

## Rules and Regulations

### IMPORTANT: FOR THE ATTENTION OF ALL EXHIBITORS

We appreciate that some of you may have limited experience with regards to the legal and practical aspects of health and safety management. This section is designed to give you sufficient guidance to discharge your responsibilities. Guidance, however, can only go so far and you have a legal duty to ensure that your operations do not compromise health and safety. Failing to do so can lead to prosecution and other legal sanctions. If you are unsure you are urged to contact [breakbulksupport@breakbulk.com](mailto:breakbulksupport@breakbulk.com)

#### Policy Statement

**Breakbulk Events & Media** recognises that our exhibitors rely on us to provide a trading environment on the exhibition floor which is safe and without risks to health. We also recognise that running a public event places a special responsibility on **Breakbulk Events & Media** and extends our duty of care not only to our staff but to exhibitors, contractors, venue staff and visitors. The organiser is ultimately responsible for health and safety at the Show. To ensure that all **Breakbulk Events & Media** health and safety obligations are met, the organiser supported by the operations team will:

- allocate sufficient resources to meet health and safety objectives
- provide adequate control of health and safety risks arising from our work activities
- consult with the venue, exhibitors and contractors on matters affecting health and safety
- provide relevant health and safety information to employees and others
- ensure all employees are competent to do their tasks particularly with regard to health and safety training
- ensure so far as is reasonable that the contractors we engage for the show are competent
- so far as is reasonably practicable prevent accidents and cases of work-related ill-health and maintain safe and healthy working conditions.

#### Risk Assessment

**Breakbulk Events & Media** has carried out suitable and sufficient assessment of the risks associated with this event, details of which can be obtained from the organiser's office. General risks associated with any exhibition are as follows:

- trip hazards
- multiple contractors working in a single workplace
- fall from working at heights and working on a live edge
- objects falling from height or loads falling from vehicles
- impact injury from moving vehicles
- structural collapse of seating or an exhibition stand
- outbreak of legionnaires disease from a water feature
- food poisoning incident from temporary catering outlet
- fire
- major incident and civil emergency
- excessive working hours.

This is an overview and by no means a comprehensive account of the risks involved at this event. It is the absolute duty of all parties to ensure that under the EU Framework Directive (89/391/EEC) and other legislation suitable and sufficient risk assessments are conducted on all significant risks. Legislation also requires that risks should be mitigated with a view to achieving maximum reduction in the level of risk within the bounds of what is reasonably practicable. In general terms, emphasis should always be placed on eliminating or reducing risk at source. It must be remembered that personal protective equipment is usually a control of last resort.

#### Exhibitors' and Contractors' Legal Duties

Your general duties are covered by the EU Framework Directive (89/391/EEC) and the EU Workplace Directive (89/654/EEC).

As an exhibitor or contractor, you have a legal duty of care for the safety of anyone who may be affected by your activities. You are ultimately responsible for all aspects of safety on your stand or work area during the build-up, the open period of the show and during the break down. Where exhibitors contract out the building and finishing of stands you are still vicariously responsible for the activities of your contractors.

You can discharge your duties by ensuring that you do the following:

- Appoint a competent person to be responsible for health and safety on site.
- You **MUST** carry out suitable and sufficient risk assessment of all your activities and obtain relevant risk assessments from your contractors or sub-contractors. Exhibitors must obtain supporting method statements for the building and demounting of your stand. If you have a shell scheme stand you can assume that the shell scheme contractor's risk assessment has been obtained by the organiser.
- You must ensure that your staff and sub contractors' staff working on site are informed of the site rules and health and safety arrangements which are detailed below, and you must ensure so far as you reasonably can that they follow them
- You must cooperate with the organiser on all health and safety issues
- You must ensure that all your staff, contractors' and sub contractors' staff are familiar with the venue's emergency procedures.

#### Stand Designer's Legal Duties

Stand designers have a legal duty to ensure that the stands are designed to be fit for the purpose intended, structurally sound and safe to build, use and demount without any undue risks.

