

# Technical Guidelines

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## 1. Preamble

Messe Berlin GmbH, called “**Messe Berlin**” hereinafter, has drawn up a set of technical guidelines for trade fairs, consumer fairs and other events (meetings, congresses, events 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.

The Technical Guidelines are part of the contracts concluded between Messe Berlin and its exhibitors, event organisers, service companies and providers. These exhibitors, event organisers, service companies and providers, all jointly called “**customer / exhibitor**” hereinafter, accept the responsibility of ensuring that all their contractors working on the exhibition grounds or who are on the sites comply with these Technical Guidelines. Messe Berlin is entitled to demand that any person working at the *Berlin ExpoCenter City* (BECC) exhibition grounds or currently on this site shall comply with the Technical Guidelines. In the case of exhibitions, fairs and other events being held by an organiser other than Messe Berlin, the respective organiser, as well as Messe Berlin, is entitled and obliged to demand that his customers and their contract partners comply with the Technical Guidelines.

These directives also contain safety regulations intended to serve the interests of our exhibitors and visitors by ensuring that technical equipment and design elements at the event are made as safe as possible. Additional requirements concerning safety and fire-prevention on a stand area / event area may be specified by the public building authorities, police, fire department or Messe Berlin GmbH if the type and extent of the planned event lead to greater 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* (BECC) exhibition grounds:

- Exhibition halls 1 – 26, *hub27*, South Entrance (EMS), *Marshall-Haus* and *Funkturm-Lounge*
- *Palais am Funkturm*
- *CityCube Berlin*
- Outdoor areas (including the Funkturm inner courtyard, “Sommergarten” gardens and railway tracks in the southern section of the exhibition grounds)

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. 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 up to the time of the start of the event, the staging of an event and the use of an exhibition stand or 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 to be inspected and/or approved 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 if orders are submitted after the specified deadline.

For their information, customers/exhibitors will, if necessary, receive additional circulars with details about the preparations for and staging of the event.

These Technical Guidelines have been agreed and prepared by the following German trade fair companies:

- **Deutsche Messe** AG Hannover
- **Koelnmesse** GmbH
- **Landesmesse Stuttgart** GmbH
- **Leipziger Messe** GmbH
- **Messe Berlin** GmbH
- **Messe Düsseldorf** GmbH
- **Messe Frankfurt Venue** GmbH
- **Messe München** GmbH
- **NürnbergMesse** GmbH

and have been compiled in a standardised document structure.

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

In cases where the interpretation of content differs between the German and English versions of the Technical Guidelines, the respective terminology/understanding of the German version shall have priority.

The applicable building laws are 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 (*Bauordnung von Berlin* /BauO Bln/) and the provisions of the Ordinance on Operation of Buildings and Structures – Operating ordinance (*Verordnung über den Betrieb baulicher Anlagen* /BetrVO/) pertaining to utilisation as a public gathering place.

Wherever the term "stand construction" appears in the Technical Guidelines in the sense of everyday usage, this **does not** refer to building construction in the sense of statutory building regulations. Exhibition stand construction as well as the construction of other temporary decorative structures in the exhibition and event halls is classified as construction of *modifiable (temporary) facilities / internal additions* inside a public gathering place.

## 1.1 House rules

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, buildings and access routes as well as all 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.

[House rules](#) (complete text)

## 1.2 Opening hours

### 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 outdoor grounds between 7 a.m. and 10 p.m., unless other times have been announced for a specific trade fair. For reasons of general safety, the halls and the entire exhibition grounds will be closed outside these times.

All noisy work shall be avoided **before 07:00 and after 20:00 (8 p.m.)** on weekdays (including Saturdays), and **before 09:00, between 13:00 and 15:00 (1 p.m. to 3 p.m.) as well as after 20:00 (8 p.m.)** 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* 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 absolutely unavoidable activities. Failure to observe these rules may result in construction and dismantling work being prohibited during the periods referred to above.

[Exhibitors/customers and their construction contractors who for well-founded reasons need to work later than these periods must obtain special prior written permission from Messe Berlin.](#)

### 1.2.2 Event duration periods

During the period of the event, persons are permitted to enter the halls and the exhibition grounds one hour before the daily opening time and remain up to one hour after closing time.

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

## 2. Traffic on the exhibition site, emergency routes, safety installations

### 2.1 Traffic regulations

To ensure that traffic flows smoothly during the construction and dismantling periods as well as during the event itself, the rules for regulating and directing traffic as well as the instructions of Messe Berlin's traffic 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**. [Parking of vehicles is only permitted with an appropriate entry permit and on the specially identified parking lots and spaces as marked on the ground.](#)

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 items. In this case, the permitted floor load (axle load) shown on the notices at the hall gates shall be observed. Engines are to be turned off while vehicles are being loaded or unloaded. Vehicles may not be parked or allowed to remain in the halls.

#### **Fork lifts, work platforms and manlifts**

Driving and the use 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 conference areas of the *CityCube* (Level E 03), *hub27* (*beta* and *gamma* levels) on the floors of the *Palais am Funkturm*, of the *Funkturm Lounge*, of the *Marshall-Haus* and in any of the intermediate, entrance and transition buildings between the exhibition halls.

Only forwarding companies under contract to Messe Berlin are permitted to use cranes, forklifts and manlifts/work platforms ([→ 5.12: cranes, stackers, empty containers](#)). [In exceptional cases or for individual events, Messe Berlin may issue special permissions deviating from this rule.](#)

Pallets or similar objects may be moved using manually-operated devices (e. g. low-lift pallet trucks with rubber wheels or castors) provided that 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 [Verkehrslleitfaden]**. Illegally parked vehicles, semi-trailers, containers, receptacles and empty packaging of any kind will be removed at the expense and risk of the owner.

### 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. Vehicles and objects left on emergency exits and safety areas may be removed at the owner's risk and expense.

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

##### **Emergency 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 escape and rescue routes, escape doors and hatches and the signs indicating these may not be obstructed, blocked, covered by suspended objects or obscured in any other way. The escape and rescue routes in the halls must never be obstructed by items placed in the way of or protruding into the aisles and passageways. In case of a breach of these rules, Messe Berlin is entitled to correct the situation at the expense and risk of the party causing the obstruction.

[The regulations on keeping hall aisles and passageways clear during stand construction and dismantling work \(see Information sheet → \[Stand construction work\]\(#\) in our download area\) are mandatory and must be complied with.](#)

### 2.3 Safety equipment and installations

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 Numbering of stands

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

## 2.5 Security arrangements

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

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

During construction work at times beyond the regular daily construction and dismantling periods, i. e. at night in the 10 p.m. to 7 a.m. period, the exhibitor / customer is obliged to contract surveillance and security services for the specific stand structure and area.

## 2.6 Emergency evacuation

Messe Berlin may order rooms, buildings, halls and open-air sites to be closed and evacuated for safety reasons. All persons in the affected areas must follow the instructions given (either by hall public address systems or by officially identified evacuation assistants) and leave the respective areas immediately when requested to do so.

Exhibitors / customers must inform their staff, stand employees and service providers about these rules and where appropriate, prepare and announce their own stand-specific evacuation plans (especially with regard to shutting down operations in outdoor stand structures) and organise such evacuations. 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

#### 3.1 Hall data

See → [BECC hall equipment flyer](#) in the Messe Berlin [DOWNLOADS](#) area

##### 3.1.1 General lighting, type of electrical supply, voltage

The general lighting in the exhibition halls and the exhibition levels of the *CityCube* 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 network
- AC 230 volts (± 10 %) 50 Hz
- AC 3 x 400 volts (± 10 %) 50 Hz

Tolerance in accordance with DIN EN 50160.

