# TECHNICAL GUIDELINES

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1. Opening Hours

1.1. During installation and dismantling
Work is permitted in the halls and open-area exhibition grounds during general installation and dismantling from 9:00 a.m. till 6:00 p.m., insofar as other hours would lead to a traffic disruption or a traffic jam.

These hours are subject to change. For reasons of general security in the trade fair grounds, the halls and the trade fair grounds remain closed completely outside these hours.

1.2. During events
During an event, the halls are opened an hour before the trade fair starts in the morning and closed one hour after closing the fair at evening. MM-SH reserves the right to apply special regulations. Exhibitors, who need to work at their stands in standardized individual cases beyond these hours, need to apply for the overtime time.

2. Traffic on the Trade Fair Grounds, Escape Ways, Safety Installations

2.1. Traffic regulations
Driving vehicles of any type on the trade fair grounds is at your own risk and is only allowed with corresponding permission, valid entry authorization or a valid parking permit. Driving on the trade fair grounds or parking vehicles in the trade fair grounds is prohibited except during an event. MM-SH reserves the right to make the granting of parking permits or permission for driving in to MM-SH. MM-SH is authorized to make the granting of parking permits or permission to drive in vehicle dependent on payment of a fee. The payment or entry permits should be placed clearly visible behind the windshield of the corresponding vehicle. The regulations, which are connected with permits for parking or driving in, must be observed strictly.

Permits for parking or driving in must be returned upon request by the staff of the security officer at the reception of the company authorized by MM-SH for the trade fair grounds.

MM-SH is authorized to demand a deposit for driving into the trade fair grounds and to limit the maximum time allowed on the grounds. If the maximum time is exceeded, the deposit shall not be returned. This regulation shall apply during setup and dismantling times in those cases, in which MM-SH permits to drive on the trade fair grounds during an event.

The speed limit on the trade fair grounds is 5 km/h. Only driving at a walking pace is permitted in the halls at all times; this regulation also applies to the complete trade fair grounds during an event.

Cycles on courtesy should be reduced to pedestrians. Driving is not permitted on blocked paths and planted areas. Driving in the halls is only permitted for loading and unloading based on a written confirmation. Attention must be paid to traffic driving capacity of the hall floors as well as the height and width of the gates.

Engines should be turned off during loading and unloading. Parking vehicles in the halls is prohibited on principle. Mobile homes and caravans may not be driven into the trade fair grounds for the purpose of overnight stays.

Areas, which MM-SH has designated as camping areas for an event, are not subject to this regulation. Parking is absolutely prohibited in the complete trade fair grounds, except at areas specially designated for such. MM-SH reserves the right to tow away or remove any vehicles, trailers, containers or empties in the non-parking zones. The vehicles have to be left at the cost of the person who did this or the owner.

MM-SH reserves the right to issue more far-reaching traffic regulations and traffic routing measures, especially to ensure smooth flow of traffic during setup and dismantling times as well as during an event; every person on the trade fair grounds is expected to comply with such. MM-SH especially reserves the right to regulate access to exhibitors or their stand construction or other suppliers to the individual stands.

When mentioning the complete setup time during trade fairs and events, because the trade fair grounds are usually overcrowded on the last two setup days and during the complete setup time, MM-SH may close trade fair grounds if overcrowded or disable parking of exhibitors, their stand construction or other suppliers in accessing the individual stands due to directives of MM-SH are subject to the regulation of traffic on the trade fair grounds.

2.2. Escape Ways

2.2.1. Fire department zone, hydrants
The designated fire department zones, escape ways and safety zones are not allowed to be obstructed by parked vehicles or placement of construction or packaging material, etc., even during the setup and dismantling times. Those areas need to be clear all the time. If exhibitors use those areas to park up bulky materials or exhibits and do not comply with removing warning from MM-SH, MM-SH has the right to charge for a penalty from the general management company.

Vehicles and objects, which are in fire department zones, escape ways and safety zones, will be towed away or removed and a charge shall be levied for that. If any damages occur during the process, they will be charged to the exhibitor. MM-SH reserves the damage should be put towards MM-SH.

Halls in the halls and the open-air exhibition grounds are not allowed to be obstructed by constructions, made difficult to locate or inaccessible. A passage of at least 1.2 metres (4 ft) wide between any temporary structure and the fire hydrant, equipment room door and fire-alarm bell contact must be guaranteed.

Any behavior which hamper the normal operation of the fire protection system and fire equipment, such as breaking fire-alarm bell contact, the fire hydrant, fire extinguisher and fire escape is forbidden.

2.2.2. Emergency exits, escape hatches, hall aisles
All designated exits and aisles in the hall layouts shall be kept completely free of obstructions. They serve as escape ways in emergencies and in case of fire. Any such obstruction shall not be made narrower by objects put down or protruding objects. It must be possible to open the doors of the escape ways to their complete extent from the inside. The exit doors and escape hatches and their identification shall not be covered by structures, blocked or otherwise be rendered unrecognizable. Information stands, tables and other furniture shall only be set up at sufficient safety distances from access doors. If they are arranged within the hall area, if hall exits are located within a stand, these areas designated as hall exits shall not be made narrower.

2.3. Safety installations
Sprinkler systems, fire extinguisher installations, smoke detectors, closing devices of the hall gates and other safety installations, their indication signs as well as the green emergency exit signs must be accessible and visible at all times; they shall not be blocked or obstructed.

2.4. Stand Numbering
The organizer will mark all stands with stand numbers, which may not be removed without prior consent of the organizer.

2.5. Guarding
MM-SH or the security company contracted by it and approved for the trade fair grounds shall provide guards at the entrances and in the halls. MM-SH does not guarantee complete guarding and surveillance of the trade fair grounds.

