

# Technical Guidelines

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## 1 Preliminary remarks

Messe Berlin GmbH has drawn up a set of technical guidelines for trade fairs, **consumer fairs** and other events (**meetings, congresses, concerts, etc**). The aim of these guidelines is to provide all exhibitors / organisers / clients with the best possible conditions for presenting their exhibits and addressing their visitors and other interested parties.

These technical guidelines are contractually binding and are to be followed by all customers, organisers and exhibitors, including the exhibition service and stand construction companies commissioned by them to perform work on site, all of which shall be referred to as "**customer / exhibitor**" in the following guidelines.

The guidelines also contain safety regulations intended to serve the interests of our customers / exhibitors and visitors by ensuring that technical equipment and design elements used at the event are made as safe as possible.

The public building authorities, police, fire department or Messe Berlin may specify additional requirements concerning safety and fire-prevention on stand / event areas if the type and extent of the planned event involve higher risks to human life and material property.

These technical guidelines, including the associated technical notes and/or special requirements, apply to all event areas on the *Berlin ExpoCenter City* exhibition grounds:

- Exhibition halls 1 – 26, South Entrance (EMS), *Marshall-Haus* and *Funkturm-Lounge*
- *Palais am Funkturm*
- *CityCube Berlin (to be inaugurated in May 2014)*
- Outdoor areas (including the Funkturm inner courtyard, the "Sommergarten" gardens and the railway tracks in the southern section of the exhibition grounds ["*Gleisanlage*"]).

Wherever special safety regulations and rules for exhibitors apply to specific sections of the site, the technical guidelines make reference to the relevant technical notes or additional provisions, these also being binding for customers / exhibitors, who must comply with them accordingly.

The building regulations, fire protection and other safety regulations have been drawn up in consultation with the Building Supervisory Department of the relevant borough of the City of Berlin.

Messe Berlin reserves the right to check compliance with these regulations. Statutory regulations in their respective valid form must also be observed.

If detected defects have not been remedied by the start of the event, the staging of an event and the use of an exhibition stand **and/or event area** may be prohibited in the interests of all participants. We reserve the right to make additional demands which may become necessary regarding the safety and construction of stands.

The order forms for services are available on the internet. These should be filled in and returned within the specified time. If they are not received on time, Messe Berlin can give no guarantee regarding correct and punctual fulfilment of the ordered services.

Furthermore, Messe Berlin reserves the right to impose a surcharge on the standard rates in accordance with the details given in the service folder if orders are submitted after the specified deadline.

Where applicable and for their own information, exhibitors may be sent additional circulars with details on preparations and staging of the event.

The content and structure of these technical guidelines have been agreed upon with the following major German trade fair companies:

- **Deutsche Messe** AG Hannover
- **Koelnmesse** GmbH
- **Leipziger Messe** GmbH
- **Messe Berlin** GmbH
- **Messe Düsseldorf** GmbH
- **Messe Frankfurt Venue** GmbH
- **Messe München** GmbH
- **Nürnberg Messe** GmbH

Building laws are part of the laws of the respective "Land" (federal state). This means that the exhibition grounds of *Berlin ExpoCenter City* are governed by the provisions of the **Berlin Building Regulations** (BauO Bln - *Bauordnung von Berlin*) and those provisions of the Ordinance on the operation of buildings and structures – **Operating ordinance** (BetrVO - *Verordnung über den Betrieb baulicher Anlagen*) pertaining to utilisation as a public gathering place.

As a result, and due to the different structural conditions at the individual exhibition grounds, differences may occur in the various supplementary regulations. Messe Berlin also reserves the right to make alterations.

The German text is binding.

## 1.1 House rules

### 1.1.1 Scope of applicability

The exhibition grounds are private property. The latest up-to-date version of the house rules applies to the entire exhibition grounds of Messe Berlin, including all exhibition halls, access routes, outdoor areas, open-air sites and parking areas. The house rules must be observed by all visitors, tenants, exhibitors / customers, service providers and all other persons. They do not apply to employees of the Messe Berlin group.

Anyone found breaking these rules can be immediately expelled from the exhibition grounds, excluded from the respective event, banned from entering the exhibition grounds, and/or prosecuted. Furthermore, damages can be claimed from such person(s).

### 1.1.2 Rights of access

1.1.2.1 Access to the site during events is only granted upon presentation of a valid admission ticket, a valid accreditation pass for the day on which the event is taking place or another kind of access authorisation. Persons are only allowed to access the site during the times and in the buildings and for the purpose specified in the admission ticket. Admission tickets must be retained while on the site and must be presented to the supervisory personnel upon request.

1.1.2.2 Children and young people under 14 years of age may only access the exhibition grounds accompanied by a parent, legal guardian or equivalent supervisor pursuant to the German Protection of Young Persons Act (*JuSchG – Jugendschutzgesetz*). Only construction workers and employees of Messe Berlin as well as their representatives are granted access to construction and dismantling areas. Children and young persons under 18 years of age are not allowed to access construction areas at any time.

1.1.2.3 Single admission tickets become invalid upon their bearer leaving the exhibition grounds.

1.1.2.4 Visitors are obliged to leave the exhibition grounds immediately as soon as the event has ended.

1.1.2.5 Persons not employed at Messe Berlin must obtain special permission from Messe Berlin before they are allowed to access administrative areas or technical service rooms of any kind.

1.1.2.6 Exhibition stands and event areas being used by the exhibitors may only be entered under the supervision of stand staff or one of the exhibitor's employees.

### 1.1.3 Denial of access

Visitors who

- do not follow the instructions of supervisors/security personnel,
- are clearly under the influence of alcohol or drugs,
- have been banned from entering the exhibition grounds,
- refuse to be searched by security personnel,
- clearly intend to disturb the event,

shall be denied access to the exhibitions grounds without refund of their admission ticket price.

### 1.1.4 Security

1.1.4.1 The instructions of supervisors/security personnel must be followed at all times.

1.1.4.2 In the interest of the property owner's rights, parts of the exhibition grounds are subject to video surveillance. These areas are marked accordingly.

1.1.4.3 Messe Berlin may order the closure or evacuation of rooms, buildings, temporary buildings and open-air sites for safety reasons. All persons in these areas must leave the respective areas immediately when requested to do so and must follow the instructions of Messe Berlin's staff whenever an evacuation order is given.

1.1.4.4 Messe Berlin is authorised to check the contents of bags and other receptacles as well as clothing, such as coats, jackets and cloaks of persons attending events.

1.1.4.5 Depending on the kind of event, it may be prohibited to bring larger bags (as individually specified) and similar receptacles to the event.

1.1.4.6 The following objects may only be brought into the grounds after prior written approval by Messe Berlin:

- weapons or other dangerous objects which might be used as a weapon or missile,
- fireworks, pyrotechnical products and explosives,
- illegal drugs as specified in the German Narcotics Act (*Betäubungsmittelgesetz*)

### 1.1.5 General behaviour

1.1.5.1 All facilities on the exhibition grounds are to be handled and used with care and respect.

1.1.5.2 On the exhibition grounds, all visitors are to behave in such a way that they do not harm or endanger any other persons or annoy them more than is unavoidable.

1.1.5.3 Any soiling, contamination or pollution of exhibition ground facilities is prohibited.

1.1.5.4 Waste, packaging materials and empty receptacles must be disposed of in the containers provided.

### 1.1.6 Traffic regulations

- 1.1.6.1 The provisions of the German Road Traffic Regulations (StVO – *Strassenverkehrsordnung*) apply throughout the exhibition grounds and on the parking areas belonging or designated to the exhibition. Vehicle and pedestrian traffic signs must be observed.
- 1.1.6.2 Motor vehicles are only allowed access to the exhibition grounds if the driver has a valid access permit.
- 1.1.6.3 Officially marked areas such as fire brigade access areas, escape routes and emergency exits must be kept clear at all times.

### 1.1.7 General bans

- 1.1.7.1 Commercial photography, filming and the production of audio and video material, in particular of exhibition stands and exhibits, is prohibited on the exhibition grounds unless the prior written consent of Messe Berlin is obtained.
- 1.1.7.2 Access to the exhibition grounds with roller skates, inline skates, skateboards, kickboards, scooters, electric scooters, Segways or similar mobility vehicles is prohibited without the prior written consent of Messe Berlin.
- 1.1.7.3 No animals may be brought onto the exhibition grounds. Special exemptions apply to animals involved in or on display at animal-related events.
- 1.1.7.4 The distribution of printed matter or advertising material, the affixing of stickers and posters, as well as the unauthorised use of advertising media is prohibited unless prior written permission has been obtained from Messe Berlin. Special rules and regulations apply to exhibitors.
- 1.1.7.5 Smoking is prohibited in all enclosed spaces on the exhibition grounds, including the *CityCube* Berlin.

### 1.1.8 Personality rights

We expressly point out that Messe Berlin or third parties commissioned by Messe Berlin to take photographs or produce film, audio and video material for reporting, advertising and documentation purposes are entitled to do so. Visitors and other persons have no right to prevent, impede or hamper such activities. By entering the exhibition grounds, visitors and other persons consent to such photographs and recordings being made and published.

### 1.1.9 Limitation of liability

- 1.1.9.1 All persons entering and using the exhibition grounds do so at their own risk.
- 1.1.9.2 All persons entering the exhibition grounds run the risk of possible damage to their health owing to the increased noise at various events. Messe Berlin only assumes liability for such damage to health within the scope of legal liability and only if Messe Berlin or its vicarious agents are found guilty of intent or gross negligence in this respect.

## 1.2 Opening times

### 1.2.1 Construction and dismantling periods

During the general construction and dismantling periods work may be carried out in the halls and on the open-air grounds between 7 a.m. and 10 p.m., unless, in the case of a specific trade fair, other times have been announced by means of a circular.

For reasons of general safety on the exhibition grounds, the halls and the entire exhibition grounds will be closed outside these times.

### 1.2.2 Duration of the event

For the duration of the event, halls will be opened one hour before the start of the fair and closed again one hour after the official closing time.

If exhibitors / customers have valid reasons for working on their stands beyond these opening hours, they may apply for special written permission from Messe Berlin.

## 2 Traffic on the exhibition ground, escape / rescue routes, safety installations

### 2.1 Traffic regulations

To ensure that traffic flows smoothly during the construction and dismantling periods and during the actual event, the rules for regulating and directing traffic as well as the instructions of supervisors/security personnel must be strictly observed.

The provisions, definitions and restrictions set out in the house rules, item 1.1.6, apply in full and without exception to the entire exhibition grounds. The maximum permitted speed on the exhibition grounds and parking areas belonging to the exhibition grounds is **20 km/h**.

Before moving or transporting loads on Messe Berlin's exhibition grounds and/or in the exhibition halls, exhibitors / customers or the companies commissioned by them shall enquire about permitted ground loads and the nature of the ground and surface and whether the respective area can be negotiated by vehicles. Motor vehicles may only enter the halls for the purposes of unloading or loading. In this case, the permitted floor load (axle load) shown on the notices at the hall gates are to be observed. Engines should be turned off while vehicles are being loaded or unloaded. Vehicles may not be parked or left in the halls.

#### **Fork-lift trucks and low-lift devices**

The driving of fork-lift trucks and electric low-lift devices (electric pallet lifters and stackers) is not allowed in any foyer/entrance hall area, in the *CityCube* (Level E 03) rooms, on the floors of the *Palais am Funkturm*, the *Funkturm Lounge*, the *Marshall-Haus* and halls 7.3, 19 and 24, nor in any of the intermediate, entrance and transition buildings between exhibition halls.

Pallets or similar objects may be moved using manually-operated devices (e. g. low-lift pallet trucks with rubber rollers), as long as the total weight does not exceed 2.5 kN (approx. 250 kg).

Access restrictions and rules regarding payment of deposits during events and the construction and dismantling periods will be announced for each specific event in the information sent to exhibitors, or in the traffic advice notice [*Verkehrsleitfaden*]. Illegally parked vehicles, semi-trailers, containers, receptacles and all kinds of empty packaging will be removed at the expense and risk of the owner.

The instructions of staff appointed by Messe Berlin to direct and regulate traffic must be strictly followed and attention must be paid to any relevant information.

