

Technical Guidelines

As of: Nov. 2009

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Technical Guidelines

Please note any additional conditions for construction in section A of the service manual.

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.

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 Ministry for Infrastructure and Regional Planning (MIR) of the Land Brandenburg and its relevant, subordinate Building Supervisory Authority (UBA) Dahme-Spreewald .

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.

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 agreed and 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
- Messe Nürnberg

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. 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 as 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 is totally prohibited in the ILA exhibition halls, which also includes the chalets at the ILA. Smoking is only permitted in specially designated smoking areas.
Exhibitors, lessees and other contractual partners of Messe Berlin must ensure that their own contractual partners comply with this smoking ban. They are required to exempt Messe Berlin from any claims arising if they or their agents or vicarious agents fail to comply with the smoking ban.
- 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 8 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 permitted floor load must be observed. 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

Fire and smoke alarms (including hand extinguishers), smoke extractors, air vents, devices for closing the hall doors, and other safety devices, signs referring to them, the green emergency exit signs and any plans on display showing emergency exit and rescue routes must be accessible and visible at all times and must not be obstructed 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 Vacuation 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

The exhibition halls on the ILA grounds are divided into permanent structures and the existing hangars and service halls of Schönefeld Airport (South):

- Hall 2
- Hall 4 / 5
- Hall 6
- Hall 7
- Hall 8
- Hall 9

and the large marquees which are erected temporarily for the ILA:

- Hall 1
- Hall 3
- Hall 8 a
- Hall 10
- Hall 11
- row of chalets (for the first time as linked, modular marquees)

3.1 Data pertaining to the halls

See supplement to the exhibitors' service folder "Important Information for Exhibitors" (charges, dates and times, site plan with details of technical facilities in the halls *) - **overleaf** -)

3.1.1 Types of current, voltages

Available types of current and voltages on the exhibition grounds:

Type of supply: TN-C/S network

AC 230 volt (+ 6 %/– 10 %) 50 Hz

Three-phase 3 x 400 Volt (+ 6 %/– 10 %) 50 Hz

3.1.2 Supplies of compressed air, electricity and water

The supplies of compressed air, electricity and water to the stand are made along the hall floor, using the supply channels provided. These connections (main connections) will be made by Messe Berlin or its appointed contractors and must be paid for.

3.1.3 Communication facilities

Telephone, telefax, data and aerial connections to the stand are laid along the hall floor, using the supply channels provided.

3.1.4 Sprinkler system

It is not possible to install sprinkler systems in the permanent halls of Schönefeld Airport or in the temporary marquees.

In this respect see also Items 4.4.1 and 4.4.2 concerning the increased fire safety requirements for stand roofs.

3.1.5 Heating / ventilation

The halls in the Schönefeld Airport area are not provided either with heating or ventilation systems.

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.

3.1.7 Hall Blackout

Irrespective of the size and extent of the stand area, approval is in all cases required for any event-related, temporary blackout of existing ribbon windows, including smoke and heat extractor flaps. After the exhibitor has placed an order for this work it will be carried out by Messe Berlin, who will arrange for opaque sheets to be applied to the outside of the windows. This work will be carried out exclusively by specially appointed service companies. At the end of the event the sheets, together with all residues, must be removed upon the instructions of Schönefeld Airport. All the costs thereby incurred will be borne by the party ordering the work, or will be included in the stand construction costs.

4. Stand construction regulations

4.1 Stability / Accessibility

All event-related stand structures, exhibition stands together with their installations and exhibits, as well as advertising media, must be erected with sufficient stability to ensure public safety and order, and in particular should not represent a threat to life and health.

Exhibitors are responsible for ensuring the load-bearing capacity and stability of all stand construction and may be required to furnish the relevant proofs.

The requirements imposed by the *Brandenburg Building Regulations* [BbgBO] and the regulations, directive and technical rules in their current amendments, as listed below, shall apply.

