General Exhibitor & Event Guidelines

The General Exhibitor & Event Guidelines are contractually binding and apply to all customers, organisers, service providers, staff and exhibitors of Anime on Ice 2027 (8 to 10 January 2027, Metropolis Halle Potsdam). By taking part, you accept them.

This document is acknowledged as part of the registration. The version shown in the portal applies.

Contents

1. Scope 1
2. Opening, set-up and dismantling times 2
3. Special features of the areas 3
4. Access to the premises 3
5. Prohibitions on the premises 4
6. Admission and security 4
7. Safety installations and fire protection 4
8. Emergency exits, escape routes and fire-fighting equipment 5
9. Stand construction 5
10. Electrical safety at the stand 6
11. Catering stands: hygiene and fire protection requirements 7
12. Occupational safety and PPE 7
13. Adhesive work, banners and furniture 7
14. Waste disposal, hygiene and environmental protection 8
15. Advertising 8
16. Items not permitted 8
17. Terms of payment 9
18. Withdrawal from the contract 9
19. Breaches of the guidelines and house rules 10

1. Scope

The General Exhibitor & Event Guidelines are contractually binding and oblige all customers, organisers, service providers, staff and exhibitors to implement them. By taking part in Anime on Ice 2027 (8 to 10 January 2027, Metropolis Halle Potsdam) you accept them. All collateral agreements, amendments or additions require written form in order to be legally effective.

2. Opening, set-up and dismantling times

Planned opening hours of the exhibition hall & the event

Day	Time
Friday	14:00 to 21:00
Saturday	10:00 to 21:00
Sunday	10:00 to 18:00

These opening hours apply equally to the exhibition hall and the forecourt of the Metropolis Halle.

Set-up and dismantling times

Day	Time
Thursday	10:00 to 22:00
Friday	10:00 to 13:30
Sunday	18:00 to 23:30*
Monday	10:00 to 15:00

* from 22:00, noise protection must be observed

Attention: All vehicles must have left the premises at the latest **30 minutes before the regular opening time**: on Friday by 13:30, on Saturday and Sunday by 09:30.

Respect the residents' night-time quiet during set-up and dismantling

From 22:00 we ask you to observe noise protection. We may prohibit loading and unloading if it disturbs the night-time quiet of the immediate residents or if we receive a general ban.

3. Special features of the areas

Forecourt of the Metropolis Halle

The outdoor stands and the street food and catering stands are located on the forecourt of the Metropolis Halle. The following also applies to them:

- **Ready for operation:** all stands on the forecourt must be ready for operation **90 minutes before the regular opening time**: on Friday from 12:30, on Saturday and Sunday from 08:30.
- **Vehicles:** all vehicles must have left the forecourt at the latest **30 minutes before the regular opening time**: on Friday by 13:30, on Saturday and Sunday by 09:30.

Catering

- All statutory hygiene standards must be observed. The requirements for fire extinguishers and disposal are in section 11.

4. Access to the premises

The exhibition hall (Metropolis Halle) can be reached via Joseph-von-Sternberg-Straße. Every exhibitor receives a free entry permit, which must be placed clearly visible in the vehicle. The spaces behind the hall are only intended for loading and unloading. After loading and unloading you must move your vehicle. We will have unauthorised parked vehicles towed away at the owner's expense.

> Please note that motor vehicles **must not be driven into** the exhibition hall.

Parking for exhibitors

The parking spaces are on a gravel parking area. The fees stated are flat rates for all event days:

Vehicle	Fee
Car	€39.00
Van	€49.00
Trailer	€49.00
Lorry	€99.00

You book parking tickets with your registration. All prices are net.

5. Prohibitions on the premises

On the event premises (Metropolis Halle and forecourt) the following are prohibited:

- bringing glass containers of any kind (exception: Ramune bottles)
- balloons filled with helium or other gases are not permitted inside the hall
- any kind of political propaganda or actions, as well as the expression, use or dissemination of racist, xenophobic or other radical, in particular right-wing extremist slogans, gestures, emblems or symbols
- carrying weapons of any kind
- bringing fireworks of any kind, pyrotechnic articles, gas cylinders (Bengal fire, flares, smoke powder, smoke bombs, sparklers, flammable pressurised containers, etc.)
- lighting open fires
- throwing objects of any kind
- bringing animals, with the exception of service animals such as guide dogs
- relieving oneself outside the toilets provided for this purpose
- entering areas marked as not permitted
- bulky and dangerous objects
- removing, climbing over or climbing on buildings and other installations
- writing on, painting or sticking anything onto buildings and other installations

6. Admission and security

Admission: Entry to the event is only permitted with a valid event ticket. Everyone is obliged to show their event ticket to the security staff on request.

