

Exhibitor information

Please check the billing address provided when placing orders!
If the invoice is to be issued to a different billing address, this must be communicated immediately, at the latest 8 days before the event. A change of billing address after the end of the event and invoicing is not permitted.

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Overview of order forms

Completed

Form 1:	Stand design, stand construction, approval	<input type="checkbox"/>
Form 1.1:	Booth sketch	<input type="checkbox"/>
Form 2.E:	Electrical installation	<input type="checkbox"/>
Form 4:	Telephone service	<input type="checkbox"/>
Form 5.1 - 5.4:	Rental system stands	<input type="checkbox"/>
Form 6:	Stand design	<input type="checkbox"/>
Information sheet 7:	Sample color chart for carpet	<input type="checkbox"/>
Form 8:	Rental furniture, special and additional equipment	<input type="checkbox"/>
Form 9:	Stand cleaning	<input type="checkbox"/>
Form 12:	Floral decorations	<input type="checkbox"/>
Form 13:	Hanging points	<input type="checkbox"/>
Form 15:	Rental presentation and event technology	<input type="checkbox"/>

Exhibitor information from A-Z

1. **Waste**
⇒ See point 29
2. **Doctor**
Emergency medical service: Tel.: +49 (0) 511/ 380 380
Accident and emergency hospital: Tel.: +49 (0) 511/ 30 43 - 1
3. **Delivery of goods**
Please do **not** send goods to the following address **before the first day of setup**:
Hannover Congress Center
Event name, Event date
Hall, Booth no.
Theodor-Heuss-Platz 1-3, 30175 Hannover
During the set-up and dismantling days, vehicles may only stop at the designated locations for loading and unloading. Once this work has been completed, they must be removed immediately and can be parked in the designated parking spaces. Fire department access routes must be kept clear.
⇒ See point 27
4. **Order confirmation**
An order confirmation will only be issued if the HCC has any queries.
5. **Labeling**
⇒ Form 5-7
6. **Security**
The exhibition stands will not be guarded during the official set-up and dismantling periods or during the event itself. For valuable and portable exhibits, additional stand security, including overnight security, is recommended.
⇒ Form 10
7. **Floral decorations**
⇒ Form 12
Responsible company:
Blumen Duda, Mr. Achim Duda
Distelborn 2
30457 Hannover
Tel.:
Fax: +49 (0) 511/ 46 16 16
Mobile: +49 (0)171/ 28 22 080
8. **Fire safety regulations**
Please note the attached "Technical Guidelines for Trade Fairs and Exhibitions," starting on p. 4.
9. **Theft protection**
⇒ See point 6
10. **Electrical installation**
The operating voltage is 230/400 volts. Each stand will be provided with a main connection upon request, which may only be installed by the HCC's contracted company. All electrical installations must comply with the latest safety regulations of VDE 0100. It is recommended that the contracted company also be commissioned for work within the stands.
⇒ Form 2
11. **Fire department**
During the set-up period, the fire department will carry out inspection rounds. Compliance with fire safety guidelines will be checked. Precise planning of the stand and compliance with the guidelines will ensure smooth and undisturbed set-up.
Please note the "Technical Guidelines for Trade Fairs and Exhibitions" (from p. 4) and always return Form 1.
12. **Airport**
Hannover-Langenhagen Airport GmbH
13. **Catering**
Please inform the HCC of your catering requirements for receptions, conferences, and meetings, stating the date and number of guests:
Tel.: +49 (0) 511/ 81 13 - 208
Email: veranstaltungen@hcc.de
Stand catering:
⇒ Form 11

Catering at the individual exhibition stands is generally the responsibility of the lessor or the lessee or service provider appointed by the lessor. The lessor's written approval is therefore required for the distribution or sale of food and beverages of any kind for immediate consumption or takeaway. Approval is generally subject to the payment of a reasonable fee, the amount of which is determined by the lessor.
14. **GEMA**
The public performance of copyright-protected music must be licensed through GEMA (Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte, Society for Musical Performing and Mechanical Reproduction Rights). Background music and presentations with background music are also subject to a fee-based license from GEMA. Exhibitors are responsible for registering with GEMA themselves; the HCC accepts no responsibility or liability in this regard. Contact:
GEMA
Bayreuther Straße 37
10787 Berlin
Postal address:
Customer Center Berlin
11506 Berlin
+49(0)3058858-999
kontakt@gema.de
www.gema.de
15. **Hall plans**
Detailed plans of all halls available on request.
⇒ Overview plan p. 5 and 3D view p. 6
16. **Suspension points**
Suspension points are available in the following halls: Kuppelsaal, Eilenriedehalle, Niedersachsenhalle. Relevant information and plans available on request.
⇒ Form 13
17. **Hostesses**
⇒ Form 10
18. **Hotel**
Congress Hotel am Stadtpark GmbH & Co. KG
Clausewitzstr. 6
30175 Hannover
Tel: +49 (0) 5 11 – 28 05 – 555
info@congress-hotel-hannover.de
19. **Conference and meeting rooms**
The Hannover Congress Centrum offers conference and meeting rooms of all sizes. Please let us know your requirements and provide us with the date and number of participants.
Tel.:
Email siemer@hcc.de
20. **Loudspeaker announcements in the halls**
Search and advertising announcements are not made in the interests of exhibitors and visitors.

