

REQUEST FORM

Tattoo & Art Show Offenburg 28. + 29. May 2022

Messe Offenburg-Ortenau GmbH
Postfach 21 10
D-77611 Offenburg

FAX +49 (0)781 9226-277

E-Mail: tattoo-and-art@messe-offenburg.de

To be completed by the organizer:

Customer no. _____

Hall _____ Stand no. _____

Note _____

Please absolutely fill in:

Entry in commercial register: yes no

Place / No. _____

VAT IDENT _____

Company / Studio name* _____

Name of the owner _____

Street _____ Postal Code / Country* _____

Phone _____ Internet _____

Exhibition articles* _____

Contact person** _____ E-Mail** _____

Phone** _____ Mobile phone** _____

Divergent billing adress _____

Single booth: 2,5 x 3 m (100x120 inch) / Price per Booth: 260,00 EUR net / Price per Artist: 120,00 EUR net

boothsize:

netprice

- | | | |
|--|-------------|--------------|
| <input type="checkbox"/> single booth with one artist | (3 x 2,5 m) | 380,00 EUR |
| <input type="checkbox"/> double booth with two artists | (6 x 2,5 m) | 760,00 EUR |
| <input type="checkbox"/> tripple booth with thre artists | (9 x 2,5 m) | 1.140,00 EUR |
| <input type="checkbox"/> tripple booth with four artists | (9 x 2,5 m) | 1.260,00 EUR |

Please note: all the booths has a limited availability, special or larger sizes only on extra request. We provide: 1 table, 1 chair, photocopier, distilled water, towels, paper cups, garbage bags, needle throw container, electrical connection, parking space

Communication package obligatory 75,00 EUR net.

I am a seller (Price per square meter: 50 EUR excl. VAT. I need ____ x ____ m base.
We provide: 1 table, 1 chair, electrical connection, parking space

BBQ / Exhibitor's Evening

We participate with ____ people

Artist catering 15 EUR (net) per person per day

Quantify Saturday: ____ / Quantify Sunday: ____

Registration deadline is 10 april 2022

Admission with reservation. Further services are bookable on www.tattoo-and-art.de in the category „Exhibitor“.

By signing this registration form the Special Exhibition Terms and Conditions of Tattoo & Art Show Offenburg and safety regulations of Messe Offenburg-Ortenau GmbH are acknowledged. The exhibition documents and hygiene conditions are an integral part of your participation agreement. The compliance by the hygiene conditions is guaranteed with your signature of the registration.

The undersigned declares that he is legally authorized to submit this registration.

Place, Date

Stamp and mandatoy signature

Contact details
of organizer

* Information for
catalogue
** Information for
correspondence

Prices

Catering

Special Conditions of Participation

Messe Offenburg-Ortenau GmbH

1.) Organizer Financial guarantor



Messe Offenburg-Ortenau GmbH
POB 21 10, 77611 Offenburg
Schutterwälder Straße 3, 77656 Offenburg
Phone +49 (0)781 9226-0
Fax +49 (0)781 9226-277
info@messe-offenburg.de
www.messe-offenburg.de

2.) Event and Purpose

The Tattoo & Art Show aims to present works of national and international tattoo artists as well as art in all forms and facets.

3.) Event site

Messe Offenburg-Ortenau GmbH, Schutterwälder Str. 3, 77656 Offenburg, Germany

4.) Event duration, booth setup

Event duration: Saturday, 28 May 2022 - Sunday 29 May 2022
Opening times: Saturday, 28 May 2022; 11:00 am until 10:00 pm; Sunday, 29 May 2022; 11:00 am until 7:00 pm

5.) Booth Setup, Design and Equipment

Main Setup Friday, 27 May 2022, 1.00 a.m. - 8.00 p.m. The setup of the booth must be fully completed by Saturday, 28 May at 10:30 am. By then the booth must be cleaned and all packaging material must be removed. If the setup of the booth has not been started by 9.00 a.m. at the first day, the organiser may dispose otherwise of the space. However, the exhibitor who has booked the stand is liable for the full amount invoiced. Should no interested party be found on account of the short time available then the original exhibitor will also be liable for the costs of decoration the empty space. Depending on the planning of the exhibition booths, the height of the entrance doors to the hall must be taken into consideration. The installation and fire protection equipment must always be accessible. All materials used must be virtually unflammable. The exhibitor is liable for all injuries and consequences thereof which result from damage to floors, walls, pipes and cables. Subject to change

6.) Registration

Registration is made by returning the legally binding signed registration form no later than 10 April 2022 (registration deadline). You will then receive confirmation of receipt of your registration from us in text form.

7.) Admission to the event

Solely Messe Offenburg-Ortenau GmbH (hereinafter referred to as Messe Offenburg-Ortenau) decides on the admission of your company and your products and on your stand placement in accordance with the "General Conditions of Participation" applicable to all participants and printed on the following pages. The event contract is only deemed to have been bindingly concluded upon admission. Messe Offenburg-Ortenau is, however, entitled to revoke admission insofar as the prerequisites for admission are not met or are no longer met. Provided that all admission requirements have been met, the Exhibitor will receive confirmation of admission in text form from Messe Offenburg-Ortenau. The participation contract is not legally binding until admission has been granted.

8.) Participation fees

Booth space prices for Tattoo & Art are as follows:
single booth with one artist (3 x 2,5 m) 380,00 EUR
double booth with three artists (6 x 2,5 m) 760,00 EUR
triple booth with three artists (9 x 2,5 m) 1.140,00 EUR
triple booth with four artists (9 x 2,5 m) 1.260,00 EUR
all the booths has a limited availability, special or larger sizes only on extra request. We provide: 1 table, 1 chair, photocopier, distilled water, towels, paper cups, garbage bags, needle throw container, electrical connection, parking space.
All prices plus VAT. The following will be added to the stand rental: Communication package obligatory 75.00 EUR net plus VAT.

9.) Co-exhibitors / Additional companies

The inclusion of a co-exhibitor/an additionally represented company must be put in writing when the registration is submitted, stating the full address incl. contact person. A registration fee of EUR 75 plus VAT is payable for the co-exhibitor and includes the catalogue entry. The main exhibitor is jointly and severally liable in this regard.

10.) Terms of payment

The rental of the stand space (participation fee) and all other fees are net prices, to which value added tax at the respective statutory rate is also indicated and must be paid. Insofar as no valid VAT ID is provided for companies from the EU that are not based in Germany, Messe Offenburg-Ortenau is obliged to charge the invoice amount including statutory VAT.

