

## **Information**

### **on setting up and dismantling in the Messehaus conference area**

for all customers, service providers, booth builders, and event organizers

To whom it may concern:

We are excited about successfully realizing your event with you. To ensure that everything goes smoothly and to avoid any accidents or material damage in particular, we kindly request that you read this information carefully and forward it to your exhibitor/booth builder. Please instruct all your employees and participating firms properly prior to starting any work. Thank you for your cooperation.

#### **General Information:**

- Technical safety and occupational safety rules, along with the regulations and guidelines according to DIN, VDE, VDI, UW, BGV CI, SächsVStärVO and the rules of the Leipziger Messe GmbH, shall apply.
- A responsible and competent contact person for the event organizer must be present on-site from the start of the event until its conclusion – including the times for set-up and dismantling.
- The building supervisor or the security personnel at the entrances shall determine who is given access to the conference area of the Messehaus and who may occupy it. The building supervisor will be available to you at all times. The supervisor's office is located on level 0, telephone: 0341678 9899.
- There is a general ban on smoking in all areas of the Messehaus conference area during set-up, dismantling, and the event.
- All outside doors in the conference area of the Messehaus are electronically locked and can only be opened, shut, or checked by authorized personnel (building supervisor/security personnel). Any damage will be billed to the person who caused it.
- Doors, emergency exits, wall hydrants, fire alarms, emergency routes, etc. are to be kept clear during the times for set-up, dismantling, and the event. The doors may not be propped open or taped into place due to their function as a fire control.
- The delivery of exhibition objects and event equipment shall generally take place only through the doors in the foyer on level -1 (width: 2,340 mm x 2,450 mm).
- The natural stone flooring in the foyer and the carpeting in the event areas may not be driven over with forklifts or dollies with hard plastic or metal wheels.
- DIN 4102 B1 and accordingly DIN EN 1350-1 must be adhered to by all set-up firms. Proof of flame-resistance must be documented in German and presented in certified form at the time of acceptance.

#### **Information on Exhibition Areas:**

The exhibit areas in the conference area of the Messehaus are meant to be used for the purposes of information, presentation and demonstration. The following conditions apply:

- Individual display elements and trade fair booths (materials all B1 according to DIN 4102 – flame-resistant) are approved. Attention is to be paid that booths are not higher than 2.50 m and that no ceiling or integrated booth components, platforms, or raised floors are used.
- The standard maximum booth height in the conference area of the Messehaus is 2.50 m.
- The Technical Guidelines of the Leipziger Messe GmbH shall also apply.

We kindly request that you treat the building and its equipment and fixtures with care. Please take particular note of the following information to avoid damage, the rectification of which we would otherwise have to bill you for.

- No objects or materials such as signs may be leaned or stored against or affixed to the columns, walls or doors in the conference area of the Messehaus.

Current as of: 01.2014

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Hanging posters or putting taping on veneer or painted surfaces throughout the entire building is not allowed. Stands suitable for posters or bulletin boards are to be used for displaying posters and can be rented.

- When laying carpet, only residue-free adhesive tape may be used.
- Placing tacks, nails or screws into the walls or floors is not allowed anywhere in the building.
- Please use protective floor mats when setting up or dismantling traverse systems or components with sharp edges.
- A permit from the Leipziger Messe GmbH is required for any welding or cutting. The building supervisor must be notified of the work in advance.
- Flammable liquids (e.g. for cleaning) may not be brought into the building.
- The use of wood or metal processing equipment without dust extraction is not permitted.
- Metal constructions equipped with electrical devices must be electrically connected (grounded).
- There is a general ban on storing boxes or the like in the booths. Empty containers belonging to exhibitors, booth builders and event organizers may not be stored in the building during the event. Please use the services offered by forwarding agents for storing empty containers. More information can be found under "Other information".
- The furnishings in the conference area of the Messehaus may not be used for the purposes of workbenches, assembly aids, or the like.

### Other Information:

- The use of fog machines is not allowed.
- Comprehensive floor matting is necessary when setting up for crew catering or using counters for dishes and silverware when serving.
- All layout plans must be agreed on and approved 21 days prior to the event's begin. The responsibility for this shall be borne by the event organizer.
- Water and wastewater connections, as well as compressed air, cannot be provided in the Messehaus conference area.
- No gas containers may be stored in the Messehaus conference area.
- The official forwarding agent for the Leipziger Messe GmbH is:

DHL Trade Fairs Events  
GmbH Messe-Allee 1 04356  
Leipzig

Phone: (0341)6 78- 72 44 and - 72 45

Fax: (0341)6 78- 72 41

Email: [fairs.lei@dhl.com](mailto:fairs.lei@dhl.com)

We mention this to you also as a contact for the storage of empty containers.

The delivery address for the conference area of the Messehaus is:

Leipziger Messe GmbH  
Konferenzbereich Messehaus  
-*Veranstaltung/Standnummer/Name des Ausstellers* -  
Messe-Allee 1  
04356 Leipzig

It is important to indicate the event (title, name, date, etc.) for correct identification of the materials.

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In case of problems or questions, you can contact the building employees at any time. These people are also the contacts for issues relating to safety, coordination and monitoring the compliance with the building rules.

You can reach the employees using the telephone book located by the in-house telephones or via the central switchboard of the Leipziger Messe GmbH: telephone: 0341 - 678 0.

The building supervisor can be reached at 0341 - 678 9899.

We are looking forward to working with you and hope your event is a success.

Sincerely,

Leipziger Messe GmbH