

Test for construction requiring official approval

Event:

Hall:	Stand no.:
Exhibitor:	Stand size (m ²)

Registration deadline: 6 weeks before start of construction work

A **surcharge of 100%** will be charged for orders placed during the last 6 weeks before start of construction work.

Mailing address: Messe Berlin GmbH, Event Service, Messedamm 22, 14055 Berlin, Germany

Technical support: E-mail: messtechnik@messe-berlin.de or kongresstechnik@messe-berlin.de

As required by the [Technical Guidelines of Messe Berlin](#) (TG MB), we hereby apply for temporary approval of the following structure(s) for the duration of the trade fair/event:

- o special structures / special structural solutions, *temporary structures*, components above areas frequented by visitors, grandstands, see Item 4.2.1 TG MB
- o show trucks, see Item 4.2.2 and 4.4.1.2 TG MB
- o display and performance areas, platforms h > 200 mm, stairways, railings, balustrades, see Item 4.6 TG MB
- o outdoor buildings and structures, see Item 4.8 TG MB
- o usage of entire halls or stand areas / event areas (≥ 1,500 m²), emergency exits in the stand area, see Item 4.5.1 TG MB
- o stand structures with two or more storeys, see Items 4.2.1 and 4.9 TG MB

Superstructures on stand areas / upper storey area:

_____m² with stairways _____m² without stairways

Person of contact:

for static load matters:

Name _____ **Tel.:** _____ **E-mail:** _____

Stand construction manager (present on site)

Name _____ **Tel.:** _____ **E-mail:** _____

The following documents have been presented in German and/or English

- o documents required acc. to 4.2.1 of the [Technical Guidelines of Messe Berlin](#)

The stand installation is not considered to have been approved until Messe Berlin has confirmed this in writing.

The customer / exhibitor will be invoiced for construction approval process costs and any fees incurred:

Messe Berlin will charge **10.00 EUR per m²** stand construction, at minimum **440.00 EUR** for approval of the supplied documents being correct and complete, and for one technical inspection of the construction incl. stairways and parapets.

If the submitted structural analysis has not been checked then Messe Berlin can be requested to carry out a check.

For the test of construction drawings and statical calculation, Messe Berlin will charge **10.00 EUR per m²** of the presented stand construction, at minimum **600.00 EUR**. Additional inspections will be charged with proof of time.

The documents must be signed by the exhibitor (client) and by the person preparing the design/structural engineer!

Prices are quoted **excluding** statutory VAT. By signing the order, you confirm acceptance of the stated conditions.

Please note: Please verify your company's/ client's internal order number for these services.
An additional fee of 100.00 EUR plus VAT will be invoiced for required/requested changes to the original invoice.

Name and address of the invoice recipient:

VAT ID no.:

Queries should be addressed to:

Telephone:

Fax:

E-mail:

Order number for billing purposes:

<input type="checkbox"/> We are an exhibitor These services will be invoiced in the final invoice by Messe Berlin.	<input type="checkbox"/> We are only placing the order on commission of the exhibitor (Exhibitor's written confirmation has been presented)	<input type="checkbox"/> We are not an exhibitor We will be carrying out the services ourselves (see address above)	Legally binding signature and company stamp:
Date: _____ Name of person placing the order (in block letters): _____			

Information regarding the inspection /approval of stand structures (see also [Technical Guidelines](#) / TG MB)

Coordination of construction/installation work at the exhibition stands / in the event area

If employees of different companies have 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 / Rule 1 of the German Social Accident Insurance (DGUV)

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 adversely affect public safety and order and, in particular, do not endanger life and health.

The exhibitor / customer or the service provider commissioned with carrying out the work (stand construction) is responsible for ensuring the load-bearing capacity and stability of such structures and may be required to furnish the relevant proof.

The stand construction company's or the exhibitor's / customer's appointed "stand construction manager" present on site is responsible for adherence to the Technical Guidelines.

Approval of stand construction plans

Provided that the technical guidelines have been observed in 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.

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 named in the following paragraph are subject to inspection and approval, including *temporary structures*, mobile stands, outdoor structures (→ TG/ 4.8. et seq.) and special structures.