With regard to the stand space, the Exhibitor will receive an invoice in electronic form; for ancillary costs and stand construction packages, invoicing will depend on the order date. All invoices are due for payment upon receipt. Insofar as the recipient does not meet its payment obligation within 14 days of receipt of the invoice, the recipient is in default even without a reminder, unless a different payment term is explicitly agreed on the invoice. In the event of default, Messe Offenburg-Ortenau is entitled to charge default interest at the statutory rate. In the event of persistent default despite a reminder, Messe Offenburg-Ortenau reserves the right to terminate the contractual relationship extraordinarily with immediate effect. However, the participation fee must be paid before the start of the event at the latest.

11.) Stand allocation – Stand construction (design)

Messe Offenburg-Ortenau provides the desired space in the desired exhibition area in terms of size and type of stand within the scope of the given possibilities. There is no entitlement to a specific location. The Exhibitor will receive a hall plan in advance, on which the location of the stand will be marked. Messe Offenburg-Ortenau is entitled to allocate an area that deviates from the ordered area within the limits of the floor space, insofar as this is absolutely necessary and reasonable for the Exhibitor. The deviation is deemed reasonable insofar as the Exhibitor does not reject it immediately.

12.) Sales / Distribution

The sale/distribution of goods and services is only permitted insofar as such sales/distribution are listed in the confirmation of admission and the sale/distribution takes place at the rented stand space. The legal provisions, in particular the law on price labelling, must be complied with by the Exhibitor. Obtaining and complying with any necessary official permits (such as trade and health permits) is the sole responsibility of the Exhibitor. Violations entitle Messe Offenburg-Ortenau, after prior warning, to shut down the stand immediately and to exclude the Exhibitor from participation in the event and, if applicable, in subsequent events. This does not affect the Exhibitor's liability for the participation fee in full; the Exhibitor has no claim for damages in this respect.

13.) Fire protection and smoking ban

Fire extinguishers may only be operated in case of danger. If there is no danger the removal of the fire extinguisher is prohibited. Fire extinguishers and information signs may neither be blocked nor covered with curtains, emergency exits may neither be packed nor crammed with exhibits. The operation of electrical heating devices, gas fireplaces or other open fireplaces require special written consent by the exhibition management and can only take place under consideration of the fire instructions. Flammable materials no matter of what kind may not be stocked or stored in or around the exhibition stand. The storage of packaging materials of any kind within or behind the stands is not allowed due to reasons relating to fire protection laws. No smoking in any function room.

14.) Parking and vehicle traffic

Within the exhibition grounds only the exhibitor parking spaces designated by the exhibition management may be parked. Vehicles parked in other places will be removed by the exhibition management at the expense of the exhibitor. It is not permitted to stay in a caravan on the exhibition grounds. The provisions of the traffic apply to all traffic within the exhibition grounds. The maximum speed is 10 km/h. The supply and removal of supplies has to take place before or after the respective day.

15.) Communication package

The communication package includes 5 ticket vouchers per company/studio, the online exhibitor directory entry and the presentation on Facebook and Instagram. The information of the exhibitor will be published mandatory on the internet. The entry online will be done according to the data given by the exhibitor.

16.) Other applicable provisions

With your registration for the event, the above "Special Conditions of Participation", the following "General Conditions of Participation", the "Technical Guidelines of Messe Offenburg-Ortenau", the "House Rules" and the "Hygiene plan" become binding parts of the contract. If you are not yet in possession of all documents, said documents can be requested from Messe Offenburg-Ortenau. The documents are also available for download at www.messe-offenburg.de. Additional verbal agreements are only valid after express written confirmation by Messe Offenburg-Ortenau. Contradictory or additional terms and conditions of the exhibitor do not apply in any case.



Offenburg, November 2021
Messe Offenburg-Ortenau GmbH
Geschäftsführerin: Sandra Kircher
Amtsgericht Freiburg HRB 472277

