de

12. Floral decoration and delivery

Floral stand decoration

Blumen Steinauer

Inningerstraße 9

D-86179 Augsburg

Tel.: +49 (0)821-880639

13. Bus shuttle service / public transport

Information at www.airportexpress-online.com or via

phone: +49(0)821-2572-0

14. Catering exhibition restaurants / drinks service

Form 13

15. Cash dispenser

Foyer of conference center (entrance area, outside)

16. Electrical installations

Form 7

We recommend the installation of floodlights or spotlights in addition to the general lighting (ordering by using form 92). This increases the promotional effectiveness of your stand. All electrical equipment must comply with the VDE and local electricity supply company regulations. Connections to the existing supply network are only to be made by the responsible exhibition electricians. It is recommended that these firms are also appointed for work on the stands. Please use the plan on [form 6](#) to mark the position of the desired connections.

17. Fire service

Form A.2

The fire service duty rooms are located in hall 1.

The fire service carries out inspection tours during the assembly period to check for compliance with the fire prevention and safety regulations. Accurate advance planning of the stand and compliance with the associated regulations enable stand assembly to proceed smoothly and without interruptions.

Please see form A.2 and the Fire Prevention Measures and Safety Regulations. Form A.2 must be returned by all exhibitors.

18. Company signs / addresses

The company name and full address of the exhibitor must be mounted in a clearly visible position on each stand. This information is requested and checked by the approval authority in accordance with § 70b of the trading law (Gw0).

19. Flame-proofing impregnation

IMD Internationale Messedesign GmbH

Neuenstadter Str. 9/2

D-74229 Oedheim

Tel.: +49 (0)7136-965830

Fax: +49 (0)7136-9658311

info@imd-gmbh.eu

20. Photographic service

Fotostudio Andreas Brücklmaier

Argonstraße 16 A

D-86153 Augsburg

Tel.: +49 (0) 821-556817

Fax.: +49 (0) 821-556825

info@deluxe-images.de

Guidelines / Information from A - Z



21. Cloakroom

Foyer hall 1 / Conference Center (entrance area)

22. Accommodation

Regio Augsburg Tourismus GmbH
Schießgrabenstraße 14,
D-86150 Augsburg
Tel +49 (0)821-50207-31
Fax +49 (0)821-50207-46
hotelservice@regio.augsburg.de
www.augsburg-tourismus.de

23. Stacker trucks, crane trucks

Please order on form 11 (from BTG-Messe-Spedition GmbH).

24. Information/central information

Exhibition management, foyer Conference Center (entrance area)

25. Press releases

Please send material on new products etc. in good time of Messe Augsburg press office. Please coordinate the dates of planned press conferences with the exhibition management press office Tel.: +49 (0)821-2572-112.

26. Conference / meeting rooms

Conference and meeting rooms are available in the exhibition centre. Please inform us of your requirements, stating the date, number of persons and type of seating.

27. Copying service

Exhibition management, foyer Conference Center (entrance area)

28. Empty containers

Form 11
Empty containers are not to be stored in or near the exhibition stands and gangways. Empty containers are taken away and stored by the exhibition forwarding agent BTG-Messe-Spedition GmbH.

29. Meeting-point

Foyer hall 1 / Conference Center (entrance area)

30. Exhibition construction services / hire furnitures

Messe Augsburg, ASMV GmbH
Am Messezentrum 5
D-86159 Augsburg
Tel.: +49 (0)821 2572-206
Fax: +49 (0)821 2572-277

Form 4
Messebau Rappenglitz
Palsweiser Straße 50
D-88216 Maisach/Gernlinden
Tel.: +49 (0) 8142-2952-0
Fax: +49 (0) 8142-2952-99

Alternative Fullservice- Stand construction:
Messebau Woernlein GmbH
Messezentrum 1
D-90471 Nürnberg
Tel.: +49 (0) 911 8174490
info@woernlein.de / www.messebau-woernlein.de

deka messebau gmbh
Karl-Nolan-Straße 5
D-86157 Augsburg
Tel.: +49 (0) 821-43000-0
Fax: +49 (0) 821-43000-24
info@deka-messebau.de

Messe System Service Rita Böhme e.K.

Gewerbestraße 9-11
D-86420 Diedorf
Tel.: +49 (0) 8238-9610-0
Fax: +49 (0) 8238-9610-66
info@mss-messe.de

31. Hire cars

Europcar
Sheridan Center
Stadtbergerstraße 99
D-86157 Augsburg
Tel.: +49 (0)821-346510
Fax: +49 (0)821-3465166

32. Musical equipment

Is only to be demonstrated using headphones.