21. **Empty containers**
Empty containers cannot be stored on the HCC premises. Exhibitors are responsible for the removal and storage of empty containers.
22. **Exhibition stand construction**
⇒ Forms 5 - 8
23. **Rental furniture**
⇒ Form 8
24. **Emergency**
Police: 110
Fire department: 112
Ambulance service / Emergency doctor: 112
25. **Public transportation**
ÜSTRA Hannoversche Verkehrsbetriebe AG
Tel.: +49 (0)511/ 16 68 - 0
Email: info@uestra.de
Website: www.uestra.de
üstra Service Center City
Karmarschstraße 30/32
30159 Hanover
Tel.: +49 (0) 511/ 16 68 - 0
- Monday – Friday: 8:00 a.m. – 8:00 p.m.
Saturday: 9:00 a.m. – 6:00 p.m.
On Sundays, information and tickets are available at the üstra Service Point on Ernst-August-Platz in front of the main train station from 9:00 a.m. to 5:00 p.m.
26. **Parking spaces for exhibitors**
Exhibitor vehicles must be parked in the paid parking garage. For vehicles exceeding the permissible total height of 2.20 m, there are separately designated parking spaces. Please contact the trade fair organizer. Parking caravans/motorhomes is subject to a fee. Caravans parked without authorization in exhibitor and visitor parking spaces will be removed by the rental company at the owner's expense. The attachment of advertising space, company signs, and other advertising measures is not permitted in exhibitor and visitor parking spaces.
⇒ Overview map p. 8
27. **Posters, signs, etc.**
The affixing of posters, signs, etc. to hall walls, windows, or doors is not permitted anywhere in the HCC.
28. **Cleaning**
General cleaning: The HCC will arrange for the cleaning of the grounds, halls, and corridors. On the last day of setup, the cleaning company will carry out a final cleaning. Materials still in the corridors at this time will be considered waste and removed at the exhibitor's expense.
Stand cleaning: Exhibitors are responsible for cleaning their stands. Stickers and adhesive tape on exhibition walls and building parts must be completely removed during the final cleaning.
⇒ Form 9
29. **Shipping**
Kühne + Nagel (AG & Co.) KG
Ms. Heike Helmroth
KN Expo & Event Logistics
Karlsruher Str. 4
30880 Laatzen
Tel. number: +49 40 30333 2800
- customer.event@kuehne-nagel.com
<http://www.kuehne-nagel.com>
30. **Stand planning, stand design, rental furniture**
Exhibitors are responsible for stand planning, construction, and furnishing. The standard height of 2.50 m may only be exceeded with permission. Pillars, wall projections, stand boundary walls, and fire extinguishing equipment are part of the allocated stand space. Rental system stands and rental furniture for your stand furnishings can be ordered using forms 5-8.
HannoverService GmbH – Messebau Hannover
Emil-Meyer-Straße 22, 30165 Hannover
Tel.: +49 (0) 511/ 4735350
31. **Cancellation of orders**
If orders and services that have already been placed are canceled, our General Terms and Conditions for Events apply. These can be viewed and downloaded at <https://www.hcc.de/veranstalter/downloadcenter/>
32. **Taxi**
Congress Hotel stop at Stadtpark and main entrance HCC according to document **006 Overview plan 2024**
Tel.: +49 (0) 511/ 38 11
33. **Telephone service**
⇒ Form
34. **Venue Ordinance (VstättVO)**
The Lower Saxony Assembly Venue Ordinance (Nds. VstättVO) dated February 1, 2022 applies to all areas of the Hannover Congress Centrum. This can be made available on request.
35. **Insurance**
Insurance for exhibition goods and stand equipment is recommended. The lessor accepts no liability for items brought onto the premises.
36. **Water installation**
Water connections may only be installed by the contractor commissioned by the lessor.
⇒ Form 3
37. **Temporary staff agency**
⇒ Form 10
38. **Access**
The access gates to the halls have the following dimensions:
Eilenriedehalle A (ground level):
External doors: W 2.29 m x H 2.44 m
Interior doors: W 1.75 m x H 2.43 m
Roller door south side: W 3.08 m x H 4.15 m
Windbreak doors: W 2.291 m x H 2.49 m
Eilenriedehalle B (ground level):
Roller door south side: W 3.40 m x H 4.40 m
Niedersachsenhalle (above door 4, directly next to the stage, last door towards E-Halle via tail lift – skylight can be opened electrically):
West exterior doors: W 2.98 m x H 2.26 m
Gate 4 west (with open skylight): W 2.98 m x H 3.85 m
Glass hall: via tail lift through the side door to the inner courtyard
Glass hall/Eilenriedehalle:
Front entrance: W 2.00 m x H 2.05 m
West side: W 1.97 m x H 2.95 m
South side: W 1.62 m x H 2.10 m
Dome hall: (at ground level to the left of the stage – only accessible by vehicle here)
Exterior doors Gallery: W 1.70 m x H 2.40

Event conditions

Part IV. House Rules

For reasons of better readability only, the simultaneous use of masculine, feminine, and other language forms has been dispensed with. All references to persons apply to all genders. This does not imply any discrimination against the other genders, but is to be understood as gender-neutral.

The house rules determine the rights and obligations of visitors/spectators during their stay in the meeting places of the state capital of Hanover. The respective organizer and the Hannover Congress Centrum (hereinafter referred to as "HCC") monitor compliance with the obligations towards event visitors.

Only event visitors and guests of the HCC or its tenants and organizers are permitted to **stay** in the venue. Spectators/visitors must take the seat indicated on the ticket for the respective event and use only the designated entrances. The ticket loses its validity when leaving the venue.

All facilities at the venue must be used **with care and consideration**. Everyone within the venue must behave in such a way that no one else is harmed, endangered, or—more than is unavoidable under the circumstances—obstructed or inconvenienced. Smoking is prohibited. This also applies to the use of e-cigarettes.

For safety reasons, the HCC and the organizer may order the **closure of rooms**, buildings, and open spaces and their evacuation. All persons present in the venue and on the premises must comply with such requests immediately and leave the venue immediately in the event of an evacuation order.

Cloakroom, bag, and body checks: For security reasons, visitors may be prohibited from bringing bags and backpacks with them and may be required to leave bags, backpacks, and coats in the cloakroom at the usual rates. Insofar as no such prohibitions exist, visitors must expect bag and body checks to be carried out and any containers, coats, jackets, and capes they are carrying to be checked for their contents. Visitors who do not agree to the confiscation of items that could pose a threat to the event or visitors by the admission or security staff will be excluded from the event. Rejected visitors are not entitled to a refund of the admission fee.

No liability is accepted for valuables, money, or keys in bags, backpacks, or cloakroom items that have been handed in!

Persons who are recognizably under **the influence of alcohol or drugs** will be excluded from the event and must leave the venue. There is no entitlement to a refund of the admission fee.

The **provisions of the Youth Protection Act** apply. Special regulations only apply if expressly posted at the ticket offices and entrance areas.

