

3.1.1 General lighting, types of current, voltages

The general hall lighting 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-S network

AC 230 volt ($\pm 10\%$) 50 Hz

Three-phase 3 x 400 volt ($\pm 10\%$) 50 Hz

3.1.2 Supplies of compressed air, electricity, natural gas and water

The supplies of compressed air, electricity, natural gas and water to the stand are obtained through the false floor carrying pipework and wiring. In Halls 9 abc, 13, 16, 25 and 26 abc these supplies are obtained from the ducts in the hall floors.

3.1.3 Communication facilities

Telephone, telefax, data and aerial connections to the stand are laid in the false floor carrying pipework and wiring. In Halls 9 abc, 13, 16, 25 and 26 abc these services are supplied from the ducts in the hall floors.

3.1.4 Sprinkler system

The halls are fitted with a sprinkler system.

Any superstructure occupying more than 30 m² of the stand area (enclosed ceiling area) requires the installation of a sprinkler system that conforms to the VDS standard.

The sprinkler systems required for stands are supplied from the false floor. In Halls 9 abc, 13, 16, 25 and 26 abc the supply is obtained from the ducts in the hall floors or the hall ceilings.

3.1.5 Heating/ventilation

The halls are equipped with ventilation systems. If necessary, the halls will be heated for the duration of the event (+18 ° / 20 °C), or cooled (+26 ° / 30 °C).

3.1.6 Interruptions to supplies or services

If interruptions occur in the technical supplies the fair management should be notified immediately. Messe Berlin accepts no liability for losses or damage caused by such interruptions.

3.2 Open-air grounds

The open-air grounds comprise uneven and non-compacted gravel and paved areas.

During the opening times of the event the grounds will be provided with general lighting for the roadways and paths.

The necessary connection points for services are provided at irregular distances.

There is a rail connection onto the Exhibition Grounds.

4 Stand construction regulations

4.1 Constructional safety of stands

Exhibition stands, together with their installations and exhibits, and any means of carrying advertising, must be stable, so that they do not jeopardise public safety and order, and in particular, do not present a hazard to life and health.

Exhibitors are responsible for the static safety and may be required to furnish proof of same.

4.2 Stand construction approval

The Technical Directives must be adhered to with regard to the design and execution of the stand, but drawings do not need to be submitted for approval if the stand in the halls is only a single storey structure.

If requested by exhibitors, Messe Berlin can arrange for the stand construction plans (submitted in duplicate) to be checked.

All other stand structures, mobile stands, special structures and constructions require approval.

4.2.1 Examination and acceptance of structures requiring approval

Scaled plans of stands, to a scale of at least 1 : 100, showing the layout and elevations, must be submitted in duplicate to Messe Berlin at least 6 weeks prior to the start of the event for approval.

Following examination, one copy of the stand plans will be returned to the exhibitor / stand constructor, endorsed as approved. The stand structure shall only be considered to have been accepted when this approval endorsement has been issued.

For the approval of:

- two-storey buildings
- cinema auditoriums or other kinds of auditoriums
- outdoor buildings
- special structures

the following documents, in German (in duplicate) are required at least 6 weeks prior to the start of the event:

- a) examined static calculation in accordance with German industrial standards
- b) description of the building
- c) stand construction drawings to a scale of 1 : 100 (layout, elevations, sections),
- d) construction details should be shown to a larger scale
- e) if type testing has been carried out / a test book is submitted, item a) does not apply.

The exhibitor / stand constructor will be invoiced for the costs of the construction approval process.

In addition to type testing/type approval, in the case of sports or games equipment with a mechanical or electrical function, a description of the construction and operation, together with construction drawings, proofs of stability and a EU declaration of conformity or manufacturer's declaration in German must be submitted for inspection.

On behalf of lessees, Messe Berlin will pass on test books to the Building Supervisory Authority, which will undertake the process of approving the item for use.

4.2.2 Vehicles and containers

If used as stands, vehicles and containers placed in the halls require official approval.

4.2.3 Alterations to non-regulation stand structures

Stand constructions that have not been approved, or that do not conform to the Technical Directives or to legal requirements, may have to be altered or removed.

If work is not carried out within the specified time, Messe Berlin is entitled to undertake the alterations itself, at the exhibitor's expense.

4.2.4 Extent of liability

No claims can be entertained against Messe Berlin for loss or impairment of, or damage to the designs, models or other documents submitted.

4.3 Construction heights

If not otherwise stated for specific fairs, the standard height of stand constructions is +2.50 m above the surface of the floor.

Approval is required for structures exceeding the standard height of 2.50 m, which may not be granted in all cases.

If approval is granted to exceed the construction height, the lessee shall be required to erect a stable, white partition without joints immediately adjacent to the neighbouring stand.

No height restrictions are imposed on exhibits in current production (0.50 m less than the ceiling clearance in the hall).

However, agreement must be reached regarding structures exceeding the standard height if they are situated adjoining neighbouring stands.

The height restriction in Halls 8.1, 10.1 and 11.1 is 3.60 m.

4.4 Fire protection and safety regulations

4.4.1 Fire protection

4.4.1.1 Materials used for stand construction and decoration

Easily flammable materials, those which cause flaming droplets when burning, or which lead to the production of noxious gases, such as polystyrene foam (styrofoam) or similar materials may not be used.

