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Technical Guidelines

1. Preliminary remarks

Messe Friedrichshafen GmbH (MFN) has prepared directives for trade exhibitions and other events. The aim is to maximise the opportunities for all exhibitors/organisers to present their exhibits and to address their visitors and other interested persons.

These directives must be complied with by all exhibitors and organisers.

These directives also contain safety regulations, intended to serve the interest of our exhibitors and visitors by ensuring that technical equipment and design elements at the event are made as safe as possible. The generally ruling safety regulations remain untouched.

The building regulations, fire protection and other safety regulations have been drawn up in consultation with the relevant authority departments of Friedrichshafen. The most important telephone numbers are indicated under item 7.

MFN reserves the right to carry out checks to ensure compliance with these regulations.

Statutory regulations in their respective valid form must also be observed.

If any defects that have been detected have not been remedied before the start of the event, the right to stage an event and the use of an exhibition stand may be prohibited or limited in the interest of all those participating in it.

We reserve the right to make any other additional demands regarding safety and the construction of stands which may arise.

As a rule the order forms for services are despatched together with notification of acceptance. They should be filled in and returned within the specified time. If they are not received on time, MFN can provide no guarantees regarding correct and punctual fulfilment of such service. Furthermore, if orders are submitted after the specified deadline, MFN reserves the right to impose a surcharge on the rates in accordance with the details given in the service folder.

For their information exhibitors will, if necessary, receive additional circulars with details about the preparations for and staging of the event.

These Technical Guidelines have been standardised in agree-

ment with other trade exhibition companies in order to simplify the search for specific requirements for exhibitors and stand constructors.

The building law forms part of the law of the respective country.

As a result and due to the different structural conditions at the individual exhibition ground, there may be differences in the various implementing provisions.

MFN also reserves the right to make alterations.

The German text is binding.

1.1. Domiciliary rights for the exhibition site of MFN

Police	110	(external)
Fire	112	(external)
First aid	0 75 41/708-109	(internal)

1.1.1.

The exhibition site is private property. As the authorised user Messe Friedrichshafen GmbH, Neue Messe 1, D-88046 Friedrichshafen, Tel. +49-7541-708-0, together with the respective organisers, exercises domiciliary rights.

1.1.2.

Visitors may only enter the grounds, including the buildings (with the exception of the administrative building) if they are in possession of a valid admission ticket. All other persons require a pass issued by MFN. The stay is limited to the times and to the buildings specified on the admission ticket or pass. The admission tickets must be retained while on the grounds. Persons who are not able to present a valid admission ticket or a pass issued by MFN can be expelled from the exhibition grounds.

1.1.3.

Children under the age of 14 may only remain on the exhibition grounds if in the company of a parent or guardian. Exceptions will only apply if specific notification is displayed at the ticket offices.

1.1.4.

The facilities made available to visitors should be treated with due care. Visitors are not allowed onto any other facilities or installations, and may not operate such installations. Exhibition stands may only be stepped onto in the presence of the stand personnel.

1.1.5.

Commercial photography or filming on the exhibition grounds or in the halls, especially of the items and objects being exhibited, is not permitted.

1.1.6.

Vehicles may not be driven on the exhibition grounds unless a special permit has been granted.

1.1.7.

Smoking may be prohibited within the halls or in individual rooms. Any such instructions must be complied with.

1.1.8.

In accordance with the particular nature of the event a prohibition on bringing bags and similar receptacles into the event may be imposed. For safety reasons the contents of bags and similar receptacles and of items of clothing such as coats, jackets and capes as well as vehicles may be examined.

1.1.9.

No weapons or things which can be used as weapons may be brought onto the grounds.

1.1.10.

At closing time visitors to events must leave the event and the grounds.

1.1.11.

The instructions of supervisory personnel must be complied with.

1.2. Opening times

1.2.1. Construction and dismantling periods

During the general construction and dismantling periods work may be carried out in the halls and on the open air grounds between 7 a.m. and 10 p.m., unless in the case of a specific trade exhibition other times have been announced by the security service.

For reasons of general safety on the exhibition grounds, the halls and the entire exhibition grounds will be closed outside these times.

After the official end of dismantling period only final works are allowed within ones own exhibition area. The aisles have to be cleared at this time.

1.2.2. Duration of the event

For the duration of the event the halls will be opened one hour before the start of the exhibition and closed again one hour after the official closing time.

For individual cases, where valid reasons exist for exhibitors to be working on their stands, special written permission must be obtained from MFN.

2. Traffic on the exhibition grounds, emergency exits, safety installations

2.1. Traffic regulations

To insure that traffic flows smoothly during the construction and dismantling periods and during the event itself, the rules intended to regulate and direct traffic must be strictly observed.

German Road Traffic Regulations – StVO – apply throughout the exhibition grounds and on the parking areas belonging to the exhibition grounds.

The maximum permitted speed on the exhibition grounds is 10 kph. Illegally parked vehicles, semi-trailers, containers, receptacles and empty packaging of all kinds will be removed at the expense and risk of the owner.

The instructions of the persons appointed by MFN to direct and regulate traffic must be strictly complied with, and any corresponding information must be observed.

During the construction and dismantling periods only vans are allowed to enter the exhibition grounds – against a deposit. These vehicles are to be unloaded as soon as possible and to be removed from the exhibition grounds. It is not allowed to park trucks and containers on car park West nor on car parks East I + II. Cars are to be parked on the allocated parking areas. MFN reserves the right to make alterations.

During an event, parking on the MFN parking areas is subject to charge after prior ordering of a parking space (see order form 7).

Further deliveries during the event can be made against a deposit.

It is forbidden to stay overnight on the exhibition grounds, except the specifically designated caravan park on the East II parking area, and this only by arrangement with the exhibition administration.