The following items are prohibited:

- Racist, xenophobic, and radical propaganda material
- Weapons, corrosive or staining substances, and hazardous materials of any kind
- Dangerous items and objects that could cause physical injury to persons if thrown.
- Gas spray cans, corrosive or staining substances, or pressure containers for highly flammable or harmful gases, with the exception of commercially available pocket lighters, hairspray, deodorant, and perfume
- Fireworks, rockets, Bengal fires, smoke powder, sparklers, flares, and other pyrotechnic items
- Mechanical and electrically operated noise-making devices
- Containers made of breakable or splintering material
- All food and beverages brought onto the premises
- Audio or video recording devices for commercial use without the organizer's permission
- Animals (depending on the venue and event)

Right to one's own image: If photographs, film and/or video recordings are made in the area of the meeting venue by HCC employees, the organizer, or commissioned companies for reporting or advertising purposes, the recording activity may not be hindered or impaired in any other way. **All persons entering or staying at the venue are informed by these house rules that photographs, films, and videos may be taken in the venue. Recordings of participants and visitors to events may be published without the consent of the persons concerned in accordance with the provisions of § 23 of the German Copyright Act (KunstUrhG).**

Volume at music events: Visitors are advised that permanent damage to hearing can occur at music events. To reduce the risk of damage, we particularly recommend wearing earplugs or similar hearing protection. The organizer will point out the relevant risks at such events in the entrance area of the venue and will provide visitors with earplugs on request. The regulations according to TA Lärm (protection of the neighborhood), DGUV V3 (protection of employees), DIN 15905 Part 5 (protection of the audience) apply.

Bans on entering the premises apply to all current and future events held at the venue. To have the ban lifted, a written application with justification must be submitted, which will be decided on by the HCC within 3 months.

Hanover, September 15, 2021.

Event conditions

Part III. Technical guidelines for trade fairs and exhibitions

Preliminary remarks

Hannover Congress Centrum (hereinafter referred to as HCC) has issued these guidelines for trade fairs and exhibitions with the aim of enabling all participants to enjoy a successful and safe event. The technical guidelines are based on legal and regulatory requirements and are binding minimum standards for all exhibitors and organizers. Compliance with the guidelines is monitored by HCC staff, the organizer, and authorized third parties.

The responsible building authorities and fire protection services are entitled to check compliance with the regulations at any time, in addition to HCC, and to impose additional requirements in individual cases. The commissioning of an exhibition stand may be prohibited in whole or in part in the interests of all event participants.

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- 40 Spray guns, nitrocellulose lacquers
- 41 Flammable liquids
- 42 Spirits and mineral oils
- 43 Cutting, hot work, and all work involving open flames
- 44 CE marking of products.
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Gender note:

For reasons of better readability alone, the simultaneous use of masculine, feminine, and other language forms is avoided. All references to persons apply to all genders. This does not imply any discrimination against the other genders, but is to be understood as gender-neutral.

- 1. Assembly and dismantling work:** All assembly and dismantling work may only be carried out in accordance with the applicable occupational health and safety, trade, and assembly venue regulations. The exhibitor and the service companies commissioned by them are responsible for complying with the regulations. The exhibitor and the service companies commissioned by them must ensure that their assembly and dismantling work does not pose a mutual hazard to other exhibitors and their service companies. If necessary, they must appoint a coordinator to coordinate the work. In the event of violations of the legal provisions or technical guidelines, the organizer, the HCC, and the competent authorities may order the work to be stopped.
- 2. Stand numbering:** All stands will be marked with stand numbers by the organizer. The stand numbers must be visibly attached to the stand for the entire duration of the event.
- 3. Company name/signage:** The name and address of the exhibitor must be displayed on the stand in a manner and size that is recognizable to everyone.
- 4. Stand space:** The stand space specified in the stand confirmation will be marked by the HCC. Stands must be erected on this floor space. Exhibitors must expect minor deviations in stand dimensions. These may result from differences in the thickness of the partition walls, among other things. Pillars, wall projections, partition walls, distribution boxes, fire extinguishing equipment, and other technical equipment are part of the allocated stand space. Therefore, only the local measurements are valid for the location, position, dimensions, and any fixtures on the rented space. Claims against the HCC due to deviations from the stand confirmation cannot be asserted.
- 5. Appearance:** The exhibitor is responsible for the design of the stand. Closed walls bordering visitor aisles must be agreed with the organizer. The rear sides of stands bordering neighboring stands must be kept neutral so as not to interfere with the design of the neighboring stand. The exhibitor must ensure that the connection/boundary to neighboring stands is designed to a high standard at their own expense. Failure to comply with this regulation will result in the covering of the neighboring stand being carried out at the expense of the exhibitor responsible.
- 6. Stability:** Exhibition stands, including fixtures and exhibits as well as advertising media, must be constructed in such a way that they are stable and do not endanger life and health or safety and order. The exhibitor is responsible for the structural stability of the stand and, if necessary, must provide proof of this. In cases of doubt, the organizer and the HCC are entitled to commission a structural assessment at the exhibitor's expense. For further information on stability requirements, please refer to the State Building Regulations and the Lower Saxony Assembly Venue Ordinance in their currently valid versions.
- 7. Accessibility:** The HCC recommends that exhibition stands be designed to be accessible (no steps/stairs, ramps on raised floors, etc.).
- 8. Construction heights:** The stand construction height is generally 2.50 m and may not be exceeded unless the special location of the stand allows this and the HCC grants written approval.
- 9. Exhibition stands not requiring approval:** Provided that the technical guidelines for the design and construction of the stand are complied with, it is not necessary to submit drawings for approval for single-story stand constructions with a maximum height of 2.50 m in the halls.
- 10. Exhibition stands and special structures requiring approval:** All exhibition stands over 2.50 m in height, mobile stands, special structures and constructions require approval. Vehicles and containers in the halls also always require approval. Vehicles with combustion engines may only be exhibited in the halls with empty tanks. The battery must be disconnected and the fuel tank must be locked. In vehicles with alternative drive technology, e.g., electric or hybrid drive, the drive batteries must be disconnected from the drive by means of a safety clamp switch (main switch). For vehicles with gas engines, the pressure tank must be emptied. Vehicle keys will remain in the HCC building for the duration of the event. Further safety measures, such as inerting the tanks, are reserved for special cases.
- 11. Inspection and approval of exhibition stands requiring approval:** For all stands and structures higher than 2.50 m, dimensioned stand plans, at least on a scale of 1:100 with floor plans and elevations, must be submitted to the HCC for approval in duplicate and in German no later than six weeks before the start of the event in duplicate and in German to the HCC for approval. One copy of the stand plans will be returned to the exhibitor/stand builder with the approval note after review. Stand construction is only approved once the HCC has issued its approval note.