33. Press office

Exhibition management, foyer Conference Center (entrance area)

34. Propane gas

If propane gas is used for demonstration purposes throughout the exhibition grounds, the Exhibition Management must be notified prior to the start of the event. The complete gas system must be reported and may only be put into operation after it has been accepted by experts at a charge in advance. For further information or contact details, please contact our Exhibition Service on +49(0)821/2572-206.

35. Lettering and stand fascias

Form 5

36. Smoking prohibition

We inform you, that, in case of a smoking prohibition, the current Bavarian law must be followed! Within the restaurants and service areas, inside the halls, the nonsmoker protection law counts.

37. Cleaning

a) General cleaning

The Exhibition Management arranges the cleaning of the site, halls and gangways. The cleaning company commences final cleaning on the last assembly day at 8 p.m. Any cartons, slats, boards, boxes, etc. still in the gangways at this time will be regarded as waste and removed.

b) Standcleaning

Form 14
PutzStern Gebäudereinigung e.K. is the approved contractor for stand cleaning. If the exhibition stand is cleaned by the exhibitor's own staff or by a cleaning company not authorized for working on the exhibition site, this work is to be completed by 8 p.m. Exceptions to this rule are not possible for security reasons.

38. Transport, forwarding agents

Form 11
Express parcels: Augsburg railway station.
Part loads and express freight: Augsburg railway station. These goods are delivered solely by the exhibition forwarding agent.
For safety and liability reasons, fork-lift trucks can only be requested via the exhibition forwarding agent.

39. Stand partition walls / cubicles

Form 5

40. Refund of tax

See internet www.bff-online.de (Federal Office of Finance.)

41. Taxis

Tel.: +49 (0)821-35025, -363 33 and -19410

Guidelines / Information from A - Z

**42. Telephone line / Internet**

Form 6

WIFI is available free of charge.

43. Toilets / Toilets for the disabled / Babies' changing room

The use of the toilets is free of charge. They are located in the entrance area, in foyer Hall 1, 3, on Hall 4, in Hall 6 and in the foyer of the Conference Center.

The toilets for the disabled and the babies' changing rooms are in the entrance area and in hall 1, 6 and in the foyer of the Conference Center.

44. Traffic control

Traffic is routed to the exhibition centre from the motorways and all the major approach roads by signs bearing the event logo.

45. Insurance

The insurance of exhibition goods, stand equipment and rented items is recommended. The Exhibition Management will arrange exhibition insurance (cover for transport and residence risks).

46. Water supply

Form 8

47. Advertising spaces

Form 9

Advertising spaces inside the exhibition site are available for hire.

48. Flag masts

Ordering via fair management (Tel.: +49 (0)821-2572-206)

49. Manpower hire

Please contact the exhibition service team if necessary

50. Additional stand fittings and equipment

(Form 4 and 5)

Partition walls, doors, curtains, show-cases, refrigerators, etc.

Technical Guidelines / Stand Instructions



1. stand construction

The constructional execution of the structural work must be carried out in accordance with the recognised rules of architecture and under the supervision of a responsible site manager.

1.1 Heights

The normal height for stand structures and exhibits is 250 cm. This height is adapted to the dimensions of the partition walls provided. However, different construction heights will also be accepted if this is conceptually justified.

If the normal height is exceeded and if the stand area exceeds 200 sqm, floor plans and view sketches must be submitted to the Exhibition Management for approval by the specified deadline.

2. Building regulations

All constructional works (stand construction) intended for the implementation of the trade fair must be carried out by the exhibitor on his own responsibility in accordance with the provisions of building law. To Bayer. Building regulations, in particular the guidelines for the construction and operation of flying constructions, and the relevant DIN regulations are pointed out.

The building supervisory authority's approval must be applied for at the Augsburg building authority for planned stands with a total area of more than 200 sqm, for walkable staircases, grandstands and facilities that have to absorb extraordinary loads or forces.

The required static documents (calculations and plans, also for two-storey stands) must be submitted to Messe Augsburg ASMV GmbH, Engineering Division, in duplicate, in good time, but no later than six weeks before the start of construction.

Reference is made to § 1 and 3 of the Bauvorlagenverordnung (BauVorV - German Building Presentation Ordinance) with regard to the type and scope of the documents to be submitted. Please use Form A.1 for registration.

3. Hall walls, supporting pillars and trusses of the roof construction must not be loaded by the stand construction. Pillars, wall projections, technical equipment and partition walls are part of the allocated stand space.

4. The fastening of stand ceilings, exhibits, advertising signs, flags, banners, etc. to the hall ceiling or roof trusses is prohibited.

