

A low-angle photograph of a radar tower with a glass-enclosed observation deck and a red-and-white antenna on top, set against a clear blue sky with light clouds.

Exhibitor's Manual

www.feaglobalevents.org



04-05 October 2018
Düsseldorf, Germany



LETTER OF ACKNOWLEDGEMENT

No orders for services will be processed until this document has been returned!

FIRST and LAST NAME

Representing _____

Please print your COMPANY NAME here

by my signature below I hereby certify that:

- I have completely read the FEA2018 Exhibitors Manual.
- I understand all rules and regulations as outlined in the FEA2018 Exhibitors' Manual and on behalf of my company agree to abide by them.
- I understand that it is my responsibility to inform all subcontractors of the rules and regulations outlined in the FEA2018 Exhibitors' Manual.
- It is my responsibility to comply with all the local and European laws. FEA nor SEMICO bears no responsibility for the compliance or enforcement of such laws.
- I am authorized to sign this document on behalf of my company.

If applicable, please let us know the names of your stand building company and agency authorized to work on your behalf, so we can keep them informed and forward all necessary material to them. Please specify their fields of responsibilities (booth, hospitality suite, Exhibitor registration). Thank you for your cooperation.

Stand building company

Company: _____

Contact: _____

Address: _____

Phone: _____

E-Mail: _____

Responsibilities: _____

Agency Company:

Company: _____

Contact: _____

Address: _____

Phone: _____

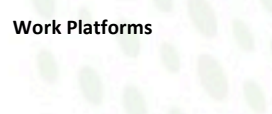








E-Mail: _____

Responsibilities: _____

Please return this document to FEA2018 by E-mail fea2018@semico.be until **August 10, 2018 at the latest.**



Service Providers at a Glance

Work Platforms 	Gardemann Arbeitsbühnen GmbH Dorstener Str. 47a 40472 Düsseldorf	Crane & lifting Suspension Working platforms Clearance special structures	T +49 (0) 211 / 9 46 08 0 F +49 (0) 800 / 3 227 226 info@gardemann.de www.gardemann.de
Floral decoration 	dietz blumen & events e.K. Kullbeeksweg 9a 40885 Ratingen-Lintorf	Floral stand decoration order form	T +49 (0) 21 02 / 181 – 64 F +49 (0) 21 02 / 181 – 96 info@dietzblumen.de www.dietzblumen.de
Booth Catering 	Stockheim GmbH & Co. KG Rotterdamer Str. 144 40474 Düsseldorf	Booth catering order form	T +49 (0) 211 / 45 49 042 F +49 (0) 211 / 45 49 – 045 duesseldorf@stockheim.de www.stockheim.de
Temporary staff – Hostess 	pts Marketing Services GmbH Elisabethstr. 14 40217 Düsseldorf	Temporary staff order form	T +49 (0) 211 / 82 89 81 – 0 F +49 (0) 211 / 880 00 – 66 pts@pts-services.com www.pts-services.com
Lighting, Sound and Video System 	SIGMA Systems Audio-Visuell GmbH Schiebsstr. 53 40549 Düsseldorf	Audio- video-PC order form	T +49 (0) 211 / 53 77 – 130 F +49 (0) 211 / 53 77 – 177 info@sigma-av.tv www.sigma-duesseldorf.de
Forwarding Agency, Empties/shipping 	Kühne & Nagel (AG & Co.) KG Am Staad / Tor 1 40474 Düsseldorf	Freight Forwarder info Prices Empties Shipping Guidelines	Telefon: +49(0)211/454680 Telefax: +49(0)211/434549 E-Mail: exposervice.duesseldorf@kuehne-nagel.com www.kuehne-nagel.com
Stand Construction & Shell Scheme carpeting 	Messeprojekt GmbH Bergweg 7 04356 Leipzig	Shell scheme carpeting order form	T +49 (0) 341 / 52 62 58 20 F +49 (0) 341 / 52 62 58 21 SERVICEHOTLINE: +49 211 4560 8189 Patrizia.herrmann@messeprojekt.de www.messeprojekt.com
Shell Scheme printing & Fascia order form 		Shell scheme Panel printing order form Shell scheme Fascia order form	
Stand cleaning		Sanitary Installations Form Stand cleaning	
Furniture Rental Space Only Carpeting 	EXPO Mietmöbel GmbH Vertragsfirma der Messe Düsseldorf Postfach 30 03 08 40403 Düsseldorf	Space only flooring order form Furniture order form	T +49 (0) 211 / 47 12 20 info@expo-mietmoebel.de www.expo-mietmoebel.de










<p>Kitchen Furniture and Refrigeration Units</p> 	<p>ORGATECH AG Stockumer Kirchstr. 61 40474 Düsseldorf</p>	<p>Kitchen Furniture and Refrigeration</p>	<p>T +49 (0) 211 / 45 60 – 289 duesseldorf@orgatech-ag.com www.orgatech-ag.com</p>
<p>Internet & Telephone</p> 	<p>T-Systems Deutsche Telekom AG Messeplatz 40474 Düsseldorf Location on the exhibition grounds: Messe Center, Ground Floor Monday to Thursday 09.00 – 16.00 h Friday 09.00 – 14.00 h</p>	<p>Application for private Wifi Equipment services Individual network connection Packages_wired&wireless_internet_connections Telecommunication connections Wired internet connection Wireless-LAN Important notes</p>	<p>T +49 (0) 211 / 947 20 00 F +49 (0) 211 / 947 47 48 telekom@messe-duesseldorf.de www.here-we-are.de</p>
<p>Insurance</p>	<p>TROWE Düsseldorf GmbH Immermannstr. 22 40210 Düsseldorf</p>		<p>T +49 (0) 211 / 168 96 - 0 F +49 (0) 211 / 168 96 - 54 duesseldorf@trowe.de www.trowe.de</p>
<p>Security and stand surveillance</p> 	<p>SECURITAS Services GmbH Messe Düsseldorf Arena-Str. 1, 40474 Düsseldorf, Germany</p>	<p>Stand surveillance order form Fire extinguisher order form</p>	<p>Tel. +49(0)2 11/4 70 78 91/2 Internal 81 81, responsible for halls 1–17 E-Mail messe.duesseldorf@securitas.de</p>
<p>Waste Management</p> 	<p>Düsseldorf Congress Sport & Event GmbH Postfach 10 10 06 40001 Düsseldorf, Germany</p>	<p>Waste Management order form</p>	<p>exhibition@d-cse.de</p>
<p>Waste Disposal</p> 	<p>ISS Messereinigung ISS Facility Services Nord GmbH (formerly Klaus Harren GmbH) Stockumer Kirchstraße 61, 40474 Düsseldorf, Germany</p>	<p>Waste disposal order form</p>	<p>Tel. +49(0)2 11/ 51 60 70-0 info@messe-reinigung.de</p>
<p>Electrical Installations</p> 	<p>Düsseldorf Congress Sport & Event GmbH Postfach 10 10 06 40001 Düsseldorf, Germany</p>	<p>Electrical installations Hall Dismantling power</p>	<p>exhibition@d-cse.de</p>
<p>CCD Access Map</p>		<p>Services around the fair Fair grounds Public transport Plan Parking P5</p>	
<p>Düsseldorf Convention</p> 	<p>Düsseldorf Convention Benrather Str. 9 40213 Düsseldorf</p>		<p>T +49 (0) 211 / 17 20 28 58 F +49 (0) 211 / 17 20 21 324 info@duesseldorf-convention.com www.convention-duesseldorf.com</p>
<p>Tourist Information</p> 	<p>Düsseldorf Marketing & Tourismus GmbH</p>		<p>reservation@duesseldorf-tourismus.de www.duesseldorf-tourismus.de</p>
<p>Public Transport</p> 	<p>Rheinbahn AG CustomerCentre Main Station</p>		<p>T +49 (0) 211 / 582 – 49 04 F +49 (0) 211 / 582 – 18 55 rheinbahn@rheinbahn.de www.rheinbahn.com</p>
<p>Visa Application form</p>		<p>Download application form</p>	
<p>CCD rules regulations</p>		<p>Rules regulations Risk Assessment shell scheme Rules regulations space only</p>	



TABLE OF CONTENTS

LETTER OF ACKNOWLEDGEMENT	p 2
SERVICE PROVIDERS AT A GLANCE	p 3
CONGRESS VENUE	p 6
EXHIBITION TIME SCHEDULE.....	p 11
GENERAL EVENT INFORMATION.....	P 12
STAND CONSTRUCTION – SPACE ONLY	P 16
STAND CONSTRUCTION – SHELL SCHEME	P 21
HANDLING OF EXHIBITS	P 28
FEA2018 RULES AND REGULATIONS / LIABILITY.....	p 31
RISK ASSESSMENTS FOR SPACE ONLY	p 43
RISK ASSESSMENT FOR SHELL SCHEME	p 48

Dear Exhibitor,

We cordially invite you to the FEA Global Aerosol Events in Düsseldorf. The document also comprises the link to order additional services. Please forward this manual and its attachments to your stand builders/agencies and read carefully to ensure no important information gets lost. We are at your disposal for any questions that may arise.

Congress Venue Information

The exhibition will take place in the CCD Congress Center Düsseldorf, Hall 3.

Venue address:

Düsseldorf Congress Sport & Event GmbH
Stockumer Kirchstraße 61
40474 Düsseldorf
Deutschland
T +49 (0) 211 / 45 60 - 84 01
F +49 (0) 211 / 45 60 -85 56
info@d-cse.de



This address cannot be used as a postal address for the venue for packages or freight, please refer to the Handling of Exhibits p28 of this document for the correct details. Please be advised that the venue does not accept or store any packages and will pass on any items received to the freight forwarding company. This will result in a charge to release any items sent to the above address.

Travelling to the CCD

The CCD Congress Center Düsseldorf is located in easy reach of public transport, rail and car.

[Click here for an interactive route planner](#)

(<https://www.greenmobility.de/duesseldorf/ccd/home>) and select your travel options.

For more travel information visit the [CCD Congress Center Düsseldorf.](#)

<http://www.ccd.de/en/directions/>

Arriving by plane

Düsseldorf Airport is just three kilometres from the CCD Congress Center Düsseldorf. With over 60 airlines and some 22 million passengers per year, it is the third largest airport in Germany and an important hub in North Rhine-Westphalia. Apart from Frankfurt and Munich, Düsseldorf is the only German airport to offer attractive long-haul connections, for example to America and Asia.

Airport information:	+49 (0)211 / 421 - 0
Customs:	+49 (0)211 / 421 - 69 27
Airport Police:	+49 (0)211 / 421 - 69 40

A special rate of EUR 20 applies for taxi rides from Düsseldorf airport to all entrances of Messe Düsseldorf and vice versa, day or night. Depending on the traffic situation, a taxi ride from Düsseldorf

Airport to the CCD Congress Center Düsseldorf takes roughly 10-15 minutes.

Arriving by car

North Rhine-Westphalia possesses an extremely well developed motorway network that will get you quickly to Düsseldorf and the CCD Congress Center Düsseldorf. More than 1,200 parking spaces are available right by the CCD Congress Center Düsseldorf.

GPS input data:

Rotterdamer Straße / Ecke Stockumer Kirchstraße

40474 Düsseldorf

When approaching the congress centre, follow the special signs CCD Süd, or the parking sign P5.

https://www.ccd.de/fileadmin/user_upload/ccd/pdf/anfahrt/anfahrtsplan-ccd-sued-p5.pdf

Arriving by train

By train you will reach Düsseldorf sustainably, economically and stress-free. Centrally located in downtown Düsseldorf, the main station (Hauptbahnhof) on Konrad Adenauer Platz is one of the most modern in Europe. More than 1,000 trains a day guarantee good connections to Düsseldorf from all over Germany and abroad.

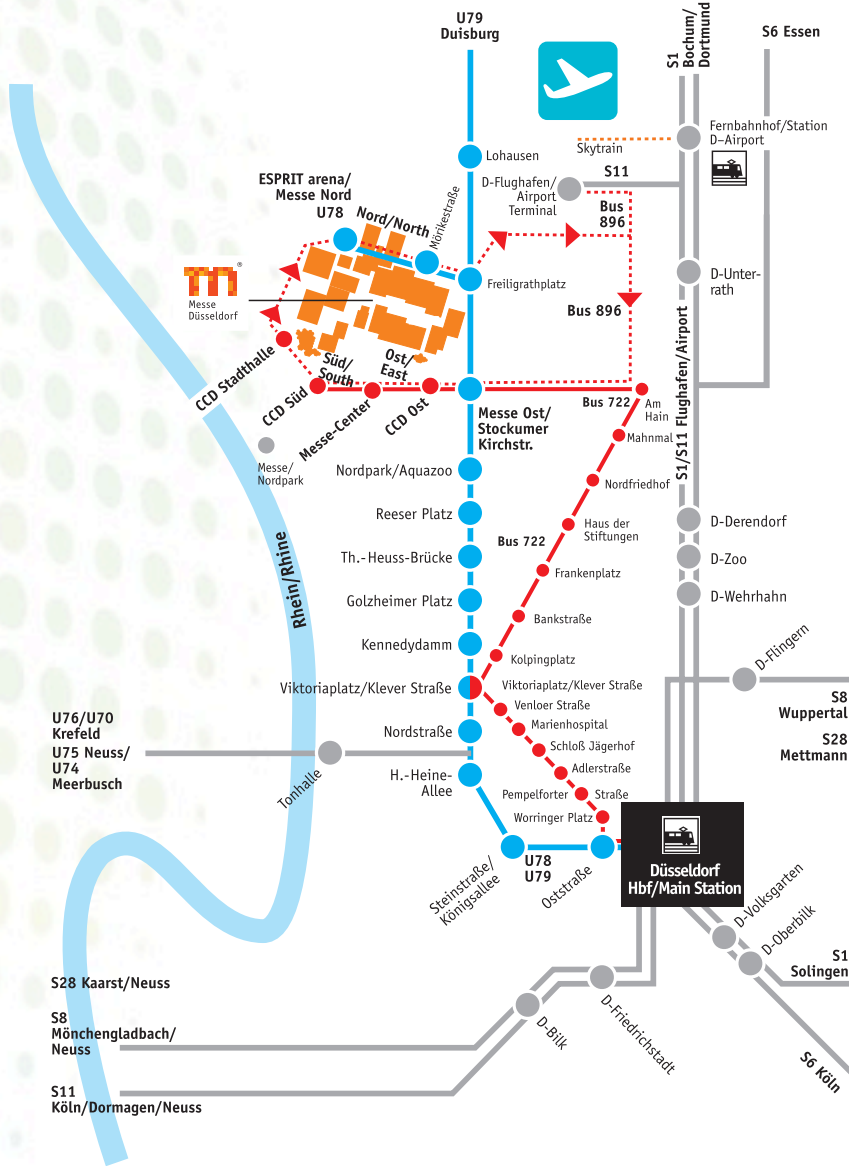
Arriving by Public Transport

The CCD Congress Center Düsseldorf can easily be reached by bus or underground.

