



Hamburg Messe und Congress

House Rules

0. General

The House Rules govern the rights and obligations of persons present at the premises of Hamburg Messe und Congress (HMC), i.e. at CCH-Congress Center Hamburg and the trade fair site.

1. Presence at venue

Presence at the venue is permitted only for persons having a valid admission ticket, for guests of HMC or of the organiser, and for employees, service contractors, etc.; as a rule every person must have a pass issued by HMC or the organiser for access. Presence at the site is permitted only at the times and in the premises and for the purposes stated on the admission ticket or access pass, or in the case of contractors within the operating times required for their work, for purposes of such work only. Registration at reception is mandatory for access to the trade fair centre, CCH and Stockheim administration areas, technical operating rooms of all kinds and, in consultation with the organiser, also for working areas not open to the public.

Where tickets are assigned to specific seats for an event, visitors are required to use the seat indicated on the admission ticket, and to use only the entrances provided for that purpose. Their admission ticket loses its validity when they leave the venue.

All facilities in the venue are to be treated with due care and attention. All persons shall behave in the venue in such a way as to avoid harming, endangering or (more than is necessary under the circumstances) obstructing or causing annoyance to any other person. It is prohibited to cause contamination or environmental damage/pollution anywhere in the premises of HMC.

It is not permitted to climb over the fences/barriers.

Smoking is completely prohibited in all meeting rooms. This does not apply to outdoor areas or to any rooms specifically designated as smoking rooms.

2. Security

Some areas of the venue are monitored by closed circuit television for security reasons. These areas are marked accordingly.

For reasons of security, HMC may order the closing of rooms, buildings and outdoor areas, and their evacuation. All persons in the premises or in the outdoor spaces concerned are required to follow such instructions immediately and to leave the venue at once in the event of evacuation.

When events are being held, entrance checks may be conducted and examinations made of the contents of bags and containers carried, and clothing such as coats, jackets and wraps. Security staff or stewards may confiscate objects which could represent a danger to the event, the building or the visitors; any visitors refusing to allow such confiscation will be excluded from the event and refused entry to the meeting rooms. Visitors who are turned away shall not be entitled to refund of their admission charge. Depending on the nature of the event it may be prohibited to bring bags and similar containers onto the premises.

Individuals who are evidently under the influence of alcohol or drugs will be expelled from the event and will be required to leave the premises.

The statutory provisions for the protection of children and young persons shall be applicable. Special regulations only apply if they are explicitly posted at the cash desks and in the entrance areas.

It is not permitted to bring the following onto the premises:

- Weapons or dangerous objects, and items which could cause an injury if thrown;
- Gas spray cans, caustic or colouring substances, or pressurised containers with flammable or health-damaging gases, apart from commercially standard pocket lighters;
- Containers made from material which is brittle or could splinter;
- Fireworks, rockets, Bengal fire, gunpowder, star shells or other pyrotechnic devices;
- Mechanically or electrically operated noise making devices;
- Drugs;
- Food and drinks (except employee provisions);
- Animals (except for guide dogs);
- Racist, xenophobic or radical propaganda material;
- Flags, banners or banner poles, large posters, or large quantities of paper or rolls of wallpaper;
- Video cameras or other audio or video recording devices for commercial purposes (unless approved by HMC and/or the organiser);
- Bicycles, skateboards or similar equipment that can be ridden.

3. Photography and other image recording

In the event that photographs are taken, or films and/or video recordings are made by employees of HMC, the organiser (organisers require prior written agreement of HMC) or by contracted companies in the area of the conference rooms for reporting or advertising purposes, it is not permitted to obstruct or otherwise impair such photography/recording activity. Anyone who enters the meeting rooms or is present in them is notified by the present house rules that photographic, film and video recordings may be made at site. Entry to the site constitutes consent by any persons visible on the recordings to use of such recordings for purposes of reporting and/or advertising.

It is not permitted for organisers, visitors, guests or any other individuals to make such recordings in the conference rooms or to use them for advertising or press purposes, except with the prior written agreement of HMC. HMC is entitled to make agreement conditional upon obligation to pay a fee.

4. Advertising and noise

The prior written agreement of HMC is required for the distribution of printed material, the placement of advertising stickers and posters, the use of advertising media on and around the conference rooms, and any sales activities or similar commercial activities.

Visitors are hereby notified that noise levels in the public area, lasting for extended periods, may be such that permanent damage to hearing is possible. To reduce the risk of such damage, we recommend in particular the use of ear protectors. The respective organisers are required to make a sufficient number of ear plugs available to visitors on request.

5. Traffic regulations

The German Traffic Regulations (StVO) are applicable on the whole of the HMC site, unless otherwise stipulated in the present House Rules.

Vehicle access to the individual areas of the site is permitted only to persons having a valid entrance permit from HMC. The written entrance permit is to be placed in the windscreen of the vehicle in such a way that it is clearly visible. Any vehicles, trailers, containers, tanks or empty goods left on the site contrary to regulations will be removed at the cost of the owner.

No liability whatsoever is undertaken by HMC for vehicles driven onto the site.

The maximum permitted speed on the whole of the HMC site is 5 km/h, that is walking pace. The greatest care shall be taken where pedestrians are present.

6. House bans

Any house bans pronounced by HMC shall in all cases be applicable to the whole of the HMC site. They apply in particular to all current and future events in the meeting rooms. Lifting of such ban can be achieved only on written application giving reasons; HMC is required to make a decision on such lifting of a ban within three months. A house ban may also be pronounced or maintained for individual parts of the premises.

7. Emergency telephone numbers

The most important emergency telephone numbers are as follows:

CCH reception:	040 3569 2671
Exhibition centre reception:	040 3569 2616
CCH emergency number:	040 3569 4444
Exhibition centre emergency number:	040 3569 6666
Police	110
Fire brigade	112

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