MM-SH is authorized to take required measures for guarding and surveillance. Guarding stands, exhibition goods and other objects at a stand is not the responsibility of MM-SH. If required, exhibitors must arrange for guarding of their stands themselves. Stand guards may only be contracted from the security companies authorized by MM-SH for the trade fair grounds.

Exhibitors are expressly warned that there are increased risks for exhibition goods and other objects brought in by exhibitors during setup and dismantling times. Valuable and easy-to-move objects should be guarded continually or kept under lock and key at night. No obligation or liability should be borne by MM-SH if there is any loss of exhibition goods or other objects at a stand or in other areas, whether guarded or not by MM-SH.

3. Technical Data

3.1. Hall data
Floor area per hall (gross):
- W1-W5, E1-E7: 11,500m²
- NJ-N2: 12,340m²
Admissible floor load: 3,300kg/m² (33 kN/m²), for a single space of up to 500m²
If there is any vertically vibrating part in the exhibition product, the floor load bearing capacity mentioned above should be reduced at least by 50%.
Access:
- Concrete floor with hardener
- Please refer to “Technical Specifications” in Section I of Exhibitor Manual
- Power supply: 5 wire, 3 phase 380V / 220V, 50HZ

3.2. Outdoor area data
Outdoor area has 3 types of floor conditions:
- Heavy load area with loading capacity of 15tons/sqm, Normal load area with loading capacity of 5tons/sqm and; Light load area with loading capacity of 2tons/sqm. Due to this condition, the booth construction scheme provided by the exhibitors should include the loading capacity of the booth. In special cases, relevant info, such as floor material etc., will be required from the exhibitors as well. The exhibitor has to observe the limits on material cost included in his contract.
- Power supply: 5 wire, 3 phase 380V / 220V, 50HZ

3.3 Floor loading capacity
Exhibitors are obligated to check the floor loading capacity and it’s also the exhibitor’s duty to inform the loading capacity to all the relevant personnel, such as its construction contractors, freight forwarder and etc.

The floor capacity should be reduced during the exhibition installation and equipment operation. All the damages to the floor or other facilities due to the negligence of the loading capacity should be borne by the exhibitor itself.

It is strictly forbidden to pile up heavy construction materials or to build up booth structures on top of the two main electricity wire-tunnels in the hall, drainage cover and facility well at the outdoor area. If exhibitors want to showcase heavy weight exhibits, it is mandatory to discuss treatment, such as laying thick steel plate and etc., to prevent the potential damages.

The exhibitors with heavy weight exhibits have to strictly follow the over-size / overweight exhibit schedule assigned by MM-SH and its official freight forwarding company.

4. Stand Construction Regulations
The promotional materials in the booth should correspond to brand image of the company, or the co-exhibitors, who handed in the application at the first place. If not, MM-SH has the right to ask the exhibitor to change the promotion material and reserves the right to charge the exhibitor a penalty for violating this regulation.

During move-in/show/move out period, blocking the public aisle using exhibition materials or to build up booth structures on top of the two main electricity wire-tunnels in the hall, drainage cover and facility well at the outdoor area is strictly forbidden. MM-SH has the right to charge a penalty from the general management deposit of the exhibitor at fault if no improvement is made after receiving oral/written warnings from MM-SH.

4.1. Stand safety
Exhibition stands including furnishing and exhibits as well as advertising material should set up sufficiently stably, so that public safety and order are not endangered, especially with respect to life and health. Exhibitors are responsible for the static security of the stands and must provide proof of such if necessary.
4.4.1. Fire protection and safety regulations

4.4.1.1. Materials used for stand construction and decoration or other building structures must accord with the national and local fire protection regulations that all of them must be non-combustible with a burning diffusion rate lower than Class B1. The contractor is required to carry the material fireproof documents on site. Special requirements can be set for load-bearing construction parts in individual cases for reasons of safety (e.g., non-combustible).

4.4.1.2. The building material for temporary tent should be noncombustible with a burning diffusion rate no lower than Class B1. The size of the tent should be no bigger than 2,000 sqm and the distance between tents should be kept at 9 meters. If the automatical sprinkler system is installed in the tent, the size of the tent could be doubled. Smoke discharge facilities that cover 2% of the building area must be installed in the booth area above 2000 sqm.

4.4.1.3. All the indoor booths can not have roof constructions, no matter how small the covering area is. For indoor two-storey booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 80qm of 1st floor and one annually eligible fire extinguisher for each 100sqm of upper layer. For outdoor booths, one set of automatic alarm and ceiling sprinkler system should be installed for each 80qm and one annually eligible fire extinguisher is required for each 300sqm.

4.4.1.4. The upper storey area above 2000sqm, at least two stairways must be arranged, the stair width is not less than 0.9m, and distance between two evacuation exits must be 5m at least. Do not store any frames or other stuff at the bottom of the stair. Spiral stairs are not allowed to be used as evacuation stairs. If the 1st floor area of a two-storey booth is semi or fully enclosed with the range of above 120 sqm, or 2 or more evacuation doors wider than 0.9m should be set up.

4.4.2. Checking and Approving Constructions Requiring Official Approval

Each organizer, exhibitor, renter, service partner or other service provider is obligated to check whether the provisional built-in parts or constructions require approval, regardless of whether in the halls or the outdoor exhibition grounds.

4.4.2.1. Checking and Approving Constructions Requiring Official Approval

4.4.2.2. Vehicles and Containers

4.4.2.3. Removal of non-approved stand constructions

4.4.2.4. Scope of liability

4.4.2.5. Stand decorations, which have not been approved, or do not comply with the Technical Guidelines or laws, must be changed or removed according to the case. No storage of empties of any kind (e.g., packaging materials) is prohibited in the halls or on the outdoor exhibition area during build-up/dismantling period.

