

# TERMS & CONDITIONS OF PARTICIPATION

## 1. General

The Frankfurt Book Fair exhibits books from all over the world. It showcases the world of books and serves to promote the sale of books, book-related articles and rights within the international book trade. It is organised and presented by the Ausstellungs- und Messe GmbH des Börsenvereins des Deutschen Buchhandels, Reineckstrasse 3, 60313 Frankfurt am Main (the Organiser).

### 1. Duration

1.1 The Frankfurt Book Fair 2009 is scheduled for Wednesday, 14 October to Sunday, 18 October, inclusive. The official opening is on 13 October at 17.00 hours. Times of opening are from 9.00 to 18.30 hours daily and from 9.00 to 17.30 hours on 19 October. The Fair is open to the general public from 9.00 to 18.30 hours on Saturday and from 9.00 to 17.30 hours on Sunday. Exhibitors are admitted to the exhibition site as from 8.00 hours and can remain in the halls until 19.00 hours.

1.2 The Organiser may postpone the Fair for good cause, change its duration and times of opening, exclude the general public, cancel the Fair entirely or close it earlier than scheduled. Irrespective of all or any such changes, contracts with the exhibitors remain in effect in their entirety and the Organiser's claim to stand rental fees remains valid.

### 2. Exhibitors

2.1 All German and foreign publishing companies may exhibit at the Fair, in addition, countries may organise collective national exhibitions. Furthermore, the Organiser may present special exhibitions, such as »The World's Best Book Designs«, the calendar exhibition, etc.

2.2 Publishing companies whose right to the use of their company name or substantial parts of said name is disputed by an established previous exhibitor, may exhibit, provided that they can demonstrate their right to use of the company name by legally binding title issued in a court of law of the Federal Republic of Germany, or if the enforcement of said title has been authorised. This shall also apply to book trade exhibits included as part of collective national presentations.

2.3 The producers of newspapers and periodicals featuring regular literary sections, of educational material, audio-visual products and computer goods are also considered as publishing companies if their products are marketed through the book trade. This also applies to book clubs. Wholesale booksellers and literary agents may also rent stands. Special authorisations may be granted upon request.

2.4 Each company is allocated one stand module only. Subsidiaries of a publishing company will not be allocated separate stands. Publishing companies with multiple entries in the register of companies under the same name or essentially the same name either in Germany or abroad will always be allocated one stand only. The Organiser may authorise exceptions to this rule.

2.5 Companies may not exhibit if they are the subject of bankruptcy proceedings before the courts. If any such proceedings are initiated following registration for the Fair, the Organiser is to be informed without delay.

### 3. Exhibits

3.1 Only products of the book trade may be exhibited at the Frankfurt Book Fair.

3.2 The Organiser does not apply any form of censorship.

3.3 It is not permitted to exhibit any works which have been banned from production, distribution or import by a court of law in the Federal Republic of Germany, or similarly in a court of law abroad, if this judgement has been declared enforceable in a court of law in the Federal Republic of Germany.

3.4 It is not permitted to promote or advertise any such items that are excluded from the Fair.

3.5 Publications that have been officially indexed as liable to corrupt the young must not be accessible to juveniles.

3.6 Publishing companies may only exhibit and promote their own products on their stands. If products of other companies are shown, these companies must be registered as co-exhibitors (see § 4.4).

### 4. Contracts and stand allocation

4.1 Registration to participate must be made in writing using the form supplied by the Organiser, »Registration for the Frankfurt Book Fair 2009«, page 1, 2 and 3, responding to all questions and returning the signed form to the Organiser by 31 January 2009 (closing date) at the latest. An online registration sent through the password-secured area of the Organiser's website [www.book-fair.com](http://www.book-fair.com) is also regarded as binding application.

4.2 Provisional written registration applications that may be linked to reservation requests are invalid if a formal registration using the Organiser's official forms is not submitted by the stated deadline.

4.3 Alterations or provisos made by the Exhibitor on the registration forms or in connection with the same are null and void and will be disregarded.

4.4 More than one company can exhibit at a stand. In this case, the stand has to be booked and the stand rental fee has to be paid by one company (main exhibitor). Other companies can be registered as co-exhibitors at this stand against a fee (see »Price List«). Each co-exhibitor has to hand in a separate, individual registration by using the form supplied by the Organiser »Registration for the Frankfurt Book Fair 2009« or sending an online registration. Each registered co-exhibitor gets an individual standard stand sign (for system stands only), entries in the Catalogues of the Frankfurt Book Fair (print and online), an exhibitor pass as well as a copy of the Catalogue.

4.5 A 4 sqm system stand opening onto a neighbouring stand can only be rented with the Frankfurt Book Fair's system stand modules and will always be placed alongside another open 4 sqm system stand. No more than two open 4 sqm stands can be placed alongside one another. These stands must be rented by two separate companies and each company must hand in its registration individually. Both companies are advised to name a partner for the neighbouring stand with their registration. If an exhibitor chooses to rent an open 4 sqm stand and no registration has been received from a corresponding partner, the Organiser has the right to allocate any exhibitor as a partner or to allocate a 4 sqm system stand with two side walls. In this case, the stand rental fee for a 4 sqm stand with two sidewalls will be charged.

4.6 Registration is legally binding for the Exhibitor. The stand rental contract comes into force three weeks after issue of the invoice for payment on account of 25 % of the stand rental fee (date of invoice). In the case of registrations made after 1 June 2009, the stand rental contract comes into force upon submission of the registration. The final invoice and stand confirmation will be issued when the stand allocation process has been completed (expected to be by the end of July 2009). If the Organiser is unable to allocate a stand to the Exhibitor due to lack of exhibition space, the Organiser will reimburse amounts already paid as either payment on account or for a final invoice (see § 10.)

4.7 Before the stand rental contract comes into force, registration may be cancelled in writing, incurring a handling fee amounting to 10 % of the stand rental fee (plus VAT). Thereafter, this fee increases to 100 % of the stand rental fee.