In individual cases, and for safety reasons, special requirements may be imposed with regard to load-bearing structures (i.e. that they should not be of inflammable materials).

In accordance with DIN 4102, decoration materials must at least comply with B1, i.e. flame-resistant, or at least with Category C EN 13501/1.

Normally inflammable decoration material may be used in certain areas if their installation provides sufficient protection against catching fire.

The use of plastic cable ties to secure any parts subject to stress is not permitted.

Test certificate for the categories of material used must be available. Broad-leaf or coniferous trees may only be used with dampened root balls.

Bamboo, reeds, hay, straw, bark mulch, turf or similar materials do not as a rule satisfy the aforementioned requirements.

4.4.1.2 Displays of motor vehicles

Vehicles powered by combustion engines may only be exhibited in the halls if the fuel tank is virtually empty. Battery terminals must be disconnected and the fuel tank must be sealed off.

4.4.1.3 Explosive substances/Munitions

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

4.4.1.4 Pyrotechnics

Pyrotechnic displays require official authorisation, and the intended special pyrotechnical effects must be approved by Messe Berlin.

A copy of the application for such authorisation (Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin – LAGetSi – Alt Friedrichsfelde 60, 10315 Berlin, tel.: 030/9021-0) should be submitted to Messe Berlin at least two weeks prior to the start of the event.

4.4.1.5 Flying objects/Balloons

Approval must be obtained from Messe Berlin for the use of balloons and flying objects filled with safety gas in the halls and on the open-air grounds. Necessary cleaning charges are at the exhibitor's expense.

4.4.1.6 Smoke machines

The agreement of Messe Berlin must be obtained before using smoke machines.

4.4.1.7 Ashtrays

Unless smoking has been expressly prohibited on the stand, arrangements must be made to provide a sufficient number of ashtrays or other containers for disposing of cigarettes, made of non-inflammable material, and for emptying them at regular intervals.

4.4.1.8 Waste, recyclable and residual materials

Any containers placed on the stands for recyclable and residual materials may not be made of inflammable materials. Containers for recyclable and residual materials must be emptied regularly, and at least every evening after the close of the fair, using the recycling stations located at the entrances to the halls.

If larger quantities of inflammable materials accumulate, these must be removed several times daily.

4.4.1.9 Spray guns, cellulose spray paint

The use of spray guns and cellulose spray paint is not permitted.

4.4.1.10 Grinding and all forms of work using naked flame

Notification of welding, cutting, soldering, melting, grinding and other forms of work that pose a fire risk must be given before commencing, and a written application must be daily submitted to Messe Berlin. Messe Berlin will issue approval for such work together with the authorisation certificate. When carrying out such work the surrounding area must be effectively screened to eliminate any risk. A means of extinguishing fires must be kept ready in the immediate vicinity.

4.4.1.11 Empty packaging

Empty packaging of all kinds (boxes and packing materials) may not be stored in the hall, either inside or outside the stand. Any such empty packaging must be removed immediately.

4.4.1.12 Fire extinguishers

During construction and dismantling and for the duration of the event a suitable fire extinguisher with at least 10 extinguishing units must be provided. The location of the extinguisher on the stand must be indicated, in accordance with the accident prevention regulations BGV A8 (VBG 125).

Additional fire extinguishers may be required for stand areas above a certain size. For two-storey stands a fire extinguisher should additionally be provided on each stairway leading from the upper floor.

4.4.2 Covering over the stands

In order not to adversely affect the use of sprinklers, in those halls equipped with such installations no stands may be covered.

Ceilings shall be considered as open if not more than 50% of the area, based on the square metre measurement of each individual stand, is enclosed.

Ceilings capable of incorporating a sprinkler system and with a grid size of at least 2 x 4 mm or 3 x 3 mm for areas of up to 30 m² are permitted, to which individual areas may be added. The fabric covering should be tensioned horizontally, and should consist of a single layer only. Penetration of the fabric sheets should be avoided. (For tow-storey structures see also Item 4.9.2)

Open grid ceilings are permitted.

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

The materials used for these areas must be at least "flame retardant", and proof, in accordance with DIN 4102/B1 must be furnished in the form of a test certificate.

Under the preliminary remarks, the following regulations apply to all stands:

- a) Areas that are joined together may not constitute a single area of more than 30.00 m² (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 in each individual case.
- c) If the stated maximum area is exceeded, a sprinkler system must be provided.

4.4.3 Glass and acrylic glass

Any glass used must be suitable for the purpose. Only safety glass may be used for glass structures.

Please ask for a copy of our code of practice for the use of glass/acrylic glass in trade fair construction ("Merkblatt zum Einsatz von Glas/Acrylglas im Messebau"). see also www.messe-berlin.de.

The edges of panes of glass must be worked or protected in such a way as to eliminate any risk of injury.

If placed at eye height, parts made entirely of glass must be marked.

4.4.4 Enclosed lounges

All lounges which are enclosed on all sides (enclosed lounges) and which are separated visually and acoustically from the hall must be equipped with a visual or acoustic system to relay alarms to the stand at all times. Substitute measures may be approved in exceptional cases.