The Bus 722 will take you from Düsseldorf central station directly to the convention centre within 30 minutes. The underground lines U78 (from the city centre) and U79 (from the city centre, Kaiserswerth, Wittlaer and Duisburg) stop at Messe Ost/Stockumer Kirchstraße. From there you can reach the CCD Congress Center Düsseldorf on foot in about 15 minutes via Stockumer Kirchstraße or you can take Bus 722 to the last stop, Messe Congress Center.

Information on timetables, train and bus routes as well as tickets are available from Rheinbahn. The connection to the Verkehrsverbund Rhein-Ruhr (VRR) transportation network allows passengers to also use the transport facilities of many other towns and communities as well as the surcharge-free trains of Deutsche Bahn AG in a joint tariff system.

Nahverkehr/Public transport



DÜSSELDORF
Congress | Sport | Event



Messe Düsseldorf

We hereby accept the conditions of payment and for orders. Prices are net. VAT is 19%. On receipt of the invoice we transfer the total sum to the bank account, IBAN BE66 7360 2706 0943, BIC: KREDBEBB – no charge to be made to the beneficiary – Deadline for ordering : August 10, 2018. Deadline for payment: September 7, 2018 – A surcharge of 20% will be charged on ordering after the deadline – Orders on site (have to be paid by credit card) without guarantee and time limit + 50% late order surcharge – Cancellations and changes of orders and refund thereof after the deadline August 10, 2018 are not possible. Any dispute arising out of this agreement shall be settled by the court of Ghent.

Registration area

FEA Exhibition Hall 3

Gala Dinner



Entrance



We hereby accept the conditions of payment and for orders. Prices are net. VAT is 19%. On receipt of the invoice we transfer the total sum to the bank account, IBAN BE66 7360 2706 0943, BIC: KREDBEBB – no charge to be made to the beneficiary – Deadline for ordering : August 10, 2018. Deadline for payment: September 7, 2018 – A surcharge of 20% will be charged on ordering after the deadline – Orders on site (have to be paid by credit card) without guarantee and time limit + 50% late order surcharge – Cancellations and changes of orders and refund thereof after the deadline August 10, 2018 are not possible. Any dispute arising out of this agreement shall be settled by the court of Ghent.

Exhibition time schedule

This section contains all information you, as an exhibitor or contractor, need to help you plan for the show in Düsseldorf in October 2018. Everything you need to know about exhibiting at FEA Global Aerosol Events, from recommended suppliers to risk assessments, from venue details and travel information to health and safety rules and regulations, you will find full details of all processes and requirements for this year's event.

Exhibition Time Schedule

Details of build-up and break-down times, as well as the exhibition opening and closing times. The exhibition runs on the 4th and 5th October 2018, opening times are:

Thursday 4th October 2018 08h00 – 17h30
 Friday 5th October 2018 08h00 – 16h00

Please Note: Exhibitors can ONLY access the halls from 7h30 am each morning during the exhibition days and can only remain until the closing of the hall at 17h30 on the 4th Oct and at 16h00 on the 5th Oct for the exhibition and at midnight for the dismantling.

Timetable of build up, exhibition and breakdown

Event	Time
Tuesday, October 2nd, 2018	
Floor and facilities set up by the Organization Free Design Booths, Set up for Exhibitors (Only Exhibitors with a free design booth will be allowed to build up)	From 07:00 to 22:00
Modular booths will be handed out to exhibitors.	18:00
Wednesday, October 3rd, 2018	
Free Design Booths, Set up for Exhibitors (Only Exhibitors with a free design booth will be allowed to build up)	From 07:00 to 19:00
Thursday, October 4th, 2018	
Exhibition opens (No surplus material allowed in corridors and common areas)	From 08:30 to 17:30
Friday, October 5th, 2018	
Exhibition	From 09:00 to 16:00
Free Design Booths, Break down of the exhibition.(Please inform builders and transporters that the break-down will not be allowed to be started before the fixed time)	From 16:00 to 00:00
Modular Booths, Dismantle of decoration & equipment	From 16:00 to 00:00

All dismantling has to be finished until 00:00 midnight. Extra set up & dismantling hour will have a cost of **650,00 €** considering security, maintenance service and equipment of the venue. **These times must be adhered to.**

Please ensure that contractors are issued with contractor badges for breakdown.

IMPORTANT INFORMATION: It is forbidden to breakdown or pack away exhibits before the official closing time and under no circumstances can stand contractors access the hall prior to 1600hrs.

Under no circumstances will exhibitors, their agents be allowed to remain on site after the stated

times. A penalty charge will be enforced if necessary. During the dismantling period the CCD cannot be held responsible for loss or damage to personal belongings and/or stand materials. We therefore kindly request that you remove any personal belongings and/or materials on Friday 5th October 2018 within 1 hour after the closing of the exhibition. After this time we will start dismantling the stands.

The Exhibitor / stand builder must leave the stand area cleared and the floor cleaned. Exhibits which are not removed by the end of the dismantling period shall be removed and destroyed at the Exhibitor's expense and risk. The Exhibitor must remove all construction waste (e.g. wooden panels, floor elements, carpet rolls, etc.) of the booth after dismantling! Otherwise removal and cleaning costs per m³ at a rate of 250,- € will be charged automatically to the Exhibitor (who is the contract partner; not to the stand building company) after dismantling. Please advise your stand builder accordingly!

General Event Information

Contractor Badges for build up and breakdown

Contractor badges for build up and breakdown for all contractors/exhibitors will need to be requested before the event to access the halls. Please ask Semico team to get these badges. For security reasons these badges must be worn at all times in the hall and should only be used for build up and breakdown.

Contractor badge holders can be collected at the Exhibitor registration desk located in the hall.

Exhibitor Badges

Exhibitor badges can be collected onsite at the registration desk during the build up of the event. The registration area will be open on Tuesday 2nd October 2018 as from 7am.

For security reasons these badges must be worn at all times in the hall and will be required for your staff to gain access into hall.

Congress Office & Registration Open Times

Wednesday 3rd October 2018 12h00-18h00

Thursday 4th October 2018 08h00-18h00

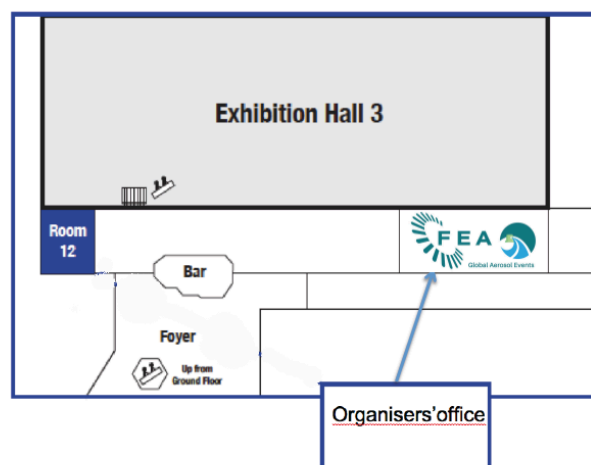
Friday 5th October 2018 08h00-16h00

Visa Letters

If you require a letter of invitation for visa purposes please complete the form within the forms status section. Please refer to the Visa Application Form in the Exhibition menu of the website. Please note FEA2018 management is not able to contact Embassies on behalf of any individual wishing to attend the FEA Global Aerosol Events.

Accommodation for FEA2018 Exhibitors

A wide variety of hotel rooms in various categories have been pre-reserved for FEA2018 delegates & Exhibitors. We highly recommend to make your room reservation well in advance through our registration system!



Unloading of Lorries/cars/ vans

Access to the halls is through Gate 1, situated on Rotterdamer Str./Stockumer Kirchstr.

Satellite Navigation coordinates for gate 1: **D-40474 Dusseldorf, Am Staad**

You will be directed to area E which is located at the left hand side of the hall 3.

Please ensure the driver has details of the company/stand no. he or she is delivering to, and on the breakdown, who they are collecting on behalf of. There are limits on how long a vehicle may unload at the venue. Vehicles should unload and depart immediately. You cannot park in this area for the duration of the event. There is parking for trucks/lorry's (only) available during the show at P1 Local charges will apply - 15 euro per day. You pay onsite for the lorry parking, when you arrive to park at P1.

Security

Twenty-four hour security will be provided throughout the tenancy. However, the organiser expressly decline responsibility for any loss or damage which may befall the person or property of the exhibitor. The exhibitor must take responsibility for the security of all items in their stand and personnel items. Show Management, Security personnel will try to guard against theft and damage, but the ultimate burden falls on the exhibitor.

Although the organisers take every precaution to ensure that every risk is minimised it is recommended that exhibitors take the following action:

- ❖ Make sure you arrive prior to the official opening time and do not leave your stand at night before visitors leave the centre.
- ❖ Business tools such as laptop computers, recorders, calculators and give away items are the things most often stolen. They should be guarded and stored safely at night.
- ❖ Thieves will also take personal items such as purses, mobile phones, suit coats and toolboxes. Do not leave personal items unprotected in your booth.
- ❖ Alternatively items can be removed from the building. Pass out authorisation can be obtained from the organisers office.
- ❖ Please note that the build-up and dismantling days are vulnerable periods. Companies are recommended to never leave their stand unattended and to take all valuable and portable items with them as soon as the exhibition closes.
- ❖ Please ensure that any incident involving the loss of property is reported promptly to the Organisers Office. Failure to do so could result in refusal by insurance companies to meet your claim.
- ❖ Lost property can be collected from the organisers office during the event. However, after the event all items will be given to the venue.
- ❖ Consider covering your exhibit with some sort of cloth at the close of each day. The psychological deterrent makes it more difficult for people to handle merchandise. Criminals often look for the easy mark first.

- ❖ You can hire your own security guard for your stand at your cost.

We urge all exhibitors to have insurance for all personal items, business equipment (in the event of theft or damage), accident insurance and public Liability to cover visitors to the stand.

Theft from stand

In case of theft the following procedure has to be followed:

1. Lodge a written complaint within 24 hours with the exhibition organisers & the local police to obtain a crime number.
2. Take any steps required by the laws and regulations in force to maintain recourse against third parties. The Exhibitors undertake to waive any faculty or recourses against the CCD.

Stand Catering & General Catering

Catering points are located within the exhibition for drinks and snacks. Further details will be published nearer to the event.

Exhibitors can place their stand catering through the official catering company. Your catering order will be delivered to your stand at the day and time of your choice.

It is not possible to bring your own catering into the CCD including water, wine, coffee machines etc. Please refer to the "Service providers at a glance", page 3 & 4.

Children/Students

No person under the age of 16 years can be admitted to the exhibition either during build-up, open days or breakdown. This rule also applies to the exhibitors children. The organisers have to rigidly enforce it to comply with the safety regulations of the exhibition

WIFI Connection

There will be free WIFI access available in the exhibition hall but **please note** this will **only** be suitable for browsing the internet and is not suitable for downloading or streaming. We advise you order a hardwired connection or WIFI can be ordered for exhibitors if you need continuous access to the internet, this will not affect the free network service we are providing.

If you are showing Demonstrations or making presentations you will need to order a hard wired internet connection for your stands as we cannot guarantee the speed or access to the wireless network. Hard wired connections can be ordered through the Messe Dusseldorf GmbH.

Please refer to the "Service providers at a glance", page 3 & 4 to order Wireless-LAN, PC's and accessories or contact them directly.

Please note that you will require a password for the access of the free WIFI. The password will be published in the last newsletter before the event, in the event APP and signage around the venue.

Messe Dusseldorf GmbH
Telekom Service Center Messe
T: +49 (0) 211/947 20 00
exhibition@d-cse.de

Medical Centre / First Aid

In accordance to the emergency procedures we'll have a mobile team of Paramedics on site during your event.

In case of emergency, please dial the following number 0049 211 4560 111. They'll reach the security control center on site that'll manage any cases of emergency like injury's, fire etc.

Please also come to the organisers office and report any medical instances.

Messages/PA Announcements

During the exhibition its use has to be restricted to Organisers announcements and emergencies only.

Animals

Animals are not admitted into the CCD.

Cloakroom

There are cloakroom facilities at the CCD under the main registration area (groundfloor).