### 2.2 Escape and rescue routes

#### 2.2.1 Manoeuvring areas for the fire service, hydrants

Approach routes and manoeuvring areas for the fire service, as indicated by no-parking signs, must be kept clear at all times. Any vehicles or items parked or deposited on the rescue routes or the safety areas will be removed at the risk and expense of the owner.

Above-ground hydrants on the open-air site shall not be covered, obscured or obstructed.

#### 2.2.2 Emergency exits, escape hatches, aisles in the halls

Escape and rescue routes must be kept clear at all times.

It must be ensured that doors along the escape routes can be fully and freely opened in the direction of the escape route. Emergency exit doors and hatches and the signs indicating these may not be obstructed, blocked, covered by suspended objects or obscured in any other way.

Passageways in the halls must never be obstructed by items deposited in or extending into the aisle. These aisles are needed as escape and rescue routes in case of emergency.

Materials required for stand construction and exhibits delivered for immediate installation on the stand area may be placed in the aisles temporarily during the construction or dismantling period, provided that the aisle width specified for safety reasons is not restricted and due consideration has been paid to logistical aspects.

This regulation is deemed to have been fulfilled if such objects are deposited along the perimeter of the stand on an area not wider than 0.9 m. Regardless of the width of the aisle and the items deposited there, a passageway of at least 1.2 m in width must be kept free at all times.

This rule does not apply to escape areas directly in front of emergency exits and to the area where two hall aisles cross. Here, the entire width of the area must be kept free. Hall aisles may not be used for setting up assembly workplaces or machinery (e. g. woodworking machine tools, workbenches). Messe Berlin is entitled to order immediate clearance of the aisles for logistics reasons.

### 2.3 Safety equipment

Sprinkler installations, fire alarms, fire extinguishing installations, smoke alarms, smoke extractors, air vents, devices for closing the hall doors, other safety devices, signs referring to them and the green emergency exit signs must be accessible and visible at all times and must not be blocked or obstructed.

### 2.4 Stand numbering

**Normally**, the organiser will identify each stand with a number.

### 2.5 Surveillance

Messe Berlin is responsible for overall supervision of the exhibition halls and the open-air grounds for the duration of the fair/event. Overall supervision is only provided at certain times during construction and dismantling. Messe Berlin is entitled to take any control and/or security measures it deems to be necessary.

Exhibitors / customers must themselves organise any stand surveillance which they deem necessary. Exhibitors / customers are only permitted to contract security firms confirmed by Messe Berlin to guard their stands.

In case of extended periods work for construction or dismantling, means in the night between 10 p.m. until 7 a.m. the exhibitor / customer has to order a stand surveillance additional during the night working hours. Such night guard for the stand area / event area are only permitted from the contractor security firm of Messe Berlin, in charge to the ordering exhibitors / customer.

### 2.6 Emergency evacuation

Messe Berlin may order the closing or evacuation of rooms, buildings, halls and open-air sites for safety reasons. All persons in these areas must follow the instructions given and leave the respective areas immediately when requested to do so.

Exhibitors / customers must inform their staff, stand employees and service providers about this procedure and where appropriate, prepare and announce their own evacuation plans. They are responsible for ensuring that their stand areas / event areas are evacuated immediately when the evacuation order is given.

### **3 Technical data and equipment for the halls and open-air grounds**

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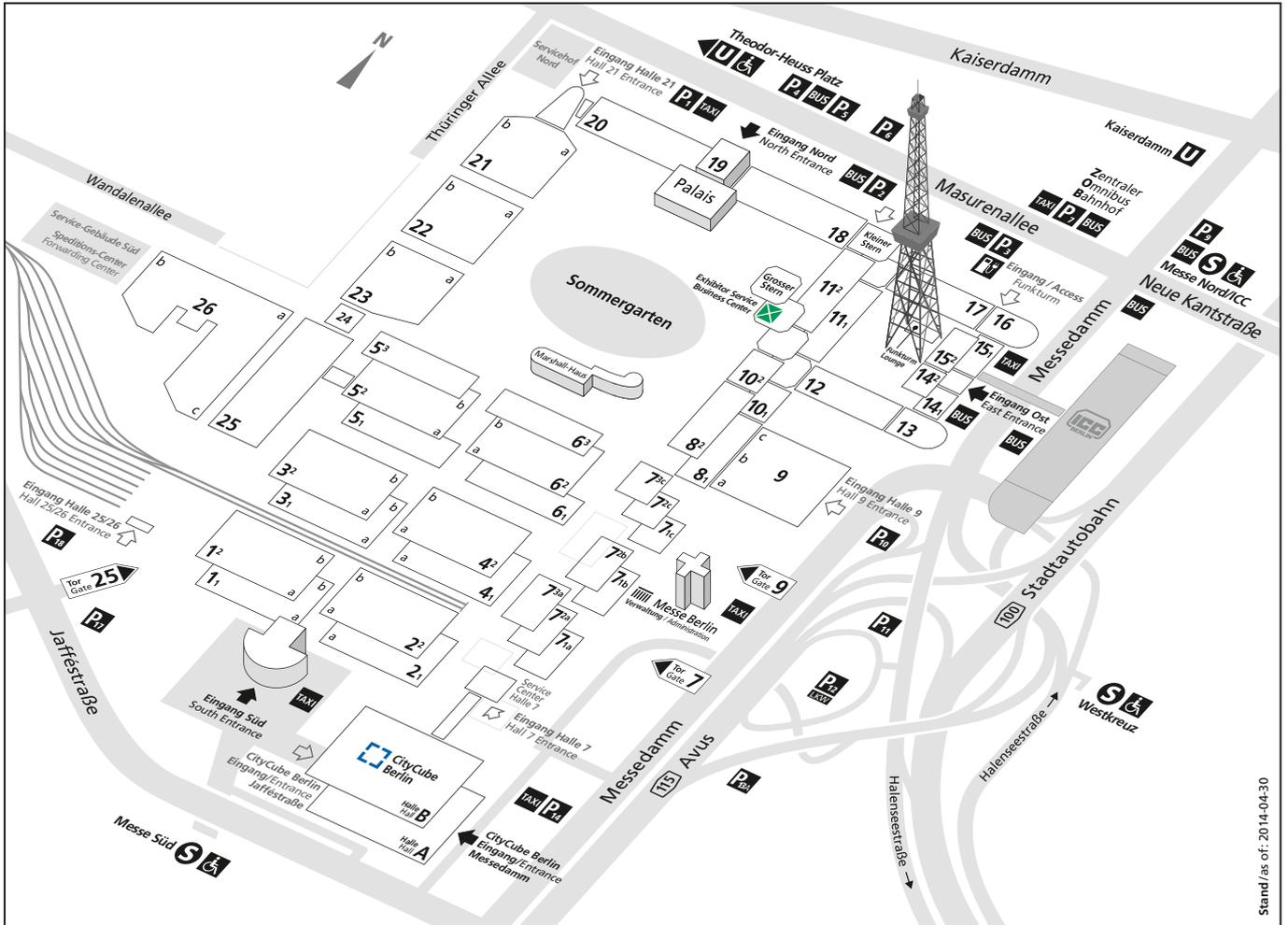
#### **3.1 Hall data**

See following page “Overview of technical facilities in the halls”





Messegelände  
Exhibition Grounds



Stand / as of: 2014-04-30

### 3.1.1 General lighting, type of current, voltage

The general lighting in the exhibition halls **and the exhibition levels of the CityCube Berlin<sup>1)</sup>** has an intensity of at least 100 Lux, measured 1 m above the hall floor.

Available types of current and voltages on the exhibition grounds:

- Type of supply: TN – C – S - mains
- AC 230 volts (± 10 %) 50 Hz
- AC 3 x 400 volts (± 10 %) 50 Hz

### 3.1.2 Compressed air, electricity, natural gas and water supply

Compressed air, electricity, natural gas and water supply are provided to the stands / event areas through piping and wiring in the false floors **of the halls** (see → item 3.1 'Hall data'). In halls 9 a-c, 13, 16, 25 and 26 a-c **and in the CityCube**, they are routed through ducts in the hall floors.

### 3.1.3 Communication systems

Telephone, telefax, data and antenna connections to the stands / **event areas** are laid in the false floors of the halls. In halls 9 a-c, 13, 16, 25 and 26 a-c **and in the CityCube**, they are routed through ducts in the hall floors.

### 3.1.4 Sprinkler system

The exhibition halls are equipped with sprinkler systems, **except for hall 19, the Marshall-Haus and the Funkturm-Lounge, which do not have sprinkler systems installed.**

For **enclosed** stand areas exceeding 30 m<sup>2</sup> (with closed ceiling area) a **temporary** sprinkler system complying with the VdS standard must be installed. Connections for the sprinkler systems required for **stand superstructures of this kind** are provided from piping in the false floor. In halls 9 a-c, 13, 16, 25 and 26 a-c **and in the CityCube**, water is fed to the sprinkler system through ducts in the hall floors or the hall ceilings.

### 3.1.5 Heating / ventilation / AC

The exhibition halls are equipped with ventilation systems. **The South Entrance (EMS – Eingang Messe Süd) is equipped with underfloor heating.**

The halls are heated or cooled as required for the duration of the event.

### 3.1.6 Disruptions to services

If technical utility supplies are disrupted, the exhibition / event management shall be notified immediately. Messe Berlin accepts no liability for loss or damage caused by such disruptions.

## 3.2 Open-air grounds

The surfaces of the open-air grounds consist of paved **or asphalted traffic** areas as well as uneven and uncompacted gravel turf areas. After dark, lighting will be provided for roadways and paths on the grounds during the opening times **of the event.**

The necessary supply connections are spaced at irregular intervals.

There is a rail connection to the exhibition grounds.

<sup>1)</sup> CityCube Berlin (to be inaugurated in May 2014)

## 4 Stand construction regulations

### 4.1 Stability

All structures installed for a specific event, as well as exhibition stands, including installations, special structures, exhibits and advertising displays, must be sufficiently stable that they do not endanger public safety and order, in particular, do not to endanger life and limb. Exhibitors / customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof documents.

The provisions of the Berlin Building Regulations (BauO Bln – *Bauordnung von Berlin*) and the following regulations, in their currently valid versions, apply in all cases:

- BetrVO – Regulation Concerning the Operation of Building Structures (*Verordnung über den Betrieb von baulichen Anlagen*)
- MVStättV – Model Ordinance Concerning the Construction and Operation of Places of Public Assembly (*Musterverordnung über den Bau und Betrieb von Versammlungsstätten*)
- M-FIBauR – Model Guideline on the Construction and Operation of Temporary Structures (*Musterrichtlinie über den Bau und Betrieb Fliegender Bauten*)

The following rules always apply in exhibition halls and all other buildings and facilities which have dedicated event areas:

Upright vertical structural elements and special structures (e. g. free-standing walls, tall exhibits, tall and slender decorative elements) which may possibly tip over shall be designed to have a horizontally effective equivalent area load  $q_h$  as follows:

- $q_{h1} = 0.125 \text{ kN/m}^2$  for sections up to 4 m above floor surface
- $q_{h2} = 0.063 \text{ kN/m}^2$  for all structure sections above 4 m from floor surface.

In both cases the reference area is the visible vertical surface.

Calculations proving compliance to these rules must be presented to Messe Berlin upon request. Exceptions may be permitted in cases where they are justified by special reasons, but in these cases more detailed proof of stability must be provided.

In justified cases, Messe Berlin reserves the right to arrange for a structural engineer to conduct an on-site inspection of the object's stability and to charge for this service.

### 4.2 Stand construction permits

Provided that design and construction of the stand / event area conform to the technical guidelines, no drawings of single-storey stand structures in the halls need to be submitted for approval.

If a stand or an event area occupies an entire hall, halls or large sections of a hall through which public routes / aisles have to pass and/or through which access to emergency exits has to be ensured, the respective stand or event area plans of single-storey structures as well have to be submitted to Messe Berlin for inspection and approval.

Messe Berlin is prepared to inspect any stand construction plans submitted (in duplicate) by a exhibitor / customer, if so requested.