For the approval of:

- two-story and multi-story structures,
- cinema or auditorium spaces,
- buildings in the outdoor area,
- For special constructions,

the following documents (in duplicate) are required in German at least 6 weeks before the start of construction:

- a) Verified structural analysis in accordance with German standards
- b) Building description
- c) Stand construction drawings on a scale of 1:100 (floor plans, elevations, sections), construction details on a larger scale
- d) If a type test/test book is presented, points a) and b) do not apply.

The costs of the building permit procedure will be charged to the exhibitor/stand builder.

12. Stand construction materials and ceiling structures: Stand construction materials and ceiling structures, including ceiling grids, must be at least B1 according to DIN 4102 or at least class B/C s1 d0 according to EN 13501-1, i.e., flame-retardant. The HCC may require the submission of a test certificate confirming the required properties of the material. Materials that are normally or easily flammable, drip when burning, or form toxic gases may not be used for stand construction. In individual cases, special requirements may be imposed on load-bearing structural elements for safety reasons. Ceiling constructions, including ceiling grids, must not restrict the fire protection facilities of the venue or impede their effectiveness.

13. Posters/signs: It is not permitted to attach or affix posters, signs, etc. to walls, doors, glass fronts, or other surfaces of the building and its facilities. The organizer has the option of submitting a written request to the HCC to bring along free-standing signage and set it up in the general circulation areas leading to its event room, outside of escape routes or other restricted areas. All materials brought in by the organizer or its representatives must be at least flame-retardant and are not insured.

14. Carpets, adhesive tape, other items: Carpets or other decorative materials may only be laid directly on the hall floor by the organizers/exhibitors or their vicarious agents (service providers, stand builders) in such a way that there is no risk of persons slipping, tripping, or falling. Carpets and other floor coverings must be laid in such a way as to prevent accidents and must not extend beyond the stand boundaries. The connection of stand areas by means of floor coverings is subject to approval and must be carried out in such a way that there are no tripping hazards or other accident risks in the aisle. **Only the following adhesive tape may be used for fixing: gaffer tape, Allcolor, type 690, or double-sided adhesive tape with fabric backing, Fixxum, 233PO2SL**, which can be removed without leaving any residue. Self-adhesive carpet tiles are not permitted. All materials used must be removed without leaving any residue. The same applies to substances such as oils, greases, paints, and the like. The hall floors may not be painted. Anchoring and fastening are not permitted. Cleaning costs incurred as a result of violations of these provisions shall be borne by the organizer.

15. Glass and acrylic glass: Only laminated safety glass may be used. The edges of glass panes must be processed or protected in such a way that there is no risk of injury. All-glass components must be marked at eye level. For glass constructions, the requirements set out in the information sheet "Glass in Stand Construction" and the "Technical Rules for the Use of Fall Protection Glazing (TRAV)" must be observed.

16. Meeting rooms, lounges: Rooms in the exhibition stand that are enclosed on all sides (closed rooms) and have no visual or acoustic connection to the hall must be equipped with a visual and acoustic warning system to ensure that alarms can be heard at all times on the stand. In exceptional cases, alternative measures may be approved.

17. Exits, escape routes, doors: Stand areas with a floor space of more than 100 m² or with a confusing layout must have at least two separate, phosphorescently marked exits/escape/rescue routes opposite each other. The walking distance from any point on an exhibition area to a hall aisle must not exceed 20 meters. Escape/emergency routes must be marked in accordance with DGUV Regulation 8 of the German Social Accident Insurance Association. The use of swing doors, revolving doors, coded doors, and sliding doors in escape/emergency routes is not permitted.

18. Railings/barriers on platforms: Generally accessible areas that are directly adjacent to areas that are more than 0.20 m lower must be enclosed with railings. These must be at least 0.90 m high and be able to withstand a horizontal load of 1.0 kN/running meter on the handrail.

19. Nails, hooks, holes, and transporting heavy loads: It is prohibited to insert bolts and anchors or to make holes in hall floors, walls, and ceilings. Heavy loads, lifting equipment, and crates may only be transported in the halls using rubber-tired trolleys or pallet trucks. The exception to this is the garden path located to the east of the Niedersachsenhalle. To protect the floor, this path must not be used by heavy loads or pallet trucks. Skid marks caused by rubber abrasion must be avoided.

20. Suspensions/interference with the building fabric: Hall parts and technical equipment may not be loaded by stand structures or exhibits. Hall columns/supports may be built around within the stand area without damaging them, within the permissible construction height. Suspensions from the hall ceiling are only possible on the technical equipment provided for this purpose and may only be carried out by the HCC or by specialist companies commissioned by the HCC. Please use the corresponding order form in the exhibitor catalog.

21. Electrical installations/water connection: Connections to the existing supply network may only be made by the HCC itself or by approved specialist companies familiar with the venue. It is also recommended that specialist companies approved by the HCC be commissioned for corresponding work within the stand. All electrical equipment at the exhibition stand must comply with the latest safety regulations of the Association of German Electrical Engineers (VDE). Particular attention must be paid to VDE 0100, 0108, 0128, DGUV Regulation 3, and ICE 60364-7-711.

22. Decorative materials: Decorative materials must comply with DIN 4102, at least B1, or at least class C according to EN 13501-1, i.e., they must be flame-retardant. The property "flame retardant" can only be achieved retrospectively for some of these materials by using a flame retardant. The flame retardants used must be officially approved. Confirmation of flame retardancy or of impregnation carried out in accordance with regulations must be kept available for inspection at the stands at all times.

23. Use of balloons and flying objects: The use of balloons filled with safety gas and other flying objects (e.g., drones) in the hall and outdoor area must be approved by the organizer and the HCC. The operation of drones in the presence of visitors is strictly prohibited. The operation of such flying objects must not obstruct or damage safety equipment at any time. If approval is granted, the rules for flying a drone in accordance with the "Regulation on the Operation of Unmanned Aircraft" (Federal Law Gazette Part I 2017 No. 17 of April 6, 2017) must be observed.