#### Items to be submitted by Exhibitors

- EXHIBITOR APPOINTED CONTRACTOR (EAC) "NOTIFICATION" (**EAC form**)
- A visual of your stand plans (not needed for shellscheme)
- Method Statement
- Risk Assessment

#### Items to be submitted to Breakbulk Events & Media by Contractors

- A suitable and sufficient risk assessment of activities on site supported by relevant documentation. Note this must be specific to the show, i.e. not generic, and specific to the work activities performed by the contractor
- Organiser's contractors involved in stand construction activities such as feature building should comply with the requirements for exhibitors with regards to stand building.

#### Site Rules for Exhibitors and Contractors Whilst Working on Site

The following are the general health and safety site rules with regards to safe working. You are reminded that venue staff, exhibitors and contractors alike have a legal duty to cooperate with the organiser on matters of health and safety which includes compliance with these rules.

All participants must comply with any reasonable instruction given to them by either the **Breakbulk Events & Media** or the venue's appointed health and safety staff.

## APPENDIX I

### HEALTH & SAFETY REGULATIONS

#### Obstructing of gangways/aisles

No part of any stand or exhibit, including fascia, signs, lighting, corner posts, etc., shall project into or over the gangway or obscure any fire or exit signs and the Organiser reserve the right to remove any such item. **It is strictly forbidden to build across gangway/aisles.**

#### Rigging

Rigging is only permitted above your stand and must comply with the maximum height. Please note that there may not be a suspension point above your stand and trussing may have to be fitted on the ceiling above your stand. Due to the complexity of this process suspensions may be very expensive. Orders for suspension points can only be guaranteed if they have been received by no later than **Thursday, 21 March 2019**.

All hanging must be done by the services of Messe Bremen. Follow the same procedure for all work that will directly affect the building. Please refer to the online manual or contact:

#### **Gielissen Exhibition & Event Services** Roos

van Wetten/ Fabienne Brandt Exhibitor

Coordinators, Gielissen

Phone +31 20 581 1411

[breakbulk@gielissen.nl](mailto:breakbulk@gielissen.nl)

#### Balloons

Exhibitors using helium balloons must ensure they are adequately secured to their stand. Charges will be levied for the removal of balloons from the roof and for any damages caused to the ventilation system.

Balloons must be positioned at a height of no more than 5.00 metres from the hall floor to the top of the balloon. Helium gas cylinders must be removed from the hall once the balloons have been filled. The wrapping of the balloon must be made of fireproof material DIN 4102(B1).

#### Floor loading

The floor loading restriction in the halls is 15 ton/m<sup>2</sup>.

#### Floor covering / wooden platforms

For space only stands you can order your carpet through the official stand builder **Gielissen** at your own cost. Carpet may only be stuck down using double-sided adhesive textile strips, which the exhibitor must remove without a trace once the event is over. Carpet must also be removed or will be charged to the exhibitors. The use of wooden platforms is recommended for stands with water and /or a lot of electrical wiring; Breakbulk's Exhibitor Safety and Services Manager ([exhibitorservices@breakbulk.com](mailto:exhibitorservices@breakbulk.com)) will be able to advise on this matter. Exhibitors who use such platforms should bear in mind that:

- The maximum height allowed, measured from floor level to the top of the platform, is 10 cm.
- The platform sides must be closed and neatly finished;
- Platforms should be placed within the stand perimeter.
- Platform corners must have rounded corners or plasticguards.
- All platform corners must have safety tape.

Exhibitors whose stands have raised floors are requested to ensure that their stand is accessible to the disabled, for instance, by employing sloping stand edges or by adding ramps (of sufficient width and without sharp-angled sides). This should preferably be recognisable to the visitors.

#### Aisles

Exhibitors and contractors are not to dump items in the aisles. All waste other than small items must be removed by the contractors. Designated emergency aisles must be kept clear at all times. Lifting contractors are not to set down loads in designated emergency aisles.

During the open period no objects must protrude from the stands into the aisles nor must furniture or displays or parts of displays be placed in the aisles.

#### Complex Structures, and Multi-Story Stands

These are subject to strict venue building controls. Completed stands will require a structural engineer's certificate to check loadings, foundations and the integrity of suspended items. For details please refer to the section Information for space only exhibitors / stand builders.

The stand must also comply with fire and other safety requirements with regards to construction materials, steps, handrails and routes of escape in accordance with the venue's regulations.