Apart from this, all other stand structures, temporary structures, mobile stands, outdoor structures (see → item 4.8) and special structures are subject to inspection and approval. In all cases, proof of stability must be provided.

Stand structures that are subject to approval include all temporary building structures that are classed as standard temporary structures in accordance with BauO § 75 (1) or M-FIBauR, or are categorised as such by the nature and method of construction, such as:

- stages ( $\geq 100 \text{ m}^2$ ) including stage roofs and awnings
- spectator stand installations
- equipment for games, sports or entertainment
- free-standing scaffolding and advertising structures / monitor and LED screen walls
- all other stand structures that persons can walk on and/or are covered or free-standing: pedestals, walkways, roofs and awnings, container systems comprising 2 or more storeys
- installations with fully enclosed cinemas or other types of auditoriums and visitor rooms.

#### 4.2.1 Inspection and approval of structures and intended uses subject to prior approval

For the inspection and approval of:

- stand structures with two or more storeys → 4.2.1
- special structures / structural components, temporary structures, structural components above areas open to the public, spectator stands → 4.2.1
- enclosed spectator / visitor areas (accommodating more than 200 persons) → 4.4.4
- show trucks → 4.2.2 and → 4.4.1.2
- walkways, ramps, stairways, railings, parapets → 4.6
- outdoor buildings and structures → 4.8
- exhibits and special structures placed outside of the stand area
- altered usage of entire halls or larger stand areas / event areas ( $\geq 1,500 \text{ m}^2$ ) → 4.5.1
- display and performance areas ( $\geq 200 \text{ m}^2$ ) → 5.9

the following stand construction documents shall be submitted to Messe Berlin as paper copies and as digital pdf files:

- o for exhibition and trade fair events: [messetechnik@messe-berlin.de](mailto:messetechnik@messe-berlin.de)
- o for conferences, congresses and meetings:

The following documents are required in German or English at the **latest 6 weeks prior** to the start of construction work:

- a) Stability calculations<sup>\*)</sup> in compliance with Eurocodes (EC), German DIN standards (DIN EN) and technical rules for all listed stand structures requiring approval.  
Stability documents (including the examination report) in the aforementioned sense are considered as having been verified only if they have been examined in accordance with the respective state building regulations by an officially certified testing engineer or authorised building stability expert.
- b) Description of construction, site plan;
- c) Stand construction drawings to a scale of 1:100 (ground plans, projections, sectional views), structural details to a larger scale;
- d) Escape and rescue route plan on which the lengths and widths of the escape and rescue routes are marked;
- e) Item a) does not apply if a verifiable type approval certificate or a valid **inspection and test log** in accordance with the Model Guideline on the Construction and Operation of Temporary Structures (M-FIBauR – *Muster-Richtlinie über den Bau und Betrieb Fliegender Bauten*) is submitted. Messe Berlin will present submitted valid inspection and test logs to the responsible testing authority on behalf of the exhibitor, whereupon that authority will conduct an on-site approval inspection **at the exhibitor's / customer's expense**.

In addition to type testing / type approval of individual items of technical equipment, e. g. sports and games equipment with mechanical or electrical mechanisms, the following should be submitted, in German, for inspection:

- o construction and operation descriptions,
- o design drawings,
- o stability proof calculations,
- o TÜV test certificates, approvals

or

- o EU conformity declaration in accordance with the Machinery directive 2006/42/EC or a performance declaration in accordance with the European Construction products regulation (BauPVO – *Bauproduktenverordnung*). In addition, the aforementioned documents may also be required.

The stand installation is not considered as having been approved until Messe Berlin has confirmed this in writing. The exhibitor / customer will be invoiced for **costs and fees incurred for the construction approval process**.

If no **verifiable** structural stability proof documents as described above are available, **Messe Berlin reserves the right to take further action or impose additional conditions**. Any costs resulting from such action shall be borne by the exhibitor / customer.

Any additional costs arising from documents not being submitted on time may be charged to the exhibitor / customer.

#### 4.2.2 Vehicles and containers

Vehicles (including show trucks, stage trucks, buses etc.) and containers used as exhibition and presentation items in halls, other enclosed event areas and the open-air grounds are subject to approval.

**Show trucks / stage trucks** with mobile semi-trailer sections that can be placed on substructures or which have stage elements

In accordance with a decision (in Nov. 2010) of the "temporary structures" working committee (AKFIB – "Fliegende Bauten"), parked vehicles which have retractable additional structures at the sides and/or top and which possibly have load-bearing supports may fulfil the general criteria for classification as a "temporary structure", in which case they are on all accounts subject to approval and permission.

If such parked show truck or stage vehicles are intended for use / for being walked on by the general public, appropriate test certificates (→ item 4.2.1) must be submitted to Messe Berlin.

Normally these vehicles will only be released for use after an on-site inspection / inspection of utilisation of the finished vehicle setup. Messe Berlin reserves the right to impose special regulations on operation of the vehicle during the event, especially with regard to fire prevention, after documentation has been submitted and inspection has been approved. Any costs resulting from such measures shall be charged to the exhibitor / customer.

If vehicles of this kind are placed inside the exhibition halls or the *CityCube*, in particular the fundamental requirement shall apply that such mobile exhibition stands (show trucks, buses, trailers etc.) are to be fitted with a sprinkler system if they cover a contiguous area of more than 30 m<sup>2</sup> in the completed state.

\*) Currently a verified original document including the relevant examination report must be included (a digital file will not be accepted).

#### 4.2.3 Alterations to non-regulation stand structures

Stand constructions that have not been approved or do not conform to the technical guidelines or to statutory requirements may have to be modified or removed.

If this work is not carried out within the specified time, Messe Berlin is entitled to carry out the necessary modifications **itself** at the exhibitor's / customer's expense.

#### 4.2.4 Scope of liability

If the exhibitor / customer and/or his appointed service provider does not comply with the above stand construction regulations, he/they shall be liable for any damage resulting from infringement of the stand construction regulations.

Furthermore, the exhibitor / customer and/or his appointed stand constructor shall exempt Messe Berlin from any third-party claims that may be asserted on the basis of infringement of these stand construction regulations.

### 4.3 Construction heights

Unless stated otherwise for the particular event involved, the maximum height of stand structures is equal to the clear internal height **of the event area** minus 0.50 m.

The exhibitor / customer is obliged to install a white partition separating his stand and the directly adjacent stand. This partition shall be structurally stable, have no visible gaps and bear no advertising of any kind (see → item 4.7.7).

Advertising facing immediately adjacent stands **or event areas** must be situated at least 1.0 m from the boundary to the neighbouring stand **or event area**. This provision does not apply to exhibits. Construction restrictions may apply. In halls 8.1, 10.1 and 11.1, maximum heights shall not exceed 3.60 m.

### 4.4 Fire prevention and safety regulations

#### 4.4.1 Fire prevention

##### 4.4.1.1 Stand construction and decoration materials

No easily inflammable materials or materials which produce burning droplets or toxic gases and/or smoke, such as polystyrene hard foam, PVC or similar, various acrylic glass products, may be used. In the event of a fire the materials used should not generate dense smoke.

For safety reasons, special requirements may be imposed on structural supporting elements in individual cases (e. g. the specification that they must be non-inflammable). **Plastic** cable ties may not be used to secure any supporting components which contribute to the stability of the structure.

Decoration materials must be at least flame-retardant, **class C – s3, d0** in accordance with **DIN EN 13501-1 and/or at least class B1 in accordance with DIN 4102-1, and should not form burning droplets**. Decoration material of normal flammability may be used in some parts, provided that appropriate measures have been taken during installation to ensure that it is adequately protected against being ignited. Test certificates on the building material classification of the materials used must be made available.

**Deciduous plants, conifers and other** plants may only be used as decorations **if their root balls are damp** or if they have been freshly cut (i. e. leaves or needles must be fresh and green). If it is determined that trees and plants are drying out in the course of the exhibition, making them more easily inflammable, they must be removed. Bamboo, reeds, hay, straw, bark mulch, turf, **(coniferous) trees without root balls** or similar materials do not normally satisfy the above requirements.

##### **Candles, kitchen and food warming equipment**

**Subject to prior agreement with Messe Berlin, candles ("guarded candlelight") and similar lights may be used as table decorations, and other open flames (such as paste fuels) may be used in appropriately designed kitchen equipment in order to keep food warm. Candlesticks and similar items must be stable and, where necessary, shall be fastened to the surface on which they are placed.**

##### 4.4.1.2 Exhibiting motor vehicles

**Vehicles with internal-combustion engines may only be exhibited in the halls and other enclosed event areas after obtaining permission from Messe Berlin. The contents of the vehicle's tanks shall be reduced to the minimum level required to drive the vehicle into and out of the area and, wherever possible, the tank caps shall be locked. Depending on the event in question and the location of the exhibit, other safety measures may be required, such as rendering fuel tanks ineffective, disconnecting batteries and/or the posting of security guards.**

**In the case of electrically propelled vehicles, the propulsion batteries shall be disconnected from the drive using the safety cut-off switch (main switch).**

**For rules concerning gas-fuelled engines see → 5.6.3 (Pressurised containers) and → 5.7 (Use of compressed gases, liquid gases and inflammable liquids).**

#### 4.4.1.3 Explosive substances / ammunition

Explosive substances are regulated by the Law on Explosives (SprengG – *Sprengstoffgesetz*) in its current amendment and may not be exhibited at trade fairs or exhibitions. This also applies to ammunition as defined by the Armaments Law (*Waffengesetz*).

#### 4.4.1.4 Pyrotechnics

Pyrotechnical displays **and aerial fireworks on the open-air grounds** are subject to prior permission, whereby the intended pyrotechnical effects / **aerial fireworks** must be jointly agreed upon with Messe Berlin **and shall be supervised by a qualified person in accordance with the Law on Explosives (SprengG – *Sprengstoffgesetz*)**. **Copies of proof documents on the permit holder, the qualification certificate and the insurance policy (pyrotechnics third-party liability) as well as:**

- a copy of the application for such authorisation (at *Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin – LAGetSi* – Turmstrasse 21, 10559 Berlin, [[www.berlin.de/lagetsi](http://www.berlin.de/lagetsi)]) and/or
- in the case of aerial fireworks, a copy of notification to the local public order office (i. e. *Ordnungsamt Charlottenburg-Wilmersdorf - Hohenzollerndamm 174 – 177, 10713 Berlin* [[www.berlin.de/ba-charlottenburg-wilmersdorf/org/wirtschaft/veranstaltungenord](http://www.berlin.de/ba-charlottenburg-wilmersdorf/org/wirtschaft/veranstaltungenord)])

shall be submitted to Messe Berlin not later than 2 weeks before the start of the event.

**Any costs incurred in obtaining other required approvals and permissions and in securing the performance area / stand area / event area for the use of pyrotechnical equipment and objects shall be borne by the exhibitor / customer.**

#### 4.4.1.5 Balloons / flying objects

Approval must be obtained from Messe Berlin for the use of balloons filled with safety gas and for remote-controlled flying objects, as well as for the distribution of balloons in the halls and on the open-air grounds.

**The use and operation of such flying objects may not obstruct or damage technical safety installations at any time.** Any cleaning costs incurred due to the use of such objects will be charged to the exhibitor / customer.

#### 4.4.1.6 Smoke machines

Stage **smoke generators and other fog machines** may only be used subject to obtaining prior permission from Messe Berlin; **this permission must be obtained before the equipment is tested and put into operation.**

#### 4.4.1.7 Ash bins, ashtrays

**In the designated smoking areas, the exhibitor / customer** must ensure that a sufficient number of ashtrays or other containers made of non-inflammable material are provided and must arrange for these to be emptied at regular intervals.

#### 4.4.1.8 Receptacles for refuse, recyclables, waste materials

No containers for recyclable materials or waste bins made of inflammable materials may be installed on the stand areas and event areas. Containers for recyclable and residual materials must be emptied regularly, at least every evening after the exhibition closes, and their contents are to be emptied into the recycling stations located outside the hall entrances. If larger quantities of inflammable materials are accumulated, they must be removed several times daily.

#### 4.4.1.9 Spray guns, solvents

The use of spray guns and substances and paints containing solvents is not permitted.