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

The supplies of compressed air, electricity, natural gas and water to the stands are obtained through the pipework and wiring in the false floors of the halls (→ [3.1](#): Hall data).

##### 3.1.3 Communications facilities and equipment

Telephone, telefax, data and antenna connections to the stands / event areas are laid in the false floors of the halls.

##### 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 are not equipped with sprinkler systems.

[Effectiveness of the sprinkler system must not be impaired by exhibition stands and other structures or installations. In case of special conditions, exhibition stands and other enclosed installations must be fitted with separate sprinkler systems.](#)

[The minimum distance between exhibits, decoration and stand roofs/coverings and the sprinkler heads must be at least 0.5 m. Luminaires, lamps and floodlights must be located far enough away from the sprinkler heads that no unintentional triggering of the fire-extinguishing system due to heat dissipation is possible.](#)

##### 3.1.5 Heating / ventilation / air conditioning

The exhibition halls are equipped with ventilation systems. The *South Entrance* (EMS) and the foyer area of the *CityCube* Berlin are equipped with underfloor heating. The halls are heated or cooled as required for the duration of the event.

##### 3.1.6 Faults and disturbances

If technical utility supplies are disrupted, the exhibition / event management shall be notified immediately. Messe Berlin shall not be liable for any damage resulting from these technical faults.

#### 3.2 Outdoor areas

The surfaces of the open-air grounds of the *Berlin ExpoCenter City* (BECC) consist both of paved or asphalted traffic areas as well as uneven and uncompacted gravel turf areas. Outdoor areas are all spaces outside the existing exhibition halls, [and mainly include the following](#):

- [Forecourts and intermediate yards](#) – around and near to the exhibition halls, in most cases with a smooth paved or asphalted driveway surface
- [“Sommergarten” \(summer garden\)](#) –open lawn areas to the north: in front of Halls 18 and 20 largely uneven gravel turf or uncompacted grass lawn
- [Inner courtyard of the “Funkturm” \(radio tower\)](#) – asphalt or paved driveways and individual patches of lawn
- [Railway track area \(south\) \(Gleisgelände - Süd\)](#) – with [rail connections](#) to public rail traffic network: rails recessed in concrete, and small concrete block paving stones between the rails
- [Parking lot P18](#) (at Gate 25 - west) – concrete stone paving
- [Parking lot P17](#) (in front of *hub27* / Gate 25 - east) – concrete stone paving
- [Plaza](#) (in front of South Entrance - EMS) and *CityCube* entrance Jafféstrasse) – slab surface, can be traversed by vehicles
- [Parking lot P14 with special driveway](#) (in front of *CityCube* Messedamm entrance) – driveway paving and slab paving
- [CityCube Terrace](#) (driveway to *CityCube*: E02 – Hall B, north side) – slab paving, can be traversed by vehicles

After dark, general lighting will be provided for roadways and paths on the outdoor areas during event opening hours. All necessary utility supply connections are spaced at irregular intervals.



## 4. Stand construction provisions

### 4.1 Stand stability and structural stability

Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable that they do not pose a threat to public safety and order and, in particular, that they do not endanger life and health.

**Exhibitors / customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.**

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

- BetrVO – Ordinance on Operation of Buildings and Structures (*Verordnung über den Betrieb von baulichen Anlagen*)
- MVStättVO – Model Ordinance Concerning the Construction and Operation of Places of Public Assembly (*Musterverordnung über den Bau und Betrieb von Versammlungsstätten*)
- M-FIBauR – Model Directive Concerning 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  $q_n$  as follows:

- $q_{n1} = 0.125 \text{ kN/m}^2$  for sections up to 4 m above floor surface
- $q_{n2} = 0.063 \text{ kN/m}^2$  for all structure sections more than 4 m above 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 for special reasons. In these cases more detailed proof of stability must be provided.

In substantiated cases, Messe Berlin reserves the right to arrange for a structural engineer to conduct an on-site examination of the stability. This will be charged to the exhibitor.

### 4.2 Approval of stand construction plans

Provided that the Technical Guidelines have been observed in the design and construction of the stand / event area, no drawings of single-storey stand structures in the halls need to be submitted for inspection and approval. Messe Berlin is prepared to inspect any stand construction plans submitted by an exhibitor / customer, if so requested.

If a stand or event area occupies entire 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 have to be submitted to Messe Berlin for inspection and approval even if they only comprise single-storey structures.

Apart from this, all other stand structures, including multi-storey stands and mobile stands, outdoor stand structures (→ 4.8) and special structures are subject to inspection and approval. Verifiable proof of stability must be supplied in all cases.

Stand structures that are subject to approval include all temporary building structures classed as standard *temporary structures* in accordance with BauO § 76 (1) or M-FIBauR, or categorised as such by the nature and method of construction, such as:

- stages ( $\geq 100 \text{ m}^2$ ), including stage roofs, awnings and cladding
- stand installations for spectators
- equipment for games, sports and entertainment (such as mobile fun-fair rides and booths, inflatable playground amusements such as bouncy castles etc.  
with an accessible area > 5.0 m in height or with unbroken roofed areas or awnings > 25 m<sup>2</sup> in area, and where there is a risk that the roof/awning may sag.
- Show and stage trucks, → 4.2.2 and 4.4.1.2  
with a permanently installed and, where applicable, retractable trailer or stage area which can be walked on and with an area > 75 m<sup>2</sup> and intended for access or use by general exhibition attendees / visitors.
- Free-standing scaffolding and advertising structures / monitor and LED screen walls
- All other stand structures that can be walked on and/or are covered or free-standing: platforms, walkways, awnings and roofs, container systems comprising 2 or more storeys;
- installations with a fully enclosed cinema or other type of auditorium and visitor rooms.

#### 4.2.1 Inspection of stand structures and intended uses that are subject to approval

For the inspection and approval of:

- stand structures with two or more storeys, → 4.9
- special structures / structural components, *temporary structures*, structural components above areas open to the public, spectator stands
- enclosed spectator / visitor areas (accommodating more than 200 persons) → 4.4.4

- walkways, raised walkways, platforms, stairways, railings, balustrades, → [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:

- for exhibitions / trade fairs: [messetechnik@messe-berlin.de](mailto:messetechnik@messe-berlin.de)
- for conferences / congresses (incl. **associated** exhibitions) [kongresstechnik@messe-berlin.de](mailto:kongresstechnik@messe-berlin.de)

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

- a) static stability calculations\*) pursuant to German DIN standards (DIN EN), Eurocodes (EC) or technical rules of equal relevance for all named stand structures that are subject to approval procedures.  
\*) Currently a verified original document including the relevant examination report must be included (a digital file will not be accepted).  
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 structure, site plan;
- c) Stand construction drawings (ground plans, projections, sectional views), structural design details;
- d) Escape and rescue route plan showing the lengths and widths of the rescue routes;
- e) Item a) does not apply if a verifiable type approval certificate or a valid **inspect and test log** in accordance with the Model Guideline on the Construction and Operation of Temporary Structures (*Muster-Richtlinie über den Bau und Betrieb Fliegender Bauten /M-FIBauR/*) 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 documents of individual items of technical equipment, e. g. sports and games equipment with mechanical or electrical mechanisms, the following documents should be submitted, in German, for inspection:

- construction and operation descriptions with individualised hazard assessment
- design drawings,
- stability proof calculations,
- TÜV test certificates and/or approvals

or

- EU conformity declaration in accordance with the *Machinery directive 2006/42/EC* or a performance declaration in accordance with the European construction products regulation (*Bauprodukteverordnung /BauPVO/*). 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 the construction approval process costs and fees incurred as specified in the inspection approval form. If no **complete set of verifiable** structural stability proof documents as described above is available, Messe Berlin reserves the right to take further action or impose additional conditions. Any costs resulting from such measures shall be borne by the exhibitor / customer.