In general, you are not permitted to build your stand with anything which is flammable or non-flame resistant unless it has been treated. The maximum travel distance normally allowable to the aisles is 10m.

#### Compressed gases (e.g. LPG)

Use of compressed gases will only be permitted where essential and only by exception and these must be registered as a special risk. A certificate of installation by a Gas Safe Register registered fitter (or equivalent) is required for LPG installations.

#### Demonstrations

Demonstrations on stands during the event must be safe and without risks to health and safety and where necessary covered by a risk assessment. If you are unsure contact the organiser.

#### Dust

Dust must be kept to a minimum. Dust extraction vacuums must be used with power tools, particularly sanders

#### Electrical

In Europe, exhibitors and contractors must comply with The Electricity at Work Regulations, the IEE Wiring Regulations and the venue's electrical regulations. Outside the UK exhibitors and contractors must comply with local laws and venue regulations.

- All work must be carried out by competent and qualified electricians and all temporary installations must be protected by an RCD and inspected before power is supplied to the stand.
- During the build-up and breakdown power must only be taken from the temporary supplies provided by the official electrical contractor and not from cleaners' sockets or other hall sockets.
- There should be sufficient correctly installed and rated power sockets to preclude the use of extension leads and long trailing flexes. If essential, extension leads must be correctly fused and limited to one per socket. Multi-sockets must not be used.

#### Fire

There are strict rules governing what materials can be used to build stands and these will be covered by the venue's regulations. Exhibitors and contractors must ensure that they are followed. In general, you are not permitted to build your stand with anything which is flammable or non-flame resistant unless it has been treated. Combustible waste must be safely disposed of and boxes and packaging must not be stored on the stand. Please also check Appendix II: Fire and Safety regulations Messe Bremen

#### Floor Conditions/Loadings

During build up there is a significant risk of slips, trips, and falls and sharp objects left on the ground. All those working in the halls in build-up and breakdown are strongly advised to wear appropriate safety footwear. Floor loading limits may vary in different parts of the venue. Those using heavy equipment especially lifting equipment must consult safety staff with regards to safe floor loading limits.

#### Catering/Food Provision on Exhibitor stands

The venue in house caterers is Geschmackslabor, to contact them, please see their details below, there is also a Geschmackslabor catering form within the exhibitor manual.

Geschmackslabor, Messe & Event Catering GmbH

E: [messe catering@geschmackslabor.com](mailto:messe catering@geschmackslabor.com)

T: +49 (0)421 3505-780

ITE has worked with Messe Bremen, and Geschmackslabor to allow exhibitors to provide their own food; However, ITE, Messe Bremen, and Geschmackslabor do not take any liability. We have provided below, basic rules and regulations that you or your catering supplier must be adhered too. **We do need to know if you plan to provide catering** on your stand and kindly ask you to complete the Intent to Provide Catering Form in the exhibitor manual.

#### Key Information

- a) Beck's beer can only be supplied by Geschmackslabor.
- b) Deliveries can only take place between 0800hrs and 1200hrs on Tuesday 21<sup>st</sup>, and between 0800hrs and 0900hrs on Wednesday 22<sup>nd</sup> and Thursday 23<sup>rd</sup> May 2019.
- c) All deliveries must be done via Gate E for halls 4, 5, 6 and Gate G for hall 7.
- d) You are responsible for all storage requirements for you caterers. Storage areas must be located within the exhibition stand and cannot be provided by ITE, Messe Bremen, or Geschmackslabor.
- e) No use of aisle space will be permitted at any time.
- f) Your risk assessments must detail the provision of catering and planned safety procedures in place.
- g) All organisation of external catering/caterers remains the responsibility of the exhibitor.

Below provides you with some guidance on considerations, when providing catering provisions onsite. However, we would advise you to speak with your employed catering service provider for full regulations across all food handling provisions.

#### Food/Catering Provision Guidance

Details of proposed preparation, cooking and dispensing of food from stands, must be discussed with the organiser during the early planning stages of the event. The organiser's approval is required in writing for such activities. Please fill in and return the form '**Intent to provide Catering**' from the exhibitor manual.