#### 4.4.1.10 Work using angle grinders, cutting wheels and open flames

Welding, flame-cutting, soldering, abrasive grinding and cutting and other work involving the use of exposed flames or which produce sparks is strictly prohibited on all exhibition and event areas belonging to Messe Berlin.

In exceptional cases and subject to written request, approval may be granted for hot work during the setting up and dismantling of exhibition and event installations. For this purpose, Messe Berlin will engage a fire officer equipped with suitable fire extinguishing equipment who will be present to supervise the work from its commencement to its completion, and will charge this service to the exhibitor / customer. Hot work during the event is prohibited.

#### 4.4.1.11 Empty containers, packaging and advertising flyers / sheets

Inside the halls, the storage of any kind of empty packaging (e. g. **combustible** packaging and packaging materials, **including the hard cases (normally used for stage equipment)** is prohibited both on and outside the stands / event area. **Packaging materials, refuse and residual materials must on no account be left under stages, spectator stands or pedestals.** All empty packaging must be removed immediately.

**Not more than one day's supply of flysheets is allowed on the stand area / event area.**

#### 4.4.1.12 Fire extinguishers

During construction and dismantling and for the duration of the event, all stands and event areas > 100 m<sup>2</sup> must be equipped with a suitable fire extinguisher conforming to DIN EN 3, for fire categories A, B, and C, and with at least 10 extinguishing units (LE). In addition, suitable fire extinguishers (fire categories A, F) shall be located in kitchens / catering areas where food is prepared (involving heated fats and oils).

On two-storey stands an additional fire extinguisher should be provided in the upper storey at the top of each stairway leading down from that storey. Where required, the provision of more fire extinguishers may be mandatory on large stand and event areas.

All fire extinguishers shall be mounted securely and within easy reach (either on a floor stand or mounted on a wall) in a clearly visible and permanently accessible location indicated by signs in keeping with the accident prevention regulations /BGV / A8 (Sicherheits- und Gesundheitsschutzkennzeichnung am Arbeitsplatz).

#### 4.4.2 Stand covers and awnings

In order not to compromise the protection afforded by sprinklers, the tops of stands and event areas in halls equipped with sprinkler installations must always be left open. Ceilings shall be considered as being open if no more than 50 % of the area, based on the square metre area of each individual stand, is covered.

Ceilings suitable for incorporating a sprinkler system and with a grid size of at least 2 x 4 mm or 3 x 3 mm are permitted for areas of up to 30 m<sup>2</sup>, whereby separate individual areas can be added. Fabric coverings should be tensioned in a horizontal direction and should consist of a single layer only. Sagging of fabric awnings and other overhead sheets should be avoided. Open grid ceilings are permitted. For two-storey structures, refer also to item → 4.9.2.

Approval must be obtained for horizontal decorations and for ceiling areas over individual and collective stands.

The materials used for these areas must be at least flame retardant and of material class C –s3 in accordance with EN 13501-1 and/or B1 as specified in DIN 4102-1, and must not form burning droplets. Proof of these properties must be furnished in the form of a valid test certificate.

Under the above provisions, the following regulations apply to all stands and event areas:

- a) Contiguous areas may not constitute a single area of more than 30.0 m<sup>2</sup> (floor plan projection).
- b) If there are several such individual areas, these must be clearly separated from one another (floor plan projection). The spacing shall be determined individually in each case.
- c) If coverings or decorations exceed the stated maximum area, a sprinkler system must be installed.

#### 4.4.3 Glass and acrylic glass

Only safety glass suitable for the purpose and capable of supporting the required loads may be used.

We expressly refer to our information sheet → “**Use of glass and acrylic glass in stand construction and design inside trade fair halls**” for all applications using for load-bearing structures made of glass (in floors, ceilings, façades and/or balustrades and parapets) on stands and in event areas inside the halls.

For stand structures / event areas on the open-air exhibition grounds, the requirements and specifications of the following technical building regulations (in their latest valid version) apply to all glass structures:

- **TRLV** – Technical rules for the use of linearly supported glazing (*Technische Regeln für die Verwendung von linienförmig gelagerten Verglasungen*)
- **TRAV** – Technical rules for the use of safety glazing (*Technische Regeln für die Verwendung von absturzsichernden Verglasungen*)
- **TRPV** – Technical rules for the dimensioning and design of glazing supported at individual points of contact (*Technische Regeln für die Bemessung und die Ausführung von punktförmig gelagerten Verglasungen*)
- **DIN 18 008** – Glass in Building - Design and construction rules

Based on the technical information sheet and the building regulations referred to above, **all** glass structures shall be classified, according to their intended use as:

- vertical glazing, made of safety glass if necessary;
- overhead glazing;
- glazing capable of supporting persons,

and their stability must be verifiable and the respective glass construction must be installed according to the applicable rules.

Under no circumstances may panes of glass with damaged edges be used. Any exposed edges of the glass should be reworked or protected in such a way as to prevent the risk of injury. All-glass components spanning room height must be visibly marked at eye level.

#### 4.4.4 Common rooms / lounges / rooms which are only indirectly accessible and spectator spaces

All common rooms/lounges which are enclosed on all sides (enclosed rooms) and are visually and acoustically isolated from the hall must be equipped with a visual and auditory system to ensure that alarms can be seen and heard on the stand at all times.

Substitute measures may be approved in exceptional cases. A special permit is required for all rooms in which more than 200 persons may be present at any one time (see → item 4.2.1).

Rooms which are only *indirectly accessible* (enclosed common rooms/lounges which can only be exited through other rooms used for another purpose) are not permitted.

## 4.5 Exits, escape and rescue routes, doors

### 4.5.1 Exits, escape and rescue routes

The walking distance between any point within the stand area / event area to an aisle in the hall must not exceed 20 m.

In some cases, which are subject to special approval, and especially with exhibition stands / event areas covering very large areas inside an exhibition hall, it may be necessary to create a straight aisle through the exhibition stand / event area. In such cases, the exhibitor / customer is responsible for ensuring that a clear **hall aisle width of at least 3.0 m is maintained** over the entire length of the aisle, and that this remains barrier-free and unobstructed.

Common rooms / lounges / **separated exhibition areas** with a floor area in excess of 100 m<sup>2</sup> must have at least two exits to escape and rescue routes. These exits must be as far apart as possible and lead in opposite directions. **Depending on the size and type of the exhibition area / event area and the maximum number of persons permitted on it**, the following minimum number and clear widths of escape and rescue routes (exits, stairs, hallways) shall be ensured:

- |                                                                                    |                                                                                           |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| • up to 100 m <sup>2</sup> <b>and</b> < 200 persons                                | 1 escape/rescue route, <b>at least</b> 0.90 m wide                                        |
| • over 100 m <sup>2</sup> (≥ 200 persons) up to 200 m <sup>2</sup> (< 400 persons) | 2 escape/rescue routes, each <b>1.20 m</b> wide                                           |
| • over 200 m <sup>2</sup> , less than 300 m <sup>2</sup> (< 600 persons)           | 2 escape/rescue routes, 1,20 m + 2.4 m wide, or 3 escape/rescue routes, each 1.20 m wide. |

All escape and rescue routes are to be **clearly** indicated by signs **in accordance with the accident prevention regulations (BGV A8 – Sicherheits- und Gesundheitsschutzkennzeichnung am Arbeitsplatz).**

### 4.5.2 Doors along escape and rescue routes

It must be possible to open double-leafed doors fully and easily from the inside (in the direction of evacuation) using a single handle.

Swinging doors, rotating doors and other access restrictions requiring force to operate them are **only** permitted on escape and rescue routes if they have certified building authority approval (**abZ - ausweisbare bauaufsichtlicher Zulassung**).

Swinging doors on escape and rescue routes must be equipped with a device to prevent them from swinging back. Manually-operated rotating doors / turnstiles on escape and rescue routes are only permitted if they are equipped with a mechanical device that can be used in an emergency to open the rotary door / turnstile fully (across the entire passageway width) and easily from the inside.

**Furthermore, the following may be permitted:** automatically or electrically-operated sliding door systems, provided that certified building authority approval (**abZ - ausweisbare bauaufsichtlicher Zulassung**) for the respective system can be presented, that the system is installed in conformance with the approval conditions and that escape and rescue routes are in no way impaired by installation of the sliding door.

## 4.6 Platforms, balustrades, ladders and raised walkways

Generally accessible walkways and other areas immediately adjacent to areas which are more than 0.20 m lower must be surrounded by parapets or balustrades. These shall be at least 1.10 m high.

Balustrades and parapets on areas accessible to trade fair visitors must be equipped with a firm, non-slip handrail. In order to prevent visitors (**especially children**) from climbing over the balustrades and parapets, only unbroken infills or vertical bars spaced **not more than 0.12 m** apart **in any one direction** are permitted in such areas (§11 (2) of the MVStättVO, see → item 4.9.6).

As a minimum requirement, balustrades/parapets in areas with restricted visitor access must be equipped with a **continuous, firm, non-slip handrail**, as well as centre and lower braces.

**Verifiable** proof of stability must be presented for platforms **and the balustrades/parapets required for these**. Depending on the intended use, the floor load must be designed to bear at least **3.0 kN/m<sup>2</sup>** in accordance with **DIN EN 1991-1-1 /NA in conjunction with the national annex, Table 6.1 DE** (formerly DIN 1055-3, Table 1) [Cat. C1].

Platforms that are accessible using a single step may not exceed a height of 0.20 m. Ladders, ramps, raised walkways and stairs must comply with the accident prevention regulations.

## 4.7 Stand design

### 4.7.1 Visual appearance, non-fixed seating groups

Exhibitors are responsible for the design of their stands, taking the type of event into account. Partitions adjacent to aisles that are used by visitors should be brightened up by the installation of showcases, niches, displays and similar items. Where the rear of a stand (above  $h \geq 2.5$  m) adjoins a neighbouring stand, its appearance must be neutral so that it does not have an adverse effect on the design of the other stand.

Products made by means of exploitative child labour as defined by *ILO Convention 182* may not be used in the design and fitting out of the stand.

#### Arrangement of non-fixed seating and table groups

Free-standing table groups and seating on the stand /event area should always be arranged in a random, informal manner.

According to §10 (6) of the MVStättV, the distance between tables has to be at least 1.5 m to ensure safe evacuation.

### 4.7.2 Inspection of the rented area

The rented area is marked out on the hall floor by Messe Berlin, or, subject to approval by Messe Berlin, by the event organiser. All exhibitors / customers are required to inform themselves on site about the rented area's location and dimensions and about any fittings, safety installations etc. This also applies to the locations of suspension points which the exhibitor / customer has ordered and which may only be located perpendicularly within the rented stand area. The boundaries of the stand must be strictly observed.

### 4.7.3 Alterations to the building

No parts of the halls / buildings or technical installations may be damaged, contaminated or altered in any way (e.g. by drilling holes, or by inserting screws or nails); they may not be painted or papered over, and nothing may be pasted on them.

No parts of the hall or technical installations may be used to support stand structures or exhibits. However, provided that no damage is caused to them, the hall columns/supports within the rented area may be enclosed/covered up to the permitted construction height.

No wedges or other objects may be used to keep fire doors / smoke containment doors and hall gates open; only existing dedicated retention systems (with automatic self-closing mechanism) shall be used for this purpose.

Third parties are not allowed to enter any accessible part of the intermediate floors, galleries or technical installation gangways.

### 4.7.4 Hall floors

Carpets and other floor coverings must be laid in such a way that accidents are prevented. They may not extend beyond the boundaries of the stand. Exhibitors / customers wishing to lay floor coverings across two or more aisles in order to join stands require special permission to do so and the work has to be carried out in such a way as to rule out any danger of tripping or other accidents in the aisles. Only adhesive tape which can be removed without leaving any residues may be used to hold floor coverings in place. Self-adhesive carpet tiles are not permitted. All the materials used must be removed without leaving any residues.

The following event and congress areas are either permanently fitted with carpeting (anthracite) or such carpeting is laid down in them for the duration of the event:

*CityCube / Rooms* (in halls): **New York, London, Paris (7.1) / Helsinki, Budapest, Dublin (7.2) / Berlin (7.3)**, and halls 14.2 / 15.2 as well as the *Palais am Funkturm* (beige)

Substances such as oils, grease, paints etc. must be removed immediately from floors. No paint or adhesives may be applied to the hall floors.

