RheinMain
CongressCenter

Order form
Suspensions (fair/ exhibition)

Event name:

_____

Event date:

_____

Wiesbaden Congress & Marketing GmbH
Technisches Veranstaltungsmanagement
P.O. Box 3840
D-65028 Wiesbaden

Email: veranstaltungstechnik@wicm.de
Tel.: +49 (611) 1729 450

Please specify: Hall _____ Stand-no. ____

Exhibitor _____

Contact person _____

Tel. _____ Fax _____

Email _____

Billing address

Company _____

Contact person _____

Street _____

Country/ post code/ town _____

VAT ID number _____

E-Mail _____

Suspension points and rigging can be requested from the RheinMain CongressCenter Technical Event Management department. We will be happy to provide you with an individual offer.

Required suspension points:	Amount _____
Please tell us the desried transfer height on O-Ring	_____
Do you need electricity from the hall ceiling ?	Yes ☐ (Please fill in the formular elecitricity) No ☐
Would you like to order electrical chains?	Yes ☐ Amount ___ No ☐
Would yo like to order truss from us? (Please be aware that we don't mount external truss or banner. Needed work equipments can be ordered with the formular logistic)	Yes ☐ No ☐
Would you like to order lighting from us?	Yes ☐ Amount ___ No ☐

Please check the information on the following pages and send us the formular signed back.

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Order form
Suspensions (fair/ exhibition)

In order to be able to prepare an offer in due time before the start of construction, we need the following information at the latest 4 weeks before the start of construction:

- **Dimensioned sketch** with the positions of the desired suspension points.
- Clear orientation of the stand, the event area on the sketch (cardinal direction, stand neighbor...)
- Suspension loads per suspension point
- Intended assembly aid ("Genie" lift, hand chain/electric chain hoists)
- For statically indeterminate systems: (see industry standard SQP2)
    - Load plan for total, individual and line loads
    - A static proof

Important Informat:

- Suspensions must be carried out in accordance with the technical guidelines and safety regulations of Wiesbaden Congress & Marketing GmbH.
  Suspensions from the hall ceiling may only be carried out by WICM GmbH or its service partners.
- The set-up suspensions may only be loaded with the loads specified in the inquiry and the resulting offer and order confirmation.
- In principle, suspensions outside the production or exhibition area are not permitted.
- We only offer motorized chain hoists at the RheinMain CongressCenter.
- The load-bearing capacity of the suspension points varies in the different rooms.
- Further information and notes can be found in the Rigging leaflet.

Orders placed 4 weeks or more before the start of construction will be subject to an additional surcharge of 30%*.
Orders placed 2 weeks or more before the start of assembly will be subject to an additional surcharge of 65 %*.
For short-notice requests during set-up, we charge an additional surcharge of 100 %*. Please note that short-notice orders on the set-up day (Monday-Saturday) are only possible until 12:00 noon. If the set-up day falls on a Sunday or public holiday, we cannot accept any short-term orders.

* on the respective service

Order form
Suspensions (fair/ exhibition)

Terms of payment

1. You will receive here only a non-binding offer. This form is not yet a legally binding order.
2. All items are rental goods for the duration of the event.
3. Reduced services requested by the exhibitor cannot be taken into account in the price.
4. Payment term: 14 days after receipt of invoice.
5. The lessor is not responsible for delivery disruptions due to force majeure that make delivery difficult or impossible, even in the case of firmly agreed dates.
6. Complaints are only possible before the event begins. **Subsequent complaints shall not be considered.**
7. The general contract documents of Wiesbaden Congress & Marketing GmbH shall apply, which can be downloaded from http://www.wiesbaden.de/avb. We will send them to you upon request.

By signing this request form, the signatory confirms the previously mentioned conditions and that the data may be passed on to service providers of Wiesbaden Congress & Marketing GmbH for the purpose of implementing the subject of the order. In case of queries regarding your request, our service providers will contact you.

Place / Date

Signature / Company stamp

Return date

up to 4 weeks before the start of construction! After that additional costs will be charged.

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Leaflet Rigging

Supplementary to the Technical Guidelines and Safety Regulations of WICM GmbH. This leaflet only provides a summarized overview. Please also be sure to observe the Technical Guidelines and Safety Regulations of WICM GmbH.