The exhibitor / customer may be invoiced additionally for costs incurred due to documents not being submitted on time.

#### 4.2.2 Vehicles and containers

Vehicles (including show trucks, stage trucks, buses etc.) and containers used as exhibition and presentation stands in halls, other enclosed event areas and outdoor areas are subject to approval.

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

If such parked show truck or stage vehicles are intended for use / for walking on by the general public, appropriate test certificates (→ [4.2.1](#)) must be submitted to Messe Berlin. In some cases these vehicles may only be released for use after on-site inspection / inspection of utilisation of the finished vehicle set-up.

#### 4.2.3 Correction of stand structures not conforming to regulations / barring of structures from use

Stand structures that have not been approved or do not conform to the Technical Guidelines or statutory requirements may have to be modified or removed. [Messe Berlin is entitled to prohibit the actual use of stands which are subject to approval until verifiable documents have been presented \(ban on use\)](#).

[Furthermore, Messe Berlin or the local building authorities can order work to be discontinued if statutory requirements or the Technical Guidelines are contravened. Furthermore, Messe Berlin is entitled to carry out necessary safety measures at any time as part of its duty to implement safety precautions and to invoice the cost of such measures to the exhibitor / customer.](#)

[In any of the cases described above, the exhibitor has no right to assert claims against Messe Berlin unless wilful intent or gross negligence on the part of Messe Berlin can be proven.](#)



#### 4.2.4 Scope of liability

If the exhibitor / customer and/or his appointed service provider or contractor do not comply with the above stand construction regulations, 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 Height of structures

Unless stated otherwise for the particular event involved, the maximum height of stand structures is equal to the clear internal height of the event hall minus 0.50 m (→ [3.1: Hall data](#)).

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 structure materials and decoration materials

As a rule, no materials which are easily inflammable, form burning droplets and/or which emit toxic gases or dense smoke upon combustion, such as most thermoplastic materials, including polystyrene foams (styrofoam) and diverse acrylic glass products, may be used in stand construction.

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).

**Only non-inflammable means of connection may be used for connections and joints required for static stability reasons or which transmit loads.** 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 **not easily flammable** (class B1), **must not form burning droplets** in accordance with DIN 4102.1 and only **emit low smoke levels** upon combustion and/or must at least conform to class C-s2, d0 according to DIN EN 13501-2. Test certificates for the building material categories of the materials used must be made available.

Bamboo, reeds, hay, straw, bark mulch, turf, (coniferous) trees without root balls or similar materials do not normally satisfy the above requirements. 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, thus becoming more easily inflammable, they must be removed.

###### **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 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 of motor vehicles

**Vehicles may only be driven into and exhibited in the halls and other enclosed event areas subject to prior permission by Messe Berlin.**

###### 4.4.1.3 Explosive substances / ammunition

Explosive substances are regulated by the Law on Explosives (*Sprengstoffgesetz /SprengG/*) 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 Fireworks

Pyrotechnical displays and aerial fireworks on the outdoor areas are always subject to prior permission by Messe Berlin. Furthermore, such shows and displays must be supervised by a qualified person in accordance with the Law on Explosives (*Sprengstoffgesetz /SprengG/*).

Copies of documents regarding the permit holder, his/her qualification certificate and the insurance policy (pyrotechnics third-party liability) as well as:

→ 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),

must be submitted to Messe Berlin (→ [pyrotechnik@messe-berlin.de](mailto:pyrotechnik@messe-berlin.de)) **at the latest 2 weeks** before the start of the event or the planned day of the show.

Any costs incurred for the required securing and protection of 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

The use of balloons filled with an inert gas as well as the distribution of balloons in the halls and on the outdoor areas is prohibited.

#### 4.4.1.6 Flying objects

The use of remote-controlled flying objects (e. g. drones, multicopters and similar unmanned aerial vehicles / UAVs) in halls and on the outdoor areas is subject to prior approval and permission by Messe Berlin. The use and operation of such flying objects must at no time obstruct or damage technical safety installations. Any cleaning costs incurred due to the use of such objects will be charged to the exhibitor / customer.

Without exception, the following applies to flight operations (in the outdoor areas):

- **no flight operations are permitted above crowds or groups and within an area of 50 m on all sides of crowds or groups; the 1:1 rule shall apply here** (altitude = clearance distance in acc. with § 21b (1) No. 2 / German Aviation Ordinance /LuftVO/).

#### 4.4.1.7 Stage smoke generators / fog machines (hazers)

The use of stage smoke generators and other fog machines must be agreed with Messe Berlin **before** test operation and commissioning and is **subject to approval and permission**.

If a fire alarm system is triggered by artificial smoke/fog from a device that has not been approved/permited by Messe Berlin, all costs of any ensuing fire brigade operations shall be charged to the party which caused the incident (customer/exhibitor) .

#### 4.4.1.8 Ash containers, ash trays

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.

#### 4.4.1.9 Waste bins, containers for recyclable 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 (outdoors) outside the hall entrances. If larger amounts of inflammable material accumulate, this must be disposed of several times a day.

#### 4.4.1.10 Spray guns, solvents

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

#### 4.4.1.11 Working with angle grinders / working with open flames

Welding, cutting, soldering, abrasive cutting and other work involving the use of a naked flame or flying sparks is strictly prohibited on all operational and display 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 and 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 actual event is prohibited.

#### 4.4.1.12 Empty containers / storage of materials (such as packaging and flyers or brochures)

Within the halls, the storage of empty packaging of any kind (e. g. packaging and packaging materials) both on and off the stand / event area is prohibited. Packaging materials, refuse and residual materials must on no account be left under stages, spectator stands or pedestals. Empty packaging must be disposed of without delay. No more than one day's supply of flyers / brochures and other advertising material is allowed in the stand area / event area.

#### 4.4.1.13 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 (LEs). 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 shall be provided in the upper storey at the top of each stairway leading down from that storey. Where required, the provision of more than one fire extinguisher 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 technical regulations for workplaces – safety and health protection signs /ASRA 1.3/ (formerly DGUV No. 9) (*Technische Regeln für Arbeitsstätten – Sicherheits- und Gesundheitsschutzkennzeichnung*).

#### 4.4.2 Stand roofs, 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 area of each individual stand, in m<sup>2</sup>, 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>. Separate individual areas can be added together.

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, also refer to → [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 –s2 d0 in accordance with EN 13501-1 and/or B1 as specified in DIN 4102-1, **not forming burning droplets**, and 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 a number of such individual areas they must be separated from one another (floor plan projection). The spacing shall be determined individually in each case.
- c) If the stated maximum area is exceeded, a sprinkler system must be provided.

#### 4.4.3 Glass in stand constructions

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

We expressly refer to our technical notes “Glass in stand construction and design inside trade fair halls” (→ Technical Note: [Glass in stand construction inside trade-fair halls](#) (→ <https://www.messe-berlin.de – DOWNLOADS: Technical regulations and legal disclaimer>) for all load-bearing structures made of glass (in floors, ceilings, façades and/or balustrades and parapets) on stands and in event areas inside the halls.