2.2. Emergency exits

2.2.1. Manoeuvring areas for the fire service, hydrants

The access routes and manoeuvring areas for the fire service are clearly marked and must be kept clear at all times.

Vehicles and objects left on emergency exits and safety areas will be removed at the expense and risk of the owner.

Hydrants in the halls and on the open air grounds may not be obscured, obstructed or built over.

2.2.2. Emergency exits, escape hatches, aisles in the halls

Emergency escape routes must be kept clear at all times.

The doors along the escape routes must easily open outwards across their entire width.

Emergency exit doors and hatches and the signs indicating them may not be built over, blocked, covered by suspended objects or in any other way obscured.

Items may not be placed in the hall aisles or placed so as to restrict the width of the aisles. These exits are needed as emergency exits!

2.3. Safety equipment

Fire alarms, fire extinguishing equipment, smoke detectors, locking devices for hall gates and other such marked safety equipment, signs indicating the equipment and especially the green signs marking emergency exits must be accessible and visible at all times and may not be obscured, covered or built over.

2.4. Stand numbering

The organiser will provide each stand with a number.

2.5. Security cover

MFN will be responsible for providing general supervision of the halls and the open air grounds for the duration of the exhibition. During construction and dismantling a general supervision is provided.

The organiser is entitled to implement any measures needed for carrying out checks and providing security cover. If security cover for the stand itself is required, this must be organised by the exhibitors themselves. Security officers to guard the stands may only be obtained from the security company appointed by MFN (see order form 19).

2.6. Floor Load Limitations in Buildings

There is a floor load limitation of 500kg per m² for the West and East Foyers as well as all areas between the halls. The use of fork lift and stacker trucks is strictly forbidden in these areas.

Loads can only be transported by pneumatic floor conveyor trucks. A floor plan of the limited load areas is available upon request.

3. Technical data and equipment in the halls and the open air grounds

3.1. Data pertaining to the halls

Hall specifications Neue Messe	Hall A 1	Hall A 2	Hall A 3 (elevated)	Hall A4, A5, A7	Hall A 6	Hall B1, B2, B3, B5	Hall B 4	Open air grounds
length x width (m) without side aisle	67 x 149,5	44,5 x 89,5	60 x 104,5	60 x 104,5	60 x 104,5	60 x 104,5	60 x 104,5	West: 45 x 262,5 East: 35 x 60
eaves high clear high	15,80 26,00	11,00	13,80 25,00	15,00 23,00	8,00 9,00	15,00 23,00	8,00 9,00	
total surface (sqm)	10.016	3.983	6.270	6.270	6.270	6.270	6.270	West: 11.800 East: 2.100
Hall gates:								
sliding gates 22 x 7,5 m	0	0	1	1	0	0	0	Entrance by 2 gates 7 x 7 m
sectional doors 7 x 7 m	7	2	2	2	5	3	5	
Double doors 2,2 x 2,5 m	0	12	4	4	5	4	5	
Revolving doors	2	0	3	3	1	3	1	
floor covering	asphalt	asphalt- slabs	asphalt	asphalt	asphalt	asphalt	asphalt	West: gravel East: asphalt
floor load (KN/sqm)	50	50	50	50	50	50	50	50 by arrangement
spot load 30 x 30 cm (KN)	100	100	100	100	100	100	100	
sectional channel cover (KN/sqm)	50	50	50	50	50	50	50	
fork lift + rucks 3,5 t total weight 1,5 t wheel load	yes	yes	yes	yes	yes	yes	yes	yes
access of SLW 60	yes	yes	yes	yes	yes	yes	yes	yes
ceiling grid suspension points 7,50 x 7,50 m per 500 kg	yes	yes	yes	yes	yes	yes	yes	
pillars	no	no	no	no	yes	no	yes	
water supply in sectional channel, 4 bar	every 5 m	every 5 m	every 5 m	every 5 m	by arrangement	every 5 m	by arrangement	yes
waste water in sectional channel DN 100	DN 50	DN 50	DN 50	DN 50	by arrangement	DN 50	by arrangement	yes
electric current supply in sectional channel 63 A/400 V	yes	yes	yes	yes	by arrangement	yes	by arrangement	yes
compressed air in sectional channel 6 bar	every 10 m	every 10 m	every 10 m	every 10 m	by arrangement	every 10 m	by arrangement	no
sun screen blind	yes	yes	yes	yes	no	yes	no	
complete blackout	yes	no	no	no	no	no	no	

3.1.1. General lighting, types of current, voltages

The general hall lighting has an intensity of approx. 300 lux.

Available types of current and voltages on the exhibition grounds:

AC 230 volts (+6%/-10%)/50 Hz.

Three-phase 3x400 volts (+6%/-10%)/50 Hz.

Type of supply: TN-CS-network.

3.1.2. Supplies of compressed air, electricity and water

The supplies of electricity and water to the stand are predominantly obtained from the ducts in the hall floors respectively through connection units in the hall floors.

3.1.3. Communication facilities

Telephone, telefax and data connections to the stands are ordered from MFN who then advise TELEKOM. (see order form 6/6a)

Aerial connections are installed in some halls. In case it is necessary to install aerials on the hall roofs approval by MFN is required.

The exhibition centre (all halls, West and East Foyers) has W-LAN connections (order form 23).

Dear exhibitor please note: Use of personal WLAN-net is prohibited in order to ensure interference-free function of the Messe Friedrichshafen WLAN system (exception possible after consultation with project management). Messe Friedrichshafen has the right to have WLAN nets turned off in case of non-compliance.

3.1.4. Sprinkler system

Not available.

3.1.5. Heating, ventilation, cooling system

There is warm air heating and a ventilation system in halls A1-A7 and B1-B5.