General conditions of participation

Messe Offenburg-Ortenau GmbH

- 1.) Registration**
 - 1.1 Registrations are binding for the Exhibitor. By sending the fully completed and signed registration forms, the Exhibitor declares its binding intention to participate in the event to Messe Offenburg-Ortenau (hereinafter referred to as the Organiser).
 - 1.2 Reservations declared by the Exhibitor on the registrations or in a supplementary letter or changes made in the form texts are deemed not to have been written and will be disregarded when the registration is processed.
 - 1.3 If, prior to the expiry of the registration period, more registrations are received that meet the requirement profile for the trade fair/exhibition than there is exhibition space available, the Organiser will decide on the admission of the Exhibitor at its reasonable discretion. The period between registration and admission may therefore be several months.
- 2.) Confirmation of registration**
 - 2.1 The Organiser may exclude individual exhibitors or suppliers from participation for objectively justified reasons, specifically if the space available is insufficient, and insofar as it is necessary to achieve the purpose of the event, restrict the event to certain groups of exhibitors or suppliers.
 - 2.2 If the Exhibitor receives confirmation of receipt of its registration after it has registered, such confirmation of receipt does not yet constitute admission to the event, nor does it constitute confirmation of the size of the exhibition space requested by the Exhibitor or of any placement requests. In such cases, only the receipt of the registration by the Organiser will be confirmed.
- 3.) Coordination of placement**
 - 3.1 There is no entitlement to the allocation of a stand space in a specific hall or in a specific hall area or on a corresponding outdoor area. Placement requests expressed in the registration will be respected as far as possible.
 - 3.2 The placement of the stand space is decided by the Organiser on the basis of the affiliation of the exhibits registered by the Exhibitor to an exhibition theme within the event. In all other respects, allocation is based on the available rooms, space, needs and possibilities of the Organiser and on the classification of topics to be made by the Organiser at its own discretion, but not on the order in which registrations are received. The submission of the placement proposal does not constitute admission to the event.
 - 3.3 If the Exhibitor does not agree with the Organiser's placement proposal, the Exhibitor may submit an objection to the Organiser within seven days. In such cases, the Organiser will attempt to agree on potential alternatives with the Exhibitor.
- 4.) Admission to the event**
 - 4.1 The Organiser decides on participation in the trade fair/exhibition by "admitting" the Exhibitor.
 - 4.2 With the declaration of admission in text form, the contract with the Exhibitor for participation in the trade fair/exhibition will become effective. Insofar as admission is only granted 14 days prior to the event, the objection period is thus shortened to 2 days.
 - 4.3 If, in exceptional cases, the content of the admission deviates from the content of the placement proposal in terms of size, dimensions or type, the contract will be concluded in accordance with the admission unless the Exhibitor immediately submits an objection to the Organiser no later than seven days after admission. The same will apply in the event that the event has to be relocated in terms of time or place. In such cases, the Organiser's corresponding notification of change will take the place of the admission.
 - 4.4 Insofar as the Exhibitor is allocated an exhibition space that deviates from its registration in terms of size, dimensions or type of stand space (e.g. row stand instead of corner stand) or if its stand space is subsequently changed in an individual case for good cause, the Exhibitor will be entitled to declare its withdrawal from the contract to the Organiser in writing without delay and no later than seven days after receipt of the notification. Withdrawal in electronic form by fax or e-mail is only effective if such a withdrawal is made in due time and subsequently also delivered in writing to the Organiser without culpable delay.
 - 4.5 If, in the case of item 4.4, the stand space is reduced or increased or the stand type is changed (e.g. row stand instead of corner stand) without the Exhibitor declaring its withdrawal, the difference vis-à-vis the originally requested stand area will be refunded or claimed in arrears. Insofar as the stand space is not available for a reason for which the Organiser is not responsible, the Exhibitor will be notified immediately and will receive a refund for all payments made.
 - 4.6 Admission to the trade fair/exhibition is only valid for the respective event, the registered company and the registered products and services. Products that do not correspond to the exhibition nomenclature or the list of goods may not be exhibited.
 - 4.7 The Organiser is entitled to revoke admission insofar as the prerequisites for admission are not met or are no longer met.
 - 4.8 Exhibitors who have already failed to meet their financial obligations vis-à-vis the Organiser once, or not on time, may be excluded from admission to the trade fair/exhibition.
- 5.) Joint exhibitors, co-exhibitors**
 - 5.1 Exhibitors may not relocate, exchange, share or in any other way make the stand space provided to them available to third parties – in whole or in part – for commercial use without the prior consent of the Organiser.
 - 5.2 Stand spaces will only be allocated as a whole and only to one contracting party. The admission of one or more co-exhibitors is subject to a special fee.
 - 5.3 Insofar as the Exhibitor includes a co-exhibitor or an additionally represented company without the express permission of the Organiser, the latter is entitled to terminate the contract with the Exhibitor without notice and to have the stand space cleared at the risk and expense of the Exhibitor.
- 6.) Participation price, terms of payment, lien**
 - 6.1 The amount for the participation fee for the exhibition space, the incidental costs incurred and the method of payment are set out in the "Special Conditions of Participation" and the "Exhibitor Registration".
 - 6.2 Unless otherwise stipulated in the "Special Conditions of Participation", the Exhibitor will receive an invoice with or immediately after admission.
 - 6.3 The fees are due immediately upon invoicing without deduction. All invoice amounts are to be paid in euros without any deductions and free of charges, quoting the customer number.
 - 6.4 To secure its claim, the Organiser reserves the right to exercise the lessor's lien and to sell the pledged goods on the open market after giving written notice. No liability is accepted for damage to the pledged property – except in the case of intent or gross negligence.
- 7.) Change of event format, withdrawal, revocation of admission**
 - 7.1 Trade fairs/exhibitions, which are designed as hybrid events, may be held exclusively as digital event formats in the event of cancellation or postponement of the analogue event. The decision to cancel or postpone the analogue event format lies with the Organiser in accordance with the provisions set out in Section 8. The following event formats are distinguished:
 - Analogue event; trade fairs and exhibitions held as "analogue events" allow exhibitors and visitors to attend the exhibition site/grounds.
 - Digital event; trade fairs and exhibitions held as "digital events" allow exhibitors and visitors to participate virtually online from home, work and on the move.
 - Hybrid event; both event formats (i.e. analogue and digital) take place at the same time. The visitor can decide whether to attend the trade fair/exhibition in its analogue and/or digital format. The fee for the respective format is obtained from the exhibitor registration. With regard to formats that do not take place, the fees already collected will be refunded.
 - 7.2 Should an event not (or not be able to) be held in the digital space (this also applies to a hybrid event variant), any fees already collected will also be refunded for this format. By concluding the exhibitor contract, the Exhibitor waives the right to assert claims for damages due to outage or technical disruptions vis-à-vis the event in the digital space.
 - 7.3 Unless otherwise stipulated in the General or Special Conditions of Participation, the Exhibitor has the right to withdraw from the contract under the following conditions, apart from the mandatory statutory rights of withdrawal after admission has been granted:
 - o Up to 8 weeks before the event: no cancellation fee
 - o Less than 8 weeks before the event: 100% of the agreed feesCancellation rates for services booked with service providers can be found in the relevant service folder.
 - 7.4 The declaration of withdrawal must be in text form and must be sent – electronically or by post – to the Organiser by the specified cancellation deadlines.
 - 7.5 Insofar as the Exhibitor declares that it will not take up the rented stand space, in deviation from the deadlines in accordance with Section 7.3, or insofar as it declares its withdrawal from the contract, the Organiser is entitled to dispose of the rented space elsewhere, irrespective of whether the Exhibitor is entitled to such a right. Insofar as the Exhibitor is not entitled to a mandatory statutory or contractually agreed right of withdrawal or termination, the Exhibitor remains obliged to pay the agreed fees. The Organiser must only give due consideration to the value of the expenses saved and the advantages gained from using the stand space in another way. The Exhibitor's obligation to pay the agreed fees remains in force insofar as the Organiser, in order to avoid the impression of there being a gap in the stand, allocates the exhibition space to a third party whom they would otherwise have placed on another stand space, or insofar as the Organiser arranges the rented space in such a way that it is not visible as a vacant stand space.
 - 7.6 The Organiser is entitled to revoke the admission and to allocate or occupy the stand space by other means,
 - in the event of non-payment of the participation fee by the stipulated deadlines and the Exhibitor allows a period of grace set by the Organiser to expire fruitlessly
 - if the stand is not occupied in good time, no later than by 6:00 pm on the day before the opening of the event, and there is no indication of a later arrival
 - the conditions for the granting of admission are no longer met by the registered Exhibitor or if the Organiser subsequently becomes aware of reasons, the timely knowledge of which would have justified non-admission
 - safety-related trade fair and exhibition regulations are breached, the rectification of defects is refused or the Exhibitor is not in a position to do soIn the event of revocation of admission, the Exhibitor remains obliged to pay the agreed fees.
- 8.) Force majeure, pandemic-related restrictions**
 - 8.1 Force majeure is an event that has a massive external impact on the contractual relationship, which is unforeseeable according to human insight and experience, and which cannot be prevented or rendered harmless by economically acceptable means, even by exercising the utmost care that could reasonably be expected in the circumstances. Force majeure entitles the contracting parties to adapt the contract and, insofar as this is unreasonable, to withdraw from the contract. Withdrawal must be declared to the other contracting party in (text form/written form) without delay, stating all circumstances which justify the unreasonableness.
 - 8.2 In the event of "force majeure", the Organiser is additionally entitled to postpone, shorten, extend or restrict the event – in whole or in part – and to close it temporarily or permanently. The same also applies with regard to the occurrence and further development of pandemics according to the German Infection Protection Act (IfSG). The occurrence and further development of pandemics entitle the Organiser to cancel or postpone the event even if, at the time of the decision, no reliable prognosis can be made about the further course of the pandemic and the continuation of restrictions according to the IfSG. In such cases, a comprehensible consideration of the expected effects on the affected parties is required. Claims for damages are also excluded for these cases of cancellation or postponement of the event.
- 9.) Liability, indemnification, limitation**
 - 9.1 Within its stand space, the Exhibitor is responsible for ensuring the safety of all those who visit its stand. The "Technical Guidelines of Messe Offenburg-Ortenau" contain the minimum standards to be observed in this regard. The liability of the Exhibitor for damage caused by it, by its vicarious agents or by any co-exhibitors will, in principle, be determined in accordance with the statutory provisions of the German Civil Code (BGB). In the event of loss or irreparable damage to rented items provided on a rental basis, the Exhibitor is liable – from the time of provision until return/collection – for the amount of the replacement value (replacement value compensation) and not for compensation of the current value.
 - 9.2 The Exhibitor irrevocably indemnifies the Organiser against all third-party claims against the Organiser, insofar as such claims are based on the fact that the Exhibitor's exhibition space, its activities, its products, its intellectual content or its stand advertising violate third-party rights (specifically copyrights, image and name rights, trademark rights, competition rights, personal rights) or other statutory regulations. The indemnity obligation also extends to any warning, court and legal costs incurred.
 - 9.3 Insofar as the Organiser violates material contractual obligations, its liability for damages in the case of simple negligence is limited to the direct average damage that is foreseeable and typical for the contract type. Claims for damages due to breaches of obligations for which the Organiser is responsible and which do not relate to material contractual obligations are excluded, unless such claims are based on gross negligence or intentional culpable conduct on the part of the Organiser and/or its vicarious agents. Material contractual obligations are obligations the fulfilment of which makes the proper performance of the contract possible in the first place and the observance of which the contractual partner regularly relies on and may rely on, i.e. the main material obligations of the contract.
 - 9.4 The Organiser is not liable for loss or theft of exhibition goods, stand structures or stand fittings. For a fee, the Exhibitor may protect itself against loss and theft by hiring professional stand security approved by the Organiser.
 - 9.5 Claims of the Exhibitor against the Organiser arising from the contractual relationship and all claims in connection therewith must be filed with the Organiser, in writing, within 14 days of the conclusion of the trade fair, insofar as such claims can be designated or quantified by the Exhibitor in terms of reason or amount. Insofar as defects or faults occur during the event, such defects or faults must be reported to the Organiser immediately. If the defects or faults are not reported to the Organiser, the assertion of corresponding claims is excluded.
 - 9.6 Claims by the Exhibitor become time-barred within twelve months, unless the liability of the Organiser results from wilful conduct. The statutory limitation periods for tortious claims, fraudulent intent and culpable impossibility remain unaffected. The limitation period begins at the end of the month in which the closing day of the event falls.
 - 9.7 Insofar as the liability of Messe Offenburg-Ortenau is limited, this also applies to the personal liability of its employees, workers, staff, representatives and vicarious agents.
- 10.) Assignment, set-off**
 - 10.1 The assignment of the Exhibitor's claims against the Organiser or its employees, vicarious agents or assistants by the Exhibitor is excluded.