Based on the Technical Note referred to above, **all** glass structures shall be classified according to their intended use as:

- vertical glazing, where necessary to prevent persons falling, as self-supporting and load-bearing parapet or railing infills;
- 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 are to be reworked or protected in such a way as to exclude the risk of injury. All-glass components spanning room height must be marked at eye-level.

**No transparent thermoplastic materials such as acrylic glass and polycarbonate whatsoever have been approved by the public building authorities and there are no generally-accepted technical regulations for the use of these. Therefore such materials may only be used for non-load-bearing, decorative infill sections of walls (up to 3.0 m height).**

**The decorative use of such materials below ceilings or in overhead locations is not permitted either owing to the widely documented burning droplet behaviour (→ [4.4.1.1](#) + [4.4.2](#)).**

#### 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 or the remainder of the event location 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.

Special approval, subject to inspection, is required for all accessible rooms in which more than 200 persons may be present at any one time or which have a floor area of more than 100 m<sup>2</sup> (→ [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.

Stands/event areas on which the existing general safety and emergency lighting is not effective due the special nature of the stand construction must be equipped with their own, additional safety lighting (→ [5.3.5](#)). This shall be installed in such a way that people can safely find their way to the general rescue and escape routes.

### 4.5 Exits, rescue and escape routes, doors

#### 4.5.1 Exits, rescue and escape 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 respective 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 **suitable for accommodating > 100 visitors** and/or with a **floor area > 100 m<sup>2</sup>** must have at least two exits to emergency escape routes. These exits must be as far apart as possible and lead in opposite directions.

Depending on the size and type of exhibition area / event area and the maximum number of persons permitted on it, the following minimum number and clear widths of escape/rescue routes (exits, stairs, hallways) shall be ensured:

- up to 100 m<sup>2</sup> and ≤ 200 persons 1 escape route, at least 0.90 m wide
- larger than 100 m<sup>2</sup> (> 200 persons) up to 200 m<sup>2</sup> (≤ 400 persons) 2 escape routes, each 1.20 m wide
- larger than 200 m<sup>2</sup>, up to 300 m<sup>2</sup> (< 600 persons) 2 escape routes, 1.2 m wide and 2.4 m wide or  
3 escape routes, each 1,20 m wide

All escape and rescue routes are to be clearly indicated by signs in accordance with the Technical regulations for workplaces – safety and health protection signs (formerly DGUV-No. 9) (*Technische Regeln für Arbeitsstätten Sicherheits- und Gesundheitsschutzkennzeichnung /ASR A 1.3/*).

#### 4.5.2 Doors in 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.

Power-operated swinging doors, rotating doors and other access restrictions operated by motors etc. are only permitted on escape/rescue routes if they have certified building authority approval (abZ – *ausweisbare bauaufsichtlicher Zulassung*).

Swinging doors on escape/rescue routes must be equipped with a device to prevent them from swinging back. Manually-operated rotating doors / turnstiles on escape/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 and easily across the entire passageway width from the inside.

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

#### 4.6 Platforms, balustrades, ladders and raised walkways

Generally accessible walkways directly bordering on other areas which are at least 0.20 m lower must be enclosed by parapets. These parapets shall be at least 1.10 m high.

Parapets on areas accessible to general trade fair visitors must be provided 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 (→ 4.9.6).

As a minimum requirement, balustrades/parapets in areas with restricted visitor access must be equipped with an unbroken 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.

Platforms accessed by only one step may not be higher than 0.20 m. Ladders, steps, catwalks and stairs must comply with 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 typical exhibition criteria of the event into account. Partitions adjacent to aisles used by visitors should be brightened up by the installation of showcases, niches, displays and similar items. The customer / exhibitor is required to provide a clean, white surface on the back of the stand boundary partitions facing the adjacent stand, without advertisements and up to the full height of the partition (even if it **exceeds 2.5 m**).

##### 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. If there are more than 25 seats around tables, the distance between tables has to be at least 1.5 m to ensure safe evacuation /in accordance with /§10 (6) of the MVStättVO/.

##### 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 (→ 4.7.5 ) 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 hall/buildings or technical installations may be damaged, contaminated or altered in any other way (e. g. by drilling holes, or by inserting screws or nails); Nor is painting, papering and use of adhesives permitted. 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.

No third parties are allowed to enter any accessible part of the intermediate floors (under-roof spaces), galleries or technical installation gangways without the express permission of Messe Berlin.

#### 4.7.4 Hall floors

Carpets and other floor coverings must be laid so as to prevent accidents and 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 stand areas** require special permission to do so and the work has to be carried out in such a way that **any danger of tripping or other accidents** in the aisles **can be ruled out**. **The floor coverings on such hall aisles and passageways must be laid level and safely to avoid falling and slipping.**

Floor coverings / raised floors and access ramps laid / installed by exhibitors in aisles and passageways must be capable of bearing regular **live loads of at least 5.0 kN/m<sup>2</sup>**. In addition, it must be ensured that cleaning equipment and machines can be moved across such coverings (including any full-surface area underlays or structures).

Only adhesive tapes that can be completely removed without leaving residues may be used to affix carpeting on the hall floors. Self-adhesive carpet tiles are not permitted. All materials used must be removed leaving no deposits or residues.

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.

##### a) Raised hollow floor systems and covered underfloor conduits

The existing raised hollow floor / underfloor conduit system (h = approx. 45 cm above bare floor) in most of the exhibition halls is designed to withstand and support a maximum point load of **40 kN** (characteristic support load and/or vibration-free wheel load).

Individual point loads > 40 kN (≈ 4,0 t) due to stand construction by the exhibitor / customer (→ 4.9.3) or the placement of exhibits (wheel / vehicle loads) must be indicated separately and the exhibitor/customer shall submit this information to Messe Berlin in advance for examination / approval. Examination, definition and timely implementation of structural reinforcement / load distribution measures (possibly by installing so-called **underpinning** elements) by Messe Berlin in order to improve load distribution / direct force action on the raised floor of a hall is required in this case and will be charged to the exhibitor / customer. The documents (including plan of support locations showing loads, vehicle papers / vehicle transportation routes) will be examined at the cost of the exhibitor / stand construction company / customer.

Specifications made by Messe Berlin regarding possible underpinning and its installation (by a contractor appointed by Messe Berlin, at an additional cost) or any corrections are binding for the exhibitor / stand construction company / customer and shall be implemented at his/her/their expense.

It is **not possible** to implement force-closed joints to the loosely laid false floor elements and conduit coverings to achieve a static load-bearing effect for bearing or transmitting vibrating horizontal forces or vertical upward-acting forces.

##### b) 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 or 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 forms of dancing or movements with a repetitive rhythm that might incite visitors to stamp their feet or jump up and down are forbidden for 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 such work must be executed in accordance with DGUV Regulation No. 17 Accident-Prevention Regulation for Staging and Production Facilities for the Entertainment Industry (*Veranstaltungs- und Produktionsstätten für szenische Darstellung*) (formerly: – BGV C1). Provision and technical preparation of the ceiling load points is always the responsibility of Messe Berlin or of contractors commissioned by Messe Berlin.



### Connections between load-bearing structural floors and hall roofs/ceilings are not permitted

a) **Overhead suspension of items** (up to 2.0 kN / load point) must be notified in advance and is subject to approval.