3.1.6. Interruptions to supplies or services

If interruptions occur in the technical supplies the exhibition management is to be notified immediately. MFN accepts no liability for losses or damage caused by such interruptions.

3.2. Open air grounds

The open air grounds consist of gravel with the required slope for rainwater disposal. The site has general street lighting during the night.

The necessary connection points for services are provided to a limited extent. Possible water supplies or sewage pipes have to be agreed upon with MFN in any case before planning.

The traffic areas are cleaned, kept free of snow and gritted by MFN. Parking lots will not be cleared.

4. Stand construction regulations

4.1. Constructional safety of stands

Exhibition stands, together with their installations and exhibits and any means of carrying advertising must be stable so that they do not jeopardise public safety and order and in particular do not present a hazard to life and health. Exhibitors are responsible for the static safety and may be required to furnish proof of same.

4.2. Stand construction approval

The Technical Guidelines must be adhered to with regard to the design and execution of the stand, but drawings do not need to be submitted for approval if the stand in the halls is only a single storey structure up to 2.50 m high (see item 4.3).

If requested by exhibitors MFN can arrange for the stand construction plans (submitted in duplicate) to be checked.

All other stand structures, mobile stands, special structures and constructions as well as mobile constructions require approval.

4.2.1. Examination and acceptance of structures requiring approval

Scaled plans of stands, to a scale of at least 1 : 100, showing the layout and elevations, must be submitted in duplicate to MFN for approval by the deadline indicated by MFN.

Following examination, one copy of the stand plans will be returned to the exhibitor/stand constructor endorsed as approved. Another copy has to be submitted to Bauordnungsamt Friedrichshafen (see item 7, address) for examination as per building laws and regulations and for acceptance at site.

For the approval of:

- two-storey buildings
- cinema or other kinds of auditoriums
- outdoor buildings
- special structures

the following documents in German (in duplicate + 1 copy for Bauordnungsamt) are required at least 8 weeks prior to the start of the event:

- a) examined static calculation in accordance with German industrial standards
- b) description of the building
- c) stand construction drawings to a scale of 1 : 100 (layouts, elevations, sections),
- d) construction details to a larger scale
- e) if type testing has been carried out/a test book is submitted, items a), b), c) do not apply.

The exhibitor/stand constructor will be invoiced with the cost of the construction approval process and the acceptance of the construction.

4.2.2. Vehicles and containers (see also 4.4.1.2.)

If used as stands, vehicles and containers placed in the halls require official approval.

4.2.3. Removal of non-approved parts

Stand constructions that have not been approved or that do not conform to the Technical Guidelines or to legal requirements may have to be altered or removed.

If work is not carried out within the specified time, MFN is entitled to undertake the alterations itself at the exhibitor's expense.

4.2.4. Extent of liability

No claims can be made against MFN for loss or impairment of, or damage to the designs, models or other documents submitted, no matter on which legal justification they are based.

4.3. Construction heights

The standard height of stand constructions is 2.50 m above the surface of the floor. If this standard height is to be exceeded due to suspended items, advertising elements or for optical adjustment layout, a sketch has to be submitted to MFN for approval.

In case of stands in rows, at the corner or at the head it is not allowed to exceed the standard height. The safety distance/neighbouring zone to the next stand has to be at least 1.0 m. Exhibits are not subject to this regulation.

4.4. Fire protection and safety regulations

4.4.1. Fire protection

4.4.1.1. Material used for stand construction and decoration

Easily flammable materials which cause flaming droplets when burning or which generate toxic gas, for example polystyrene foam (styrofoam) or similar material may not be used.

In certain cases, for loadbearing constructions, special requirements may be imposed (i.e. not inflammable).

Cable attachments made from synthetic material may not be used on elements which are of statical importance.

Decoration material must conform to minimum B 1 (i.e. they must be flame retardent) according to DIN 4102

The following are prohibited

- bales of straw (except for impact protection), hay, straw, bark mulch, turf, unplanned wood
- rescue foil under cars (Tuning World)
- cut trees or bushes
- flammable decorations on flowerpots
- paper tablecloths or coverings with similarly flammable properties on sales stands

The following are permitted

- unplanned wood with fire protection coating
- deciduous and coniferous woods or bushes with damp root clumps
- straw mats with fire protection coating
- highly flame-resistant (B1) foils under cars

Where wood chips are used, the following rules apply:

- may not be accessible to visitors and may only be used as an underlay for exhibits and in a raised enclosure (e.g. wooden beam)
- material must be kept damp constantly or must be treated with a fire protection coating
- area of max. 10% of the stand area, and max. 10 m² per individual area

4.4.1.2. Display of motor vehicles

Vehicles powered by combustion engines may only be exhibited within the halls upon authorization and if the fuel tank is full. The fuel tank must be locked.

4.4.1.3. Explosive substances

Explosive substances are regulated by the Law on Explosives (Sprengstoffgesetz) in its current amendment and may not be displayed at trade fairs or exhibitions. This also applies to ammunition as defined by the Weapons Law (Waffengesetz).

4.4.1.4. Pyrotechnics

Pyrotechnic displays require official authorisation and the intended special pyrotechnic effects must be approved by MFN.

4.4.1.5. Use of balloons

Use of balloons is prohibited (no matter which type of filling is being used) within the halls as well as on the open air grounds (possibility of setting off fire alarm - close vicinity to the airport).

4.4.1.6. Smoke machines

The agreement of MFN is imperative before using smoke machines.

4.4.1.7. Ashtrays

Unless smoking has been expressly prohibited on the stand, arrangements must be made to provide a sufficient number of ashtrays or other containers for disposing of cigarettes, made of non-inflammable material, and for emptying them at regular intervals.

