

Checklist for Stand Construction

Stand booked and booking confirmation received from organiser?

- Invoice sent?

Stand package booked?

Please note: Some of the following items are already included and do not need to be booked separately! (e.g.: Carpet, walls, electricity, stand grounding, spotlights, logo print - see Exhibitor Shop)

The stand package is **mandatory for B stands**.

For A and C stands, the stand package or individual tools floor covering/carpet and walls are obligatory.

Stand Wall (incl. stand number) booked?

- or will this be provided by a third party/your own service? (Do not forget the stand number!)

Carpet/ Flooring booked?

- or will this be provided by a third party/provided by the exhibitor?

Electricity required?

Stand-earthing required? (see also exhibitor information)

LAN with optional W-Lan?

Furniture required?

Spotlights required? (only suitable for the type of stand offered in the shop)

Fire Protection/ Safety Checks

B1 Certification according to DIN 4102 (or EU standard A2; B; C-S1, d0) for textile equipment such as banners, flags, pavilions etc. must be presented on request.

1 smoke-detector required per 8m² "covered area" (umbrellas, pavilions etc.)

Own sprinkler-system from 30m² covered area.

Fixings (e.g. fastening of tents in the outdoor area) must be made of metal. No textile straps!

Metal fasteners are always required for fastening objects at an elevated position (e.g. on the truss system). (Not plastic cable ties!)

Do not forget to additionally secure lighting equipment in an elevated position with a safety cable. Attention: Earthing always required for traverse!

Securing of stairs (e.g. stairs to show trailers in outdoor areas) with:

- Visual labelling on the edge of the step (red/white, yellow/white adhesive tape)
- Handrails on both sides from 3 steps upwards.

Stand/ Objects set up must be stable and must not protrude into the mandatory escape route.