10.2 The Exhibitor is only entitled to offset claims against the Organiser if its claims have been legally established, are undisputed or have been recognised by the Organiser. The same applies to rights of retention insofar as the Exhibitor is a merchant, a legal entity under public law or a special fund under public law. If the Exhibitor does not belong to the aforementioned group of persons, it is only authorised to exercise a right of retention insofar as its counterclaim is based on the same contractual relationship.

11.) Permits, rights

11.1 The Exhibitor is responsible for ensuring that it has the necessary permits, rights and certificates for its activities, offers, products, materials, stand advertising and its employees at the exhibition stand, and that it complies with the applicable statutory regulations. The "Technical Guidelines of Messe Offenburg-Ortenau" also contain supplementary specifications in this regard. They must be observed by the Exhibitor as an integral part of the contract.

11.2 The Exhibitor irrevocably indemnifies the Organiser against all claims against the Organiser arising from the fact that its exhibition stand, its activity, its products, materials and stand advertising violate the rights of third parties (specifically copyrights, image and name rights, trademark rights, competition rights, personal rights) or other statutory regulations. The indemnity obligation also extends to any warning, court and legal costs incurred.

12.) Data protection

12.1 Personal data provided to the Organiser by the Exhibitor in the course of registration and further contract processing will be stored in an automated process, taking into account the provisions of the German Data Protection Regulation (DSGVO), the German Federal Data Protection Act (BDSG-Neu) and the German Telemedia Act (TMG). The Organiser uses the Exhibitor's data for the following purposes specifically:

- for handling the business processes of the event
- for sending offers accompanying the event
- for provision of information before and after the event

12.2 Each Exhibitor is of course free to declare to the Organiser, in writing, that it does not wish to receive further information about subsequent events.

13.) Stand design, exhibits, stand construction

13.1 The design of the stand is the responsibility of the Exhibitor, subject to compliance with all contractual conditions. The exhibition stand must be adapted to the overall impression of the exhibition. The Organiser may require the submission of dimensionally accurate designs and stand descriptions.

