



Information on Management of Stands

Herewith, we specifically draw the attention of our exhibitors to the following statutory regulations.

As of 11/2021

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1. General Information on Management of Stands

1.1 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).

1.2 Regulation on Pricing

In accordance with the Regulation on Pricing (PAngV) which came into force on 18 October 2002, BGBl 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.

1.3 Finish of Serving Drinks

The serving of alcoholic drinks must stop every day half an hour before closing of the fair. Please also respect the announcements on the exhibition grounds. Controls are carried out regularly.

1.4 Order Books

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

1.5 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.

1.6 Advertising Statements

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

1.7 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.

1.8 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 color, 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.

1.9 Clames

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.

1.10 Complaints by Exhibitors

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



1.11 Copyrights, Protected Trademarks or Patents

The exhibition company expects exhibitors to observe the legal copyrights, patents or protected trademarks 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.

1.12 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. In addition, it is not allowed to install any item on the wall.

1.13 Hygiene requirements for unpackaged food 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.

For queries please contact:

Bezirksamt Charlottenburg-Wilmersdorf von Berlin – Public Health Department –
Lebensmittelpersonal-Beratungsstelle, Hohenzollerndamm 177, 10713 Berlin, Germany
T +49 30 9029 16299, F +49 30 9029 16295

1.14 Structural Requirements for Sales Stands

- Suitable waste air extraction systems for ovens, deep fat fryers, roasting, baking cooking units or similar facilities are required. Annoyance caused to neighbouring exhibitors and visitors by smoke should be avoided. Failure to comply may result in enforced closure of the stand.
- The assembly, design and operation of such installations must be discussed with Messe Berlin GmbH before they are installed - Technical Dept.: T +49 30 3038 -4021 to 4029
- 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 dishwashers (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. Plexiglas panels or similar barriers).
- Effective refrigeration facilities for perishable foodstuffs

2. Circumstances which Require Notification

2.1 GEMA (Performing Rights Society) - Fees

Approval must be obtained from the GEMA (Performing Rights Society) for any public performance of copyrighted music by sound/picture media (e.g. CD, DVD, Blue-Ray, Flash memory), 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, PO Box 30 12 40, 10722 Berlin

T +49 30 5885 8999; F +49 30 2129 2795; email: kontakt@gema.de

Please also make use of the online service at www.gema.de



2.2 Permission for Alcoholic Beverages (Law Governing Restaurants)

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). Please use the GERMAN application form GASTG ([click here to download](#)) and send it in time to Bezirksamt Charlottenburg-Wilmersdorf of Berlin via email at veranstaltungen@charlottenburg-wilmersdorf.de. You can find an English translation of this form here.

Please apply for permission in good time before the beginning of the fair. The **fee will be 136.00 €** for each booth and has to be paid in advance (please take into consideration that permissions have to be paid prior to the confirmation).

Attention: There are controls during the fair! For short-term applications, a fee of 170.00 € will be charged. If approvals have to be made on-site during the fair, a fee of 200.00 € will be charged.

Furthermore, it is **mandatory** to visibly mount the sign of the **German Youth Protection** (available only in German) onto your stand booth if alcohol (or the other mentioned products) is provided. You can download this sign in our [Download Center](#). There will be controls and penalties if there is no sign on your booth.

For queries please contact:

Ordnungsamt Charlottenburg-Wilmersdorf,
Hohenzollerndamm 174-177, 2. floor, room 2049/2051
10713 Berlin
P +49 30 9029 29045 /-29051 /-29052 /-29060
F +49 30 9029 29049
email: veranstaltungen@charlottenburg-wilmersdorf.de
Consultation hours only after making an appointment by phone.

2.3 Sale of drugs, advertising of remedies

- 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.)
- 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, T: +49 30 902290, email: poststelle@lageso.berlin.de

2.4 Public Gambling

Gambling 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, T +49 30 902690, F +49 30 90269 1299

2.5 Goods Subject to Excise Duty

Procedures for Vendors of Goods Subject to Excise Duty (Wine Spirits / Goods Containing Wine Spirits, Beer, Sparkling Wine, Intermediate Products, Coffee / Goods Containing Coffee) from EU-states at International Green Week in Berlin.