If the Organiser succeeds in renting the stand that has become vacant to a different Exhibitor, the handling fee is reduced to 20 % of the stand rental fee. The charges of 10, 20 or 100 % are also due for payment if a stand has not been cancelled, but merely reduced in size. In the event of reductions in stand size, the percentage charge will be levied on the area that has been returned as not required.

**4.8** Conclusion of the contract does not entitle the Exhibitor to the same stand location as in the previous year or to a specific position, although the Exhibitor's wishes in terms of position, neighbouring stands, size and subject group categorisation will be taken into account wherever possible.

**4.9** The Organiser takes no responsibility for the costs of modifications incurred in the course of any reallocation caused by overall regrouping.

**4.10** The Organiser is entitled to reduce, but not to increase the requested stand size, in which case the rental fee will be reduced accordingly. To ensure a balanced distribution of stands, including with regard to technical factors, the Organiser reserves the right to implement changes in stand location and size, as well as changes to requested four-, three-, or two-sided open stands. Whilst the Exhibitor may express requests of this nature the Organiser is under no obligation to comply, nor is the contract (the Exhibitor's registration submission to the Organiser) rescinded as a result.

**4.11** The exchange of stands between registered exhibitors requires the prior consent of the Organiser in writing.

## 5. Catalogue

**5.1** Every Exhibitor will be included in the Catalogue when registering before the prescribed deadline. Official editorial deadline of the Catalogue / print edition is 30 June each year. Catalogue entry is obligatory and subject to a fee. Inclusion in the Catalogue/print edition automatically implies inclusion in the online Catalogue (Frankfurt Catalogue) and the use of certain online services (see »Price List«). The Organiser accepts no responsibility for the completeness and correctness of Catalogue entries.

**5.2** A maximum of two cross-references per company may be given for the Catalogue/ print edition. These are subject to a fee (see »Price List«). Cross-references must be part of the company name and may not refer to different companies (even subsidiaries or imprints). The Organiser reserves the right to delete incorrect cross-references without further notification of the Exhibitor.

## 6. Stand fittings

**6.1** Stand fittings and furnishings are subject to

the attached »Technical Regulations«. In the event of failure to comply, the Organiser is entitled to order alterations at the Exhibitor's expense.

**6.2** Excess stand height is permitted up to a maximum of 5 m. Official authorisation is always required for a stand height in excess of 2.5 m. A separate fee will be charged for stand heights in excess of 4 m. The »Technical Regulations« apply.

## 7. Nameplate

**7.1** Depending on stand size, one or two standard format signs are supplied by the Organiser as nameplates for the stand. This option must be ticked on the registration form. Exhibitors with their own stand units must supply their own stand signs.

**7.2** Nameplate inscriptions must correspond to the Exhibitor's Catalogue entry.

## 8. Occupation of stands, set-up and dismantling

**8.1** Exhibition halls are open from Sunday, 11 October, 7.00 hours, for the set-up of stands. Earlier set-up requires the Organiser's authorisation in writing, is only permitted for custom-designed stands exceeding 40 sqm in size and is subject to a fee (see »Price List«).

**8.2** Stands must be occupied at 20.00 hours on 13 October and be manned every day from 9.00 to 18.30 hours and until 17.30 hours on the last day of the Fair, Sunday, 18 October. Exhibitors must display their exhibits for the entire duration of the Fair.

**8.3** The Organiser has the right to reallocate stands that are not yet occupied at 20.00 hours on 13 October. There is no entitlement to reimbursement of stand rental fees already paid. In the event of reallocation of the stand, § 9.4 applies.

**8.4** Delivery of packing materials, the packing away of exhibits and the clearing of stands is not permitted prior to the official end of the Fair. Dismantling is not permitted before 17.30 hours on 18 October. Clearing and cleaning of stands must be completed by 24.00 hours on 19 October.

**8.5** If stands are cleared and vacated prior to the end of the Fair or not cleared by the prescribed deadline, the Organiser will impose a breach of contract penalty (compensation outside the scope of VAT). Furthermore, the stand will be cleared and goods will be stored at the Exhibitor's expense. The Organiser accepts no responsibility for stand furniture and fittings that have been left on the stand.

## 9. Rental fees

**9.1** The rental fee includes: system stand module (see »Information on stand design«), electricity supply (1 kW), power consumption, hall heating/

ventilation, waste disposal, general cleaning, a free copy of the Catalogue, a number of free exhibitor passes based on the stand size and a nameplate (available for system stand modules only and upon request). Rental fees are shown on the »Price List« (forming part of the Terms & Conditions).

**9.2** The Organiser reserves the right to increase or lower rental fees for all or individual types of stand if unforeseen circumstances require or permit this. Any such increase may not exceed 10 %, however.

**9.3** The Organiser gives a special price for early bird bookings, in case the registration is received by the organiser by 30 November 2008 at the very latest.

**9.4** The stand rental fee remains payable if the Exhibitor is prevented for whatever reason from attending or sending exhibits to the Fair. If an official withdrawal is submitted in writing up to three weeks at the latest after issue of the payment on account invoice (invoice date), a handling fee of 10 % of the stand rental fee will be incurred (see § 4.7). Thereafter, this fee increases to 100 % of the stand rental fee. If the Organiser succeeds in renting the stand that has become vacant to a different Exhibitor, the handling fee is reduced to 20 % of the stand rental fee. The charges of 10, 20 or 100 % are also due for payment if a stand has not been cancelled, but merely reduced in size. In the event of reductions in stand size, the percentage charge will be levied on the area that has been returned as not required.

**9.5** Changes requested after the registration deadline are subject to payment of the costs incurred, with a minimum charge of 125 euros (plus VAT). Changes can only be processed if notified prior to 19 September 2009. If practicable, alterations can be carried out at the Fair itself, but they are subject to an additional surcharge.