Security: Stand security can be organised with contracted companies. We expressly point out that the operator of the Metropolis Halle and Anime on Ice accept no liability whatsoever for goods brought in.

7. Safety installations and fire protection

- An **absolute smoking ban** applies in the premises.
- The premises have a fire alarm system with optical smoke detectors.
- The emergency exit doors in the hall are alarmed and may be used **only in an emergency**.
- If an alarm is triggered through negligence, the person responsible bears all resulting costs.

Fire extinguishers and signs must neither be obstructed nor covered, and emergency exits must neither be built over nor obstructed by exhibition stands or exhibits. Flammable materials may neither be stored nor kept in the exhibition stand. Storing packaging materials of any kind inside or behind the stands is not permitted. All materials used to build the stands must be flame-retardant. You present a corresponding certification (B1) on request.

8. Emergency exits, escape routes and fire-fighting equipment

All stand elements, stand-up displays and persons must be within the allocated stand area. The entire stand construction, including tripods, must not protrude beyond the stand boundaries. Escape and rescue routes must remain clear. Tripping hazards and sharp edges must be avoided.

- Do not block emergency exit doors: emergency exit doors must not be blocked or obstructed at any time. During set-up and dismantling, too, aisles and doors must be freely accessible.
- Only the existing hold-open devices may be used to keep doors open, no wedges or the like.
- Wall hydrants and fire extinguishers must not be made inaccessible by structures or cables (at least 1.25 metres distance or access width).
- Escape route signs above emergency exit doors that are covered as a result of the set-up must be reported to the organiser immediately.

9. Stand construction

- **Registration requirement:** All stand constructions, in particular truss systems, must be registered in advance. If you have not already stated them in your registration, send us the information at the latest 4 weeks before the event to info@animemesse.de. Setting up truss systems or similar constructions without prior approval is prohibited.
- **Compliance with technical guidelines:** You as the exhibitor or your stand builder are responsible for ensuring that all applicable technical guidelines of the venue are observed, such as DIN standards, the Brandenburg Places of Assembly Ordinance (BbgVStättV), DGUV regulations and so on. If you are unsure, contact us in advance. All electrical devices at the stand must be tested.
- **Approved systems:** For load-bearing stand constructions, only approved truss or exhibition systems in accordance with the respective manufacturer's construction tables are permitted. Mono-pipe or two-pipe constructions without official bracing are only permitted as pure decoration. Such constructions must not carry goods, lamps or other technical loads and must not stand in the direct visitor area. In a panic, these constructions do not withstand a collision with a person.
- **Construction height and safety certificate:** Without special information we assume that a dealer stand with stable tables and shelves is used that is no higher than 3 metres. Above a construction height of 3 metres, a structural stability certificate by a structural engineer is mandatory, which you submit at the latest 4 weeks before the event. The hall height is 14 metres.
- **Construction plan:** You register a stand construction with truss systems or similar exhibition systems with a detailed construction plan 4 weeks before the event. Stands that do not meet the safety requirements will be closed. As the exhibitor, you bear the costs arising from a closure.
- **Structural stability certificate:** For ground-supported truss systems, a structural stability certificate corresponding to the actual construction is required. The manufacturer's official load table must be available at all times. You can find an example at ea.run/TRUSS_Example.
- Self-built load-bearing constructions, for example made of mono-pipes or your own aluminium rails, will not be approved unless there is official proof of structural stability.
- **Tables:** Tables at the stand must withstand an adult leaning on them (approx. 100 kilograms point load) without collapsing. Replace wobbly or damaged tables before the start of the event. In a panic, tables should not be an obstacle and should not collapse when visitors touch them.