4.4.2.6. Vehicles

4.4.2.7. Vehicles that use both combustible engines may only be exhibited in the halls with almost empty tanks. The battery should be disconnected, and the fuel tank must be locked; combustible engines may not be demonstrated in operation in the hall; fuel may not be stored at stands. Combustible engines shall not be demonstrated in operation in the halls or in the structures of the exhibits. The fuel must be equipped with filters for demonstrations in outdoor grounds.

4.4.3. Vehicles

4.4.4. Hazardous Materials

4.4.4.1. Checking and Approving Constructions Requiring Official Approval

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4.4.4.3. Vehicles

4.4.4.4. Hazardous Materials

4.4.5. Smoking

4.4.6. Use of air balloons

4.4.7. Recyclable material and waste product containers

4.4.7.1. Recyclable material and waste product containers

4.4.8. Abrasive cutting and all work with open flames

4.4.8.1. Abrasive cutting and all work with open flames

4.4.8.2. Abrasive cutting and all work with open flames

4.4.9. Empties

4.4.9.1. Empties

4.4.9.2. Empties
4.4.10 Glass and acrylic glass
Only safety glass may be used for structures made of glass. Installations of glass plates need to be made in way that glass plates cannot fall out of the glass walls to avoid any potential danger to the workers and employees. Edges of glass panels must be worked or protected in such a way that danger of injuries is excluded. All-glass construction components must be marked at eye height.

4.5. Exits, escape routes, doors
4.5.1. Exits, escape routes
Stands with a base area of more than 80 sqm, and an escape route length of more than 10 m or stand layout, in which the exit/escape route is not visible from every spot on the stand, must have at least two separate exits/escape routes which should be opposed ends of the stand. Stand layouts should be designed in such a way that there are no difficult-to-access corners, rooms or niches created. Each separate room must be equipped with sufficient visual contact to the exits or to the hall.

Rooms that are only accessible via another separate room (so-called trapped rooms) are prohibited.

4.5.2. Doors
The use of swing doors, revolving doors, coded doors or sliding doors is not permitted in escape routes.

4.6. Platforms, ladders, ascents, footbridges
In general, exhibitors may only make direct access to areas, which are more than 20.0 m lower, must be provided with railing. These must be at least 1.00 m high. The floor-carrying load must be designed for at least 2.0 kN/sqm. An upper chord, middle chord and lower chord must at least be provided.

On these platforms, on which you can walk, may have a maximum height of 0.20 m, and need to arrange ascents. Ladders, ascents and footbridges must be in compliance with current safety regulations.

4.7. Stand Design
4.7.1. Appearance and boundary
The furnishing and design of a stand and the associated required setup is the responsibility of the exhibitor. However, exhibitors must take into consideration the character and image of each trade fair. MM-SH is authorized to prescribe changes in stand design in this context. It also reserves the right to prescribe the frame setup for individual trade fair stands in the special participation conditions. Walls, which border visitor aisles, should be brightened up via the building in display cases, niches, displays, etc.

The name and main office of an exhibitor must be clearly visible on a stand. The stand sides bordering neighboring stand should be kept neutral, white and clean. A back wall or partition must be installed that is not lower than 2.5m for each raw space stand structure, except island stand and national pavilion structure, to separate from neighboring booth. The side of back wall facing neighboring booth must be kept white, neutral and clean. In addition, plate or construction paper must be underlaid under the back wall to protect the floor surface. The exhibitor should not use the back wall or partition of neighboring booth for his own use or for displaying his company name, logo, etc. MM-SH has the right to deduct a penalty charge from the general management deposit of the exhibitor at fault if no improvement is made after receiving oral/written warnings from MM-SH in case the above mentioned violation happens.

No part of any structure or logo or exhibit may extend beyond the boundaries of the contracted area. This includes exhibitor's name, logo, light fitting or posters. All stands in the exhibition, irrespective of height, must have at least half of any front facing a facade.

Exhibitors are not permitted to display, hang, or distribute any exhibit, material, furniture or product, nor extend their stand structures and fittings, beyond their contracted area. MM-SH has the right to ask the exhibitor modify the stand structure within time limit in case the above mentioned violation happens. Stand constructions must not to obstruct the normal operation of the fire protection system, including ventilation, mechanical ventilation vents. MM-SH has the right to ask the exhibitor modify the stand structure in case the above mentioned violation happens.

4.7.2. Checking the rented area
MM-SH measures the rented area on the hall floor and marks it at the corners. Every exhibitor is obligated to obtain information about stand allocation and the location and dimensions of any installations, especially fire alarms, layout of service tunnels, ventilation systems, etc. and to inform the stand constructor if applicable. It is imperative that stands remain within the borders of the rented area.

4.7.3. Protection of the public facilities in the hall
Hall components and technical facilities may not be damaged, soiled or in any way changed (by drilling holes, use of nails or screws, etc.).

Painting, applying wallpaper and pasting are not permitted.

Grooves on hall walls, ceilings and floors may not be damaged under any circumstances by chiseling, foundation or similar work. Installation of bolts or anchoring is not permitted either.

Exhibitors need to be responsible for any damages they have caused on the public installations. Damages are payable based on the quotation provided by SNEC (please find the detailed quotation at 5.1.1). If the penalty is not fulfilled by the deadline, exhibitor has the right to deduct the amount of general management deposit paid by exhibitor or being directed. SNEC and the contractor reserve the right to sequentially claim the damage if the deposit fails to compensate

4.7.4. Hall floors
Carpets and other flooring are to be laid accident-proof and may not extend beyond the rented area. Interior carpets containing CaCO3 are forbidden.

4.7.5. Objects hung from the hall ceiling
There is no permission to be suspended fixtures, spotlights, etc. at the ordered fastening points may only be attached by hall owner's appointed staff under observation of the regulations applicable at the event site and in accordance with the current state of technology. During the operation, jacks can not carry overload.