Photography and Videotaping

Photography must be limited to just images of your own booth. Photography is prohibited on the exhibition floor. Any photography and videotaping must be approved by the exhibition organisers. Please visit the organiser's office to submit your request.

Photographing & Videotaping of other companies products and stands is strictly forbidden and we the organisers have the right to eject anyone from the exhibition caught doing so.

Copyright Protection

As Organisers we take a very strong view on Copyright infringement; any company reported infringing these rights will be immediately ejected from the exhibition.

If a successful prosecution is bought by the affected company, a further ban would be imposed on the prosecuted company from exhibiting at future FEA2018 events.

Stand Construction

Stand Construction: Space Only

Full details and information about your Space Only stand

The maximum build in Hall 3 is 5m. All stands over 4m in height must submit structural calculations and will be sent to the venue for their approval/comments.

Exhibitors occupying a space only site should submit by **Friday 15th June**, plans detailing sizes, stand dimensions including the height and overall construction etc, for a "stand design check" by the organisers. All space only stands must complete a risk assessment form for either complex or simple design.

For any questions to clarify the type of stand in which you will construct please contact the [FEA2018 operations team \(fea2018@semico.be\)](mailto:FEA2018@semico.be)

We the organisers will approve the stand design and send an email as acknowledgement. **All stands with ceilings and or above 4m's are required to send in structural calculations. If you do not have your own contact the venue have two companies that can provide this service that charge an hourly rate.**

Approval by the organisers does not constitute anything other than confirmation of acceptance of overall design. Responsibility for construction, adherence to fire regulations, materials, etc, lies with the exhibitor and/or their contractors.

Space only stands are not permitted to attach any material to the shell scheme. Exhibitors taking space only sites backing on to, surrounded by or adjoining shell scheme sites should not assume that panels facing their stand will be finished panels (ie covered with material) to these sites. Please ensure that any panels overlooking other exhibitors must be finished off in a plain design and must not contain advertising. **Space only exhibitors booking stands between shell scheme must deduct 30mm from overall measurements to fit within the allotted space (eg a 3m x 2m space only site would in fact have floor dimensions of 2970mm x 1970mm).**

FAILURE TO NOTE THIS WILL MEAN THAT STANDS WILL NOT FIT IN THE ALLOTTED SITE. ORGANISERS RESERVE THE RIGHT TO AMEND SPECIFICATIONS WITHOUT NOTICE.

Stand Design & Walling

These basic guidelines must be followed when designing exhibition stands for this event. They have been introduced to ensure an event that is welcoming and not intimidating to visitors with good sight lines and excellent traffic flow!

Where these design guidelines have not been followed stand build approval will not be issued.

The normal height for stand structures and advertising materials is 2.50 m.

The maximum construction height for stand structures and advertising materials in Hall 3 is 4.50 m.

The stands can be produced with own material. For reasons of stability, stand walls with a height of over 4.00 m must be dimensioned for a horizontal equivalent load qh:

qh1 = 0.125 kN/m• up to 4 m height from upper edge of the hall floor

qh2 = 0.063 kN/m• for all areas above a height of 4m from upper edge.

These limits also apply to exhibits.

Appearance

The stands may be constructed with the exhibitors own materials. Stand owners must ensure a neutral and clean design for the reverse of their stand walls over 2.50m in height. These must be in white, grey or beige so that their stand neighbours interests are not interfered with.

Stand walls bordering visitor aisles must include glass panels, alcoves and displays etc. in order to provide an open and friendly atmosphere in the exhibition stand at the event. No more than 40% of the stand facing any one aisle may be of the closed construction unless stated to the contrary in the conditions of participation. When constructing stands, care must be taken to ensure access is barrier free.

Access from Stands

- Entrances/exits must be a minimum of 2.5m high and emergency exits must be at least 1.5m wide
- Exits with doors opening directly onto a gangway must either open inwards or be recessed into the stand and must contain a vision panel or window.

Items of Special Risk

Please ensure that the Organiser is aware if you will be having any of the following items on your stand:

- ❖ Stepped access, ramps and balustrades
- ❖ Helium & toy balloons or flagpoles
- ❖ Working machinery & apparatus
- ❖ Audio visual displays & films
- ❖ Activities on water, also water & water equipment of any kind – including water features
- ❖ Radioactive substances
- ❖ Closely seated audience

Hot Works Permits

A hot work permit needs to be obtained before any hot works can take place onsite, inside or outside the hall. This includes Welding and Grinding. Please contact us the organisers no later than 6 weeks before the event. No hot works are allowed onsite without the permit. [CLICK HERE](#)

Spray Guns, Lacquers, Paints containing solvents and cleaning agents/detergents

The use of solvent based products or paints is prohibited in all exhibition buildings. The use of sprayers is prohibited as well, even if other products are used. The use of flammable liquids for cleaning purposes inside the hall is not permitted. Cleaning agents/detergents that contain harmful substances must be used in accordance with regulations.

Space-only stand adjoining another space-only stand

Exhibitors on part-island sites have an obligation to provide a partition walls between themselves and their neighbours. The Organisers will not provide walling between adjoining space-only sites. On back-to-back space only sites, neighbouring exhibitors may liaise with each other to ensure that at least one of them is building a wall and/or to arrange to share the cost, etc. Where Exhibitors are building individual walls, they must ensure that the back of any wall adjoining another stand is finished down to 2.5m high to a standard acceptable to the Organisers, in a neutral colour and without graphics.

Please note stand approval does not mean that adjoining stand plans have been checked for compatibility.

Space-only stand adjoining a shell scheme stand

Where a space-only stand adjoins a shell scheme stand, the reverse side of the shell scheme wall may not be of display quality. The wall must not be used to hang graphics or exhibits. Any adjoining walls that are built above the height of the shell scheme (2.5m) must be finished down to this height to a standard acceptable to the Organisers, in a neutral colour and without graphics.

Ceilings in Stands

Stand areas may have a closed ceiling without sprinkler protection of 30sqm. However, in this case an area of at least 2.50 m in width must be of an open ceiling design around the closed ceilings. This also applies to the distance to neighbouring stand space unless the necessary distance is otherwise ensured in consultation with the respective stand neighbour. That is, between two closed ceiling areas, there must be an open ceiling area of at least 5.00 m in width. In this respect, it is immaterial whether they are situated on different stand spaces.

Sprinklers must be installed if more than 30 m² of stand area has closed ceilings or the safety distance between stands with closed ceilings is less than 4.50 m. Closed ceilings are not permitted on the top floor of two-storey stands. Where the installation of a sprinkler system is required, please contact us the Organisers (fea2018@semico.be). The sprinkler system will be fed from supply ducts in the hall floor.

Carpet Removal - Mandatory for Space Only Stands

Carpets and other floor coverings must be laid with due regard to safety and may not protrude beyond the stand area. Only adhesive tape (e.g. PE or PP) may be used to fix such coverings and, when removed must leave no residues. Substances such as oil, grease, paint and similar materials must be removed from the hall floors immediately. Neither paint nor adhesives may be used on the hall floors. Messe Dusseldorf does not accept any liability for soiled floor coverings. It is not permitted to anchor stand buildings to the floor of the halls.

Balloons & Flying Objects

The use of balloons filled with flammable gas is prohibited in the halls and exhibition grounds. Balloons filled with safety gas and statically anchored may be approved by Messe Dusseldorf upon application - please contact us the Organisers (fea2018@semico.be).

Glass

Only laminated safety glass suitable for the relevant purpose may be used. Edges of panes of glass must be machined or protected in order to exclude any risk of injury. Tempered plate glass components must be marked at eye level. Any other appropriate versions may be permitted upon application, once the required specifications shall be submitted.

Constructional safety of stands

Exhibition stands together with their installations and exhibits, and any means of carrying advertising must be stable, so they do not jeopardise public safety and order, and in particular, do not present a hazard to life and health. Exhibitors are responsible for the static safety and may be required to furnish proof of same.

Stand Design – General Appearance

Exhibitors are responsible for designing their stands, taking into account criteria that typify the event in question. Partitions adjoining aisles used by visitors should create a more varied effect by the installation of showcases, niches, display and similar items. Where the rear of the stand adjoins that of a neighbouring exhibitor, its appearance must be kept neutral, so as not to adversely affect the appearance of the other stand.

If approval is granted to exceed the construction height, the Exhibitor is required to erect a stable,

white partition, free of joints directly next to the adjoining stand.

Advertising Material/Presentations & Noise

Lettering referring to the stand or exhibits, company or brand logos must not exceed the prescribed construction height. They should contribute towards a harmonious overall impression. Presentations, optical, slowly moving or acoustic forms of advertising are permitted, as is the reproduction of music, provided that they do not cause annoyance to adjoining stands, to congest in the aisles, or drown out announcements by the fair authorities in the halls. The volume must not exceed 65 dB (A) at the boundaries of the stand. Exhibitors are only permitted to distribute printed matter and to conduct advertising on their own stands.

Interference with the permanent building structure

No parts of the hall or technical installations may be damaged, contaminated or altered in any other way (e.g. through drilling or the insertion of screws or nails) they may not be painted or papered, nor may anything be pasted onto them. No parts of the hall or technical installations may be allowed to support stand fittings or exhibits. However, provided that no damage is caused to them, the columns/supports in the halls may be enclosed within the rented area, up to permitted construction height. Third parties must not be allowed onto any accessible part of the intermediate floor. Rigging can be provided by the CCD Messe.

Electrical Services

ALL ELECTRICAL INSTALLATIONS MUST BE INSTALLED BY OUR OFFICIAL ELECTRICAL CONTRACTOR

For main only connections to exhibition space only stands please contact the following contractor for a quote :

Messe Dusseldorf GmbH
Telekom Service Center Messe
T: +49 (0) 211/947 20 00
exhibition@d-cse.de

Electrical Supplies:

The electrical voltage is 220v single phase and 400v three phase.

Incoming mains cables will come from the hall floor.

Please be aware an electrical distribution board will be installed on your stand.

All electrical installations must conform to current German security norms.

Daytime power

Please note the electricity will be switched on and off 30 minutes before and after the exhibition is open and closed.

NB: Every year some blocks of stands encounter electrical tripping problems before show open time which is caused by exhibitors having too many electrical items on one circuit which causes issues for other exhibitors on the block.

To prevent this from happening we advise you to:

- 1: Switch on your machinery one by one leaving a 10 second gap in between.
- 2: Order the correct amount of power for your stand

Any stand that has not ordered the correct and adequate power for their equipment, we the organisers reserve the right to increase the power at the exhibiting companies cost.

Stand Cleaning, Waste Disposal & Waste Management

All space only exhibiting companies will be required to order the waste disposal and waste management through the official cleaning contractor. Please refer to the "Service providers at a glance", page 3 &4.

Waste monitors from the Messe will be present in the hall during the buildup and breakdown of the event. If you have not arranged this service prior to the event and create waste you will be asked on site to order at the service area.

ANY RUBBISH LEFT BY AN EXHIBITING COMPANY WILL BE CALCULATED AND CHARGED BACK BY THE CONTRACTED COMPANY. (SEE PARAGRAPH HEADED DAMAGE WITHIN THE REGULATIONS SECTION OF THE MANUAL)

Stand Cleaning/Aisle Cleaning

A final cleaning of the exhibition area aisles and shell scheme stands will take place prior to opening. The aisles must be cleared by 16h00hrs, stand construction can commence up until 1900hrs on the 3rd of October but only within your allocated stand area.

Damage

Any damage caused by the exhibitor or his/her agent in the exhibition grounds, its buildings or facilities, as well as rubbish left behind will be removed at the end of the event by Messe Dusseldorf at the expense of the exhibiting company. All damage and remaining rubbish must be reported to Organisers.

Recommended Stand Builders for Space Only Site

If you require assistance with your design and building of your space only stand, our recommended contractors are:

Messeprojekt GmbH

Stockumer Kirchstrasse 61

40474 Düsseldorf

SERVICEHOTLINE: +49 211 4560 8189

Patrizia.herrmann@messeprojekt.de

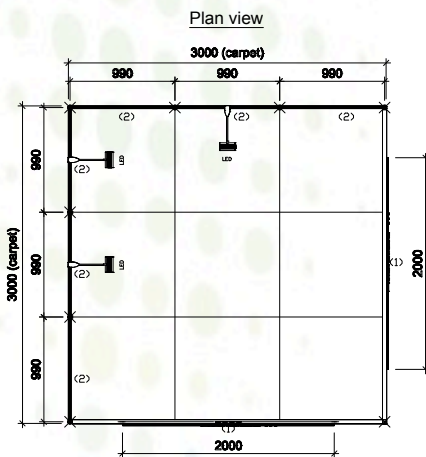
www.messeprojekt.com

Stand Construction - Shell Scheme

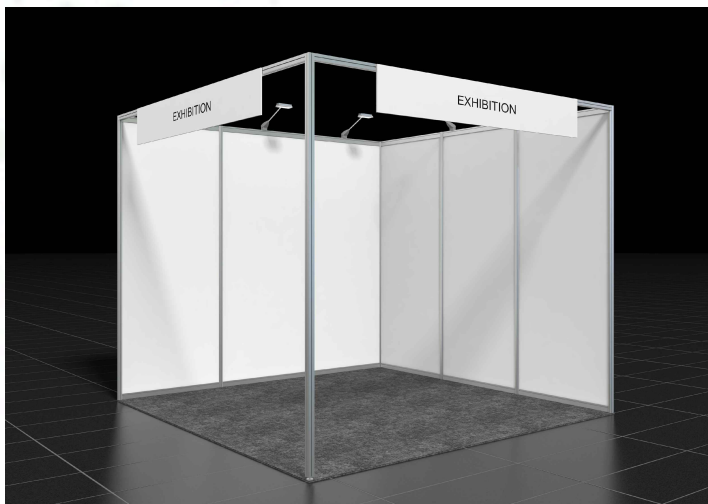
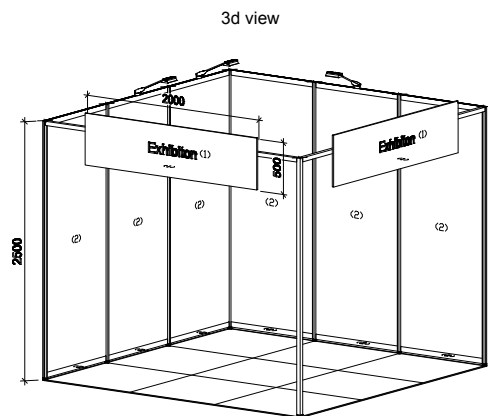
A modular booth, which is a fully built shell-scheme stand, is included in the cost of the exhibition.

