



# Logistics Guidelines

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# Logistics Guidelines

## 1 Scope and domiciliary rights

These logistics guidelines apply to the grounds and buildings of the RheinMain CongressCenter in Wiesbaden. The logistics guidelines apply for all exhibitors, event organisers and service suppliers who enter the grounds and the halls insofar as nothing to the contrary has been agreed with them.

The possible consequences of failure to comply with these house rules:

- Expulsion from the grounds
- Exclusion from the event
- Ban on entering the grounds, where applicable with prosecution
- Compensation claims for damages

## 2 General and Opening Hours

### 2.1 Goods and parcel receipt

Goods and parcel receipt (including before set-up starts) through the logistics service provider are chargeable. Please find the valid price on the current Logistics order form. Goods receipt by the RheinMain CongressCenter and/or its operators is not possible. The event organizer shall bear the cost as a matter of principle.

### 2.2 Set-up and de-rig times

The exhibitor/organiser is responsible for observing the times agreed with the RMCC. Children and adolescents up to the age of 14 shall only be admitted if accompanied by an adult. Regulations to the contrary shall be communicated separately. Work shall be permitted in the halls and the loading area during the general set-up and de-rig times from 06:00 to 22:00. Vehicles shall be removed daily from the loading area by 22:00 at the latest.

In the interest of general safety, the halls and the event site shall remain closed outside of these times. The aisles and corridors shall be cleared by 22:00 so that subsequent work (e.g. cleaning, floor work) can be completed smoothly and on time. Any cost incurred due to delays shall be charged to the exhibitor/organiser responsible for the delay. The exhibitor/organiser is not entitled to remove exhibition goods or to begin dismantling the stand before the official de-rig time.

### 2.3 Event duration

The closing times for the halls during the event are one hour before the event begins and one hour after the end of the event. Exhibitors/organisers who have to work at their stand outside of these times in justified individual cases shall obtain a permit from the RMCC.

Deliveries that have to be processed through the loading area are possible after advance notification, however they are only permitted during the entire duration of the event before the event begins or after it ends on the respective day.

### 2.4 Early set-up - night set-up - extended de-rig

Please note: Early set-up, night set-up or extended set-up shall only be possible in exceptional situations in combination with an inspected and approved stand construction permit.

Special permits for early set-up as well as times for night set-up and extended de-rig shall be applied for in writing from the RMCC. The application shall not constitute any legal claim. The application shall be inspected for feasibility by the competent department and, where applicable, confirmed.

Customised offers for special permits shall be applied for in the following cases:

- a) Early set-up/extended de-rig between 06:00 and 22:00. Each day shall be invoiced per stand additionally and includes lighting, electricity/water, general security.
- b) Extended set-up/de-rig between 22:00 and 24:00 (2 hours). Each extension shall be invoiced additionally.
- c) Night set-up/de-rig between 24:00 and 06:00 on the subsequent day. Each night shall be additionally invoiced per stand.

### 2.5 Lift Operator

Please note that a Lift Operator is required for each lift used during set-up and de-rig for events held on the upper floors. The Lift Operator is responsible for securing the transport by lift. This shall be organised and performed by the RMCC and invoiced to the organiser.

### **3 Traffic at the Event Site**

#### **3.1 Traffic regulations**

##### **3.1.1 Driving at the site**

Rules for the direction and regulation of traffic including the instructions of the deployed safety staff shall be complied with in order to guarantee a smooth flow of traffic during set-up and de-rig times and during the event. The instructions of the assigned RMCC staff shall be followed and the relevant information complied with to facilitate optimising traffic direction and regulation. The provisions stipulated in the traffic regulations shall apply on the entire site and on own parking spaces such as in the underground carpark or externally reserved spaces.

The maximum speed limit on the site is 10 km/h. Illegally parked vehicles, trailers, containers and empty packaging materials of any kind shall be removed at the expense and risk of the driver/party responsible for illegal parking.

##### **3.1.2 Vehicular entry regulation**

Entry to the loading area shall be operated according to the following regulations during the official set-up and de-rig times. Entry and parking vehicles is not permitted outside of these times as a general rule. The use of trucks inside the event halls is subject to approval, and shall be carried out in such a way that the driver shall refrain from unnecessary running of the engine, rapid acceleration and giving full throttle when starting diesel engines.

Registration in the event of a performed check in shall be on the parking spaces notified in advance, and is mandatory for all exhibitors/organisers, trade fair construction companies, freight companies and suppliers intending to drive into the RMCC site for delivery and collection purposes. It shall not be necessary to drive to a check in space if the entry regulation is performed without check in. Registration of the vehicle and exhibitor data shall be made at the barrier in this case. Admission shall not be granted to the loading area without registration and entry permit. A deposit shall be paid when entering the event site. The payment, time of entry, the latest departure time and other data are noted on a deposit confirmation. If the latest departure time is exceeded due to the vehicle not leaving the loading area within the given timeframe, the deposit shall not be returned. The deposit amount shall be communicated by the RMCC in advance.

Depending on the set-up and de-rig progress, we are required to temporarily stop trucks driving in the loading area in order to ease or prevent congestion.

##### **3.1.3 Loading and unloading**

We kindly ask all exhibitors/organisers to observe the following regulations in order to ensure smooth delivery and collection of the exhibition goods: All vehicles shall be driven into the loading area for loading and unloading purposes only and shall be driven out of the loading area immediately after the loading procedure.

