

Information on Management of Stands

Please note where notification is required for activities on the stand

1. Company name

The full address of the exhibitor (and if applicable, the branch office responsible for the participation) must be clearly displayed in adequately sized letters on all stands (company name, full address, including city, street, house number).

2. Pricing (Only valid if in accordance with the General Conditions of Participation the direct sale is permitted.)

In accordance with the Regulation on Pricing which came into force on 18 October 2002, BGBI page 4197, the persons offering goods for sale to the ultimate private consumer are responsible for displaying the price (including value added tax). The price labels on the goods must be displayed in an unambiguous way and should be clearly legible from a distance. When using price lists for goods which are only displayed as models or depicted in brochures, such lists should be displayed open to view, thereby eliminating any need to enquire about details of the sales price. This regulation does not apply if the supplier of goods makes it clear that he only wishes to sell items to the trade for use in a professional or commercial capacity. If sales, even individually, are made to private sector end-users, the obligation to display prices applies in full. Exhibitors will be monitored to ensure that they observe this regulation. In order to avoid action being taken against exhibitors, they are requested to strictly observe this regulation.

3. Order books

If the exhibitor is using orderbooks from suppliers, the supplier's full address must be printed or stamped on each form, along with that of the exhibiting firm.

4. Addressing visitors

Visitors should only be addressed from within the confines of the stand, and in a correct and polite form, even if such persons are only seeking information.

5. Advertising statements (only valid if direct sale is permitted)

All statements about the goods on display, especially concerning their materials, performance, price and ancillary costs must be accurate and comprehensive.

6. Delivery dates

Delivery dates should only be agreed upon if they can actually be met. If delivery is delayed for some pressing reason, the customer must be notified immediately.

7. Items manufactured to order

The greatest care should be taken in recording the details for items which are to be manufactured to order, in particular with regard to colour, design and dimensions. Care should be taken to ensure that the client is not burdened by the risks of manufacturing defects and with the cost of eliminating such defects.

8. Claims

Claims and complaints must be dealt with correctly within a suitable period of time. If disputes occur it is advisable to call in the services of the exhibition management – the organisers. Failure to observe these regulations, even after suitable warnings have been given, may result in enforced closure of the stand, and the exhibitor may be prohibited from attending other exhibitions.

9. Complaints by exhibitors

Complaints by exhibitors must be reported or notified in writing to the organiser or the exhibition management during the exhibition.

10. GEMA-(Performing Rights Society) – Fees (Notification required)

Approval must be obtained from the GEMA (Performing Rights Society) for any public performance of copyrighted music by sound media (e.g. phonograph records, CDs, magnetic tapes, music cassettes), picture/sound media (e.g. videorecorders), for instrumental performances or musical presentations as part of radio or television broadcasts or the screening of films.

Applications should be made prior to the start of the exhibition to the following address:

GEMA Bezirksdirektion Berlin, Keithstraße 7, 10787 Berlin, Germany, Telephone: +49(0)30/21292-0

Telefax: +49(0)30/21292-588, www.gema.de

11. Sale of drugs, advertising of remedies (Notification required)

A Special information referring to the dispensing of drugs: If exhibitors are planning to sell or dispense drugs (see

§ 2, Arzneimittelgesetz 1976 (Drugs Law) for a definition of what constitutes drugs under this law) e.g. free of charge, exhibitors are required to notify the Landesamt für Gesundheit und Soziales (LAGeSo), Turmstrasse 21, 10559 Berlin, Germany. No specific form is required for this notification. **(The obligation to notify the authorities is laid down in § 67 item 1 of the Arzneimittelgesetz.)**

B Special information regarding advertising of remedies: Advertising that contains references to health is subject to the law on advertising for remedies.

Information in this respect is also available from the same address:

Landesamt für Gesundheit und Soziales (LAGeSo), Telephone: +49(0)30/90229-0,

E-Mail: infopoint@lageso.berlin.de

12. Copyrights, protected trade marks or patents

The exhibition company expects exhibitors to observe the legal copyrights, patents or protected trade marks of other exhibitors. If the regulations of the exhibition company are not observed, it reserves the right to take action and to refuse admission to future events. This regulation does not imply any obligation on the part of the exhibition company in cases of infringement of protected copyrights, trademarks or patents. Under no circumstances may claims be made against the exhibition company.