24. Cut plants, trees, and regulations on bringing animals: Plants may only be used for decorative purposes if they are fresh and green. If, during the exhibition, it is determined that plants are drying out and thus becoming more flammable, they must be removed. Trees must be free of branches up to approximately 50 cm above the ground. **Deciduous and coniferous trees** may otherwise only be used with moist root balls. Bamboo, reeds, hay, straw, bark mulch, peat, or similar materials do not generally meet the above requirements. Bringing animals to events or holding events with animals requires separate agreement in accordance with the relevant provisions of the Animal Welfare Act and the Epidemic Diseases Act, as well as the relevant hygiene regulations. Any additional costs incurred, such as special cleaning and obtaining permits, shall be borne by the organizer.

25. Waste, recyclable, and residual waste containers: No recyclable or residual waste containers made of combustible materials may be placed in the stands. Waste, recyclable, and residual waste containers in the stands must be emptied regularly, at the latest every evening after the fair closes. If large quantities of combustible waste accumulate, these must be disposed of several times a day.

26. Empty containers, packaging: The storage of empty containers, packaging, and packing materials of any kind in the booth and outside the booth in the hall is prohibited. Any empty containers, packaging, and packing materials must be removed immediately.

27. Smoking ban: Smoking is generally prohibited in the event venue. The smoking ban must be observed and enforced by every exhibitor at their booth.

28. Ashtrays/ash containers: Smoking is expressly prohibited in the halls; in the outdoor area, a sufficient number of ashtrays or ash containers made of non-combustible material must be provided and emptied regularly.

29. Fire extinguishers: We recommend that suitable and tested fire extinguishers be kept on hand at the booth. Two-story booths and booths with a high fire load must have fire extinguishers. In individual cases, the HCC, the building inspectorate, or the fire department may require additional extinguishing agents at the expense of the organizer and exhibitor.

30. Pyrotechnics: Pyrotechnic displays must be approved in advance by the HCC. If pyrotechnics are to be used on the HCC premises, the exhibitor/stand builder must obtain a permit from the public order office. The use of pyrotechnic items must be supervised by a person qualified in accordance with explosives law. Proof of the holder of the permit and the certificate of competence must be presented. The approval of the items can be found on the respective packaging unit (e.g., BAM-PI..., BAM-PTI...). In addition, the instructions for use must be printed on the packaging in German. Pyrotechnic articles without approval or pyrotechnic articles of classes II, III, or IV are not permitted.

31. Fire, candles: Open flames, candles, and fuel pastes are prohibited in trade fair and exhibition stands.

32. Laser systems: The operation of laser systems must be reported and coordinated with the HCC. When operating laser systems, the requirements of the Occupational Safety and Health Regulation on Artificial Optical Radiation 2006/25 EC/ OStrV, DIN EN 60825-1, DIN EN 12254 and, in the case of show lasers, the requirements of DIN 56912 and DGUV Information 203-036 "Laser equipment for show and projection purposes" must be observed. Laser systems of classes 3R, 3b, and 4 must be reported to the competent supervisory authority before commissioning and, upon request, must be tested for safety by a publicly appointed and sworn expert at the expense of the organizer. The test certificate must be submitted to the HCC before the event. The notification must be accompanied by the written appointment of a laser safety officer who will be present on site.

33. Fog machines: The use of fog machines requires approval from the HCC in order to prevent false alarms in the fire alarm system.

34. Other projects requiring approval: The use of compressed gases, radioactive substances, high-frequency equipment, radio equipment, and X-ray equipment is only possible after prior consultation and with the approval of the HCC and any relevant authorities.

35. Hot plates, deep fryers, spotlights, transformers: For special protection, all heat-generating and heat-producing electrical appliances must be mounted on a non-combustible, heat-resistant, asbestos-free base. Depending on the amount of heat generated, a sufficient distance from combustible materials must be ensured. Lighting fixtures must not be attached to decorations or similar items. Please do not forget to switch off electric cooking appliances and other equipment that could pose a hazard if left unattended at the end of the daily opening hours. In accordance with fire department regulations, the use of deep fryers is not permitted in the HCC building.

36. Advertising material/advertising: Unauthorized advertising campaigns outside your own booth (e.g., distribution of brochures, attachment of advertising signs) are not permitted.

37. Acoustic and visual presentations: The operation of acoustic equipment and audiovisual presentations of any kind by exhibitors require the approval of the trade fair management and must be submitted in writing. The noise level for musical performances must not exceed 60 dBA. Repeated failure to comply with these regulations may result in the power supply to the exhibitor's stand being cut off without regard to the associated loss of stand power. The exhibitor shall have no claim for compensation for any direct or indirect damage resulting from the interruption of the power supply. The burden of proof for compliance with the regulations lies with the exhibitor.

38. Musical performances (GEMA, GVL, and artists' social security contributions (KSK)): The timely registration and payment of fees for the performance or reproduction of works protected by ancillary copyright with GEMA (Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte) or GVL (Gesellschaft zur Verwertung von Leistungsschutzrechten mbH) and KSK are the sole responsibility of the organizer. Unregistered music reproductions may result in claims for damages.

39. Explosive substances/ammunition: Explosive substances are subject to the Explosives Act in its currently valid version and may not be used or exhibited at trade fairs and exhibitions. This also applies to ammunition within the meaning of the Weapons Act.

40. Spray guns, nitrocellulose lacquers: The use of spray guns and nitrocellulose lacquers is prohibited.

41. Flammable liquids and flammable gases may not be used or stored in the stands. The use of burners of any kind is only permitted with the express permission of the technical management.

42. Spirit and mineral oils (gasoline, gas, petroleum, etc.) must not be used for cooking, heating, or operating purposes.

43. Cutting, hot work, and all work involving open flames: Welding, cutting, soldering, grinding, and cutting work, as well as other work involving open flames or flying sparks, is prohibited. In exceptional cases, a permit for hot work with special safety requirements (permit for fire-hazardous work) may be issued by the HCC upon written request accompanied by a description of the work.

44. CE marking of products: Products that do not have a CE certificate of conformity and do not meet the requirements of Section 4 (1) or (2) of the Product Safety Act may only be exhibited if a visible sign clearly indicates that they do not meet these requirements and cannot be purchased within the European Union until the relevant conformity has been established. During a demonstration, the necessary precautions (barriers) must be taken to protect people (see Section 3 (5) of the Product Safety Act).