4.5 Exits / emergency routes, doors

4.5.1 Exits / emergency routes

Enclosed stand areas with a floor area of more than 150 m², stand lengths in excess of 20 m, or stands divided up so as to prevent a clear view must be provided with at least two independent exits / emergency routes, running in opposite directions.

The escape routes must be marked as such, in accordance with BGV A8 (former VBG 125).

A minimum number of escape routes (exits, stairways, corridors) must be provided, with the following minimum inside widths:

- up to 100 m²: 1 escape route, 0,90 m wide
- over 100 m² and up to 200 m²: 2 escape routes, each 0,90 m wide
- over 200 m² and less than 400 m²: 2 escape routes, each 1,20 m wide

4.5.2 Doors

Swinging, revolving, code-operated, sliding doors and other restrictions on access may not be used along emergency routes.

4.6 Platforms, ladders, ramps, raised walkways

Generally accessible walkways and other such areas which are immediately adjacent to areas that are more than 0.20 m lower must be surrounded by parapets. These must be at least 1.10 m high. At least one upper rail, one middle rail and one lower rail must be provided.

Static proofs must be supplied for platforms.

In accordance with use, the structure must be designed to take a load of at least 2.0 kN/m², in accordance with DIN 1055, Sheet 3, Table 1.

Single-step platforms may not exceed 0.20 m in height.

Ladders, ramps and raised walkways must comply with accident prevention regulations.

4.7 Stand design

4.7.1 General appearance

Exhibitors are responsible for designing their stands, taking into account criteria that typify the event in question.

Partitions adjoining aisles used by visitors should create a more varied effect by the installation of showcases, niches, display and similar items.

Where the rear of a stand adjoins that of a neighbouring exhibitor, its appearance must be kept neutral, so as not to adversely affect the appearance of the other stand.

If approval is granted to exceed the construction height, the lessee is required to erect a stable, white partition, free of joints directly next to the adjoining stand.

4.7.2 Checking the rented area

The organiser will mark the rented area.

All exhibitors are required, when on site, to inform themselves about the location, dimensions and any fittings, safety installations etc.

The boundaries of the stand must be strictly observed.

4.7.3 Interference with the permanent building structure

No parts of the hall or technical installations may be damaged, contaminated or altered in any other way (e.g. through drilling, or the insertion of screws or nails), they may not be painted or papered, nor may anything be pasted onto them.

No parts of the hall or technical installations may be allowed to support stand fittings or exhibits.

However, provided that no damage is caused to them, the columns/supports in the halls may be enclosed within the rented area, up to the permitted construction height.

Third parties must not be allowed onto any accessible part of the intermediate floor.

4.7.4 Hall floors

When laying carpets and other floor coverings measures must be taken to prevent accidents. These carpets and floor coverings may not extend beyond the boundaries of the stand.

The hall floor consists of individual cored slabs, and therefore particular demands are imposed on the floor covering when it is laid in walkways and along escape routes.

Flame-resistant in accordance with DIN 4102 B1 heavy quality – self-laying hazard-free laying (free of folds or ripples)

Only adhesive tape may be used to attach the floor coverings, and when this is removed no residues should be left behind. All materials used must be removed without leaving residues. Substances such as oil, grease, paint and similar items must be removed from the floor immediately.

The hall floor may not be painted, nor may anything be stuck to it.

Anchor points and attachments in the hall floor are only possible under certain conditions in Halls 9abc, 25 and 26 abc, and approval may be granted in response to an application.

Repairs to the floor will be carried out by Messe Berlin or its contractors, for which a charge will be made.

4.7.5 Items suspended from the hall ceilings

Items may be suspended from the hall ceilings using the technical facilities provided.

Approval must be obtained for suspended items, and this work must be carried out in compliance with BGV C1.

The work must be carried out by Messe Berlin or its appointed contractors.

An outline sketch must be included with the order form, showing the suspended weights and required positions of the suspension points.

4.7.5.1 Suspension of heavy loads

Heavy loads >2 kN require testing and the inclusion of static calculations in German, with references to the relevant DIN standards.

The static calculations and preparatory supervision of the construction work can be carried out by Messe Berlin, and a charge will be made for this service.

The order form should also be accompanied by a dimensioned plan in German showing the loads, which should be submitted no later than 6 weeks prior to the start of construction work.

Messe Berlin will pass on the test documents to the static engineers on behalf of the lessee and at the latter's expense.

In all cases an examination by the static engineer appointed by Messe Berlin will be required of the transmitted loads or direct load imposed on the supporting structure of the halls, for which a charge will be made.

The lessee is obliged to incorporate any amendments made by the static engineer.

4.7.6 Partitions marking the boundaries of the stand

The organiser will rope or cordon off the rented stand area, and mark it accordingly.

Partitions for marking the boundaries of the stand are not available on the exhibition grounds.

The backs of standard partitions belonging to neighbouring stands may not be used unless prior approval has been obtained by the neighbouring exhibitor.

If required, partitions and the walls of booths in the halls can be ordered with Messe Berlin, for which a charge will be made.

An outline sketch must be included with the order form, showing the arrangement of the partitions.

The partitioning elements are made of perforated wall elements, plastic coated in white, thickness approx. 25 mm, height 2.47 m.