5. The exhibitor must expect minor deviations in the stand size. The exhibition management should therefore be notified of the use of a system stand in good time before assembly of the walls.

6. Modifications by the exhibitor to any of the constructions provided by the Exhibition Management are prohibited. The exhibitor is liable for any damage and consequences arising out of such action.

7. If a finished stand or system stand with fascia is not available, it is recommended that a fascia will be mounted. The stand must be properly designed and erected. The name and address of the stand owner are to be mounted in such a way that they are easily visible. The right is reserved to issue special instructions on stand design.

8. All flammable materials and plastic materials used for decorative purposes must be flame-retardant to DIN 4102. The installation of polystyrene – except for stand lettering – and the use of hay, straw, and decorations with flowers, palm trees and any other plants consisting of plastic for decorative purposes is prohibited. The "flame-retardant" property can only be subsequently achieved for some of these materials by treating with a flame-proofing agent. The flame-proofing agents used must be officially approved for the material to be impregnated and are to be used in the concentration stated in the approval certificate!

Cut trees and plants are only to be used in a green condition for decorative purposes. Plants and trees are to be removed if it is found that they dry out during an event and thus become more flammable. Trees must be free of branches for the first approx. 50 cm above the floor. Peat is always to be kept damp (risk of ignition by cigarettes etc.).

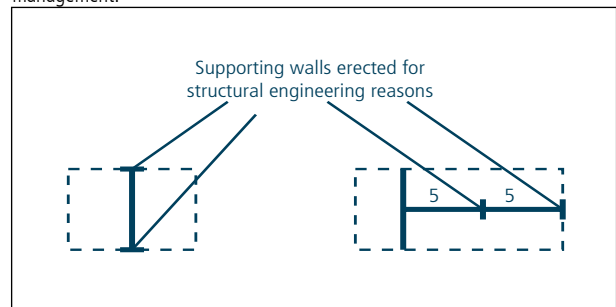
Please observe the Instruction Sheet issued by the fire service (fire prevention measures).

9. Stand partition walls (Form 5)

When Form 5 is returned, the stand partition walls shall be made available in a clean condition and must be returned clean by the exhibitor. Otherwise the partitions will be cleaned at the exhibitor's expense.

The stand walls are not suitable for the attachment of heavy objects; likewise, they cannot assume any supporting functions during assembly and dismantling. Light pieces can be fastened along the nail strips.

Support walls erected by the Exhibition Management for static reasons may not be removed by the exhibitor himself. Supporting walls must be erected, for example, for free-standing partitions of 3 m in length or more or for partitions between headstands, otherwise stand safety cannot be guaranteed. The removal of the supporting walls can only be arranged for by the exhibition management.



These walls must not be damaged. Damaged walls will be invoiced at the replacement price.

The use of nails or double-sided adhesive tape is not permitted. Suitable adhesive material may be provided. At the end of the event, all boards must be removed from the walls and any adhesive residue removed. Cleaning costs will be charged on a time and material basis. Damages will be charged at purchase price.

10. Stand dismantling

After dismantling, the original condition of the exhibition areas must be restored. Adhesive tapes must be removed.

Material or objects used for demonstrations must not be left lying around. The exhibitor shall be liable for damage to ceilings, walls, flooring and installation equipment.

Stands that have not been dismantled or exhibits that have not been removed will be removed at the expense and risk of the exhibitor and stored with the exhibition freight forwarder after the deadline set for the completion of dismantling.

11. Supply shafts

The supply shafts for water and electricity as well as technical safety equipment may not be opened by exhibitors.

12. Floor loading of the halls

Hall	trafficable	Wheel load	Area load
1	at ground level	1,5 tons	0,75 tons per sqm
2	at ground level	3,37 tons	5,1 tons per sqm
3	at ground level	5 tons	1,67 tons per sqm
4	at ground level	10 tons	3,33 tons per sqm SLW60-approved
5	at ground level	10 tons	3,33 tons per sqm
6	Heavy-duty tiled floor, ONLY accessible at ground level with lift truck		1,67 tons
7	at ground level	5 tons	1,67 tons per sqm

Floor coverings must not be nailed. Self-adhesive carpet tiles are not permitted. Carpets can only be fixed with double-sided adhesive tape (see item 14). The installation of bolts and anchors is prohibited. The hall floor may not be painted. The repair of damaged surfaces shall be at the exhibitor's expense. Tiled floors in the conference centre may not be used with pallet trucks.

Technical Guidelines / Stand Instructions



13. Foundations

Exhibitors requiring foundations or reinforcements must obtain approval from the exhibition management. Plans to a scale of 1:50 are to be submitted in duplicate.

The cost of the foundations and repairing the hall floor will be charged to the exhibitor.