4.4.1.8. Recyclable and residual materials

Any containers placed on the stands for recyclable and residual materials may not be made of inflammable materials.

Containers for recyclable and residual materials must be emptied regularly and at least every evening after the close of the exhibition, using the recycling stations located at the entrances to the halls. (see order form 8). Please also see "Special guidelines" of stand admittance, if applicable.

4.4.1.9. Spray guns, cellulose spray paint

The use of spray guns and cellulose spray paint is not permitted.

4.4.1.10. Grinding and all forms of work using naked flame

A written application for welding, cutting, soldering, melting, grinding and other forms of work that pose a fire risk must be submitted to MFN. MFN will issue approval for such work together with the authorisation certificate. When carrying out such work the surrounding area must be effectively screened to eliminate any risk. A means of extinguishing fires must be kept ready in the immediate vicinity.

4.4.1.11. Empty packaging

Empty packaging of all kinds (boxes and packing materials) may not be stored in the hall, neither inside nor outside the stand. Any such empty packaging must be removed immediately.

Empty packaging can be stored subject to charge through the exhibition forwarder. (see order form 20).

4.4.1.12. Fire extinguisher

In special cases the appropriate fire extinguishers may be required on the stand.

4.4.2. Glass

Only glass suitable for a specified purpose may be used. For designs and/or constructions only compound safety glass may be used. Please ask for instruction leaflet "use of glass/acrylic glass at trade fairs and exhibitions". Edges of panes of glass must be worked or protected in such a way as to eliminate any risk of injury.

Parts made entirely of glass and placed at eye level, must be marked!

4.5. Exits, emergency routes, doors

4.5.1. Exits, emergency routes

Enclosed stand areas with a floor area of more than 150 sqm, stand length exceeding 20 m or stands divided up so as to prevent a clear view must be provided with at least two independent exits/emergency routes, running in opposite directions. The escape routes must be marked as such in accordance with DIN 4844.

4.5.2. Doors

Swinging, revolving, code-operated and sliding doors may not be used along escape routes.

4.6. Platforms, ladders, ramps, raised walkways

Generally accessible walkways and other such areas which are directly adjacent to areas that are more than 0.20 m lower must be surrounded by parapets. These must be at least 1.10 m high. At least one upper rail, one middle rail and one lower rail must be provided (possible exceptions have to be approved by MFN).

Static proof must be supplied for platforms. In accordance with use, the structure must be designed to take a load of at least 3.5 kN/sqm in accordance with DIN 1055, Sheet 3, Table 1. Single-step platforms may not exceed 0.20 m in height. Ladders, ramps and raised walkways must comply with accident prevention regulations.

4.7. Stand design

4.7.1. General appearance

Exhibitors are responsible for designing their stands taking into account criteria that typify the event in question.

Partitions adjoining aisles used by visitors should create more varied effect by the installation of showcases, niches, displays and similar items. They must not exceed a height of 2.50 m.

Where the rear of a stand adjoins that of a neighbouring exhibitor, its appearance must be kept neutral so as not to adversely affect the appearance of the other stand (see item 4.3).

4.7.2. Checking the rented area

MFN will mark the rented area. Dimensional discrepancies up to 0.10 m compared to the submitted stand layout can occur.

All exhibitors are required, when on site or with the stand layout, to be aware of the location, dimensions and any fittings such as buttresses, electrical connection boxes, water supplies, sewage distributors, fire alarms etc.

The boundaries of the stand must be strictly observed.

4.7.3. Interference with the permanent building structure

No parts of the hall or technical installations may be damaged, contaminated or altered in any other way (e.g. through drilling, nailing or screwing), they may not be painted or papered nor may anything be pasted onto them.

No parts of the hall or technical installations may be allowed to support stand fittings or exhibits.

However, provided that no damage is caused to them, the columns/supports in the halls may be enclosed within the rented area up to the permitted construction height.

4.7.4. Hall floors

When placing carpets and other floor coverings measures must be taken to prevent accidents. These carpets and floor coverings may not extend beyond the boundaries of the stand.

All floor coverings must meet requirements according to "B1" of DIN 4102. Carpets with a foam back are not permitted.

All used material must be removed completely without leaving residues. Substances such as oil, grease, paint and such like, must be removed from floor immediately. Adhesive tape, any remains of adhesive tape or even floor covering attached to the floor which has not been (or can not be) completely removed within the disassembly time limit, will be removed with costs which will be invoiced to the instigator (see also order form 8).

Hall floors may never be painted nor may carpets be glued to it completely. It is required to use fabric adhesive tapes with PE/PP-glue, non-toxic solvents.

Working or tarnishing with sand, soil or similar can only be done with prior approval of MFN.

Anchor points and attachments in the hall floor e.g. in the case of two-storey stands, have to be approved by MFN.

4.7.5. Items suspended from the hall ceilings

Lightweight ceilings, advertising material, banners, lighting appliances may be suspended from the hall ceilings using the technical facilities provided. This is not possible in each hall.

Items may be suspended from the hall ceilings only after submitting a stand layout to MFN.

The work must be carried out by MFN's appointed contractors and has to be ordered directly (order form 4/4a) (see item "Arbeitsbühnenverleih" = suspensions in the service index).

4.7.6. Partition walls marking the boundaries of the stand

Partition walls (System walls, 2.50 m high, 1.00 m wide, consisting of synthetic-coated panels, 4-6 mm thick, bordered by an aluminium profile) marking the boundaries of a stand may be ordered with the corresponding order form 10 or 11 subject to a charge.

Walls of brown hardboard from MFN are available under the following conditions:

– An optical treatment (wall papering or covering with cloth) is required. Only water soluble paste may be used to hang wallpaper. The wallpaper must be removed before leaving the stand.