Notification of Purchase or Possession

Notification must be made in advance to: Hauptzollamt Berlin/ SG B/ AB 22/ Mehringdamm 129c, 10965 Berlin, using the official form (2755/ 1833).

Notification must include the main characteristics relevant for taxation of goods subject to excise duty (type, quantity, alcohol content or original extract of the wort).



Security Deposit

In accordance with the information in your notification, you are required to pay a security deposit before the goods are brought into the tax territory or before you take possession of them in the tax territory.

The security is to be paid to: Hauptzollamt Berlin.
Bank Account: Deutsche Bundesbank – Berlin branch
IBAN: DE65 1000 0000 0010 0010 13
BIC: MARKDEF1100
Reference: „Sicherheit Einzelfall“

Carriage

You must fill in the simplified accompanying document or an equivalent commercial document and carry it with you during carriage of goods subject to excise duty, with the exception of coffee / goods containing coffee.

Tax Declaration

As the person liable to pay excise duty, you are required to make a tax declaration immediately after the tax liability arises.

- Form **1276** for alcohol/alcoholic-containing goods
- Form **2075** for beer
- Form **2404** for sparkling wine
- Form **2453** for intermediate products
- Form **1816** for coffee/goods containing coffee

In addition you must present the second and third copies of the simplified accompanying document, both bearing confirmation of receipt, together with a copy of the invoice.

Once the tax declaration and other documents have been reviewed and in the absence of objections, the declared tax will be offset against your security deposit.

Further Information

Further information (e.g. tax rates, forms) can be found on the internet site of the German Customs Administration www.zoll.de also in English and French.

If you have further questions, please contact us:

Email: poststellesgb.hza-berlin@zoll.bund.de

Legal Basis for these Procedures

- Alcohol/Alcohol-containing goods: § 24 AlkStG i.V.m. § 48 AlkStV
- Beer: § 20 BierStG i.V.m. § 35 BierStV
- Sparkling wine: § 20 SchaumwZwStG (G) i.V.m. § 34 SchaumwZwStV (V)
- Intermediate products: § 29 Abs. 3 G i.V.m. § 20 G i.V.m. § 34 V
- Coffee/Goods containing coffee: § 17 KaffeeStG i.V.m. § 24 KaffeeStV

3. Hygiene and Labelling Requirements

3.1 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 – Dillenburger Str. 57, 14199 Berlin, Germany
T +49 30 9029 18407, email: vetleb@charlottenburg-wilmersdorf.de

3.2 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>

3.3 Regulation (EU) Nr. 1169/2011 on the provision of food information to consumers

Manufacturers are obliged to disclose a range of clearly legible information on the label – including details about the ingredients and the best-before date.
Food labelling requirements are laid down in EU legislation. This means that uniform standards apply throughout all the Member States of the European Union. EU Regulation No. 1169/2011 will apply from 13 December 2014. It updates the labelling legislation and brings together in one place the previously relevant legal areas. In addition, it improves the legibility of information on packaging by stipulating a minimum font size.

According to article 9, par. 1, indication of the following particulars of pre-packaged food shall be mandatory:

- the name of the food
- the list of ingredients
- any ingredient or processing aid (or derived from a substance) listed in Annex II causing allergies or intolerances
- the quantity of certain ingredients
- the net quantity of the food
- the date of minimum durability or the “use by” date
- any special storage conditions and/or conditions of use
- the name or business name and address of the food business operator
- the country of origin or place of provenance (where provided for in art. 26)
- instructions for use (if necessary)
- the alcoholic strength with respect to beverages containing more than 1.2% volume of alcohol
- a nutrition declaration

Allergen labelling is obligatory: You must provide information on substances or products in food which cause allergies or intolerances. This includes substances produced or derived from allergens or used in processing the food. These substances are listed in annex II of the Regulation (EU) No 1169/2011:

- cereals containing gluten
- crustaceans
- eggs
- fish
- peanuts
- soybeans
- milk (including lactose)
- nuts
- celery
- mustard
- sesame seeds
- sulphur dioxide/ sulphites, if they are more than 10 milligrams per
- kilogram or 10 milligrams per litre in the finished product
- lupin
- molluscs



The European Commission reviews this list constantly and updates it if required. The complete Regulation (EU) No 1169/2011 can be found [here](#).

