

Rules and Guidelines for Stand Constructions Requiring Approval, at Messe Berlin

These points have been compiled on the basis of Messe Berlin's Technical Guidelines.

Constructions requiring approval

Provided that the Technical Guidelines have been observed in the design and construction of a stand or event area, drawings of ground-level stand structures in the halls need not be submitted for inspection and approval.

Should a stand or event area occupy an entire hall or a large section of a hall, through which public routes/aisles pass, access to emergency exits must be ensured. The relevant stand or event area plans must be submitted to Messe Berlin for inspection and approval, even if the stand or event area is only a single-storey structure.

In addition, all other stand structures, including multi-storey structures, mobile stands, outdoor stand structures ([I.](#)) and special structures are subject to inspection and approval. Verifiable proof of stability (structural analysis) must be supplied in all cases. The required forms to proceed with the approval must also be included in the application.

These forms are 'Test for Construction' and 'Load Distribution Measures'.

Further definitions of 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
- Grandstand installations
- Play/Sport and amusement equipment (such as amusement rides, fairground attractions, inflatable playground equipment such as inflatable castles etc. where the height of the accessible area $> 5.0 \text{ m}$ or with roofed areas $> 25 \text{ m}^2$, and where there is a risk that the roof may sink.
- Show and stage trucks ([II.](#)+[III.](#)) with a permanently installed and where applicable, retractable trailer or stage area which can be walked on and with an area $> 75 \text{ m}^2$ and intended for access or use by general exhibition attendees/visitors.
- Free-standing scaffolding and advertising structures/monitors and LED screenwalls
- All walkable platforms higher than 20 cm and/or covered or freestanding structures, including walkways, and two- or multi-story container structures.
- Installations with a fully enclosed cinema or other type of auditorium and visitor room.

Procedure for the inspection of temporary structures and their uses requiring approval

For the inspection and approval of:

- Stand structures with two or more storeys ([IV.](#))
- Special structures/structural components, *temporary structures*, structural components above areas open to the public, grandstands
- Enclosed spectator/visitor areas accommodating more than 200 persons ([V.](#))
- Walkways, raised walkways, platforms higher than 20cm, stairways, railings, balustrades ([VI.](#))
- Outdoor buildings and structures ([VII.](#))
- Exhibits and special structures placed outside of the stand area
- Altered usage of entire halls or larger stand areas/event areas ($\geq 1,500 \text{ m}^2$) ([VIII.](#))
- Display and performance areas ($\geq 200 \text{ m}^2$) ([IX.](#))

The following stand construction documents must be submitted to Messe Berlin as digital PDF files, in German and/or English, **6 weeks prior to the start of your construction period**. Please ensure that the submitted documents are PDF files without password protection.

- a) Structural calculations* according 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.
(*Where applicable, the original certified version, including the corresponding test report.
Structural documents (including test reports) are considered certified only if they have been assessed by a publicly approved test engineer or expert for structural analysis in accordance with the respective state building code.
- b) Building description, site plan.
- c) Stand construction drawings (floor plans, views, sections), structural design details.

- d) Rescue route plan showing the lengths and widths of the rescueroutes.
- e) Point a) does not apply to the submission of a certified design approval or a valid test logbook in accordance with the construction and operation of temporary structures (M-FIBauR).

On behalf of the customer/exhibitor, Messe Berlin will submit the valid test logbooks to the responsible inspection authority, which will carry out an on-site inspection at the customer's expense.

The following e-mail addresses can be used to submit the digital documents:

- for exhibitions / trade fairs: messtechnik@messe-berlin.de
- for conferences / congresses (incl. associated exhibitions): kongresstechnik@messe-berlin.de

Specific technical equipment, e.g., sports and play equipment with mechanical or electrical functions, require an addition design examination/approval. The following is to be submitted for inspection, in German language:

- Construction and operation specifications with adapted riskassessment
- Design drawings,
- Proof of stability,
- TÜV test certificates and/or permits or
- EU conformity declaration in accordance with the Machinery directive 2006/42/EC or a performance declaration in accordance with the European Construction Products Ordinance (Bauprodukteverordnung/BauPVO/). If required, the previously listed documents may also be needed.

The stand structure is only to be deemed as approved once a written notice has been issued by Messe Berlin. The costs and fees associated with the inspection/approval process will be charged to the customer/exhibitor. If complete, certifiable structural documents in the aforementioned sense are not provided, Messe Berlin reserves the right to take further measures or impose additional requirements. Any resulting costs will be borne by the customer/exhibitor

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

Vehicles and containers

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

Show trucks / stage trucks with extendable, substructurable trailer parts or stage elements:

Parked show trucks or stage vehicles that are intended to be used or accessed by the general public, must submit the relevant inspection documents (X.) to Messe Berlin. The approval for use may only be granted after an on-site structural inspection of the completed vehicle system has been carried out.

Modification of stand structures that do not comply with regulations (Usage restrictions)

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).

Messe Berlin or the local building authorities may also order work to be discontinued if statutory requirements or the Technical Guidelines are violated. 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 above-described cases, the exhibitor/customer has no right to assert claims against Messe Berlin unless wilful intent or gross negligence on the part of Messe Berlin can be proven.

Construction Heights

Unless otherwise specified in the event specifications, the maximum construction height for stand structures is the clearance height of the event hall minus 0.50 m. (X.). The maximum construction height in Halls 8.1, 10.1 and 11.1 must not exceed 3.60 m.

Technical Guideline Reference Points

- I. 4.8 Outdoor areas
- II. 4.2.2 Vehicles and containers

- III. 4.4.1.2 Exhibiting of motor vehicles
- IV. 4.9 Two-storey and multi-storey construction
- V. 4.4.4 Common rooms / lounges / rooms which are only indirectly accessible and spectator spaces
- VI. 4.6 Platforms, balustrades, ladders and raised walkways
- VII. 4.8 Outdoor areas
- VIII. 4.5.1 Exits, rescue and escape routes
- IX. 5.9 Stage areas for performances and other presentations
- X. 4.2.1 Inspection of stand structures and intended uses that are subject to approval
- XI. 3.1 Hall data