



## **LANDEURO 2025 Rules and Regulations**

**Event Date:** July 16-17, 2025

**Location:** RMCC, Wiesbaden, Germany

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**1. House Rules** - these documents are available for downloading at: <http://www.wiesbaden.de/av>

### **1.1 Scope and Domiciliary Rights**

- The house rules apply to all grounds and buildings of WICM GmbH.
- Venues are private property and subject to the domiciliary rights of WICM GmbH.
- House rules apply to all visitors, exhibitors, event organizers, and service providers.

### **1.2 Safety Regulations**

- **Important Telephone Numbers:**
  - RMCC - 24-hour office: +49 (0)611 1729 123
  - Kurhaus Information/Jagdschloss Platte: +49 (0)611 1729 100
  - Police: 110
  - Fire brigade/Ambulance: 112
  - German Red Cross in the RMCC: +49 (0)611 1729 166
  - ASB in the Kurhaus: +49 (0)611 1729 418
- **Responsible Persons and Functions:**
  - The event organizer is responsible for the entire event program and safety.
  - Organizers must ensure compliance with safety regulations and public safety obligations.
  - The representative responsible must be present and reachable during the event.
- **Security Personnel and First-Aid Personnel:**
  - The scope depends on the type of event, number of visitors, and event-related risks.
  - Only approved companies and people familiar with the venue can be deployed.
- **Fire Safety Officer:**
  - Required for events with a stage area of more than 200m<sup>2</sup> or increased fire risk.
  - Costs borne by the event organizer.

### **1.3 Admission and Permission to Remain on the Premises**

- Foyer of the Kurhaus is open to the public 24/7.
- Admission is granted only with valid admission ticket, accreditation, or permit.
- Children under 14 must be accompanied by a guardian.
- Security checks may include bag checks and body searches.

#### **1.4 General Code of Behavior**

- Behave to avoid injury, endangerment, or obstruction of others.
- Follow instructions of supervisory and security personnel.
- Treat facilities with care and dispose of waste properly.
- Keep emergency and escape routes clear.

#### **1.5 Vehicle Traffic**

- Driving on the ground requires a permit.
- Follow road rules and maintain walking speed.
- Keep fire service areas, escape routes, and emergency exits clear.

#### **2. Technical Office of the Organizer**

- Located above Hall Nord in room XXXX.
- RMCC Technical and Logistics Office handles entry and exit inventories, security deposits, and technical information.

#### **3. General Organization - General Timetable**

- **Shipping/RMCC Address:**  
c/o GES  
LANDEURO 2025  
Exhibiting Company Name  
Stand #  
RheinMain Congress Center  
Friedrich-Ebert-Allee 1,  
65185 Wiesbaden, Germany
- **Build-Up:**
  - 14-15 July (Monday – Tuesday) 0800 – 2000
  - Stand construction must be completed by 2000 on 15 July.
- **Day Before Opening:**
  - 15 July 0800 – 2000
  - Exhibitors must finish installation.
- **Exhibit Opening:**
  - 16-17 July 0900-1700
- **End of Show:**
  - 17 July 1700-2000
  - Removal of sensitive material and installation of empty packages.
- **Dismantling:**
  - 18 July 0900-1500
  - Exhibitors are reminded of theft risks during dismantling.

## 4. Build Rules and Regulations

### 4.1 Linear and Perimeter Booths –

#### Line of Sight Style (Raw Booths)

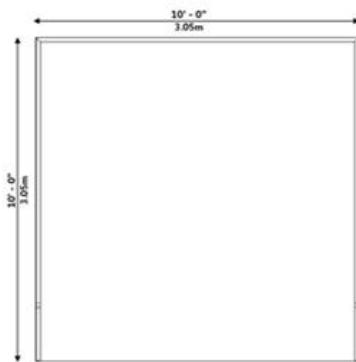
Line-of-Sight display rules provide restrictions on certain areas of booths to allow attendees to view neighboring booths in their line of sight as they walk the floor. There are a variety of booth types, and each one is addressed below with specific insight on how to implement Line-of-Sight regulations.