- **BbgVStättV** Regulation concerning the construction and operation of places of public assembly in the Land Brandenburg
- **FIBauR** – Directive from the Ministry of Infrastructure and Regional Planning (MIR) regarding the construction and operation of temporary structures
- incl. **DIN 4112** Temporary Structures; Technical Building Regulations Concerning their Dimensions and Design

If stand installations suitable for pedestrian traffic are to be accessible to the general public at the event, the main entrances and exits of the stand installation must be suitable for the disabled and for wheelchair users. Alternatively the stand operator / exhibitor shall designate operational and organisational measures on the stand (stand personnel or similar persons to provide assistance) to ensure safe access for wheelchair users.

4.2 Stand construction permit

Assuming that the Technical Directives are observed with regard to the design and execution of the stand, stand drawings do not need to be submitted for approval in the case of single-storey stand constructions with a height not exceeding 2.5 m in the exhibition halls.

If requested, Messe Berlin GmbH can examine the submitted stand construction plans (two copies) on behalf of exhibitors.

In addition all the examples of stand structures listed below, together with mobile or structural installations in the halls or on the open air grounds, are classed as special structures requiring inspection and approval. Verifiable proof of stability must be supplied in all cases.

Stand structures requiring approval include all temporary structures which, on account of their type or method of construction, can be categorised as regular *temporary structures*, according to BbgBO § 71 (1) or FIBauR, such as

- marquees with a ground area of $\geq 75.0 \text{ m}^2$
- stages, including roofed areas
- viewing stands
- equipment for games/sport or pleasure
- free-standing scaffolding and advertising installations / banks of monitors
- free-standing mast and signalling installations for exhibition or presentation purposes
- external extensions and ancillary structures attached to existing airport halls, buildings and / or marquees erected for the event
- all other stand structures suitable for pedestrian traffic and / or covered or freestanding stand installations:
 - platforms, gangways:
 - canopies;
 - two or multiple storey pavilions and / or container units;
 - installations with fully enclosed cinema, viewing or visitor rooms.

4.2.1 Examination and acceptance of structures requiring permits

For testing and approval purposes dimensioned plans of stands to a scale of at least 1:100 must be submitted to Messe Berlin, together with floor plans and projections, no later than 6 weeks prior to the start of the event.

Following examination one copy of the stand plans, with the approval endorsement, will be returned to the exhibitor / stand constructor. Approval for the stand construction only takes effect after the endorsement has been issued.

In some cases, depending on the extent of the structural work on the stand and subsequent use, approval may be needed from the building inspectorate, in accordance with official procedures.

Messe Berlin will then apply to the relevant building supervisory authority for a temporary building permit § 56 (BbgBO), using the stand construction documents submitted by the exhibitor.

This applies in particular to:

- Two- and multi-storey stand structures (s. Item 4.2)
- Special structures /construction for pedestrian areas, special structural components, structural components over public access areas, viewing platforms, s. Item 4.2.4)
- Auditoriums / lounges for more than 200 persons (s. Item 4.4.4)
- Stage installation with stage area $> 100 \text{ m}^2$
- All structures on the open air grounds (s. Item 4.8 and 4.8.03 in Notice C 1.1: stand constructions on the open air grounds at the ILA)
- Platforms ($h > 0,2 \text{ m}$), raised walkways, stairs, handrails, balustrades (see Item 4.6)

The following documents (four copies) must be submitted in German and/or English within 6 weeks of the start of construction at the latest:

- a) Stability calculation (two copies) to comply with German DIN standards, technical rules or Eurocodes (EC, DIN EN),
- b) Description of structure and fire safety certificate / fire safety concept *) with details of materials (test certificates) for all relevant installations on stand,

*) For a contiguously used, developed stand area of $1,000 \text{ m}^2$ or more a verifiable fire safety concept for the existing stand construction (recommended *vfdB – Directive 01-01*) in German is required.

This should be accompanied by a plan of the emergency exits and rescue routes pertaining to the stand construction, in accordance with DIN 4844-3, together with a copy of the fire safety regulations in accordance with DIN 14096, which should be displayed in a prominent and permanently visible place on the stand for the duration of the event.