- **Connecting shelves:** For reasons of stability, shelves, in particular plastic shelves, must be connected to each other (for example with cable ties).
- **Metropolis Halle (distance to the wall):** Stands must stay within the floor markings. The distance to the walls has been marked deliberately. Nothing may be leaned against the walls or the special sound curtain.
- **Transport in the hall:** Motor vehicles may not be driven into the exhibition hall. Please bring suitable transport equipment (pallet truck, sack truck). Pallet trucks must always be pumped up sufficiently, and pallets must not be dragged across the floor. Damage to the floor is at the expense of the person responsible.
- Floor plates with rubber mats must be used to protect the floor. We will invoice the stand operator for damage to the floor, such as scratches.
- **Fastening:** Using cable ties to fasten devices or spotlights is not permitted. Use approved safety ropes (safety) instead. Devices must be secured against falling by two independent safeguards.
- **Stand area and visitor safety:** The complete stand construction, including floor plates, must be within the rented stand area. Make sure that no sharp edges and no tripping hazards arise in the visitor area. The stand must withstand a collision with a person.
- **Floor load:** The hall floor can be loaded with up to 4 t/m², pallet trucks with plastic (KS) wheels up to a maximum of 1 t. You agree the load with the technical management before bringing it in.
- **Liability and deposit:** If we find defects during set-up, we reserve the right to prohibit the set-up. We will invoice all costs incurred, for example for staff. A refund for the stand area is also not possible. On site we may request a **deposit of 300 euros**, which we refund after dismantling if the floor is undamaged.

10. Electrical safety at the stand

- **Power connection:** We only provide power connections if ordered in advance. Using free sockets or the power connections of other stands is prohibited and will be charged afterwards with an additional **handling fee of 200 euros**.
- **Cables:** Only use approved Schuko cables with a minimum cross-section of 1.5 mm². Cables must not be laid across escape routes or in front of fire extinguishers or wall hydrants. Laying cables through doors or windows is not permitted.
- **Devices:** Only tested and functioning devices with CE marking may be used. You show the proof on request. Exposed electrical conductors and terminals are prohibited (protection against direct contact).
- **Heat:** You must set up devices that generate heat (for example spotlights, cooking appliances) in such a way that there is no risk of fire or burns. Halogen and discharge lamps must have shatter protection.
- **Protection against falling:** Devices must be secured against falling by two independent safeguards (for example with a safety rope or safety, no cable ties).
- **Test reports:** On request, you present test reports in accordance with DGUV Regulation 3 for all electrical devices you bring along.
- **Sub-distribution boards:** Sub-distribution boards at the stand must be protected with residual current devices (RCD) and must not be accessible to visitors.

11. Catering stands: hygiene and fire protection requirements

If food is processed or sold, all statutory hygiene regulations must be observed. This applies in particular to the handling of unpackaged food and cold chains. Using toilets to prepare food is prohibited. Catering stands that work with deep fryers or cooking oil must use an oil-repellent, closed underlay to avoid stains on the floor. Work surfaces must be wipeable.

Fire extinguisher requirement at the stand (at least 6 kg or 6 l capacity):

- Deep fryer in use: an **ABF extinguisher (fat fire)** is mandatory.
- Gas cylinder in use: an **ABC extinguisher (powder)** is mandatory.
- Deep fryer and gas cylinder in use: both types of extinguisher must be present at the stand.

The inspection seal of the fire extinguisher must not be older than 2 years. Fire extinguishers must be within easy reach and must not be hidden under boxes or behind curtains. Fire blankets are no substitute for fat fire extinguishers at deep fryers and are not permitted.

Food waste, cooking oils, fats and other hazardous substances must not be disposed of via the regular waste or the sewer system. As the exhibitor, you arrange the disposal yourself with a certified waste disposal company.

In the event of breaches of these regulations, we will notify the public order office and the police. Depending on the severity of the breach, we may demand a **security guarantee of at least 5,000 euros** on site.

12. Occupational safety and PPE

- Everyone working on stand construction wears personal protective equipment (safety shoes, helmet and, for work at height, appropriate harnesses). Any disregard leads to being sent out of the hall.
- Smoking in buildings is strictly prohibited.
- The consumption of alcohol and drugs is prohibited. A breach leads to immediate exclusion from the event.

13. Adhesive work, banners and furniture

- **Signs and posters:** Putting up signs and posters in or on the hall and on the forecourt requires the consent of the event management. Any resulting damage to doors, windows, walls or other facilities of the location is at the expense of the person responsible.
- **Banners:** Putting up banners on the boundary fences of the event premises and the outdoor areas of the hall also requires the consent of the event management.
- **Adhesive tape:** Only high-quality, residue-free adhesive tape is permitted on the hall floor. In the event of residues or damage, the person responsible will be invoiced for the damage and the special cleaning.
- Furniture with sharp-edged metal feet (for example beer tent sets) must be fitted with felt pads or similar underlays.

14. Waste disposal, hygiene and environmental protection

Please make sure that your stand is kept clean and presented attractively throughout the event, in line with the standard of Anime on Ice.