If any areas are left in an exceptionally dirty condition or there are adhesive residues which are difficult to remove, Messe Berlin will charge the extra cleaning effort to the exhibitor / customer.

#### Group-dynamic activities (such as conga lines, dances, rhythmic jumping or similar actions)

None of the intermediate floors of the multi-storey exhibition halls (1 – 8 / 10 / 11 / 14 / 15 / 17: Pool – area) *CityCube* at levels E 02 + E 03 as well as at ground floor level, nor the partially open upper floor gallery level and stairs in the *Palais am Funkturm* + *Marshall Haus* are designed for dynamic group activities such as dances with a repetitive rhythm, conga lines, techno dancing etc. For this reason, all kinds of dancing or motion activities with a repetitive rhythm that may incite visitors to stamp their feet or jump up and down are forbidden during events held in these halls and event areas.

#### 4.7.5 Suspending items from hall ceilings

Items may be suspended from the hall ceilings using the technical installations provided for this purpose (existing ceiling load points or defined roof truss load points), whereby all parts of such work must be executed in accordance with the rules for event and production locations for scenic presentations – BGV C1 (*Accident-Prevention Regulation for Staging and Production Facilities for the Entertainment Industry*). Provision and technical preparation of the suspended load points is on all accounts the responsibility of Messe Berlin or contractors commissioned by Messe Berlin.

For safety reasons, the stage and backdrop pulley systems available in some places (hall 19, *Palais am Funkturm*) may only be operated by Messe Berlin or contractors commissioned by Messe Berlin.

Messe Berlin must be notified of plans to install suspended items, and these are subject to approval.

The exhibitor's / customer's order requesting such suspensions shall be accompanied by a verifiable annotated floor plan showing the calculated loads on each point and the location of the desired suspension points above the stand or event area. In addition, verifiable technical design descriptions of the structure or item to be suspended (structure, light/sound system trusses, installation components etc.), of the intended assembly and installation method (lifting by chain hoists / from manlifts /climbing equipment) and of the type of safety measures (second safety system) shall be submitted together with the order.

All suspended structures and items, whether suspended from existing hall ceiling and roof truss points in the stand or event area or using ground supported truss systems, tripods, stands or other structures (stage roofs and awnings), shall be executed in accordance with BGV C1 as well in conformity to event engineering standards (SQ P 1-3, BGI 810-et sqq. or comparable standards).

##### 4.7.5.1 Heavy suspended items

In all cases, heavy suspended loads (> 2.0 kN/point) must be inspected by an authorised expert and are subject to structural stability approval by Messe Berlin.

Messe Berlin or a party commissioned by Messe Berlin shall review the documents and monitor the construction and installation work and shall charge the exhibitor / customer for such services. Orders for this service must be submitted using the "Suspended Decoration" form and must be accompanied by a description of the assembly, an annotated location plan showing the trusses or other hanging objects together with the planned suspension points, including the loads at these points and installation details. The exhibitor / customer shall submit these in German not later than 6 weeks prior to the start of construction.

#### 4.7.6 Stand boundary partitions

The rented stand or event area is marked out on the hall floor by Messe Berlin or, subject to approval by Messe Berlin, by the event organiser.

Partitions for marking the boundaries of the stand are not normally provided by Messe Berlin. The backs of the partitions belonging to neighbouring stands may not be used unless a prior arrangement has been made with the occupants of these stands.

If required, partitions and the walls for booths in the halls and event areas can be ordered from Messe Berlin, for which a charge will be made. A floor plan drawing must be included with the order form, showing the arrangement of the partitions.

The partitions are made of perforated panel elements with a white plastic surface finish (thickness approx. 25 mm, height approx. 2.50 m). Such partition walls, which may also be used for stand boundaries, are re-usable and may be wallpapered. Only dispersion paints are allowed and these may only be applied on top of wallpaper.

To allow for partitions, a tolerance of up to 50 mm must be allowed in both directions when calculating the dimensions of the rented area.

#### 4.7.7 Advertising material / presentations

Lettering of the stand and exhibits and company or brand logos must not exceed the prescribed construction height (see also → item 4.3). These elements should contribute towards a harmonious overall impression.

To separate a stand from the stand directly adjacent, the exhibitor / customer is obliged to install a white partition which is structurally stable, has no visible gaps, and bears no advertising message of any kind whatsoever.

Advertising facing immediately adjacent stands or event areas must be located at least 1.0 m from the boundary to the neighbouring stand or event area. This rule does not apply to exhibits.

Exhibitors are only permitted to distribute printed matter and conduct advertising on their own stands or event areas. Exhibitors / customers are obliged to inform Messe Berlin if they intend to operate larger stage areas for presentations / performances of any kind on their stand or event area (see also → item 5.9).

Other presentations, optical, slow-moving or acoustic advertising as well as the reproduction of music are permitted, provided that they do not cause annoyance to adjoining stands, or a congestion of visitors in the aisles, or drown out public announcements from the Messe Berlin PA systems in the halls and event areas. The sound level of acoustic or musical performances shall not exceed 70 dB(A) at the boundaries of the stand or event area.

Even if a performance has already been approved, Messe Berlin still reserves the right to restrict or prohibit performances which cause excessive noise or visual annoyance or considerably endanger or impair the ongoing exhibition/event or visitors, other exhibitors and event organisers.

If the above rules are repeatedly ignored, the electricity supply to the exhibitor's / customer's stand or event area may be shut off without taking any consideration of an associated shut-down of the complete stand power supply.

The exhibitor / customer shall have no right to claim for damages resulting directly or indirectly from the power outage in such cases. The burden of proof that the rules have been adhered to lies with the exhibitor / customer. The standard DIN 15905-5 *Event-Technology - Sound Engineering - Part 5: Measures to prevent the risk of hearing loss of the audience by high sound exposure of electroacoustic sound systems* is considered to be authoritative in defining the generally accepted state-of-the-art.

#### 4.7.8 Accessibility

Barrier-free access shall be taken into consideration when designing stands and event areas. Persons with disabilities should also be able to access and use stands, installations and separate event areas without assistance.

Where walk-in or multi-storey stand constructions and/or event areas are to be freely accessible to visitors, one main entry/exit of the stand construction and/or event area shall be barrier-free. As an alternative, organisational measures regarding operation of the stand (exhibitor's / customer's staff available to provide assistance or similar measures) shall be implemented in order to ensure accessibility, accompaniment and, in particular, emergency evacuation of visitors with impaired mobility and of wheelchair users. Upon request, the exhibitor / customer / stand operator shall explain to Messe Berlin what alternative measures are being implemented.

#### 4.7.9 Air conditioning

Evenly distributed air conditioning from the hall's central HVAC system cannot be guaranteed for stands with enclosed ceilings or on the upper storeys of stands.

If an exhibitor / customer wishes to install an air conditioning unit on his stand, he must observe that the use of air-cooled condensers inside the hall is not allowed. Fresh water may only be used in air-conditioning units to cool the refrigerating compressors. The water consumption of such air-conditioning units must be recorded by means of a water meter.

#### 4.7.10 Kitchens

For safety reasons, no kitchen appliances using inflammable gases from pressurised cylinders are allowed in the halls (see item → 5.5.2).

Kitchen vapours must be conducted out of the hall in order to avoid offensive odours.

In the interests of the environmental protection, cooking oils, fat from deep fat fryers **and similar substances** shall be disposed of separately. Appropriate containers should be kept ready on the stand.

Pollutants in any waste water intended for release into the sewage system should not exceed the concentrations normally produced in domestic situations. Fat separators must be used if waste water containing large amounts of fat or grease is to be disposed of.

#### 4.7.11 Restoring the stand / event area to its original condition

Exhibitors must ensure that the stand / event area is handed over in a clean and its original condition at the end of the dismantling period, at the latest. Any necessary restoration work, including the removal of adhesive strips, paint residues etc., must be completed by this time.

**If the exhibitor / customer causes any damage to or soiling/contamination of the hall and event areas and rooms, including equipment, or outdoor installations on the open-air grounds, he must on all accounts report this to Messe Berlin.**

### 4.8 Open-air grounds

All event-related stand structures on the open-air grounds are defined by the local Berlin building regulations § 52 (1) BauO Bln as being temporary structures, so-called **special structures, which may have uses similar to public assembly within the fair and exhibition grounds.**

Accordingly, such special structures must comply with current regulations as stated in the local building regulations [BauO Bln], and in particular with the following rules and regulations in their currently valid version.

- BetrVO – *Regulation Concerning the Operation of Building Structures*
- MVStättV – *Model Ordinance Concerning the Construction and Operation of Places of Public Assembly*
- M-FIBauR – *Model Guideline on the Construction and Operation of Temporary Structures*
- DIN EN 13 782<sup>\*)</sup> – *Temporary structures - tents*
- DIN EN 13 814<sup>\*)</sup> – *Temporary structures and installations for event venues*

<sup>\*)</sup> Substitute for the former DIN 4112 – *Temporary Structures, Technical Building Regulations for Calculation and Implementation*

The stand structures on the open-air grounds requiring approval include all building structures classed as standard *temporary structures* in accordance with § 75 (1) BauO Bln, or M-FIBauR, and/or categorised as such by nature of their type and method of construction, such as:

- Marquees with a floor area of  $\geq 75.0 \text{ m}^2$   
Tent structures with a ground area of  $< 75 \text{ m}^2$  and similar structures are classed as temporary structures. These are only exempt from design approval and official approval for use. These installations must on all accounts still conform to the technical specifications for *temporary structures* (in compliance with DIN EN 13 782)
- Stages, including roofs and awnings
- Spectator stands
- Playground / sport and pleasure installations as well as fairground amusement installations.
- Free-standing scaffolding and advertising installations / large viewing screens
- Free-standing masts and signalling installations intended for exhibition or presentation purposes
- Additional extensions to existing exhibition halls and/or Messe Berlin's own exhibition marquees
- All other stand structures that can be walked on and/or are covered or free-standing:
  - platforms, walkways;
  - canopies and connecting passageways
  - single-storey and multi-storey pavilions and/or container installations;
  - installations with a fully enclosed cinema or other type of auditoriums and visitor room.

Approval is required on all accounts for the aforementioned installations and structures even if they are only erected for short periods. In this respect, see items ➔ 4.1, 4.2 and 4.2.1 (*Inspection and approval of structures and intended uses subject to prior approval*).

Refer also to our information sheet "[Stand structures in the open-air grounds \(Berlin ExpoCenter City\)](#)"

## 4.9 Two-storey and multi-storey construction

### 4.9.1 Construction enquiries

The erection of two-storey or multi-storey structures is allowed, provided that these have been approved by the responsible project management at Messe Berlin. Application must be made as soon as approval has been granted for the stand.

Two-storey structures are not allowed in halls 8.1, 10.1, 11.1, 14.2, 15.2, in the rooms *Paris, London, New York (7.1), Helsinki, Budapest, Dublin (7.2), Berlin (7.3)* of hall 7, the *Palais am Funkturm, Marshall-Haus, Funkturm-Lounge* and in the *CityCube foyer*; in halls 14.1 and 15.1, two-storey structures are allowed in certain areas only.

### 4.9.2 Requirements concerning constructions over stand areas, safety distances, heights of stand interiors

In two-storey structures, interior rooms of the ground floor and the upper storey must have at least 2.30 m headroom. A sprinkler installation must be provided if superstructures covering an area of more than 30 m<sup>2</sup> are to be built.

Above a height of 2.50 m, stand structures adjoining neighbouring stands must be painted in neutral white.