14. Adhesive tapes

Double-sided adhesive tapes must be underlaid with PVC adhesive tape (e.g. Tesapack) on the floor of halls 1–7. The cost of cleaning will be charged to the exhibitor. PVC adhesive tape can be purchased at the stand of the exhibition management.

15. Outdoor fairgrounds

Exhibitors wishing to excavate in the outdoor fairgrounds (also for flag masts) must obtain the prior approval of the exhibition management.

Exhibitors are liable for all damage and its consequences in the event of damage to pipes and cables.

All material used in the outdoor fairgrounds must be removed and the area restored to its original state.

16. The use of bolt-setting equipment, spray guns and cellulose paints for painting is prohibited in all exhibition halls.

17. The surrounding area is to be sufficiently protected against hazards when carrying out **welding**. The necessary extinguishing equipment is to be available in the immediate area.

18. The edges of **glass panel** must be machined or protected to exclude the risk of injury. Components made only of glass are to be marked at eye height.

19. Hall doors / hall heights

Hall	Entrance doors		Double doors		Clear Height
	Quantity	Height/Width	Quantity	Height/Width	
1	6	4,50/4,00 m	10	2,20/2,00 m	10,00 m
2	1	4,31/3,50 m	1	2,20/2,75 m	10,00 m
	2	4,18/5,00 m	1	4,47/2,75 m	
	2	5,63/5,00 m	2	4,30/2,57 m	
	4	4,38/5,00 m	3	4,30/2,75 m	
3	4	4,50/4,20 m	10	2,10/2,00 m	7,00 m
			8	2,20/2,00 m	
3a	4	4,50/3,98 m	16	2,20/1,95 m	5,10 m
4	2	4,90/5,40 m	14	2,40/1,95 m	5,10 m
	2	4,90/4,40 m			
5	6	5,00/5,00 m	10	2,50/2,00 m	10,00 m
			6	2,50/2,40 m	
6			10	2,50/2,10 m	4,40 m
7	1	4,40/5,25 m	10	2,10/1,90 m	7,00 m
	5	4,40/4,10 m	2	2,50/2,30 m	

20. Parking

The parking of all types of vehicles outside of marked parking spaces on the site of Messe Augsburg and particularly in front of the exits is prohibited for the duration of the trade fair. Vehicles are only to stop at the above-mentioned points during the assembly and dismantling days for loading or unloading and must be unloaded immediately. They are to be removed immediately on completion of this work – to avoid obstructing the fire service (page 6).

Trucks and trailers parked in the parking areas provided for the cars of exhibitors and visitors to the exhibition will be removed at the cost of the vehicle owner. The erection of advertising spaces, company signs etc. and other advertising measures are prohibited on the exhibitors and visitors car parks and on the vehicles.

21. Compressors

Compressors to be operated in the halls must comply with the German or similar foreign safety regulations and be silenced such that their noise level measured at the edge of the stand does not exceed 50 dBA.

22. Electrical systems

Electrical systems and equipment are governed by the current legal regulations, VDE or similar foreign regulations and the current law on technical equipment.

23. Electrical installations

The complete electrical installation is to be carried out in accordance with the latest safety regulations issued by the Verband Deutscher Elektrotechniker (VDE). Each stand can order one main supply outlet.

This can only be installed by a contractor approved by the exhibition management.

Additional electrical installation work inside the stands can be carried out by the company's own electricians or by approved electrical firms, subject to compliance with the VDE regulations at all times.

These stands must be inspected by the approved electrical contractor, subject to payment of the fee laid down in form 7.

Electrical work on the stand can also be carried out by the approved electrical contractors (see form 7).

Neighbouring stands may be affected by the stand installation cables, in which case the cables must be covered to prevent the risk of tripping. The cost of this is charged to the customer. Claims for compensation in such cases can not be accepted.

24. Water supply

The same regulations also apply to the installation of a water supply.

All such work can, however, only be carried out by the companies appointed by the exhibition management. Water supplies are not provided outdoors (see form 8).

25. Accident prevention

The generally recognized rules for technical equipment and the industrial safety and accident prevention regulations are to be complied with when exhibiting technical equipment. The current legal regulations on technical equipment apply. If machines or apparatus are to be shown to visitors in operation, a safety cover of organic glass or another transparent material can be mounted instead of the normal guard. Machines and apparatus without a protective device are not to be shown in operation.

The protective devices can be removed from machines to show visitors the design and construction of the covered parts. These protective devices are to be placed alongside the machine in a visible position. The exhibition management is authorized to prohibit the operation of machines and apparatus if it considers this constitutes a risk for visitors and exhibitors.