## 10. Terms of payment

**10.1** Invoices for rental fees and other service charges are payable upon receipt in net terms only to one of the following of the Organiser's accounts:

Postbank Frankfurt am Main,  
Account No.: 1021-601 (Sort Code: 500 100 60) or  
Dresdner Bank AG, Frankfurt am Main, Account No.: 90 189 100 (Sort Code: 500 800 00).  
Objections can only be considered if raised within three weeks of the date of invoice.

**10.2** Including in the case of registrations received in 2008 for participation in the Frankfurt Book Fair 2009, the invoice for payment on account of 25 % of the stand rental fee will not be issued prior to the first quarter 2009. The stand rental contract comes into force three weeks after the first invoice for payment

on account has been issued (date of invoice) (see § 4.6). The final invoice and stand confirmation will be issued when the stand allocation process has been completed (app. by July 2009).

**10.3** If payment of the invoice on account or the final invoice is not received within the period stipulated, the Exhibitor forfeits the right to participate in the Fair, but remains liable for full payment.

**10.4** In this case, the Organiser may reallocate the rented stand or space without a further remainder for payment. In the event of such reallocation, § 9.4 applies.

### 11. Sales

In general, books may be sold to the book trade at the Fair. At events (forums) and on the last day of the Fair, books may be sold to the general public in compliance with fixed price regulations. At the Frankfurt Antiquarian Fair, antiquarian books that are not subject to fixed price regulations, may be sold any time during the Fair.

### 12. Exhibitor passes

**12.1** A special pass is required for access to the site of the Book Fair.

**12.2** For the use of the Exhibitor's employees engaged in the set-up and dismantling of stand fittings, for his representatives and for use of his stand, the Exhibitor is issued with special set-up and dismantling passes as well as exhibitor passes that are to be attached to outer clothing in a visible position at all times when on the trade fair centre site. Exhibitor passes are also valid during set-up and dismantling.

**12.3** Set-up, dismantling and exhibitor passes are issued free of charge for every stand on the basis of stand size.

**12.4** A special charge will be levied for set-up, dismantling and exhibitor passes that are required in excess of this number. Additional passes can be ordered using a separate order form.

**12.5** Prior to entering the exhibition site, the name of the pass-holder and the company name or the Exhibitor's official stamp must be entered on all passes. These passes are not transferable. Improperly used passes will be withdrawn with no legal right of appeal.

### 13. Insurance coverage

The individual Exhibitor bears sole responsibility for insuring his own as well as hired stand furnishings and his exhibits against burglary, theft, fire and water damage, and against damage incurred in transit to and from the Fair. There is no collective insurance policy.

### 14. Conduct at the Fair

**14.1** Every Exhibitor shares in the responsibility for the success of the Fair and should refrain from committing actions that cause unacceptable disturbance or hindrance to other exhibitors.

**14.2** It is the duty of every Exhibitor to cooperate in the prevention of theft and to ensure that incidences of theft are prosecuted. Irrespective of such action, the Organiser will initiate criminal proceedings in such cases.

### 15. Promotion

**15.1** The inside surfaces of the Exhibitor's stand may be used for promotion purposes, but only in relation to the exhibits placed on display.

**15.2** The Organiser is entitled to issue regulations regarding the appearance of outer stand surface areas, taking account of the overall effect.

**15.3** Outside the Exhibitor's own stand area, it is not permitted to undertake promotion activities either on or in front of the trade fair centre site. This includes the use of persons for publicity purposes, as well as the distribution or posting up of advertising material such as leaflets, posters, stickers, etc., in hall gangways, on the trade fair centre site, in the immediate vicinity of the trade fair centre site or on car parks used for the Fair. It is also not permitted to carry out surveys, tests, competitions, raffles and prize games outside the Exhibitor's stand; the Organiser's own survey questionnaires are exempt from this rule.

**15.4** It is not permitted to hold receptions, lectures, press conferences, discussion events, etc. on the exhibition site without the written authorisation of the Organiser.

**15.5** Presentations, optical, slow-moving and acoustic promotion features are permitted, provided these do not disturb neighbouring stands, do not lead to bottle-necks in the gangways and do not drown out the Fair's own announcement system in the halls. The volume may not exceed 70 dB(A) on the outer edge of the stand. In the event of failure to comply with this ruling, the Organiser is entitled to intervene and if appropriate, demand the cessation of use.

### 16. Non-compliance with »Terms & Conditions«

**16.1** The Organiser is entitled to exclude the Exhibitor from the Fair in the event of failure to comply with the stipulations of these »Terms & Conditions« (particularly breach of »Technical Regulations« and § 11) and of continued breach of contract despite warnings, or if contractual breaches that incurred warnings at previous Fairs are repeated. In particularly serious cases, this may also include exclusion from future Fairs. This shall also apply if items are exhibited

that are subject to court bans or if the Exhibitor or his employees have committed or encouraged punishable offences (such as theft or deliberate infringements of copyright).

**16.2.** Rather than ordering exclusion, the Organiser may impose a penalty amounting to 50 % of the stand rental fee. Participation in future Fairs can be made conditional upon payment of any such penalty.

### 17. Claims by Exhibitors

**17.1** Any and all claims made by the Exhibitor on the basis of the contract as well as of a non-contract nature must be submitted to the Organiser in writing at the latest ten days after the close of the Fair. Irrespective of this, they are in lapse if not brought before a court of law prior to the end of the respective calendar year.

**17.2** Since freedom of speech is enshrined in the Constitution of the Federal Republic of Germany, certain disturbances of the Fair's activities are possible and unavoidable for limited periods. The Organiser cannot be held responsible for any damages suffered by Exhibitors as a result.

### 18. Place of contractual fulfilment, court and law of jurisdiction

The place of contractual fulfilment and exclusive court of jurisdiction for all disputes arising between Exhibitors and the Organiser is Frankfurt am Main. For interpretation of the contract, the German text takes precedence and in cases of dispute, the laws of the Federal Republic of Germany shall apply.

## 2. TECHNICAL REGULATIONS

1.1 The general planning and building laws and regulations (DIN – German Industrial Standard – and the HBO - Hessische Bauordnung / Hessen Building Regulations, most recent version) must be complied with.

