

# Technical Guidelines ILA Berlin



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## 1. Preliminary remarks

Messe Berlin GmbH, hereinafter referred to as “Messe Berlin”, has drawn up a set of Technical Guidelines for trade fairs, consumer fairs and other events (meetings, congresses, events etc.) that take place on its premises. The aim of these guidelines is to provide all exhibitors, organisers and clients with the best possible conditions for presenting their exhibits and addressing their visitors and other interested parties.

The Technical Guidelines are part of the contracts concluded between Messe Berlin and its exhibitors, event organisers, service companies and providers. These exhibitors, event organisers, service companies and providers – all hereinafter individually referred to as the “exhibitor/customer” – accept the responsibility of ensuring that all their contractors working on the exhibition grounds or who are on the sites comply with these Technical Guidelines. Messe Berlin is entitled to demand compliance with these Technical Guidelines from everyone who works at the exhibition grounds or is present on this site. In the case of exhibitions, fairs and other events being held by an organiser other than Messe Berlin, the respective organiser, as well as Messe Berlin, is entitled and obliged to demand that the organiser’s customers and the contract partners of these customers comply with the Technical Guidelines.

These directives also contain safety regulations intended to serve the interests of our exhibitors/customers and visitors by ensuring that technical equipment and design elements at the event are made as safe as possible. Additional requirements concerning safety and fire prevention at a stand area/event area may be specified by the public building authorities, police, fire department or Messe Berlin if the type and extent of the planned event lead to greater risks to human life and material property.

These Technical Guidelines, including the associated information sheets and/or special requirements, apply to all event areas at the exhibition grounds in Berlin:

- exhibition halls A, B, C and including the passageway A – B / B – C
- temporary exhibition hall D (tent hall)
- display areas A – I in the outdoor areas

For outdoor areas outside of / neighbouring the exhibition grounds and allocated to individual events:

- parking slot P 2
- logistics area (Display J / East)
- Static Display Area (SDA) - West, south of the airport security fence

Wherever special safety regulations and rules for exhibitors apply to specific sections of the site, the Technical Guidelines make reference to the relevant information sheets or additional provisions – these also being binding for exhibitors/customers, who must comply with them accordingly. Messe Berlin reserves the right to check compliance with these regulations. Statutory regulations in their currently valid version must also be observed.

The term “hall” is used in the further course of the Technical Guidelines to denote comparable buildings. The staging of an event or the use of an exhibition stand, or area may be prohibited in the interests of all participants if any identified defects have not been remedied by the start of the event. We reserve the right to make additional demands regarding the safety and construction of stands should these become necessary.

The order forms for services and approvals that are subject to inspection are available online; these should be fully completed and submitted within the specified timeframe along with the required inspection documents. If they are not received in time, Messe Berlin can give no guarantee regarding correct and punctual fulfilment of the ordered services. Furthermore, Messe Berlin reserves the right to impose a surcharge on the standard rates if orders are submitted after the specified deadline.

For information purposes, exhibitors/customers will, if necessary, receive additional circulars with details about the preparations for and staging of the event.

These Technical Guidelines have been coordinated with the following prominent German trade fair companies:

- Deutsche Messe AG Hannover
- Koelnmesse GmbH
- Landesmesse Stuttgart GmbH
- Leipziger Messe GmbH
- Messe Berlin GmbH
- Messe Düsseldorf GmbH
- Messe Frankfurt Venue GmbH
- Messe München GmbH
- NürnbergMesse GmbH

and have been compiled in a standardised document structure.

Due to the differing structural conditions at each of the individual exhibition grounds, differences may occur in the various implementation regulations. Messe Berlin also reserves the right to make alterations.

Messe Berlin reserves the right to amend these Technical Guidelines, particularly in instances where such adjustments are deemed necessary to ensure adherence to the prevailing relevant public-sector regulations, laws, or technical standards (ISO, DIN, EC, VDE, IEC, TRBA, etc.). Such alterations may also be made to facilitate the safety of exhibitors/customers and visitors, or to ensure the smooth progression of the respective event, including its setup and dismantling. The currently valid guidelines are available at <https://www.messe-berlin.de/en/Locations/Downloads>.

In cases where the interpretation of content differs between the German and English versions of the Technical Guidelines, the respective terminology of the German version shall have priority.

The applicable building laws are the laws of the respective German federal state (“Bundesland”). For the ILA exhibition grounds, the Building Regulations for Brandenburg (Brandenburgische Bauordnung (BbgBO)) apply; for the local public gathering place operation, the Operational Regulations (Brandenburgische Versammlungsstättenverordnung (BbgVStättV)) apply. The currently valid version of the regulations applies in each case.