3.4 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), EG-Verordnung 852/2004 über Lebensmittelhygiene vom 29.4.2004 (Amtsblatt d. EU Nr. L 226 S. 3)
- Verordnung zur Anpassung nationaler Rechtsvorschriften an die Verordnung (EU) Nr. 1169/2011 betreffend die Information der Verbraucher über Lebensmittel vom 05. Juli 2017

For queries please contact:

Bezirksamt Charlottenburg-Wilmersdorf von Berlin – Veterinär- und Lebensmittelaufsichtsamt –
Dillenburger Str. 57, 14199 Berlin, Germany
T +49 30 9029 18407; F +49 30/9029-18428; email: vetleb@charlottenburg-wilmersdorf.de

3.5 Labeling and accountability requirements for product safety

Whenever products are made available on the market or exhibited on the exhibition ground the requirements of the product safety act must apply.

A product which does not comply with the requirements under paragraph 1 or paragraph 2, may be exhibited if the exhibitor clearly indicates that it does not comply with the requirements and cannot be acquired unless compliance is reached. When a product is presented, the necessary precautions for the protection of the safety and health of persons present shall be taken. (Article 3 (5) Product Safety Act)²

Please hold your verifiable documents (declaration of conformity, test reports, if applicable type-examination certificate) for inspections of the State Office for Health and Technical Safety.

²Act on making products available on the market of 8 November 2011 (Federal Law Gazette I page 2178, 2012 I S. 131), as amended by Article 435 of the ordination of 31 August 2015 (Federal Law Gazette I p. 1474)

4 Information for Employers about the Law on Prevention of Infection

(Details correct as of January 2015)

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 employees 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 every second 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,
T +49 30 9029 16299; F +49 30 9029 16290

5 Information Concerning Fisheries Products and Shellfish

There has been a continuous increase in the trade in fish, crustaceans and molluscs in recent years. However, fish and other fisheries products are among the most sensitive of food items.

Customs offices, in collaboration with the food inspection authorities, monitor imports of such items to ensure that they comply with the Fish Hygiene Regulations (FISCHHV). The measures that are undertaken with regard to imports apply to fresh, treated, frozen and processed fisheries products and live shellfish.

The term fisheries products (§ 2 FischHV) applies to the following:

Fish, other saltwater or freshwater animals, parts of such animals, including spawn and roe and products obtained from these animals, also in combination with other foodstuffs, provided that the latter do not predominate, excluding aquatic mammals, frogs, live shellfish, echinoderms, tunicates and sea snails, if alive.

Imports are subject to the following conditions:

fisheries products and live shellfish may only be imported if a veterinarian at a border crossing point (a so-called border veterinarian) has checked the prescribed documents, carried out identity checks and has examined the goods.

Fisheries products and live shellfish may only be imported from certain approved third countries. Prior to the initial importation of fisheries products and live shellfish contact must in all cases be established with the official veterinarian, a border crossing post or your own veterinary authority.

If fisheries products or shellfish are obtained from or dispatched to other member countries of the European Community, notwithstanding the existence of the single market, procedural regulations must still be observed.

The food inspection authority with responsibility for the place where the shipment is unloaded may, for example, carry out tests on samples.

Before they can be dispatched to the fair please note that, in particular consignments of oysters must undergo spot checks. Bacteriological tests must be carried out at the very least to identify the possible presence of

1. noroviruses and hepatitis A viruses, and
2. fecal coliforms and escherichia coli per 100 g of shellfish meat and fluid and for salmonella in 25 g of shellfish meat.