Suspensions in the buildings of Wiesbaden Congress & Marketing GmbH

Suspensions General

Suspensions are to be executed in accordance with the technical guidelines of WICM GmbH. The installed suspensions may only be loaded with the loads specified in the order. In principle, suspensions outside of production and exhibition areas are not permitted.

All loads to be introduced require the inquiry and coordination with WICM GmbH. Any costs for a necessary static consideration shall be borne by the client.

The lowest point of a suspension is 2.30 m above the hall floor.

WICM GmbH reserves the right to demand the use of load cells in individual cases. The costs incurred are to be borne by the customer. Installation and monitoring is carried out by the service partner of WICM GmbH.

Documents to be submitted

The following information is required for WICM GmbH and its service partners no later than six weeks before the start of construction:

- Dimensioned sketch with the positions of the desired suspension points.
  - Clear orientation of the stand, the event area on the sketch (cardinal direction, stand neighbor...)
- Suspension loads per suspension point
- Intended assembly aid ("Genie" lift, hand chain/electric chain hoists)
- If necessary, desired transfer height of the suspension points
- - For statically indeterminate systems: (see industry standard SQP2)
  - load plan for total, individual and line loads
  - a static proof

Special requirements RMCC

Suspensions from the hall ceiling may only be carried out by WICM GmbH or its service partners. The load capacity of the suspension points varies between 150kg and 1250kg in the different premises.

Besondere Anforderungen Kurhaus

The presence of a rigger for assembly and disassembly is mandatory and must be ordered through WICM GmbH. Load cells will be provided by WICM GmbH.

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Leaflet Rigging

For suspension points incl. load cells and riggers, we will be happy to prepare an individual offer.
The load capacity of the suspension points is 230kg plus load cell.

Legal bases

Persons who use work equipment to hold loads above persons may only be used by the employer if they are sufficiently competent. With regard to the provision and use of slings, load handling attachments, lifting gear, load-bearing equipment, connecting equipment, rope end connections, secondary fuses and equipotential bonding, the relevant safety regulations and the recognized rules of technology must be observed.

In particular, the following should be noted:

- DGUV Vorschrift 1 / 3 / 17 / 54
- DGUV Regulation 109-005 - Use of sling wire ropes
- DGUV Information 215- 310/313/314/315
- IGVW SQP1 - Trusses
- IGVW SQP2 – Electric chain hoists
- IGVW SQP4 – Mobile electrical systems in event technology
- IGVW SQQ2 - Expertise for event rigging
- IGVW SQO2 – Event rigging - organization and work procedures

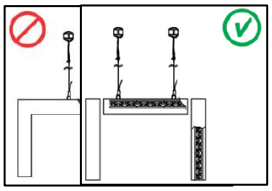
The specifications of the listed regulations must be checked independently in their currently valid version and their implementation must be complied with on site. This excerpt serves as an overview and makes no claim to completeness.

Mounting loads

The mounted loads (lighting supports, spotlights, projectors, loudspeakers, decorations, etc.) may only be attached by qualified personnel, specialized companies or the service partner in accordance with applicable legal standards and the state of the art. When selecting the qualified specialists on site or the supervising person, the requirements of DGUV Regulation 17, DGUV Information 215-310 and IGVW SQQ2 must be observed. Proof of the above qualification must be presented on request.

Generally not permitted are:

- Securing of stand components or exhibits (stand components or exhibits must stand securely on their own)
- Suspended structures with a rigid or non-positive connection to the hall floor (erected structures that also have a connection to the roof structure by means of suspensions)
- Diagonal pull with suspensions



Exceptions require the prior written consent of WICM GmbH.

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Leaflet Rigging

Use of truss systems

When using trusses, the requirements of DGUV Information 215-313 and the SQP1 industry standard must be applied. The application can be a suspended, or a flown, or also an upright truss or truss construction. Truss constructions that do not fulfill the load case of a single-span girder may require a static verification at the expense of the client.