45. Modification of non-compliant stand structures/special structures: Structures, facilities, equipment, decorations (materials) brought into the hall that are not approved or do not comply with the technical guidelines or the NVStättVO are not permitted to be erected in the venue and must be removed or modified at the organizer's expense if necessary. This also applies in the event of replacement by the HCC. For good cause, in particular in the event of serious safety deficiencies, the partial or complete closure of a stand may be ordered.

46. Dismantling of the exhibition stand: After dismantling, the exhibition areas must be restored to their original condition. Any remaining waste, packaging, and stand construction materials will be disposed of at the organizer's expense. The exhibitor is liable for damage to ceilings, walls, floors, and installation equipment. Adhesive tape must be removed without leaving any residue. The organizer is responsible for compliance with the contractually agreed times (in particular, set-up/dismantling times). Violations/additional expenses will be charged to the organizer or, if applicable, the party responsible.

Any damage to the hall, its facilities, or the outdoor areas caused by exhibitors or their agents must be reported to the HCC in all cases.

Stands that have not been dismantled or exhibition goods that have not been removed will be removed and stored at the exhibitor's expense and risk after dismantling has been completed. The HCC accepts no liability.

47. Occupational safety: All assembly and dismantling work must be carried out in compliance with the applicable occupational safety regulations and accident prevention regulations, in particular DGUV-V 1 "Prevention," DGUV-V3, and DGUV-V17/18, as well as the DGUV information on "Safety at Events and Productions." The exhibitor and the companies commissioned by them are responsible for complying with accident prevention regulations and occupational safety regulations. In particular, the exhibitor and the companies commissioned by them must ensure that their assembly and dismantling work does not endanger other persons present in the venue. If necessary, hazardous areas must be cordoned off and marked, even if only for a short time. Where necessary, the exhibitor must ensure appropriate coordination so that any danger to other persons can be ruled out. If this is not possible, the exhibitor must temporarily suspend work and report to the HCC.

48. Waste disposal and separation: To ensure environmentally friendly disposal of waste generated during the event and during setup and dismantling, we ask exhibitors to separate waste into different categories and dispose of it in the collection containers provided for this purpose. Please note that we will dispose of waste that exceeds a "normal amount" of waste. We will dispose of disproportionately high volumes of waste for a fee. This also applies in the event that hazardous waste is left behind by the exhibitor. Reusable materials should be used in stand design and stand supply in accordance with the principle of waste avoidance.

Exhibitors offering food and beverages for immediate consumption must use washable reusable tableware and -Use cutlery, glasses, and reusable tablecloths. The use of plastics (even recyclable ones) and paper tableware (even compostable, uncoated ones) is not permitted. Serving drinks from cans or disposable bottles is prohibited. In the event of a violation, the HCC reserves the right to impose appropriate sanctions, up to and including revocation of admission to the trade fair. We ask that you refrain from using edible tableware due to the high production costs involved. In addition, edible tableware is food, and for ethical reasons its use is not justifiable, as it is often disposed of as waste.

Please contact the HCC if you have any questions.