These stand partitions are re-usable. They may be papered. Paint may only be applied to the paper, and dispersion paint must be used.

A tolerance of up to 80 mm must be allowed when calculating the dimensions of the rented area, to allow for the partitions on both sides.

4.7.7 Advertising material / Presentations

Lettering referring to the stand or exhibits, company or brand logos must not exceed the prescribed construction height.

They should contribute towards a harmonious overall impression.

Presentations, optical, slowly moving or acoustic forms of advertising are permitted, as is the reproduction of music, provided that they do not cause annoyance to adjoining stands, to congestion in the aisles, or drown out announcements by the fair authorities in the halls. The volume must not exceed 70 dB(A) at the boundaries of the stand.

Exhibitors are only permitted to distribute printed matter and to conduct advertising on their own stands.

4.8 Open-air grounds

Without exception, approval must be obtained for all structures such as marquees, pavilions etc., even if only erected temporarily.

In this respect see Item 4.2.1 - Examination and acceptance of structures requiring approval.

4.9 Two-storey structures

4.9.1 Construction enquiry

Subject to the agreement of the relevant project management at Messe Berlin, the erection of two-storey structures is possible. Enquiries must be made as soon as the stand application has been accepted.

Two-storey structures are not possible in Halls 8.1, 10.1 and 11.1, and only at certain points in Halls 14.1 and 15.1.

4.9.2 Conditions pertaining to structures overlying the stand area, safe distances, height of rooms within the stand. The maximum height of overlying structures is 6.00 m, unless stated otherwise for specific trade fairs.

In the case of two-storey structures, interior rooms must have a headroom of at least 2.30 m.

If an area of more than 30 m² is built over, a sprinkler installation must be provided.

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

4.9.3 Working loads / Design loads

In accordance with DIN 1055 Sheet 3, Table 1, the following working loads apply to the upper floor of a two-storey fair stand within a hall:

In the case of **limited use by trade visitors**, or by stand personnel engaged in discussion or assisting customers, i.e. areas furnished with tables and chairs arranged freely or in discussion booths a live load of **p = 3,5 kN/m²** must be applied.

An **unrestricted use** as an exhibition or sales area, meeting rooms with or without high density seating requires a live load of: **p = 5.0 kN/m²**.

Steps must be designed to take a live load of **p = 5.0 kN/m²**.

In order to achieve a sufficient **longitudinal and lateral stability**, a **horizontal load of 1/20 p** (p = live load) must be applied.

For **parapets and railings** a **horizontal load of 1.0 kN/m** must be applied at the height of the capping.

The industrial standard DIN 1055 must be applied to special structures.

The same load conditions must also be applied to external cladding that also acts as a **safety wall element**, if no separate, supporting parapet is provided on the inside.

In order to achieve sufficient longitudinal and lateral stability and base point supports, other **ascending or free-standing wall/stand construction elements** with a height of more than 4 metres must be able to resist a **horizontal load of 0,125 kN/m² (wind pressure in the halls)**.

Proof must be provided that the permitted loads on the hall floor, for example from individual vertical load-bearing members, are not exceeded (≤ 35 kN, see item 3.1 Hall Data).

Loads imposed by vertical supporting members > 35 kN must be indicated separately and noted in a scaled and dimensioned plan in German of the vertical load-bearing members, which should also be enclosed. An examination, for which a fee is payable, must be carried out by Messe Berlin's stress analysis engineer into the increased loads (possibly as a result of timber packing) on the hall floor. Messe Berlin will pass the examination documents on to the stress analysis engineer on behalf of and at the expense of the exhibitor/stand constructor.

The exhibitor/stand constructor is obliged to implement any corrections made by the stress analysis engineer.

4.9.4 Escape routes / Stairs

On the upper floor of a two-storey exhibition stand the walking distance from any accessible point to the stairs may not exceed 20 m. The stairs should be arranged in such a way as to ensure the minimum distance between the escape routes and a clear area.

If the upper floor area exceeds 100 m², at least two sets of stairs are required, separated from one another by a maximum distance of 20 m, and running in opposite directions.

All stairways must conform to DIN 18065.

Stairs must have a clear width of 1 m. The risers may not exceed 0.19 m. in height, the tread width should not be less than 0.26 m. Spiral or solid newel staircases are not permitted.

Handrails must provide a secure grip, and should be continuous.

4.9.5 Construction materials

For two-storey stands 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 DIN 4102).

4.9.6 Upper floor

If necessary, on the upper floor, in the area around the parapets or railings, skirting with a height of at least 0.05 m must be provided to prevent items from rolling off.

Parapets and railings must be designed in accordance with Items 4.6 and 4.9.3.

In halls provided with a sprinkler system, under no circumstances should the upper floor be covered over, unless this area is also protected by a sprinkler system.

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 the stairs, where it is easily accessible.

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

5.1 General rules

Exhibitors are responsible for ensuring operation safety and compliance with industrial safety and accident prevention regulations on their stands.

Construction and dismantling work may only be carried out subject to the current valid working and trade law regulations.

5.1.1 Damage

At the conclusion of the event, any damage caused by the exhibitor or his employees on the exhibition grounds, in buildings, or to installations will be made good by Messe Berlin at the exhibitor's expense.

