



Information

regarding construction and dismantling activities in the Congress Center Leipzig (CCL); this information is directed at all customers, service providers, trade fair builders and organisers

Ladies and Gentlemen,

We look forward to assisting you in turning your event into reality. To guarantee a smooth process, and in particular to avoid accidents and property damages, we ask that you read this information carefully and forward it to your exhibitors/stand builders. Please ensure that all of your employees and participating businesses receive the corresponding instructions before any work is commenced. Thank you for your cooperation.

General information:

- Safety and occupational safety / medical regulations apply, as do the regulations and guidelines according to DIN, VDE, VDI, UVV, BGV C1 and SächsVStättVO (*Assembly Location Regulation for Saxony*)
- A competent contact for the organiser must be present on site from the start to the end of the event, including construction and dismantling periods.
- The janitor or security personnel located at the entrances are responsible for checking which persons have access to the CCL or are located on the premises. You can reach the janitor at any time. The janitor office is located at Level +2, Tel. 0341 678 9699.
- A general non-smoking rule is enforced in all areas of the CCL during the construction and dismantling periods, and while the event is underway. Exceptions are the non-smoking areas on Level -1 and the Alta Visa terrace (level 0).
- Smoke detectors are activated at all times, and may only be turned off temporarily in consultation with the individual in charge of event technology.
- All exterior doors of the CCL are locked electronically, and may only be opened, closed or secured by the corresponding personnel (janitor/security personnel). Damages will be invoiced to the person who caused the damages.
- Areas near doors, emergency exits, wall hydrants, fire alarms, escape routes etc. must be kept accessible during the construction and dismantling period, and during the event. Because they act as fire protection, doors must not be wedged or positioned with glue tape.
- The glass elevators in the atrium are meant to carry passengers. These elevators and escalators must not be used to transport materials.
- Trade fair products and stage equipment intended for Level +1 may generally only be delivered via the cargo elevator (elevator 6; L/W/H 5.80m/2.40m/2.48m, max. 3 tonnes); other elevators (elevators 3-5; L/W/H 1.80m/1.10m/2.05m; max. 1.6 tonnes) may only be used in exceptional cases and in consultation with the janitor/congress engineer in charge.
- The cargo elevators may only be operated by personnel that have received instructions from CCL.
- The area in front of the cargo elevator may only be used for loading and unloading purposes.
- Trade fair products and stage equipment may only be delivered via the entrance doors (H/W 2.45m/2.34m) on Level -1 and 0 in exceptional cases and in consultation with the janitor/congress engineer in charge.
- Lifting trucks or dollies with hard plastic or metal must not be used on the natural stone floors in the lobbies and the parquet floors in the multi-purpose areas.
- The infrared detectors (smoke alarms) must not be interrupted during (suspension) works in the atrium (flags). Before commencing this type of work, please contact the janitor/congress engineer in charge. If the infrared alarm is interrupted, it will automatically trigger a fire alarm, which is subject to charges. Any resulting costs will be charged to the person who has triggered the alarm.
- DIN 4102 B1 or DIN EN 1350-1 must be adhered to by all construction firms. Notarised certificates regarding the flame-resistant properties of curtains, stage coverings and suspensions etc. must be submitted in German during the acceptance process.

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Information for exhibition areas:

The CCL exhibition areas are meant to be used for presentation and demonstration/information purposes. In this vein, the following provisions apply:

- Individual display elements and trade fair stand building systems (all materials B1 as per DIN 4102 - flame-resistant) are approved. Please note that the maximum stand height is 2.50 metres, and ensure that no ceiling and bunk installations, or pedestal or double floors are used.
- Each variance from the above requires a written application and is subject to written approval.
- The regular maximum stand height in the CCL is 2.50 metres. In some areas, stand heights may be higher under certain conditions. However, any heights exceeding 2.50 metres require a formal application and written approval (Stand Construction Form A1) at least 21 days before the event. Your congress project manager would be happy to assist you.
- In addition, the Technical Guidelines of Leipziger Messe GmbH also apply.

We ask that all installations and equipment are handled carefully. Please also note the following information so that damages can be avoided, otherwise we will have no choice but to invoice you for the repair of such damages.

- No items, materials or signs may be leaned on, stored or attached to pillars, walls and doors in the CCL.
- It is not permitted to attach posters/placards or stick items to veneer and lacquer anywhere on the premises. Suitable stands or pin walls must be used for posters and placards. These may be supplied by the organiser or leased from CCL.
- When installing carpet flooring, please ensure that only non-residue adhesive tape is used.
- It is not permitted to staple, nail or screw items into the wall or floor anywhere in the building.
- Please use an underlay during the assembly and dismantling of cross-brace systems or components with sharp edges.
- Welding and separation works require approval from Leipziger Messe GmbH. These works must be reported to the janitor in advance.
- Flammable liquids (e.g. cleaning liquids) may not be brought into the building.
- It is not permitted to use wood and metal machining tools without shaving removal (suction) systems.
- Metal constructions which are equipped with electrical materials must be connected to potential equalisation (grounding).
- Boxes or similar may not be stored in or around the stands. Empty materials of exhibitors, trade fair builders and organisers cannot be stored in the building during the event. To store empty materials, please use the services offered by the freight companies. For more details, please see "Other information".
- CCL equipment must not be used for purposes other than its intended purpose, for example, as a repair bench, mounting tool or similar.

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Other information:

- The use of fog machines must be coordinated with the person in charge of event technology.
- Please ensure clear passage around the glass facades in Halls 4, 5, 9, 10, 11 and 12, otherwise it is impossible to operate the darkening system.
- If you wish to set up crew catering or cleaning areas for meals, you must ensure that all floor areas used for this purpose are covered.
- All construction plans must be coordinated and approved 21 days prior to the start of the event. Responsibility in this regard rests with the organiser.
- CCL does not provide water or waste water connections, or compressed air.
- It is not permitted to store gas bottles in the CCL.
- The official Leipziger Messe/CCL freight companies are:

DHL Trade Fairs Events GmbH Messe-Allee 1 04356 Leipzig Tel.: (03 41)6 78-72 44 und - 72 45 Fax: (03 41)6 78-72 41 Email: fairs.lej@dhl.com

These are also your primary contacts for the storage of empty materials.

The delivery address of the Congress Center Leipzig is as follows:

Leipziger Messe GmbH
Congress Center Leipzig
- *Event / Stand number / Name of exhibitor* -
Seehausener Allee 1
D-04356 Leipzig
Germany

Please also indicate the event (title, name, date etc.) for material allocation purposes.

In the case of problems or questions, feel free to contact CCL staff at any time. They are also your contacts for issues of security, coordination and monitoring of compliance with house rules.

CCL staff can be reached through the telephone directories located at the internal house telephones, or the telephone switchboard of Leipziger Messe GmbH Tel. 0341 – 678 0.

The janitor can be reached at tel. 0341 – 678 9699.

We look forward to working with you, and wish you a successful event.

Sincerely,

Leipziger Messe GmbH

Your Congress Center Leipzig Team