Inspection of stand structures and intended uses 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
- show trucks → 4.2.2 and 4.4.1.2
- 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, stages ($\geq 200 \text{ m}^2$) → 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: messestechnik@messe-berlin.de
- for conferences / congresses: kongresstechnik@messe-berlin.de

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

- a) Static stability calculations*) pursuant to German DIN standards (DIN EN), Eurocodes (EC) or technical rules of equal relevance;
*) a verified original document including the relevant examination report must be included (a digital file will not be accepted!).
- b) Description of superstructure, site plan;
- c) Stand construction drawings to a scale of 1:100 (ground plans, projections, sectional views), construction details to a larger scale
- 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 inspection and test log in accordance with the *Model Guideline on the Construction and Operation of Temporary Structures* (M-FIBauR – *Muster-Richtlinie über den Bau und Betrieb Fliegender Bauten*) is submitted. Messe Berlin will present submitted valid inspection and test logs to the responsible testing authority which 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 (*BauPVO – Bauprodukteverordnung*).

The stand installation is not considered to have been approved until Messe Berlin has confirmed this in writing.

The exhibitor / customer will be invoiced for costs and fees incurred in the construction approval process as specified in the inspection approval form. For single-storey exhibition stands / stand structures, the area covered by super-structures is calculated as the share of the stand area covered, shaped or dominated by the special structure.

For multi-storey exhibition stands / stand structures, the area covered by super-structures is calculated as the usable, usually accessible upper storey area plus any other part areas of the stand which might also be covered by special stand structures.

If you fail to present a **complete** set of documents which enable a verification of the static stability, Messe Berlin reserves the right to **order** further measures or impose restrictions. Any costs resulting from such measures shall be borne by the exhibitor / customer.

Hall floors: Raised floor system and cable ducts in the floor

In most exhibition halls, the installed raised floor system covering the complete floor area (in some halls, only over cable ducts in the floor) is designed to bear a maximum point load of up to 40kN (characteristic load imposed on a support or vibration-free wheel load).

Point loads / wheel loads $> 35 \text{ kN}$ (TG/ → 3.1) due to the type of stand construction implemented by the exhibitor / customer or the placement of exhibits (wheel / vehicle loads) must be indicated separately and noted in an annotated **scale plan showing the position of the supports in relation to the boundaries of the stand and giving details of the loads borne by these supports**. This information must be submitted to Messe Berlin for approval.

Specifications by Messe Berlin regarding possibly required underpinning (order form → *Load distribution measures*) and its installation or corrections are binding for the exhibitor / customer / stand construction company and have to be implemented at his/their expense.

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.

If more than 30 m² of the stand area is covered by a closed ceiling or a water-proof material, a sprinkler system has to be installed below this ceiling.

Stand boundary partitions

The customer / exhibitor is required to provide a clean, white surface on the back of its 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**).

Unapproved stand structures – barring use

Stand constructions that have not been approved or do not conform to the Technical Guidelines or to statutory requirements may have to be modified or removed. Messe Berlin can prohibit the actual use of the stand until approval-relevant documents have been presented. Furthermore, Messe Berlin can order work to be discontinued if statutory requirements or the technical guidelines are violated.

Apart from this, Messe Berlin is entitled at any time to carry out necessary safety measures in the context of its duty to implement safety precautions, and shall invoice the exhibitor / customer for these measures. Claims by the exhibitor / customer against Messe Berlin are excluded in the above cases.

Working with angle grinders / working with open flames

Welding, flame-cutting, soldering, abrasive grinding and cutting and other hot work involving open flames or producing sparks is generally prohibited on all exhibition and event areas of Messe Berlin.

In exceptional cases and subject to written request, approval may be granted for hot work during the setting up and dismantling period of exhibitions and events. For this purpose, Messe Berlin will deploy a **fire officer for hot work** (→ order form) equipped with suitable fire extinguishing equipment and who will supervise the work on site from commencement up to conclusion of the works, and will charge this service to the exhibitor / customer. Hot work during the event is prohibited.

Prohibition of equipment operation

Messe Berlin GmbH is also entitled, at any time, to prohibit the use of machinery, apparatus and appliances if, in its opinion, there is good reason for assuming that such operation might cause personal injury or damage to property.