The exhibitor is liable for all personal injury or damage to property caused by the operation of the machines or apparatus exhibited by him.

The exhibited machines, apparatus, equipment, etc. are inspected for compliance with the accident prevention regulations by the Gewerbeaufsicht (Trade Inspectorate). Information in connection with the Equipment Safety Act can be obtained from

Gewerbeaufsichtsamt Regierung von Schwaben
Morellstraße 30d
D-86159 Augsburg
Tel.: +49 (0)821-327-01
Fax.: +49 (0)821-327-2700

26. Machine demonstrations

If the demonstration of machines in operation is permitted, sound insulation devices are to be provided to avoid annoying noise. The noise level measured at the edge of the stand is not to exceed 50 dBA. The planning and design of the necessary exhaust and extraction pipes for machines in operation are to be agreed with the technical department of the Exhibition Management.

27. Advertising inside the exhibition stands

Advertising displays or eye catchers are not to be designed with either rotating or flashing letters.

Banners and company signs are not to extend into the gangways or will be mounted above the height of the stand.

Advertising not complying with the legal regulations or which offends against normal standards of decency is prohibited.

Display packages, advertising packages etc. from companies not represented at the exhibition are not to be displayed.

The distribution of advertising material outside the exhibition stand and on the car parks is prohibited.

Tombolas, prize competitions, quizzes, games with prizes, etc. are not to be organized either for money or donations.

Exhibits are not to be displayed beyond the edge of the stand.

28. Sound systems/musical performances/film, slide or video shows

All audio and visual shows on the stand require the express approval of the exhibition management.

Musical performances are subject to fees, even if these only serve to support the product offered. The exhibitor is to contact the responsible GEMA district office (Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte).

GEMA Bezirksdirektion Stuttgart
Key Account Management Messe
Herdweg 63
D-70174 Stuttgart
Phone: +49 (0)711 2252-794
Fax: +49 (0)711 2252-800
messe@gema.de

29. Damages

All cases of damage to halls, hall equipment and outdoor facilities by exhibitors or their representatives must be reported to the Exhibition Management.

Fire Prevention Measures and Safety Regulations



The Fire Prevention Measures and Safety Regulations are part of the Technical Guidelines and Stand Instructions and must be complied with.

1. Instructions on fire prevention measures and safety regulations

The Amt für Brand- und Katastrophenschutz Augsburg publishes extracts of the most important fire prevention measures for exhibitors. References are made to § 24 of the Prevention of Fire Law of 29 April 1981, Article 38 of the State Penal Law of 7 November 1974 and other relevant fire safety regulations.

1.1 Responsibility

The Amt für Brand- und Katastrophenschutz Augsburg is responsible for fire prevention in the exhibition centre.

Exhibitors are recommended to contact the following in good time in the event of doubt concerning fire prevention matters:

Stadt Augsburg

Amt für Brand- und Katastrophenschutz

Berliner Allee 30

D-86153 Augsburg

Tel.: +49 (0)821-324374-00

Fax.: +49 (0)821-324374-19

(form A.2)

- 1.2 The trade inspectorate and public affairs authority, police and fire service and representatives of the Exhibition Management are authorized to issue instructions as part of the safety regulations. Their representatives are to be allowed access to safety devices and technical equipment at all times.

2. Equipment and installations requiring registration and inspection

- 2.1 A suitable fire extinguisher to DIN 14406 is to be available on stands where **demonstrations** associated with a naked flame or strong heating take place.

Demonstrations of this type require special approval by the Amt für Brand- und Katastrophenschutz Augsburg.

This also includes such demonstrations as cutting, welding, soldering and similar work and demonstrations on **non-electrically** operated cooking, barbecue, baking and heating equipment. Liquid gas is not to be used for such demonstrations (see paragraph 3.9).

- 2.2 Lighting candles is only approved if used for demonstrating an exhibit.

- 2.3 **Please use form A.2 for registering such demonstrations.**

- 2.4 **Non-registration involves extra work, which must be charged to the exhibitor.**

3. Important fire prevention measures

3.1 Exits, gangways

All exits and gangways marked on the hall plans must be kept completely free. The exits are to be kept unlocked during the event. Nothing is to be hung over the exits and they are not to be made unrecognizable in any way. Information stands or tables are not to be set up close to entrances, exits or stairways.

3.2 Fire extinguishers, wall hydrants, fire alarms

Covering up the fire extinguishers, trip devices for smoke and heat extraction systems, wall hydrants and push-button alarms and other safety equipment fitted in the halls or marking them inaccessible in any other way is strictly prohibited, even if they are located in the stand. The pressure hoses for the hydrants are not to be used for filling purposes (containers, pools etc.).