Please note that no discount will be applied if the exhibitor decides not have the modular structure and bring their own free design booth.

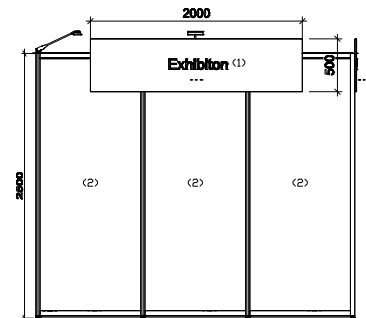
9 sqm booth



Graphic's sizes			
Pos. No.	Color	Graphic width	Graphic length
1	W	2000	500
2	W	950	2380



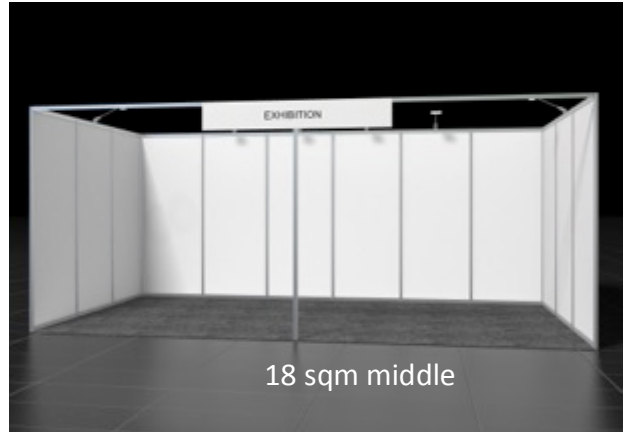
Side view



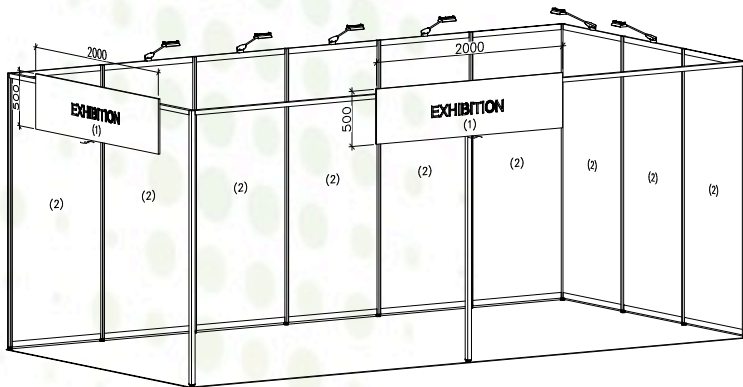
 WWW.MESSEPROJEKT.DE			Planinhalt Aussteller Info PROANG00046411	Standtype A2 Index A
Änderung 20-Mar-18 jyekh	Datum 20-Mar-18	Name jyekh	Veranstaltung FEA Global Aerosol events 2018 vom 04-Oct-18 bis 05-Oct-18 ROLPE COPIRIGHT 2018 by Messeprojekt GmbH	CAD - Nr. 116744

We hereby accept the conditions of payment and for orders. Prices are net. VAT is 19%. On receipt of the invoice we transfer the total sum to the bank account, IBAN BE66 7360 2706 0943, BIC: KREDBEBB – no charge to be made to the beneficiary – Deadline for ordering : August 10, 2018. Deadline for payment: September 7, 2018 – A surcharge of 20% will be charged on ordering after the deadline – Orders on site (have to be paid by credit card) without guarantee and time limit + 50% late order surcharge – Cancellations and changes of orders and refund thereof after the deadline August 10, 2018 are not possible. Any dispute arising out of this agreement shall be settled by the court of Ghent.

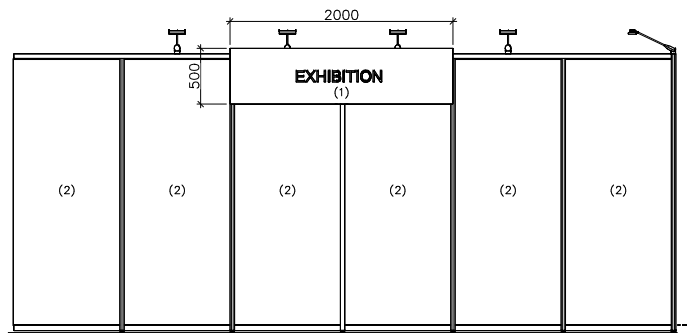
18 sqm booth without lockable door



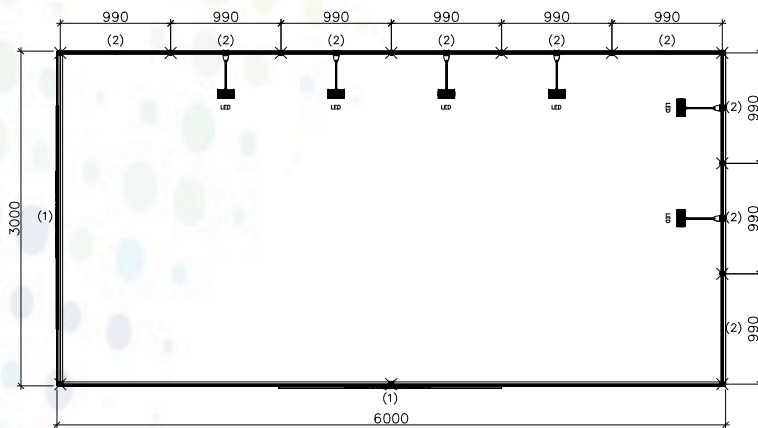
3D VIEW



SIDE VIEW



PLAN VIEW

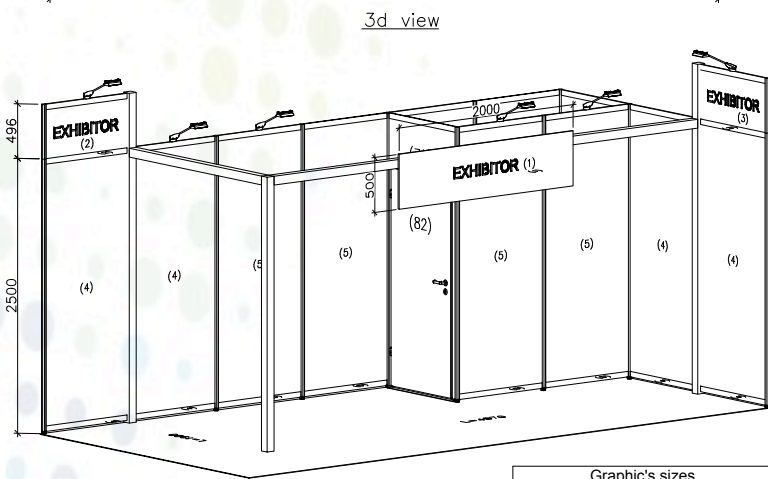
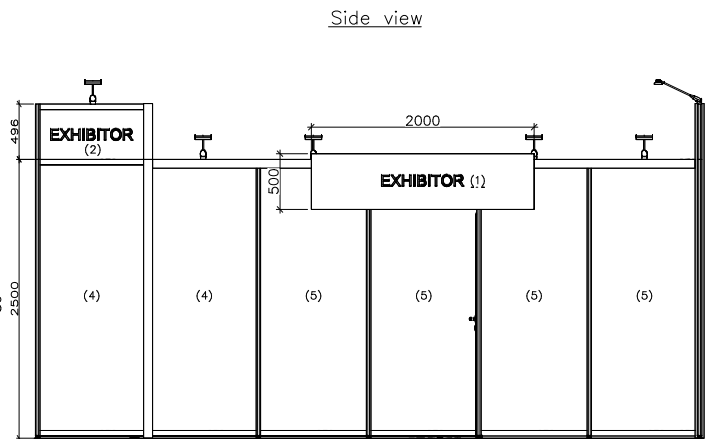
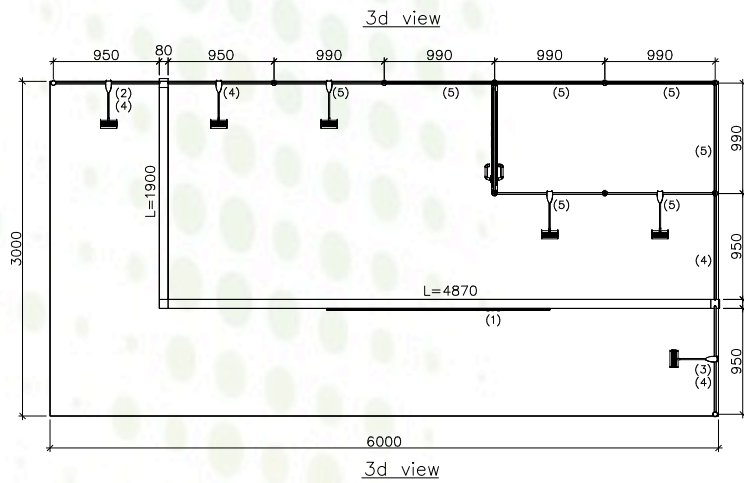
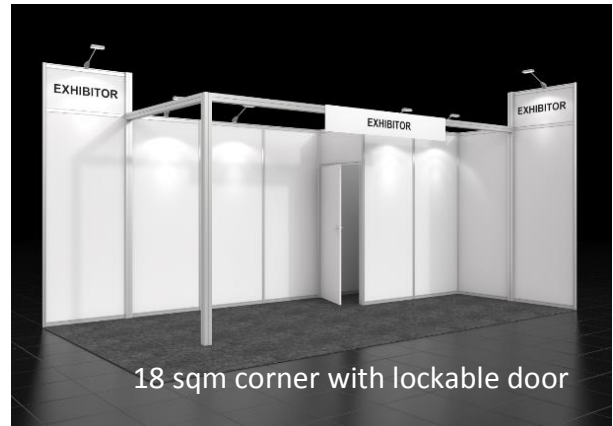
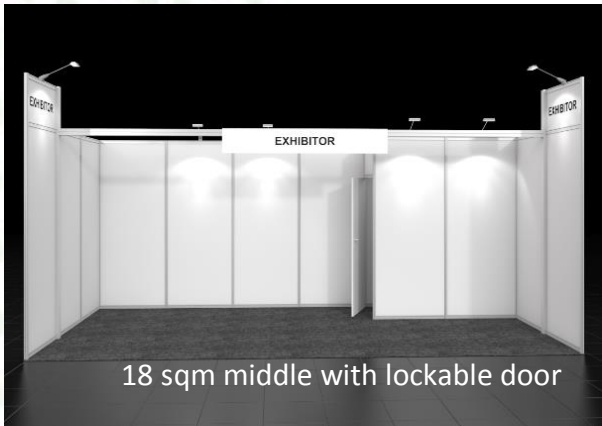


Graphic's sizes			
Pos. No.	Color	Graphic width	Graphic length
1	W	2000	500
2	W	950	2380

		mp		Planinhalt		Index
		WWW.MESSEPROJEKT.DE		Aussteller		A
				Info		Standtype D1 w/o booth
				PROANG00046448		
Änderung		Datum	Name	Veranstaltung		
		22-Mar-18	jeleh	FEA Global Aeorosol events 2018		
				vom	04-Oct-18	bis
				zum	05-Oct-18	
				PLATZ		Stand-Nr.
						116792

We hereby accept the conditions of payment and for orders. Prices are net. VAT is 19%. On receipt of the invoice we transfer the total sum to the bank account, IBAN BE66 7360 2706 0943, BIC: KREDBEBB – no charge to be made to the beneficiary – Deadline for ordering : August 10, 2018. Deadline for payment: September 7, 2018 – A surcharge of 20% will be charged on ordering after the deadline – Orders on site (have to be paid by credit card) without guarantee and time limit + 50% late order surcharge – Cancellations and changes of orders and refund thereof after the deadline August 10, 2018 are not possible. Any dispute arising out of this agreement shall be settled by the court of Ghent.

18 sqm booth with lockable door (supplement for a storage room of 2m2 with lockable door : 350 €)



Graphic's sizes			
Pos. No.	Color	Graphic width	Graphic length
1	W	2000	500
2	W	930	446
3	W	950	446
4	W	930	2380
5	W	950	2380

Planinhalt		Index
A		
Aussteller		Standtype D1
Info		ESP - Nummer: PROANG00046412
Veranstaltung		FEA Global Aeerosol events 2018
von 04-Oct-18 bis 05-Oct-18		
Halle		Stand
CAD - Nr.		Maßstab
116745		
<small>Diese Zeichnung ist Eigentum der Firma MESSEPROJEKT GmbH und darf ohne deren Genehmigung (auch auszugsweise) weder geändert, vervielfältigt noch Dritten zugänglich gemacht werden. 20-Mar-18 jech COPYRIGHT 2018 by Messeprojekt GmbH</small>		

We hereby accept the conditions of payment and for orders. Prices are net. VAT is 19%. On receipt of the invoice we transfer the total sum to the bank account, IBAN BE66 7360 2706 0943, BIC: KREDBEBB – no charge to be made to the beneficiary – Deadline for ordering : August 10, 2018. Deadline for payment: September 7, 2018 – A surcharge of 20% will be charged on ordering after the deadline – Orders on site (have to be paid by credit card) without guarantee and time limit + 50% late order surcharge – Cancellations and changes of orders and refund thereof after the deadline August 10, 2018 are not possible. Any dispute arising out of this agreement shall be settled by the court of Ghent.