The term “hall” is used in the further course of the Technical Guidelines to denote comparable buildings.

Wherever the term “stand construction” appears in the Technical Guidelines in the sense of everyday usage, this does not refer to building construction in the sense of statutory building regulations. Exhibition stand construction – as well as the construction of other temporary decorative structures in the exhibition and event halls – is classified as construction of modifiable (temporary) facilities/internal additions inside a public gathering place.

The term “exhibit” used in the following text refers to a product from the exhibitor’s/organizer’s product range that is exhibited and, if applicable, demonstrated for the purpose of application-oriented presentation.

Gender-neutral language has been used insofar as possible throughout this document. Where pronouns do not make reference to a specific individual or specific individuals, such pronouns should be taken to refer to a person of any gender.

### 1.1. House Rules

The exhibition grounds are private property. The [House Rules](#) in their currently valid version apply to the entire exhibition grounds of Messe Berlin, including all exhibition halls, buildings and access routes as well as all outdoor areas, open-air sites and parking areas. The house rules must be observed by all guests, tenants, exhibitors/customers and service providers as well as all other persons.

## 1.2. Opening hours

### 1.2.1. Construction and dismantling periods

During the general construction and dismantling periods, work can be carried out in the halls and on the outdoor grounds between 07:00 and 22:00, unless other times have been announced for a specific event.

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

### 1.2.2. Event duration periods

During the period of the event, persons are permitted to enter the halls and the exhibition grounds no earlier than one hour before the stated daily opening time and to remain up to one hour after the closing time.

If exhibitors/customers have valid reasons for remaining at their stands/event areas outside of these hours, they must apply for special written permission for this from Messe Berlin.

## 2. Traffic on the exhibition grounds, emergency routes, safety equipment

### 2.1. Traffic regulations

To ensure that traffic flows smoothly during the construction and dismantling periods as well as during the event itself, the rules for regulating and directing traffic as well as the instructions of Messe Berlin's traffic supervisors/security personnel must be strictly observed.

The provisions, definitions and restrictions according to the German Road Traffic Regulations (StVO) as set out in Item 6.1 of the House Rules apply in full and without exception to the entire exhibition grounds. The maximum permitted speed on the exhibition grounds and parking areas belonging to the exhibition grounds is 20 km/h. Parking of vehicles is only permitted with an appropriate entry permit and on the specifically designated parking lots and spaces as per ground markings.

Before moving or transporting loads on Messe Berlin's exhibition grounds and/or in the exhibition halls, exhibitors/customers or the companies commissioned by them must ensure that they have obtained the necessary information regarding permitted ground loads on the respective ground/surface, the nature of the respective ground/surface and whether vehicles can traverse the respective ground/surface. Motor vehicles are only permitted to enter the halls for the purposes of unloading or loading items. Engines of vehicles must be turned off while these vehicles are being loaded or unloaded. Vehicles are not permitted to be parked or left in the halls.

#### 2.1.1. Forklifts, lifting platforms and other lifting equipment

The driving and/or use of forklifts or electrically operated lifting equipment (e.g. work platforms, Genie-brand aerial lifts) is prohibited in the two side corridors (accesses to the upper storey office wing) of the end building of exhibition halls **A – C**.

The use of cranes, forklifts and lifting platforms is reserved for forwarding companies/contracted companies of Messe Berlin (→ [5.12](#)).

In exceptional cases or for individual events, Messe Berlin may issue permissions deviating from this rule.

Pallets or similar objects can be moved using manually operated devices (e.g. low-lift pallet trucks with rubber wheels/casters) provided that the total weight does not exceed 2.50 kN (approx. 250 kg).

Access restrictions and rules regarding payment of deposits during events and the construction and dismantling periods will be announced for each specific event in the information sent to exhibitors, or in the traffic guide. Illegally parked vehicles, semi-trailers, containers, receptacles and empty packaging of any kind will be removed at the expense and risk of the owner.

### 2.2. Escape and rescue routes

#### 2.2.1. Fire service movement areas, hydrants

Approach routes and movement areas for the fire service, as indicated by "No parking" signs, must be kept clear at all times. Vehicles and objects left on escape and rescue routes and safety areas may be removed at the owner's risk and expense.

Above-ground hydrants in outdoor areas must not be covered, obscured or obstructed.

#### 2.2.2. Emergency exits, escape hatches, hall aisles

Escape and rescue routes must be kept clear at all times.

It must be ensured that doors along escape and rescue routes can be fully and freely opened in the direction of the escape route. Escape and rescue routes, escape doors and hatches and the signs indicating these must not be obstructed, blocked, covered by suspended objects or obscured in any other way. The escape and rescue routes in the halls must never be obstructed by objects placed in the way of or protruding into the aisles and passageways. In case of a breach of these rules, Messe Berlin is entitled to correct the situation at the expense and risk of the party causing the obstruction.