5.2 Use of working equipment

The use of devices that fire bolts is not permitted in the exhibition halls.

Woodworking equipment that is not fitted with sawdust extractors may not be used in the halls.

5.3 Electrical installations

5.3.1 Electrical connections

One or more connection points with fuse boxes and master switches will be provided for each stand requiring electrical power.

These connection points (main connectors) will be installed by Messe Berlin or its appointed contractors, for which a charge will be made.

Orders should be made using the appropriate form and should be accompanied by a sketch of the layout, showing the required positions of the connections.

The sum total of the power required by all consumer units (electric lights, motors, appliances etc.) should be shown, to enable a sufficient cross-section for the power supply lines to be calculated.

For safety reasons the power supply may be cut off on the final day after the close of the fair.

5.3.2 Installations on the stand

After orders have been placed, electrical installation work on the stand will be carried out by Messe Berlin or its appointed contractors, for which a charge will be made.

It is essential that 30 mA voltage-operated earth leakage circuit breaker systems are used for all sockets and lighting circuits

The exhibitor may use his own electrical contractors or an approved specialist firm to carry out installation work within the stand, in accordance with VDE regulations, valid European regulations and current available technology.

5.3.3 Assembly and operating regulations

All the electrical equipment must be installed and operated in accordance with the current, valid safety regulations of the Association of German Electrical Technique VDE or the current, valid EU standards (EN). Special attention must be paid to VDE 0100, 0108, 0128 and ICE standard 60364-7-711.

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

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

The measures intended to provide protection in the event of indirect contact must include any conductive structural components (earthing of the stand).

Only cable with a minimum cross section of 1.5 mm² Cu of the types NYM, H05VV-F, H05RR-F may be used.

The only exceptions are in the case of wiring supplying consumer units which are used at different locations (appliances etc.) with a length of up to 1.5 m.

Uninsulated electrical wires and terminals may not be used in low voltage installations (low voltage lighting systems), and stranded systems must be fully insulated too.

Secondary circuits must be protected against short-circuiting and overloading.

Transformers and converters should be protected by primary and secondary fuses.

Electronic protection systems do not constitute automatic cut-out devices as defined in the VDE regulations. Measures should be undertaken to prevent lamps from falling out.

For halogen lights only lamps fitted with a protective disc may be used.

Bus bars must be provided with protective covers. Connection using plastic cable ties is not permitted.

Lamps should be placed at a suitable distance from inflammable materials, based on the amount of heat generated.

The electrical installations on the exhibition stand may only be used for the event after they have been inspected and approved by the Technical Supervisory Authority (TÜV) or some other independent expert. Messe Berlin will arrange for the inspection to be carried out.

Uninsulated electrical wires and terminals may not be used for voltages in excess of 25 V AC or 60 V DC. (protection against direct contact must be provided).

Users may not carry out their own extensions or alterations after approval has been granted.

No power may be obtained from neighbouring stands.

Stands are not permitted to use their own power supply systems.

5.3.4 Safety measures

As a means of protection, all heat-generating and heat-producing electrical appliances (hotplates, spotlights, transformers etc.) must be installed on non-inflammable, heat-resistant and asbestos-free bases.

Appliances should be placed at a suitable distance from inflammable materials, based on the amount of heat generated.

Lighting units may not be attached to inflammable decorations or similar items. The manufacturer's instructions must be complied with.

5.3.3 Safety lights

Stands on which, by the special nature of their construction, the existing general safety lighting is not fully effective, require their own, additional safety lighting, in conformity with VDE 0108.

It should be installed so as to enable persons to safely find their way to the general escape routes.

5.4 Water and sewage installations

Each stand to which water and sewage connections are to be made will be provided with one or more such connections.

Supply lines on their own are only permitted for permanent consumer units. Outflow pipes with a nominal diameter of less than 50 mm will not be laid.

Water supply pipes and sewage pipes will be installed by Messe Berlin or its contractors to floor level, for which a charge will be made.

Orders should be made using the appropriate form and should be accompanied by a sketch of the layout, showing the required positions of the connections.

For safety reasons the water supply may be cut off on the final day after the close of the fair.

5.5 Compressed air / Gas installations

5.5.1 Compressed air installations

Each stand which is to be supplied with compressed air will be provided with one or more such connections.

These connections may be installed by Messe Berlin or its contractors, for which a charge will be made.

Orders should be made using the appropriate form and should be accompanied by a sketch of the layout, showing the required positions of the connections.

For safety reasons the compressed air supply is disconnected each day after the fair has closed.

5.5.2 Gas installations (natural gas)

Each stand which is to be supplied with gas/natural gas will be provided with one or more such connections.

For installations the TRGI installation regulations in the current issue are binding. Exhaust gases from large items of equipment must be led outside the building into the open air.

The connections of natural gas will be installed by the contractor company of Messe Berlin, for which a charge will be made.

Orders should be made using the appropriate form and should be accompanied by a sketch of the layout, showing the required positions of the connections.

5.6 Mechanical installations, pressurised containers, exhaust gas installations

5.6.1 Machine noise

In the interests of other exhibitors, the operation of noisy machinery and appliances should be kept to a minimum.

Noise levels at the boundaries of the stand must not exceed 70 dB(A).

