

## 1 General regulations

### 1.1 Stand partition walls

The show does not set up stand partition walls. Partition walls of 30 mm thickness and 2.50 m height can be ordered from MCH Exhibitions with the appropriate form.

The partition walls can be covered with textile covers or fibre display panels, but may not be painted or have anything affixed to them. The partition walls must not be damaged by the stand covering or installation.

Any damage will be charged to the exhibitor.

Stands by the external walls of the hall have back walls (marked on the hall layout plan).

Where stands are in rows, the clear width of the stand between the side walls is 30 mm less than the front rented (i.e. e.g. 5.97 m instead of 6.00 m).

### 1.2 Hall floors

The hall floors are made of the following material:

|                    |                      |
|--------------------|----------------------|
| <b>Halls 1 – 6</b> | <b>cast concrete</b> |
| <b>Hall 7</b>      | <b>parquet</b>       |

#### 1.2.1 Floor covering

The floor covering must cover the stand's entire floor surface. Carpet adhesive tapes must be completely removed upon dismantling. The removal of tapes that were not removed or only partly removed will be invoiced. Adhesive strip is not permitted in Hall 7. Self-adhesive carpets are not permitted in the entire building.

### 1.3. Stand numbering

The stands are marked with stand numbers in a consistent form. In the interest of visitor orientation, we would ask you not to remove these.

### 1.4. Advertising areas in the show halls

Advertising areas which extend beyond the stand perimeter are prohibited. In some cases, the fair authority may make an exception for some elements that protrude beyond the edge of the stand.

### 1.5. Deadlines

Please keep to the deadlines for the setting up and dismantling of stands.

### 1.6. Written permits are required for

- stands of over 3 meters
- setting up and dismantling outside official deadlines
- working on stand during the exhibition
- working after 7 p. m. and on legal days of rest/public holidays in the canton of Zurich (incl. 1st May/1st August)
- importing/exporting of goods which need to be declared (customs)
- having photographs taken by own staff or own professional photographer
- the use of gas/oxygen
- for single storey stand constructions with lettering over 5 m

For multi-storey stands or for stands of an area of more than 100 m<sup>2</sup> a permit must be applied for (notice No. 3.1).

Three copies of the appropriate documentation must be submitted:

- Projectplans
- List of materials
- Technical Installations
- Static proof

Multi-storey stands that are built adjoining each other require a permit from the local fire department. The concept must be planned with the trade fair organiser at an early stage and, where necessary, subsequently approved by the fire authorities.

The exhibition management will take charge of the consultations and coordination with the relevant authorities.

**The exhibition management reserves the right to demand the removal of stand fittings that do not conform to the general and specific regulations or, if necessary, to order the removal at the exhibitor's expense.**

MCH Exhibitions takes no responsibility for damage to stand material in this case.

## 2 Stand construction guidelines

### 2.1 Minimum requirements

An exhibition stand must meet the following minimum requirements:

- clean rear and side walls
- floor covering for the stand's entire floor surface
- good illumination
- clear identification (company name and address obligatory)

### 2.2. Stand heights

The permitted heights for stand structures are as follows:

|                      |                             |
|----------------------|-----------------------------|
| <b>Halls 1 and 2</b> | 6.50 m (lower part 3,5/3 m) |
| <b>Halls 3 - 6</b>   | 5.50 m                      |
| <b>Hall 7</b>        | 4.50 m, or on request       |

Height along the outer walls of the hall on request.

### 2.3. Stand inscription

In general, the exhibitors are free in the kind of stand signage. Signs may not protrude into the aisles.

No company sign, logos, stand blinds, etc. may be mounted higher than a maximum of 5 m from the floor in one-storey stands.

**Stand signage and advertising carriers taller than 5 m are considered as advertising space. They require authorisation. Approval and use of the areas can be invoiced separately.**

Please also see the permitted stand heights under point 2.2.

---

#### 2.4. Stand construction and stand walls

The rented stand area may not be exceeded by either stand design elements or any kind of objects. Visible partition walls facing neighbouring stands must be clean and painted white.

**Fuse boxes (electrical and telephone) on hall pillars and walls and the floor sockets must be accessible at all times.**

#### 2.5. Multi-storey stands

Multi-storey stands require a permit (see point 1.6.).

#### 2.6. Open stand sides

Stand construction must be transparent at all open stand boundaries. Closed construction is not permitted towards the aisles.

#### 2.7. Sound / immissions

Advertising campaigns (shows, video presentations, etc.) are only provisionally and within one's own stand area and after inspection. Sufficient space for spectators must be guaranteed within one's own stand area. Advertising measures, especially of an optical and acoustic nature, must not cause obstruction or disturbance in the aisles or for neighbouring stands. Acoustic boxes or loudspeakers must not face the aisle areas.

#### 2.8. Fixation and suspension of stand components

Any suspension fittings (beams, clamps, ring bolts) required to be fitted direct to the hall ceiling may be fitted only by the official technicians employed by MCH Exhibitions.

Should any of the structural components of the stand need to be affixed to the suspension fittings that are connected direct to the hall ceiling, the exhibitor is permitted to carry out this task himself. The relevant safety regulations must be observed – especially the SUVA, VBG and DGUV 215-313 Guidelines, which are available from the corresponding organisations. The exhibitor shall be liable for any damage resulting from non-observance of the safety regulations or non-adherence to the stipulated load restrictions.