– In order to ensure the stability of the partitions marking the boundaries of the stand, supporting walls are absolutely necessary in special cases (walls as per b) as of 5 m length or walls as per a) as of 3 m length). They are subject to charges, too, and may only be removed by MFN. In case the exhibitor or a representative removes the supporting walls required for safety and stability, he is fully responsible for any damage arising thereby.

– In the case of building a system stand e.g. a prefabricated stand, the installation of these walls is not required. Further regulations can be taken from the special conditions for participation "Besondere Teilnahmebedingungen".

– Any type of damage arising from shooting staples into the walls, cuts and drillholes, nails etc. requires the repair of the wall elements.

– Adhesive tapes have to be removed without residue and without damage to the coating. The costs are to be borne by the exhibitor.

4.7.7. Advertising material

Lettering referring to the stand or exhibits, company or brand logos must not exceed the prescribed construction height.

They should contribute towards a harmonious overall impression.

Presentations, optical, slowly moving or acoustic forms of advertising are permitted, as is the reproduction of music, provided they do not cause annoyance to adjoining stands, to congestion in the aisles or drown out announcements by the exhibition authorities in the halls. The volume must not exceed 60 dB(A) at the boundaries of the stand.

Exhibitors are only permitted to distribute printed matter and to conduct advertising only at their own stands.

4.8. Open air grounds

As well as the exhibition halls, MFN also has open air grounds at its disposal. Without exception, approval must be obtained for mobile constructions such as marquees, pavilions etc., even if only erected temporarily.

4.9. Two-storey structures

4.9.1. Construction enquiry

The erection of two-storey structures is only possible subject to the agreement of MFN. Enquiries have to be made together with stand application.

4.9.2. Conditions pertaining to structures overlying the stand area, safe distances, height of rooms within the stand

Maximum height of overlying structures is 6.00 m – depending on height of hall and should be confirmed with the MFN.

Headroom (interior rooms) of at least 2.30 m in two-storey structures are mandatory.

Stand structures adjoining neighbouring stands must be kept neutral above a height of 2.50 m (refer to 4.3.).

4.9.3. Working loads

In accordance with DIN 1055 Sheet 3, Table 1, the following working loads apply to the upper floor of a two-storey exhibition stand within a hall:

When used for discussions and dealing with customers, i.e. furnished with tables and chairs, either freely arranged or in booths, 3.5 kN/sqm.

Unrestricted use as a display and sales space, as an assembly room with or without a high concentration of chairs requires a working load of 5.0 kN/sqm.

A figure of 1.0 kN/m at the height of the top transom should be applied to parapets and railings.

Proof must be provided that the permitted loads on the hall floors as imposed by supporting pillars are not exceeded, see item 3.1 – Data pertaining to the halls.

Stairs must always be designed to take a working load of 5.0 kN/sqm when used by the public and 3.5 kN/sqm when used for offices.

4.9.4. Escape routes/Stairs

On the upper floor of a two-storey exhibition stand the walking distance from any accessible point to the stairs may not exceed 20 m. The stairs should be arranged in such a way as to ensure the minimum distance between the escape routes and a clear area.

If the upper floor area exceeds 100 sqm at least two sets of stairs are required, separated from one another by a maximum distance of 20.00 m, and running in opposite directions.

All stairways must conform to DIN 18065. Stairs must have a clear width of 1.00 m. The steps may not exceed 0.19 m in height, the tread width should not be less than 0.26 m. Spiral or solid newel staircases are not permitted.

Handrails must provide a secure grip and should be continuous.

4.9.5. Building material

For two-storey structures the load-bearing components, ceiling of ground floor and floor of the upper storey must be made of materials that are at least flame retardant and in accordance with DIN 4102.

4.9.6. Upper floor and 2 storey stands

Rooms in stand have to face hall. Exceptions have to be approved by MFN.

In addition to fire extinguishers in the ground floor rooms there have to be additional ones on each stairway, placed in open view and easily accessible.

Additionally radio controlled fire alarms must be in use (available for rent). The amount of required radio controlled fire alarms will be determined by MFN after the stand plan has been submitted.

5. Technical safety rules, technical regulations, technical supply

5.1. General rules

Construction and dismantling work may only be carried out subject to the current valid working and trade law regulations.

5.1.1. Damage

At the conclusion of the event, any damage caused by the exhibitor or his employees on the exhibition grounds, in the buildings or to installations will be repaired by MFN at the exhibitor's expense.

5.2. Use of working equipment

The use of devices that fire bolts is not permitted.

Woodworking equipment that is not fitted with sawdust extractors may not be used in the halls.

The use of cranes and forklift trucks is reserved for the contract forwarding agent of MFN.

5.3. Electrical installations

5.3.1. Electrical connections and precautions

Each stand requiring electrical power (up to 415 V) will be provided with one or more connection points as per order.

These connection points will be installed by MFN or its appointed contractors. The material mentioned in order form 2/2a is put at the exhibitor's disposal on rental basis. Orders should be made using the order form 2a and should be accompanied by a sketch of the layout showing the required position of the connections.

The power consumption is determined by means of calibrated meters in case of connection values from 7.0 kW on. If the connection value is under 7.0 kW the power consumption is determined and invoiced in a lump sum under consideration of the indicated consumption and a factor of simultaneity.

For safety reasons MFN reserves the right to cut off the power supply on the final day one hour after closing of the exhibition. Further requirements have to be registered with MFN before the end of the event.

5.3.2. Installations on the stand

After orders have been placed electrical installation work on the stand will be carried out by MFN or its appointed contractors. The exhibitor may use his own electrical contractors or an approved specialist firm in accordance with VDE regulations, valid European regulations and current available technology to carry out installation work within the stand.