The exhibitor's / customer's order for such suspensions shall include submission of the following verifiable documents / information:

- annotated floor plan / plan of location of the desired trusses;
- verifiable load calculations leading up to the total weight of the assembly to be suspended;
- the calculated suspended load on each point;
- the location of the desired suspension points above the stand area or event stage, as well as
- verifiable technical design descriptions<sup>\*)</sup> 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).

<sup>\*)</sup> depending on requirements, verifiable calculations for the structures to be suspended may have to be submitted as well, whereby these must include proof of all individual parts and elements as well as a transparent calculation of all individual point loads.

b) **Heavy suspended loads (> 2,0 kN/point)** must be inspected by an authorised expert and are subject to structural stability approval by Messe Berlin.

The exhibitor / customer shall not just attach the documents / information listed above to his order for such installations but shall also submit verifiable load calculations for the structures to be suspended. These must include proof of all individual parts and elements as well as a transparent calculation of all individual point loads.

Messe Berlin or a specialist service provider commissioned by Messe Berlin shall review the documents and monitor construction and installation work. These services will be charged to the exhibitor/customer.

Where justifiable after reviewing the documents, Messe Berlin reserves the right to install means of **localised load monitoring** using digital load cells at specific / all suspension points, which will be ordered at the customer's / exhibitor's expense.

The exhibitor / customer will be charged for additional costs incurred due to documents not being submitted on time.

All suspended structures and items, whether suspended from existing hall ceiling suspension points and roof truss points in the halls and event areas or using *ground supported* truss systems, tripods, stands or other structures (as used in stage roofs and awnings), shall be executed in accordance with DGUV Regulation No. 17 (formerly BGV C1) as well in conformity to state-of-the-art event-engineering standards /SP Q 1-3, DGUV information No. 215, -310, -313 (formerly BGI 810-et sqq.)/ or comparable standards.

#### 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.

Stand partition walls for use as boundaries must be constructed in a sturdy, load-bearing and stable manner /→ 4.1/ by the exhibitor / customer or a stand construction company commissioned by the exhibitor / customer.

Unless prior arrangement has been made with the respective neighbouring stand users, the rear surfaces of the partitions belonging to the neighbouring stand may not be used for a stand design.

#### 4.7.7 Advertising / presentations / sound level

Presentations such as optical, slow-moving or auditory advertising as well as the reproduction of music are permitted provided that they do not cause annoyance to adjoining stands or congestion in the aisles and do not 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.

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

To separate a stand from the stand directly adjacent to it, the exhibitor/customer is obliged to install a clean white partition which is structurally stable and **bears no advertising 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 use other means of advertising on their own stands or own 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 (→ 5.9).



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 any consideration for a possible associated shut-down of the entire stand power supply. In such cases, the exhibitor/customer shall have no right to claim for damages resulting directly or indirectly from the power outage. 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 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 a separate air conditioning unit is to be installed on a stand, the use of air-cooled condensers inside the hall is not permitted. Fresh water may only be used in air conditioning units for cooling 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 / → [5.5.2/](#).

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

In the interests of environmental protection, cooking oils, fat from deep fat fryers and similar substances shall be disposed of separately. Appropriate containers are to be available on the stand.

The pollutants in waste water intended for release into the sewage system should not exceed the level 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 area / event area to its original condition

Exhibitors must ensure that the stand / event area is handed over in a clean and as-original condition at the end of the dismantling period, at the latest. Any necessary restoration work, including the removal of adhesive tapes, 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 installations on the outdoor area, he must on all accounts report this to Messe Berlin.

#### 4.8 Outdoor areas

The requirements and provisions for stand construction as specified in the Technical Guidelines apply correspondingly to all stand structures on the *BECC* outdoor areas.

Supplementary further information is given in the Technical Notes: [Outdoor stand structures \(BECC\)](#) (→ [www.messe-berlin.de](http://www.messe-berlin.de) – *DOWNLOADS*: Technical regulations and legal disclaimer).

## 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 only allowed in certain areas.

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

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

### 4.9.3 Live loads / design loads / support loads

For floors above and between the individual 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 [Cat C]:

In the case of **limited use by trade visitors**, or by stand / event personnel engaged in discussions or assisting customers, i. e. furnishing with tables and chairs arranged freely 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 to areas designated **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 staircase landings** must always be designed for a live load [Cat. T2] of  **$q_k = 5.0 \text{ kN/m}^2$** .

A **horizontal load of 1/20  $q_k$**  ( $q_k$  = perpendicular live load) shall be assumed for the upper floor of two-storey trade fair stands or viewing platforms in order to achieve sufficient **lateral and longitudinal stability**.

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.

To ensure that loads are correctly **transmitted to and distributed on the raised hall floor**, proof must be provided that the permitted point loads on the raised hall floor ( $\leq 40 \text{ kN}$ ) will not be exceeded /→ 3.1 / [4.7.4](#) /. Increased loads ( $> 40 \text{ kN}$ ) 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**. 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 (possibly 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 and at the expense of the exhibitor / stand construction company / customer. Any corrective measures found to be necessary 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 horizontal escape routes** (exits, corridors) that must be provided are listed below:

- |   |   |
|---|---|
| • up to 100 m <sup>2</sup> <b>and</b> $\leq 200$ persons  | 1 escape route, at least 0.90 m wide;   |
| • larger than 100 m <sup>2</sup> ( $> 200$ persons) up to 200 m <sup>2</sup> ( $< 400$ persons) | 2 escape routes, each 1,20 m wide   |
| • larger than 200 m <sup>2</sup> and smaller than 300 m <sup>2</sup> ( $< 600$ persons)         | 2 escape routes, 1.2 m wide and 2.4 m wide<br>or<br>3 escape routes, each 1,20 m wide |

#### **Stairs (vertical escape routes)**

Upper-storey stand areas **suitable for accommodating > 100 visitors** and/or with a floor area  $> 100 \text{ m}^2$  must have at least **two** stairs as emergency escape routes, each with a usable width of at 1.2 m, and these stairs must be as far apart as possible and lead in opposite directions.

If the upper storey area is  $< 100 \text{ m}^2$  **and** the **number of persons permitted on it is  $\leq 100$  trade visitors**, a staircase with a clear width of at least 1.0 m is adequate.

All stairways must *always* be constructed as *mandatory stairs* 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 stairs classified as mandatory stairs shall not exceed 2.40 m. Stairs with a width exceeding 2.4 m must be provided with two outer handrails and a central handrail.

The clear passage height shall be at least 2.0 m. Only closed risers shall be used. Stairs classified as mandatory stairs must not be spiral or solid newel staircases.

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 / 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 in accordance with EN 13501-1 C, d0, **-s2** and/or DIN 4102-1 B 1 and **must not form burning droplets**.

#### 4.9.6 Upper storeys

If necessary, on the upper storeys, skirting at least 0.05 m high 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 → [4.6](#) and → [4.9.3](#).

The tops of the upper storeys of stands in halls equipped with sprinkler installations must on all accounts be left open. In addition to the fire extinguishers provided on the ground floor, at least one fire extinguisher must be placed in a conspicuous place at the top of each set of stairs, where it is immediately accessible (→ [4.4.1.13](#)). It must be installed or set up in a manner that prevents it from being tipped over (i. e. on a floor stand or wall mounting).

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

### 5.1 General rules

The exhibitors / customers and all companies contracted by them are responsible for ensuring operating safety and compliance with industrial safety and accident prevention regulations (DGUV) on their stands / event areas.