Potential equalization on metal structures

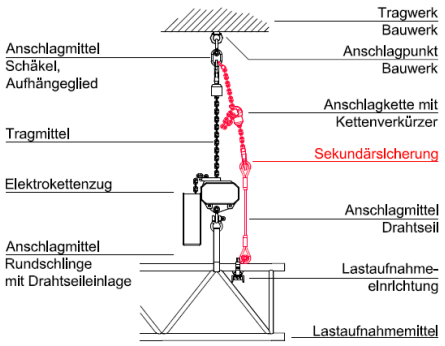
All metallic conductive constructions, which can assume dangerous touch voltages, must be provided with an additional protective equipotential bonding (at least 10 mm²) by the installer of the system (VDE 0100, part 711) and the function must be verified.

Hoists

Electric chain hoists

Electric chain hoists may only be used at suspension points if this has been specified in the order.

- The use of these hoists is bound to the requirements for electric chain hoists in event technology (IGVW SQP2).
- The dead weight of the electric chain hoists and the dynamic coefficients must be taken into account accordingly in the load plan to prevent overloading of the suspension points.
- The test documents must be presented on request and must be on site for the entire production period.
- The rated capacity specified by the manufacturer must not be exceeded at any time of use.
- Electric chain hoists are to be used only in tested condition and must be declared with an appropriate test sticker.
- Electric chain hoists must be suspended in such a way that the chain does not touch anything and cannot run in at an angle.
- In the case of climbing hoists, the chain must be able to enter the chain box safely. It must be ensured that the chain can run in and out safely even when it is not under load.
- The movement of the electric chain hoists and the load must be supervised by the operator.
- The D8 electric chain hoist in accordance with DGUV regulation 54 is not permitted for holding and moving loads above persons. A D8 chain hoist may only be used in event and production technology for lifting loads during assembly and dismantling. After the load movement has been completed, a secondary fuse must be installed and the chain hoist must be de-energized. Secondary safety devices must be used which do not allow any fall path. (see Fig.1)
- The D8 Plus electric chain hoist is not permitted for moving loads over persons. Loads at rest may be held over persons without secondary fuses, the electric chain hoist must be de-energized in this case. The D8 Plus chain hoist must be visibly marked as such.



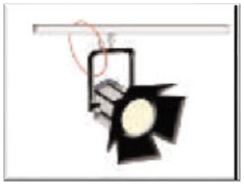
Manual chain hoists

- Hand chain hoists may only be used at suspension points if this has been specified in the order.
- Load movements with manual chain hoists over persons are prohibited.

- The rated capacity specified by the manufacturer must not be exceeded at any time of use. For lifting loads, all manual chain hoists must be manned at the same time, and the load must be moved as synchronously as possible.
- For line and area loads, a maximum of four manual chain hoists are permitted in one system at the same time. However, this use is also only permitted if the load between two manual chain hoists is no more than half the permissible maximum load (maximum load determined by the manufacturer of the manual chain hoists or by specification of a static calculation).
- The dead weight of the manual chain hoists and the dynamic coefficients must be taken into account accordingly in the load plan in order to prevent overloading of the attachment points.
- A chain box approved for the chain hoist must be available.
- The load chain must not be used for slinging loads.
- After assembly and setup operation, the manual chain hoist must be removed from the load ("dead hang") and replaced by a suitable sling (e.g. steel cable) (see Fig. 2).

Manual chain hoists are not provided by the service partner of WICM GmbH. Fig.2

Secondary safety & safety ropes "Safeties



Spotlights, loudspeakers, effect devices, etc. must always be equipped with a second independent fuse (fuse rope). DGUV information 215- 313 must be observed when dimensioning the fuse ropes. The length of the secondary safety device must be designed in such a way that it does not allow any fall path. If a fall path is unavoidable, it must be kept as small as possible.

Work equipment

For work equipment used as securing elements or slinging and load suspension devices, their manufacturers specify the load-bearing capacity or the minimum breaking force. The following applies to holding loads above persons:

- If the working load limit (WLL) is specified, this work equipment may be loaded with a maximum of half of this value.
- If the minimum breaking load is specified, this value must be divided by the required operating coefficient to obtain the maximum permissible load capacity.

Work equipment for which the values of the load-bearing capacity for holding loads above persons have been verified are used in accordance with the manufacturer's specifications

Rope end connections / wire rope holders

e.g. wire rope holder type 66 SV III only with BG test certificate.
Please note that this type of wire rope holders are not suitable for dynamic loads and therefore must not be used with hoists!
The manufacturer's user information must be followed.