Exhibitors need to fill the form for Hanging points and banners and follow all the regulations indicated in the form closely.

4.7.6. Separating Walls
Separating walls can be ordered using the Exhibitors' Manual. Exhibitors shall neither change nor work separating walls and supports. Exhibitors are liable in the case of a violation of these provisions for all consequent damages to persons and property.

4.7.7. Presentations, Demonstrations of Exhibits and Onsite Activities
The presentation regulations are established in order to ensure that if the exhibitors require onsite demonstration / presentation of their products and services:

a) Only exhibits / products uninvolved in any intellectual property rights dispute for which they are agent, distributor or dealer can be displayed. Should there is any intellectual property rights dispute between / among exhibitors in the exhibition, MM-SH reserves the right to stop them from exhibiting and hand them over to intellectual property rights office.

b) All exhibits, goods, products, posters, documents or services presented by the exhibitor shall be relevant to the exhibition theme and be part of the exhibitor's profile. MM-SH reserves the right to remove any exhibit, article or item complementary to an exhibit which violates the above regulation. Any cost incurred will be borne by the exhibitor.

c) Retailing is forbidden.

d) The presenters / demonstration / onsite activities are only allowed in escape routes.

4.8.1. Checking the rented area
Every exhibitor is obligated to obtain information about stand allocation and the location and dimensions of any installations, especially fire alarms, layout of service tunnels, ventilation systems, etc. and to inform the stand constructor if applicable. It is imperative that stands remain within the borders of the rented area.

4.8.2. Protection of the public facilities in the hall
Hall components and technical facilities may not be damaged, soiled or in any way changed (by drilling holes, use of nails or screws, etc.).

4.8.3. Presentation, demonstrations / onsite activities
Every exhibitor is obligated to obtain information about stand allocation and the location and dimensions of any installations, especially fire alarms, layout of service tunnels, ventilation systems, etc. and to inform the stand constructor if applicable. It is imperative that stands remain within the borders of the rented area.

4.8.4. Checking the rented area
MM-SH measures the rented area on the hall floor and marks it at the corners. Every exhibitor is obligated to obtain information about stand allocation allocation about the location and dimensions of any installations, especially fire alarms, layout of service tunnels, ventilation systems, etc. and to inform the stand constructor if applicable. It is imperative that stands remain within the borders of the rented area.

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4.8.8. Checking the rented area
MM-SH measures the rented area on the hall floor and marks it at the corners. Every exhibitor is obligated to obtain information about stand allocation and the location and dimensions of any installations, especially fire alarms, layout of service tunnels, ventilation systems, etc. and to inform the stand constructor if applicable. It is imperative that stands remain within the borders of the rented area.

4.8.9. Presentation, demonstrations / onsite activities
Every exhibitor is obligated to obtain information about stand allocation and the location and dimensions of any installations, especially fire alarms, layout of service tunnels, ventilation systems, etc. and to inform the stand constructor if applicable. It is imperative that stands remain within the borders of the rented area.

4.8.10. Checking the rented area
MM-SH measures the rented area on the hall floor and marks it at the corners. Every exhibitor is obligated to obtain information about stand allocation and the location and dimensions of any installations, especially fire alarms, layout of service tunnels, ventilation systems, etc. and to inform the stand constructor if applicable. It is imperative that stands remain within the borders of the rented area.

4.8.11. Presentation, demonstrations / onsite activities
Every exhibitor is obligated to obtain information about stand allocation and the location and dimensions of any installations, especially fire alarms, layout of service tunnels, ventilation systems, etc. and to inform the stand constructor if applicable. It is imperative that stands remain within the borders of the rented area.

4.8.12. Checking the rented area
MM-SH measures the rented area on the hall floor and marks it at the corners. Every exhibitor is obligated to obtain information about stand allocation and the location and dimensions of any installations, especially fire alarms, layout of service tunnels, ventilation systems, etc. and to inform the stand constructor if applicable. It is imperative that stands remain within the borders of the rented area.
MM-SH measures the rented area on the ground of the open-air exhibition and marks it at the corners. Exhibitors are obligated to obtain information on the assigned stand's position and dimension, especially the dimension of any built-in parts, such as supply pipes, foundations, electric box, telecommunication box, etc. and to inform MM-SH about the condition of the area at all times.

It is imperative that stands remain within the borders of the rented area. No one is allowed to extend the rented area for structural purposes. Attention must be paid to all existing supply pipes, foundations, electricity box, telecommunication box, etc. during all setup work. If so as they are within individual stand area they must be removed at all times.

The outdoor stand itself needs to be safe and secure and all the construction materials need to meet the standard in the relevant national regulations for the temporary building structures. It is forbidden to use onsite permanent buildings, its decorations, fencing, walls to secure the stand construction. Construction materials must be connected to the onsite ground and buildings. Drilling in the grounds, using wall plugs, are strictly forbidden. Protections for the grounds and onsite buildings need to be applied during the booth construction, start from the 1st floor. Painting, pitching or onsite building works, are strictly forbidden. Exhibitors are bound to pay for any facility damages they cause during the whole show period. If any exhibitors fail to fulfil such duty, MM-SH and SNIEC have the right to deduct the damage amount from the general management deposit. If the general management deposit is not enough to cover the damages, MM-SH and SNIEC reserve the right to pursue the rest damage compensation from the exhibitors.

Factors, such as rain, strong wind and such natural conditions that may bring unknown elements to the booth, need to be considered during booth design and prevention work needs to be fully prepared. For outdoor booths, lightings, plug-ins, electric switch box and such electricity related equipments need to be water resistant. Equipments connected to electricity power need to have efficient protection against rain and potential electric leaking. Cables laying on the ground need to be protected by the cable bridge and no connection should be exposed on the ground directly. Metal structures needs to have a ground connection.