All loading activity shall be performed during the allocated time slot. Parking after completion of the loading or unloading procedure is not permitted.

##### **3.1.4 No stopping / no parking zones**

The access roads and entrances to the halls shall be kept clear as emergency escape routes and may at no time be blocked by set-up material, means of transport, vehicles, building components or other objects. Vehicles shall only be parked in the designated areas. Pedestrian areas and areas in front of the hall doors and all other doors shall be kept sufficiently clear. Parking trucks in the halls is not permitted as a general rule. The RMCC is thus authorized to remove illegally parked vehicles, trailers or elevated vehicles at the expense of the driver without prior notification.

##### **3.1.5 Exhibitor / organiser parking spaces for cars and trucks**

A parking space for trucks, trailers, bridges and transporters can be requested through the RMCC subject to availability. Please note that the use of a parking space does not constitute a security contract. There shall also be no insurance cover.

#### **3.2 Emergency escape routes**

##### **3.2.1 Fire brigade access zones, hydrants**

The necessary access routes and zones for the fire brigade marked by no stopping signs shall be kept clear at all times. Vehicles and other objects that are placed on the emergency escape routes and safety zones shall be removed at the expense and risk of the driver or the vehicle owner. All hydrants on the event grounds and in the halls shall not be obstructed, made unrecognisable or inaccessible.

### **3.2.2 Emergency exits, escape routes, aisles**

The escape and emergency routes shall be kept clear at all times. It shall be possible to fully open the doors in the area of escape and emergency routes easily from the inside.

Escape and emergency routes, exits and emergency exits in the floor of the halls and the corresponding signs may not be obstructed, built over, locked, concealed or made unrecognisable in any other way. The escape and emergency routes in the halls may at no time be constricted by objects placed in or protruding onto the aisle. In cases of violation, the RMCC is entitled to rectify the situation at the expense and risk of the party causing the obstruction. The aisles in the halls shall not be used as assembly areas or for setting up machines (e.g. woodworking machines, workbenches). The immediate clearance of all aisles in the halls for logistical reasons can (also) be required when requested by the RMCC.

## **4 Loading Area**

The loading area is made of concrete slabs in various formats with the necessary gradient for draining rain water. The site has general street and pathway lighting during darkness. There is a limited number of supply connections available. Supply connection requirements shall be agreed with the RMCC in advance. The traffic areas shall be cleaned by the RMCC, kept free of snow and sanded if required.

## **5 Stand Construction Regulations**

### **5.1 Empty packaging materials, storage of materials**

Storing empty packaging materials of any kind inside and outside the stand in the hall is not permitted.

Any empty packaging materials shall be removed without delay. The RMCC is entitled to remove illegally stored empty packaging materials at the expense and risk of the exhibitor/organiser.

The storage of goods and empty packaging materials at the event site shall be performed exclusively by the logistics service provider commissioned by the RMCC. An order form has to be filled out to this end.

### **5.2 Floor protection**

During the stand construction work, permissible changes to the floor shall be defined by the RMCC event technology department. Furthermore, it is only permitted

to move on specific areas with special hand pallet trucks from the RMCC logistics service provider. Please find this information in section 6.2 under Forklift trucks.

## **6 Operating Safety, Technical Safety Regulations, Technical Specifications, Technical Supply**

### **6.1 Handling and storage of hazardous substances**

The storage and use of flammable liquids (in accordance with the Technical Rule for Hazardous Substances (TRGS) 510 – storage of hazardous substances in transportable containers, in the respective valid version) in the halls and at the site is not permitted without the written permission of the RMCC. Permission shall only be granted for the storage and use of flammable liquids for the operation or demonstration of exhibits.

The RMCC shall be notified of the location. An application including safety data sheet and risk analysis shall be submitted to the RMCC technology department. Dummies shall be used for advertising and decoration purposes. Storage of flammable liquids is not permitted in the event halls.

There shall be a strict smoking ban at the storage location. Adequate signs shall be in place. The suitable extinguishing media shall be available.

### **6.2 Forklift trucks, cranes, empty packaging materials**

The operation of third party cranes and forklifts at the event site is not permitted.

Forklifts and electric pallet trucks shall thus be commissioned through the RMCC logistics service provider. In addition, the vehicles may only be moved by the trained personnel of the RMCC service provider. An order form has to be filled out to this end.

The use of third party hand pallet trucks is possible in certain event locations if they have bright or removable wheels. Please check whether the floor covering for each event location is parquet. In this case, the hand pallet trucks shall be commissioned exclusively through the logistics service provider for floor protection reasons.

The use of other hand pallet trucks on this floor covering is not permitted. If abrasion marks appear on the floor covering from the use of third party hand pallet trucks, the cost of removing these shall be charged to the party who caused the marks or the organiser.

The RMCC logistics service provider has the sole right to use hand pallet trucks at the event site, i.e. bringing exhibits, stand constructions etc. to the stand incl. the provision of potential auxiliary devices as well as customs clearance for temporary or permanent imports. The latest version of the German Freight Forwarders' Standard Terms and Conditions (*ADSp*) and the RMCC forwarding

fee for trade fairs and exhibitions shall apply for orders granted to the logistics service provider.

Liability on the part of RMCC for any risks that can result from the activity of the logistics service provider is excluded.

## **Imprint**

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