#### The following are prohibited

- to drill into, or affix loads to, the hall's walls, pillars or ceilings.
- to affix the stand's structural components to ventilation ducts, the sprinkler system, electric cable ducts etc.
- unscrewing or removal of the hall loudspeakers.

The person renting the stand shall be liable in all cases for the safety of the entire stand construction, including the furnishings and suspended loads.

## 3 Fire protection

In the area of fire protection, the building authorities have issued the following instructions for all stand constructions. These are based on the valid VFK norm (Association of Cantonal Fire Insurance in Switzerland, Bundesgasse 20, P.O. Box, CH-3001 Berne).

### 3.1 Fire index number

The materials used must meet the requirements of the fire protection regulations. The recommended values are listed in the VFK standards.

The construction material must at least conform to fire index number "BKZ" 5.2 (hardly combustible, medium smoke formation). Deviations from this regulation require the express approval of the fire police (building authorities). The material for the interior furnishing of the stands (floor coverings, barriers, waste containers, furniture, partition walls, etc.) must now only conform to BKZ 4.2 (poorly inflammable, weak smoke formation). Cladding, decorations and decorative framework may only be made from hardly combustible (combustibility level 5) material or material impregnated with a fire retardant. In the event of fire, the material may not disintegrate into burning fragments or develop noxious gases.

### 3.2. Further fire protection regulations

Hand-held fire extinguishers that impair visibility when used (powder, foam) are not permitted. Foam or light water fire extinguishers are permitted and recommended. Constructed, multi-storey stands must be separated by F30 walls. In rooms used for presentations with more than 50 seats in a theatre layout, exits must be provided in accordance with Standard VKF. The seating must also comply with Standard VKF (VKF Fire Protection Regulations (Brandschutzvorschriften) 1.1.2015 / [www.praever.ch](http://www.praever.ch)).

# 3.1 Notice

## Technical requirements and general regulations

### Additional to the Regulations for Exhibitors and to the General Regulations of MCH Exhibitions

## 1 Introduction

The conditions in the halls necessitate some additions to the Regulations for Exhibitors and in the General Regulations of MCH Exhibitions. These comprise, in particular, rulings regarding fire precautions and personal safety imposed by the building authorities in conjunction with their authorisation of the new building for MCH Exhibitions. To give you an overview, the main points are summarised below.

## 2 Basis

- General Regulations of the MCH Swiss Exhibition (Zurich) Ltd. (MCH Exhibitions) from September 2020
- Stand construction and design guidelines

## 3 Stand location

The exhibition management decides the allocation of stands and their location. These stand siting plans in a scale of 1:250 are submitted to the relevant fire authorities of the city Zurich for authorisation. The fire authorities have examined all points relating to safety (occupancy density, size of escape routes, etc.) based on these plans. The stand location plans approved by the fire authorities form the basis for individual stand constructions.

## 4 Stand area

The areas indicated on the stand location plans are made available to the exhibitor for his/her stand. The stand boundary lines correspond to the maximum dimensions of the stand on all sides and must be checked by the person renting the stand before a start is made on constructing the stand. Any alleged deviations must be validated with the exhibition management. Nothing may protrude beyond this line (booms, neon signs, etc.) are not permitted. All furnishings needed to operate the stand must therefore be accommodated within the boundaries of the stand (this also applies to the allocated maximum stand construction height).

## 5 Quality/aesthetic appeal of stands

In parallel to the stand construction approval procedure, the project plans will also be submitted to the exhibition management. Any marketing-related conditions will be reported to the exhibitor together with the stand construction permit.

## 6 Stand construction permit

A simplified building approval procedure must be followed for all newly devised multi-storey stands and for stands of an area of more than 100 m<sup>2</sup>. Project documentation must be submitted in three copies at least two months prior to the construction date to the exhibition management.

### Scope of the project documentation:

- Project plans (Floor-plans, sectional drawings, sketches)
- List of materials
- Details about technical installations (power connection/telephones/HVAC/etc.)
- Statistical confirmation from the building engineer

**To be sent to for fairs in Zurich:**  
MCH Swiss Exhibition (Zurich) Ltd.  
Exhibition Management  
CH-8050 Zurich

**Number of copies**  
Everything in triplicate

MCH Exhibitions handles co-ordination with the appropriate building authorities. Discussions between the exhibitor and/or his/her planner will be organised with the building authorities in the case of complex projects. The fees for the planning permission process are borne by the exhibitor.

The granted stand construction permit relates to the stand. Provided no amendments are made, it is also valid in each case for subsequent fairs.

## 7 Stand heights

Based on fire regulations (smoke extraction/sprinkler systems/ventilation), the minimum/maximum stand heights have been set. They are based, including restriction areas on the stand placement plan. The maximum stand construction heights have all been set lower than the available useable heights in the light. The reasons for this limitation stem from the fact that the rest of the air space is necessary for the functioning of the following systems:

- Smoke extraction in the halls in case of fire
- Sprinkler systems in case of fire
- Lighting systems for normal operation
- Ventilation system for normal operation