

Information sheet

Placement of motor vehicles and containers within the trade fair halls

Scope

This information sheet applies to motor vehicles of any kind that are driven into and out of the trade fair halls. This includes driveable exhibition stands and containers

Other applicable regulations

The Technical Guidelines of Koelnmesse

Summary

A permit is generally required in order to bring motor vehicles and motorcycles into the trade fair halls and exhibit them there. This information sheet also covers trips with motor vehicles for construction and dismantling purposes as well as the exhibition of vehicles for decorative or show purposes. The use of forklift trucks is also included. It also covers containers, lorries, buses and all kinds of motorcycles. However, this regulation does not cover motorcycles that are exhibited at INTERMOT.

Vehicles may not be driven into the trade fair halls without permission under any circumstances. This also applies to the service providers of Koelnmesse.

Required documents

A permit is generally required in order to bring motor vehicles and motorcycles into the trade fair halls and exhibit them there. Koelnmesse GmbH has to be notified of any such plans at least 6 weeks before the event begins. The required documents (see below) have to be submitted at this time as well.

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The following documentation and information must be submitted in advance of the event:

- Stand and hall number
- The reason why a vehicle is to be brought in
- The type of vehicle (e.g. show truck, food truck, trailer etc.)
- Number of vehicles
- Images of the vehicles
- Size and weight
- Licence plate number
- The approximate time that a vehicle will be brought in
- Contact person at the fair (including a telephone number)
- Number of axles and
- Wheels (single or double wheels)

All documentation must be submitted in German or English. The documentation can be submitted via e-mail or in writing. The responsible department checks the documents to make sure they are correct and complete. Koelnmesse reserves the right to forbid a vehicle from being brought in for reasons of safety, missing or inadequate documentation or late submission of documentation.

General terms and conditions

A vehicle may only be brought in under the following conditions

- When it's raining, no water may drip from the vehicle/trailer to the ground. If an exhibitor fails to adhere to these regulations, it will have to bear any costs incurred for the additional cleaning of the areas that its vehicles moved through. This also applies to heavily soiled tyres.
- The premises of Koelnmesse may not be damaged, i.e. a vehicle may only be brought in if its weight and dimensions make this possible
- Vehicles that are placed inside or outside of the halls may have to be equipped with fire extinguishers or smoke alarms, depending on their use and characteristics.
- Stands may not be damaged
- Whenever vehicles are loaded or unloaded, any supports they may have must be extended while taking any plates for distributing the load into account
- Aisles must be kept free of fire loads
- On the Boulevard, vehicles/trailers must have tyres that do not cause streaks or they must be moved by hand

Exhibition of vehicles equipped with combustion engines

The amount of fuel in the tank must be reduced to a level necessary for driving the vehicle into and out of the halls (the low fuel lamp must light up). The fuel tank must be locked. If this is not possible, suitable measures must be taken to secure the filler cap against unauthorized access (e.g. by means of tape). Motor vehicles may not be shown in operation under any circumstances.

Depending on the event and the place of exhibition, Koelnmesse reserves the right (if necessary) to implement additional safety measures (e.g. disconnection of the battery, inertisation).

Exhibition of vehicles equipped with pressure tanks (powered by liquefied gas)

The pressure tank must be empty or have no pressure and also be secured against external interference. This applies only to vehicles that are exhibited at a trade fair event. It does not cover vehicles for stand construction and dismantling.

Vehicles for stand construction and dismantling

(e.g. forklift trucks equipped with pressure tanks (forklift gas), lorries, vans, cars) must be registered with Koelnmesse's Logistics and Traffic department in all cases.

Exhibition of electric or hybrid vehicles

The drive battery (high-voltage battery) must be disconnected or separated from the circuit by means of a main switch. Assistance for disconnection can be found in the manufacturer's rescue cards (available for free download on the Internet).

Charging is only permitted outside enclosed areas at designated, fixed charging points. In any case, a CO₂- fire extinguisher must be placed in the immediate area.

Vehicles used as exhibition stands/show areas (or containers)

Driveable exhibition stands (show trucks, buses, trailers etc.) may have to be equipped with fire detectors.

Fire detectors are not needed if

1. roof hatches or windows are open at night or left ajar so that the fire alarm system in the halls can detect a fire
2. and the vehicles have their power switched off at night
3. and the mobile exhibition stands < 50 m² are

The final assessment is made on site in cooperation with the fire protection officer of Koelnmesse. Gas cylinders must be removed from vehicles/trailers unless they are required, e.g. for cooking or barbecuing. If e.g. any cooking is planned, a hearth must be registered separately.

Koelnmesse determines if any additional measures are required in each case. These measures are documented and checked during the event in question.