4.8.2.3. Cranes and Exhibits
All cranes and exhibits, which are to be placed in the outdoor exhibition grounds and are higher than 20m, require prior consent of the Operations Department of MM-SH and must be registered using the appropriate forms of the Exhibitor Manual of MM-SH within 12 weeks before the start of the fair. The required documents are submitted later than 12 weeks before the trade fair begins, MM-SH will set the binding maximum setup height for these exhibits for safety reasons. MM-SH is the authorized to limit or prohibit setup to maintain the prescribed height, if necessary. MM-SH reserves the right to have experts check or inspect exhibits even if these have dimensions which are not within those cited in the framework data requirements of the form.

4.8.3. Dismantling
All dismantling work must be entrusted back to MM-SH in their original condition by the set dismantling deadline. All wastes in the booth need to be cleared out and the booth will be returned if and only if the following 2 conditions are fulfilled:

1) All facility damages caused during the show are fully compensated.
2) SNIEC,excluding the booth, will be no charge for any storage fees.

MM-SH reserves the right to remove any exhibits or parts of booths not belonging to the rented area. In that case, MM-SH is authorized to require the modifications within the time limit.

4.8.2.4. Public spaces between the blocks of stand areas
Exhibitors who are allocated in more than one block with public aisles in the trade fair area are not allowed to build booth construction or advertising construction or any other building component or exhibit across these aisles. Aisles are not part of the rented raw space area. No promotion measures are allowed on these aisles.

4.8.5. Other regulations
Exhibitors, whose stands border on the edge of the trade fair grounds, may not use the fence for their purposes. The fence outer side may not be used as advertising space. This regulation also applies to stands set up in the area of special exhibits. Also, Building components, stand signs and flags must be installed in such a way that they do not interfere with other exhibitors, especially not with other exhibitors or with visitors. Misleading company signs must be removed at the request of the trade fair management.

Rotary tower cranes and similar objects must be secured in line with regulations. The hanging of advertising material or other loads from cranes, platforms and exhibits is prohibited for safety reasons, apart from flags. The exhibitor takes full responsibility to ensure that the flags are fastened in a very safe way. If the display of special exhibit exceeds the range of the booth, its extension direction and its total area needs to be approved by the MM-SH, and the exhibitor needs to rectify with the requirement of MM-SH according to the actual situation.

The general regulations and the regulations for the hall area, insofar as they can be applied to the outdoor exhibition grounds in the sense they are intended, also apply to the outdoor exhibition grounds.

4.9. Two-storey Constructions

4.9.1. Construction request
The booth within 24 sqm and above is allowed to build 2nd floor. Both storeys can not have roof constructions, no matter how small the covering area is. Upper storey of the two-storey booth can not construct the aisles in the hall.

A fire distinguishing is required in any rooms within the booth. When the 1st floor area of a two-storey booth is semi or fully enclosed and above 120 sqm, 2 or more evacuation doors wider than 0.9m should be set up.

For outdoor booths, one set of automatic alarm and ceiling extinguisher system should be installed for each 8sqm and one annually eligible fire extinguisher for each 12sqm of upper floor and one annually eligible fire extinguisher for each 12sqm of upper and lower layers.

4.9.2. Conditions concerning stand area safety distances, height of stand interior rooms
The maximum structure height is set separately for each event and stated in the participation conditions.

The height clearance of interior rooms in two-storey structures must be at least 2.40 m in the ground (first) floor as in the upper floor (second floor). The distance between the public pathway and stairs, open exhibition areas and client meeting areas should be more than 1.0 meter.

4.9.3. Live loads/ assumed loads
The following should be estimated for the storey ceiling of a two-storey stand in a trade fair hall:
1) When the upper storey is used for general visitor traffic, meetings, press conferences and/or on stage area, the space, the roof ceiling must be designed for a live load of 5.0kN/sqm.
2) When the upper storey is used for show case room, sales area, conference room or with a great number of chairs, the storey ceiling must be designed for a live load of 5.0kN/sqm.
3) When the upper storey is used for the rest for employers, offices, corridors and no permanent staff is positioned while no stairs towards the upper storey has a clear sign of no public access, the storey ceiling could be lowered to a live load of 3.0kN/sqm.

The use should be clearly recognizable in the plans, which are submitted for approval.

Stairs must always be designed for a live load of 5.0kN/sqm. Balustrades and railings should be designed for 1kN/sqm at railing height. Proof must be submitted that the bearing load of the supports does not exceed the permissible bearing load of the hall floor.

4.9.4. Escape ways/ stairs
The upper storey area above 200sqm, at least two stairways must be arranged, and both are not less than 0.90m, while distance between 2 evacuation exits must be 5m at least. Do not store any furniture or other stuff at the bottom of the stair. Spiral stairs are not allowed to be used as evacuation stairs.

4.9.5. Construction materials
In two-storey stands, the building materials for construction components, ceiling of the ground floor and the floor of the upper floor must be composed of at least fineproof construction materials. Construction materials selected for the booth, which is used in trade fair structures are permitted for flooring and wall covering in the ground and upper floors. Anchoring in the hall floor is permitted.

Two-storey trade fair stands should be designed in such a way that they can be set up and dismantled within the time period projected for the event for setup and dismantling.

General construction law regulations must be observed. MM-SH reserves the right to apply any additional technical safety or fire safety requirements, which might become necessary.
5.2.1. Damage compensations
Exhibitors must pay for the cost of changes after having the written consent from MM-SH. The cables must be laid road-worthy.

5.3. Service Safety regulations
During set-up and dismantling period in the exhibition area (halls and outdoor) wearing a safety helmet is compulsory. It is necessary to wear safety helmets and safety belts and to carry out other safety measures against injuries that might be caused by falling objects in overhead work (height of all 2m). Herringbone ladder up to 2m is permitted. Moveable scaffolding without guardrail on the top or with guardrail lower than 1.2m is prohibited. The four wheel break of climbing ladder must be justly braked in place when high-altitude is needed.