### 1.2 Permits

By 1 August 2009 at the latest, stand plans for Exhibitor's own stands must be submitted to the Organiser for approval, including floor layout and views showing precise measurements. Applications for permits authorising early stand set-up and extended dismantling must also reach the Organiser by 1 August 2009 at the latest.

### 1.3 Stand set-up and dismantling

In general, stand set-up and the delivery of exhibits can begin three days before the opening of the Fair. Set-up and fitting-out of the stand must be completed by 20.00 hours at the latest on the day before the opening of the Fair and halls must be cleared of all items not included on the stand. The set-up of system stand modules by the Organiser will also be completed by 20.00 hours at the latest on the Tuesday before the Fair begins. Any changes requested or complaints made can still be dealt with after this deadline. Dismantling of stands and the delivery of packing materials are not permitted before the official end of the Fair at 17.30 hours on Sunday. Vehicles have access to the exhibition site at 19.00 hours on Sunday, after which halls and the site are open for dismantling. Stand areas must be vacated and cleaned by 24.00 hours on Monday. If a stand is not taken down until during Monday, the Exhibitor is responsible for the security and guarding of the stand and its exhibits.

## 2. Vehicle traffic on the exhibition site, emergency exits, safety equipment

### 2.1 Traffic rules

In order to ensure the smooth movement of traffic during set-up and dismantling and for the duration of the Fair, rules for the organisation and direction of traffic - such as the Traffic Manual - must be observed without fail. The parking of vehicles on the exhibition site is not permitted at any time throughout the entire duration of the Fair. Any exception to this rule requires a special permit from the Fair management.

### 2.2 Rescue routes

#### 2.2.1 Fire fighting access zones, hydrants

The necessary access routes and mobility zones for the fire fighting services and routes marked by no-stopping signs must be kept free at all

times. Vehicles and objects left on the rescue service access routes and safety areas will be removed at the expense and risk of the owner. Hydrants in the halls and on the outdoor area must not be covered over, obscured or rendered inaccessible in any way.

#### 2.2.2 Emergency exits, hall gangways

Emergency exits are to be kept free at all times. The doors along emergency exit routes must be easily opened from inside to their full extent. Exit doors and emergency exits and signs marking these exits must not be blocked, covered over, obstructed, hidden or otherwise obscured. The gangways in the halls must not be blocked or restricted by objects placed in the gangway or extending out into the gangway. These are emergency rescue routes!

### 2.3 Safety equipment

Sprinklers, fire alarms, fire extinguishers, smoke alarms, fastenings on the hall doors and other safety equipment, their markings and the green emergency exit signs must be accessible and visible at all times. They must not be blocked or covered over.

### 2.4 Stand numbering

Stand numbers are produced by the Organiser in a uniform design and are attached to the Organiser's own stands. When providing their own stands, or in the case of two- or three-sided open stands, Exhibitors are obliged to attach stand numbers themselves or to display a notice of their stand number. For the duration of the Fair, stand numbers may not be removed or covered over or rendered illegible in any other way.

## 3. Stand structure regulations

### 3.1 Stand safety

Exhibition stands, their fittings and exhibits as well as publicity fixtures are to be set up with the necessary stability to ensure that public safety and order, in particular life and health, are in no way endangered. The Exhibitor is responsible for structural safety and obliged to show proof if required. It is not permitted to stabilise stands using neighbouring stands or existing hall structures.

#### 3.1.1 Stand permits

Exhibitor's own stands must be authorised for use. In addition, permits are required for all other stand structures, two-level stands, special installations and constructions.

#### 3.1.2 Changes to stand structures in breach of regulations

Stands that have not been approved or do not comply with the »Technical Regulations« or technical standards, must be altered or removed. If this work is not completed in the time required, the Organiser is entitled to undertake such changes at the Exhibitor's expense.

### 3.1.3 Extent of liability

Any and all claims for compensation against the Organiser relating to the loss of, damage to or detrimental effect on submitted plans, models or other documents, are inadmissible, irrespective of the legal basis on which they may be presented.

## 3.2 Fire protection and safety regulations

### 3.2.1 Fire protection regulations

Exhibition halls are equipped with fire alarms and fire extinguishing systems. In the event that the operation of said fire protection systems is restricted by stand construction work (e. g. by closed ceilings, see also § 3.2.2), Exhibitors shall be obliged to undertake additional measures in order to guarantee their unrestricted operation, where same shall be coordinated with the Organiser.

Additional detailed information on the necessary measures can be requested with the Organiser.

#### 3.2.1.1 Construction and decorative materials

All stand construction and decorative materials shall comply at least with building materials class B1 of DIN 4102, and/or class C of EN 13501-1, i.e. shall be flame-retardant. Special requirements may apply to load-bearing structural elements in the interest of safety. Materials such as rigid polystyrene foam, PVC or similar, as well as various acrylic glass products, that are readily inflammable, drip while burning or form toxic gases shall not be employed.

The materials employed shall not contribute to evolution of large volumes of smoke. Test certificates for the classes of building materials and the required material characteristics shall be supplied upon request. Deciduous and coniferous trees may be used only if their roots are kept moist at all times. Bamboo, reed, hay, straw, bark mulch, peat or similar materials shall not be employed. Employment of plastic cable ties for fastening statically stressed parts is prohibited.

#### 3.2.1.2 Exhibiting motor vehicles

Vehicles equipped with combustion engines may be exhibited in the exhibition halls only if their fuel tanks have been emptied. Their batteries shall be disconnected and their fuel tanks shall be locked. Gas-driven motor vehicles may only be exhibited in the exhibition halls if their gas tanks have been emptied and depressurised.

#### 3.2.1.3 Explosive materials

Explosive materials are subject to the German Explosives Act (Sprengstoffgesetz), and may not be exhibited at trade fairs or exhibitions. The same applies to ammunition in the sense of the German Firearms Act (Waffengesetz).

#### 3.2.1.4 Pyrotechnics

Pyrotechnic articles as well as shows are not permitted.