#### Food Safety

- All staff engaged in food handling must be properly trained and supervised to ensure they work hygienically.
- Stands may not be used to process or serve food if they are in poor sanitary condition likely to expose food to risk of contamination. The kitchen/food preparation area must be of adequate size to meet the potential demand put upon it and should include adequate storage, refrigeration, water and waste facilities.
- Any equipment, including food containers, which are likely to come into contact with food must be kept clean and be constructed of materials that are not absorbent and can easily and properly be cleaned. Cookers, ovens and deep fat fryers must comply with fire safety regulations. Cookers, ranges and hobs must operate on mains gas or electricity. The use of Liquefied Petroleum Gas (LPG) is not permitted

- Stands where open food is handled, prepared or dispensed, must be provided with a supply of waterproof plasters and bandages ideally in a distinctive colour (preferably blue) in case they accidentally become mixed into food. Each kitchen or stand where cooking or heating of food is taking place, must be provided with a fire blanket and suitable fire extinguisher.
- Designated disposal facilities must be made available for food and other waste substances. Waste materials shall not be abandoned on site and must be stored and disposed of in a responsible manner.
- Where cooking is likely to create a high concentration of smoke, eg, barbeques, grilling, frying, it may be necessary to ventilate the stand to the outside air.
- All food on a stand must be protected from risk of contamination and in particular cooked and raw meats must be separated and handled with separate utensils. Open foods must not be placed less than 45cm from the ground. Any foods likely to support the growth of pathogenic micro-organisms or toxins should be maintained at a temperature of 8°C or below. Cooked food which is kept hot must be kept above 63°C. Reheating of cooked food must be carried out at a temperature of at least 75°C. Frozen food must be kept at -18°C or below. Refrigeration temperatures must be measured with a suitable thermometer and recorded daily.
- Staff handling food should wear no jewellery on their hands other than plain wedding bands.
- No handling of open food is permitted when users are suffering and within 48 hours of suffering from gastroenteritis, dysentery, any infection, boils or septic cuts, etc, likely to cause food poisoning.

All stands where there is food preparation must be close to hand washing facilities with clean water and drainage. Where stands are preparing food, an additional sink must be provided for washing food and ideally a separate sink for washing dishes. For small concessions serving hot drinks and snacks no sink is required but the provision and use of sanitising hand-wipes must be employed.

Once again, we remind you that the responsibility for all food service is that of the exhibitor and the above are the basic rules & requirements to be considered when supplying catering/food provisions. The above list not exhaustive and we strongly recommend that you seek any further guidance from your employed catering company to ensure you are meeting all food & hygiene regulations.

#### Fumes

Exhibitors and contractors have a duty to exercise proper controls over the release of noxious fumes and if necessary, carry out a COSHH assessment (see hazardous substances). Engines of vehicles in the halls must be turned off and keys removed from the ignition when not in use.

#### Hanging Wires

Hanging wires are not to be left hanging below head height and must be marked with tape.

#### Hazardous Substances

Hazardous substances are not to be brought into the halls unless essential. The use of hazardous substances must be subject to a COSHH assessment. Exhibitors must declare the use or display of hazardous substances as a special risk. This is EU law under EU Chemical Agents Directive (98/24/EC).

#### Late Working

Exhibitors and contractors should plan to ensure that late working is not required. It may be allowed in exceptional circumstances by prior arrangement with the organiser. Your attention is drawn to the EU Working Time Directive (93/104/EC) which limits hours of work for staff.

#### Smoking

During exhibitions or fairs, depending on the fire risk, a partial or total ban on smoking may be imposed, unless duly delimited and clearly marked smoking areas are designated.

#### Special Effects e.g. Smoke, Lasers, Pyrotechnics, and Strobes.

Smoke, smoking and pyrotechnics **are not allowed** in Messe Bremen. Lasers can be used always within the stand perimeter, never outside them or on hall walls or ceilings.

All special effects must be treated as special risks and are subject to strict controls in accordance with a risk assessment and the appropriate legal and venue requirements. Further information can be obtained on these from the organiser.

#### Vehicles - Moving

All reversing vehicles must be guided by a banksman. Engines are not to be left on idle in the halls. Where this is unavoidable i.e. for cranes, the lifting supervisor is responsible for ensuring the combustion fume do not build up in the halls, service tunnels and basements as a result. All vehicles including fork lifts and ride on equipment is to be secured when not in use to prevent unauthorised use.