13.2 The exhibits registered must be in the Exhibitor's unrestricted power of disposal and must be in possession of all the approvals, certificates and markings required by law for the product. In particular, the provisions of the German Equipment and Product Safety Act must be observed. Descriptions and brochures of the exhibits to be displayed or the services to be presented are to be submitted to the Organiser upon request.

13.3 Exhibition stands must comply with the provisions of the Regulations on Places of Assembly (VStättVO) and the "Technical Guidelines of Messe Offenburg-Ortenau" based on said provisions in terms of safety and fire protection. The Exhibitor will be sent the "Technical Guidelines of Messe Offenburg-Ortenau" on request insofar as said guidelines were not already enclosed with the Conditions of Participation. The document is also available for download at www.messe-offenburg.de. On the basis of these provisions, the Exhibitor is responsible for its own stand construction and stand design. The Organiser may require that violations of the "Technical Guidelines of Messe Offenburg-Ortenau" be remedied immediately. Likewise, the Organiser may require the Exhibitor to remove exhibition goods which, by reason of their smell, noise or other emissions or their appearance, may cause a considerable disturbance to the running of the trade fair or endanger the safety of exhibitors and visitors. In the event of persistent violations, the closure of an exhibition stand may be ordered and enforced at the Exhibitor's expense. Information about stand construction companies that take care of stand design and rent out fittings will be provided by the Organiser on request. Details of the companies commissioned by the Exhibitor to design or set up the stand must be provided to the Organiser on request.

13.4 The design of a stand must not obstruct the view and accessibility of neighbouring stands and aisles. As a minimum requirement for the stand design, a stand end marker must be installed on all closed sides of the stand area. The design for the back walls of the stand must be neutral and without advertising. Existing pillars, wall projections, fire extinguishing equipment, distribution boxes and comparable technical equipment in the halls may be components of allocated stand spaces. The removal of the aforementioned is excluded. Objections to this cannot be raised.

13.5 Setup must be completed no later than by the final setup date. The removal of exhibits and the dismantling of stands before the end of the event is not permitted.

13.6 Exceeding the specified height limits for the stands (over 2.5 m) requires the written approval of the Organiser. The same applies to the exhibition of particularly heavy exhibits (>100 kg surface load/sqm) for which foundations or special fixtures are required.

13.7 The name or company and the address or registered office of the Exhibitor must be made clearly visible by means of a stand marking.

13.8 The stand must be properly equipped and staffed during the set opening hours for the entire duration of the trade fair or exhibition.

13.9 Upon conclusion of the trade fair/exhibition, the basic structure – insofar as it was produced by the Organiser – must be returned without any damage and restored to its original condition. The Exhibitor must compensate for any damage.

13.10 Exhibition goods still on the stands after the final dismantling date may be removed and stored at the Exhibitor's expense.

14.) Stand supply

14.1 Applications for electricity, water, telecommunications, etc. by the Exhibitor can only be considered insofar as the relevant orders are received – on time – on the forms provided by the Organiser. Sufficient general basic lighting is provided in the hall. However, the Exhibitor may have additional installations fitted at its own expense and for its own account from the delivery point authorised by the Organiser, insofar as this is technically possible.

14.2 No company authorised by the Exhibitor may work until the installation-delivery point authorised by the Organiser.

15.) Surveillance

15.1 General surveillance/patrols of the exhibition grounds and the halls is carried out by representatives of the Organiser. However, the Organiser does not assume any duty of care for exhibits brought in, for stand equipment or for objects in the possession or ownership of persons working on the stand.

15.2 Stand security and stand supervision during the daily opening hours is generally the responsibility of the Exhibitor. This also applies during setup and dismantling times.

15.3 At night time, valuable items that can be easily removed must be kept under lock and key. For additional stand security, the Exhibitor may make use of the security company appointed by the Organiser at its own expense. The Exhibitor is recommended to take out exhibition insurance for damage and – to the extent possible – against loss, based on the replacement value.

16.) Advertising

16.1 Advertising of all kinds is only permitted within the exhibition stand for the Exhibitor's own company and only for the products it manufactures or distributes, insofar as such products have been registered and approved.

16.2 Loudspeaker advertising and slide, film or video presentations require the written approval of the Organiser. The same applies to the use of other devices and equipment intended to achieve an increased advertising effect in a visual or acoustic manner or if the presentation of exhibits generates noise.

16.3 Permits already issued may be restricted or revoked in the interest of maintaining orderly trade fair/exhibition operations.

16.4 In the event of the replay of mechanically reproduced music, it is the responsibility of the Exhibitor to obtain the appropriate performance permit and to pay the GEMA fees for this.

16.5 The carrying or driving around of advertising media on the exhibition grounds as well as the distribution of printed materials and samples outside the exhibition stand is generally not permitted. The prior permission of the Organiser is always required. This also applies to approaching and questioning visitors outside the stand.

16.6 Advertising of a political nature is generally inadmissible.

17.) Direct sales

17.1 Direct sales are only permitted in accordance with the "Special Conditions of Participation". The objects for sale are to be provided with clearly legible price tags.

17.2 The Exhibitor is responsible for obtaining and complying with trade and health permits.

18.) Exhibitor passes

18.1 Regulations relating to exhibitor passes can be found in the service folder of the trade fair/exhibition project.

18.2 In the event of misuse of passes, the pass will be withdrawn without replacement. The Organiser reserves the right to issue an exclusion order.

19.) Cleaning, environmental protection

19.1 The Organiser ensures the general cleaning of the grounds and the hall aisles.

19.2 Cleaning of the stand is the responsibility of the Exhibitor and must be completed daily before the opening of the event. When arranging stand cleaning, the Exhibitor is to use the cleaning company appointed by the Organiser. Insofar as the Exhibitor uses its own cleaning staff, the deployment of said staff is limited to one hour before and after the daily opening hours of the respective event.

19.3 In the interest of environmental protection and environmentally friendly exhibitions, the Exhibitor is fundamentally obliged to reduce packaging and waste and to use environmentally friendly and recyclable packaging, decoration and brochure material. Insofar as separate waste disposal systems are used, the Exhibitor must participate in this and also share any waste costs incurred on a pro rata basis in accordance with the polluter-pays principle.

19.4 Packaging material must be disposed of by the Exhibitor itself.

20.) Video surveillance, photography, trademark and product piracy

20.1 The exhibition grounds are under video surveillance in some areas. The video data is collected exclusively for internal purposes of the Organiser. Commercial photography, drawing and filming within the grounds is only permitted for companies/persons approved by the Organiser.