### 3.2.1.5 Balloons and flying objects

Employment of balloons or flying objects filled with a combustible gas as well as with an inert gas in the exhibition halls or on outdoor exhibition areas is prohibited.

### 3.2.1.6 Fog machines

The deployment of fog machines is not permitted.

### 3.2.1.7 Containers for trash, recyclable materials and residual waste

No containers for trash, recyclable materials or residual waste that have been fabricated from combustible materials shall be set up on stands. All containers on a stand shall be regularly emptied, no later than every evening following the close of the event, and their contents deposited in the containers for recyclable materials or residual waste at the stations at exhibition hall exits. In the event that large quantities of combustible waste are generated, same shall be safely disposed of several times a day. Trash bags may be deposited in walk-ways daily for pick-up following the close of the event.

### 3.2.1.8 Spray guns, nitrocellulose lacquers

Use of spray guns and employment of nitrocellulose lacquers is prohibited in all exhibition halls.

### 3.2.1.9 Work involving use of cutting wheels and all work involving open flames

Messe Frankfurt, Event Engineering, shall be notified regarding any work involving welding, cutting, soldering, thawing or grinding in advance of its commencement. Said work shall not commence before it has been approved and a permit has been received. The surrounding area shall be adequately shielded during said work.

### 3.2.1.10 Empty packaging

Storing empty packaging of any kind, such as packing crates/cartons and packaging materials, on stands and/or in exhibition halls is prohibited. All empty packaging shall be immediately removed from exhibition halls. Empty packaging may be placed in storage by official contract freight forwarders. The Organiser shall be entitled to have empty packaging removed at the Exhibitors' expense and risk in the event that the latter shall fail to eliminate prohibited storage of same after having been requested to do so.

### 3.2.1.11 Fire extinguishers

Every stand shall be equipped with at least one fire extinguisher, see also § 3.2.1.

### 3.2.1.12 Cleaning agents, solvents

Employment of combustible liquids for cleaning purposes in exhibition halls is prohibited.

Cleaning agents that contain constituents that are hazardous to health shall be employed in accordance with applicable regulations.

### 3.2.2 Stand roofing

In order to avoid hindering sprinkler protection, all stands located in exhibition halls shall be open at the top. The roofs of stands shall be regarded as open, if no more than 50 % per each sqm of the roofed area is covered. Sprinkler-compatible, open-mesh fabric roofing having

apertures measuring at least 2 mm x 4 mm or 3 mm x 3 mm are approved for use. If used, they shall be stretched horizontally and in a single layer only. Sagging of the roofing shall be avoided. Closed roofs may be approved for use on two-storey structures, if ceilings are to be used as exhibits or if the stand is to be darkened, although restrictions apply. (For two-storey structures see also § 3.2.1 and § 3.6.) Up to 30 sqm of contiguous roof area per stand, but no more than 50 % of their total floor areas, may be covered by roofing without any additional measures being necessary. In order to avoid exceeding the maximum area of 30 sqm in the case of several adjoining roofed-over areas, minimum spacing of 1.5 m to the boundaries of the stand shall be maintained. Several roof areas of up to 30 sqm in size are also permitted within a stand, provided that a minimum distance of 3 m is maintained between the areas. If adjoining roofed-over areas exceed 30 sqm, corresponding compensation measures shall be necessary (cf. § 3.2.1, table with detailed information can be requested with the Organiser). Closed roofs having areas exceeding 30 sqm require approval.

Stand drawings shall be submitted to the Organiser at least eight weeks prior to the opening of the event involved. Corresponding equipment (wall hydrants, fire alarm systems, visual/acoustic alarms, mechanical smoke removal systems, sprinklers) shall be installed by contractors of Messe Frankfurt, and Exhibitors shall be charged for their installation. A fire alarm shall be installed in any sound proof rooms having floor areas exceeding 30 sqm. Independent of their size, these rooms must additionally allow visual contact to the outside or feature a visual signal system combined with an alarm button or an emergency switch outside the room. All requirements related to the installation of closed roofs can be found in sep. Tables, which can be requested with the Organiser.

### 3.2.3 Glass and acrylic glass

Only glass suitable for the intended use shall be employed. All glass employed on glass structures shall be safety glass. Request the document entitled »Regulations Governing the Employment of Glass/Acrylic Glass in Stand Construction« for further information.

The edges of glass panes shall be ground or protected such that personal injuries are precluded. Structural elements fabricated entirely from glass shall be marked at eye level.

### 3.3 Exits, rescue routes, doors

#### 3.3.1 Exits, rescue routes

It is not permitted for any point anywhere on an exhibition area to be at a greater distance from a hall gangway than 20 m in a direct line. For lounge and working areas, as well as for exhibition areas of up to 100 sqm, an exit must be at least 0.9 m wide. For areas exceeding 10 sqm, two exits are required and must be as far apart as possible and on opposite sides. The width of

exits and rescue routes relates to the number of people:

fewer than 200 people: at least 0.9 m  
more than 200 people: at least 1.2 m.

For graduations in exit width, increments may not exceed 0.6 m per 100 persons.

Rescue routes are to be marked in accordance with accident prevention regulations, GFV A8.

#### 3.3.2 Doors

The use of swing doors, revolving doors, security-code doors, sliding doors or other access barriers is not permitted on rescue routes.

#### 3.4 Platforms, ladders, stairs, landings

Areas publicly accessible to pedestrian traffic that border on areas that lie more than 0.2 m below them shall be cordoned off by railings insofar as they shall not be connected to the lower levels by stairs or ramps (maximum slope: 6 %). The railings employed shall be at least 1.1 m high. Railings and banisters of areas on which the presence of small children is to be expected shall be configured such that climbing over them shall be difficult. The distance between their members shall not exceed 0.12 m in any direction. Handrails shall be rigid, provide a secure grip, and have no exposed ends. Static certifications for platforms shall be submitted; the inspection and approval of these special constructions may generate additional costs for the Exhibitor/constructor.