Construction and dismantling work may only be carried out in compliance with all applicable occupational safety and accident prevention regulations, in particular DGUV Regulation 1 (formerly BGV A1) and DGUV Regulation 17 (formerly BGV C1). In particular, exhibitors / customers and all companies contracted by them must ensure that no other persons present on the site are endangered during construction and dismantling work (→ [5.1.2](#)).

#### 5.1.1 Damage

Any damage caused by an 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.

#### 5.1.2 Coordination of work at the exhibition stand / in the event area

If employees of different companies need to carry out work on the exhibition stand / in the event area at the same time (in particular in the construction/dismantling phase) and if the work involves possible hazards for other employees, the work shall be coordinated by a competent stand construction manager, in accordance with *German Occupational Safety and Health Act (Arbeitsschutzgesetz / ArbSchG)* and DGUV Regulation 1. This also applies in particular to exhibition stand work carried out by companies commissioned by the exhibition organiser.

### 5.2 Use of operating equipment

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

Only woodworking equipment fitted with chip, shaving and dust extractors may be used in the halls.

Only forwarding companies under contract to Messe Berlin are permitted to use cranes, forklift trucks and work platforms. For safety reasons, the use of any company's own cranes, forklift trucks, manlifts and working platforms is not permitted (→ [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 DGUV principle No. 308-008 (formerly BGG-G 996). Proof of the operator's qualifications, valid and adequate commercial third-party liability insurance, approval for operation in enclosed spaces and a test certificate in accordance with accident-prevention regulations must 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 which has ordered an electrical energy supply. These connections (main connections) will be installed at the customer's / exhibitor's expense by companies under contract to Messe Berlin.

An outline sketch must be included with the order form, showing the required location of the connections. 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.

For fire-prevention reasons, all consumer devices are to be switched off at the end of every day when the last member of staff leaves the stand / event area.

**Exceptions:** Emergency lighting and safety equipment, refrigerators, computers and servers necessary for technical installations on the stand and which require a considerable amount of restarting effort,

#### 5.3.2. Stand installations

If 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 allow his own electricians or approved electrical contractors to 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. All conducting parts on which electrical devices are mounted and with which persons may come into contact must be earthed.

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. Messe Berlin will arrange for the inspection. Any defects found during the inspection (as stated in the report) shall be corrected immediately by the respective exhibitor, event organiser or customer at his/their own expense.

### 5.3.3. Installation 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. seq., 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) and EN 61000-2-4.

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

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

Transformers and converters are to 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 must 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 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.

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 inspected and approved. No power shall be taken from neighbouring stands. Stands are not allowed to use proprietary power generator systems.

### 5.3.4. Safety measures

In order to provide special 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. Depending on the amount of heat generated, such appliances must be placed at a suitable distance from inflammable materials. Lighting may not be attached to inflammable decorations or similar items. The manufacturer's safety instructions must be observed.

### 5.3.5. Emergency lighting

Stands /event areas on which, due the special nature of their construction, the existing general safety and emergency lighting is not effective must be equipped with their own, additional safety and emergency lighting in conformity with VDE 0100-560, -718 and 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. An outline sketch must be included with the order form, showing the required location of the connections. 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.

Disposal of water contaminated by chemicals, food and grease residues into the sewage / waste water network is not permitted. Such waste must be disposed of according to applicable regulations and state-of-the-art. 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's 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 corrected by Messe Berlin at the exhibitor's/customer's expense.

Any further proprietary installations (after the main fresh water and waste-water connections which are subject to charge have been provided) made 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 (*Trinkwasserverordnung /TrinkwV/*) 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 after closing of the exhibition / event.



Where water is used on the stand, e. g. for pools, ponds, fountains or water-screens and humidification systems and other spray systems, the exhibitor / customer shall ensure that this water is always in a hygienically safe condition.

Continuous chemical disinfection is required to prevent legionella infections, especially for all such stand installations and/or exhibits described above that contain water and generate and emit **aerosols** due to water agitation, aeration bubbles or other processes or influences. Chlorine tablets shall be used for disinfection, as these create fewer safety-related problems than other chlorine-based substances. The appropriate provisions of the German ordinance on hazardous substances (*Gefahrstoff-Verordnung /GefStoffV/*) and the ordinance on forbidden chemicals (*Chemikalienverbots-Verordnung /ChemVerbotsV/*) shall be observed when using chlorine compounds and other substances to adjust water hardness (pH adjustment). Documentation proving adherence to these rules shall be submitted to Messe Berlin upon request.

## 5.5 Compressed air / gas installations

### 5.5.1 Compressed air

A 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. An outline sketch must be included with the order form, showing the required location of the connections. These connections will be installed by Messe Berlin or its contractors and 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 natural gas will be provided with one or more connections. An outline sketch must be included with the order form, showing the required location of the connections. 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 (*Technische Regel für Gasinstallationen /TRGI/*) 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, dynamic loads due to machinery

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).

Operation of machinery and plants with centrifugal mass forces (even if for demonstration purposes only) is only permitted as long as vibrations are not transmitted to any parts of the buildings, in particular to the raised hall floors (→4.7.4a). The measurable immission values as described in DIN 4150-2 can be used as an orientation aid in order to comply with the pertinent provisions of the German federal law on immissions (*Bundes - Immissionsschutzgesetz /BImSchG/*). The measured values must be below the values specified in these provisions in order to prevent impairment of structures (damage to buildings) and/or considerable annoyance to persons in the buildings due to vibrations.

### 5.6.2 Product safety

All technical working equipment and exhibited consumer products must conform to the current and valid provisions of the German equipment and product safety law (*Produktsicherheitsgesetz /ProdSG/*).

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 plant and machinery. 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 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 met, the relevant supervisory authority (*Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin* LAGetSi Turmstrasse 21, D-10559 Berlin, [www.berlin.de/lagetsij]), 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 EU 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, in its opinion, there is reason to believe 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 (*Betriebssicherheitsverordnung* /BetrSichV/) 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/lagetsij]).

#### 5.6.3.2 Testing

In addition to submission of a test certificate that the construction and water pressure test has been carried out (CE declaration of conformity as well as mandatory documentation in German or English), an approval inspection must be carried out on site. Provided that application is received at least 4 weeks before the start of the exhibition / event, pressurised containers requiring testing can be subjected to on-site 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])

**A person responsible for the pressurised containers must always be present on the exhibition stand.** Further information may be obtained from *Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin* [see 5.6.3.1; LAGetSi], which is the competent supervisory authority.

#### 5.6.3.3 Rented equipment

Since the relatively short exhibition/event set-up period does not allow much time for testing foreign pressurised containers, exhibitors are advised to rent pressurised containers that have already been tested.

#### 5.6.3.4 Monitoring and supervision

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* [see 5.6.3.1; LAGetSi], 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, injurious to health or an inconvenience the general public may under no circumstances be emitted into the halls. Such gases and vapours must be conducted into the open using suitable ductwork as specified by the currently valid version of the German Federal Pollution Law (*Bundesimmissionsschutzgesetz* /BimSchG/).

The use 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 an inconvenience the general public, an exhaust gas duct leading to an exhaust vent opening into an outdoor area must 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. The exhaust gas pipes must be at least 0.50 m from any inflammable material, and surrounded, if necessary, by a protective outer tube or sleeve.

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 this to the roof truss suspension points, and 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. This work will be charged to the exhibitor / customer. 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 petroleum gas systems

The storage and use of liquid petroleum gas (LPG) or other inflammable gases in gas cylinders, compressed gas containers or tanks is prohibited in the halls and outdoor areas 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 if liquid petroleum gas or other inflammable gases in pressurised cylinders are to be used. Applications will only be considered if their use is absolutely necessary for presenting exhibits. In accordance with the relevant accident prevention regulations, pressurised gas cylinders must be secured against impacts, falling, access by unauthorised persons and heat. The use of toxic gases is prohibited.