20.2 Without prejudice to the rights of third parties, the Organiser is entitled to have photographs, drawings and film and video recordings of the exhibition events made of the exhibition structures and stands and the exhibited items, and to use them for advertising or press publications, without the Exhibitor being able to object to this on any grounds. This also applies to recordings made directly by the press or television with the Organiser's consent.

20.3 For orders for photography or video recordings of the exhibition stand in exchange for payment, the Exhibitor may use the photographers or agencies approved by the Organiser. Such photographers and agencies are provided with an appropriate pass. Recordings before the start and after the end of the daily opening hours may only be assigned to these authorised persons; other parties will not be admitted at said times.

20.4 All persons entering or spending time at the place of assembly receive the "Special Terms and Conditions of Participation" and the "House Rules" as notification of the taking of photographs, films and videos in the area of the place of assembly. Recordings of participants and visitors at events may be published without the consent of the person concerned in accordance with the provision of Section 23 of the German Act on Copyright in Works of Fine Arts and Photography (KunstUrhG).

20.5 The Organiser supports the owners of property rights to patents, trademarks and designs. Each Exhibitor must observe the preferential property rights of other exhibitors. The Exhibitor who is found to have infringed these property rights undertakes to remove the items in question from its stand. Insofar as the Exhibitor is prohibited by a court decision from exhibiting or offering products and insofar as the Exhibitor refuses to remove said products from its stand, the Exhibition Management is entitled to exclude the Exhibitor from the event in progress and future events. In such cases, the stand rental fee will not be refunded.

21.) House rules, violations

21.1 The Exhibitor submits to the Organiser's right to enforce the house rules on the entire premises during the event. The orders of the employees, who identify themselves by means of an official ID card, must be obeyed. The duration of stay for exhibitors, their employees or authorised representatives is limited to one hour before and after the daily opening hours of the respective event. Third-party stands may not be accessed outside the daily opening hours without the permission of the stand owner.

21.2 Violations of the General and Special Conditions of Participation and of the instructions within the scope of the house rules entitle the Organiser – insofar as the violations are not discontinued after being requested to do so – to immediately shut down the stand without compensation at the expense of the Exhibitor.

22.) Ancillary agreements, severability clause

22.1 Verbal ancillary agreements are only legally binding if they are signed or confirmed in writing by both parties.

22.2 Should individual provisions in the registration documents, the General or Special Conditions of Participation or in the technical guidelines of Messe Offenburg-Ortenau be or become invalid, this does not affect the validity of the remaining provisions of the contract. In such cases, the invalid provision is supplemented or amended in such a way that the purpose intended by it is achieved as far as possible. These provisions also apply insofar as the Exhibitor uses its own general terms and conditions. The Exhibitor's terms and conditions only become the subject matter of the contract if the Organiser expressly accepts said terms and conditions in writing.

23.) Law, place of performance, place of jurisdiction

23.1 The law of the Federal Republic of Germany applies exclusively to all legal relationships between the Organiser, its employees, vicarious agents or assistants on the one hand and the Exhibitor or its employees, vicarious agents or assistants on the other.

23.2 The place of performance is Offenburg. The place of jurisdiction (also for actions on cheques and bills of exchange) for both parties is the place where the Organiser has its registered office, provided that the Exhibitor is a merchant, a legal entity under public law or a special fund under public law or either has no general place of jurisdiction in the Federal Republic of Germany or transfers its place of residence or usual abode abroad or to an unknown place after conclusion of the contract. However, the Organiser reserves the right to take legal action at the Exhibitor's general place of jurisdiction as well.

Hygiene plan

The following, detailed guidelines are a practicable instruction for the right handling to guarantee the best possible way for the clients and your own protection.
Manufacturers' information of antiseptics must be noticed.

Reference is made to the guidelines of the UETA and the Hygiene Ordinance of the State of Baden-Württemberg, as well as to the currently applicable regulations of the European Parliament and the Council, and to the Guide to Hygiene and Practice of the AWMF (Association of the Scientific Medical Societies).

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1. Preface

Tattoos are understood as coloured pigments artificial brought into the dermis with needles. This part of the skin lies between the epidermis and the subcutis. It is tight affiliated with the epidermis through the stratum papillare and contains amongst other things smaller and bigger blood vessels.

(Source: U.E.T.A. e. V.)

1.1 Health risks / infections

You can assume that the needles, which are used for the tattoos, get in contact with the bloodstream, from which you reveal a higher risk of infection for diseases caused by blood transfusion such as HIV or hepatitis B and C. According to the size of the tattoo, a smaller or huger superficial wound results, so that bacterial infections are possible. We refer to the German Infectious Diseases Protection Act (IfSG).

1.2. Allergic reactions

In addition to infectious complications, there can be individual cases of allergic reactions caused by used colours. There's no literary, reliable data, which can be used to estimate the risks.

2. Guidelines

2.1. Demands on tattoo artists / qualifications

The person who does tattoos:

- has mastered the technic of doing tattoo
- has the knowledge of risks and knows measures to control them. In case of special risks, the tattoo artist has to refuse the clients tattoo wish if necessary.

The tattoo artists need to have a basic knowledge in the following fields:

- General and specific microbiology, sources of germs and ways of transmission, pathogens of skin and wound infections, viruses transferred by blood (especially hepatitis B and C, HIV)
- General hygiene (sources of germs, ways to transfer germs, possibilities and methods to stop the transfer of germs)
- specific hygiene (cleaning, disinfection and sterilization, preparation of tools in connection to transfer of germs, hand disinfection, skin disinfection, surface disinfection, protection of re-contamination, handling of sterile materials, water requests, handling of disposable materials, refuse disposal)
- Measures to protect the staff (disposable gloves, protective clothing, cleaning of the hands and hand disinfection, working clothes, prevention of a surroundings contamination)

2.2. Personal hygiene

Tattoos are only made with disposable gloves (non-sterile, powder-free, CE marked according to EN 455 1-4). It is only allowed to touch objects, which are necessary for the tattoo process and which have been prepared as described above. There are sinks in the basement. Hand wash basins are located in the event hall. Depending on the pandemic situation or corresponding regulation, masks are mandatory.