#### Vehicles for Display

Each venue will have its own rules for motor vehicles for display; in any case vehicles must always be treated as a special risk and advice sought. The vehicle must be made safe from risks of fire, fuel leak and unauthorised use. Fuel tanks should have one gallon or less of petrol and keys must be removed from the ignition.

#### Waste

Contractors are not to discard sharp objects and to ensure that nails and screws are not left sticking out of waste wood and are either removed or hammered flat.

Special waste which may comprise a hazard such as chemicals, fats and cooking oils must be safely disposed of.

#### Work Equipment and Tools

Exhibitors and contractors have duties under the EU Work Equipment Directive 89/655/EEC to ensure that all tools are fit for purpose and safe to use.

All dangerous moving parts such as circular saws must be guarded with controls to prevent unauthorised use. The use of battery powered tools is strongly encouraged to reduce trailing cables and risk of electrical hazards. Those using mains powered tools must ensure that cables are not trailed across aisles.

All portable electrical equipment must be subject to a suitable portable equipment testing regime.

#### Water Features

Water features which create mists and sprays such as fountains and spa baths create the risk of the spread of Legionella bacteria in air which causes Legionnaire's disease. Any such feature is a special risk requiring a separate risk assessment detailing how the risk is controlled through water treatment and testing.

### Working at Heights

Working at height is to be in accordance with the EU Working at Heights Directive (2001/45). As such, all working at heights is subject to riskassessment.

- All rigging from the roof is to be carried out by one of the official rigging contractors.
- All working platforms are to have a guard rail, mid rail and toe board. Tools are to be kept on lanyards so far as is reasonably practicable.
- Static and mobile access working platforms must be fit for purpose (see working platforms).
- Separate risk assessments are required for working on a live edge (before rails are in place). In such cases fall arrest equipment must always be used.
- Operatives working at height other than on a static working platform designed for that purpose (e.g. scaffold) must be clipped on.
- Operatives working at height must have suitable head protection Ground access to areas in the vicinity must be controlled to prevent persons accidentally walking directly under high works.
- Ground workers in the vicinity must not work directly under high works and wear suitable head protection e.g. hard hats.

### Working Platforms

- All Mobile Elevated Work Platforms (MEWPS) must be properly maintained.
- All working platforms are to have a guard rail, mid rail and toe board. Mobile access towers must be correctly constructed.
- Mobile access towers must be fit for purpose. Outriggers are to be used correctly with the correct height to width ratio (3.5 x shortest base width indoors and 3 x shortest base width outdoors).
- Mobile access towers may not be moved whilst in use and wheels must be locked off.

Ladders must be footed or tied off. The use of domestic ladders and steps is strictly forbidden.

All the above are a summarised guide. For full details on any particular aspect you must seek professional advice. If you do not know who to contact for that please seek advice from Breakbulk Events & Media staff.

### Site Arrangements

This section details the arrangements made by **Breakbulk Events & Media** and the venue for overall site safety and a safe working environment.

### Health and Safety Floor Manager/Floor Management

This will be arranged by the Organisers

### First Aid

First aid cover is provided by the venue and details can be found in the General information section

### Fire

The venue will be providing fire patrols during all phases of the event. First aid fire fighting equipment is provided in the halls by the venue and additional fire extinguishers will be placed on some stands.

### Security

Security is provided by Messe Bremen. In addition to security duties the role of the security contractor is to assist with evacuation in emergencies.

### Health and Safety Advice

If you have any queries please contact the operations department. We will help if we can, but it is your responsibility to source competent advice for your activities.

Please refer to the Fire and Safety regulations from Messe Bremen.



## APPENDIX II

### HEALTH AND SAFETY REGULATIONS FROM MESSE BREMEN

The redaction of these directions has been undertaken with the purpose of procuring a short survey to the exhibiter and his electrical engineer-installer with the aim of reducing the danger of fire and electrical shocks. This survey does not replace at all the legal directions for electrical installations.

#### GENERAL RULES

The inspection of electrical installations is carried out according to the directions of the A.R.E.I. (General directions on electrical installations) concerning:

- danger for direct contact (art. 30 till 40, 48 and 49)
- danger for indirect contact (art. 68 till 95)
- danger for fire due to electrical hardware (art. 104)
- Electrical installations have to be carried out by skilful installers
- Connection to the mains, locating the main distributing cabinets and supply of the electrical current must be carried out exclusively by the authorised staff of Messe Bremen.