#### 5.7.1.2 Use of liquid gas

When permission to use liquid gas has been given, not more than one single 10 litre compressed gas cylinder containing not more than 11 kg may be installed on any one stand.

Flexible liquid gas connections shall be fitted with an excess-flow cut-off valve (hose rupture protection) in accordance with DGUV Regulations - No. 79. A gas alarm system may also be required in some cases. Empty gas cylinders may not be deposited or stored on the stand or in the halls.

#### 5.7.1.3 Installation and maintenance

The Technical Rules for Liquid Gas (*Technische Regeln Flüssiggas /TRF 2012/*) issued by the German Technical Association for Gas and Water DVGW (*Deutscher Verein des Gas- und Wasserfaches e.V.*) and the German Technical Association for Liquid Gases DVFG (*Deutscher Verband Flüssiggase e.V.*) as well as DGUV regulations - No. 80 and No. 110-009 on the use of liquid gas ("*Verwendung von Flüssiggas*") must be observed when installing and operating the permitted systems.

The exhibitor / customer must compile and submit an explosion protection document in accordance with § 3 and § 5 of the Ordinance on Industrial Safety and Health (*Betriebssicherheitsverordnung /BetrSichVO/*) together with the application for permission to install the system (→5.7.1.1). The entire system shall be tested and inspected by a qualified (authorised) person in accordance with DGUV Principle - No. 310-005. The inspection and test certificate shall be kept on the stand.

The provisions of the currently valid versions of the Ordinance on Industrial Safety and Health (*Betriebssicherheitsverordnung /BetrSichVO/*) and ordinance on pressurised vessels shall be binding and must be observed.

### 5.7.2 Inflammable liquids

Storage and use of inflammable liquids in Messe Berlin's halls and outdoor areas is prohibited.

Exceptions to this rule for operational reasons (e. g. operation or demonstration of exhibits, heating fuel tanks **only** on the outdoor grounds) shall be discussed and agreed upon with Messe Berlin at an early stage and must be approved in writing.

The current version of the requirements and provisions of DGUV Regulation - No. 113-001 and corresponding documents (e. g. Technical rules for inflammable liquids - *Technischen Regeln für brennbare Flüssigkeiten /TRbF/* and/or Technical Rules for hazardous substances *Technischen Regeln für Gefahrstoffe /TRGS/*) as well as the safety data shall apply.

For operational and demonstration purposes, no more than one day's supply of inflammable liquid is only allowed on the stand / event area and this must be stored in enclosed unbreakable containers. The volume and location of such daily supplies shall be specified in the application. The "no smoking" regulation must be strictly enforced.

Messe Berlin must be notified of tank filling processes, which may only be carried out in compliance with all safety regulations and only outside of visitor opening hours. 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, but must taken out of the halls immediately.

Those parts of equipment to be operated or demonstrated using inflammable liquids and where liquids may possibly leak out shall be fitted with catchment containers made of non-flammable materials. Due to the danger of fire or explosions, any spilled or leaked inflammable liquids must be removed from the hall / event area immediately using suitable catchment containers/basins and shall be disposed of in an expert and proper manner. The emptied catchment containers / basins must also be replaced.

Storage of inflammable and/or possibly explosive cleaning media in the halls is prohibited. Where larger quantities are required for demonstrations / exhibits, the use of dummy fluids is mandatory.

**Storage containers and tanks** (subject to approval and only allowed in outdoor areas)

Unauthorised persons must not be able to access storage containers and tanks (including those used for heater operation) in the outdoor areas. Only officially approved, non-flammable tanks are permitted for use as storage containers and these must be unmistakably identified by a corresponding warning sign in accordance with DIN 4844-1 and/or ASR A 1.3 (formerly DGUV - No. 9). Damaged storage containers shall be emptied and replaced immediately. Spilled or leaked inflammable liquids shall be disposed of in an expert and proper manner.

“No smoking” regulations must be strictly enforced at the location of tanks or containers permitted on outdoor areas for daily or reserve fuel supplies. Corresponding warning signs in accordance with ASR A 1.3 (formerly DGUV - No. 9) shall be applied. At these locations, an adequate supply of suitable fire-extinguishing media must be available and ready for use.

## 5.8 Asbestos and other hazardous materials

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

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

## 5.9 Stage areas for performances and other presentations

Stage areas inside exhibition stands / in event areas are specific 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 → [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 intending to create stage areas > 50 m<sup>2</sup>, 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 be on site to supervise and/or manage the technical aspects of setting-up/dismounting of equipment, as well as of rehearsals, performances, demonstrations and other technical procedures on the stage areas in accordance with DGUV regulation No. 17 (formerly 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 sites 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 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 provisions are repeatedly ignored, the electricity supply to the respective exhibitor's / customer's stand or event area may be shut off without consideration to the associated shut-down of the complete stand power supply (→ [4.7.7](#)).

The design of cinemas / spectator areas / demonstration rooms and other rooms for scenic performances on the stand / event area is also subject to the provisions and structural requirements for recreation rooms etc. (→ [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 (*Strahlenschutzverordnung /StrlSchV/*), 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 statutory requirements.

### 5.10.2 X-ray equipment and devices emitting 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 (*Verordnung über den Schutz vor Schäden durch Röntgenstrahlen /RöV/*) 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 Berlin's Bureau for occupational safety and health and technical safety (*Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin*) → [5.6.3.1](#), LAGetSi) and applications or notifications must be submitted to this authority 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. The notification of **Laser equipment** (*Lasereinrichtungen*) must be accompanied by the appropriate test certificate, proof of appointment of a person responsible for protection against laser radiation (**Laserschutzbeauftragter – LSB**) as specified in § 6 of DGUV regulation – No. 11: *Laserstrahlung* on the safe operation of lasers, as well as proof that a corresponding third-party liability insurance is in place.

Laser equipment must on all accounts conform to the statutory requirements of the occupational safety and health ordinance in accordance with EU directive 2006/25/EC as applicable for artificial optical radiation (*Optische Strahlenschutzverordnung /OStrV/*) and the corresponding technical rule on optical radiation protection (*Optischer Strahlenschutz /TROS Laser/*) in the currently valid versions.

Furthermore, the requirements described in DIN EN 60825-1 (*Safety of laser products - Part 1: Equipment classification and requirements*), DIN EN 12254 and DIN 56912 (*Safety requirements for lightshow lasers and laser lightshow systems*) must be met. Technical or organisational measures shall be taken to ensure that no-one is ever exposed to laser radiation exceeding the maximum permitted radiation intensity while adjusting and operating the laser equipment.

In particular, in keeping with § 5 of DGUV Regulation – No. 11 *Laserstrahlung* on laser radiation, Berlin's Bureau for occupational safety and health and technical safety (→ [5.6.3.1](#), LAGetSi), as the responsible authority, must be notified in writing if the operation of laser equipment of classes 3R, 3B or 4 is intended. Furthermore, operation of laser equipment of classes **3R, 3B or 4** on an exhibition stand is only permitted if it has been tested and inspected by an officially appointed technical expert and found to be acceptable from all the technical safety aspects at the respective location. A copy of the "Inspection report of a temporary installation" (*Abnahmeprotokoll für eine vorübergehende Installation*) shall be submitted to Messe Berlin as inspection certificate. Previous tour approvals are not recognised as a substitute for the on-site inspection.