5.6.2 Equipment Safety Law

In accordance with § 3 of the Law on Technical Working Equipment (Gerätesicherheitsgesetz GSG) in its current amendment, and under the terms of this legislation, the manufacturers, demonstrators or exhibitors of technical working equipment or technical appliances for medical use are required to ensure that all such equipment complies

with the generally recognised technical rules, and that it conforms in all respects to the industrial safety and accident prevention regulations, thereby satisfying the conditions for the granting of the CE symbol.

As proof, the exhibitor must keep the following documents available on the stand:

- EC declaration of conformity or manufacturer's declaration, in accordance with Appendix II of the Machinery Directives
- Operating instructions in accordance with Appendix I No. 174 of the Machinery Directives.

Equipment intended for delivery outside the EU, and which does not meet the legal requirements, must be marked accordingly, in accordance with § 3 of the Law on Technical Working Equipment (Gerätesicherheitsgesetz).

The stand personnel must ensure that suitable measures are undertaken to protect against injury when demonstrations are taking place.

The stand personnel are also responsible for ensuring that no unauthorised persons are allowed to operate the equipment.

5.6.2.1 Protective devices

All protective devices must be in place when machinery and apparatus are being operated,.

Normal protective devices may be replaced by a secure cover made of organic glass or some other similar, transparent material.

The protective devices may be removed if equipment is not being operated, in order to show visitors the type of construction and design of the parts otherwise covered. Such protective devices must be placed next to the machine, where they can be clearly seen.

5.6.2.2 Test methods

The technical working equipment on display may be inspected with regard to its accident prevention and technical safety features, by the relevant supervisory authority (Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin – LAGetSi – Alt Friedrichsfelde 60, 10315 Berlin, tel.: 030/9021 - 0), acting in association with the relevant technical commissions from the professional associations, and inspections may be carried out to ensure that safety requirements are being complied with.

To enable the authorities to examine the equipment to ensure its conformity to the requirements of the CE symbol, the EC declaration of conformity must be kept available for inspection on the stand. Any doubts in this respect should be clarified before the start of the fair with the relevant authority.

5.6.2.3 Ban on the operation of equipment

Messe Berlin is entitled at any time to prohibit the use of machinery, apparatus and appliances if, in its opinion, grounds exist for believing that 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 if the tests required under

§ 9-11 of the Pressurised Container Regulations (Druckbehälterverordnung) in their current amendment (BGBL I, p. 843) have been carried out.

The test certificates issued in this respect must be kept at the exhibition venue together with the pressurised container and presented to the relevant supervisory authority on demand. Further details may be obtained from the relevant supervisory authority, Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin – LAGetSi – Alt Friedrichsfelde 60, 10315 Berlin, tel.: 030/9021 - 0.

5.6.3.2 Testing

The certificate for construction and water pressure tests is not sufficient. This requirement also applies for foreign containers or those on hire.

If applications are received up to 4 weeks prior to the start of the fair, pressurised containers requiring testing may be inspected and tested by the Technical Supervisory Authority (TÜV). The certificate for construction and water pressure testing should be made available, and an appointed mechanic should be present on the stand.

Further details may be obtained from the relevant supervisory authority, Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin – LAGetSi – Alt Friedrichsfelde 60, 10315 Berlin, tel.: 030/9021 - 0.

5.6.3.3 Hired equipment

Since the relative short period of the fair does not allow time for the testing of foreign pressurised containers, exhibitors are advised to hire pressurised containers that have already been tested.

5.6.3.4 Monitoring

During the event the necessary approval documentation should be available for inspection by the supervisory authority.

Further details may be obtained from the relevant supervisory authority, Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin – LAGetSi – Alt Friedrichsfelde 60, 10315 Berlin, tel.: 030/9021 - 0.

5.6.4 Exhaust gases and vapours

Inflammable gases and vapours, or those which are harmful or hazardous to health, or cause a general nuisance, which are produced by exhibits and equipment may not be conducted into the halls.

They must be carried out into the open air by means of suitable pipes as specified by the Federal Pollution Law (Bundesimmissionsschutzgesetz) in its current amendment.

5.6.5 Waste gas extraction systems

Inflammable gases and vapours, or those which are harmful or hazardous to health, or cause a general nuisance, require the installation of a waste gas pipe. Official approval must be obtained for the installation, including the pipes and an outlet venting outside the building.

5.6.5.1 Waste gas pipes

The pipes carrying smoke and waste gases must be of non-inflammable

material. The pipe carrying smoke must be at least 0.50 m from any inflammable material, and surrounded if necessary by a protective tube or sleeve.

The extraction units, from the lower edge of the supporting structure of the room or hall to the outside of the building, are installed by Messe Berlin or its contractors, and a charge will be made for this work.

The pipes from the exhibit to the lower edge of the supporting structure of the room or hall may be installed by Messe Berlin or its contractors, and a charge will be made for this work. Connections to the exhibits must be arranged by the exhibitors themselves. Orders should be made using the appropriate form and should be accompanied by a sketch of the layout, showing the required positions of the extraction pipes.

5.7 The use of pressurised gases and inflammable liquids

5.7.1 Pressurised gas installations

The storage and use of pressurised gas in the halls and on the grounds is not permitted, except with the written permission of Messe Berlin.

5.7.1.1 Application for approval for pressurised gas bottles

Written permission must be obtained from Messe Berlin, using the form provided, if inflammable gases in pressurised bottles are to be used for presenting exhibits.

In accordance with the relevant accident prevention regulations, pressurised gas bottles must be secured against impact, falling, access by unauthorised persons or heat.

5.7.2 Inflammable liquids

5.7.2.1 Storage and use

The storage and use of inflammable liquids (see Regulation on Inflammable Liquids [Verordnung über brennbare Flüssigkeiten], BGBl. 1, in the current amendment) in the exhibition halls and on the grounds is not permitted without written approval.

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

5.7.2.2 Storage of supplies

For operational and storage purposes, no more than one day's supply of inflammable liquid should be kept on the stand. The amount in question should be stated on the application.

5.7.2.3 Containers for the storage of supplies

The day's supply should be kept in a clearly visible place in closed, fracture-resistant containers. It must be inaccessible to unauthorised persons. These containers must be stored in non-inflammable collecting vessels.

5.7.2.4 Storage site

Smoking must be strictly prohibited at the storage site. The appropriate signs must be displayed there. Suitable extinguishing material must be kept in readiness.

5.7.2.5 Conditions applying to operations with inflammable liquids

Equipment that is operated or demonstrated using inflammable liquids must be provided with non-inflammable collecting receptacles placed at the filling tube and at any places where the liquid could run out. Because of the danger of explosion or fire, any inflammable liquid that has escaped must be removed immediately from the catchment receptacles and disposed of safely.

5.7.2.6 Filling with the liquid

When filling with the liquid, the utmost care should be taken because of the hazards involved.

5.7.2.6 Empty containers

Empty containers which have been used to store inflammable liquids may not be left or stored on the stand or in the halls.

5.8 Asbestos and other hazardous materials

The use of construction materials or products containing asbestos is prohibited. The basis for this prohibition is provided by the Law for Protection against Hazardous Materials (Chem. Gesetz), BGBl. 1, Part 1, in conjunction with the Prohibited Chemicals Regulation (ChemVerbotsV) and the Regulation on Hazardous Materials (GefStoffV), in their current amendments.

5.9 Film, photography and television, and other forms of presentation

Auditoriums must be provided with at least two exits immediately adjacent to the hall aisles. These exits should be as far away from each other as possible.

Special approval must be obtained for auditoriums seating more than 200 people (see Item 4.2.1).

5.10 Protection against radiation

5.10.1 Radioactive materials

Official approval and the agreement of Messe Berlin must be obtained when dealing with radioactive materials. In accordance with the Regulations on Protection against Radiation (Strahlenschutzverordnung) in the current amendment, applications must be made to the relevant authority and the approval must be submitted to Messe Berlin no later than 6 weeks prior to the start of the fair.

If approval has been granted, proof must be demonstrated that sufficient legal cover is provided for the intended dealings with radioactive materials on the Messe Berlin exhibition grounds.

5.10.2 X-ray equipment and devices creating stray radiation

Approval must be obtained, together with the agreement of Messe Berlin, in order to operate X-ray equipment and devices producing stray radiation. The regulation concerning protection against damage caused by X-rays (RöV, BGBl I) in its current amendment must be observed.

Announcements regarding the operation of X-ray equipment and devices creating stray radiation are required or mandatory §§ 3,4,5,8 RöV.

The relevant supervisory authority is the Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin – LAGetSi – Alt Friedrichsfelde 60, 10315 Berlin, tel.: +49(0)30/9021 - 0, to whom applications or announcements must be submitted at least 4 weeks prior to the start of the event.

5.10.3 Laser installations

Approval must be obtained, together with the agreement of Messe Berlin, in order to operate laser installations. In accordance with § 6 of the accident prevention regulations regarding laser beams (Unfallverhütungsvorschriften "Laserstrahlung") BGV B2, the relevant authority must be notified about the intention to operate laser installations. The announcement must be accompanied by a written authorisation from the Laser Protection Officer for the operation of laser equipment.

The relevant supervisory authority is the Landesamt für Arbeitsschutz, Gesundheitsschutz und technische Sicherheit Berlin – LAGetSi – Alt Friedrichsfelde 60, 10315 Berlin, tel.: 030/9021 - 0, to whom announcement must be submitted using the appropriate form at least 4 weeks prior to the start of the event.

5.11 High frequency equipment, radio installations, electromagnetic fields

To ensure uniform frequencies and to eliminate mutual interference between the various systems wherever possible, the approval of the relevant regulatory authority, Regulierungsbehörde für Telekommunikation und Post, Aussenstelle Berlin, Seidelstrasse 49, D-13405 Berlin, tel. +49(0)30-43740-0, and the agreement of Messe Berlin GmbH must be obtained by operators of high frequency equipment, radio installations and other transmitters for telecommunications purposes, as well as of pager systems, microport systems, two-way intercom and telecontrol systems

High frequency equipment and radio systems may only be operated if they conform to the terms of the Telecommunications Equipment Law BGBl and of the Law on the Electromagnetic Compatibility of Equipment (EMVG), in their current valid versions.

If exhibits or stand decorations are used that involve the creation of electrical, magnetic or electromagnetic fields, the stipulations of the 26th Regulation on the Implementation of the German Anti-Pollution Law must be observed.