5.3.3. Assembly and operating regulations

All the electrical equipment must be installed and operated in accordance with the current valid safety regulations of the Association of German Electrical Engineers (VDE). Special attention must be paid to VDE 0100, 0108, 0128.

The high or low frequency interference delivered to the mains must not exceed the figures stated in VDE 0160 and VDE 0838 (EN 50 006).

The measures intended to provide protection in the event of indirect contact must include any conductive structural components (earthing of the stand/compensation of potential).

Only cables with a minimum cross section of 1.5 mm² (Cu material) may be used.

Flat cables of any kind are not allowed.

Uninsulated electrical wires and terminals may not be used in low voltage installations.

Secondary cables are to be protected against short-circuit and overload.

If low voltage halogen lamps are used they have to be equipped with protective glass. If low voltage lamps are used protective glasses are not necessary.

5.3.4. Safety measures

As a means of protection all heat-generating and heat-producing electrical appliances (hotplates, spotlights, transformers etc.) must be installed on non-inflammable, heat-resistant and asbestos-free bases.

Appliances should be placed at a suitable distance from inflammable materials, based on the amount of heat generated.

Lighting units may not be attached to inflammable decorations or similar items.

5.3.5. Safety lights

Stands on which, by the special nature of their construction, the existing general safety lighting is not fully effective require their own additional safety lighting in conformity with DIN VDE 0108.

It should be installed so as to enable persons to safely find their way to the general escape routes.

5.4. Water and sewage installations

Each stand to which water and sewage connections are to be made will be provided with one or more such connections.

Water supply and sewage pipes can only be supplied by MFN or its appointed contractors.

Orders should be made using order form 3 and should be accompanied by a sketch of the layout (order form 3a) showing the required positions of the connections.

In all halls water and sewage installations can only be laid from the point of connection above the hall floor.

If there is no connection possibility for water and sewage on the rented stand area, MFN will clarify how to facilitate a supply to the stand.

In order to prevent from water damage the installed valve has to be closed before leaving the stand.

MFN is not liable for any damage arising from improper installation or use through the exhibitor or the stand constructor.

For safety reasons the water supply is normally cut off one hour after the close of the exhibition on the final day.

5.5. Compressed air installations

Each stand to which compressed air connections are to be made will be provided with one or more such connections.

Compressed air pipes can only be supplied by MFN or its appointed contractors.

Orders should be made using order form 5 and should be accompanied by a sketch of the layout (order form 5a) showing the required positions of the connections.

In all halls compressed air installations can be laid from the point of connection above the hall floor.

If there is no connection possibility for compressed air on the rented stand area, MFN will clarify how to facilitate a supply of the stand.

In order to prevent damage the installed valve has to be closed before leaving the stand.

MFN is not liable for any damage arising from improper installation or use through the exhibitor or the stand constructor.

For safety reasons the compressed air is normally cut off one hour after the close of the exhibition on the final day.

5.5.1. Gas installations

Gas installations are not possible in any of the halls.

5.6. Mechanical installations, pressurised containers, exhaust gas installations

5.6.1. Machine noise

In the interests of other exhibitors the operation of noisy machinery and appliances should be kept to a minimum.

Noise levels at the boundaries of the stand must not exceed 60 dB(A).

5.6.2 Equipment and medical products

5.6.2.1 Exhibition and distribution of products

Manufacturers, importers and distributors may only exhibit and distribute products which comply with the requirements of the currently valid European product safety regulations.

5.6.2.2 Protective devices

All protective devices must be in place when machinery and apparatus are being operated.

Non-transparent protective devices may be replaced by a secure cover made of organic glass or some other similar, transparent material. If equipment is not being operated and separated from energy supply the protective devices may be removed in order to show visitors the type of construction and design of the parts otherwise covered. Such protective devices must be placed next to the machine where they can be clearly seen.

During presentations the necessary precautions to protect persons have to be taken by the stand personnel.

5.6.2.3. Ban on the operation of equipment

MFN is entitled at any time to prohibit the use of machinery, apparatus and appliances if, in its opinion, operation might present a material or personal risk.

5.6.3. Pressurised containers

5.6.3.1. Inspection certificate

Pressurised containers of type III and IV may only be operated on the stand if the tests required under §§ 9–11 of the Pressurised Container Regulations (Druckbehälterverordnung) of 21.04.89 (BGBl 1, Page 843) have been carried out.

The test certificates issued in this respect must be kept at the exhibition venue together with the pressurised container and presented to the relevant supervisory authority on demand.

5.6.3.2. Testing

The certificate for construction and water pressure tests is not sufficient. This requirement also applies for foreign containers or those on hire.

If applications are received up to 4 weeks prior to the start of the exhibition, pressurised containers requiring testing may be inspected and tested up to one day before the start of the exhibition. The certificate for construction and water pressure testing should be made available and an appointed mechanic should be present on the stand.

5.6.4. Exhaust gases and vapours

Inflammable gases and vapours or those which are hazardous to health or cause a general nuisance, which are produced by exhibits and equipment may not be conducted into the halls.

They must be carried out into the open air by means of suitable pipes. The regulations of the Federal Pollution Law (Bundesimmissionsschutzgesetz) in the current valid amendment are applicable.

5.6.5. Waste gas extraction systems

When operating grills, ovens etc., and when preparing meals on open fire the installation of smoke and vapour outlets is required. Unhealthy steam or gases or those that irritate the

general public are to be drawn off into the open air as per official regulations.

Waste gas extractor hoods and their devices are to be constructed and installed as such that an outlet of steams and gases will be guaranteed.

All necessary installations, e.g. hoods, pipes, ventilators are to be made of non-inflammable material and to be fastened safely.