**Linear or In-Line Booth** – booth spaces 3m x4m; 3m x 5m; 3m x 6m, etc.

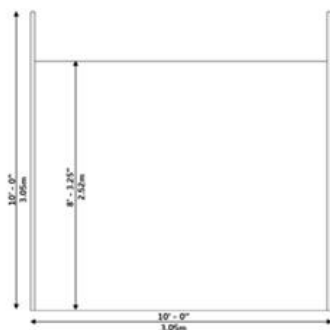
**RAW Space booth – Rendering for Booth Space Design Approval are due by Friday, 06 June. Please submit PDFs with all measurements listed with respect to height, width, length and weight.**

The ability to have products or services easily seen by attendees as they walk the aisles is essential to all exhibitors, and that is the basis for including a Linear Booth Line-of-Sight setback rule. Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

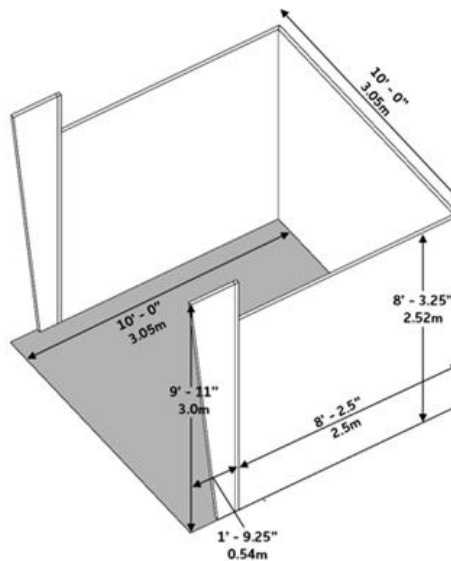
**Dimensions** – For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 3.05m (10ft) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 3.05m (10ft) wide and 3.05m (10ft) deep, i.e. 3.05m by 3.05m (10ft by 10ft). 3m x3m are required for a shell scheme and will be provided by GES. A maximum back wall height limitation of 2.44m (8ft) is specified to prevent display materials from being imposed on neighboring exhibits behind the back wall.



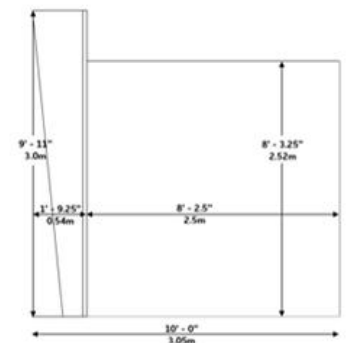
Plan View



Front View



3m x 3m Linear Booth



Left Side View

**Use of Space** - Regardless of the number of Linear Booths utilized, e.g. 3.05m by 6.10m (10ft by 20ft), 3.05m by 9.14m (10ft by 30ft), 3.05m by 12.19m (10ft by 40ft), etc., display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 2.44m (8ft) is allowed only in the rear half of the booth space, with a 1.22m (4ft) height restriction imposed on all materials in the remaining space forward to the aisle. Note: When three or more Linear Booths are used in combination as a single exhibit space, the 1.22m (4ft) height limitation is applied only to that portion of exhibit space which is within 3.05m (10ft) of an adjoining booth.