5.3.1. Connections
Only MM-SH or its suppliers may carry out electrical installations from the areas to the stands. The electrical installations, which are only to be carried out by MM-SH or its suppliers, include the main connection with electric power lines, main power fuse and -if applicable -main switch/electric supply meter. The exhibitor is not allowed to obtain electricity for his stand from such persons as have not been authorized to supply electricity by MM-SH. Exhibitors are expressly forbidden to obtain water from neighboring stands. Exhibitors are expressly forbidden to obtain water from neighboring stands.

5.3.2. Stand electrical installations
In the case of stands which require an extended use of power supply, exhibitors shall apply for permission in advance through MM-SH. Individual regulations have to be made. Orders should be sent with connection plans (form respectively valid labor and commercial laws.

5.3.3. Assembly and operating regulations
The complete electric installation must be carried out according to the latest applicable safety regulations valid at the event site. Conductive construction components are to be included in the measures for protection against indirect contact (stand earthing). Double-sheath copper wires and cable lines must be used, and the section of the conducting wires must be ≥ 1.5 mm. Electrical materials must be equipped with enough safe loading capacity. Fire resistant cables with insulate casings must be fixed. It is strictly forbidden to use single wires with no sheath, twist pairs or aluminum wires. As to the configuration of wires, three-phase five-wire systems must be applied. Two-phase systems (L1, L2, L3, N, PE) and single-phase three-wire system for the phase voltage (L, N, PE). Flat conductors of all types are not permitted. Uninsulated electric cables and terminals are not permitted in low-voltage systems. Secondary cables must be protected against short-circuiting and overloading. All metallic structures and shells shall have a reliable grounding. All electrical terminal boxes should be installed with 30mA leakage protectors. The conducting wires should be fixed in a cellular or other form instead of being randomly installed on roads, grounds or doorways. Electric lines crossing overhead passageways shall be protected by conduits. All conductors connected, insulating porcelain and plastic joints must be used instead of being wrapped directly by insulating adhesive tape before any insulation protection measures are taken. The electric and gas connections should be fixed and isolated from condensation. The electric and gas connections should be isolated from condensation. The electric and gas connections should be isolated from condensation. The electric and gas connections should be installed in pipe or protected by a cable bridge if those connections are on the ground. Only double-sheath insulated conductor must be used but may not be directly connected with each other, only can be connected by insulating porcelain instead.

5.3.4. Safety measures
All heat-generating and heat build-up electric equipment (hotplates, spotlights, transformers, etc.) must be installed on non-combustible, heat-resistant, asbestos-free supports and monitored adequately during operation. Sufficient distance must be maintained to flammable materials in line with the heat generation. The heat-generating and heat build-up electric equipment are not allowed to be focused on nor be stationed near the fire sprinklers. Lighting fixtures may not be focused on flammable decorations, among other things. Heat insulation measures must be taken when electrical appliances are close to flammable materials. The safe distance between lighting fixture and flammable exhibits must be kept more than 50cm. High-lightature lighting and neon lights could not be installed without permission and examination from the relevant authority. The installation height of neon lights should not be less than 2.5 m. Outdoor lighting fixtures should be water-proof and save measure toward rain, wind should be considered. Cables must be protected by water-proof bridge plates. Irrelevant electrical devices are not allowed to be used. Raw space voids should be installed with a master electrical switch. All the booths must switch off the electrical power supply every day after the exhibition closes. Otherwise, the venue will cut off the main power. An application must to be submitted to the venue next day morning to get the electricity re-supplied. MM-SH has the right to cut off the power supply if any electrical fitting or equipment is considered to be dangerous or might bring potential safety hazards to other exhibitors or visitors. The multi-core due to the overload.

5.3.5. Safety lighting
Stands, in which the generally existing safety lighting is not effective due to specific feature of their construction, are to be enhanced by their own safety lighting additionally. It is to be designed in such a way that it ensures reliable finding of the general escape ways.

5.4. Water and sewage installations

5.4.1. Connections
Only MM-SH or its suppliers may carry out water and sewage installations from the areas to the stands. The water and sewage installations include the main water connection (water supply and drainage) with hot and outlet pipes as well as water meter if required. The exhibitor is not allowed to obtain water for his stand from such persons as have not been authorized to supply water by MM-SH. Exhibitors are expressly forbidden to transport away store or own water. In the case of stands which require an extended supply of water and sewage exhibitors shall apply for permission in advance through MM-SH. Individual regulations have to be made. Orders should be sent with connection plans (form...
in the Exhibitors' Manual), which make the desired placement of these connections clear.

Exhibitors must ensure that the water and sewage installations are designed in such a way that all water consumers at a stand can be operated simultaneously. If MM-SH determines that the water and sewage installation ordered by the exhibitor does not meet the conditions of safe operation, all water consumers at a stand, MM-SH is authorized to upgrade the water and sewage installations at the discretion of MM-SH even without an order from the exhibitor. Water and sewage installations are laid in the area channels in the halls insofar as possible, but possibly above ground if the location of the connection point requires this. Connection point with the neighboring stand at the same or lower costs without running pipes and connections through the stand of the exhibitor. If the exhibitor wants to lay pipes that cross traffic paths or other stands, prior consent of MM-SH is required. The pipes must be laid road-worthy. The exhibitor pays the costs for this.

If water consumption cannot be charged at a flat rate, it is charged at the prices stated in the Exhibitors' Manual and via the determined consumption per cubic meter using the built-in meter.

Chemically polluted sewage may not be fed into the canal system. The water shall be treated to the disposal of a qualified sewage treatment plant in accordance with the terms or rules for the closing of the trade fair on the last trade fair day for safety reasons.