5.7. Use of pressurised gases, liquid gases and inflammable liquids

5.7.1. Pressurised gas and liquid gas installations

The storage and use of pressurised gas and liquid gas in the halls and on the grounds is not permitted, except with the written permission of MFN.

5.7.1.1. Application for approval for pressurised gas bottles

Written permission must be obtained from MFN in good time, if liquid gas or other inflammable gases in pressurised bottles are to be used for presenting exhibits.

In accordance with the relevant accident prevention regulations pressurised gas bottles must be secured against impact, falling, access by unauthorised persons or heat.

5.7.1.2. Use of liquid gas

Use of liquid gas is prohibited! For exceptions written permission must be obtained from the "Bauordnungsamt" in good time.

5.7.1.3. Installation and maintenance

When installing and maintaining liquid gas installations it is essential to observe the Technical Rules for Liquid Gas ("Technische Regeln Flüssiggas") TRF 96 (published by: DVGW Deutscher Verein des Gas- und Wasserfaches e.V. and DVG Deutscher Verband Flüssiggase e.V.) and the Directives for the Use of Liquid Gas (Richtlinien für die Verwendung von Flüssiggas) BGV D34 (published by: Hauptverband der gewerblichen Berufsgenossenschaften).

5.7.2. Inflammable liquids

5.7.2.1. Storage and use

The storage and use of inflammable liquids (see Regulation on Inflammable Liquids [Betriebs-Sicherheitsverordnung] Betrieb-SichV, in the current amendment) in the exhibition halls and on the grounds is not permitted without written approval.

Approval for the storage and use of inflammable liquids can only be issued for the operation or demonstration of exhibits.

5.8. Asbestos and other dangerous substances or materials

Usage of material or products containing asbestos and/or other dangerous substances is prohibited. This is based on the law protection from dangerous substances. The latest issue (ChemGesetz) BGB 1, Part 1, Page 1703 is applicable in combination with the chemical prohibition decree (ChemVerbotsV) and the decree regarding dangerous substances (GefStoffV).

5.9. Film, photography and television and other forms of presentation

Auditoriums for more than 50 persons must be provided with at least two exits directly adjacent to the hall aisles. These exits should be as far away from each other as possible.

Special approval must be obtained for auditoriums seating more than 200 people (see item 4.2.1).

5.10. Protection against radiation

5.10.1. Radioactive materials

Official approval as per § 3 of the Regulations for the Protection against Damage caused by ionising radiation and the agreement of MFN must be obtained when dealing with radioactive materials.

5.10.2. X-ray equipment and devices creating stray radiation

Approval must be obtained in order to operate X-ray equipment and devices producing stray radiation provided that their type of construction is licensed. The regulation concerning protection against damage caused by X-rays (RöV, BGBl. I) in its current amendment must be observed.

5.10.3. Laser installations

Agreement of MFN has to be obtained for the operation of laser installations. Laser installations have to comply with the requirements of DIN EN 60825-1 "Safety of laser installations".

5.10.4. High frequency equipment, radio installations, electromagnetic fields

Approval must be obtained, together with the agreement of MFN, in order to operate high frequency equipment, radio installations and electromagnetic fields. The operation of high frequency equipment and radio installations is only permitted if such equipment and installations comply with the terms of the Law on Telecommunications Equipment and the Law on the Electromagnetic Compatibility of Equipment (EMVG) in the current amendment.

Staff locator systems, microport equipment, intercom systems and remote control radio devices may only be operated subject to the approval of the relevant authority, the Regulierungsbehörde für Telekommunikation und Post, Robert-Gerwig-Straße 12, D-78467 Konstanz.

5.11. Cranes, stacker trucks

For safety and control reasons the use of cranes, stacker trucks with driver seat or similar transportation vehicles for loading and offloading as well as construction and dismantling is only permitted to MFN's contractual forwarding agent. The General German Conditions for Forwarding Agents (Allgemeine Deutsche Spediteurbedingungen – ADSp) – latest amendment as well as the forwarder's rates for exhibitions and exhibitions in Friedrichshafen are applicable.

The liability of MFN's contractual forwarder ends with the offloading of the goods at the stand or at any other allocated place in the hall, even if the exhibitor or his representative is not present. This is also applicable for the project manager of a guest exhibition or his representative.

The required services can be ordered as per corresponding order form.

5.12. Reproduction of music

Under the terms of the Copyright Law, § 15 Urheberrechtsgesetz (BGBl. 1) in its current amendment, the reproduction of music of all kinds require the approval of Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (GEMA). Failure to register the reproduction of music may result in claims for damages by GEMA. (§ 97 Urheberrechtsgesetz).

5.13. Facilities for dispensing drinks

The regulation on facilities for dispensing drinks (Verordnung über Getränkeanlagen, BGB 1) in its current amendment must be complied with when setting up and operating facilities for dispensing drinks on the stand. Information can be obtained from the appropriate authorities, Landratsamt Bodenseekreis Veterinäramt, Albrechtstrasse 67, 88045 Friedrichshafen.

5.14. Inspection of foodstuffs

If samples of foodstuffs are offered for consumption on site, or if food and drinks are sold on site, various legal provisions, including those of the Food Hygiene Regulation GVB1 and the Food and Utensils Law LMVG in their current amendments (BGBl.) must be observed. Any queries should be addressed to the Landratsamt Bodenseekreis Veterinäramt, Albrechtstrasse 67, 88045 Friedrichshafen.

6. Environmental protection

MFN is fundamentally committed to protecting the environment.

As the contractual partners of MFN, exhibitors are required to ensure that all provisions and rules are strictly adhered to by their contractors too.

6.1. Disposal of waste materials

The basis for all following regulations is provided by the conditions of the recycling and waste management legislation (KrW-/AbfG, in its current amendment), the associated implementing provisions and rules as well as the Federal Law and the local constitutions.