- c) To-scale site plan and/or general plan of the stand installation (essential for stand construction on the open air grounds), Stand construction drawings to a scale of 1:100 (ground plans, projections, sectional views detailing heights of structures), construction details to a larger scale,
- d) Item a) is not required if verifiable type certification or an approval for the work, in accordance with § 71 (BbgBO), e.g. in the form of a valid inspection log, in accordance with FIBauR – *Directive from the Ministry of Infrastructure and Regional Planning (MIR) for the Construction and Operation of Temporary Structures* has been granted.

Valid design approvals which have been submitted will be shown by Messe Berlin on behalf of the exhibitor / stand constructor to the local building inspectorate responsible for the final, on-site acceptance.

The exhibitor / stand constructor will receive an invoice for preparing any missing test / application documents and for the fees incurred for the construction approval process.

In addition to type testing/type certification for individual items of technical equipment, e.g. sports and games equipment with mechanical or electrical functions, the following documents, in German, must be submitted for inspection:

- Description of the structure and its operation
- Construction drawings,
- Proofs of stability,
- TÜV test certificates, approvals (current version) or
- EU declaration of conformity from a recognised certification authority and/or identical statement from manufacturer in accordance with BauPG, §§ 9, 10. The documents referred to above may also be needed.

If the verifiable technical or stability documents referred to above are not available, Messe Berlin will carry out on-site examination and evaluation of the stand construction with the aid of the relevant examiners / technical experts. The costs will be borne by the exhibitor / stand constructor.

4.2.2 Vehicle, containers and large exhibits

When used as exhibition stands in the halls, vehicles, containers and large exhibits are notifiable and require official approval.

All floors in the temporary marquees and chalets are routinely designed for safe working loads of 5.0 kN/m². Increased loads on individual supports on these elevated floors as a result of the stand construction or the introduction and display of vehicles and/or exhibits should be indicated separately and noted in a dimensioned, scale plan, in German, which should be submitted to Messe Berlin, showing the position of the supports, for examination purposes (in case timber packing is required as strengthening).

See also Item 4.9.3.1 Loads on individual supports

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, if they do not exceed the clearance dimensions of the hall. However, agreement must be reached regarding structures exceeding the standard height if they are situated adjoining neighbouring stands.

4.4 Fire protection and safety regulations

4.4.1 Fire protection

4.4.1.1 Stand construction and decoration materials

Easily flammable materials or those which produce burning droplets or toxic gases and/or smoke, such as polystyrene hard foam or similar products may not be used.

For safety reasons, special requirements may be imposed on structural supporting elements (e.g. non-inflammable) in individual cases.

Decoration materials must comply with the following classifications: they must be at least flame retardant in accordance with DIN 4102-1 in fire protection category B1, they should not form burning droplets and /or comply with DIN EN 13501-1 in category C-s3, d0.

Normally inflammable decoration material may be used in some parts provided that appropriate measures have been undertaken during installation to ensure that it is rendered flame retardant.

Plastic cable ties may not be used to attach any supporting parts which contribute to the stability of the structure.

Test certificates for the identifiable building material categories of the materials used must be available.

Broad-leaved and coniferous trees and shrubs 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

Pyrotechnical demonstrations are not permitted in the Schönefeld Airport area.

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.

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 submitted to Messe Berlin. (See order form C8)

Airport Schönefeld 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

A suitable fire extinguisher, in accordance with DIN EN 3 for fire categories A and B, with at least 10 extinguishing charges, must be kept in readiness on the stands during construction and dismantling and for the duration of the event. The location of the fire extinguisher must be indicated, in accordance with the accident prevention regulations BGV A8 (VBG 125) Several extinguishers may be required on stands above a certain size. On two-storey stands a fire extinguisher should additionally be provided on each stairway leading from the upper floor. It should be easily accessible and indicated by an appropriate sign.

4.4.2 Stand coverings

Approval is required for horizontal decorations and for canopies over individual and collective stands.

The material used for such areas must be at least "flame retardant", and proof must be supplied that it satisfies the fire protection category B 1 in accordance with DIN 4102-1, not causing droplets when burning and/or DIN EN 13501-1 in the category C-s3, d0.