HANNOVER CONGRESS CENTRUM LAGEPLAN



Richtung
Zoo/Zentrum



Zeppelinstraße

Adenaueallee

Theodor-
Heuss-
Platz

Haltestelle
Congress-Centrum
Stadtbahnlinie 11

Haltestelle
Congress-Centrum
Buslinie 128, 134

Haltestelle
Congress-Centrum
Buslinie 128, 134

Eingang
Kuppelsaal

TAXI

Kuppelsaal

Pförtner

Restaurant

Eingang
Park-
restaurant

TAXI

Richtung BAB
Messeschnellweg
und B3



Schackstraße

Eindringt

Schillstraße

Ausfahrt

Haupteingang

Nieder-
sachsen-
halle

Gartenterrasse

Congress Hotel
am Stadtpark

Clausewitzstraße

HCC

HCC

Eilenriedehalle

Glas-
halle

Stadtpark

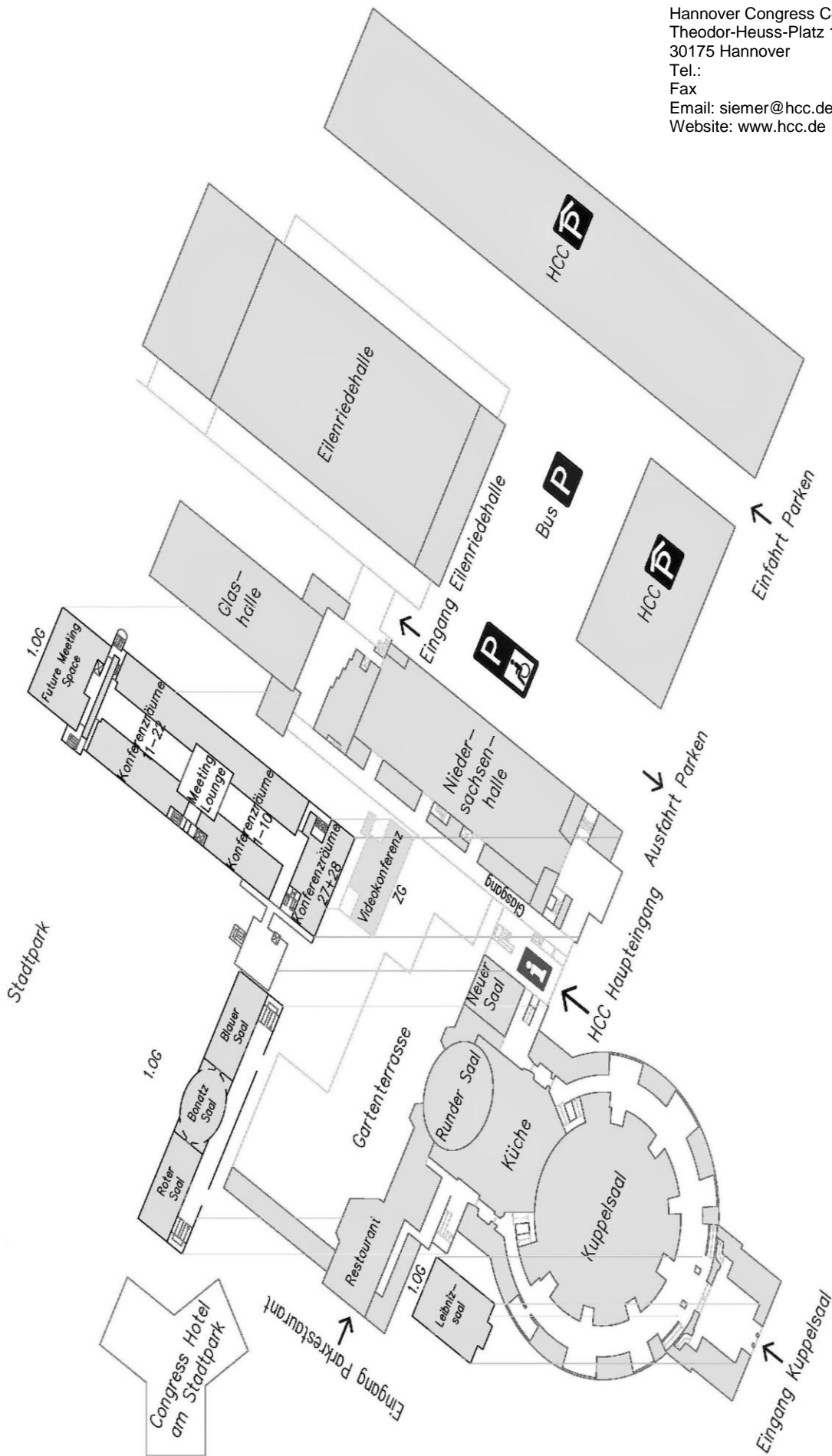
Rosencafé

© Grundloge Stadtkarte 1:1000 Landeshauptstadt Hannover - Stadtvermessungsamt

3D view of the Hanover Congress Center

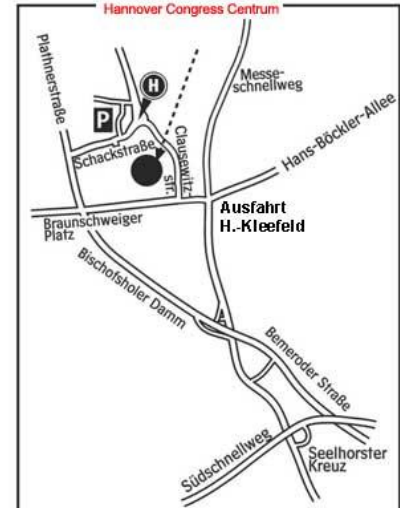
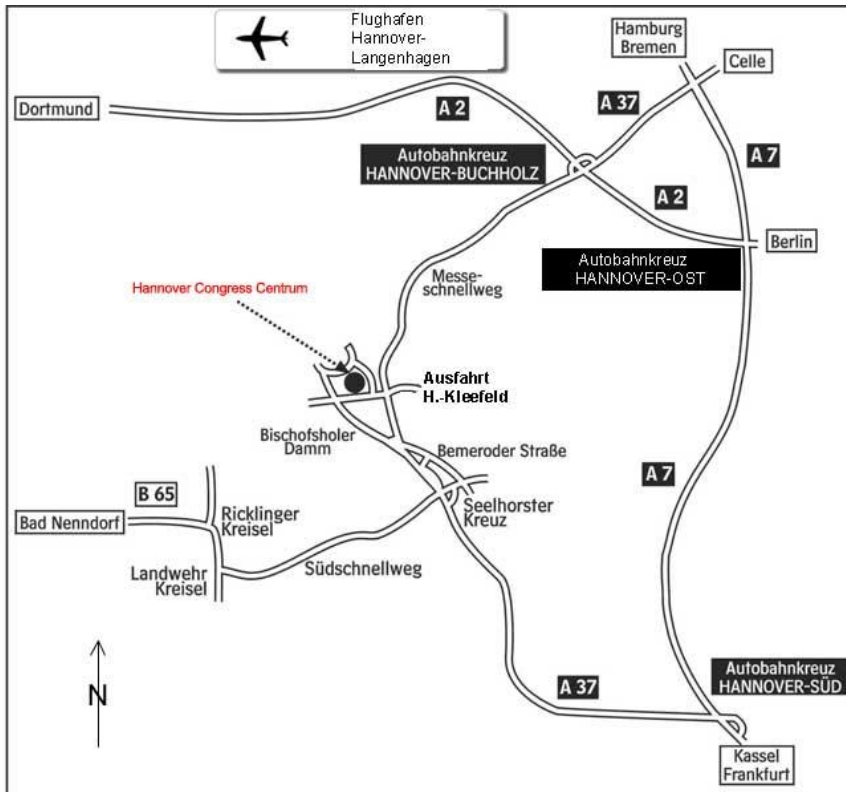


Hannover Congress Center
 Theodor-Heuss-Platz 1-3
 30175 Hannover
 Tel.:
 Fax:
 Email: siemer@hcc.de
 Website: www.hcc.de



Directions to Hannover Congress Centrum

Hannover Congress Center
Theodor-Heuss-Platz 1-3
30175 Hannover
Tel.:
Fax:
Email siemer@hcc.de
Website: www.hcc.de



Public

From **the main train station**, take bus line 128 towards Peiner Strasse or line 134 towards Bus-Depot Süd directly to the Hannover Congress Centrum.

The journey to the Hannover Congress Centrum takes approx. 10 minutes.

From **the airport**, take the S5 S-Bahn to the main train station. From there, take bus line 128 towards Peiner Strasse or line 134 towards Bus-Depot Süd directly to the Hannover Congress Centrum.

The journey to the Hannover Congress Centrum takes approx. 35 minutes.

Take **subway** line 11 towards Zoo/Congress Centrum directly to the Hannover Congress Centrum.

Please purchase your ticket from the ticket machines using the correct change or your cash card.

Motorway from the south

Take the BAB A7 to the Hannover-Süd motorway junction via the A37/Messeschnellweg to the H.-Kleefeld exit. Turn left, then right at the first traffic lights into Clausewitzstraße. Parking: Schackstraße or parking garage at the HCC.