Stand system

Aluminum system, walls made of laminated fiberboard panels, white, aluminum system grid ceiling, back wall 250cm high (measurements 95x238cm), columns 320cm high

Stand construction

2 fascia boards

1 spot per 3m• stand space for illumination

Fair-Rips carpet, color choice out of overview, included in the price

Included material

Electrical package 5,2 KW

1XBE2202-3-phase current connections, 400 V up to 5,2 kW

2XBE2241-Euro power socket 230 V, 10 A, up to 2.3 kW

2XBE2248-Wieland coupler 230 V, 10A up to approx. 2.3 kW for exhibitor's own lighting fixtures

1XBE2251-earthing connection for earthing the stand, required for metal stands

1XBE3401-connecting the stand to the electric mains in the hall

Fascia board

Measurements 66x57cm

Basic color white

Lettering free of charge up to 15 letters

(Type: Arial 15cm high or adapted to the fascia size, additional letters at extra charge possible)

Graphics

Prices on request!

Please remember to fill out the name of your company on the fascia order form (Please refer to the "Service providers at a glance", page 3&4.) so that it could be printed correctly and send it to the exhibitor's office at fea2018@semico.be.

It is forbidden to drill or nail the melamine panels of the modular booths. It is not allowed either to stick posters on the melamine panels with products that can damaged the panels once they will be removed. In case of breakage or damage, the exhibitor will be fined and have to pay the resulting amount in cash before the end of the exhibition.

We recommend to contact Messeprojekt GmbH for a customized quotation on the panels decoration at Patrizia.herrmann@messeprojekt.de

Stand Construction - Shell Scheme Only

The Official shell scheme contractor is:

Messeprojekt GmbH

Stockumer Kirchstrasse 61

40474 Düsseldorf

T: +49 211 9473961

F: +49 211 9473963

SERVICEHOTLINE: +49 211 4560 8189

Patrizia.herrmann@messeprojekt.de

www.messeprojekt.com

Shell Scheme Enhancement

FEA2018 have teamed up with **Messeprojekt GmbH**, who is at the forefront of modular booth manufacturing and have designed a range of additional shell scheme options for exhibitors of FEA2018 which can be personalised with graphics tailored to mirror a company's individual brand.

Fascia Nameboards

Shell Scheme exhibitors will receive a **fascia name on every open side** (maximum 35 characters) per booth. Please complete the fascia form no later than 29th August (form downloadable in the Exhibitor Menu of the event website). If your nameboard details are not received by the deadline date the company name detailed on your contract will be used. **A CHARGE WILL BE MADE FOR NAMEBOARD ALTERATIONS ONSITE.** If you require additional fascia texts or logos please contact **Messeprojekt GmbH**. Please note that there will be a charge for this service.

Carpet

Royal Blue carpet is included for shell scheme exhibitors. Alternative colours are available and at no extra cost. Please contact:

Messeprojekt GmbH

Stockumer Kirchstrasse 61

40474 Düsseldorf

T: +49 211 9473961

F: +49 211 9473963

SERVICEHOTLINE: +49 211 4560 8189

Patrizia.herrmann@messeprojekt.de

www.messeprojekt.com

Exhibitors will be charged dilapidation and cleaning costs if any carpet, tape or residue is left in the hall. **Messeprojekt GmbH** will only remove the carpet they have laid. They will not remove carpet from different contractors or exhibiting stands.

Flowers

Should you need to order flowers on your booth, we suggest you to contact the following recommended companies :

Blumen Dietz, Tel. +49-211-326470, info@dietzblumen.de

Download the order form in the menu exhibition menu of the event website.

Corner Sites

All corner sites will be open to the gangways with fascia overhead. Should you require additional walls you can order through Messeprojekt GmbH (Patrizia.herrmann@messeprojekt.de) to order. Corner shell scheme sites are supplied with fascia board with company name and numbers on each open side.

Island Sites

Stands that are open to gangways on all sides

All Island sites will have fascia to the perimeters with Ceiling supports and vertical uprights within the stand where deemed necessary by the organiser. Exhibitors with large stands should check with the organiser regarding construction. Should you require additional walls you can order through Messeprojekt GmbH at Patrizia.herrmann@messeprojekt.de

Shell Scheme Extras

A full range of accessories for shell scheme stands is available to hire from Messeprojekt GmbH. No alteration to the exterior of a shell scheme stand construction and fascia will be permitted but the exhibitor has freedom of design for the interior providing that it is contained within the shell scheme supplied and does not project on to the aisles or on to another stand. Shell scheme walls are contained within the site allocated thereby reducing the effective dimensions by 30mm in length and depth of the wall on part island sites.

Stand branding

Fascia board	2000 x 500mm (width x height)
Wall	950 x 2380mm (width x height)
Raised wall element	950 x 455mm (width x height)

Electrical

Please note if you are ordering a display cabinet which is illuminated this will require a socket outlet per display case.

Electrical Supplies:

The electrical voltage is 220v single phase and 400v three phase.

Incoming mains cables will come from the hall floor.

Please be aware an electrical distribution board will be installed on your stand.

Daytime power

Please note the electricity will be switched on and off 30 minutes before and after the exhibition is open and closed.

NB: Every year some blocks of stands encounter electrical tripping problems before show open time which is caused by exhibitors having too many electrical items on one circuit which causes issues for other exhibitors on the block.

To prevent this from happening we advise you to:

- 1: Switch on your machinery one by one leaving a 10 second gap in between.
- 2: Order the correct amount of power for your stand, if necessary consult Messe Dusseldorf GmbH about the equipment you are bringing.

Messe Dusseldorf GmbH
Telekom Service Center Messe
T: +49 (0) 211/947 20 00
exhibition@d-cse.de

Any stand that has not ordered the correct and adequate power for their equipment, we the organisers reserve the right to increase the power at the exhibiting companies cost.

Furniture

Furniture is available at an extra cost to the exhibitor and can be ordered through

EXPO Mietmöbel GmbH
Messe Düsseldorf contract company
Postfach 30 03 08

40403 Düsseldorf, Germany
info@expo-mietmoebel.de
www.expo-mietmoebel.de

Important Note: Furniture must be ordered before the event or you will experience problems ordering particular items on site as the stock will be very limited once at the venue. Please be aware a surcharge could be incurred for onsite orders.

Cleaning

Stand cleaning is **only** included for Shell Scheme packages this is **only** for **vacuuming** the stand.

Waste Disposal & Waste Management

Shell Scheme exhibiting companies please download the form in the exhibition menu on the event website to order your rubbish bags for stand waste ie: bottles, paper, food, cardboard. Please read the important information regarding recyclable materials.

Waste monitors from the Messe will be present in the hall during the buildup and breakdown of the event. If you have not arranged this service prior to the event and create waste you will be asked on site to order at the service area.

ANY RUBBISH LEFT BY AN EXHIBITING COMPANY WILL BE CALCULATED AND CHARGED BACK BY THE CONTRACTED COMPANY. (SEE PARAGRAPH HEADED DAMAGE WITHIN THE REGULATIONS SECTION OF THE MANUAL)

Stand Cleaning/Aisle Cleaning

A final cleaning of the exhibition area aisles and shell scheme stands will take place prior to opening. The aisles must be cleared by 16h00hrs, stand construction can commence up until 19h00hrs on the 18th September but only within your allocated stand area.

The stand cleaning comprises of only vacuuming. Rubbish bags and removal of waste, display cases or other furniture are not included in the cleaning supplied and we do advise you bring your own provisions if you wish to clean these onsite.

Handling of exhibits

Find details of entry and exit times and shipping, storage and delivery information

Entry and Exit Times

Breakdown – All exhibition material must be removed from the halls by midnight on Friday 5th October. The organisers reserve the right to remove any materials from the halls after this time and forward any charges to the exhibitor concerned. The exhibitor may also incur penalty charges from the venue.

Delivery and Lifting of Exhibits

Access to the halls is through Gate 1, situated on Rotterdamer Str./Stockumer Kirchstr.

Sat Navigation coordinates for gate 1: **D-40474 Dusseldorf, Am Staad**

You will be directed to area E which is located at the left hand side of the hall 3.

Please ensure the driver has details of the company/stand no. he or she is delivering to, and on the breakdown, who they are collecting on behalf of. There are limits on how long a vehicle may unload at the venue. Vehicles should unload and depart immediately. You cannot park in this area for the duration of the event. There is parking for trucks/lorry's (only) available during the show at P1 Local charges will apply - 15 euro per day. You pay onsite for the lorry parking, when you arrive to park at P1.

Alternatively, goods can be sent to the official freight forwarder's on-site advance warehouse between the 9th – 15th September and they will on-forward to your stand. There will be a charge for this.

The address for advance deliveries is: -

Kühne + Nagel (AG & Co) KG

Stockumer Kirchstr. 61

40474 Düsseldorf, Germany

Büro an der Einfahrt Tor 1

Telefon: +49(0)211/454680

Telefax: +49(0)211/434549

E-Mail: exposervice.duesseldorf@kuehne-nagel.com

www.kuehne-nagel.com

Please ensure the driver's paperwork and packages are clearly marked with the show name, exhibitor name and stand no.

It is essential that unpacking in the halls is restricted to small exhibits or those items, which cannot travel out of their cases without risk of damage. You or your agent should therefore arrange for your shipping or transport contractor to unpack major items away from the hall.

To ensure the efficient entry of exhibits, only the following contractor will be permitted to operate mechanical lifting equipment at the venue: -

Kühne + Nagel (AG & Co) KG

Telefon: +49(0)211/454680

Telefax: +49(0)211/434549

E-Mail: exposervice.duesseldorf@kuehne-nagel.com

www.kuehne-nagel.com

Weight Loads

Exhibits weighing 100 kN/m² (10 t) per square metre floor area (distributed weight, not concentrated loads) require a support construction adapted to the load-bearing capacity of the hall floor.

Storage - packing cases etc

The organisers are unable to provide storage for packing cases, etc. These must be removed from the areas around your stand before the halls are opened for the exhibition. You should therefore make prior arrangements for the safe keeping of such items with the appointed handling contractor, **Kühne + Nagel** or with your shipping and forwarding agent.

Whilst every effort is made to return your empty packaging as quickly as possible, it can be some hours before everything is delivered back. We therefore, recommend that you do not book return flights for immediately after the close of the exhibition.

Please note, that exhibitors are forbidden to store exhibits or packing materials behind their stands due to the fire risk.

Courier Shipments

Courier shipments should be addressed to **Kühne + Nagel (AG & Co) KG** advance warehouse and never direct to your stand. There is a charge for this.

The address is as follows:

Kühne + Nagel (AG & Co) KG

Stockumer Kirchstr. 61
40474 Düsseldorf, Germany
Büro an der Einfahrt Tor 1
Telefon: +49(0)211/454680
Telefax: +49(0)211/434549

E-Mail: exposervice.duesseldorf@kuehne-nagel.com
www.kuehne-nagel.com

We strongly advise exhibitors from outside the EU NOT to send goods via courier companies (Fedex, UPS, DHL, etc) the only commodity that should be sent is printed matter, with a very low value. Even then we cannot guarantee your courier company will deliver the goods without problems. The duties and taxes payable box should be for the account of the shipper. It is vital the waybill mentions FEA2018 and the exhibitor name and stand no. It is also imperative that you send a pre-advise of your shipment to Kühne + Nagel (AG & Co) KG prior to arrival, with a copy of the waybill and invoice/packing list. Failure to pre-advise Kühne + Nagel (AG & Co) KG means they are unaware your shipment exists and subsequently cannot be held responsible if it is not delivered to your stand.

Depending on the courier company you use and the commodity you are sending, the goods from outside the EU may get stuck in UK Customs. Please see paragraph regarding Customs clearance.

NB: Please note that the venue address cannot be used as a postal address for the venue for packages or freight. Please be advised that the venue does not accept or store any packages and will pass on any items received to the freight forwarding company. This will result in a charge to release any items sent to the above address.

Customs Clearance

We strongly recommend you utilise the services of the official freight forwarder, Kühne + Nagel . who can assist you on all Customs matters and as an alternative to the ATA Carnet can clear temporary goods under a temporary import bond.

Courier shipments arriving from outside the EU that require Customs Intervention by Kühne + Nagel will be billed to the exhibitor accordingly.

Return Shipping

Exhibitors who utilise the services of Kühne + Nagel on the inbound will be visited by them during the show, to discuss return shipping requirements. Those exhibitors who do not use Kühne + Nagel (AG & Co) KG on the inbound can also make arrangements to ship back with them and should visit their service desk before the show closes. Return shipping labels will be available for those exhibitors who need them.

Regulations

Contains all health and safety regulations, along with safety equipment required at CCD Congress Dusseldorf.

Venue & Safety Regulations

Please [CLICK HERE](#) for a comprehensive document detailing all of the CCD Messe Dusseldorf Venue regulations. It is very imperative that you read this information.