The load-bearing capacity of floors shall conform to DIN 1055, Sheet 3, Table 1, and shall be at least 2.0 kN/sqm, depending upon their use. The substructures of the platform flooring shall be at least flame-retardant according to DIN 4102 -B1 and/or EN 13501-1 class C.

Ladders, stairs, and landings shall comply with currently applicable German accident prevention regulations. All stairways shall comply with DIN 18065. The distance between any point in the stand and an exhibition hall aisle shall not exceed 20 m walking distance. The number and inner width of stairs shall depend on the area of the top floor.

- Top floor areas up to 100 sqm and maximum occupancies of less than 200 persons: 1 stair, minimum width 0.9 m
- Top floor areas from 100 to 200 sqm and maximum occupancies of less than 200 persons: 2 stairs, minimum width 0.9 m each
- Top floor areas from 100 to 200 sqm and maximum occupancies of more than 200 persons: 2 stairs, minimum width 1.2 m each
- Top floor areas exceeding 200 sqm: two stairs, minimum width 1.2 m each
- For each additional 100 persons: + 0.6 m inner stair width

Spiral staircases or stairways with rungs are approved for use as auxiliary stairways. Moving components, such as escalators or rotating stages (special structures), require prior approval. Stairways that are wider than 2.4 m shall have central handrails.

### 3.5 Stand design

#### 3.5.1 System stand

The system stand modules fitted out with the Frankfurt Book Fair's stand material are standardised in their provision, including a 1 kW electrical power point and carpeting, as well as a standard company nameplate if requested upon registration. At an additional charge, the Organiser can also supply a standard set of furniture consisting of chairs, stools, tables, wide-angle spotlights, wastepaper baskets and ashtrays (the quantity of each item supplied is based on the respective stand size, order deadline: 31 January 2009). At his own expense, the Exhibitor may also order additional services direct from service providers.

##### 3.5.1.1 Decoration on system stands

The attachment of publicity material and decorations to the stand walls and ceiling frames must be carried out in such a way as to avoid any damage to the Frankfurt Book Fair's stand material (such as through the use of permanent/corrosive adhesive tape). The reconditioning and replacement of damaged, destroyed or lost fittings and stand material can only be carried out by the Organiser at the Exhibitor's expense, or that of his contractor. After the end of the Fair, stand equipment must be returned in perfect condition.

##### 3.5.2 Own stand / Empty floor space

The stand may also be rented without the Frankfurt Book Fair's standard furniture set and be furnished by the Exhibitor himself. This does not entitle the Exhibitor to a rental fee discount. If empty stand floor space has been rented, this must be left completely empty after the end of the Fair (see § 8.4 »Terms & Conditions«). Please note § 4.3 Electrical installations.

##### 3.5.3 Corner, peninsula or island stand

The choice of a corner, peninsula or island stand position is to be noted in writing when registering to attend. These special positions are subject to an extra charge per sqm (see »Price List«), but it is not possible to guarantee their allocation.

##### 3.5.4 Ascertainment of stand space features

The rented stand space is marked by the Organiser. After stand allocation, it is the obligation of every Exhibitor to ascertain for himself on site the position and size of any fixtures, in particular hall pillars, fire alarms, the position of supply lines, ventilation systems and uneven areas in the floor etc, and if appropriate, to inform the stand contractor.

The Organiser can give no guarantee for the accuracy of measurements as shown on hall and stand plans.

Stand space must always be adhered to exactly. Lighting appliances, water supply and drainage installations and notices may not project beyond the boundaries of the stand.

##### 3.5.5 Stand dimensions

The Organiser reserves the right to limit depth to 4 m for stands exceeding 16 sqm in size. In

the interest of publishing companies placed opposite, a stand exceeding 4 m in width is not permitted to include a predominantly closed-in wall. At least 50 % of the wall looking onto a gangway must therefore be left open. For both the Organiser's system stand modules and Exhibitors' own stands, the measurements listed in the leaflet »Information on Stand Design« are binding.

For all interior dimensions 4 cm are to be deducted from the straight axial measurement. In the case of stands over 10 m in width, a tolerance of 50 mm should be applied, i.e. the straight axial measurement stated in the Organiser's plans should be reduced by 50 mm in stand planning and construction.

The responsible Exhibitor shall be liable for any costs incurred if reset-up of neighbouring stands is required as a result of incorrect set-up or failure to maintain the exact allocated stand position.

##### 3.5.6 Stand heights

3.5.6.1 The Organiser's own system stand modules are 2.36 m in height.

3.5.6.2 Stand structures higher than 4 m (structural or decorative features, etc.) require official authorisation.

3.5.6.3 Stands exceeding a height of 4 m (stand structures, promotional material, company logos, names, etc.) are subject to a surcharge graded according to stand size (see »Price List«). Exception: stand light fittings without promotional content and company logos. Maximum stand height (incl. floors, platforms, decoration and publicity fixtures): Halls 4.1, 4.2, 6.1 and 6.2: max. 4 m

Halls 3.0, 3.1, 4.0, 5.0, 5.1, 6.0 and 8.0: max. 5 m

3.5.6.4 The Organiser reserves the right to refuse permission for excess stand height in the interests of the overall appearance of the hall or for safety reasons. The decision of the Organiser is final. It will be notified at the latest three weeks following receipt of the stand design plan.

3.5.6.5 Authorisation is only valid for the specific designated location and a new application must be submitted every year.

3.5.6.6 Any raised stand structure or fitting (walls, lighting, etc.) must be at a distance of at least 2 m from the neighbouring stands. It is absolutely forbidden to erect anything above and across hall gangways.

3.5.6.7 If exceeding 2.36 m, the exterior of rear and side walls must always be plain white and free from any promotional material (colours, logos, company names, etc.).

##### 3.5.7 Floor coverings

Carpeting and other floor coverings must be laid in such a way as to avoid accidents and may not project beyond the boundaries of the stand. They are to be fixed in place using only PE or PP protective adhesive tape which can be removed leaving no residue.