### 4.9.3 Live loads / design loads

For floors above and between the storeys of a two-storey or **multi-storey** exhibition stand / **special structure** inside an exhibition hall / **event area** and which are intended to bear human loads, the following vertical live load shall be assumed in accordance with **DIN EN 1991-1-1 / NA** in connection with the **National Annex Table 6.1 DE** (formerly **DIN 1055-3, Table 1**) [Cat. C]:

In areas/rooms subjected to **restricted use by trade visitors** or by stand or event personnel engaged in discussions with or assisting customers, i. e. furnished with non-fixed table and chair arrangements, or in discussion booths, the following live load [Cat. C1] applies:  **$q_k = 3.0 \text{ kN/m}^2$**

The following live load [Cat. C3 and upwards] applies for **unrestricted use** as freely accessible exhibition or meeting areas or as **an event area**, either with or without closely-spaced seating:  **$q_k = 5.0 \text{ kN/m}^2$**

**Stairs and rostrums with stairs** must always be designed for a live load [Cat. T2] of  **$q_k = 5.0 \text{ kN/m}^2$** .

In order to achieve sufficient **lateral and longitudinal stability**, a **horizontal load of  $1/20 q_k$**  ( $q_k$  = perpendicular live load) shall be assumed for the top floor of two-storey or **multi-storey** stands or viewing platforms.

For **balustrades, parapets and railings**, a horizontal live load [for areas of Cat. C1 – C4] of  **$q_k = 1.0 \text{ kN/m}$**  shall be assumed at capping height ( $h = 1.10 \text{ m}$ ) in accordance with **DIN EN 1991-1-1 / NA** in connection with the **National Annex Table 6.12 DE** (formerly **DIN 1055-3, Table 7**).

To prove that **loads are correctly distributed**, proof must be provided that the permitted point loads on the **raised hall floor** ( $\leq 35 \text{ kN/m}^2$ ) will not be exceeded ( $\leq 35 \text{ kN}$ , see ➔ item 3.1).

Increased loads (> 35 kN) on individual supports due to the type of stand construction implemented by the exhibitor / customer or the placement of exhibits (transportation loads) must be indicated separately and noted in an **annotated, scale plan showing the position of the supports in relation to the boundaries of the stand and giving details of the loads imposed on these supports**. This information must be provided in German and submitted to Messe Berlin for review.

In such cases, Messe Berlin will be required to investigate the effects of the increased loads on the hall floors (e.g. to determine whether installation of **reinforcing underpinning** is necessary) and shall charge this work to the exhibitor / customer. The structural examination documents and the support location plan will be checked and verified by order of the exhibitor / stand construction company / customer and this work will be charged to him. Any corrective measures shall be binding for the exhibitor / stand constructor / customer.

#### 4.9.4 Escape and rescue routes / stairways

On the upper storey of a two-storey exhibition stand, the walking distance from any accessible point to the hall aisle must not exceed 20 m.

Stairs shall be arranged in such a way **that they are as near as possible to the hall aisles or emergency exits leading outside**.

The minimum number and clear width of escape and rescue routes (exits, stairways, corridors) that must be provided are listed below:

- |                                                                                    |                                                                                             |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| • up to 100 m <sup>2</sup> <b>and</b> < 200 persons                                | 1 escape/rescue route, at least 0.90 m wide                                                 |
| • over 100 m <sup>2</sup> (≥ 200 persons) up to 200 m <sup>2</sup> (< 400 persons) | 2 escape routes, each 1,20 m wide                                                           |
| • over 200 m <sup>2</sup> , less than 300 m <sup>2</sup> (< 600 persons)           | 2 escape/rescue routes, 1,20 m and 2.4 m wide, or 3 escape/rescue routes, each 1.20 m wide. |

Upper-storey areas exceeding 100 m<sup>2</sup> shall have at least two sets of stairs as far apart as possible and leading in opposite directions. All stairways must always be constructed in conformity to DIN 18065. The rise (riser height) shall not exceed 0.19 m. and the tread going (depth) shall not be less than 0.26 m.

The clear width of necessary stairs shall not exceed 2.40 m. Stairs with a width exceeding 2.4 m must be provided with two outer handrails and a centre handrail. The clear passage height shall be at least 2.0 m. Only closed risers shall be used. If stairways are required, these must not be spiral or solid newel staircases.

If the upper storey area is < 100 m<sup>2</sup> **and** the number of persons permitted on it is < 200 trade visitors, a staircase with a clear width of at least 0.90 m is adequate. If the upper-storey area exceeds 100 m<sup>2</sup> and/or more than 200 persons are permitted on it, at least two stairways – each with a minimum useable stair width of 1.2 m – are required.

The handrails must be firmly attached, be non-slip and must have no free ends. A gap of at least 0.05 m must be provided between the handrails and adjacent structural components.

#### 4.9.5 Construction materials

For two-storey / multi-storey stands and special structures, the load-bearing components, the ground floor ceiling and the floor on the upper storey must be made of materials that are at least flame-retardant, comply with EN 13501-1 C, d0, -s3 and/or DIN 4102-1 B 1 and do not form burning droplets.

#### 4.9.6 Upper storeys

If necessary, on the upper storey, skirting with a height of at least 0.05 m must be provided in the vicinity of parapets, balustrades or railings and especially above areas near the hall aisles, in order to prevent items from rolling off the upper-storey floors. Parapets, balustrades and railings must be constructed in accordance with → items 4.6 and → 4.9.3.

The tops of the upper storeys of stands in halls equipped with sprinkler installations must always be left open. In addition to fire extinguishers provided on the ground floor, at least one fire extinguisher must be placed in a conspicuous place where it is readily accessible at the top of the stairs. Fire extinguishers must be installed in a stable manner so that they do not tip over (i. e. on a floor stand or wall mounting) (see → item 4.4.1.12).

## 5 Operational safety, technical safety regulations, technical rules, technical services

### 5.1 General rules

The exhibitor / customer and all companies contracted by him are responsible for ensuring operating safety and compliance with industrial safety and accident prevention regulations on his stand / event area.

Construction and dismantling work may only be carried out in compliance with all applicable occupational safety and accident prevention regulations, in particular UVV /BGV A1/ and UVV / BGV C1/ . In particular, the exhibitor / customer and all companies contracted by him must ensure that no other persons present on the site are endangered during construction and dismantling work.

If necessary, the exhibitor / customer shall ensure that appropriate coordination measures are introduced for carrying out the work.

#### 5.1.1 Damage

Any damage caused by the exhibitor / customer or his contractors on the exhibition grounds, to buildings or installations will be remedied by Messe Berlin at the exhibitor's / customer's expense.

### 5.2 Use of operating equipment

The use of bolt-firing devices is not permitted in the exhibition halls.

Woodworking equipment that is not fitted with chip, shaving and dust extractors may not be used in the halls. Only forwarding companies under contract to Messe Berlin are permitted to use cranes, forklift trucks and working platforms. For safety reasons, the use of the company's own cranes, forklift trucks, manlifts and working platforms is not permitted (see item → 5.12).

Rented manlifts may only be operated by suitably qualified persons over 18 years of age. The operator's qualification shall at least meet the requirements of the German employers' liability insurance principles /BGG 996/. Proof of the operator's qualifications, valid and adequate commercial third-party liability insurance and a test certificate in accordance with the accident-prevention regulations shall be provided.

### 5.3 Electrical installations

#### 5.3.1 Connections

One or more connection points with fuse boxes and master switches will be provided for each stand / event area for which an electrical power order is received. These connections (main connections) will be installed by Messe Berlin or its contractors at a fee.

A floor plan drawing showing the required connection locations must be submitted together with the order form. The sum total of power [in kW] required for all consumer units (electric lights, motors, appliances etc.) must be stated to allow calculation of an adequate power line cross-section.

On the final day of the exhibition/event, power will normally be switched off for safety reasons one hour after the exhibition/event has closed.

#### 5.3.2 Stand installations

If so ordered, electrical installation work on the stand can be carried out by Messe Berlin or its appointed contractors at the exhibitor's / customer's expense. The exhibitor / customer may also let his own electricians or approved electrical contractors carry out installation work on the stand, in accordance with valid VDE regulations, valid European regulations and the current state-of-the-art.

Earth leakage circuit breakers (residual-current devices – RCDs, formerly also called FI-circuit breakers) rated at 30 mA are compulsory for all circuits.

#### 5.3.3 Assembly and operating regulations

All electrical equipment must be installed and operated in accordance with the currently valid safety regulations of the German Electrical Engineering Association, VDE, or currently valid EU standards (EN). In particular, the provisions of VDE 0100 et. seqq., 0100-560, 0100-718, 0128 and ICE standard 60364-7-711 shall be observed.

Compensation must be provided for installations using fluorescent tubes (single-ballast compensation or dual-ballast circuit).

The level of high or low frequency interference to the mains must not exceed the values stated in VDE 0160 and VDE 0838 (EN 50 006).

The measures intended to provide protection in case of indirect contact must include conductive structural components (earthing of the stand). Only cables of type NYM, H05VV-F or H05RR-F (**only for indoor use**) and H07RN-F (**for outdoor use and in temporary buildings and constructions**) with a minimum cross-section area of 1.5 mm<sup>2</sup> Cu are permitted for use. The only exceptions to this rule are mobile consumer device power cables (for appliances etc.) with a length of up to 1.5 m.

**Flexible cables (even flat cables) without protection against mechanical loads may not be laid under floor coverings.**

Bare electrical wires and terminals may not be used in low-voltage installations (low-voltage lighting systems) and even stranded wiring must be fully insulated. Secondary circuit wiring must be protected against short-circuits and overloading.

Transformers and converters should be protected by primary and secondary fuses. Electronic protection systems do not qualify as automatic cut-out devices as defined in the VDE regulations.

Measures to prevent lamps from falling out of their fittings shall be in place. Only lamps fitted with a protective disc may be used in halogen-lamp luminaires. Busbars must be provided with protective covers. Mounting of **busbars** with the aid of plastic cable ties is not permitted. Lamps should be placed at a suitable distance from inflammable materials, depending on the amount of heat generated.

Electrical installations on the stand may not be put into operation for the respective event until they have been inspected and approved **by the technical surveyor commissioned by Messe Berlin** to carry out such inspections. Messe Berlin will arrange for the inspection.

Uninsulated electrical wires and terminals may not be used for voltages exceeding 25 V AC or 60 V DC (and must be protected against being touched directly).

No unauthorised extensions or alterations may be made to **electrical installations** once these have been approved. No power shall be taken from neighbouring stands. Stands are not allowed to use proprietary power generator systems.

#### 5.3.4 Safety measures

As a means of protection, all heat-dissipating and heat-producing electrical appliances (hotplates, spotlights, transformers etc.) must be installed on non-inflammable, heat-resistant and asbestos-free bases. Lamps should be placed at a suitable distance from inflammable materials, depending on the amount of heat generated. Lighting equipments must not be attached to inflammable decorations or similar items. The manufacturer's safety instructions must be observed.

#### 5.3.5 Safety lighting

Stands / **event areas** on which due to the special nature of their construction the existing general safety and emergency lighting is not effective must be equipped with their own, additional safety lighting in conformity with **VDE 0100-560, -718 and/or 108-100 (DIN EN 50172)**. This shall be installed in such a way that persons can safely find their way to the general rescue and escape routes.

### 5.4 Water and waste water installations

Each stand / **event area** which is to be equipped with water and waste water facilities will be provided with one or more connections. A floor plan drawing showing the required location of the connections must be submitted together with the order form.

Supply lines without waste water connections are only permitted for permanently connected consumer units. No drain pipes with a nominal diameter of < 50 mm (**<DN 50**) will be installed.

If commercial dishwashers are to be used, separate fresh water and waste water connections must be ordered using the corresponding form.

Water supply pipes and drain pipes will be installed by Messe Berlin or its contractors **up to floor surface level (hall floor)**, and this work will be charged to the exhibitor / customer. **Exhibitors / customers are not allowed to make any proprietary installations under the raised false floor of the halls.** Any above-floor-level installations made by exhibitors / customers or their contractors which do not meet normal professional standards will be removed or improved by Messe Berlin, and this work will be charged to the exhibitor / customer.

**Any further proprietary installations** (leading to the main fresh water and waste water connections which are subject to charge) by exhibitors / customers or their contractors **within the stand area / event area** must conform to the state-of-the-art as well as to the currently valid version of the German Drinking water ordinance (**TrinkwV – Trinkwasserverordnung**) in order to ensure that installation and operation of the connections have no lasting negative effect on drinking water quality.