2.3. Tattoo aftercare

Inadequate care, intense insolation, intense burden or irritation of the affected skin can lead to problems with the healing. The tattoo artist has to give the client verbal and/or written advice for the aftercare. The main principle of the aftercare is the wound healing as fast as possible. The Tattoo has to be sheltered of impurities by all means. If it comes to intense and continuous swellings, reddening or small blisters despite of all provisions, a medical clarification is recommended.

2.4. Injury caused by used needles

If the Tattoo artist gets injured by a used needle, the wound has to bleed dry. After that, the wound has to be treated with a suitable, alcoholic antiseptic. Consulting a doctor is highly recommended. Especially the staff should consult a doctor after getting injured by a used needle, because an infection (e.g. HIV or hepatitis B/C) caused by the injury could be seen as an occupational disease. The self-employed artist should be insured voluntarily against cases like this as well. The artist is always responsible for the correct care of his employees after an injury.

Source: 2.1.6. Guidelines of hygiene in clinics and practice of the AWMF (Working-Group of scientific medical specialist companies)

2.5. Requirements on clients / physical preconditions

Everyone who wants to get a tattoo on a convention has to be of age. Persons who are under the influence of medicines, drugs or alcohol don't get tattooed. Pregnant women don't get tattooed as well. Doing tattoos on birthmarks, liver spots or morbidly changed skin is not permitted.

2.6. Information and approval

Everyone, who wants to get a tattoo, gets indicated of the possible risks in a verbal and/or written way in advance. A signed declaration of consent by the client is highly recommended.

3. Fittings

3.1. Working area

Food and drinks in the working area are forbidden. Smoking and keeping animals at the working area is not allowed. The working area needs to be easy to clean, easy to ventilate and sufficiently illuminated. The work surface has to be smooth and water-repellent or rather easy to wipe and disinfected. You should use disposable mats (e.g. film or paper towels) on the work surface. After every client, they have to be changed. The furnishings (Tattoo chair / lounger, working chair / stool) need to have a smooth, easy to clean and disinfected surface. If necessary, you should use water-repellent or rather watertight disposable covers for the tattoo chair / lounger and working chair / stool. The organizer places protection mats on the floor in advance.

3.2. Needle throwing container

The disposal of used needles takes place in needle throwing containers. They stay closed and get disposed when the container is full. The organizer provides these containers and disposes them.

3.3. Rubbish

Rubbish bags need to be used for the waste disposal. Paper towels, colour caps, spatula and every other rubbish that arises during the tattoo process, has to be disposed in one of the available waste bins immediately. The organizer provides them and disposes them professionally every day.

4. Equipment

You should only use disinfectant, which has a proven effectiveness against hepatitis B / C, as well as against HIV. This will be on hand if a suitable certification / performance took place at the VAH. Disinfectants have to be bactericidal and at least perishable veridical.

4.1. Tattoo machines

The tattoo gun and clipcord have to be bag up for every new client. You can use for example freezer bags or cling film. After the tattoo is done, you have to remove the film and clean the tattoo gun as well as disinfect it with a suitable disinfectant. For this the equipment has to be free of voltage.

4.2 materials and tools

- Disposable gloves (non-sterile) and protective clothes have to be available in adequate quantity for the safety of the staff.
- Before every tattoo session and after taking off the gloves disinfectant with alcohol must be used on your hands. The disinfectant has to be bactericidal and at least perishable veridical, referred to the RKI-introduction inactivated. (Note: This refers to the application of a permitted pharmaceutical product, so you have to attend strictly to the instructions of the producer. It's not allowed to dilute these disinfectants.)
- Disposable cleaning cloths for the cleaning of the working area (table, tattoo chair / lounge, working chair / stool). If applicable you can use disposable paper towels.
- Disinfectant which contains alcohol to clean the working area and small instruments.
- Disinfectant for the floor and suitable disposable tissues.
- Disposable tattoo needles.
- Disposable needle holder.
- The organizer provides materials as follows: needle throwing container, distilled water, hand disinfectant, rubbish bags. The disposal is part of the organizer as well.

4.3 Colours

The colour bottles need to be kept closed at all times and protected of dust, so that no microorganisms can impurify them. The colours have to relate to the current tattoo device prescription (TätoV – BGI. I S. 2215).

The colours' label has to indicate the following information:

- The declaration "means for tattoos" or "tattoo colour"
- A charge number
- Manufacturers data
- Best-before date
- Life period after opening
- Ingredients

4.4. Lubricant, shavers, spatula, colour caps and paper towels

Lubricant, shavers, spatula and colour caps should be kept in closed containers outside the working area. The shavers, colour caps and spatula have to be taken out of the container with unused gloves; after using them once they have to be disposed.

It's only allowed to take out the lubricant with an unused spatula. Containers must be closed at all times, despite when in use. Only use powder-free gloves. Commercial disposable paper towels, which are used during the tattooing, have to be packed and stored outside the working area. There should only be as much paper towels as you need for the current client at the working area. Dispose the used paper towels into the available bin during the tattoo process. If bottles are used during the tattoo process (colours, disinfectant), suitable measures are necessary to prevent a contamination (e.g. changing gloves before using, bag up). Already used colour caps must not be refilled. If necessary, use a new cap.

5. Process of disinfection

(When using disinfectant, attend strictly to the producers instructions.)

5.1 Disinfection of hands

Germ of infections are often transferred by hands; this is why the contact of hands should be limited to a minimum. The germs, which attained the skin through microbial contaminated objects like the surface of the skin, have to be disposed by hygienic hand disinfection. The hand disinfection is part of the most important measures to prevent and control infections. Please mind: washing hands causes skin irritation more often than properly done hand disinfection. If there is a high risk of infection or contamination, particularly through clients' excrements or objects which are contaminated by blood or secretion, you have to protect your hands with disposable gloves before getting in contact. Contaminated hands need to be washed and dried before the disinfection. Hygienic hand disinfection is needed e.g.:

- After getting in contact with blood, secretion or excretion
- Before getting in contact with the client or rather with the area where the tattoo needles enter the skin.
- After the contact with contaminated surface or objects.
- After taking off the gloves.

Disinfectants have to be bactericidal and at least perishable veridical, according to RKI recommendation inactivated.

5.2. Disinfection of working area / cleaning

Working area, chairs and tattoo lounge have to be cleaned thoroughly after every working day. Areas, which could have been directly or indirectly in contact with a clients' blood, have to be cleaned with an appropriate disinfectant (disinfectant for surfaces are appropriate if they have a proofed HBV-, HCV- HIV effectiveness).