Hall Access

The venue is accessible only to persons in possession of a valid exhibition badge or contractors badge.

The halls will remain closed until 7am to exhibitors and close at 6 pm. Exhibitors who need additional time to work on their stands will need written night work permit from us the organisers. The halls will be locked, entry and exit will be granted by the security upon presentation of the permit. Please [CLICK HERE](#) to contact us the organisers.

NO Events/ functions can be held on the exhibition stands after the event closes on event days including build up and breakdown.

High Vis Vests

All contractors/exhibitors are required to wear high vis vests if they are working at height on space only's stands.

Footwear

During the buildup and breakdown periods people working in the exhibition halls, meeting rooms and lounges MUST wear safety shoes. Safety shoes must bear a CE mark and be classified in classes S1, S2 or S3. Safety shoes should be maintained and repaired.

Safety Helmets/Hard Hat Areas

Stand builders working at height - (above 2.5m) It is the duty of every employer or those who have control to ensure head protection that prevents the head from vertical and side impact is worn where there is a foreseeable risk injury to the head. The ideal helmet is one that complies with both EN 12492 and EN 397. In areas below people working at height and adjoining gangways there is a significant risk of injury from falling objects and these shall be designated "hard hat " or "areas where hard hats must be worn."An approved safety helmet must be worn in the exhibition halls during build up and breakdown

SAFETY EQUIPMENT CANNOT BE PURCHASED AT THE VENUE AND MUST BE PROVIDED BY YOU THE EXHIBITOR

Insurance

Public Liability (Compulsory)

Whilst every precaution is taken, the organisers require evidence that you hold insurance for Public Liability cover at the event. Please note: You can still exhibit at the event if you do not hold any insurance but you do so at your own risk. Please send the organisers a copy of your insurance policy for our records. Public Liability insurance is to protect your company from any legal proceedings if in the event a visitor or delegate falls or injures themselves within your stand area; this will be your

liability and not the Organisers liability. Please organise your own insurance through your own agent.

Exhibitors Personal Insurance

We urge all exhibitors to insure themselves against theft of personal & business equipment. The policy should also include cover for your equipment/luggage for damage in transit or at the event due to unforeseen circumstances. Organisers cannot and will not take any responsibility/liability for theft of items within the halls or equipment that is damaged in anyway whatsoever and by whoever.

Prohibitions

The organiser reserve the right to refuse admission to the exhibition to any person(s) without assigning any reason. They also reserve the right to order the expulsion of any person(s) whose conduct, in the opinion of the organisers renders such a course desirable. Canvassing by unauthorised person(s) is prohibited inside and outside of the event and will incur immediate expulsion or refusal of access to the exhibition. No handbills or placards may be affixed to any part of the building except by exhibitors on their stands and in the press office.

Employment of Labour - Code of Conduct

The organisers are not able to supply labour for handling goods and properties, but Kühne + Nagel (AG & Co) KG the official lifting contractor or your forwarding agent or stand fitting contractor will be able to offer assistance and advice in the this area. Please do not employ casual labour in the hall. In the interest of the exhibition the organisers decision on any dispute concerning labour being employed must be taken as final. You should not make payments to labour staff to secure preferential treatment. Please report immediately to the Organisers Office any employees suspected of soliciting money for labour.

Stand Design & Walling

These basic guidelines must be followed when designing exhibition stands for this event. They have been introduced to ensure an event that is welcoming and not intimidating to visitors with good sight lines and excellent traffic flow!

Where these design guidelines have not been followed stand build approval will not be issued.

- Low walling is permitted to any open side of a stand to a maximum height of 1.2m. However, access to the stand on at least one side must be a minimum of 3m wide or 50% of the length of the wall if this is smaller (i.e the stand side is less than 6m in length). All stands must also meet with all relevant health & safety access/egress regulations.
- Only **40%** of any open side is permitted to be `full walling`– i.e if a stand is 12m wide a maximum of 4.8m of full walling will be permitted.
- Any build above the height of 1.2m is considered `full walling` and this includes trilite, flagnet, materials, voiles, screens, graphics, showcases, louvred materials, etc.
- The only exceptions are: 100% clear panelling or glazing – this may not be tinted, frosted or have graphics adhered to it. Any panelling or glazing of this type is expected to remain clear for the duration of the event – i.e: the use of blinds, curtains, etc is not permitted.
- Fascia over open areas not more than 0.5m deep and not sited more 4m high (to the top of the fascia) and not less than 2.5m high (to the bottom of the fascia)

Please also remember:

- The back of the stand should look as good as the front
- Any damage caused to the venue structures will be charged to the offending Exhibitor

Hot Works Permits

A hot work permit needs to be obtained before any hot works can take place onsite, inside or outside the hall. This includes Welding and Grinding. Please contact us the organisers no later than 6 weeks

before the event. No hot works are allowed onsite without the permit. [CLICK HERE](#)

Emergency Exits, Hall Aisles

The emergency routes must be kept clear at all times. The doors along the emergency exit routes must be easy to open over their full width from the inside. Exit doors and escape hatches in the hall floors and the signs indicating their position may not be re-constructed, built over, covered or made unrecognisable in any other way. The aisles in the halls may not be obstructed by left-behind or protruding objects.

Dilapidation

Each company is responsible for the cost of making good, restoring or renewing all damages or Dilapidation to the venue caused by the exhibitor or any persons employed or engaged on their behalf. Dilapidations include (by way of example only) marks caused by paint, distemper, mortar or any other adhesive substance (including carpet tape), bolt, screw or nail holes, boarding or any other material attached or adhering to walls, floors or any part of the building. The cost of making good will be assessed by the organiser and charged to the exhibitor. In their own interests, exhibitors should satisfy themselves to the condition of their site, both before stand build up and after breakdown.

Exhibitors occupying shell stands are also responsible for the cost of making good, restoring or renewing any damage or dilapidations to shell stand structures, floor coverings, light fittings, or any part thereof, whether caused by themselves or by any person or persons employed or engaged on their behalf. The cost of making good any damage will be assessed by the shell stand contractor and advised to the exhibitor. We advise that you only attach your exhibits by either the following; tape, velcro, patafix. **DO NOT PUT ADHESIVE DIRECTLY ONTO THE PANELS. IF YOU HAVE ANY QUESTIONS REGARDING THIS PLEASE CONTACT MESSEPROJEKT GmbH THE OFFICIAL CONTRACTORS OR THE ORGANISERS.** It is not permitted to screw, nail, glue paint or in any way cause damage to **Messeprojekt GmbH** material or equipment. Similarly, only Messeprojekt GmbH staff are permitted to affix wires to the ceilings or other parts of the building. Neither is permitted to mount or dismantle material belonging to Messeprojekt GmbH, such as stand walls fascia boards, spotlights etc. Should you or your staff cause damage to the venue's building, hall floor, its furnishings or equipment, you will be held directly responsible.

Hall floors

Carpets and other floor coverings must be laid with due regard to safety and may not protrude beyond the stand area. Only adhesivetape (e.g. PE or PP) may be used to fix such coverings and, when removed, must leave no residues. All materials used must be removed with no residues. Substances such as oil, grease, paint and similar materials must be removed from the hall floors immediately. Neither paint nor adhesives may be used on the hall floors. The wear occurring on the asphalt flooring in the halls may produce soiling of lightly coloured floor coverings. Messe Düsseldorf does not accept any liability for soiled floor coverings. It is not permitted to anchor stand buildings in the floors of the halls. Exhibits or other parts may only be anchored to the floor in case of justified exceptions and subject to written consent of the trade fair company. No claims for the right to fit and use floor anchoring fixtures shall be accepted. Costs for repairing floors shall be borne by the exhibitor. The supply duct ventilation covers are used for air-conditioning the halls and must not be covered by floor coverings or structures.

Costs for power installations in the hall floors requested by the exhibitor are invoiced to the exhibitor. Substructure installation of lines at a maximum of 7 cm depth is possible. If larger pipes or cables are required, the feasibility of such installation must be checked and a price agreement reached with

Messe Düsseldorf. The Performance of all work of this nature and anchoring shall be exclusively in accordance with the requirements of Messe Düsseldorf and must be carried out by specialist companies authorised by Messe Düsseldorf. The cost is the responsibility of the exhibitor.

Road Traffic Regulations

To ensure the smooth flow of traffic during the construction and dismantling times as well as during the actual event, certain traffic regulations within the exhibition grounds must be strictly observed. The exhibition grounds are private property. A maximum speed limit of 20km/h applies. Caravans/mobile homes may not be brought into the exhibition grounds. Parking is prohibited around the venue. Vehicles, trailers, skips, containers and goods of any kind that are illegally parked will be towed away.

Young people

Persons under the age of 16 years are not allowed admission to the exhibition halls during the build-up, breakdown periods and show days.

Stand Safety

Exhibition stands including equipment and exhibits as well as advertising hoardings must be securely erected so that they are not a risk to public safety, in particular they should not endanger life or health. Care shall be taken during construction and dismantling that any possible consequences of hazardous situations arising from that work remain limited exclusively to the rented stand space.

Complex Stand Designs - in justified cases the Messe Düsseldorf is entitled to commission a structural engineer to carry out a check of the stand safety at the cost of you the exhibitor. Any stand that exceed 3.5m's in height will fall into this category if they are complex design.

Stand Approvals

All space only stands require an official approval from us the Organisers. Plans should be sent by Friday 15th June in case. Any complex stands may require a structural engineer to pass the plans. The cost of this service will be a direct service with you the exhibitor and the venue.

For a simple reference any height can be a complex stand but normally it is over 3.5m's in height with additional weight and structural considerations. ie: Ceilings, towers, lighting rigs, advertising boards etc.

Water and waste water facilities installation

Each stand to be supplied with a water/waste water connection will be provided with one or more connections. Only Fair organisation may install these connections. The ground plan showing the required position of the connections must be enclosed with the orders using the "Sanitary Installations/Compressed Air" form. No water or waste water installations can be provided to stands around the edges of the halls. The relevant exhibitor is in charge of and responsible for correct installation and maintenance of drinking water facilities on the stand according to DIN 1988 part 4. Only steel-sheathed rubber pipes with screw unions on both ends may be used for pressurised, flexible pipes between the water connection and consumer point. The exhibitor's installations for carrying drinking water must be in good sanitary condition before being connected to the Messe Düsseldorf water supply. Messe Düsseldorf reserves the right to conduct inspections on a random basis, which shall be proactively supported by exhibitors. Water consumption is calculated per m³ based on estimate. For safety reasons, the water supply will be turned off one hour after the event closes on its last day, as will the power supply.

Empties/storage of materials

Storing of empties of any kind (e.g. packing and packaging materials) or filled containers (e.g. stand construction materials) at the stands or outside the stands in the halls is prohibited. All storage items, empty/ filled containers must be delivered to the designated storage area. This service can be organised through Kühne + Nagel (AG & Co) KG. The expense will be with you the exhibitor.

Stand Design – General Appearance

Exhibitors are responsible for designing their stands, taking into account criteria that typify the event in question. Partitions adjoining aisles used by visitors should create a more varied effect by the installation of showcases, niches, display and similar items. Where the rear of the stand adjoins that of a neighbouring exhibitor, its appearance must be kept neutral, so as not to adversely affect the appearance of the other stand.

If approval is granted to exceed the construction height, the Exhibitor is required to erect a stable, white partition, free of joints directly next to the adjoining stand.

Advertising Material/Presentations & Noise

Lettering referring to the stand or exhibits, company or brand logos must not exceed the prescribed construction height. They should contribute towards a harmonious overall impression. Presentations, optical, slowly moving or acoustic forms of advertising are permitted, as is the reproduction of music, provided that they do not cause annoyance to adjoining stands, to congest in the aisles, or drown out announcements by the fair authorities in the halls. The volume must not exceed 65 dB (A) at the boundaries of the stand. Exhibitors are only permitted to distribute printed matter and to conduct advertising on their own stands.

Interference with the permanent building structure

No parts of the hall or technical installations may be damaged, contaminated or altered in any other way (e.g. through drilling or the insertion of screws or nails) they may not be painted or papered, nor may anything be pasted onto them. No parts of the hall or technical installations may be allowed to support stand fittings or exhibits. However, provided that no damage is caused to them, the columns/supports in the halls may be enclosed within the rented area, up to permitted construction height. Third parties must not be allowed onto any accessible part of the intermediate floor. Rigging can be provided by the CCD Messe.

Closed Rooms

All closed rooms must have a vision panel and that rooms that are being used as an area where people sit for meetings must have an illuminated/ fluorescent fire exit sign on the door. This is a mandatory regulation and the rule must be adhered to.

Laser Equipment

The use of laser equipment, classes 3R, 3BG and 4 is subject to German Social Accident Insurance Regulations (DGUV) section 5, regulations 11 and 12 "Laser Regulations" and must be therefore reported to the relevant accident insurer and the relevant accident occupational health and safety officer. The notification must include the written appointment of Safety Official responsible for operating the laser equipment. The relevant occupational safety for Dusseldorf is the Bezirksregierung Dusseldorf, Department 5, Cecilienallee 2, 40474 Dusseldorf, to which the notification must be submitted informally at least 4 weeks prior to the start of the event.

Occupational health and safety regulations for laser equipment must also be applied in relation to

visitors, as specified in the Special Construction Regulations for North Rhine Westphalia (SbauVO NRW) section 37 In addition is subject to German Social Accident Insurance (DGUV) Information Sections 203-036 and 203-037, "Laser Equipment for Show and Projection Purposes" A copy of the notification and the permit must be submitted to the organiser. Laser devices of classes 3 R, 3 B or 4 must be inspected after positioning by a person licensed under the Operational Safety Regulation (BetrSichV). Representatives of the Messgesellschaft Dusseldorf must be offered the opportunity of attending the acceptance test.