#### 1. Choice of the electrical conductions

- Art. 198, 199 and 209 of the A.R.E.I. are mandatory.
- The use of yellow or green coloured conductions is not admitted.
- The colour of the safety conductor (earth wire) must be yellow-green.
- The blue wire is used for the neutral in cabling using the neutral.
- The use of VVB cable can be admitted on condition the cable is fixed over its entire length.
- The use of VGVB, VVB and VFVB is not admitted if not fixed.
- The cables have to be fixed by means of appropriate fixing clamps.
- The use of VTLmb (side by side) is forbidden.
- The cables used for connection to the mains of the exposition stands, exclusive use has to be made of VTMB (H05VV-F) or CTMB (H07-R-NF) (double isolated flexible cables with service voltage of min. 500V or similar).
- Minimal section of the electrical conductors:  
1,5 mm<sup>2</sup> for lighting apparatus  
2,5 mm<sup>2</sup> for connectors.
- According to the location, the cables must be protected on a decent way against mechanical damage, e.g. cables on the ground are to be protected by a foot-plinth.
- All metal covers of apparatus of class I, e.g. no double isolation, must be earthed (double isolation).
- The earthing (protection conductor) has to form an integral part of the feeder cables.

#### 2. Position of distributing frame (art. 248 of the A.R.E.I.)

- The distribution frame has always to be within reach and may not be disposed on the ground (support is needed).
- Protection grade is at least IP 4X.
- Fuses: (art. 251 of the A.R.E.I.)

A) FUSES AND CALIBRATION ELEMENTS		
Section	In	Normalised colour
1,5 mm <sup>2</sup>	10 A	orange
2,5 mm <sup>2</sup>	16 A	grey
4 mm <sup>2</sup>	20 A	blue
6 mm <sup>2</sup>	32 A	brown
10 mm <sup>2</sup>	50 A	green

B) AUTOMATIC INTERRUPTORS		
Section	In	Normalised colour
1,5 mm <sup>2</sup>	16 A	orange
2,5 mm <sup>2</sup>	20 A	grey
4 mm <sup>2</sup>	25 A	blue
6 mm <sup>2</sup>	40 A	brown
10 mm <sup>2</sup>	63 A	green

- Differential switch: max. 300mA or more sensible, with a nominal power (In) at least equal to the nominal power which is put at disposal at the point of departure of the installation.
- Before the connection of apparatus and installations the exhibitor has to verify the voltage of all circuits to prevent the connection of 380V on 220V connectors or circuits, due to a faulty distributor wiring.
- The use of a unipolar protection on the neutral in a three-phase circuit with distributed neutral or as main fuse on the distributing frame is forbidden.
- Bipolar circuits (F+N) must be protected on the phase and on the neutral. The conditions of art. 128 of the A.R.E.I. may be adapted in the presence of an engineer with qualifications BA4 or BA5 or if the sections of the conductors are equal or of very slight difference among each other.
- If unipolar interrupters are used in a circuit, the fase-conductor must be interrupted.
- No-used cable-entrances on the distributing frame must be covered. Uni-polar interrupters are not admitted on socket-outlets.

### 3. Connectors

- The use of domino-plugs (three-way plug) is not admitted (table socket-outlets must be used).
- Socket-outlets with earth and protection for children are to be used.
- Interrupters and connectors for surface mounting must be mounted on mounting-places (PVC).

### 4. Interconnections of cables

- The use of unprotected connectors is not allowed (these connectors are only allowed in distributing boxes except on luminaries as far as these are completely protected inside the luminary). The sealing of contact boxes, distributing boxes (cable-entrance) has to be carried out by the appropriate elements provided by the manufacturer.