For safety reasons the water supply may be cut off on the **final day of the event after closing of the exhibition / event.**

## 5.5 Compressed air / gas installations

### 5.5.1 Compressed air

**Pre-installed basic compressed air supply is only available in some of the exhibition halls.**

Each stand / **event area** which is to be supplied with compressed air will be provided with one or more connections. A floor plan showing the required location of the connections must be submitted together with the order form. These connections will be installed by Messe Berlin or its contractors. A charge will be made for this work.

**During the exhibition / event period**, the compressed air supply will be switched off for safety reasons every day after the exhibition or event has closed.

### 5.5.2 Gas installations (natural gas)

Each stand / **event area** which is to be supplied with gas will be provided with one or more connections. A floor plan showing the required location of the connections must be submitted together with the order form. Natural gas connections will be installed by contractors appointed by Messe Berlin, and a charge will be made for this work.

Installations must conform to the German technical rules for gas installations ( **TRGI – Technische Regel für Gasinstallationen** ) as set down in the currently valid version of the **DVGW code of practice /G 600/**. Exhaust gases from large items of equipment must be led out into the open.

## 5.6 Mechanical installations, pressurised containers, exhaust gas installations

### 5.6.1 Machinery noise

In the interests of other exhibitors / customers, the operation of loud machinery and appliances should be kept to a minimum. Noise levels at the stand boundaries must not exceed 70 dB(A).

### 5.6.2 Product safety

All technical working equipment and exhibited consumer products must conform to the current and valid provisions of the Equipment and Product Safety Law (ProdSG – **Produktsicherheitsgesetz**).

Technical working equipment and consumer products that do not meet these requirements must carry a clearly visible sign stating that the item does not comply with the aforementioned law and may only be purchased after conformity to statutory requirements has been achieved.

The manufacturer's EU declaration of conformity must be available on the stand / **event area** for all technical working equipment and consumer products bearing the CE symbol.

When demonstrating exhibits, stand personnel **and operators** must take all necessary precautions to protect spectators from injury or harm. The stand personnel is also responsible for ensuring no unauthorised operation of the equipment.

#### 5.6.2.1 Protective devices

All protective devices must be in place when operating machinery and devices. The normal protective devices may be replaced by a safe cover made of **acrylic glass** or a similar transparent material.

When equipment is not in operation, protective devices may be removed in order to show visitors the design and construction of the parts that would normally be covered. In such cases, the protective devices must be placed next to the machine, where they can be clearly seen.

#### 5.6.2.2 Test and inspection procedures

To ensure that safety requirements are being met, the relevant supervisory authority (*Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin* – LAGetSi – Turmstrasse 21, D-10559 Berlin, [www.berlin.de/lagetsi](http://www.berlin.de/lagetsi)), where appropriate in cooperation with the relevant technical commissions of the employers' professional liability insurance, is entitled to inspect the technical working equipment on display with regard to accident prevention and technical safety features.

The EC declaration of conformity must be kept available for inspection on the stand / **event area** so that the **supervisory authorities** can examine the equipment for conformity to CE symbol requirements. In case of doubt, the exhibitor/ customer should contact the **relevant authority** in good time before the start of the exhibition / event.

#### 5.6.2.3 Prohibition of equipment operation

Messe Berlin is entitled at any time to prohibit the use of machinery, apparatus and appliances if it considers that there is good reason for assuming that such operation might present a material or personal risk.

### 5.6.3 Pressurised containers

#### 5.6.3.1 Inspection certificate

Pressurised containers may only be operated on the stand / event area if the tests stipulated in the currently valid version of the Ordinance on Industrial Safety and Health (BetrSichV – *Betriebssicherheitsverordnung*) have been carried out.

The test certificates issued following these tests must be kept in the vicinity of the pressurised container at the exhibition venue (stand area / event area) and be presented to the relevant supervisory authority upon request. Further information can be obtained from the competent supervisory authority (*Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin* – LAGetSi – Turmstrasse 21, 10559 Berlin [[www.berlin.de/lagetsj](http://www.berlin.de/lagetsj)]).

#### 5.6.3.2 Testing

A construction and water pressure test certificate is not adequate. This also applies to foreign containers and hired pressure vessels.

Provided that application is received at least 4 weeks before the start of the exhibition / event, pressurised containers requiring testing can be subjected to inspection and testing up to one day before the start of the exhibition / event by the Technical Supervisory Body (*TÜV Rheinland, Prüfstelle Berlin – Schöneberg, Alboinstrasse 56, 12103 Berlin* [[www.tuv.com/de/deutschland/gk/anlagen\\_maschinen/druckgeraete](http://www.tuv.com/de/deutschland/gk/anlagen_maschinen/druckgeraete)]) provided that the construction and water pressure test certificate is presented and a mechanic is appointed to be present on the stand during inspection.

Further information may be obtained from *Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin* – LAGetSi – Turmstrasse 21, D-10559 Berlin, [[www.berlin.de/lagetsj](http://www.berlin.de/lagetsj)], which is the competent supervisory authority.

#### 5.6.3.3 Rented equipment

Since the relative short period of exhibitions / events does not allow much time for testing pressurised containers from other countries, exhibitors are advised to hire/rent pressurised containers that have already been tested.

#### 5.6.3.4 Monitoring

During the exhibition / event, the required inspection and approval documentation should be available for inspection by the supervisory authority. Further information may be obtained from *Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin* – LAGetSi – Turmstrasse 21, D-10559 Berlin, [<http://www.berlin.de/lagetsj>], which is the competent supervisory authority.

### 5.6.4 Exhaust gases and vapours

Gases and vapours emitted by exhibits or equipment and which are inflammable, are harmful or hazardous to health or cause a general nuisance may on no account be emitted in the halls. They must be conducted into the open using suitable ductwork as specified by the currently valid version of the German Federal Pollution Law (BimSchG – *Bundesimmissionsschutzgesetz*).

The operation of recirculating kitchen hoods can be made mandatory for frying, grilling and cooking equipment.

### 5.6.5 Exhaust gas extraction systems

For exhaust gases which are inflammable, injurious to health or inconvenience the general public, an exhaust gas duct leading to an exhaust vent opening into an outdoor area shall be installed. Official approval must be obtained for the installation, including the ductwork and the vent opening to the outside of the building.

#### 5.6.5.1 Exhaust gas pipes and ducts

Pipes or ducts for smoke and exhaust gases must be made of non-inflammable materials. Exhaust pipes or ducts must be located at least 0.50 m away from any inflammable material and shall be enclosed in a protective outer tube or sleeve if necessary.

Only Messe Berlin or its contractors are allowed to install piping or ductwork using their own materials, from the extraction cowls to the outdoor areas, by suspending it to the roof truss suspension points and a charge will be made for this work. Only Messe Berlin or its contractors are allowed to install the connecting line / ducting from the suspended ducting to the exhibitor's / customer's exhibit or equipment.

The actual connections to the equipment or exhibit emitting the exhaust gases are to be made by the exhibitor / customer in a professional and technically correct manner.

## 5.7 Use of compressed gases, liquid gases and inflammable liquids

### 5.7.1 Pressurised and liquid gas systems

The storage and use of pressurised gas and liquid gas in the halls and on the grounds is prohibited unless prior written permission has been obtained from Messe Berlin.

#### 5.7.1.1 Application for use of pressurised gas cylinders

Written permission must be obtained from Messe Berlin on the form provided, if liquid gas or other inflammable gases in pressurised cylinders is/are to be used for presenting exhibits. In keeping with the relevant accident prevention regulations, pressurised gas cylinders must be secured against impact, from falling over, and against access by unauthorised persons and heat.

#### 5.7.1.2 Use of liquid gas

The use of liquid gas inside the exhibition halls is prohibited at all times.

#### 5.7.1.3 Installation and maintenance

The Technical Rules for Liquid Gas (TRF 88 – *Technischen Regeln Flüssiggas*) issued by the German Technical Association for Gas and Water (DVGW – *Deutscher Verein des Gas- und Wasserfaches*) and the Technical association for the use of liquid gas (DVFG – *Deutscher Verband Flüssiggase*) as well as the Guidelines for the use of liquid gas (*Richtlinien für die Verwendung von Flüssiggas / ZH 1/ 455/ (Hauptverband der gewerblichen Berufsgenossenschaften)*) must be complied with when installing, operating and maintaining liquid gas systems on the open-air grounds after permission has been obtained to do so.

### 5.7.2 Inflammable liquids

#### 5.7.2.1 Storage and use

Storage and use of inflammable liquids in the halls and on the open-air grounds is prohibited unless prior written permission has been obtained from Messe Berlin.

Approval for the storage and use of inflammable liquids can only be given for the operation or demonstration of exhibits. The appropriate application form should be submitted to Messe Berlin together with the safety data sheet.

The requirements and provisions of the currently valid versions of the Operating safety ordinance (BetrSichV – *Betriebssicherheitsverordnung*) and, for a transition period, of the Technical rules for inflammable liquids (TRbF – *Technischen Regeln für brennbare Flüssigkeiten*) or Technical rules for hazardous substances (TRGS – *Technischen Regeln für Gefahrstoffe*) shall apply here in all cases.

#### 5.7.2.2 Storage of supplies

Not more than one day's supply of inflammable liquid for the operation and demonstration of equipment is allowed on the stand / event area. The respective daily demand volume and the storage location on the stand shall be specified on the application form.

#### 5.7.2.3 Supply tanks

The day's supply must be kept in a clearly visible place in closed, unbreakable containers. It must be inaccessible to unauthorised persons. Storage containers shall be placed in catchment containers or basins of adequate capacity and be unmistakably identified by a corresponding warning sign in accordance with DIN 4844-1 and/or BGV A8.

Damaged storage containers shall be emptied and replaced immediately. Inflammable liquid spills or leakages into the catchment containers / basins shall be disposed of outside of the halls and event areas in an expert and proper manner. The emptied catchment containers / basins shall then be replaced.

#### 5.7.2.4 Storage site

Smoking is strictly prohibited at the site where the containers are stored. Appropriate signs shall be displayed in accordance with BGV A8. An adequate supply of suitable fire-extinguishing material shall also be provided, ready for use when necessary.

#### 5.7.2.5 Operating regulations

The tank filling inlets and any other parts where liquids may leak out of equipment which is to be operated or demonstrated using flammable liquids shall be fitted with catchment containers made of non-flammable materials.

Due to the danger of fire or explosions, the catchment containers/basins containing any spilled or leaked inflammable liquids shall be taken out of the hall / event area immediately using a safe method and shall be disposed of in an expert and proper manner. The emptied catchment containers / basins shall then be replaced.

#### 5.7.2.6 Filling with liquids

Utmost care should be taken when pouring liquids from one container into another due to the hazards involved.

#### 5.7.2.7 Empty containers

Empty containers which have been used to store inflammable liquids may not be deposited or stored on the stand / **event area** or in the halls.

### 5.8 Asbestos and other hazardous materials

The use and application of construction materials or products containing asbestos or other hazardous substances is prohibited.

The basis for this prohibition is the Law for Protection against Hazardous Materials (ChemG – *Gesetz zum Schutz vor gefährlichen Stoffen*) in conjunction with the Prohibited Chemicals Regulation (ChemVerbotsV – *Chemikalien-Verbotsverordnung*) and the Regulation on Hazardous Materials (GefStoffV – *Gefahrstoffverordnung*), each in the currently valid version.

### 5.9 Stage areas for performances and other presentations

Stage areas inside exhibition stands / in event areas are areas reserved for artistic or other performances, as well as for demonstrations or presentations.

Messe Berlin must be informed in advance if stage areas larger than 50 m<sup>2</sup> are planned on stands / in event areas, in which case a verifiable stand plan, a description of the type of use / programme, sequence of events, participants/performers and any technical stage equipment must be submitted to Messe Berlin.

The provisions of item → 4.7.7 and the currently valid statutory requirements in accordance with BetrVO apply without exception to all stage and presentation areas on exhibition stands / in event areas.