5.4.2. Stand installation

Within stands, plumbing installations (water and sewage installations) may only be carried out by the exhibitor's own skilled workers or by authorized specialist companies under observance of the regulations applicable at the event site and according to the design of technology. Plumbing installations within a stand may be carried out by MM-SH or its suppliers on request.

If the plumbing installation work is carried out within a stand, which includes the connections of consumers (equipment with water or sewage connection such as sinks), is not carried out by MM-SH or its suppliers, the exhibitor must inform MM-SH in due time before the beginning of the work, at the latest 4 weeks before work begins, which special companies or skilled workers will carry out the plumbing installation work. If MM-SH does not receive this information in due time, MM-SH will connect the consumers at the expense of the exhibitor at the prices valid at the event time.

Connections of machinery and equipment, which do not comply with the regulations or which have higher consumption than registered, are not permitted. They can be removed from the stand by MM-SH at the expense and own risk of the exhibitor and be stored for safekeeping.

5.5. Compressed air installations

5.5.1. Connections

Compressed air can be supplied to exhibition stands in the halls and on the open-air exhibition grounds. Supply in the halls is generally via a connection to a compressor station. MM-SH reserves the right to install a compressor for compressed air supply at a stand, for example where there is little need for compressed air or where the compressed air network is not sufficient. Plumbing installations within a stand may be carried out by MM-SH or its suppliers on request.

If the compressed air installation work within a stand, which includes the connections of consumers (equipment with air connection such as air compressors), is not carried out by MM-SH or its suppliers, the exhibitor must inform MM-SH in due time before the beginning of the work, at the latest 4 weeks before work begins, which special companies or skilled workers will carry out the compressed air installation work. If MM-SH does not receive this information in due time, MM-SH will connect the consumers at the expense of the exhibitor at the prices valid at the event time.

Connections of machinery and equipment, which do not comply with the regulations or which have higher consumption than registered, are not permitted. They can be removed from the stand by MM-SH at the expense and own risk of the exhibitor and be stored for safekeeping.

Exhibitors are expressly forbidden to obtain compressed air from neighboring stands, through the stand of an exhibitor, unless MM-SH can make the necessary connection to the neighboring stand at the same or lower costs without running pipes and connections through the stand of the exhibitor. The outlets may only be installed by MM-SH or a company contracted by it. A layout drawing should be sent with an order, which make the desired placement of the connections clear. The compressed air supply will be switched off in accordance with the terms or rules for the closing of the trade fair for safety reasons.

5.5.2. Stand installation

Within stands, compressed air installations may only be carried out by the exhibitor's own skilled workers or by authorized specialist companies under observance of the regulations applicable at the event site and according to the current state of technology.

Compressed air installations within a stand can be carried out by MM-SH or its suppliers without an order. If the compressed air installation work within a stand, which includes the connections of consumers (equipment with compressed air connection such as air compressors), is not carried out by MM-SH or its suppliers, the exhibitor must inform MM-SH in due time before the beginning of the work, at the latest 4 weeks before work begins, which special companies or skilled workers will carry out the compressed air installation work. If MM-SH does not receive this information in due time, MM-SH will connect the consumers at the expense of the exhibitor at the prices valid at the event time.

5.6. Exhaust Gas and Exhaust Systems

5.6.1. Exhaust gases and fumes

Combustible, unhealthy fumes and gases or those that annoy event participants may not be introduced into the halls. They shall be drawn off outside using appropriate pipes.

5.6.2. Exhaust systems

Combustible, unhealthy fumes and gases or those that annoy event participants must be drawn off via exhaust pipes. The outlets may only be installed by MM-SH or a company contracted by it. A layout drawing should be sent with an order, which make the desired placement of the outlets clear.

5.7. Hazardous materials and facilities

5.7.1. Special materials (e.g., compressed gases, liquid gas, combustible liquids, radioactive materials, X-ray systems and stray radiation devices, laser systems etc.) requires the prior written consent of MM-SH. An application for this must be submitted to MM-SH at least six weeks before the beginning of the event.

5.8. High-frequency equipment, radio installations, electromagnetic fields

Operation of high-frequency equipment, radio installations and electromagnetic fields requires approval and must be agreed upon with MM-SH. Furthermore, operation of high-frequency devices, machines and equipment of consumers (equipment with compressed air connection), is not permitted if they have a sufficiently large frequency distance to the already used frequencies/applications on the trade fair grounds. Proof of this must be provided to MM-SH. Information about the frequencies/applications used on the trade fair grounds can be obtained from MM-SH.

5.9. Cranes, forklifts, exhibition materials, packaging materials, trade fair forwarders

The forwarding agents contracted by MM-SH, hereafter referred to as “trade fair forwarders”, have sole forwarding rights on the trade fair grounds, e.g., taking exhibits, stand constructions and goods into stands including providing any required auxiliary equipment as well as customs clearance for temporary or definitive import. Only trade fair forwarders may be contracted for forwarding services within the trade fair grounds. Liability of MM-SH for all risks arising from the activity of trade fair forwarders is excluded. Storage of empties of any kind at the stands is prohibited.

Exhibitors are not authorized to designate MM-SH as recipient of goods shipments (exhibition materials, stand construction materials, information material and the like) or other shipments, which are not intended for MM-SH but instead for the exhibitor or a third party. MM-SH is authorized, but not obligated, to accept and store these shipments at the expense and own risk of the exhibitor. MM-SH is authorized, but not obligated, to contract specialized transport or trade fair forwarders with the storage of such shipments, especially with the storage of exhibition and packaging materials. No claims against MM-SH can be derived from this if such shipments are stored without checking the appropriateness or completeness, freight and forwarding invoices are not checked, or goods are not stored or put away appropriately or safely.