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

- a) Areas exceeding 30.00 m² must be made entirely of non-inflammable materials that comply with the fire protection category A1 or A2, in accordance with DIN 4102-1 and/or DIN EN 13501-1 in the category A1 and/or A2-s1, d0. Evidence must be supplied in the form of the appropriate test certificate.
- b) Plastic grid ceilings are not permitted.

4.4.3 Glass and acrylic glass

Only safety glass that is suitable for the purpose may be used in the construction of all stand structures in the ILA halls.

Please also take note of our notice concerning the use of "Glass and Acrylic Glass on Stand Constructions within the Exhibition Halls" (www.messe-berlin.de – Exhibition Grounds – Directives and Conditions - download).

The requirements and stipulations of the aforementioned notice apply exclusively, together with the following technical construction regulations:

- **TRPV** - Technical rules for the measurement and installation of glazing supported in place in their current, valid form.

Forming the basis for all the specifications referred to herein, and in accordance with the intended purposes, all glass construction must consist of

- vertical glazing, made of safety glass if necessary;
- overhead glazing,

- glazing to support the weight of persons, proofs of stability must be supplied and such inspections must be carried out regularly.

In no circumstances may panes of glass with damaged edges be used. Any exposed edges of the glass should be worked in such a way or protected so as to prevent the risk of injury.

Room-height, all-glass components must be marked at eye-level.

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.

Auditoriums for more than 200 persons and/or with > 100 m² floor area must be provided with at least two exits (min. inside width \geq 1.2 m) leading directly to the aisles in the halls. These exits should be placed as far as possible from one another.

Auditoriums holding more than 200 persons are classified as buildings requiring testing and as such they require special approval.

4.5 Exits, escape routes, doors

4.5.1 Exits / escape routes

The distance between any point on a display area and a hall exit may not exceed 20 m in a straight line.

Lounges/recreation rooms with a floor area in excess of 100 m² must be provided with at least two exits to emergency escape routes, which must be as far apart as possible from one another and running in opposite directions. The exits and escape routes must have a minimum inside width of 1.2 m.

The escape routes must be marked in accordance with BGV A8.

4.5.2 Doors

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

It must be possible at all times to open double doors to their full width from inside.

If additional doors are installed in the immediate vicinity, suitable blocking devices must be installed to ensure that no door can collide with adjoining doors when they are opened. In such cases all doors must not exceed an angle of 90° when in the open position.

4.6 Platforms, balustrades, ladders, ramps, raised walkways

Generally accessible walkways and other such areas which are immediately adjacent to areas that are more than 0.20 m below them must be surrounded by balustrades. These must be at least 1.10 m in height.

Balustrades on areas which are accessible to the general public at the event must be fitted with a continuous, firmly attached and non-slip handrail. To make it more difficult for anyone to climb over the balustrades, only enclosed infilling or vertical bars with a max. gap or aperture of 0.12 m are permitted.

Balustrades on areas with limited and regulated access to trade visitors must be fitted at the least with a non-slip handrail and with a centre and lower rail.

Proof of structural stability must be furnished for platforms and the required balustrades.

In accordance with floor use, the structure must be designed to take a load of at least 3.0 kN/m², to comply with DIN 1055-3, Table 1 [Cat. C1].

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

Ladders, ramps, raised walkways and stairs must comply with accident prevent 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 show cases, 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.

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 not possible.

4.7.5 Suspended items

Items may be suspended from the roof trusses of existing hangers. The implementation of such work is dependent on Messe Berlin or its contractual partners.

No suspended items are permitted in temporary marquees.

Approval must be obtained for suspended items.

An outline sketch must be included with the order form H1, showing the suspended weights and required positions of the suspension points.

The installation of all suspended items, whether from the hall ceiling or the elevated system of traverses (ground support), and other structures must comply with BGV C1. (*venues for theatrical performances*) and the current standards for event engineering (VPLT or similar regulations).

4.7.5.1 Heavy suspended items

Heavy items (> 2.0 kN/at suspension point) may only be suspended from the roof trusses of existing hangers, subject to certain reservations.

In all cases tests are required and are subject to stress analysis monitoring by Messe Berlin.