The electrical installations used in exhibits should be planned in such a way as to prevent excessive phase effects on the power supply to the Exhibition Grounds resulting from harmonics (see also Item 5.3.3).

No special form is required when applying to Messe Berlin for this permit. The application should be accompanied by the relevant technical data.

5.12 Cranes, stacker trucks, working platforms, empty packaging

The use of cranes and stacker trucks is restricted to the forwarding companies/contractor companies appointed by Messe Berlin. Any exceptions require a permit and payment of a fee, and must be approved by Messe Berlin.

Within the exhibition grounds all forwarding rights are held by the forwarding companies appointed by Messe Berlin. Orders issued to these forwarding companies are subject to the latest version of the General German Forwarders' Conditions (ADSp), and to the list of forwarding charges for trade fairs and exhibitions in Berlin.

Messe Berlin accepts no liability for any risks arising out of the activities of the forwarding companies.

No empty packaging of any kind may be stored on the stands.

5.13 Reproduction of music

Under the terms of the Copyright Law, § 15 Urheberrechtsgesetz (BGBl 1) in its current amendment, the reproduction of music of all kinds require the approval of the Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (GEMA), Bezirksdirektion Berlin, Keithstrasse 7, 10787 Berlin, tel. +49(0)30 / 212 92-0, Messesachbearbeitung.

Failure to register the reproduction of music may result in claims by GEMA for damages. (§ 97 Urheberrechtsgesetz).

5.14 Facilities for dispensing drinks

The guideline data regarding the intervals between cleaning, as stipulated by DIN 6650-6, apply to all installations used for dispensing drinks.

This imposes a documentary obligation, i.e. the operator must provide proof that he has met his duties of supervision and care, and of the way in which he has fulfilled these obligations.

Reference source for DIN standards:

Beuth Verlag GmbH, Burggrafenstr. 6, D-10787 Berlin, <http://www.beuth.de>

5.15 Inspection of foodstuffs

If samples of foodstuffs are offered for consumption on site, or if food and drinks are sold on site, various legal provisions, including those of the Food Hygiene Regulation GVB1 and the Food and Utensils Law LMBG in their current amendments (BGBl) must be observed.

Any queries should be addressed to the Bezirksamt Charlottenburg-Wilmersdorf von Berlin, Veterinär- und Lebensmittelaufsichtsamt, Otto-Suhr-Allee 100, 10585 Berlin, e-mail: retleb@ba-cw.verwalt-berlin.de, tel. +49(0)30 / 9029-120 44, fax +49(0)30 / 9029-120 54.

6 Environmental protection

Messe Berlin is fundamentally committed to protecting the environment. As the contractual partners of Messe Berlin, exhibitors are required to ensure that all provisions and rules are strictly adhered to by their contractors too.

6.1 Waste management

The basis for all following regulations is provided by the conditions of the recycling and waste management legislation (KrW-AbfG, in its current amendment), the associated implementing provisions and rules, and the law on the avoidance and disposal of waste in Berlin.

Exhibitors are responsible for correct and environmentally responsible waste disposal during construction, the duration of the event, and dismantling of their stands.

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

6.1.1 Disposal of waste materials

In accordance with the principles of recycling, every effort should firstly be made to avoid the production of waste materials on exhibition grounds.

Caterers should avoid using disposable plates and cups.

Exhibitors and their contractual partners are required to make an effective contribution to such efforts at each stage of the event.

This objective must be pursued even at the planning stage and in coordinating the efforts of all those involved. In general re-usable materials should be used in constructing and operating the stand, and should have the minimum environmental impact.

Any materials left behind will be disposed of without ascertaining their value, at the exhibitor's expense, and this will incur a higher charge.

6.1.2 Waste materials requiring special supervision

Exhibitors are required to report to Messe Berlin with details about any waste materials which by their nature, condition or quantity represent a health hazard (in particular food waste), are hazardous to the air or water, or are explosive or inflammable (e.g. batteries, paints, solvents, lubricants, dyes etc.), and to arrange for their correct disposal by the relevant contractual partners of Messe Berlin.

6.1.3 Waste materials brought in

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

6.2 Water, sewage, protection of the soil

6.2.1 Oil fat separator

Water introduced into the mains may not contain higher levels of harmful materials than those allowed in normal domestic use. If water containing oils or grease at higher levels than those specified is introduced into the sewage system, oil/grease extractors must be used.

Mobile caterers must ensure that grease and oils are retained and disposed of separately.

6.2.2 Cleaning / Cleaning agents

All cleaning work must be carried out using biodegradable products.

In accordance with the regulations, cleaning products that contain 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 petrol, oil, solvents, dyes) must be reported to Messe Berlin immediately.

6.4 Protection against noise

Every effort must be made to avoid making excessive noise during construction and dismantling.

Noisy activities must be avoided on weekdays before 7 a.m. and after 6 p.m., on Saturdays after 4 p.m. and on Sundays and public holidays. This applies in particular to the halls 21b-23b, 25 and 26ab, which are adjacent to a residential area. In these halls the main doors must be kept closed.

Any contravention of this rule may result in a ban on construction and dismantling work during the periods referred to.