**Corner Booth** - A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All guidelines for Linear Booths apply.

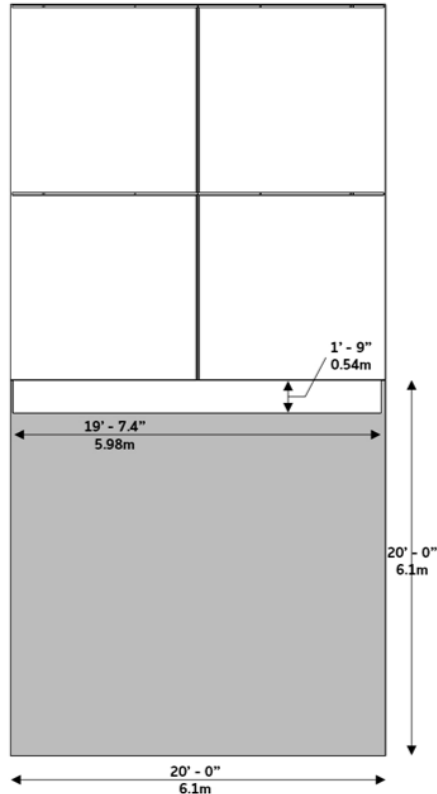
## **4.2 PENINSULA BOOTH**

A Peninsula Booth is exposed to aisles on three sides. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth which is referred to as a "Split Island Booth."

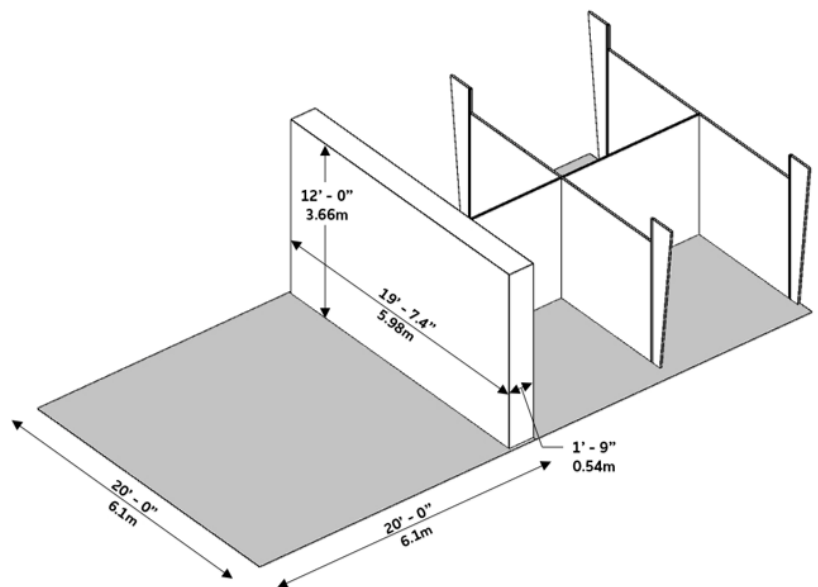
**RAW Space booth – Rendering for Booth Space Design Approval are due by Friday, 06 June. Please submit PDFs with all measurements listed with respect to height, width, length and weight.**

### Dimensions and Use of Space

A Peninsula Booth is usually 6.10m by 6.10m (20ft by 20ft) or larger. A typical maximum height range allowance is 3.66m to 6.10m (12ft to 20ft). Back wall graphics required to be single sided and fully finished on both sides. No logos and graphics shall be visible to adjacent booths.