Test and inspection certificates relating to initial commissioning of a laser system are only acceptable for laser classes 1, 2, and 3A.

If the exhibitor / customer (→ system or equipment operator) makes changes or additions to the laser equipment after it has been inspected and approved by the officially appointed technical expert, the operating permit becomes invalid. In this case Messe Berlin is entitled to order the electrical power supply to be shut down or to confiscate or secure the laser equipment (which will be returned to the owner on the last day of the exhibition after it has closed).

When using laser equipment of classes **3R, 3B or 4** on an exhibition stand / in a show or for other exhibition operations, it must be ensured that no uncontrolled reflected radiation can be emitted and that the area in which the laser is active is so closely delimited by specially marked barriers or covers (with laser warning signs) that it cannot be accessed by unauthorised persons (visitors).

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

Operation of high frequency equipment, radio systems and other transmitters used for communications, paging systems, wireless microphone systems, intercom and radio remote control systems is subject to approval by the relevant regulatory authority, *Bundesnetzagentur für Elektrizität, Gas, Telekommunikation, Post und Eisenbahnen*, Aussenstelle Berlin, Seidelstr. 49, 13405 Berlin, [www.bundesnetzagentur.de]. This authority may have to be notified in advance in some cases.

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

Compliance with the provisions of the 26<sup>th</sup> Regulation on the Implementation of the German Anti-Pollution Law (*26. Verordnung zur Durchführung des Bundes-Immissionsschutzgesetz / BimSchV/*) and the Electromagnetic compatibility law (*Elektromagnetischen Umweltverträglichkeit /EMVU/*) is required if exhibits or stand decorations generating electrical, magnetic or electromagnetic fields are used.

Electrical installations used in exhibits should be designed in such a way as to prevent impairment to the power supply to the Exhibition Grounds (→ [5.3.3](#)) due to excessive phase effects resulting from harmonics.

### 5.12 Cranes, stackers, empty containers

Only forwarding companies under contract to Messe Berlin are permitted to use cranes and forklift trucks. Exceptions to this rule require a permit, must be approved by Messe Berlin and are subject to payment of a fee. **When used on the exhibition grounds, third-party equipment approved in this way shall be clearly identified by appropriate exhibition/event-specific signs (showing the event data and on-site contact data).**

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/ Allgemeine Deutsche Spediteurbedingungen*) and to the forwarding charge schedule for trade fairs and exhibitions organised by Messe Berlin ("**Offizielle Messe-Speditionstarif - Messe Berlin GmbH**").



Messe Berlin accepts no liability for any risks arising from the activities of these forwarding companies. No empty packaging of any kind may be stored on the stands. Exhibitors / customers shall request immediate removal at their own expense 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.

### 5.13 Playing of music

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

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

### 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 (*Betriebssicherheitsverordnung* /BetrSichV/) and the employers' liability insurance trade rules on the installation and operation of beverage-dispensing facilities (*Fachregel für Errichtung und Betrieb von Getränkeschankanlagen*) /DGUV Rule No. 110-007/ (formerly BGR 228) / [www.bgn.de].

The exhibitor/customer (→ operator) of the beverage-dispensing facility is solely responsible for its safety and hygiene. This means that the operator must provide proof that he has met his duties of supervising and maintaining the systems' technical condition and hygiene as foodstuff handling equipment and prove how he has fulfilled these obligations.

Observation of the guideline values for cleaning intervals stated in /DIN 6650-6/ is recommended. Source for DIN standards: Beuth Verlag GmbH, Burggrafenstrasse 6, 10787 Berlin [www.beuth.de].,

### 5.15 Inspection and monitoring of foodstuffs

**Food may only be produced, processed and/or distributed in such a way that it is not exposed to harmful effects. This means that exhibitors / customers must be able to prove that all food is hygienically harmless in all respects.**

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 of the currently valid versions of the Food hygiene ordinance (*Lebensmittelhygiene - Verordnung* /LMHV/) and the Food, utensils and animal feeds law (*Lebensmittel-, Bedarfsgegenstände- und Futtermittelgesetzbuch* /LMBG/), as well as of Regulation (EC) No. 853/2004 of the European Parliament and of the Council of 29 April 2004 *on the hygiene of foodstuffs*, Annex II, must be observed. **Exhibitors producing or distributing foodstuffs commercially must also comply with all legislation on protection against spread of infection.**

It is up to the exhibitor / customer to obtain information on all relevant regulations, including those issued by local safety authorities and to comply with such regulations. 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].

## 6. Environmental protection

Messe Berlin is committed to protecting the environment.

Exhibitors / customers, as the contractual partners of Messe Berlin, are obliged to strictly observe and comply with all regulations and requirements relating to environmental protection, including protection of species. In addition, all exhibitors / customers are obliged to ensure that their contract partners (e. g. stand construction companies) are bound to comply with these provisions. Any resulting costs within this context shall be borne by the respective exhibitor / customer.

### 6.1 Waste management

All the following provisions are based on the currently valid versions of :

- the Berlin Recycling and Waste Management Act (Landesgesetz zur *Förderung der Kreislaufwirtschaft und Sicherung der umweltverträglichen Beseitigung von Abfällen in Berlin – IKreislaufwirtschafts- und Abfallgesetz Berlin /KrW-/AbfG Bln*),
- the Commercial Waste Ordinance (*Gewerbeabfallverordnung – GewAbfV*),
- the Packaging Law (*Verpackungsgesetz – VerpackG*),
- the Law on Distribution, Recovery and Environmentally Compatible Disposal of Batteries and Accumulators (*Batteriegesetz – BattG*), and
- implementation regulations and ordinances including the Ordinance on the Disposal of Problematic Waste from Households, Commercial, Trade and Business Facilities (*Verordnung über die Entsorgung von Problemabfällen aus Haushaltungen, Handel, Handwerk und Gewerbe – IProblemabfallverordnungProbAbfV*).

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. [The exhibitor / event organiser / customer and stand construction companies on contract to them are waste producers as defined in the Commercial Waste Ordinance \(GewAbfV\) and are responsible for the separation of waste materials by type and into recyclable materials and disposable waste in accordance with the GewAbfV.](#)

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. Disposable plates and cups should not be used when catering for visitors.

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 and in coordination of the efforts of all those 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 a higher cost without ascertainment of their value.

#### 6.1.2 Hazardous waste

Exhibitors / customers and their contractors (e. g. stand construction companies) 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 the atmosphere 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 contractors.

#### 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 grounds / event location.

### 6.2 Water, waste water, soil protection

#### 6.2.1 Oil and fat separators

Water disposed of in the sewage/waste-water network must not contain higher levels of harmful materials than are allowed for regular domestic use. Suitable oil/grease extractors must be used if water containing higher concentrations of oils or grease is to be disposed of in the sewage/waste-water system. Such separators must conform to current *state-of-the-art technical standards*.

If mobile catering services are provided, especially in the outdoor areas, these must ensure that waste fats and oil are collected and disposed of separately.

#### 6.2.2 Cleaning / cleaning products

Only biodegradable products are allowed for cleaning. In accordance with the regulations, cleaning products containing hazardous solvents may only be used in exceptional cases.

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



### 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 construction and dismantling of exhibition structures and during the event. The applicable rules and statutory regulations of the city-state of Berlin, Noise Immission Law /AV LimSchG/ and Public Performance Noise Ordinance /VeranstLärmVO/ must be complied with.