Motorway from the north

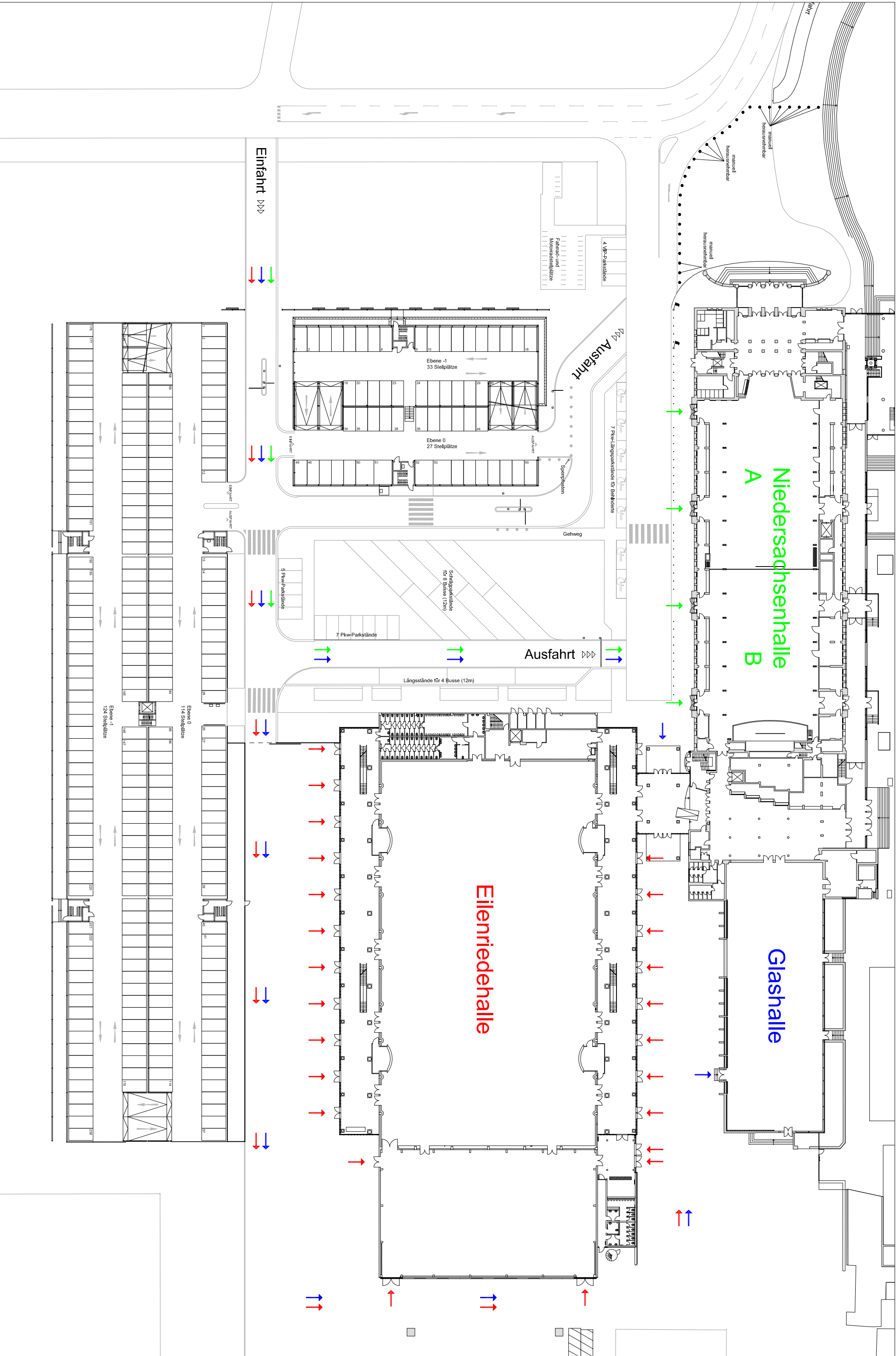
Take the BAB A7 to the Hannover-Ost motorway junction, continue via the A37/Messeschnellweg. Turn right at the H.-Kleefeld exit, then right again at the first traffic lights into Clausewitzstraße. Parking: Schackstraße or multi-storey car park at the HCC.

Motorway from the east

Take the BAB A2 via the Hannover-Ost motorway junction to the Hannover-Buchholz motorway junction. Continue on the A37/Messeschnellweg. Turn right at the H.-Kleefeld exit, then right again at the first traffic light onto Clausewitzstraße. Parking: Schackstraße or parking garage at the HCC.

Motorway from the west

Take the BAB A2 to the Hannover-Buchholz interchange, turn right towards Hannover via the A37/Messeschnellweg. Turn right at the H.-Kleefeld exit, then right again at the first traffic lights into Clausewitzstraße. Parking: Schackstraße or multi-storey car park at the HCC.



→ Anlieferung Eilenriedehalle

→ Anlieferung Glashalle

→ Anlieferung Niedersachsenhalle

Notice regarding the collection of personal data.

We hereby inform you that your personal data is and has been collected during business transactions.

Personal data is any data that can be related to you personally, e.g., name, address, email address, payment details, goods and services ordered.

The controller pursuant to Art. 4 (7) GDPR is:

Hannover Congress Centrum

Theodor-Heuss-Platz 1-3

30175 Hannover

Pursuant to Art. 6 (1) (f) of the GDPR, we have a legitimate interest in storing the personal data (service provider and customer data) transmitted to us, which we have collected for the purpose of contract processing, even beyond the period of contract processing, in order to have your contact details available for future orders.

You have the right to object at any time to the processing of personal data concerning you on the basis of Article 6(f) of the GDPR and to give reasons for your objection. The objection can be made informally and should be sent by email to the data protection officer Wolfgang Marenholz, email: 18.DS@Hannover-Stadt.de, or by telephone to your contact person at the Hannover Congress Centrum on 0511-8113-0.

If you object, we will no longer process your personal data unless we can demonstrate compelling legitimate grounds for the processing that override your interests, rights, and freedoms, or the processing serves to assert, exercise, or defend legal claims.

In addition, storage beyond the contract period is necessary for tax purposes and for the assertion of warranty claims, and thus complies with a legal obligation on our part pursuant to Art. 6 (1) lit. c GDPR.

The data subject has the right to information pursuant to Art. 15 GDPR, the right to rectification pursuant to Art. 16 GDPR, the right to erasure pursuant to Art. 17 GDPR, the right to restriction of processing pursuant to Art. 18 GDPR, and the right to data portability pursuant to Art. 20 GDPR.

The restrictions under Sections 34 and 35 BDSG (new) apply to the right of access and the right to erasure.