The necessary documents must be submitted and Messe Berlin will arrange for their examination, for which a fee is payable, and for monitoring of the construction. Orders, using form H 1, must also be accompanied by assembly instructions, a dimensioned site plan showing the crosspieces together with the planned suspension points, including the loads at these points, and installation details. These must be submitted in German no later than 6 weeks prior to the start of construction.

On behalf of and at the expense of the lessee Messe Berlin will pass these documents on to its stress analysis engineers who will, in all cases, undertake or approve of an inspection of the suspended loads / assemblies for the transmitted loads or direct loads imposed on the hall trusses, for which a charge will be made.

Lessees will be obliged to undertake any ensuing corrections and/or alterations ordered by the stress analysis engineers.

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.

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, and even if only installed for only a short time, all structures with pedestrian access and/or enclosed structures, such as tents, pavilions, containers, viewing platforms etc., as well as advertising and video projection facilities with a surface area exceeding 2.5 m², require official approval.

In this respect please consult our “**Notice: Stand Structures on the ILA Open Air Grounds**“ (see C 1.1).

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.

4.9.2 Conditions pertaining to structures overlying the stand area, safe distances, height of rooms within the stand

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

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

4.9.3 Live loads / Design loads

In accordance with DIN 1055-3, Table 1 [Cat. C] the following working loads apply, as perpendicular live loads, to the upper floor of a two-storey stand within a hall:

In the case of limited use by trade visitors, or by stand personnel engaged in discussions or assisting customers, i.e. furnishing with tables and chairs arranged freely or in discussion booths, the following live load [Cat. C1] applies: $q_k = 3,0 \text{ kN/m}^2$.

The following live load [Cat. C3 and upwards] is required for unrestricted use as a freely accessible area for exhibitions and assemblies, either with or without closely placed seating: $q_k = 5,0 \text{ kN/m}^2$.

Stairs and rostrums with stairs must always be designed for a live load [Cat. T2] of $q_k = 5.0 \text{ kN/m}^2$.

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

In accordance with DIN 1055-3, table 7, a horizontal live load [Cat. C] of $q_k = 1,0 \text{ kN/m}$ at the capping level applies to balustrades and railings. 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.

For other free-standing wall/stand construction elements with a height of more than 4 metres, proof must be provided for a horizontal load of 0.125 kN/m^2 (hall wind) or $1/100$ of the deadweight at half the hall height, in order to ensure sufficient stability and tilt resistance for the base load mounting.

Wind loads (only for stand structures in outdoor areas)

For all outdoor stand structures on the ILA grounds the regular wind and eddy loads as defined by DIN 1055-4 or EC 1 (DIN ENV 1991, Parts 2 – 4) on all supporting roof structures and external walls must be observed and the required proofs provided. In this respect please consult our “**Notice: Outdoor stand structures on the ILA Grounds**“ (see C 1.1), in which the relevant wind loads are entered under Item 4.8.1.2.

Proof must be provided for all marquees that the permitted loads on the elevated hall floors (5.0 kN/m^2) have not been exceeded.

Individual supports (in marquees)

Increased individual supporting loads (\geq approx. 10 kN) in the marquees as a result of stand construction by the lessees or the introduction of exhibits (transport loads) must be indicated separately and noted in a dimensioned, scaled plan showing the positioning of the supports in relation to the boundaries of the stand. This information must be provided in German and submitted to Messe Berlin for examination.

An examination must be carried out by Messe Berlin stress analysis engineers, for which a charge will be made, into the increased load distribution on the elevated modular floor of the marquees (which may be achieved by using stronger packing). Messe Berlin will pass the examination documents and plan showing the positioning of the supports on to the stress analysis engineer on behalf of and at the expense of the exhibitor/stand constructor. Any corrections made by the stress analysis engineers are binding on the exhibitor/stand constructor.

4.9.4 Emergency exits / Stairways

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 along the escape routes to the outside of the building.

If the upper floor area exceeds 100 m^2 , at least two sets of stairs are required, separated from one another and running in opposite directions.

All stairways must be constructed to conform with DIN 18065. The risers may not exceed 0.19 m. in height and the tread width should not be less than 0.26 m.