13. Gamblings (Notification required)

Gamblings organised in connection with trade fairs or exhibitions are public events and, if a monetary stake is involved, require official approval in accordance with the lottery regulations.

Applications should be made to the following office: Landeseinwohneramt Berlin, Referat Verschiedene Ordnungsaufgaben – II B 122 – Friedrichstraße 219, 10958 Berlin, Germany,

Telephone: +49(0)30/90269-0, Fax: +49(0)30/90269-1299

14. Cleaning

Messe Berlin will arrange for display areas to be swept before handing them over. If exhibitors do not leave their display areas clean and tidy after the event, Messe Berlin will arrange cleaning at the exhibitor's expense. Any adhesive strips or nails left over after carpets have been removed must be taken up, or this will be done at the exhibitor's expense.

15 Hygiene requirements for unpackaged food items dispensed on the Exhibition Grounds

The Guidelines of Public Health and Building Inspectorate as listed overleaf and the Technical Guidelines must be observed when setting up kitchen areas for preparing food which is intended for dispensing and immediate consumption on site.

All persons preparing or **dispensing unwrapped foodstuffs** of animal origin, food for babies and infants, ice cream, bakery products with fillings that are not fully baked, delicatessen salads etc. must have received instructions in accordance with the Law on the protection against Infection (please see information in the annex to the PDF form).

For queries please contact:

Bezirksamt Charlottenburg-Wilmersdorf von Berlin – Gesundheitsamt -

Lebensmittelpersonal-Beratungsstelle, Hohenzollerndamm 177, 10713 Berlin, Germany

Telephone: +49(0)30/9029-16299, Fax: +49(0)30/9029-16295

Structural requirements for sales stands

- Suitable waste air extraction systems for ovens, deep fat fryers, roasting, baking cooking units or similar facilities. Annoyance caused to neighbouring exhibitors and visitors by smoke should be avoided. Failure to comply may result in enforced closure of the stand. An additional fire extinguisher must be installed next to each cooking, frying and grilling installation.
- The assembly, design and operation of such installations must be discussed with Messe Berlin GmbH before they are installed - Technical Dept., T: +49(0)30/3038-2824 to 2829
- Please note, that **liquid gas containers** are not allowed on the Exhibition Grounds. Please see also Technical Guidelines, Item 5.5 Compressed air and gas installation and item 5.7 Use of pressurised gases and inflammable liquids **(Notification required)**
- Wipe-resistant floor coverings (e.g. plastic sheets) and washable wall coverings on the stands
- Washable storage and sales surfaces (e.g. plastic sheets) at a height of at least 60 cm above the floor.
- Running hot and cold water for cleaning plates, cups and glasses in dual sink units or dish-washers (or in the case of rinsing units, cold water only).
- Hand-washing facilities with running hot water and with liquid soap and disposable hand towels.
- Effective protection against spitting or coughing (e.g. Plexi glass panels or similar barriers).
- Effective refrigeration facilities for perishable foodstuffs

General hygiene requirements

- Foodstuffs may not be stored, handled or sold anywhere except on the sales stands.
- Hygienic storage (protected against dust and dirt, refrigerated if necessary) of all foodstuffs and utensils (e.g. plates, cooking pots).
- Water intended for consumption or for cleaning purposes may only be obtained from drinking water taps. No water may be obtained from toilet areas.
- Prohibition on smoking on stands containing foodstuffs.
- Clean working clothes for all personnel employed on the stands.
- Live mussels must be stored under cool conditions at between +2 and +10 °C. Fresh oysters may only be served by suitably qualified personnel who are properly informed about the edibility of such items.

For queries please contact: Bezirksamt Charlottenburg-Wilmersdorf von Berlin – Veterinär- und Lebensmittelaufsichtsamt – Hohenzollerndamm 174-177, 10713 Berlin, Germany, telephone: +49(0)30 9029-29106/107, E-Mail: vetleb@charlottenburg-wilmersdorf.de

16. Installation used for dispensing drinks

The guideline data regarding the intervals between cleaning, as stipulated by DIN 6650-6, apply to all installations used for dispensing drinks. This specifies that regular cleaning of the dispensing installations (e.g. taps, lines, fittings) should be conducted at the following intervals:

| Beverage | Interval |
|---|-----------------|
| Fruit juices, sweetened fruit drinks, fruit juice drinks | daily |
| Still water, non-alcoholic Beer | 1 – 7 days |
| Beer (excluding alcohol-free beer) | every 7 days |
| Wine, carbonated, non-alcoholic refreshing drinks, carbonated water | 7 – 14 days |
| Primary ingredients of drinks, spirits | 30 – 90 days |

This imposes a documentary obligation, i.e. the operator must provide proof that he has met his duties of supervision and care, and of the way in which he has fulfilled these obligations.