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Leaflet Rigging

Wire rope with thimble

The minimum diameter for hoist operation is 8 mm. It is essential to ensure that the curved end of the rope is swaged. Wire rope loops without thimbles (soft eyes) must never be used. No fixed (non-displaceable) wire ropes sheathed in plastic may be used. It must always be possible to inspect the rope completely by moving the sheath.

Round slings

Identification by means of a label is mandatory. Required data:

- - Manufacturer
- - - Load capacity
- - CE marking
- - Standard
- - Year of manufacture

Due to their material properties, round slings made of synthetic fibers may only be used for loads over persons in conjunction with a sufficiently dimensioned metallic secondary securing device. Round slings with steel inlay do not require a separate secondary safety device.

Improper slings and improper rope end connections:

- Wire ropes without approval, or which do not correspond to the wire ropes described in the item "Approved slings".
- Sheathed wire ropes (sheathing > 1/3 rope length).
- Long-link chains (inner length of the chain link > 3 times the nominal diameter of the chain material) are not suitable for slinging
- Cable ties without use of a secondary safety device (Safety) consisting of a steel wire rope with thimble and press clamp as well as a lanyard (DIN 56927).
- Wire rope holder without approval
- Open hooks
- Turnbuckles open form according to DIN 1480
- Quick link with union nut (chain emergency link) without load capacity specification
- Damaged slings (e.g. kinked ropes, load loops with damaged sheathing, load loops without recognizable marking)
- Other lanyards without load capacity indication.

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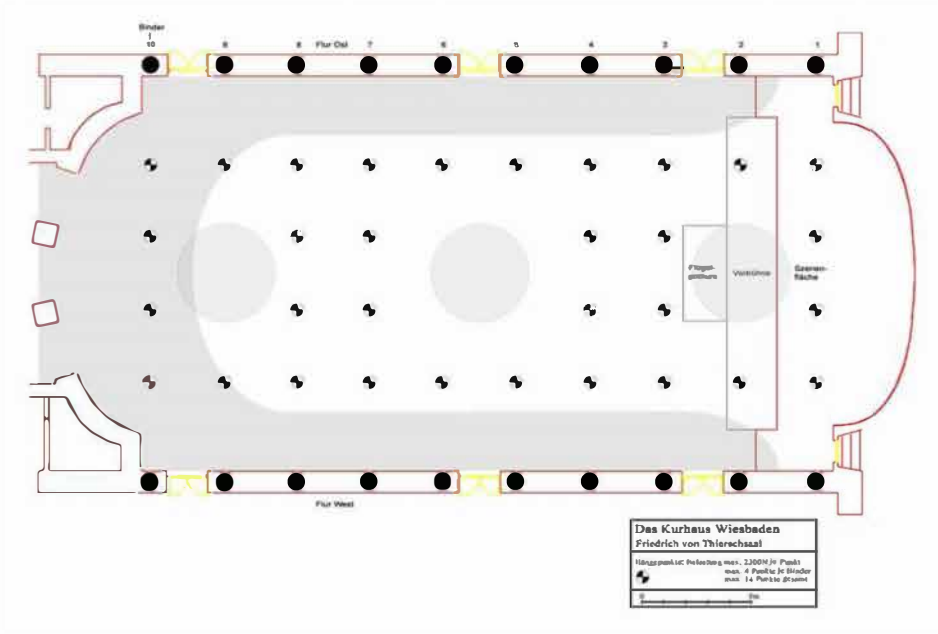
This leaflet only provides a summarized overview. Please also be sure to observe the technical guidelines and safety regulations of WICM GmbH.