5.10. Annoyances from exhibition materials

Exhibitors are not authorized to import into the trade fair grounds or to storage on the trade fair grounds. All materials, especially paper box, wooden box and cargos, from the exhibition site

5.11. Information and communication services

All wire connections for the exhibition materials served to a stand are provided solely by MM-SH. Orders are sent with connection plans (form in the Exhibitors’ Manual), which make the desired placement of these connections clear.

6. Waste Management

Exhibitors are responsible for appropriate and environmentally comparable disposal of waste, which occurs during setup, service period and dismantling of their stands. In case exhibitors do not comply with this regulation, MM-SH has the right to deduct the services fees of waste management from the general management deposit directly.

6.1. Storage and waste disposal

There is no storage area onsite officially. Exhibitors need to remove all packing materials, especially paper box, wooden box and cargos, from the exhibition site
or contact the official freight forwarder appointed by MM-SH to arrange the storage of such materials. All costs related to this service should be borne by the exhibitors. MM-SH reserves the right to remove and process the materials and objects onsite. All fees occurred during this process will be borne by the exhibitors.

Starting from the build-up period, exhibitors and their stand construction contractors have to clear up the waste material in the booth and on the surrounding pathway in order to avoid blockage. If such occurrence happens with no immediate cooperation from the relevant exhibitor, MM-SH has the right to deduct a penalty charge from the general management deposit. Before the opening ceremony, MM-SH will deal with all the materials left at the non-booth area, such as the Opening ceremony area, aisles, empty area in the open area, and etc. and service fees occur with this procedure will be borne by the relevant exhibitors.

Exhibitors or their contractors have to remove all the construction materials and waste such as scraps of construction materials, wooden boxes, pallet, paper boxes, wrapping materials, promotional materials and etc., before the end of the dismantling time. After the end of the dismantling time, any remaining material will be removed by MM-SH. No prior notification of the removal will be issued to the exhibitor.

Cost occurs for this removal will be borne by the exhibitor along with a penalty charge to leaving wastes onsite. During build-up and dismantling period, the paint buckets must be recycled after use. The scrap, liquid waste or other abandoned items should be dumped at designated place. Oil and grease waste should be collected and disposed by a special grease waste collection container provided by the exhibitor/contractor. It is strictly forbidden to dump in ordinary waste container. In addition, the carpets, KT boards, low-pressure plastic paper (bubble plastic paper) and so on shall not be discarded after use but must be recycled by the exhibitor/contractor or deposited of by the cleaning company appointed by the exhibitor/contractor. Otherwise, MM-SH has the right to deduct the general management deposit accordingly.

6. Waste requiring special monitoring

Exhibitors are obligated to report special waste and other waste, which is especially hazardous to health or the environment, explosive or combustible in its properties or quantity, to MM-SH and to have such disposed of properly by the supplier of MM-SH responsible for this. It is especially a question of the following waste materials:

- Oil, detergents, spray cans with contents, impregnating agents, chemicals, salts, mercury (e.g., contained in switches and thermostats), emulsions, acids, alkaline solutions, varnish, glue, wax, solvents (e.g., gasoline, ethyl alcohol, trichloroethylene, paint thinner and glycerin), batteries, accumulators, electric switches, fluorescent tubes, PVC residues (e.g., floor and wall plates), television and radio equipment, motors/engines and refrigerators.
- The exhibitor pays the costs for disposing of these wastes. These charges are not included in the participation price. The same applies to disposing of construction waste, bulky refuse and carpets.

6.3. Waste brought to the site

Materials and waste, which are not created in connection with the event duration, setup or dismantling, may not be brought onto the trade fair grounds.

7. Water, sewage, soil conservation

7.1. Oil and grease traps

Nothing may be introduced into the water network, which exceeds the general hazardous materials permitted for household use.

If sewage containing oil or fat is to be introduced into the water network, which exceeds these quantities, grease/fat traps must be used. If mobile restaurant services are in use, fats and oils must collected separately and disposed of separately.

Whoever produces, processes or exhibits oily or fatty goods at his stand or whose uses a dishwasher at this stand, who washes for more than two minutes, must dispose of the sewage created via a grease trap.

7.2. Cleaning/detergents

MM-SH is responsible for cleaning the grounds and aisles in the halls. Exhibitors are responsible for cleaning stands and exhibits, or they would order cleaning service through MM-SH. The cleaning must be completed daily before the trade fair or event starts. If an exhibitor does not have cleaning done by its own staff, only those companies approved by MM-SH may be contracted for this.

Cleaning companies not approved by MM-SH are expelled from the exhibition areas. Cleaning must only be done using biologically degradable products on principle. Liquids, substances or other materials, which are absolutely necessary for cleaning a stand or for cleaning, operating or maintaining exhibits, must be used professionally and appropriately, so that the environment is not polluted. Residues including any auxiliary materials (e.g., soaked cleaning wood) must be disposed of properly as special waste. Detergents, which contain solvents hazardous to health, may only be used in exceptional cases in line with the regulations.

7.3. Damage to the environment

Damage to the environment (soiling (e.g., due to gas, oil, solvents or paint) must be reported to MM-SH immediately.

7.4. Sewage disposal

Sewage should be disposed at designated place. Outdoor and indoor ditches, washing basins and water closets in the toilets in the trade fair grounds shall not be used for disposal of sewage, food or waste. Otherwise, the exhibitor should take all responsibilities and corresponding consequences of such acts.

The exhibitor should properly use the ditches for utility services in the halls while setting up and dismantling the booth and ensure that all sewage will be discharged into the designated areas fitted with proper plumbing instead of into the ditches.

8. Painting work

Large-scale painting is not permitted in the trade fair grounds. However, small-scale "touch-up" painting of the exhibits and stand constructions is allowed during the set-up period with all necessary safety precautions in place as follows: