

Technical Guidelines

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Technical Guidelines

As of: June 2006

1. Preliminary remarks

Messe Berlin has prepared directives for trade fairs and other events. The aim is to maximise the opportunities for all exhibitors / organisers to present their exhibits, and to address their visitors and other interested persons.

These directives must be complied with by all exhibitors and organisers.

For events which take place in the ICC Berlin the General Terms and Technical Conditions for Exhibition are valid in the ICC Berlin (www.icc-berlin.de/ICCBerlin/Exhibitions Space - Download - General Terms and Technical Conditions in the ICC Berlin).

If part of the event takes place in the halls of the Exhibition Grounds the Technical Guidelines of Messe Berlin are valid for this part of the event.

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.

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

Messe Berlin reserves the right to carry out checks to ensure compliance with these regulations.

Statutory regulations in their respective valid form must also be observed.

If any defects that have been detected have not been remedied before the start of the event, the right to stage an event and the use of an exhibition stand may be prohibited in the interests of all those participating in it.

We reserve the right to make any other additional demands regarding safety and the construction of stands which may arise.

As a rule the order forms for services are dispatched together with notification of acceptance. They should be filled in and returned within the specified time. If they are not received on time, Messe Berlin can provide no guarantees regarding correct and punctual fulfilment of such services. For cash payment please advise the Exhibitor Service on the first day of the event.

Furthermore, if orders are submitted after the specified deadline, Messe Berlin reserves the right to impose a surcharge on the rates, in accordance with the details given in the service folder. For their information exhibitors will, if necessary, receive additional circulars with details about the preparations for, and staging of the event.

This Technical Directive has been prepared, using a standardised layout, by the following trade fair companies:

- Deutsche Messe AG, Hannover
- Köln Messe GmbH
- Leipziger Messe GmbH
- Messe Berlin GmbH
- Messe Düsseldorf GmbH
- Messe Frankfurt GmbH
- Messe München GmbH

The building law forms part of the law of the respective Land.

As a result, and due to the different structural conditions at the individual exhibition grounds, there may be differences in the various implementing provisions.

Messe Berlin also reserves the right to make alterations.

The German text is binding.

1.1 Domiciliary rights

Police	110	(external)
Fire	112	(external)
Emergencies	110	(internal)
Red Cross	2222	(internal)

01 The exhibition grounds are private property. They are owned by the Land Berlin. As the authorised user, Messe Berlin, together with the respective organisers, exercises domiciliary rights.

02 Visitors may only enter the grounds, including the buildings (with the exception of the administrative building) if they are in possession of a valid admission ticket. All other persons require a pass. The stay is limited to the times and to the building specified on the admission ticket or pass. The admission tickets must be retained while on the grounds and must be shown to the appointed supervisory personnel on request.

Exhibition stands may only be entered under the supervision of the stand personnel.

03 Children under the age of 14 may only remain on the exhibition grounds if in the company of a parent or guardian. Exceptions will only apply if specific notification is displayed at the ticket offices.

04 The facilities made available to visitors should be treated with due care. Visitors are not allowed onto any other facilities or installations, and may not operate such installations.

05 Demonstrations on the Exhibition Grounds are not permitted.

06 Commercial photography or filming on the exhibition grounds or in the halls, especially of the items and objects being exhibited, is not permitted.

07 Visitors are not permitted to exhibit, sell or distribute printed matter or goods of any kind on the exhibition grounds, or to use sound media or sound amplifiers etc. on the grounds.

08 Vehicles may not be driven on the exhibition grounds unless a special permit has been granted.

09 Smoking may be prohibited in individual rooms. Any such instructions must be complied with.

10 In accordance with the particular nature of the event, a prohibition on bringing bags and similar receptacles into the event may be imposed. For safety reasons the contents of bags and similar receptacles, and of items of clothing such as coats, jackets and capes may be examined.

11 No weapons may be brought onto the grounds.

12 No dogs or other animals are allowed onto the grounds.

13 At closing time visitors to events must leave the event and the grounds by the nearest exit.

14 The instructions of supervisory personnel must be complied with.

1.2 Opening times

1.2.1 Construction and dismantling periods

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

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

1.2.2 Duration of the event

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

For individual cases, where valid reasons exist for exhibitors to be working on their stands, special written permission must be obtained from the fair management.