### 5. Luminaries (art. 242 of the A.R.E.I.)

- Using halogen and low voltage spots, no combustible objects may be present in the light beam on a distance less than 50 cm unless otherwise noticed on the spot.
- Spot-rails must be mounted at least on a height of 2m. The ends of the rail must be covered by appropriate caps.
- Very low-voltage spots may not be incorporated in combustible materials.
- The use of auto-transformers as a source for very low voltage spots is prohibited (a safety- transformer 8 must be used).
- The transformers in use must be in conformance with a NBN norm or a harmonised norm (EN60-742 or NBN 52-742).
- The transformer has to be protected primarily and secondarily for over current. The protection of the secondary is not necessary if the transformer supports a short-circuit.
- Transformers may not be mounted on a combustible support or in a combustible environment, with the exception of adapted types.
- The use of luminaries on very low voltage with bare conductors or bare parts under tension may be admitted under following conditions: This way of illumination can only be used in low combustible surroundings and at a height of min. 2,5m above the floor.



- All combustible materials must be removed in a zone around the conductors and the luminaries with a radius of min. 0,5m.
- A safety transformer 8 must be used in conformance with the NBN-norm or harmonised norms (EN60-742 or NBN52-742).
- The transformer must be protected in the primary and secondary for over current.
- The secondary voltage of the transformer must be limited to 25V in BB1 and 12V in BB2 situation (BB1 dry skin, BB2 humid skin).
- The connection of the halogen lamp socket and the bare conductors must be carried out by means of a screw or an equivalent connection.
- Gliding contacts or connection by means of alligator clips are not admitted (risk of spark).
- The bare conductors (cables) must be capable of carrying an electric current (the use of cables with a textile cove is not admitted).
- The section of the conductors must be able to carry 5 the maximum current in normal conditions and causing no temperature rise providing a danger.

#### 6. Neon lighting (Art. 242)

- The transformers must be in conformance with NBN 575 or NBN C71-388 and carry the inscriptions BNL.
- A pictogram mentioning "danger of life" has to be stuck on transformer and luminaries.
- Fed from a separate circuit and controlled by a bipolar switch.
- The bulbs and transformer must be mounted on no-combustible supports.
- The electrified must be covered.
- The use of earth or a metal frame as conductor is forbidden.

#### 7. Various electrical appliances, machines, etc...

Excepting appliances on VLV, the protection grade of the electrical apparatus should be at least IP 2X. On top of this, the machines and appliances under tension, easily accessible to the public and under no supervision of a responsible, a safety factor IP 4X must be provided (e.g. impossibility to touch a bare conductor under tension).

#### 8. Disconnection of the mains

The user engages themselves explicitly to disconnect every day after business hour all lights and electrical appliances, except refrigerators, computers as far as this is indispensable.

#### 9. Distributing frames of stands

It is strictly forbidden to open the main distributing frames or to modify the wiring.

#### 10. Connecting to the mains

The connections of the electrical installation to the mains can only be performed by a person being authorised by Messe Bremen.

#### 11. Safety control before connection to the mains

Each stand must be controlled by acknowledged organism being designated by Messe Bremen.

In his interest, the stand owner or his deputy will take care to be present in his stand during the control by the acknowledged office in order to indicate all parts of the installation and to receive personally the eventual observations.

#### 12. Provisional report of the control

A note will be left in the stand if eventual observations must be made announcing the nature of the infractions. Effect must be given to the observations and infractions. In agreement with Messe Bremen, the acknowledged office will control all corrections carried out according to the observations made during the first control.

#### 13. Quality of the mains

For applications requiring mains of excellent quality, the user of the stand has to care himself of an eventual voltage stabiliser, no break apparatus and over-voltage protection.

## APPENDIX III

### SUSTAINABLE TIPS

#### General Tips

- Send e-brochures by e-mail rather than sending hardcopies.
- Minimize the amount of printed material
- Use paper packaging rather than plastic
- Use public transport within the host city than taxis
- Minimize the use of water where possible
- Encourage the application of environmentally friendly principles in the stand design.
- Encourage your stand builder or contractors to provide information on their environmental impact reduction.
- Reduce environmental impact by working with design companies which already attend the show; as you can benefit from shared transport and labour.
- Design agencies need to try to work with appropriate suppliers for the job in hand.
- The quantities of oil/grease conducted into the sewer system should not exceed the usual household quantities
- All cleaning work should employ biodegradable products.
- Use hydroelectricity on your stand instead of standard electricity.