All materials used must be removed by the Exhibitor without leaving any residues. It is not permitted either to paint the hall floor

or to stick items to it.

Technical supplies to the stand, lines laid out on stands, inspection openings, etc., must not be impeded.

The use of anchors and fastenings is not permitted.

Carpeting and other floor coverings in the exhibition areas must be of lowest-level flammability in accordance with German Industrial Standards DIN 4102 B1 and EN 13501-1 Klasse C. A certificate must be available on the stand referring to the class of structural materials used.

The complete laying of carpeting or other floor coverings in the case of stands opposite one another across the gangway must be checked and approved by the Organiser. The Organiser reserves the right to refuse approval if neighbouring stands are affected. The laying of double carpets (including platforms) across a gangway is not permitted. The Exhibitor is liable for accidents caused by the improper laying of his own carpeting (or parts thereof).

##### 3.5.8 Damage to building fixtures

Hall fixtures and technical fittings may not be damaged, dirtied or otherwise altered (e.g. drilling, nails, screws). Painting, wallpapering and sticking up of items is also forbidden. It is not permitted to use hall fixtures and technical fittings in a load-bearing capacity for either stand structures or exhibits. Within the stand area, however, the appearance of hall pillars can be altered provided there is no damage to same and within the permissible maximum stand height. Installations on hall pillars must be kept accessible and if necessary, inspection openings are to be included in the stand structure.

##### 3.5.9 Suspensions from hall ceilings

Suspension of objects from the hall ceiling is only permitted using the technical fittings intended for this purpose (these are not available on all levels, suspensions are for example not possible in Hall 5.1).

Suspensions are subject to authorisation and shall comply with BGV C1 (formerly VBG 70). They may only be installed by the Organiser's subcontractor. Exhibitors are not permitted to suspend objects from the hall ceiling themselves. Suspensions are only permitted from above the rented stand area and are not allowed over the gangways. The lowest point of the suspended object must be 2.36 m above ground level. The maximum structure heights also apply to the height of the cross beam system and must also be observed accordingly.

Messe Frankfurt reserves the right to have the transmitted loads and structures checked by a civil engineer. Said checking is not free of charge, and shall be invoiced to ordering parties/Exhibitors.

### 3.6 Two-level stand structures

#### 3.6.1 Request for structures

A two-level structure for two-, three- and four-sided open stands can be permitted by the Organiser on specially indicated areas.

Requests must reach the **Organiser** six weeks before the beginning of the Fair and the relevant application must also be submitted to the Messe Frankfurt

Veranstaltungstechnik  
Ludwig-Erhard-Anlage 1  
60327 Frankfurt / Germany  
Phone: +49 (0) 69 75 75-66 32  
Fax: +49 (0) 69 75 75-63 87

together with the required documents (plans, load-bearing structural calculations, etc.). A fee is charged by the Messe Frankfurt for its review of two-level structures. This fee does not include the cost of the obligatory fire alarm system or other fire protection measures that may become necessary.

**3.6.1.1** There is a charge for two-level stand structures. 50 % of the sqm price for the floor space will be charged per sqm of stand area covered by a second level. Here too, it is not permitted to erect any structure above and across hall gangways.

### **3.6.2 Conditions applying to second-level stand structures, safety distances, height and headroom**

The Organiser reserves the right to refuse permission for two-level structures in the interest of the overall appearance of the hall or for safety reasons.

As a basic principle, the size of the upper storey is limited to a maximum of 50 % of the stand area. Upper floors shall be open at the top. For multi-level structures, the headroom within stand interiors must be at least 2.3 m. For top floors having areas exceeding 30 sqm, the stand area covered by their top floor shall be equipped with an automatic fire alarm system. Other measures may be necessary. (Tables with detailed information can be provided by the Organiser.) Exhibitors shall order any necessary compensation measures from Messe Frankfurt, Veranstaltungstechnik. The Messe Frankfurt will arrange for the necessary equipment and the Exhibitor will be invoiced for the costs. The certified or certification-ready structural calculations as submitted to the Messe Frankfurt, Veranstaltungstechnik, will be forwarded to an engineer's office contracted by the Messe Frankfurt in order to ensure that these correspond to the structural design as submitted. If no structural calculations are available, the engineer's office will carry out this analysis itself and invoice the Exhibitor separately. The structural engineer will contact the stand installation manager in due course on the site in order to inspect the stand structure.

**3.6.2.1** The overall height of the two-level part of the stand may not exceed the maximum stand height for the respective hall (upper edge of banisters, etc.; see § 3.5.6.3).

It is also not permitted to attach inscriptions, promotion notices and company signs any higher than the max. stand height for the respective hall.

**3.6.2.2** The second level of the stand must be at a distance of at least 2 m from the neigh-

bouring stands. It must also have at least two separate stairways up and down.

### **3.6.3 Traffic loadings / load-bearing capacities**

The traffic loadings for two-storey exhibition stands shall be those stipulated under DIN 1055:

- Floors of assembly/exhibition rooms and similar rooms, 5.0 kN/sqm
- Floors of rooms used as offices or similar, may be reduced to 3.5 kN/sqm
- Stairways, 5.0 kN/sqm
- Horizontal loadings for railings and banisters at handrail height, 1.0 kN/sqm
- Horizontal loadings for top-storey outer walls at 1 m height above floor level, 1.0 kN/sqm

In providing proof of stand safety, due account should be taken of the fact that no anchorings are allowed. Unrestricted utilization as an exhibition and sales room, or as an assembly room, with or without dense seating, requires a traffic loading of 5.0 kN/sqm. The intended use shall be clearly recognisable and entered on the plans submitted for approval.

In order to arrive at a sufficiently high longitudinal lateral stability, a horizontal loading of  $H = p/20$ , where  $p$  is the traffic loading, shall be employed. The horizontal loadings of railings and banisters at the upper edges of banisters and on supporting walls on the top floor, at a height of 1.1 m above floor level, shall be set to 1.0 kN/m.