Waste must be separated into paper and residual waste. At the end of an event day you can put closed rubbish bags in front of the stand for disposal. At the end of the event you leave all the waste bundled at the stand. We will remove loose or improperly disposed waste at your expense.

If you work with liquids or other substances, take suitable protective measures to protect the floor and walls from damage.

Food waste, cooking oils, fats and other hazardous substances must not be disposed of via the regular waste or the sewer system. As the exhibitor, you arrange the disposal yourself with a certified waste disposal company. Further hygiene and disposal requirements for catering stands are in section 11.

15. Advertising

- **Use of the logo:** Within the framework of Anime on Ice we permit you to use our logo to promote your stand presence.
- **Advertising on the premises:** Putting up signs and posters anywhere on the grounds of the location requires the consent of the event management.

16. Items not permitted

The following items must not be offered at the stand:

- **Illegal items:** Items that contravene the generally applicable laws of Germany. We draw particular attention to the Weapons Act and the Youth Protection Act.
- **Decorative weapons and replica weapons:** Decorative weapons and replica weapons that do not comply with the weapon rules for cosplayers may only be displayed, secured, for ordering purposes. Direct sale to customers at the stand is prohibited. After the purchase, you as the seller take the item (for example a metal sword) in a closed box to the cloakroom, where the customer collects it when leaving the premises. You can find the weapon rules at https://www.animeonice.de/cosplay-regeln/.
- **Goods subject to FSK rating:** Items without an FSK rating or with an FSK18 rating must not be displayed publicly and may only be sold to persons with valid proof of age. Please observe the Youth Protection Act.
- **Food and drinks:** Food and drinks must not be offered, with the exception of Japanese specialities such as packaged sweets. The ingredients must be stated in German on the packaging. You must clearly label products whose best-before date has passed.
- **Alcohol:** Alcoholic drinks are not permitted as a matter of principle. Exception: sealed Asian gift sets that you register with us in advance so that the security staff are informed. Inform your customers when they buy that the product may not be consumed on the event premises. If the seal is broken on the premises, the product must be handed in. A breach can lead to the customer being excluded from the event.

- **Non-original goods and counterfeits:** If counterfeits, pirated copies or unlicensed goods are suspected, you must provide proof of originality. Indications of counterfeits are in particular missing CE marking on plush toys and toys, missing or incomplete labels under the EU Textile Labelling Regulation on textiles (cushions, towels, clothing) and a missing or invalid EAN barcode on other goods. Without proof we will stop the sale of the goods concerned or close the entire stand. In serious cases a contractual penalty of at least 500 euros will also be due.
- **Lucky bags:** So-called "lucky bags" that do not come from an official manufacturer may only be sold if we have checked their contents. It is your responsibility to inform us about this.
- **AI-generated works:** Works or products generated by AI software.
- **Products not registered:** Products or product groups that you did not state in your registration. Artist stands: only your own works, no dealer goods.

Stand presentation without AI graphics: Please also refrain from using AI-generated graphics in your stand advertising, banners, display stands, menus and other information material. Together we ensure a high-quality appearance for our visitors.

> Breaches of the points mentioned can and will be penalised with a **contractual penalty of up to 500 euros**. Repeated breaches lead to exclusion from the event. We reserve the right to temporarily close the stand in the event of a corresponding report or imminent danger.

If you have questions, we are happy to help you in advance and during the event.

17. Terms of payment

The stand rent must be paid in full before the event. The exact payment deadline is stated on our invoice. In the event of late payment, corresponding reminder fees become due. Exclusion from the event is also possible.

18. Withdrawal from the contract

Before admission to the event, you can withdraw from your contract at any time without incurring any fees. Once you have been admitted and have accepted the offer, a free withdrawal from the event is no longer possible. If you cancel your contract four months before the event, 25 % of the invoice amount is due, but at least 260 euros (50 euros for artist stands). If you withdraw later than four months before the event, the full invoice amount becomes due, unless the space is successfully re-let where the exhibition space is otherwise fully booked. In this case the costs are reduced to 25 % of the invoice amount, but at least 260 euros (50 euros for artist stands).

19. Breaches of the guidelines and house rules

We examine breaches of the guidelines individually and invoice the resulting damage. We reserve the right to temporarily close the stand in the event of a corresponding report or imminent danger.

Grossly negligent or repeated breaches lead to exclusion from the event. In addition, a **contractual penalty of at least 500 euros** becomes due.