2. Traffic on the exhibition grounds, emergency exits, safety installations

2.1 Traffic regulations

To ensure that traffic flows smoothly during the construction and dismantling periods and during the event itself, the rules intended to regulate and direct traffic must be strictly observed.

The Road Traffic Regulations – StVO – apply throughout the exhibition grounds and on the parking areas belonging to the exhibition grounds.

The maximum permitted speed on the exhibition grounds is 5 kph.

Vehicles may only enter the halls for the purposes of unloading or loading. The access to the halls is only permitted for vehicles with 16 t max. permitted weight and 8 t max. axle load. For access of vehicles with more weight please apply to Messe Berlin, Dept. Service + Technik – Phone: (30) 3038 –2823 to –29. Engines should be turned off while loading or unloading is taking place. Vehicles may not be left in the halls.

Restrictions on entry and rules regarding payment of a security during events and during the construction and dismantling periods will be announced for specific events in the information sent to exhibitors, or in the advice for drivers.

Illegally parked vehicles, semi-trailers, containers, receptacles and empty packaging of all kinds will be removed at the expense and risk of the owner.

The instructions of the persons appointed by Messe Berlin to direct and regulate traffic must be strictly complied with, and any corresponding information must be observed.

2.2 Emergency exits

2.2.1 Manoeuvring areas for the fire service, hydrants

The access routes and manoeuvring areas for the fire service are clearly marked, and must be kept clear at all times. Vehicles and objects left on emergency exits and safety areas will be removed at the owner's risk and expense.

Hydrants in the halls and on the open-air grounds may not be obscured, obstructed, or built over.

2.2.2 Emergency exits, escape hatches, aisles in the halls

Emergency escape routes must be kept clear at all times.

The doors along the escape routes must easily open outwards across their entire width.

Emergency exit doors and hatches and the signs indicating them may not be built over, blocked, covered by suspended objects or in any other way obscured.

Items may not be placed in the aisles in the halls, or placed so as to restrict the width of the aisles.

These aisles are needed as emergency exits!

2.3 Safety equipment

Sprinkler systems, fire alarms, fire extinguishing equipment, smoke detectors, smoke extraction devices, delayed discharge apertures, closure devices for the hall doors and other safety equipment, the signs indicating them, and the green signs for the emergency exits

must be accessible and visible at all times, and may not be obscured or built over.

2.4 Stand numbering

The organiser will provide each stand with a number.

2.5 Security cover

The organiser will be responsible for providing general supervision of the halls and the open-air grounds for the duration of the fair. General supervision is only provided at certain times during construction and dismantling.

Messe Berlin is entitled to implement any measures needed for carrying out checks and providing security cover.

If security cover for the stand itself is required, this must be organised by the exhibitors themselves.

Security officers to guard the stands may only be obtained from the security company appointed by Messe Berlin.

2.6 Vacation for safety reasons

Messe Berlin GmbH may order rooms or buildings to be closed or vacated for safety reasons. Any persons in such rooms or buildings must comply with instructions.

Exhibitors must inform their staff about this procedure and if necessary must prepare and publicise their own plans for vacating rooms and buildings. It is your responsibility to ensure that your stand is cleared.

3 Technical data, and the equipment in the halls and on the open air grounds

3.1 Data pertaining to the halls

see "Technical equipment in the halls at a glance"

Technical Equipment at a Glance

Ebene 1/Level 1

Hallennummer Hall number	Länge × Breite (m) ¹⁾ Length × Width (m) ¹⁾	Grundfläche m ² , Brutto Overall floor area, m ²	Lichte Höhe, m Clearance height, m	Installationsboden auf Massivdecke Utility floor on a solid base	Massivboden mit Kabelkanälen Solid floor with cable ducts	Zulässige Bodenbelastung (kN/m ²) Maximum permissible surface load (kN/m ²)	Gabelstapler und Lkw, Radlast/t Permitted wheel load for forklifts and goods vehicles, t	Vorhandene Zwischendecke Existing intermediate ceiling	Hängepunkte, 2 kN/Pkt. Ceiling suspension points, max. load 2 kN/pt	Fenster/Tageslicht ³⁾ Windows/daylight ³⁾	Anzahl der Tore Number of Gates	Lichte Durchfahrt (Breite × Höhe/m) Gate clearance (width × height/m)	Gasanschluss Gas connection	Kühlung Cooling System	Wasseranschluss bis 50 mm Water connection up to 50 mm	Wasserabfluss bis 100 mm Water drainage up to 100 mm	Stromanschluss 380/220 V 50 Hz Power outlet 380/220 V 50 Hz	Vorh. Brandschutz ⁴⁾ ; Sprinkler Fire protecting system ⁴⁾ ; sprinkler system	Stützen Supporting pillars	Lastenaufzüge Freight elevators
EMS		2326/ 465	18,00	-	x	10	3,5	-	x	(4)	1	5,00 × 5,50	-	x	x	x		x	-	-
1.1	98 × 62	6045	6,00	x	-	10	3,5	-	x	(1) ⁶⁾	2	4,85 × 5,30	x	x	x	x	x	x	x	-
2.1	98 × 62	6045	6,00	x	-	10	3,5	-	x	(1) ⁶⁾	2	4,85 × 5,30	x	x	x	x	x	x	x	-
3.1	98 × 62	6045	6,00	x	-	10	3,5	-	x	(1) ⁶⁾	2	4,85 × 5,30	x	x	x	x	x	x	x	-
4.1	98 × 62	6045	6,00	x	-	10	3,5	-	x	(1) ⁶⁾	2	4,85 × 5,30	x	x	x	x	x	x	x	-
5.1	98 × 26	2602	6,00	x	-	10	3,5	-	x	(1) ⁶⁾	2	4,85 × 5,30	x	x	x	x	x	x	-	-
6.1	98 × 29	2898	6,00	x	-	10	3,5	-	x	(1) ⁶⁾	2	4,85 × 5,30	x	x	x	x	x	x	-	-
7.1 a	41 × 28	1178	6,00	x	-	10	3,5	-	x	(1) ⁶⁾	1	4,85 × 5,30	x	x	x	x	x	x	-	-
7.1 b	41 × 28	1178	6,00	x	-	10	3,5	-	x	(1) ⁶⁾	1	4,85 × 5,30	x	x	x	x	x	x	-	-
7.1 c	38 × 28	1092	6,00	x	-	10	3,5	-	x	(1) ⁶⁾	1	4,85 × 5,30	x	x	x	x	x	x	-	-
8.1	103 × 28	2908	4,10	x	-	10	3,5	-	x	-	2	5,30 × 4,00	x	x	x	x	x	x	-	-
9 a	84 × 29	2463	8,90	-	x	50 ²⁾	3,5	x	-	(1)	2	4,69 × 5,00	x	x	x	x	x	x	x	-
9 b	58 × 48	2760	8,90	-	x	50 ²⁾	3,5	x	-	-	-	über/via a+c	x	x	x	x	x	x	x	-
9 c	84 × 29	2451	8,90	-	x	50 ²⁾	3,5	x	-	(1)	2	4,73 × 5,00	x	x	x	x	x	x	x	-
10.1	58 × 28	1645	4,10	x	-	10	3,5	-	x	-	2	5,30 × 3,95	x	x	x	x	x	x	x	-
11.1	94 × 28	2657	4,10	x	-	10	3,5	-	x	-	4	5,30 × 4,00	x	x	x	x	x	x	x	-
12	84 × 32	2671	10,89	x	-	10	3,5	x	x	(2)	1	7,60 × 4,85	x	x	x	x	x	x	-	-
13	Ø 27	576	19,17/7,16	-	x	10	3,5	-	-	(4)	-	über/via 14,1	x	x	x	x	x	x	x	-
14.1	34 × 24	752	4,49/6,56	x	-	10	1,5 ⁷⁾	x	x ⁵⁾	(1)	1	4,50 × 4,15	x	x	x	x	x	x	-	-
15.1	102 × 24	2281	4,49/6,56	x	-	10	1,5 ⁷⁾	x	x ⁵⁾	(1)	1	4,50 × 4,15	x	x	x	x	x	x	-	-
16	Ø 27	576	19,17/7,16	-	x	10	3,5	-	-	(4)	-	über/via 15,1	x	x	x	x	x	x	x	-
17	91 × 32	2920	8,40	x	-	10	3,5	x	x	(2)	2	4,28 × 4,65	x	x	x	x	x	x	-	-