The surface which needs to be disinfected, has to be wiped with a disposable tissue, sponge or the like, which has been impregnated with the diluted disinfectant (follow the instructions for use). The disinfectant should disperse the contamination on the surface like this. It won't do just to spray the disinfectant onto the surface; it needs to be slicked on. At first there should remain a liquid film on the treated surface. It's not allowed to wipe the treated surface dry right after putting on the disinfectant onto the surface. The surface does not apply as disinfected till the required exposure time of the disinfectant is over. Protect your hands of the contact with the disinfectant. It's only allowed to use disinfectants which are listed in the VHA's (alliance for applied hygiene www.vah-online.de) disinfectant list.

6. Piercings

6.1. Preface

Piercing is the practice of puncturing or cutting the skin and the mucous membrane, creating an opening in which jewelry may be worn. The skin always gets injured. That might lead to issue of clear blood serum or red blood. In either case, the instruments (e.g. central venous catheter with trocar) get in contact with the lymph of the skin and the hypodermis. These liquids could contain pathogenic germs, particularly viruses, which are responsible for diseases like AIDS or hepatitis. Often the clients don't know, that they carry the virus. If you obey the following hygiene rules, the risk of a pathogenic germ transfer between the clients, the piercer and also the following clients, get extensively reduced. The observable keep of the hygiene rules supports the clients' faith, which is good advertising for the piercing studio and improves the judicial situation when it comes to customers that claim damages. Not least, a disregard of the act for protection of infections and the hygiene act of Baden-Württemberg can retighten a regulatory offence procedure. We refer to the act for protection of infections IfSG and the hygiene act of Baden-Württemberg.

6.2. Working area

The piercing working area has to be separated obviously from the rest of the room. In this separated room only the furniture and the equipment which are necessary for the piercing process are allowed. The storage of material has to be far apart, so that a contamination by splash isn't possible and the containers don't get in the way when cleaning or disinfect. During the piercing process there should only stay two people in the working area: the piercer and the client. Casual bystander should be kept at bay with a barrier of at least 1 meter. All surfaces and floor coverings must be accessible for wipe disinfection and have to be resistant of disinfectant. Drinks, ashtray, papers, etc. are not allowed. There should be a basin, a soap dispenser, a disinfectant dispenser and disposable tissues close to the working area.

6.3. Waste disposal

Cannulas, disposable shavers, razor blades, the trocars of central venous catheter must be put into a break and pierce proof plastic container right after usage. Thus the piercers' injuries by secretion of the customer should be avoided. The containers have to be right next to the working area in range of an arm length. After work, the containers have to be screwed and stored childproof. Full containers can be screwed on properly and then disposed. You should keep a bin with a garbage bag, which is easy to clean, for the remaining accrued garbage (except the sharp disposable instruments) during the piercing process right at your working area. The lid has to be closed at all times and must be able to be opened by foot to put in the garbage immediately. Bins which need to be opened by hand are not allowed, because the glove would get in contact with the lid and a disinfection and cleaning of the bin would be too complex after every piercing process.

6.4. Prohibit treatment

Clients, who are under the influence of alcohol or drugs, are not allowed to treat. Clients under the age of 18 are only allowed to treat after the agreement of the parents. This regulation applies to piercings and tattoos.

6.5. Pre- and aftercare

Before starting the work at a client, the skin that gets pierced has to be cleaned large-scaled with soap solution. The soap solution has to be removed completely. After that, the area that gets pierced has to be dried completely before the disinfection. If the client has stronger skin complaints, allergic reactions or other adverse effects, contact a doctor immediately. The same applies, when you get injured by used sharp objects or when a client's blood or serum gets into your wound or the mucous in any other way.

6.6. Processing of tools and jewelry

The disinfection serves not only a first reduction of germs, but is important for the safety of the operator and important to reduce the possibility to get infected by other processing steps. That's why every above named instrument or object has to be inlaid into a covered bowl with disinfectant without any manipulation right after the treatment. Only after a sufficient duration of disinfection, other manipulations (e. g. putting the instruments or objects into transport containers for the processing at a different working place) are allowed. As a minimum measure, the used instruments and objects can be inlaid in a dip at first, before getting cleaned all together at the end of the working day.

1. Cleaning

Instruments and tools must be cleaned, for example in an ultrasound scanner or with dish soap and brush. With that, adhered contamination should be removed. After that everything should be rinsed under running water to remove every residue of cleansing agent.

2. Sterilization

The following described process is only an instruction. The instruments brought to the event have to be already sterilized. Sterilization at the show is not allowed. The sterilization process should be done with tighten steam, in a so called autoclave. This process is energy-saving and gentle to the material. Dry heat sterilizers with accordant higher temperature are also allowed for instruments made out of metal. According to the DIN 58 946, the sterilizer has to be checked with bio indicators at least every half a year. The documentation of the testing has to be set aside. For a secure handling and storage of the sterilized instruments, an individual shrink-wrap in sterilization casings is recommended. Spiky instruments need to be wrapped in disposable swabs or gauze compresses to be prevented of pierce through the sterilization casings. If using metal boxes for the storage of unpacked, sterile instruments, these boxes must be put into a sterilizer to sterilize the instruments all together. During this procedure the boxes must be sealed (e. g. with sterilization tape). When opening the box, the instruments inside aren't sterile anymore, that's why it makes sense to only keep as much instruments in a box as you need for one customer in one session. Otherwise single packages are necessary. After opening a container once and taking out an instrument, you have to sterilize it again before using it for the next client. The sterilization date needs to be written on the sterilization casing or the sealed metal box. Every sterilization process has to be marked by an attached handling indicator (paper strip with colour change) or a chemo indicator that shows the sterilization. The sterile instruments can be stored or carried in the sterilization plastic bags or sealed metal boxes, so that they can then be opened in front of the client to take out the instruments.

We refer to the template of the health office in Bremen (Wiesbaden 2002)

Source: www.wiesbaden.de/vv/medien/merk/53/Hygienerregeln_fuer_das_Piercen.pdf

Supplementary Clause

The hygiene regulations must be observed. Disregarding the guidelines will lead immediately to exclusion of the event and will partly lead to legal consequences. If one regulation of this guideline is void, it does not effect the other regulations of this guideline in any way.

Not reserved for mistakes or changes. State: November 2021

Please note, that the english version of the hygiene plan ist just an information. The german hygiene plan applies.