Plan View

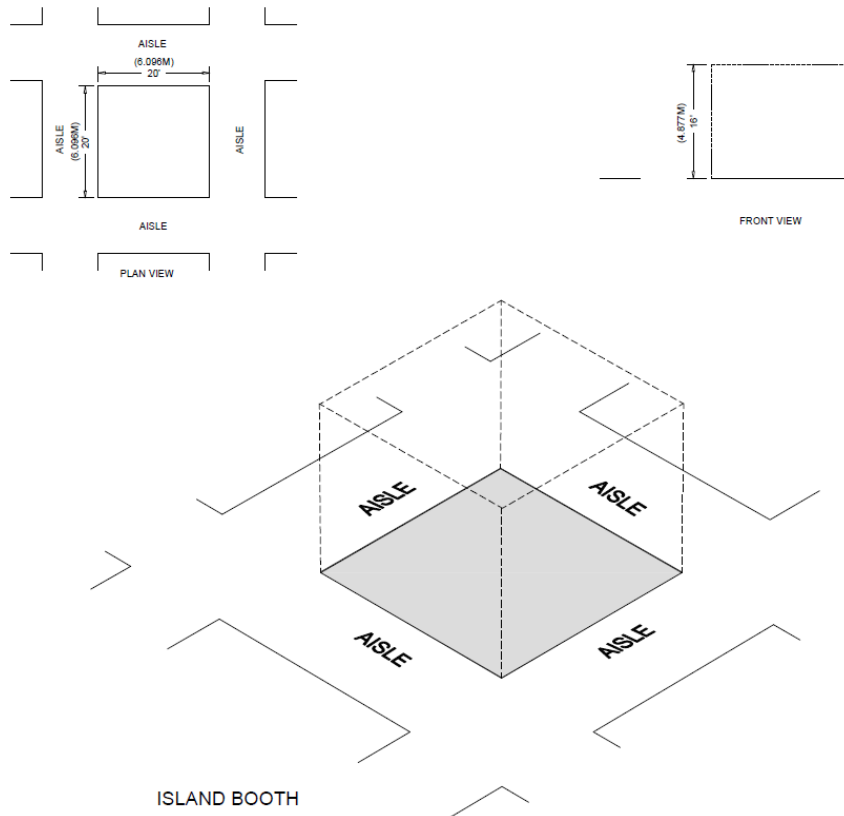


Peninsula Booth

### 4.3 Island Booths

**RAW Space booth – Rendering for Booth Space Design Approval are due by Friday, 23 May. Please submit PDFs with all measurements listed with respect to height, width, length and weight.**

An Island Booth is any size booth exposed to aisles on all four sides.



### **Dimensions and Use of Space**

An Island Booth is typically 6.10m by 6.10m or larger (20ft by 20ft) or larger, although it may be configured differently. Island booths should not be allowed at less than 36 SQM. Island booths at 18 or 27 SQM basically result in frustrating everyone behind them. The entire Cubic Content of the space may be used up to the maximum allowable height, which is usually a range of 4.88m to 6.10m (16ft to 20ft), including signage.

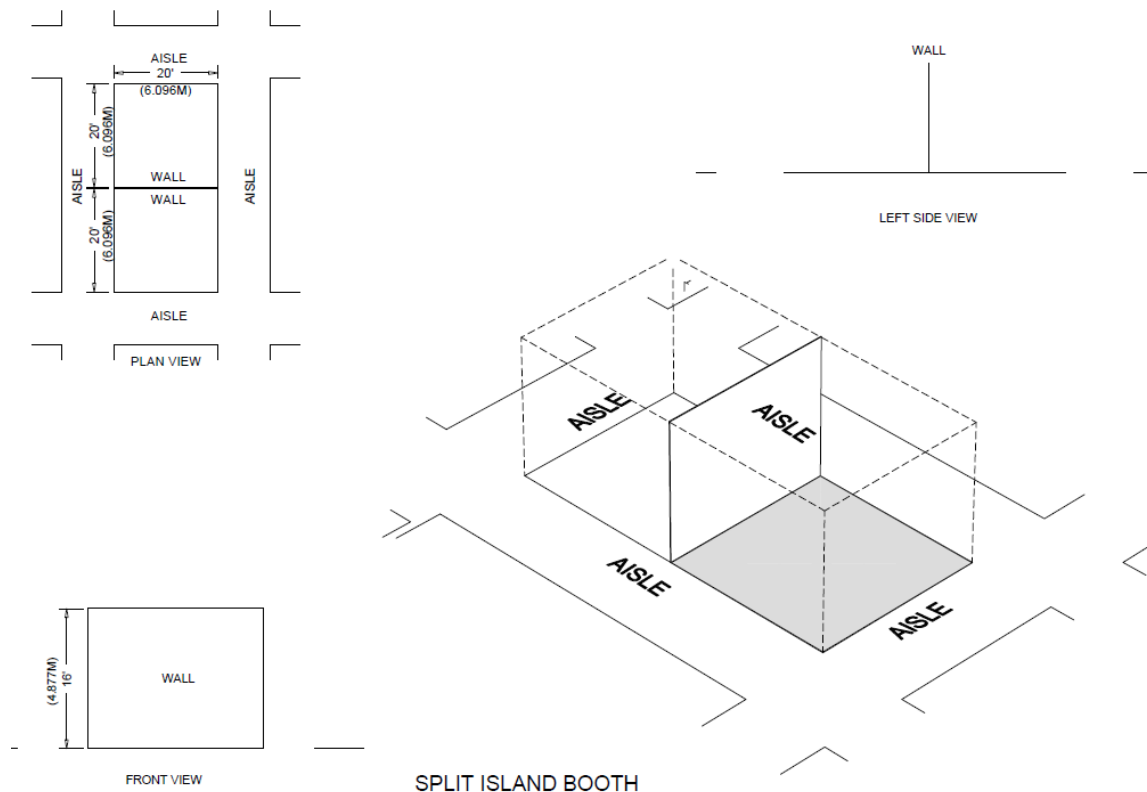
#### 4.4 Split Island Booth (36 SQM or larger)