The stairs must have a minimum width of 1.0 m. On upper floor areas in excess of 100 m^2 and with fewer than 200 persons, two stairways with a minimum width of 1.0 m are sufficient. If the upper floor area exceeds 200 m^2 and/or there are more than 200 persons, two stairways each with a minimum useable stair width of 1.20 m are required.

Spiral or solid newel staircases are not permitted. Stairs with a width exceeding 2.40 m must be provided with two external handrails and a central handrail.

The handrails must be firmly attached, non-slip and endless, i.e. turned in on themselves. A gap of at least 0.05 m must be provided between the handrails and adjacent structures. Handrails must be provided on both sides.

4.9.5 Construction materials

The supporting structure of two-storey stands must be made entirely of non-inflammable materials that comply with the fire protection category A1 or A2, in accordance with DIN 4102-1 and/or DIN EN 13501-1 in the category A1 and/or A2-s1, d0. The supporting structures of viewing platforms and generally accessible platforms with a useable area exceeding 20 m^2 and of their stairways, must be made of non-inflammable materials in accordance with the aforementioned classification. On the stairways the tread covering may be made of wood.

4.9.6 Upper floors

If necessary, on the upper level, along the edge of the balustrade, protective skirting with a height of at least 0.05 m must be provided on the floor to prevent items from rolling off. Balustrades must be constructed in accordance with Items 4.6 and 4.9.3.

In addition to the fire extinguishers provided on the ground floor, at least one fire extinguisher must be placed in a conspicuous place at the top of each stairway, where it is easily accessible (see Item 4.4.1.12).

4.10 ILA Chalets 2010

As part of the ongoing measures for the construction of BBI Airport the familiar lightweight-construction, permanently installed chalets that were situated for many years on the flight line have been dismantled, and as a result will no longer be available at the ILA 2010 in their customary form.

By way of replacement, a temporary row of interlinked, single-storey, modular construction chalets is to be set up for the ILA 2010 in almost the same place, but slightly to the east.

With a basic area measuring 100 m^2 and an open-air terrace measuring 50 m^2 , a single chalet (basic module $10 \text{ m} \times 10 \text{ m}$), has a slightly larger usable area than earlier lightweight chalets.

As a result there are considerable differences in a number of aspects concerning the fitting out by exhibitors and the fair-related installations in these chalet modules, as well as certain structural requirements that must be observed, due to the structural specifications and the building regulations applicable to such temporary modular marquees, which are also referred to as *temporary structures*.

Without exception, with regard to these chalet modules, exhibitors must obtain official approval for all installations and ancillary structures.

See Items 4.1 and 4.2 ff regarding the testing and clearance of structures requiring approval.

You are urgently requested to consult our “**Notice: Chalet Structures on the ILA Grounds**“ (see C 1.2).

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

5.1 General rules

Exhibitors are responsible for ensuring operating 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 will be provided by order 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 Engineers (VDE) or the current, valid EU standards (EN). Special attention must be paid to VDE 0100, 0108, 0128 and IEC 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 shortcircuiting 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 (TÜ V) 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.

5.3.5 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

Only limited water and sewage installations are possible.

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.

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. Independently executed assembly work within the false floor is not permitted. Independently executed assembly work above the false floor that is not of a suitably professional standard will be dismantled or made good by Messe Berlin, for which a charge will be made.

If you are using industrial dishwashers you must apply for separate primary water feed and disposal lines, as specified in order form D4, item no. 94920.

If you carry out your own installation work connecting to the primary water feed / disposal lines

(these being subject to charge), you must comply with recognised technical guidelines and official drinking water regulations.

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 will 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)

Gas and natural gas installations are not possible within the Schönefeld Airport area.

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 and Product Safety Law

All technical working equipment and consumer products being exhibited must satisfy the current and valid terms of the Equipment and Product Safety Law (GPSG).

Technical working equipment and consumer products that do not conform to these requirements must be provided with a clearly visible sign stating that these items do not comply with the aforementioned law and may only be purchased after they conform to statutory requirements.

The relevant declaration of conformity by the manufacturer must be available on the stand for all technical working equipment and consumer products bearing the CE symbol.

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 (Amt für Arbeitsschutz und Sicherheitstechnik, Thiemstraße 105a, D-03050 Cottbus, Tel.