3.3 Stand design/stand planning

The stand is to be designed to avoid corners which are difficult to check. The longest escape route from any point of stand to exit or stand emergency exit to hall gangway must not exceed 20 m.

The exits and emergency exits must be marked inside the stand by clear lettering or symbols. It must be possible to open the emergency doors from the inside without aids at all times during the event; they must have an inside width of at least 80 cm and lead to a hall gangway.

Covered stand ceilings are generally prohibited, but may be approved in exceptional cases subject to the following conditions:

Stand ceilings independent of size are only permitted by admission of Messe Augsburg. Stand ceilings have first to be registered by exhibitors at the hirer who presents the Messe Augsburg for permission a certification at the latest 14 days of the beginning of the organization which can be presented by Messe Augsburg at the official inspections.

Textile stand covering only with VDS tested, sprinkler compatible, wide meshed and heavy flammable (B1 to DIN 4102 or rather DIN EN 13501-1) material of grid or rather materials with woven melting threads or break threads need to be licenced.

Licences and certifications for stand ceiling used materials, have to be laid out for inspection at the stand otherwise the Messe Augsburg is able to order dismantling.

In the case of fixed stand ceilings stands, decorations and equipment have to be entire carried out in B1 (to DIN 4102 or rather DIN EN 13501-1).

The hirer has to take possession following: the safe distance between fixed stand ceilings have to be widespread 3m. Per each commenced 8 sqm a battery-powered and VDS authorized smoke alarm has to be installed under the canopy.

To confiscate the fire brigade the organizer has to order night duty for each hall in which are stands with stand ceiling bigger than 8 sqm.

The covered ceiling of fixed stand ceilings bigger than 30 sqm has to be provided with sprinkler system.

The retention of installation of a sprinkler system has to be occurred though Messe Augsburg at the company

GLORIA

Norbert Wilhelm

Flotowstraße 15

D-86368 Gersthofen

Tel.: +49 (0)821 – 703030.

In the case of concerts, conferences as well as organizations with high number of visitors the covering of stands can not be approved.

3.4 Decorations

All materials and plastic materials used for decorative purposes must be at least flame-retardant to DIN 4102. The "flame-retardant" property can only be subsequently achieved for some of these materials and must be officially approved and are to be used in the concentration stated in the approve certificate! Confirmation of the flame-retardant property or that impregnation has been carried out in accordance with the regulations is to be available at all times for inspection in the stand.

IMD Internationale

Messedesign GmbH

Austraße 18

D-74196 Neuenstadt/Kocher

Tel.: +49 (0)7139-4744-0

Fax.: +49 (0)7139-4744-44

info@imd-neuenstadt.de

Please note for subsequent impregnation that the stand should not be set up, since the agent used can have corrosive effects on various metals. Liability for possible damage cannot therefore be accepted by IMD. It should also be noted that textiles or other materials of plastic cannot be subsequently treated.

Cut trees and plants are only to be used in a green condition for decorative purposes. Plants and trees are to be removed if it is found that they dry out during the exhibition and thus become more flammable. Trees must be free of branches for the first approx. 50 cm above the floor. Peat is always to be kept damp (risk of ignition by cigarettes etc.).

Large quantities of polystyrene or other plastics which produce large amounts of soot on burning are only to be used with the approval of Amt für Brand- und Katastrophenschutz Augsburg.

3.5 Packing material, boxes, waste materials

Boxes, packing material and similar are not to be stored in or near the exhibition halls and stands. Highly-flammable waste materials (wood shavings, wood waste, saw dust and similar) must be removed daily – or more often for larger accumulations.

Fire Prevention Measures and Safety Regulations



3.6 Use of electrical equipment

The use of heaters or hotplates with open heating elements, makeshift heaters and immersion heaters is prohibited.

Small electrical appliances such as hotplates, kettles, coffee machine, etc. are only permitted if they comply with the VDE regulations. They are to be placed on non-inflammable heat-resistant bases so that objects close to them cannot be inflamed even if excessive heat is developed; they are to be adequately supervised during operation. The main switch on the stand must be switched off at the end of the event.

3.7 Pyrotechnic advertisements and demonstrations are not permitted.

3.8 Smoking prohibition

There is appropriate to the law of protection of health of risk of passive smoking (GSG) a prohibition of smoking in the buildings of Messe Augsburg. The hirer is obliged to the visitors to implementation of prohibition. He has to point to the prohibition and take measures in case of violation to prevent further violations.

Violations of GSG can lead to infringement of the regulation.

These Violations can also be punished as infringement of the regulation.

3.9 Propane (butane) gas cylinders

Propane, (butane) and gas cylinders are not permitted by the Exhibition Management for safety reasons.