#### Waste Management

- Use waste materials, sourced from other industries as well as our own, to manufacture parts, features or other bespoke areas of the stand. For example, in the creation of bespoke furniture, these might come as waste material from the construction industry.
- Reduce as much waste as you can on exhibition grounds.

#### Recycling

- Use recycled paper where possible
- Use promotional tools or gifts that are recycled or from sustainable sources
- Recycle disposable items
- Use low-impact, renewable and recyclable products in the stand construction.
- Reuse stands
- Kitchen and catering waste should be collected and carefully sorted into plastics, glass, paper and garbage.

#### Sustainable Office Tips

- Use Email instead of Paper
- Use both sides of the paper when printing or copying
- Use recycled Paper
- Use Environmental friendly cleaning products
- Use refillable products in the office
- Unplug office Items when they are not in use.
- Use fair trade coffee, choose recycled cups or motivate Staff to use Mugs
- Buy environmental friendly furniture from sustainable suppliers
- Motivate staff to travel by public transport, or cycle to work

## APPENDIX IV

### INTELLECTUAL PROPERTY RIGHTS

#### IMPORTANT: FOR THE ATTENTION OF ALL EXHIBITORS

##### DISPLAY OF UNLAWFUL OR OTHERWISE INFRINGING GOODS

Your participation at the **Breakbulk Europe Conference & Exhibition 2016** is governed by **Breakbulk Events & Media** terms and conditions ("General Conditions"). Your attention is drawn to the following articles in the general conditions:

##### DISPLAY OF GOODS AT YOUR EXHIBITION STAND

Article 18.1 of the General Conditions states that Exhibitors shall not exhibit:

1. "Any counterfeit goods or any goods which infringe any third party's intellectual property rights".

Points to note:

- Intellectual property rights include trade marks (such as brands and logos); patents (such as industrial or medical/pharmaceutical inventions); registered designs; and copyright (such as music, film and text)
- You may not be entitled to display goods which contain intellectual property rights which are (i) owned and registered by; or (ii) licensed to a third party.
- Even if you are the registered owner or licensee of an intellectual property right in one country, it is possible that your use of that intellectual property right in the country in which the Exhibition is held may still be a breach of a third party's intellectual property rights. If in doubt, please make the appropriate legal enquiries.
- Under the relevant national or local laws, you may be legally responsible for bringing the goods into the country and displaying them and promoting them at the Exhibition even if you did not manufacture them or do not in fact own them.

2. "Any goods which are prohibited or restricted by local laws or regulations where the Exhibition takes place."

Points to note:

- Please obtain legal advice if you are concerned that any goods you are exhibiting may be prohibited or restricted by national and local laws.

It is your responsibility to ensure that all goods you display at the Exhibition comply with the requirements set out in Article 18.1 of the General Conditions.

3. Proper Attire and Public Messaging

Breakbulk is a proud organiser of international events. With respect to cultural differences, we ask that all exhibitors, their staff and host/hostesses defer to modest dress while participating in Breakbulk events. Kindly refrain from the use of profanity in spoken word or in visual messaging as this is often quite offensive to our delegates. All corporate staff, hostesses, hosts and temporary staff should be dressed in business attire.

**Article 18.2**

POTENTIAL CONSEQUENCES OF BREACH OF ARTICLE 18.1 OF GENERAL CONDITIONS

Under Article 18.3 of the General Conditions, Breakbulk Events & Media has the right to:

1. Physically remove any goods which we (or a relevant authority such as a governmental agency or inspector) deem to infringe Article 18.1; and/or
2. Cancel your right to participate in the Exhibition and close down your Stand/display.

If this happens, you will have no financial or other claim against **Breakbulk Events & Media**. You also may have to compensate **Breakbulk Events & Media** in full and without limit for all claims, liabilities, losses, expenses, and charges of any kind incurred by **Breakbulk Events & Media** because of any breach by you of Article 18.1 of the General Conditions.

IF YOU THINK THAT ANY GOODS YOU INTEND TO DISPLAY AT THE EXHIBITION MAY BE UNLAWFUL IN THIS COUNTRY IN SOME WAY (INCLUDING REGARDING INTELLECTUAL PROPERTY), PLEASE OBTAIN LEGAL ADVICE IMMEDIATELY.

This note is guidance only and is no substitute for the General Conditions or local laws.