03 55 / 49 93-0, E-Mail: aas-cb@aas-c.brandenburg.de), 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 EU 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, Amt für Arbeitsschutz und Sicherheitstechnik, Thiemstraße 105a, D-03050 Cottbus, Tel. 03 55 / 49 93-0, E-Mail: aas-cb@aas-c.brandenburg.de.

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 (TÜ V). 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, Amt für Arbeitsschutz und Sicherheitstechnik, Thiemstraße 105a, D-03050 Cottbus, Tel. 03 55 / 49 93-0, E-Mail: aas-cb@aas-c.brandenburg.de.

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, Amt für Arbeitsschutz und Sicherheitstechnik, Thiemstraße 105a, D-03050 Cottbus, Tel. 03 55 / 49 93-0, E-Mail: aas-cb@aas-c.brandenburg.de.

5.6.4 Exhaust gases and vapours

Inflammable gases and vapours, or those which are 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, based on the permissible rates for waste gas specified by the Federal Pollution Law (Bundesimmissionsschutzgesetz).

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 and liquid gas installations

The storage and use of pressurised and liquid 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], BGI. 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.

5.7.2.7 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), BGI. I, Part 1, in conjunction with the Prohibited Chemicals Regulation (Chem-VerbotsV) and the Regulation on Hazardous Materials (GefStoffV), in their current amendments.

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

See Item 4.4.4. The provisions of § 40 of MVStättV apply to scenic displays > 50 m².

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 Amt für Arbeitsschutz und Sicherheitstechnik, Thiemstraße 105a, D-03050 Cottbus, Tel. 03 55 / 49 93-0, E-Mail: aas-cb@aas-c.brandenburg.de, 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 Amt für Arbeitsschutz und Sicherheitstechnik, Thiemstraße 105a, D-03050 Cottbus, Tel. 03 55 / 49 93-0, E-Mail: aas-cb@aas-c.brandenburg.de, to whom applications or announcements must be submitted at least 4 weeks prior to the start of the event.

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

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, telephone + 49(0)30-43 74-0, 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. (Please see also form E7)

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 forklift trucks is restricted exclusively to the forwarding companies under contract to Messe Berlin.

Any exceptions, in particular if there is a need to use cranes on the ILA open air grounds, require the approval of Messe Berlin and are subject to payment of a fee.

Within the ILA 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 from the activities of the forwarding companies.

No empty items (e.g. packaging and packing materials) of any kind may be stored on the stands. Any empty items must be removed immediately.

5.12.1 Heavy loads and heavy exhibits in the marquees

All floors in the temporary marquees and chalets are routinely designed for safe working loads of 5.0 kN/m².

If it is necessary to transport large, heavy exhibits this may impose increased single or multiple wheel loads (\geq approx. 10 kN) on the elevated hall floors and consequently this requires special approval from Messe Berlin and/or its contracting forwarding firms, together with the relevant inspection documents and details of the loads involved. In this respect see also Item 4.2.2 and 4.9.3 **Individual Supports**.

The deployment of forklifts, lifting and loading machinery within the marquees or on the ramps / steps leading to the marquees is in principle prohibited but may be permitted subject to prior examination / approval by Messe Berlin, acting in collaboration with its appointed forwarding companies.

An investigation of possible openings in the side of the marquee, increased load distribution on the elevated hall floors (possibly by means of increased packing, panels to redistribute the load, etc.) on the stand area or on the transport route leading to it must be carried out by the stress analysis engineers of Messe Berlin in consultation with the appointed forwarding companies. The exhibitor / stand constructor must adhere to any specifications issued by the stress analysis engineers regarding additional load distribution and/or strengthening measures on the hall floors, for which a charge will be made.

5.13 Reproduction of music

Under the terms of the Copyright Law, § 15 Urheberrechtsgesetz (BGBl. I) 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. 0 30 / 2 12 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, Burggrafenstraße 6, 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 Lebensmittelüberwachungsamt des Landkreises Dahme-Spreewald, Hauptstraße 51, 15907 Lübben, Tel. 0 35 46 / 20 16 13.

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