If the exhibitor requires propane gas to demonstrate his exhibits, permission may be granted in exceptional cases.

The exhibitor's application must always be made in writing using Form A.2. Approval shall only be granted subject to strict safety requirements. The complete propane gas system must be approved by an expert before commissioning (see Information A-Z, Point 34).

Propane gas for heating, grilling and cooking appliances will not be approved under any circumstances.

3.10 Oil heaters, oil burners

The storage of inflammable liquids (heating oil) is governed by the regulations on systems for storage, filling and transit of substances hazardous to water and the approval to specialist firms (Systems and Specialist Firms Regulation -VAAuSF) of 13.2.1984 (Bavarian Law Gazette No. 4/1984). The HBR fuel oil container guidelines of July 1966, the DIN 4755 guidelines for oil firing of heating systems, the DIN 4748 standard for oil burners – terms, requirements, construction and tests and the VLwF of 21.1.1971 are also to be complied with.

All smoke, exhaust gases and fumes must be extracted to outside the hall.

3.11 Heating, grilling and cooking appliances fuelled by coal, gas or inflammable liquids are not to be installed for normal operation.

3.12 Spirits and mineral oils (petrol, paraffin etc.) are not to be used for normal cooking, heating or operating purposes or stored (danger class A1, A2 and B).

3.13 Operation of woodworking machines

Approved and tested fire extinguishers (e. g. water extinguisher to DIN 14406) or other extinguishing equipment is to be provided by the exhibitors concerned on stands where inflammable materials are processed or produced during machining (e. g. wood shavings). These extinguishers are in addition to the fire extinguishers already provided in all halls.

3.14 Vehicles and machines with internal inflammable engines

are only to be parked in the outdoor area if they are fitted with a lockable petrol cap.

3.15 Display of vehicles

Vehicles with inflammable engines may be parked in the exhibition halls only

if their tanks contain small amounts of fuel: max. 5 litres for cars, max. 7.5 kg of gas for gaspowered cars and max. 1 litre for motorcycles.

The fuel tank must be locked and the battery disconnected.

Approval can be granted in exceptional cases if the exhibitor requires the battery to be connected for demonstration purposes.

Such approval must be requested by the exhibitor in writing on form A.2 in each case.

3.16 Stands on which the general emergency lighting already fitted is not effective due to the special stand design require their own emergency lighting. This is to be installed to ensure that the way to the general emergency exits can be safely found.

4. Use of radioactive substances

Registration is mandatory for the use of radioactive substances.

The registration must indicate the compound plus the type, activity and number of radiators and the grade according to the radiation protection regulations (below exemption limit, Group I, II or III).

Approval certificates covering use, storage and transport must be available from responsible authorities.

Waste prevention and waste separation



Form 10 (waste disposal) in the Service Manual must always be completed and returned to the Exhibition Management. Forms that have not been completed and returned will be used to calculate the costs according to the apportionment principle or the flat-rate classification.

1. The city of Augsburg has issued a waste management by-law, binding on all exhibitors and promoters, that regulates waste prevention and waste separation.
2. Exhibitors are required to practice waste prevention and to separate waste into recyclable materials.
3. Environmentally harmful waste, exhibition booth materials, carpeting, mixed waste, packaging, bulky waste, rubble, manufacturing waste and leftover advertising materials are not treated as commercial waste and must be disposed of at your own cost, otherwise this will be charged for by the exhibition management.
4. Disposable bottles and cans are not permitted. Food and drinks must be served in reusable containers.
 - There are a number of recycling bins available for small amounts of glass, paper, cardboard and metal. (No packing)
 - Waste accumulated during the day is to be collected separately and placed on the walkway at the edge of the booth in the evening.
 - Un-removed carpeting and booth construction materials cause extra work and will be invoiced accordingly.
 - Costs will be invoiced according to the work involved.

Exhibitors who supply food and beverages for immediate consumption must use disposable dishes with regard to Sars-CoV-2 if no dishwasher with disinfection program is used. If the dishwasher with disinfection program is available, reusable dishes and cutlery can be washed.

The waste management advisor of the Exhibition Management team must be kept informed. All instructions must be followed.

The Trade Association for Fairs and Exhibitions (FAMA) helps to further improve the quality of events and the transparency of the markets for customers, thus sustainably increasing success for exhibitors, visitors and venues.

FAMA urges exhibiting companies and their employees, in their own interest, to comply with the following provisions to be complied with:

1. Trading under the company name

On all stands the full address of the exhibitor (or if applicable also the office responsible for taking part) must be displayed in a size clearly legible from the aisle. (Company name, street and number, place with postcode –giving a post office box is not sufficient.)