Saws, Sanders, Polishers & Tools

All electrical saw's, sanders and polishers must be fitted with extractors. This is a mandatory regulation. Only approved (i.e. certified) machines and tools may be used.

Lifts in the Stadthalle and the CCD South

Goods lift Stadthalle in the inside area

Load carrying capacity of the lift: 3 tonnes

Dimensions of the lift (clear dimensions car): Length: 4.70 m, width: 2.63 m, height: 2.68 m.

The lift is loaded via a ramp.

Dimensions of the ramp: Length: 4.27 m, width 3.44 m, height 1.13 m

A lifting platform is available in front of the ramp for level loading

Dimensions of the lifting platform: Length: 4.90 m, width: 2.60 m.

Load carrying capacity of the lifting platform: 5 tonnes

Goods lift Stadthalle room 12

Load carrying capacity of the lift: 4.4 tonnes

Dimensions of the lift (clear dimensions door opening): Length: 5.80 m, width: 2.39 m, height: 2.10 m.

Level access.

Goods lift CCD South (glass lift)

Load carrying capacity of the lift: 1.5 tonnes

Dimensions of the lift (clear dimensions car): Length: 3.00 m, width: 1.49 m, height: 2.19 m.

The lift can be loaded with level access.

Load-bearing capacity of the hall floors

Loads of up to 500 kg/m² only are permitted in the entire CC (loads spread over an extensive area, no lumped loads).

General lighting, type of electrical current, voltage

Type of electrical current and voltage available in the CC:

Alternating current 230 Volt (-10 %/+6 %), 50 Hz

- Rotary current 3 x 400 Volt (-10 %/+6 %), 50 Hz

- Power factor $\cos \varphi = 0.8$

as per Section 4 AVBEltV (General Terms and Conditions for the Supply of Electricity to Tariff Customers) dated 21.6.1979, Federal Law Gazette I, Page 684.

Liquefied Petroleum Gas (LPG)

The venue must be notified in writing at least 28 days in advance of tenancy of any proposed use of Liquefied Petroleum Gas (LPG).

LPG may only be used with the written consent of the venue. The use of LPG in the exhibition halls is normally prohibited unless it is being used to demonstrate a product being offered for sale on a stand and only if other sources of fuel are unsuitable. Only one bottle of LPG, sufficient for one day's use, can be on a stand at any one time; all other bottles are required to be kept in a secure environment outside the building. All LPG connections must be made by a competent fitter under the Gas Safety

(Installation and Use) Regulations 1998. Connections to or disconnection of LPG is not permitted whilst the exhibition is open to visitors. All empty cylinders must be removed from the venue.

Construction Materials

All materials used in the construction of stands, features and displays, including signs and fascias, shall be:

Of a suitable nature and quality for the purposes and conditions of their intended use. Adequately prepared and fixed in order adequately to perform the functions for which they are designed. Non-combustible, inherently non-flammable or durably flameproof in accordance with BS476-Part 7. Water-based, where applicable, e.g. adhesives and paint British Standards are the minimum acceptable standards for construction materials. Suitable samples of materials may be submitted to the venue for approval. Materials may be tested on site to ensure that they comply.

Decorative materials

Decorative materials used for stand dressing must be flame proofed or purchased already treated by use of the appropriate chemical. Untreated wallpaper and similar thin surface finishes, not exceeding 1mm in thickness, may be accepted, provided they are firmly fixed. Artificial plants and flowers are combustible and give off toxic fumes. Therefore they must not be used for stand dressing. Silk-type flowers are acceptable, providing they are fireproof or have been treated and marked as such.

Fabrics, drapes, curtains and hangings

Drapes, curtains, hangings, etc, must be inherently or durably flame-proofed. Otherwise they may be treated with a proprietary flame retardant. Test certificates must be available for inspection for any materials intended to be used. Fabrics used for interior stand decoration must be fixed taut and/or in tight pleats (not loosely draped) to a solid backing, secured above floor level and not touching light fittings. Curtains on exit routes should hang 75mm clear of the floor, be parted in the centre and shall not conceal any exit signs.

Night sheets

Night sheets must be made of inherently non-flammable material or of material satisfactorily treated to render it non-flammable. They shall be stored rolled-up and firmly secured and not cause any obstruction while not in use.

Paint

Only water-based paint may be used on site. If paint-spraying equipment is to be used, the method must be approved by the venue and not cause a nuisance to others. Protective measures shall be taken to ensure that no paint is spilt or sprayed on to the fabric of the building.

Plastic

All plastic, including plastic plants, trees, etc, must conform to the above standard. Polycarbonate materials, such as Lexan and Makrolon are acceptable.

Timber

Timber under 25mm thick must be impregnated to Class 1 standard. Treated materials should have 'BS476-Part 7, Class 1' marked on them. Boards, plywood, chipboard, etc, must be treated if under 18mm thick. The exception to this is MDF, which is acceptable for use due to its density. MDF may not be machined on site, as its dust is hazardous to health.

Upholstery

Upholstered seating must be non-combustible and marked with the appropriate standard.

Disabled Access

Stands should be designed to ensure that it is not unreasonably difficult for a disabled person to access their stand as required by the Disability Discrimination Act 1995. Platforms that exceeds 38mm in height or a part platform that exceeds 20m² AND 38mm in

height, MUST ensure that it is accessible to the disabled visitor and should contain clear and specified access and constructed in such a way as to conform to the following:-

Bevelled with a ramp of no more than 5° (1:12 gradient);

A minimum of 1000mm wide; and fitted with a handrail on each side or other such division to avoid any trip hazard resulting from the change of floor levels.

Doors

Doors and gates forming part of an escape route shall be hung to open in the direction of escape, clear of any steps or landings, and shall where necessary be recessed so that when open they do not obstruct the required width of any gangway, corridor, passageway, staircase, landing or other escape route. Such doors shall be free from fastenings other than panic bolts of type and pattern and installed in accordance with BS EN 1125. Doors serving staff areas may be provided with simple lever handles, complying to BS EN 179, or push pads complying with BS EN 179.

Where any door or gate is at the head or foot of stairs, a landing shall be provided between the door or gate and the top or bottom step. The depth of the landing shall not be less than width of flight.

In exceptional circumstances and where permitted, any inwards-opening door or gate used by more than 50 persons, shall be so arranged, that it can be locked back in a way that requires a key to release it and, when locked back, it does not form an obstruction or reduce the required width of an exit. A notice stating "THIS DOOR TO BE KEPT LOCKED BACK IN THE PUBLIC POSITION WHILST THE PREMISES ARE OPEN TO THE PUBLIC", in 10mm letters must be displayed adjacent to the door.

Fumes, Vapours, Gases, Liquids, Dusts and Fibres

Any exhibit, process or feature that is likely to generate and/or emit gases, vapours, liquids, fumes or dusts into the venue shall be so constructed so as not to be prejudicial to health or a nuisance and shall comply with the requirements of the Control of Substances Hazardous to Health Regulations.

Definitions:

Gases

Formless fluids usually produced by chemical processes involving combustion or by the interaction of chemical substance. A gas will normally seek to fill the space completely into which it is liberated e.g. nitrogen gas widely used in vessels due to its chemically inert properties.

Vapours

The gaseous form of a material normally encountered in a liquid or solid state at normal room temperature and pressure. Typical examples are solvents, e.g. thinners that releases vapours when the container is opened.

Liquids/Mists

A state of matter with definite volume but no definite shape, like water. The routes of entry for liquids could be ingestion and skin contact. If finely dispersed, they become a mist and therefore inhalable.

Fumes

Solid particles formed by condensation from the gaseous state e.g. lead fume.

Dusts

These are solid airborne particles, often created by operations such as grinding, crushing, milling and sanding e.g. mdf dust. The size of the dust particles is important as there is a difference between inhalable and respirable dusts and the nature of the hazards they present.

Fibres

Dust may be created that is made up of tiny fibres e.g. textile fibres. The fibers may become airborne during certain processes. The fibres may be so small that they fall into the respirable range and as such may be inhaled deep into the lungs.

Smoke

A substance made up of small particles of carbonaceous matter in the air, resulting mainly from the burning of organic material, such as wood or coal. Full details of the hazards arising, how they are harmful to health and the range of control measures which will be implemented must be provided to the venue at least 28 days before the event by the submission of a suitable and sufficient COSHH assessment carried out by a competent person.

The show organiser must ensure the level of risk is reduced to as low as is reasonable practicable and to this end eliminate exposures to substances harmful to health.

Electrical Installations For Stands.

Each stand that is to be supplied with electric power will be given one or more connections with fuse and meter, plus a fuse box with main switch and RCD protection switch 30 mA, however only up to 63 Amp / 34 kW. The following voltage threshold values in normal industrial grids must be observed when installing non-linear consumers (Class 2 as per EN 61000-2-4): Distortion factor (THD): <8% (ratio of the effective values of the harmonic oscillation to the basic oscillation) and power factor $\cos \phi = 0.8$. The installation of these connections can only be carried out by CCD. A ground-plan sketch must be enclosed with orders using the form; this must show the desired positioning of the connections. Fuse boxes above 63 A/34 kW cannot be provided by D-CSE.

Electricity consumption will be charged per kW/h. Consumption will be determined via installed meters. **A basic charge will be levied for the connection of the stand to the electricity supply.**

For safety reasons, the electricity supply will be discontinued one hour before the close of the event on the last day of the event.

Access to the technical premises and equipment

All accesses to the technical premises and safety equipment must be kept clear at all times. Inside the stands, only finishings that do not obstruct the opening of said access areas are acceptable. The doors of all the rooms are locked. No exhibitor shall be allowed to change the locks in order to install a personal system. No one shall be authorized to intervene in any manner whatsoever on the structural elements of the building including fixtures, fittings and technical equipment.

Presentation of Equipment

Please be reminded that equipment or parts thereof should not extend beyond the stands into the aisles or above them at all. If equipment is used for demonstrations with material likely to be projected over a certain distance, such equipment must be fitted with efficient protective devices so as to avoid any of the material reaching the public, whether in the aisles or in the stands.

Special Prohibitions/ Smoke/Flames/Signage/Flammable Liquid/Waste

It is forbidden to smoke inside the establishment. Likewise, the use of open flames is not allowed, including the demonstration of equipment. **The use of green letters or white letters on green background is prohibited; these colours are reserved for the general safety signage.**

No flammable liquids may be stored in a stand. It is forbidden to store combustible packaging or waste in the stands and aisles. Such packaging and waste must be removed as and when they are produced. Exhibitors are prohibited from disassembling or removing the fixtures of the establishment (parapets, handrails on stairs, fire extinguishers, boxes of all kinds, etc.). the use of any cooking or heating device is prohibited inside the stands, with the exception of microwave ovens with a power capacity of less than 3.5 kw/h.

Exhibitors Personal Insurance

We urge all exhibitors to insure themselves against theft of personal & business equipment. The policy should also include cover for your equipment/luggage for damage in transit or at the event due to unforeseen circumstances. Organisers cannot and will not take any responsibility/liability for theft of items within the halls or equipment that is damaged in anyway whatsoever and by whoever.

Prohibitions

The organiser reserve the right to refuse admission to the exhibition to any person(s) without assigning any reason. They also reserve the right to order the expulsion of any person(s) whose conduct, in the opinion of the organisers renders such a course desirable. Canvassing by unauthorised person(s) is prohibited inside and outside of the event and will incur immediate expulsion or refusal of access to the exhibition. No handbills or placards may be affixed to any part of the building except by exhibitors on their stands and in the press office.

Emergency Exits, Hall Aisles

The emergency routed must be kept clear at all times. The doors along the emergency exit routes must be easy to open over their full width from the inside. Exit doors and escape hatches in the hall floors and the signs indicating their position may not be re-constructed, built over, covered or made unrecognisable in any other way. The aisles in the halls may not be obstructed by left-behind or protruding objects.

Cancellation of participation

All cancellations must be sent in written to the Exhibition Office. Deposits will not be refunded.

Cancellation of Services

Services cancelled before August 15, 2018, will be refunded with a 50%. No refunds will be made for Services cancelled after August 15, 2018.

Change of Location & Exhibition Layout

Location of Standard booths could be altered due to security or management reasons. Exhibition layout can be modified due to organizational needs and/or unsold booths.

The organization is entitled to make these changes under previous information to affected exhibitors.

“On Site” and “Out of Deadline” Requests

All requests received out of deadlines will suffer an increase of 20% to the regular price. (deadline: Sept 7th, 2018).

All orders placed on site during set-up have an additional 50% surcharge upon the regular price and cannot be guaranteed

For payments on site, only credit cards will be accepted.

Payments

In order to start the set-up of booths, the Exhibitor Company must have paid the full amount of the space and all those extras such as furniture, electricity, etc... Otherwise the company shall not be allowed to start the set up work.

Request will not be considered if it is not paid completely.

VAT

VAT to be added (subject to applicable rate when invoicing)

Place of legal performance and venue

Disagreements regarding this contract will be subject to Belgian law and the official court of Ghent (Belgium).

Cancellation or “Force Majeure”

If for any reason or circumstance of major force beyond our control, the exhibition could not be celebrated, Exhibitors commit not to claim against the organisers, being refunded the sums paid as deposit, less an amount for general expenses spent at the moment of the cancellation of the congress.

The Organizing Committee reserves the right to alter time schedules, differing, reducing or extending the period of celebration of the exhibition, or eventually to change the venue, for reasons beyond the organiser’s control or for major contingencies.