Exhibitors are responsible for correct and environmentally responsible waste disposal during construction, the duration of the event, and dismantling of their stands.

Technical arrangements for the disposal for recycling purposes and removal are the sole responsibility of MFN and its appointed contractual partners.

6.1.1. Disposal of waste materials

In accordance with the principles of recycling, every effort should first be made to avoid the production of waste materials on exhibition grounds.

Exhibitors and their contractual partners are required to make an effective contribution to such efforts at each stage of the event.

This objective must be pursued even at the planning stage and co-ordinating the efforts of all those involved. In general re-usable materials should be used in constructing and operating the stand and should have the minimum environmental impact.

Any material left behind will be disposed of without ascertaining its value, at the exhibitor's expense, and this will incur a higher charge. The disposal of rubbish caused from assembly and disassembly is not included in the flat rate waste disposal charge of max. 80 ltr per exhibition day (equivalent to one standard-sized rubbish bag) see order form 8.

6.1.2. Waste materials requiring special supervision

Exhibitors are required to report to MFN with details about any waste materials which by their nature, condition or quantity represent a health hazard (in particular food waste), are hazardous to the air or water, or are explosive or inflammable (e. g. batteries, paints, solvents, lubricants, dyes etc.), and to arrange for their correct disposal by the relevant contractual partners of MFN and if necessary, furnish proof of such.

6.1.3. Waste materials brought in

It is forbidden to bring any waste or materials not produced during the event and not the result of the construction and dismantling work onto the MFN exhibition grounds.

6.2. Water, sewage, protection of the soil

6.2.1. Oil, fat separator

Water discharged into the mains may not contain higher levels of harmful materials than those allowed in normal domestic use.

If water containing oils or grease at higher levels than those specified is introduced into the sewage system, oil/grease extractors must be used.

Mobile caterers must ensure that grease and oils are retained and disposed of separately.

6.2.2. Cleaning / Cleaning agents

All cleaning work must be carried out using biodegradable products.

In accordance with the regulations, cleaning products that contain hazardous solvents may only be used in exceptional cases.

Materials used for work (brushes, buckets etc.) may not be cleaned in the hall toilets and washrooms. There are separate areas with water for this purpose.

6.3. Environmental damage

Environmental damage/contamination (e.g. by petrol, oil, solvents, dyes) is to be avoided, however, in case of unforeseen occurrence must be reported to MFN immediately.

7. Important addresses, telephone numbers and fax numbers

Fire protection, pressurised containers

Stadtverwaltung Friedrichshafen, Bauordnungsamt,
Adenauerplatz 1, 88045 Friedrichshafen
Tel.: ++49 (0)7541-2034710, Fax: ++49 (0) 7541-20384710

Mobile constructions, stands etc.

Stadtverwaltung Friedrichshafen, Bauordnungsamt,
Adenauerplatz 1, 88045 Friedrichshafen
Tel.: ++49 (0)7541-2034710, Fax: ++49 (0) 7541-20384710

2 storey construction and special construction accord.

4.2.1. approval

Stadtverwaltung Friedrichshafen, Bauordnungsamt,
Adenauerplatz 1, 88045 Friedrichshafen
Tel.: ++49 (0)7541-2034710, Fax: ++49 (0) 7541-20384710

Safety of equipment

Regierungspräsidium Tübingen,
Konrad-Adenauer-Str. 20,
72072 Tübingen
Tel.: ++49 (0) 7071-757-0, Fax: ++49 (0) 7071-3190

Pyrotechnics

Stadt Friedrichshafen, Amt für öffentliche Ordnung,
Adenauerplatz 1, 88045 Friedrichshafen
Tel.: ++49 (0)7541-203-2130, Fax: ++49 (0)7541-203-82130

Facilities for dispensing drinks

Landratsamt Bodenseekreis Veterinäramt
Glärnischstr. 1-3, 88045 Friedrichshafen
Tel.: ++49 (0)7541-204-5177, Fax: ++49 (0)7541-204-5555
vet@Bodenseekreis.de

High frequency equipment, radio installations, electromagnetic fields

Regierungspräsidium Tübingen,
Konrad-Adenauer-Str. 20,
72072 Tübingen
Tel.: ++49 (0) 7071-757-0, Fax: ++49 (0) 7071-3190

Medical equipment

Regierungspräsidium Tübingen,
Konrad-Adenauer-Str. 20,
72072 Tübingen
Tel.: ++49 (0) 7071-757-0, Fax: ++49 (0) 7071-3190

Laser installations

Regierungspräsidium Tübingen,
Konrad-Adenauer-Str. 20,
72072 Tübingen
Tel.: ++49 (0) 7071-757-0, Fax: ++49 (0) 7071-3190

Inspection of foodstuff

Landratsamt Bodenseekreis Veterinäramt
Glärnischstr. 1-3, 88045 Friedrichshafen
Tel.: ++49 (0)7541-204-5177, Fax: ++49 (0)7541-204-5555
vet@Bodenseekreis.de

Reproduction of music GEMA,

Stettenstr. 6/8, 86150 Augsburg
Tel.: ++49 (0)821-50308-0, Fax: ++49 (0)821-50308-88

Radiation protection

Regierungspräsidium Tübingen,
Konrad-Adenauer-Str. 20,
72072 Tübingen
Tel.: ++49 (0) 7071-757-0, Fax: ++49 (0) 7071-3190

Accommodation for pets (animals)

Tierschutzverein Friedrichshafen e.V.
Allmannsweilerstr. 224 (next to exhibition site)
88046 Friedrichshafen
Tel: ++49 (0)7541-6311, Fax: ++49 (0)7541-6331
Email: tierschutzverein-fn@t-online.de