2. Display of prices

In principle all goods on offer must be priced, in so far as offered in series, individually by a price tag. The prices must be the final prices.

3. Order books

If the exhibitor uses his company order books, the full address of the exhibiting company must be printed or stamped on each form in addition to the company of the supplier.

4. Talking to visitors

Talking to visitors may take place only from and within the stand in a correct and polite manner, in order to fulfil the visitors' need for information in the same way.

5. Promotional statements

All information about the goods on offer, in particular about their quality, performance, quantity, price, additional costs, and possibilities of repair and replacement must be accurate and complete.

6. Delivery appointments

Agreed delivery appointments are to be kept. If the delivery is delayed for important reasons, the customer is to be informed without delay.

7. Manufacture to customer's specifications

In the case of manufacture to customer's specifications the necessary information – in particular colour, design and measurements – is to be recorded with the greatest care. The risk of manufacturing defects and costs of their being repaired may not be charged to the customer.

8. Complaints

Complaints and claims are to be dealt with correctly without delay in accordance with the legal regulations. In the event of disputes it is recommended to call in the exhibition management (the organiser).

Exhibitors who do not comply with these regulations in spite of a written caution being given must be prepared for the closure of the stand and exclusion from further events.

Defects which concern the event itself must be communicated in writing during the exhibition to the exhibition management so that an immediate examination and if necessary clearing-up of justified complaints can take place during the period of the exhibition.

These guidelines have been drawn up with the Association of the German Trade Fair Industry (Ausstellungs- und Messe-Ausschuss der Deutschen Wirtschaft e.V.). (AUMA). Their application as a supplement to the General Exhibition Terms and Conditions of FAMA shall be confirmed at all FAMA events. Members of the FAMA strictly respected.

Important Information

CITES



CITES and/or EC Certificate

If you exhibit specimen of particularly sheltered animal species on your trade fair stand, including living animals, dead animals (taxidermal specimens), parts (e.g. teeth, pelts, skins, feathers) and animal products (e.g. jewellery or works of art, knife handles made, for example, of ivory or coats, bags made of crocodile, lizard or snake skins), please make sure that you have all the necessary documents and permits.

Anyone who commercially acquires, uses, processes or markets animals or plants of particularly protected species, must keep a logbook recording receipt and delivery movements with daily entries in accordance with Section 6 Bundesartenschutzverordnung (BArtSchV). Any violation of the provisions set out therein will be punished with a fine of up to EUR 10,000 (in words: ten thousand euros) in accordance with Section 69 Para. 3 No. 27c Bundesnaturschutzgesetz (BNatSchG) combined with Section 16 BArtSchV.

CITES and/or EC certificates are required for animals which are subject to the Washington Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) – WA I, II, and III (e.g. elephants, all big cats, crocodiles) and for animals which are subject to EC Regulation 338/97, Appendix A (e.g. all European birds of prey, falcons and owls).

Animals which are subject to the German Regulations on the Protection of Species (BArtSchV Annexe 1, Column 1, e.g. kingfishers, beavers) require

- a) exemption in accordance with Section 62 BNatSchG (German Law on the Protection of Nature)
- b) or special permits in accordance with Section 43 Para. 7 or Para 8 BNatSchG

Anyone who, contrary to Section 44 Para. 2 No. 1 or 2 BNatSchG or

If you have any questions or are unsure on any point, please contact your nature conservation authorities.

Section 44 Para. 3 No. 1 or 2, combined with an ordinance of Section 54 Para. 4, willfully and knowingly or negligently sells, has available for sale, offers, transports or exhibits for commercial purposes animals or plants of a particularly protected species commits an offence in accordance with Section 69 Para. 3 No. 21 BNatSchG.

This offence can be punished in accordance with Section 69 Para. 6 BNatSchG with a fine of up to EUR 50.000 (in words: fifty thousand euros).

According to the penal provisions of Section 91 BNatSchG, anyone who acts commercially or habitually in the way described in Section 69 Para. 3 BNatSchG will be punished with a term of imprisonment of up to 3 years or with a fine.

When exhibiting animals which are subject to German hunting law, the provisions – bans and exceptions – in accordance with Section 2 Para. 1 to 4 of the German Regulations on the Protection of Game (BWildSchV) must be observed, or a special permit is required in accordance with Section 2 Para. 5 BWildSchV.



**AUGS
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2021**

Messe Augsburg

ASMV GmbH

Am Messezentrum 5
86159 Augsburg

Phone: +49 (0)821-2572-206

Fax: +49 (0)821-2572-277

service@messeaugzburg.de

www.messeaugzburg.de