If you have any further queries please contact:

Bezirksamt Charlottenburg-Wilmersdorf von Berlin – Veterinär- und Lebensmittelaufsichtsamt –
Dillenburger Str. 57, 14199 Berlin, Deutschland
T +49 30 9029 18407; Email: vetleb@charlottenburg-wilmersdorf.de

6 Information about preventing Legionnaire's Disease

In general the General Terms of Business and Technical Guidelines of Messe Berlin apply, along with such valid and recognised technical rules as the DVGW worksheets (in particular DVGW W 551), DIN standards, VDE regulations, the relevant accident prevention regulations (BGV C1), MVStättV and the Drinking Water Regulations.

In addition the following conditions issued by the Health Department of the District of Charlottenburg – Wilmersdorf apply:

In order to prevent the spread of legionella and thus protect visitors and employees at trade shows, permanent chemical disinfection must be provided for the water in all exhibits containing water and in which aerosols can be created by the movement of water e.g. by means of fountains, waterfalls, whirlpools, bathtubs etc.

In accordance with the guidelines laid down by the Health Department the following recommended values must be adhered to:

Exhibits without occupants:

- free chlorine: upper recommended value 1.5 mg/l - lower recommended value 0.5 mg/l
- pH value: no specified figure

Exhibits with occupants (the Bathing Water Directive applies):

- free chlorine: upper specified amount 0.6 mg/l - lower specified amount 0.3 mg/l
(for short periods a peak of max. 1.2 mg/l s is permitted)
- pH value: upper recommended value 7.5 - lower recommended value 6.5

It is advisable to use chlorine tablets / chlorine granules without isocyanuric acid for disinfection purposes, because this product presents fewer technical safety problems than sodium hypochlorite or chlorine gas. When using chlorine products and pH-correcting agents the relevant provisions of the Hazardous Materials Regulation (GefahrstoffV) and the Prohibited Chemicals Regulation (ChemVerbotsV) must be complied with.

During trade shows adherence to these conditions is monitored by the Charlottenburg – Wilmersdorf Health Department. The Health Department draws particular attention to the fact that disinfection carried out using UV radiation is not as effective because it cannot reach the Legionella bacteria in any biofilm that may be used inside the installation.

Any further queries should be addressed to the health department of the local authority:

Health Department

Infektions-, Katastrophenschutz und umweltbezogener Gesundheitsschutz

Mr. Norbert Gottwald, Sanitation Inspector

F +49 30 9029 16162, F +49 30 9029 16050, email: norbert.gottwald@charlottenburg-wilmersdorf.de

Hohenzollerndamm 174 – 177, 10713 Berlin

As of: 12/2016

Health Department Charlottenburg-Wilmersdorf, Mr. Norbert Gottwald

Messe Berlin – Kirsten Zimmermann, Person in charge of Hygiene Department

7 Information about ASF (African Swine Fever)

Due to spreading epizootic disease in Europe it is required to meet highly protective measures and to ensure strict compliance of the animal welfare regulations and standards on the exhibition grounds when delivering foreign products.



Further, the regulations are necessary to guarantee biosafety for animal husbandry in the halls 3.2, 25, 26 and 27 on the exhibition grounds for IGW 2022.

- It is not permitted to import pork (any kind) or products containing pork from ASF restricted zones
- It is not permitted to bring pork for private consumption to IGW 2022
- Exhibitors must give full proof / full traceability of product

Please ensure that your stand builder and carrier are informed about our policy and point out that it affects private consumption as well. For more information about the import of animal food products please visit the BECO-Shop and the IGW website.

Our veterinarians as well as our food inspection will monitor the import of foreign products at the IGW 2022. Please note that violations may compromise the performance of IGW which could cause disrepute to our internationally successful platform.

You will also get more information about the export of animal food products from the veterinarians of your own country. Since ASF is a substantial risk concerning all countries we expect our exhibitors to deal responsibly with this topic.

Please find **the current listing of countries where ASF** occurs and further information at: <https://www.fli.de/en/news/animal-disease-situation/african-swine-fever/>

The Federal Ministry of Food and Agriculture also provides on their [website](#) a great variety of information regarding Animal Diseases.

Thank you for your understanding and compliance.