Reference source for DIN standards: Beuth Verlag GmbH, Burggrafenstraße 6, 10787 Berlin, <http://www.beuth.de>

17. Law Governing Restaurants (Gaststättengesetz) (notification required)

An approval, subject to a fee, in accordance with § 12 of the Law Governing Restaurants (Gaststättengesetz) only need be applied for if alcoholic drinks are being dispensed (also together with food).

The application may be made without the need for a specific form, or by using the application form GASTG (approval application) and should be submitted to:

Bezirksamt Charlottenburg-Wilmersdorf von Berlin, - Wirtschaftsamt
Hohenzollerndamm 174-177, 10713 Berlin, Germany
telephone: + 49(0)30 / 9029-29000
Fax: + 49(0)30 / 9029-29039
e-mail: wirdamt@charlottenburg-wilmersdorf.de
(official form please see in the annex to the PDF form)

Regulations and Legislation:

- Lebensmittel- und Futtermittel-Gesetzbuch (LFGB) of 28.04.2006 (Bundesgesetzblatt/Federal Gazette I, page 945), in the current valid version
- Food Hygiene Regulation of 08.08.2007 (Bundesgesetzblatt/ Fed. Gazette – BGBl. I, page 1816), amended on 29.04.2004 (EC regulations No. L 226 page 3),

For queries please contact:

Bezirksamt Charlottenburg-Wilmersdorf von Berlin
- Veterinär- und Lebensmittelaufsichtsamt -
Hohenzollerndamm 174-177
10713 Berlin, Germany
Tel.: +49(0)30/9029-29106/107, Fax: +49(0)30/9029-29105
[E-Mail: vetleb@charlottenburg-wilmersdorf.de](mailto:vetleb@charlottenburg-wilmersdorf.de)

Information for employers about the Law on the Prevention of Infection

(Details correct as of 07.03.06)

Employers also require a certificate stating that they have received initial instructions in accordance with § 43 IfSG (Law on Protection against Infection) or a bill of health / "Red Card" in accordance with § 18 BSeuchG (superseded on 01.01.2001 by the IfSG), if they carry out the relevant work on or with foodstuffs, deal with equipment used in the production of food, or market foodstuffs.

Employers or principals are required to instruct their staff about the Law on the Prevention of Infection; the obligation upon the employer to provide such instruction applies to all staff engaged in the relevant activities (production, handling or marketing of the foodstuffs listed in the written instructional material) – including those who are still working with a valid "Red Card" in accordance with § 18 of the Federal Law on Contagious Diseases (Bundesseuchengesetz).

Initial instruction by the employer must take place immediately after the staff have taken up employment.

Important: The initial instruction from the Health Department or an appointed physician may not have been received more than 3 months prior to the initial employment in the food sector. Subsequently such instruction shall be provided each year.

In this respect it is useful to include instructions about hygiene in accordance with the rules laid down by the LMHV (Food Hygiene Regulations), (maintenance of the cool chain, cleaning rules etc). It is the responsibility of employers (including managers) to ensure that sufficient specialist knowledge about hygienic methods of production and processing is available. The directives contained in the LMHV also stipulate that such instruction is obligatory. Both forms of instruction must be carried out, and neither of them replaces the other!

Documentary evidence of the instruction must be provided and confirmed by the signature of the staff member.

The certificates referring to the instruction in accordance with § 43 IfSG (initial instruction and documentation of the subsequent instruction as carried out by the employer) must be available at the place of work and must be presented for inspection by the Veterinary and Food Supervisory Office or by staff of the Health Department. The absence of a certificate confirming initial instruction by the Health Department or a physician appointed by the Health Department and the lack of documentation about subsequent instruction may lead to the imposition of substantial fines.

Advisory office for Charlottenburg-Wilmersdorf

Bezirksamt Charlottenburg-Wilmersdorf von Berlin
Gesundheitsamt Lebensmittelpersonal-Beratungsstelle
Hohenzollerndamm 177 10713 Berlin
Tel. +49(0)30/90 29-16299 Fax +49(0)30/90 29-16295