EMS = Eingang Messe Süd/Entrance Messe South

kN = Kilo Newton

1) auf volle Meter gerundet; rounded off/up to whole meters

2) im Kanalbereich nur 10 kN/m²; in the vicinity of ducts only 10 kN/m²

3) (1) = 1seitig, (2) = 2seitig, (3) = 3seitig, (4) = allseitig; (1) = 1 side, (2) = 2 sides, (3) = 3 sides, (4) = all sides

4) S = Sprinkler

5) Abhängung ca. 0,35 kN/m Tragschiene in senkrechter Richtung; Suspension approx. 0,35 kN/m cross section, screwed connection, applied vertically

6) kein durchgängiger Fensterverband; no continuous windows

7) nur 2-achsige Fahrzeuge bis 6t Gesamtgewicht; only vehicles with 2 axes up to 6 t permitted weight

8) Abhängungen: 2 kN/Schiene
Suspension: 2 kN/rail

Ebene 2 – bitte umblättern

Level 2 – please turn over

Technical Equipment at a Glance

Ebene 2/Level 2

Hallennummer Hall number	Länge × Breite (m) ¹⁾ Length × Width (m) ¹⁾	Grundfläche m ² , Brutto Overall floor area, m ²	Lichte Höhe, m Clearance height, m	Installationsboden auf Massivdecke Utility floor on a solid base	Massivboden mit Kabelkanälen Solid floor with cable ducts	Zulässige Bodenbelastung (kN/m ²) Maximum permissible surface load (kN/m ²)	Gabelstapler und Lkw, Radlast/t Permitted wheel load for forklifts and goods vehicles, t	Vorhandene Zwischendecke Existing intermediate ceiling	Hängepunkte, 2 kN/Pkt. Ceiling suspension points, max. load 2 kN/pt	Fenster/Tageslicht ³⁾ Windows/daylight ³⁾	Anzahl der Tore Number of Gates	Lichte Durchfahrt (Breite × Höhe/m) Gate clearance (width × height/m)	Gasanschluss Gas connection	Kühlung Cooling System	Wasserschluss bis 50 mm Water connection up to 50 mm	Wasserabfluss bis 100 mm Water drainage up to 100 mm	Stromanschluss 380/220 V 50 Hz Power outlet 380/220 V 50 Hz	Vorh. Brandschutz ⁴⁾ ; Sprinkler Fire protecting system ⁴⁾ ; sprinkler system	Stützen Supporting pillars	Lastenaufzüge Freight elevators
1.2	98 × 62	6045	9,00	×	-	10	3,5	-	×	(1) ⁶⁾	2	4,85 × 5,30	×	×	×	×	×	×	×	-
2.2	98 × 62	6045	9,00	×	-	10	3,5	-	×	(1) ⁶⁾	2	4,85 × 5,30	×	×	×	×	×	×	×	-
3.2	98 × 62	6045	9,00	×	-	10	3,5	-	×	(1) ⁶⁾	2	4,85 × 5,30	×	×	×	×	×	×	×	-
4.2	98 × 62	6045	9,00	×	-	10	3,5	-	×	(1) ⁶⁾	2	4,85 × 5,30	×	×	×	×	×	×	×	-
5.2 a	98 × 29	2898	9,00	×	-	10	3,5	-	×	(1) ⁶⁾	2	4,85 × 5,30	×	×	×	×	×	×	-	-
5.2 b	98 × 29	2880	9,00	×	-	10	3,5	-	×	-	2	4,85 × 5,50	×	×	×	×	×	×	-	-
6.2 a	98 × 29	2898	9,00	×	-	10	3,5	-	×	(1) ⁶⁾	2	4,85 × 5,30	×	×	×	×	×	×	-	-
6.2 b	98 × 29	2880	9,00	×	-	10	3,5	-	×	-	2	4,85 × 5,50	×	×	×	×	×	×	-	-