Leaflet Rigging

Übersicht der möglichen Abhängungen

Kurhaus Friedrich von Thiersch Saal



RMCC Erdgeschoss Nord

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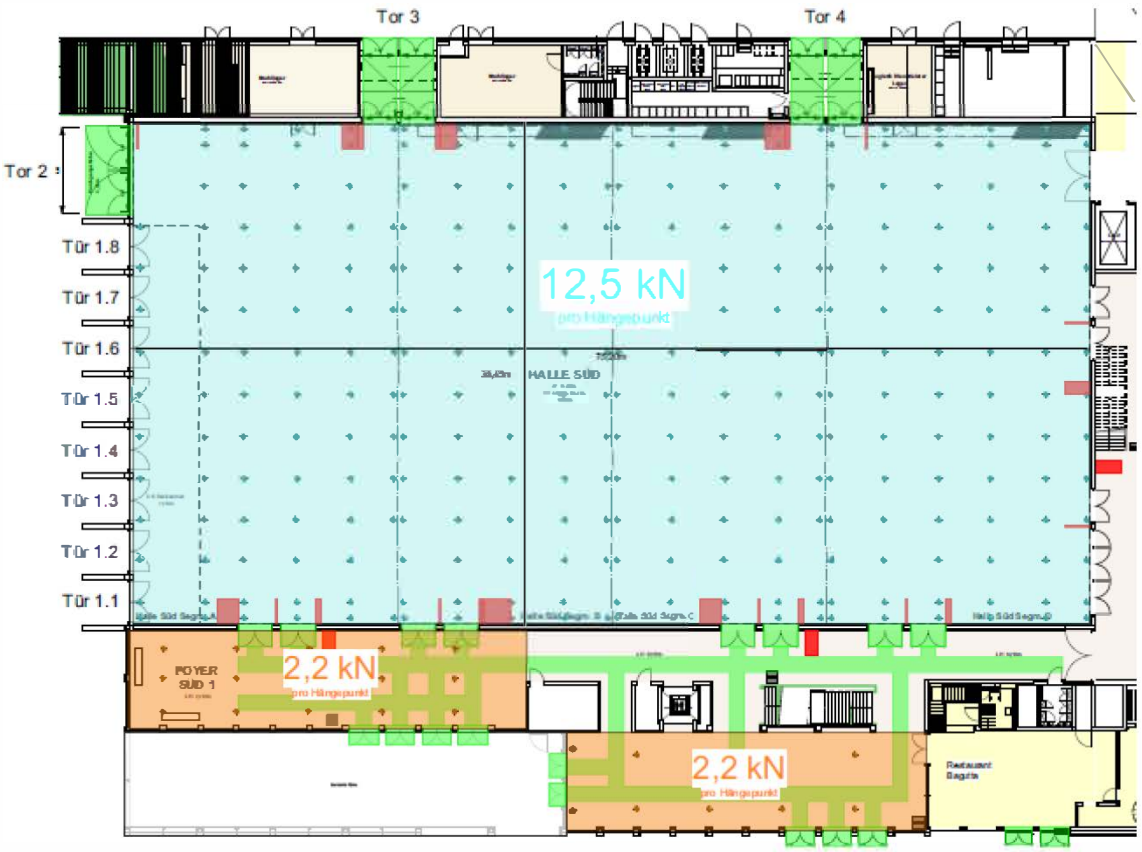
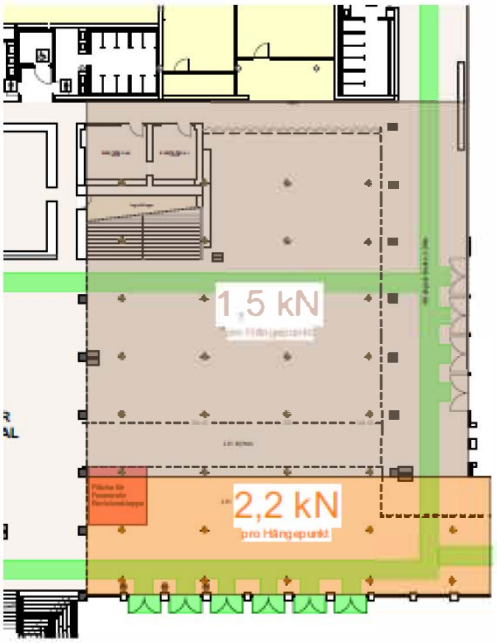
Leaflet Rigging