It shall be shown that floor stressing of supports remains below the tolerated loadbearing capacity of exhibition hall floors. Load-distributing baseplates measuring at least 0.2 m x 0.2 m shall be provided beneath supports on multi-storey structures and special constructions. In the case of high loadings, they shall comply with the static requirements that apply.

All stairways shall be designed for a traffic loading of 5.0 kN/m<sup>2</sup>.

### **3.6.4 Escape routes / stairways**

On the top floors of two-storey exhibition stands, the walking distance from any accessible location to the nearest exhibition hall aisle via the stairway shall not exceed 20 m.

The requirements listed under § 3.4 Platforms, ladders, stairs, landings apply.

### **3.6.5 Top floors**

Guards at least 0.05 m high that will prevent objects from rolling off top floors shall be installed on the flooring of top floors, in the vicinity of railings, if required. Railings shall comply with § 3.4 and § 3.6.3 above.

All top floors on stands in exhibition halls equipped with sprinkler systems shall be open at the top. All necessary fire protection measures can be found under § 3.2 Fire protection. In addition to the fire extinguishers present on ground floors, at least one approved and suitable fire extinguisher complying with EN 3 per stairway shall be arranged such that it/they is/are readily visible and easily accessible.

## **4. Technical safety regulations, technical rules, technical supplies**

### **4.1 General rules**

The Exhibitor is himself responsible for operational safety and compliance with health and safety and accident prevention regulations on his stand. Set-up and dismantling may only be carried out in accordance with the respective and applicable industrial and trade law regulations.

#### **4.1.1 Damages**

Any damage caused by Exhibitors or their subcontractors on the exhibition site, to its buildings, fittings and equipment will be removed by the Messe Frankfurt after the end of the Fair at the expense of the Exhibitor.

### **4.2 Use of materials for work**

The use of bolt-guns is forbidden. The use of woodworking equipment without suction devices for shavings and sawdust is not allowed. The use of cranes and fork-lift trucks is restricted to the contract forwarding agents only. The use of company's own fork-lift trucks is banned for safety reasons. If required, fork-lift trucks and equipment for loading and unloading can be made available for a fee by fair haulage contractors.

### **4.3 Electrical installations**

#### **4.3.1 Connection**

The main connection to the electricity supply system will be carried out by the official site electrician contracted by the Frankfurt Book Fair. It is not permitted to use electricity supplied to neighbouring stands. »The Terms & Conditions for Electricity Supply« as set out on the separate order form are binding for all Exhibitors. The electricity supply included in the stand rental fee refers specifically to electricity supply from an installed 1 kW socket. All other services such as the installation of wiring and additional kW must be ordered from the Frankfurt Book Fair's contractor electrician and be paid for separately to the contractor.

#### **4.3.2 Stand installations**

Temporary electrical installations fitted on stands in addition to the hall's existing electrical system must be fitted and operated in compliance with the relevant German regulations (VDE-Vorschriften 0100, 0108, 0128) and the IEC Standard 60364-7-711. The Exhibitor accepts full liability for damage caused by defective electrical installations. Any conductive stand structural elements must be included in measures taken for protection in the event of indirect contact (earthing of stand). Furthermore, it is only permitted to use cables such as types NYM, H05VV-F, H05RR-F, with a minimum cross-section of 1.5 sqmm Cu. Flat cables of any kind are not allowed. Bare electric leads and crocodile clips are not allowed in low-voltage appliances. Secondary wiring must be protected against short-circuit and overloading.

**4.3.2.1** The switch and fuse boxes on the individual stands must be installed in a visible and permanently accessible position. Installation inside locked cabinets is not allowed.

**4.3.2.2** Transformers for low-voltage appliances must not be concealed from view or access. Only approved transformers with an overload fuse are permitted.

**4.3.2.3** All lighting systems and lights must be switched off before leaving the stand in the evening.

#### **4.3.3 Safety measures**

For particular protection, heating and heatgenerating electrical items (hotplates, spotlights, transformers, etc.) must not be installed on flammable, non-heat resistant or heat-conductive surfaces.

According to the level of heat generation, appliances must be placed at an adequate distance away from flammable materials.

Lighting units must not be attached to flammable decorations or the like.

#### **4.4 Water supply**

Water supply to the stand must be requested at the time of registration; the possibility of a supply point cannot be guaranteed, however. The order deadline is 31 January 2009. Any costs incurred for under floor plumbing work

required for the supply will be charged to the Exhibitor direct by the installation contractor. Water supply connections can only be carried out by the official plumbing contractor.

#### **4.5 Pressurised gas cylinders, fuels**

Use of pressurised gas and flammable liquids: pressurised gas cylinders containing flammable or inert gases such as nitrogen, helium, argon, etc., may not be stored in the halls.

##### **4.5.1 Lighter pastes, gels and other fuels**

Heating and cooking appliances fuelled by wood, coal, gas, flammable liquid or lighter paste or gel are not permitted.

### **5. General information**

#### **5.1 Advertising at the exhibition site**

Stickers may not be offered or distributed either on the stand or elsewhere at the exhibition site. It is also forbidden to use any type of sound equipment if this interferes with nearby stands - this includes audiovisual presentations. Advertising of any kind is not permitted at the exhibition site.

#### **5.2 House regulations**

The house regulations of the Messe Frankfurt apply to the entire exhibition site. The Exhibitor

is responsible for operational safety and compliance with health and safety and accident prevention regulations on his stand. The Exhibitor is liable for all damages incurred by the stand structure and the operation of the stand, incl. any caused by the exhibits on the stand. During the entire set-up and dismantling period, activities within the halls and on the outdoor area resemble the operation of a building site. Personnel assigned to these activities are to be advised of particular dangers. During set-up and dismantling as well as during the Fair, hall gangways must be kept free as rescue routes.

#### **5.3 Liability**

The Organiser accepts no duty of care for exhibition goods, stand furnishings and fittings and inasmuch excludes any responsibility or liability for damages or loss. The exclusion of liability is not affected by the Organiser's security guard arrangements. All damages incurred must be reported without delay to the police and the insurance company.