In keeping with these provisions, the exhibitor / customer, when notifying Messe Berlin, shall also nominate a qualified **event engineering expert (Fachkraft für Veranstaltungstechnik)** as required by § 34 (4) /BetrVO/ or a respective supervisor, who shall have proven qualifications for the task, be on site to supervise or manage the setting-up, rehearsals, performances, demonstrations and procedures on the scene areas from the technical / organisational aspect as required by /BGV C1/

For stage areas of > 200 m<sup>2</sup>, Messe Berlin must be informed of the **person responsible for event engineering (Verantwortliche/r für Veranstaltungstechnik)**, who shall be professionally qualified for halls or similar as well as for illumination) as required by § 34 (3) /BetrVO/ and who is familiar with the stage equipment / lighting and other technical equipment on the stage areas and can ensure their safety and functionality during the ongoing event, particularly with regard to fire prevention.

The sound level of any acoustic or musical performances and/or stage performances shall not exceed **70 dB(A)** at the stand or event area boundaries.

Even if a performance or presentation has been permitted in advance, Messe Berlin reserves the right to restrict or prohibit performances which cause excessive noise or visual annoyance or which considerably endanger or impair the ongoing exhibition/event or visitors, other exhibitors and event organisers. If the above provisions are repeatedly ignored, the electricity supply to the respective exhibitor's / customer's stand or event area may be shut off without taking any consideration of the associated shut-down of the complete stand power supply ( see → item 4.7.7).

The design of cinemas / spectator areas / demonstration rooms and other rooms for scenic performances on the stand / event area is subject to the provisions and structural requirements for recreation rooms etc. as well (see also item → 4.4.4).

### 5.10 Protection against radiation

#### 5.10.1 Radioactive materials

The use of radioactive materials is subject to official approval and requires the agreement of Messe Berlin. In accordance with the currently valid version of the Regulations on Protection Against Radiation (StrlSchV – *Strahlenschutzverordnung*), applications must be made to the responsible authority and approval must be submitted to Messe Berlin no later than 6 weeks prior to the start of the exhibition / event.

If approval has already been granted, proof must be provided that the planned use of radioactive materials on the Messe Berlin exhibition grounds meets all legal requirements.

#### 5.10.2 X-ray equipment and devices causing stray radiation

The operation of X-ray equipment and devices producing stray radiation is subject to official approval and requires the agreement of Messe Berlin. The provisions of the currently valid version of the Ordinance on Protection Against Damage Caused by X-rays (RöV – *Verordnung über den Schutz vor Schäden durch Röntgenstrahlen*) must be observed.

Operation of X-ray equipment and devices emitting interference **is subject to approval** and notification of the responsible authorities in accordance with §§ 3, 4, 5, 8 /RöV/.

The responsible supervisory authority is the *Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin* – LAGetSi – Turmstrasse 21, D-10559 Berlin, [[www.berlin.de/lagetsil](http://www.berlin.de/lagetsil)], to which applications or notifications must be submitted at least 4 weeks prior to the start of the exhibition / event.

### 5.10.3 Laser equipment

Operation of laser equipment is **subject to notification** and requires the agreement of Messe Berlin. **Laser equipment shall conform to the requirements of DIN EN 60825-1 (Safety of laser products - Part 1: Equipment classification and requirements).**

**In case of the intended operation of laser equipment in accordance with § 6 of the laser radiation accident prevention regulations (UVV Laserstrahlung) /BGV B2/ up laser classes 3R and 4, the equipment shall be inspected at the installation site by an officially appointed expert / surveyor to ensure that it is technically safe and harmless.** Notification must be accompanied by the test/inspection certificate, written appointment of a **Laser Protection Officer** who will be responsible for operating the laser equipment and a valid policy of third party insurance.

## 5.11 High-frequency equipment, radio communications systems, electromagnetic compatibility, harmonics

To ensure uniform frequencies and to eliminate mutual interference between the various systems as far as possible, the relevant regulatory authority *Bundesnetzagentur für Elektrizität, Gas, Telekommunikation, Post und Eisenbahnen*, Berlin offices, Seidelstr. 49, 13405 Berlin, [[www.bundesnetzagentur.de](http://www.bundesnetzagentur.de)] **shall be notified** and both its approval and the agreement of Messe Berlin shall be obtained to operate high frequency equipment, radio communications systems and other transmitters for telecommunications purposes, pager systems, microport systems, two-way intercom and remote control systems.

High frequency equipment and radio systems may only be operated if they conform to the terms of the currently valid versions of the Telecommunications Equipment Law ( FAG – *Gesetz über Fernmeldeanlagen*) and the Law on the Electromagnetic Compatibility of Equipment (EMVG – *Gesetz über die elektromagnetische Verträglichkeit von Geräten*).

The provisions of the 26<sup>th</sup> Regulation on the Implementation of the German Anti-Pollution Law (26. BimSchV – *Verordnung zur Durchführung des Bundes-Immissionsschutzgesetzes*) and the Electromagnetic compatibility law /EMVU/ must be complied with if exhibits or stand decorations generating electrical, magnetic or electromagnetic fields are used.

The electrical installations used in exhibits should be designed to prevent excessive effects on the exhibition grounds' mains power supply as a result of harmonics (see → item 5.3.3).

## 5.12 Cranes, forklifts, working platforms, empty packaging

Only those forwarding companies under contract to Messe Berlin are permitted to use cranes and forklift trucks. Exceptions to this rule require a permit and payment of a fee, and must be approved by Messe Berlin. The forwarding and shipping companies on contract to Messe Berlin have sole and exclusive freight-handling rights on the exhibition grounds, **i. e. for moving exhibits, stand components etc. onto the stands, including provision of any required handling equipment, and for handling customs formalities for temporary and final import of goods.** Orders placed with these forwarding companies are subject to the latest version of the General German Forwarders' Conditions (ADSp – *Allgemeinen Deutschen Spediteurbedingungen*) and to the forwarding charge schedule for trade fairs and exhibitions organised by Messe Berlin.

Messe Berlin accepts no liability for any risks caused by the activities of forwarding companies. No empty packaging of any kind may be stored on the stands. **The exhibitor / customer shall request immediate removal of any empty packaging from the hall and, where applicable, transportation of this to a packaging storage area, by the forwarding company on contract to Messe Berlin, such services being subject to charge.**

## 5.13 Reproduction of music

Under the provisions of the currently valid version of the Copyright Law, (**§ 15 UrhG – Urheberrechtsgesetz**), the reproduction of music of any kind whatsoever is subject to the approval of the *Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte* (GEMA), Bezirksdirektion Berlin – Messesachbearbeitung, Keithstrasse 7, 10787 Berlin, [[www.gema.de](http://www.gema.de)].

If music is performed/reproduced without prior notification, GEMA may claim for damages in accordance with § 97 Copyright law (§ 97 UrhG – *Urheberrechtsgesetz*).

## 5.14 Beverage dispensing facilities

**The installation and operation of beverage dispensing facilities on the stands / in an event area is subject to the currently valid provisions of the German Ordinance on Industrial Safety and Health (BetrSichV – *Betriebssicherheitsverordnung*) and the employers' liability insurance trade rules on the Installation and operation of beverage-dispensing facilities (BGR 228 – *Fachregel für Errichtung und Betrieb von Getränkeschankanlagen*).**

**The operator of the beverage-dispensing facility is on all accounts solely responsible for its safety and hygiene.** This means that the operator must provide proof that he has met his duties of supervision and care **for the system's technical and hygienic safety as foodstuff handling equipment** and must show how he has fulfilled these obligations.

It is recommended that the guideline values for cleaning intervals given in DIN 6650-6 should be observed. Source for DIN standards: Beuth Verlag GmbH, Burggrafenstrasse 6, 10787 Berlin [\[www.beuth.de\]](http://www.beuth.de).

### 5.15 Inspection and monitoring of foodstuffs

If foodstuff samples are to be offered for consumption on site, or if food and beverages are to be sold on site, statutory provisions, in particular those of the currently valid versions of the Food hygiene ordinance (**LMHV – Lebensmittelhygiene - Verordnung**) and the Food, utensils and animal feeds law (**LMBG - Lebensmittel-, Bedarfsgegenstände- und Futtermittelgesetzbuch**), must be observed.

Any queries should be addressed to the **responsible** local authority: *Bezirksamt Charlottenburg-Wilmersdorf von Berlin, Veterinär- und Lebensmittelaufsichtsamt*, Hohenzollerndamm 177, 10713 Berlin, [\[www.berlin.de/ba-charlottenburg-wilmersdorf\]](http://www.berlin.de/ba-charlottenburg-wilmersdorf).

## 6 Environmental protection

Messe Berlin is committed to protecting the environment.

Exhibitors / customers, as the contractual partners of Messe Berlin, are obliged to ensure that themselves and their contractors also observe all the regulations and requirements relating to environmental protection and to the protection of species and biodiversity. All resulting costs for relating to these protection demands are in charge to the exhibitor / costumer.

### 6.1 Waste management

All the following provisions are based on the currently valid versions of the Berlin Recycling and Waste Management Act (KrW-/AbfG Bln – Kreislaufwirtschafts- und Abfallgesetz Berlin) as well as the associated implementation regulations and ordinances including the Ordinance on the disposal of problematic waste from households, commercial, trade and business facilities (ProbAbfV – Problemabfallverordnung).

Exhibitors / customers are responsible for proper and environmentally compatible waste disposal in the course of construction and dismantlement of their stands as well as for the duration of the event.

Technical arrangements for the recycling and removal of waste are the sole responsibility of Messe Berlin and its appointed contractual partners.

#### 6.1.1 Waste disposal

In accordance with the principles of recycling, every effort should be made to avoid producing waste on the exhibition grounds. Caterers should avoid using disposable plates and cups.

Exhibitors / customers and their contractual partners are obliged to make an effective contribution to such efforts at all stages of the event. This objective must be pursued at the planning stage already as well as in coordinating the efforts of all involved. As a general rule, materials which are re-usable and have a low environmental impact should be used for stand construction and operation.

Any materials left behind by exhibitors / customers will be disposed of at the exhibitor's / customer's expense and at higher cost without ascertaining their value.

#### 6.1.2 Hazardous waste

Exhibitors / customers are required to inform Messe Berlin about any waste materials which, by their nature, condition or quantity, present a particular health hazard (in particular foods and other organic waste), are hazardous to air or water, or are explosive or inflammable (e. g. batteries, paints, solvents, oils, fuels and lubricants, dyes etc.), and to arrange for their correct disposal by Messe Berlin's contractual partners.

#### 6.1.3 Bringing waste to the site

Materials and waste that are not produced during the event and are not the result of construction and dismantling work may not be brought onto the exhibition / event grounds.

### 6.2 Water, waste water, soil protection

#### 6.2.1 Oil, fat separators

Water introduced into the sewage/waste water network must not contain higher levels of harmful materials than as are allowed for regular domestic use. Effective oil/grease extractors must be used if water containing higher concentrations of oils or grease than those mentioned above are to be disposed of in the sewage/waste water system.

If mobile caterers are deployed, especially in the open-air grounds, these must ensure that fats and oil are retained and disposed of separately.

#### 6.2.2 Cleaning / Cleaning products

Only biodegradable products are allowed for cleaning work. In accordance with the regulations, cleaning products that contain potentially injurious or hazardous solvents may only be used in exceptional cases and in compliance with the respective regulations.

Cleaning work during the event and during the construction and dismantling periods may only be carried out by a cleaning company appointed by Messe Berlin.

### 6.3 Environmental damage

Environmental damage/contamination (e.g. by gasoline/petrol, oil, solvents, dyes or other environmentally hazardous substances) must be reported to Messe Berlin immediately.

## 6.4 Protection against noise

Every effort must be made to avoid unnecessary noise during the construction and dismantling of exhibition structures **and during the event. The applicable rules and statutory regulations of the Land Berlin must be complied with.**

Noisy activities must be avoided on weekdays before 7 a.m. and after 8 p.m., on Saturdays after 4 p.m. and on Sundays and public holidays.

This applies in particular to the areas near **Entrance E 21**, halls 21 b ... 23 b, 25, 26 a+b which border on a residential area, **as well as for the CityCube facility deliveries yard area.** In these areas the hall gates shall be kept shut at all times **except when vehicles are entering or leaving. Transportation and loading operations on the vehicle routes in these areas shall also be limited to the absolutely necessary extent.** Failure to observe these rules may result in construction and dismantling work being prohibited in these areas during the above periods.