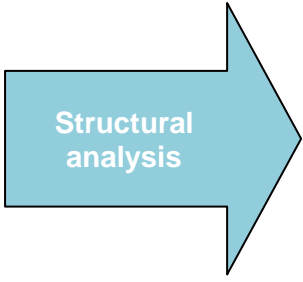


IEX- Insulation Expo 2018 – Overview stand construction guidelines

This overview is intended to provide exhibitors and stand constructors with a brief summary of all questions and issues relating to stand construction. All exhibitors must check whether their stand requires official approval or not. Approval is based on whether the technical guidelines of Koelnmesse and the design specifications of the IEX organizers have been adhered to. Please also take note of the regulations for light effects and sound equipment.

<p>1. What requires approval?</p>  <p>Structural analysis</p>	<ul style="list-style-type: none"> ➤ all stands with a structural height of more than 2.50 m regarding your design ➤ other special structures such as cinemas, staircases, vehicles, skips or trucks ➤ the use of safety- gas- filled ballons and other flying objects ➤ flame work, flying sparks ➤ glass constructions (no safety glass) ➤ closed walls that are adjacent to visitor corridors <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <ul style="list-style-type: none"> ➤ all stands with a structural height more than 4.00 m (without the suspension from the hall ceiling) also regarding for the stand security ➤ two-storey structures ➤ stages, platforms and pedestals intended to be walked on by visitors ➤ walk-on bridge structures </div> <p>Effects materials such as fire, gas, pyrotechnics, nitrogen, fog machines or hazers must also be approved by the Exhibition Centre Cologne.</p>
<p>2. Who approves what?</p>	<p>In normal cases the stand construction documentation is checked by two different bodies</p> <ol style="list-style-type: none"> 1. The IEX team evaluates the visual stand design. 2. The IEX team forwards the structural analysis for stands with a structural height of more than 4.00 m and special constructions to the technical department of Koelnmesse. They check the documentation randomly and pass the documents to the relevant authorities if required. For two-storey structures the certified static analysis as well as the plan documents are needed. <p>Contact the IEX team directly if you have any questions regarding stand design and neighbouring stands.</p> <p>Please contact the Technical Manager of Koelnmesse if you have any technical questions: Ms Lipphausen, email: s.lipphausen@koelnmesse.de, Tel.: 0221/821-2317</p>

3. What are the minimum requirements for my stand?	<ul style="list-style-type: none"> ✓ shell system including fascia board with lettering ✓ stand decking with floor covering ✓ attractive overall appearance (no trestle tables etc.) ✓ adherence to transparent construction design for exterior walls
4. Structural height	<p>The maximum permitted structural heights in the halls are:</p> <ul style="list-style-type: none"> • Hall 8: up to 8.00 m
5. Adjacent stands / Transparent construction	<p>Stands and stand construction elements which are closer than 3 m to the neighbouring stand and which have a structural height exceeding 2.50 m require written authorization from the neighbouring stand. Responsibility lies with the exhibitors to reach an agreement regarding stand height. The IEX team is responsible solely for providing the contact details. If no authorization has been obtained from the neighbouring stand, the stand operator in question may be obliged to dismantle the offending structure. All stands must be visible and can't be closed-built. Through regular sight elements the booth must be visible. Please bring in corresponding plans for the authorization by exterior finish.</p>
6. Sound equipment	<p>Rules regarding volume levels on stands are essential to ensure amicable coexistence among the exhibitors. Examples of such activities include demonstrations, video presentations, other presentations made using a PA etc.</p> <p>Stand amplification should be kept at levels which permit conversations to be held on neighbouring stands at all times. Accordingly, the following information should be borne in mind when planning the amplification:</p> <ul style="list-style-type: none"> ➤ Loudspeakers should be mounted at body height (i.e. not fastened on overhead traverse bars) ➤ The loudspeakers should be angled into the stand and not out into the gangways ➤ Noise-limiters should be incorporated to limit the volume levels <p>Legal consequences in case of infringements: IEX checks regularly if the regulations concerning events have been complied with at the exhibition stand.</p> <p>If IEX establishes that an exhibitor has infringed on these regulations, IEX or the noise protection agent commissioned by IEX may admonish the exhibitor and immediately terminate the ongoing event/show.</p> <p>In case an exhibitor repeatedly infringes on these regulations, IEX may terminate the exhibitor's ongoing trade fair business and shut down the exhibitor's stand. The right to claim damages or any other claims of the exhibitor as a result of the exhibition</p>

	<p>stand being shut down according to the above stipulation is excluded.</p> <p>This does not affect the right of IEX to claim further damages from the exhibitor resulting from its infringement of the regulations concerning events at exhibitors' own exhibition stands.</p>
7. Lighting	<p>The basic stand lighting does not require authorization in cases where the light is directed onto the stand itself. Vertical suspension of lighting elements (rotating coloured lights, LED displays, etc.) from the load-bearing structure of the hall ceilings must be marked in the stand construction plans.</p>
8. Responsibility	<p>Responsibility for adhering to the design specifications of the IEX and above all to the technical specifications of the Exhibition Centre Cologne lies with the exhibitor, i.e. with the company running the exhibition stand.</p> <p>Please send two copies of the documentation (in English or German) at least 8 weeks before the start of the trade fair (16th of March 2018) by post to:</p> <p>Reed Exhibitions Deutschland GmbH, Project IEX Völklinger Straße 4, 40219 Düsseldorf, Germany</p> <p>Or mail to: service@insulation-expo.com</p>

IEX, as constituted on November 13, 2018