7.2 a	41 × 28	1178	6,00	×	-	10	3,5	-	×	(1) ⁶⁾	1	4,85 × 5,30	×	×	×	×	×	×	-	-
7.2 b	41 × 28	1178	6,00	×	-	10	3,5	-	×	(1) ⁶⁾	1	4,85 × 5,30	×	×	×	×	×	×	-	-
7.2 c	38 × 28	1092	6,00	×	-	10	3,5	-	×	(1) ⁶⁾	1	4,85 × 5,30	×	×	×	×	×	×	-	-
8.2	103 × 28	2908	7,20	×	-	10	3,5	×	×	(2)	2	5,30 × 5,30	×	×	×	×	×	×	-	-
10.2	58 × 28	1645	7,20	×	-	10	3,5	×	×	(2)	2	5,30 × 5,30	×	×	×	×	×	×	-	-
11.2	94 × 28	2657	7,20	×	-	10	3,5	×	×	(2)	2	5,30 × 5,30	×	×	×	×	×	×	-	-
14.2	18 × 20	356	4,35	×	-	5	-	×	-	(1)	-	-	×	×	×	×	×	×	-	×
15.2	60 × 20	1202	4,35	×	-	5	-	×	-	(1)	-	-	×	×	×	×	×	×	-	×
18	96 × 39	3703	14,35	×	-	10	3,5	×	×	(3)	1	4,40 × 4,85	×	×	×	×	×	×	-	-
19 ⁶⁾	-	-	31,80	-	-	5	-	-	×8)	(4)										
20	96 × 39	3918	14,35	×	-	10	3,5	×	×	(3)	1	4,75 × 5,00	×	×	×	×	×	×	-	-
21 a	71 × 33	2909	10,00/5,00	×	-	10	3,5	-	×	(1)	2	4,80 × 5,00	×	×	×	×	×	×	×	-
21 b	72 × 33	2413	10,00/5,00	×	-	10	3,5	-	×	(1)	2	4,80 × 5,00	×	×	×	×	×	×	×	-
22 a	71 × 33	2754	10,00/5,00	×	-	10	3,5	-	×	(1)	2	4,80 × 5,00	×	×	×	×	×	×	×	-
22 b	71 × 33	2311	10,00/5,00	×	-	10	3,5	-	×	(1)	2	4,80 × 5,00	×	×	×	×	×	×	×	-
23 a	65 × 33	2646	10,00/5,00	×	-	10	3,5	-	×	(1)	2	4,80 × 5,00	×	×	×	×	×	×	×	-
23 b	60 × 33	1974	10,00/5,00	×	-	10	3,5	-	×	(1)	2	4,80 × 5,00	×	×	×	×	×	×	×	-
24			2,80	-	×	5	-	-	-	(2)	-	-	-	×	×	×	×	×	×	-
25	149 × 48	7348	15,70	-	×	200 ²⁾	3,5	-	×	(2)	4	11,20 × 10,50	×	-	×	×	×	×	-	-
26 a	74 × 67	4214	7,00	-	×	50 ²⁾	3,5	-	-	(2)	4	4,90 × 5,00	×	×	×	×	×	×	×	-
26 b	59 × 67	3391	7,00	-	×	50 ²⁾	3,5	-	-	(2)	4	4,90 × 5,00	×	×	×	×	×	×	×	-
26 c	74 × 44	3143	7,00	-	×	50 ²⁾	3,5	-	-	(2)	3	4,90 × 5,00	×	×	×	×	×	×	×	-
5.3	98 × 29	2880	6,00	×	-	10	3,5	-	×	(1) ⁶⁾	-		×	×	×	×	×	×	-	×
6.3	98 × 29	2880	6,00	×	-	10	3,5	-	×	(1) ⁶⁾	-		×	×	×	×	×	×	-	×

EMS = Eingang Messe Süd/Entrance Messe South

kN = Kilo Newton

1) auf volle Meter gerundet; rounded off/up to whole meters

2) im Kanalbereich nur 10 kN/m²; in the vicinity of ducts only 10 kN/m²

3) (1) = 1seitig, (2) = 2seitig, (3) = 3seitig, (4) = allseitig; (1) = 1 side, (2) = 2 sides, (3) = 3 sides, (4) = all sides

4) S = Sprinkler

5) Abhängung ca. 0,35 kN/m Tragschiene in senkrechter Richtung; Suspension approx. 0,35 kN/m cross section, screwed connection, applied vertically

6) kein durchgängiger Fensterverband; no continuous windows

7) nur 2-achsige Fahrzeuge bis 6t Gesamtgewicht; only vehicles with 2 axles up to 6 t permitted weight

8) Abhängungen: 2 kN/Schiene
Suspension: 2 kN/rail

Stand: Juni 2005; Änderungen vorbehalten / As of June 2005; subject to alteration