RMCC Erdgeschoss Süd



RMCC Erdgeschoss Foyer Zentral



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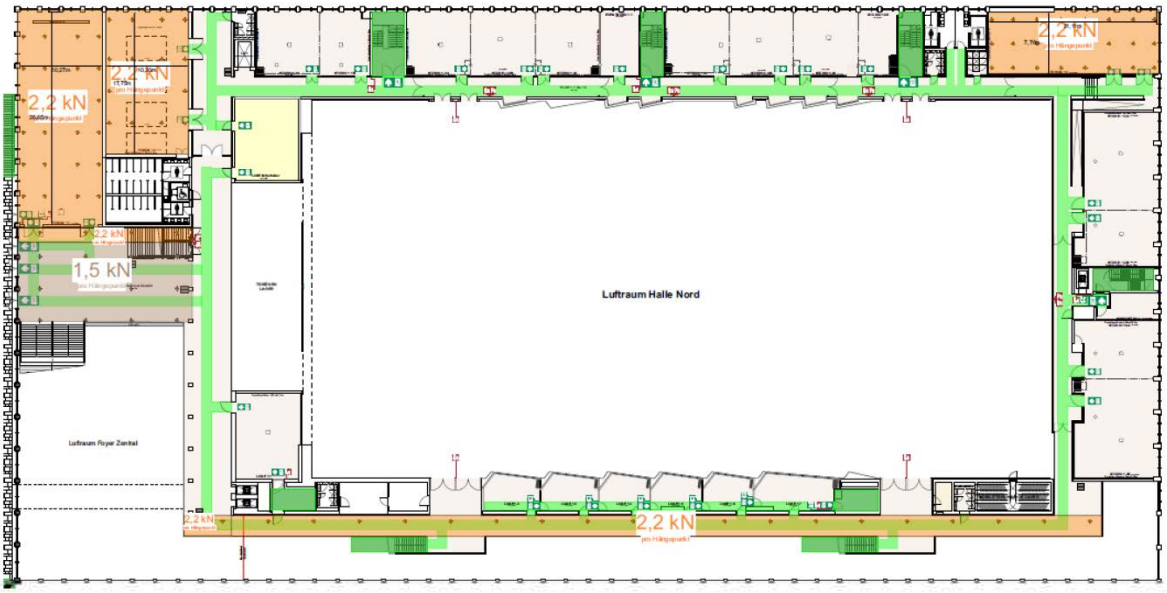
Leaflet Rigging

RMCC 1.Obergeschoss Nord



RMCC 2.Obergeschoss Süd

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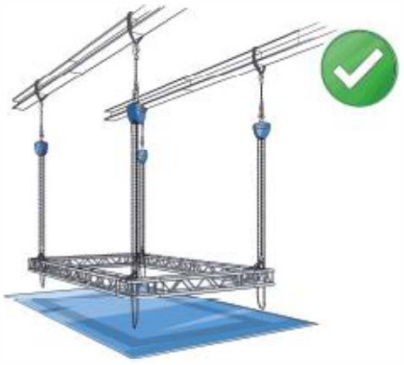
Leaflet Rigging

Kurzinformationen

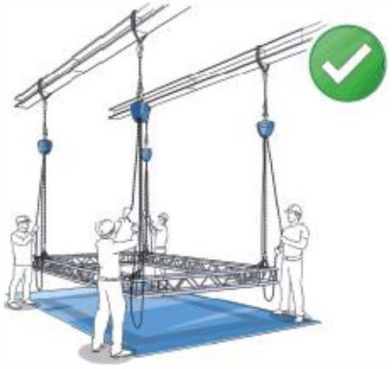
Zulässig

ENDHÖHE – Handkettenzug lastfrei

Maximal vier im verbundenen System

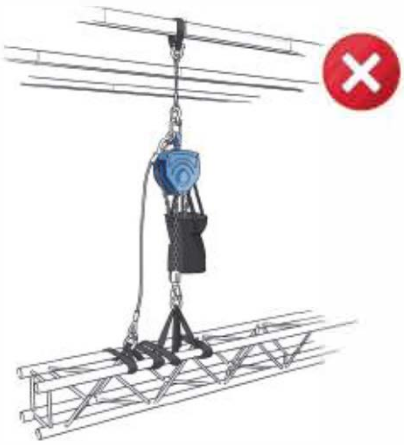


Synchronität Handkettenzug



Unzulässig

ENDHÖHE – Last in Handkettenzug



Mehr als vier im verbundenen System

Asynchronität Handkettenzug