These circumstances would justify neither a partial, nor a total cancellation of the commitments of Exhibitors, nor damage compensation.

Data Protection Policy

Belgium is currently subject to the law of 8 December 1992 on privacy protection in relation to the processing of personal data. Belgium is in the process of adapting its national legislation to the GDPR. This is done in two different streams. The first is the reform of the Belgian Privacy Commission, in terms of organisation as well as in terms of capabilities. This is now completed with the adoption of the law of 3 December 2017, which was published on 10 January 2018 and will enter into force on 25 May 2018 (“DPA Act”). The second is a framework law to address the national aspects of the GDPR. However, no draft has been made public yet.

In compliance with this, we inform that the personal information provided will be stored in a database controlled by the Congress, for purposes related with the event and its promotion.

The fulfilment of the present form implies to authorize the FEA and Semico NV to use the personal data facilitated for the mentioned purpose. If you wish to exercise your rights to access, rectify, cancel and oppose the treatment of your data, please contact the event secretariat fea2018@semico.be.



FEA Global Aerosol Events 2018

Düsseldorf-CCD

04. - 05.10.2018

Please contact us as the **official sole On-Site Event + Exhibition Freight Forwarder** for all questions in matters of Event + Exhibition Logistics, i.e.

- worldwide **transport** by air, sea, truck to/from venue in Düsseldorf,
- permanent + temporary **customs clearance procedure** and
- **on-site-handling** up to **delivery both** and vice versa.

(Mr.) Volker Baumann

Kühne + Nagel (AG & Co.) KG
KN Expo & Event Logistics

Tel.: +49 40 30333 2822

Mob.: +49 151 5877 3386

volker.baumann@kuehne-nagel.com

Time Schedule

To ensure on time deliveries, it is imperative that the shipments meet the following arrival deadlines:

Airfreight Shipments with arrival at airport DUS Dusseldorf from

- Foreign Countries: 3 working days prior to booth delivery date
- EU Countries: 2 working days prior to booth delivery date

Roadfreight Shipments with arrival at venue DUS Dusseldorf

- Part- & Full Trailers: on same day of booth delivery
- Groupage Freight: 1 working day prior to booth delivery date

Seafreight Shipments with arrival at seaport Bremen / Bremerhaven / Hamburg

- LCL: 10 working days prior to booth delivery date
- FCL: 7 working days prior to booth delivery date

In case you cannot meet the above mentioned deadlines, please inform us as soon as possible.

Wir arbeiten ausschließlich auf Grundlage der Allgemeinen Deutschen Spediteurbedingungen 2017 (ADSp 2017) und §§ 15, 16 und 17 der Internationalen Verlade- und Transportbedingungen (IVTB 2010). Hinweis: Die ADSp 2017 weichen in Ziffer 23 hinsichtlich des Haftungshöchstbetrages für Güterschäden (§ 431 HGB) vom Gesetz ab, indem sie die Haftung bei multimodalen Transporten unter Einschluss einer Seebeförderung und bei unbekanntem Schadenort auf 2 SZR/kg und im Übrigen die Regelhaftung von 8,33 SZR/kg zusätzlich auf 1,25 Millionen Euro je Schadenfall sowie 2,5 Millionen Euro je Schadenereignis, mindestens aber 2 SZR/kg, beschränken.

Selste 1 von 1

Risk Assessments for Space Only

All Space Only Exhibitors are obliged to carefully read the safety regulations

RISK ASSESSMENT - SPACE ONLY

We the Organisers have introduced this new section due to legal requirements. All space only constructions have to complete the Risk Assessments as a mandatory regulation.

Please see the guidelines on how to complete a risk assessment and why you have to. The guidelines are very comprehensive and risk assessment are there to protect your own liability/insurance not for the Organisers. Any complex space only stand that does not submit a risk assessment, fire risk assessment and method statement will not be allowed to construct on-site.

Risk Assessment: Exhibitor Risk Assessment

Every exhibition stand is a miniature workplace and therefore needs a risk assessment.

Simple space only designs to either confirm that you have no significant risk or indicate how you intend to control it. This should be sufficient and can include the aspect of fire risk assessment.

For complex space only stands it is a little more complicated. You will have to produce risk assessment and method statements for the safe erection and dismantling of their stands. You will also have to produce a fire risk assessment for the stand once it is in use. If you have any other activities on the stand, such as catering, this will also have to be covered by the risk assessment.

The exhibitor must identify all 'significant risk'. Significant risks are those which are reasonably foreseeable in terms of probability and severe enough in outcome to warrant consideration i.e. they are more than trivial.

Examples of common risks associated with any event or exhibition are as follows:

- Multiple contractors working in a single workplace
- Fall from working at heights and working on a live edge
- Slips, trips and falls on a level surface
- Manual handling, lifting or moving of heavy/awkward loads
- Falls on stairs or escalators
- Injury from electric shock
- Objects falling from height or loads falling from vehicles
- Impact injury from moving vehicles
- Injury from use of work equipment e.g. circular saws
- Hanging wires
- Structural collapse of seating or an exhibition stand
- Outbreak of Legionnaires disease from a water feature
- Food poisoning incident from temporary catering outlet
- Fire and fire related incidents
- Major incident and civil emergency
- Excessive working hours

- Stress
- Alcohol and drug misuse related incidents

5 Steps to Risk Assessment

There are two key definitions which are an important part of the risk assessment vocabulary.

- A '**hazard**' is something with the potential to cause harm (injury loss or damage)
- A '**risk**' is the potential for harm to be realised. This is usually seen as a combination of likelihood and severity and which is detailed in step two below.

The key to risk assessment is recognising that whereas there are a great many things which are hazardous, it is the context in which they arise which dictates whether or not they are actually a risk.

The most widely accepted approach in the events industry is the five steps approach as follows:

- Step 1: Identify the Hazard and who could be harmed.
- Step 2: Assess the risk
- Step 3: Develop Controls
- Step 4: Implement Controls
- Step 5: Monitor and Review

Step 1: Identify the hazard and who could be harmed

This is the hardest part as it involves predicting everything that could reasonably foreseeably go wrong.

There are various approaches to this based on the type of hazard or the type of harm as follows:

Types of Harm

- Hazards that cause injury, such as a broken bone
- Hazards to health, such as noise

Type of Hazards

- Physical e.g. a vehicle
- Chemical e.g. carbon monoxide in exhaust fumes
- Biological e.g. food poisoning
- Ergonomic e.g. upper limb disorders from working at a keyboard
- Psychosocial e.g. violence

It is important to consider the potential consequences and who could be harmed. For example with an electrical fault the consequences are both potential injury from the shock or a fire.

Step 2: Assess the Risk

This depends on the complexity of the operation. For simple processes it is often sufficient to award a straightforward:

- Low
- Medium
- High

Most event risk assessments require more detail. It is necessary to assess both the potential likelihood of an incident or accident and the potential severity if it does happen. A widely used format is shown below

LIKELIHOOD	SEVERITY
1. Very Unlikely	1. Minor/ First Aid
2. Unlikely	2. RIDDOR 3 -Day
3. Likely	3. RIDDOR Major Injury
4. Very Likely	4. Death or very serious injury to one person
5. Almost Inevitable	5. Death or serious injury to many persons

The template shows that we assess risk both before and after controls are put into place. Before controls, we are assessing what would happen if there were no controls. It is important when considering severity to assess the most likely outcome. For example, consider a rigging operative falling from 3m onto concrete. The operative could be killed or they could get away with no injuries. The most likely outcome however, would be a major injury such as a broken bone.

Step 3: Develop Controls

Having determined what the hazards are, and to what extent they pose a risk these now can be considered under the following headings:

- **Eliminate** the risk at source. There is a point at which any operation is simply too risky and you must consider this. An alternative is to find a different approach. A good example of eliminating risk at source is a mother grid. It eliminates the risk of riggers falling from height by lowering the rig to the floor and carrying out a fix and hoist.
- **Substitute** for a safer method or product. A good example is the use of emulsion paints as a substitute for the more hazardous solvent paints in stand build, or at seated event substituting a glass bottle with a plastic bottle for drinks.
- **Reduce** the risk in a quantifiable way. A good example is the prolific use of centre tapped earth transformers for temporary power (the yellow boxes). This reduces the voltage risk from 230V to a safer 100V or below on the event floor.
- **Isolate** from the hazard. This is a common form of control at event build ups. Workers are isolated from the risk of falling objects when raising a lighting rig by taping off the area under the rig to prevent access.
- **Control** the risk. All too often this is the start point in many poor risk assessments. Notice how far down the order this is. The most common form of control on the event floor is the use of security and floor management. Another example is an agreed safe system for the lowering of stand panels (i.e. not just letting them fall!)
- **Personal Protective Equipment (PPE)** are items such as hard hat and safety shoes. They are only effective if something goes wrong. A hard hat is only of use if something falls on your head. It also only

protects you and not the person next to you unless they are wearing one too. Far better to prevent the object falling in the first place.

• **Discipline** is also a method on which there is far too much reliance. It is fairly self evident that simply telling people not to do things that are unsafe and then punishing them when they do, is not an effective way of controlling risk.

The example below shows the risk assessment of vehicle access. With no controls it is assessed to be 8, which is HIGH and unacceptable. After controls are put into place it is assessed to be 4, which is LOW and acceptable.

Hazard	Consequence	Who is at Risk	P	S	R	Controls	P	S	R
Access and Egress of vehicles	Impact injuries Collision	Staff Exhibitors Contractors Members of the Public	2	4	8	Isolate pedestrians with barriers Competent traffic marshals to ensure even flow of traffic and marshalling of routes and cargo doors Abide by house (venue) traffic rules	1	4	4
Key									
Action Level									
1-4 LOW no further controls required									
5-7 MED- Justify/review for each event day									
8+ HIGH - Immediate action/further controls needed.									

An employer should do what is reasonable within the constraints of the available resources in terms of time, money and personnel. This is not a license to do nothing on the basis that it is too expensive, but should be the result of careful consideration. The key word here is ‘reasonable’.

Step 4: Implement Controls

This is the business of implementing controls on the event floor itself. It is worthwhile considering all the practical implications of control measures before they are put into place.

Step 5: Monitor and Review

It is important to monitor the event floor to ensure that prescribed controls are actually in place.

You also need a system of reviewing risk assessments. Event risk assessments have a natural review cycle in that a new assessment is required for each event. For routine operations every risk assessment should have a review date. Other times when risk assessments need to be reviewed are:

- When there has been an accident or incident
- When there is a significant change in personnel or process
- When there is a change in the law
- When monitoring reveals problems.

Fire Risk Assessment

Fire risk assessment is a very specific legal requirement for all European venues.

Typical aspects which would increase the fire risk would be:

- Naked flame on stands (candles or gel burners)
- Use of compressed or flammable gases on stands
- Use of pyrotechnics, lasers and other stage effects
- Cookery demonstrations
- Exhibition of motor vehicles
- Likelihood of illegal smoking in outfield areas or in built storage areas on stands
- High levels of packaging waste
- High numbers of complex structures.
- Hot works during stand construction
- Dressing of stock or Octonorm panels with untreated (non flame retardant) materials.

Exhibitors will also need to complete a fire risk assessment. To keep it simple it is suggested that they fill in some form of return which either indicates that there is no risk, or acknowledges it, and includes it as part of the stand risk assessment.

Any stand which is a complex structure or space only stand which large numbers of people could gather will need a fire risk assessment simply because of the escape issue.

Rule Enforcement

- Nexus Media Events Ltd is committed to ensuring these regulations are enforced consistently.
- Due notice/warning will be issued in writing ONCE ONLY and if an Exhibitor continues to be in breach of a regulation after issue of a warning, Nexus Media Events Ltd will take all and any actions necessary.

Risk Assessments for Shell Scheme

All Shell Scheme Exhibitors are obliged to carefully read the safety regulations.

Risk Assessment - Shell Scheme

We the Organisers have introduced this new section due to legal requirements. All shell scheme constructions have to complete the Simple Risk Assessments to exhibit at the exhibition.

Every exhibition stand is a miniature workplace and therefore needs a risk assessment. There is a danger, however, of over complicating things. The erection of shell scheme will be covered by the shell scheme contractor's assessment. If the activity on the stand is clearly without significant risk, a simple risk assessment is required. There is a need for the exhibitor to confirm that this is the case.

Please see the guidelines on how to complete a risk assessment and why you have to. The guidelines are very comprehensive and risk assessments are there to protect your own liability/insurance not for the Organisers.

Event Risk Assessment

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Steps to Risk Assessment

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The key to risk assessment is recognising that whereas there are a great many things which are hazardous, it is the context in which they arise which dictates whether or not they are actually a risk.

The most widely accepted approach in the events industry is the three steps approach as follows:

- Step 1: Identify the Hazard and who could be harmed.
- Step 2: Develop Controls
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Step 1: Identify the hazard and who could be harmed

This is the hardest part as it involves predicting everything that could reasonably foreseeably go wrong.

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- **Control** the risk.
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- **Discipline**

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We hereby accept the conditions of payment and for orders. Prices are net. VAT is 19%. On receipt of the invoice we transfer the total sum to the bank account, IBAN BE66 7360 2706 0943, BIC: KREDBEBB – no charge to be made to the beneficiary – Deadline for ordering : August 10, 2018. Deadline for payment: September 7, 2018 – A surcharge of 20% will be charged on ordering after the deadline – Orders on site (have to be paid by credit card) without guarantee and time limit + 50% late order surcharge – Cancellations and changes of orders and refund thereof after the deadline August 10, 2018 are not possible. Any dispute arising out of this agreement shall be settled by the court of Ghent.