**RAW Space booth – Rendering for Booth Space Design Approval are due by Friday, 06 June. Please submit PDFs with all measurements listed with respect to height, width, length and weight.**

- A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth.

##### **Dimensions and Use of Space**

- The entire Cubic Content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 4.88m to 6.10m (16ft to 20ft) , including signage. The entire Cubic Content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back 3.05m (10ft) from adjacent booths.
- For large shows with big exhibitors, it may be difficult to maintain the entire booth and hanging sign to be within 4.87m (\*16ft.) If you make it 6.10 m (20 ft) then you run the risk of lots of large booths (with or without signs) being 20 ft and dwarfing all around them. That is fine as long as everyone is aware of it. An alternative could be to offer a max booth height of 4.87m (16 ft) and each exhibitor must have a 1.2m (4 ft) gap between the top of the booth and the bottom of the hanging sign. The only exception is if the booth and hanging sign can stay below 16ft. It is far from perfect but does allow at least the ability to see through a booth.





## **4.5 Raw Space Cubic Content**

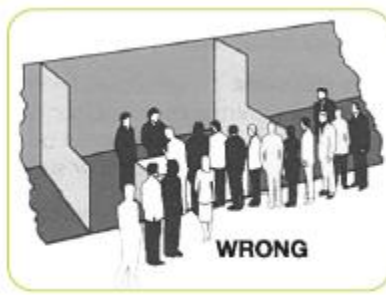
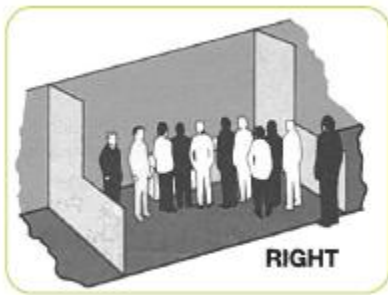
- Permitted on peninsula and island booths with a booth size 36 SQM or larger

## **5. ISSUES COMMON TO ALL BOOTH TYPES**

### **5.1 Booth Demonstrations**

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations, product demonstrations, press conferences and other media events in a manner which assures all exhibitor personnel and attendees of such in-booth events are within the contracted exhibit space and not encroaching on the aisles or neighboring exhibits. Any queue lines formed for exhibitor customer interaction must also be contained within the booth footprint. It is the responsibility of each exhibitor to arrange displays, product presentations, audio visual presentations, and demonstration areas to ensure compliance with all other previously listed rules and regulations. Exhibitors should be aware of, and adhere to, local regulations regarding fire/safety and the environment.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of .91m (3 ft) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified exhibitor personnel. Many organizers ask that demonstration plans be submitted for approval.



### **5.2 Sound/Music**

In general, the use of sound equipment in booths is permitted as long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned to direct sound inward (to be contained within the booth) rather than outward (toward aisles and other exhibitor booths). Generally, sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. If an exhibitor or attendee is standing within ten feet of an exhibitor's booth and cannot carry on a normal voice-level conversation, the noise source is too loud. (Refer to <https://osha.europa.eu/en/>)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. Authorized licensing organizations, such as GEMA, GEMA members assign exploitation rights to us. We manage them and represent them vis-à-vis music users (e.g. record companies, broadcasters or public performance promoters/event organizers). So, if you want to perform, play back or reproduce music in a certain way, you must pay a fee for which you get a license from us in return.

### **5.3 Lighting**

It is important to remember that lighting issues need to be identified as early as possible during the move-in process so they can be addressed and corrected while the necessary equipment is still available on the show floor and booths can be accessed.

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to the Organizer for approval.
- Lighting should not project onto other exhibits or exhibition aisles. Lighting, including gobos, should be directed to the inner confines of the booth space.
- Lighting that is potentially harmful, such as lasers, ultraviolet lights or flashing or strobe lights that can trigger photosensitive epilepsy should comply with facility rules and be approved in writing by the Organizer.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- LED lights can be very bright yet generally generate less heat.
- Currently, some convention facilities are not allowing certain types of quartz halogen lighting fixtures in exhibits due to potential fire hazards.
- Reduced lighting for theater areas should be approved by the Organizer, the utility provider, and the facility.

### **5.4 Structural Integrity**

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as forklifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all exhibits 6.10m by 6.10m (20FT X 20FT) and larger require a drawing, plans or renderings, preferably digital, to be submitted to the Organizer, and to the show's Official Services Contractor for approval. Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

### **5.5 Flammable and Toxic Materials**

All materials used in display construction or decorating should be made of fire-retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of, and must adhere to, all local regulations regarding fire/safety and the environment.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the U.S. Environmental Protection Agency, or the appropriate government entity in the country the exhibition will be held, and the facility.

## **5.6 Hazardous Waste**

Arrangements to be prepared in advance of event dismantle with either the facility or a local independent disposal company. Exhibitors are responsible for all costs associated with such specialized removal.

## **5.7 Storage**

Fire regulations in most exhibit facilities prohibit storing products, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, if these items do not impede access to utility services, create a safety problem, or look unsightly

## **5.8 Vehicles (for both Gas and Electric Vehicles)**

Rules for displaying vehicles vary widely depending on the facility and local fire and safety regulations. Compliance with fire, safety, the U.S. Americans with Disabilities Act (ADA), and other city, county, federal, and provincial government requirements is the responsibility of the Organizer.

## **5.9 Fire Equipment**

Fire hoses, extinguishers and audible or visual devices for fire alarms should be visible and accessible at all times.

Important Note: Always check with local exhibition service contractors and/or the facility for all requirements regarding display vehicles.

Below are a few common examples of display vehicle regulations:

- Display vehicles must have battery cables disconnected and taped, and alarm systems deactivated.
- Fuel tank openings shall be locked or sealed in a manner to prevent the escape of vapors through filler caps.
- Vehicles shall be limited in the amount of fuel that can remain in the tanks; specific amounts vary but one example is no more than one-quarter the tank capacity or a maximum of five gallons of fuel, whichever is less.
- Fueling or de-fueling of vehicles on the facility premises is prohibited.
- ☒ Once placed, display vehicles may not be started or moved without the approval and direction of show management.
- Auxiliary batteries not connected to the engine starting system may remain connected. External power is recommended for demonstration purposes. No battery charging is permitted inside buildings.
- Combustible/flammable materials must not be stored beneath display vehicles. There may be no leaks underneath vehicles.
- It is not recommended that Organizers hold or take possession of display vehicle keys during the event. However, it is recommended that an official policy be established for the handling of vehicle keys which might include identifying booth contacts with mobile numbers should vehicles need to be moved in an emergency or some other unforeseen situation. Need to get guidelines for placing and displaying electric vehicles.
- Check with your facility regarding any weight load limits.
- ☒ Show organizers should request information from exhibitors in advance of the show if they are bringing in a vehicle. Usually 45 days is the standard.
- Vehicles can only be moved to and from their booth outside show hours and under the supervision of show management and/or Official Service Contractor depending on the rules in the building