The regulations on keeping hall aisles and passageways clear during stand construction and dismantling work (see the information sheet on [Stand construction work](#) on our Downloads page) are mandatory and must be complied with.

### **2.3. Safety equipment and installations**

Sprinkler installations, fire alarms, fire extinguishing installations, smoke alarms, smoke extractors, air vents, devices for closing the hall gates, other safety devices, signs referring to them and the green emergency exit signs must all be accessible and visible at all times and must not be blocked or obstructed.

### **2.4. Stand numbering**

Normally, the organiser will identify each stand with a number.

### **2.5. Surveillance arrangements**

Messe Berlin is responsible for overall supervision of the exhibition halls and the outdoor areas for the duration of the respective event. During construction and dismantling periods, overall supervision will only be provided at certain times. Messe Berlin is entitled to take any control and/or surveillance measures deemed to be necessary.

Exhibitors/customers must themselves organise any stand surveillance that they deem necessary. Exhibitors/customers are only permitted to contract security firms authorised by Messe Berlin to monitor their stands.

In the event of prolonged construction/dismantling work that falls outside of the regular daily construction and dismantling periods, i.e. during the night in the period between 22:00 and 07:00, the exhibitor/customer is obliged to contract surveillance and security services for the specific stand structure/area.

### **2.6. Emergency evacuation**

Messe Berlin may order rooms, buildings, halls and outdoor areas to be closed and evacuated for safety reasons. All persons in such an affected area must follow the instructions given (either by hall public address systems or by officially identified evacuation assistants) and leave the respective area immediately when requested to do so.

Exhibitors/customers must inform their staff, stand employees and service providers about these rules and where appropriate, prepare and announce their own stand-specific evacuation plans (especially with regard to shutting down operations of stand structures in outdoor areas) and organise such evacuations. They are responsible for ensuring that their stand areas/event areas are evacuated immediately when the evacuation order is given.

### 3. Technical data and equipment for the halls and outdoor areas

#### 3.1. Hall data

See the [Hall equipment flyer](#) on the Messe Berlin Downloads page

##### 3.1.1. General lighting, type of electrical supply, voltage

The general lighting in the exhibition halls has an intensity of at least **300 Lux**, measured 1 m above the hall floor.

Available types of current and voltages on the exhibition grounds:

- Type of supply: TN-C-S mains network
- Alternating current 230 Volt ( $\pm 10\%$ ) 50 Hz
- Three-phase alternating current 3 x 400 Volt ( $\pm 10\%$ ) 50 Hz

Tolerance in accordance with (DIN EN 50160)

##### 3.1.2. Electricity and water supply

Electricity and water for the stands / event areas are obtained from the supply points in the hall floor ( $\rightarrow$  [3.1](#)).

##### 3.1.3. Communications facilities and equipment

Telephone, telefax, data and antenna connections to the stands/event areas are provided from supply points in the hall floor.

##### 3.1.4. Sprinkler system

The permanent exhibition halls are equipped with sprinkler systems.

The effectiveness of the sprinkler systems must not be impaired by exhibition stands or other structures or installations in the halls. Where necessary, affected exhibition stands and other enclosed installations must be fitted with separate sprinkler systems.

The minimum distance from the sprinkler heads to exhibits, decorations or stand roofs/covers must be at least 0.50 m. Luminaires, lamps and floodlights must be located far enough away from the sprinkler heads that no unintentional triggering of the fire-extinguishing system due to heat dissipation is possible.

##### 3.1.5. Heating/ventilation/air conditioning

The exhibition halls are equipped with ventilation systems. The halls are heated or cooled as required for the duration of the event.

##### 3.1.6. Faults and disruptions

If technical utility supplies are disrupted, the exhibition/event management must be notified immediately. Messe Berlin shall not be liable for any losses or damage resulting from such technical faults.

#### 3.2. Outdoor areas

The outdoor areas of the ILA exhibition grounds consist of either paved or asphalted traffic surfaces, as well as uneven and uncompacted gravel turf areas.

They include all areas outside the existing exhibition halls. As a rule these are subdivided into so-called display areas, mostly are flagged with white letterings on bottom as follows:

- Displays A1 – A5: Surrounding hall A
- Displays B1 – B4: West and southward hall B
- Displays C1 – C4: West and southward hall C
- Display D ([Logistics Area](#)); Display D1: Southward of display D
- Display E (reserved by ILA for Chalet-Modules)
- Display F
- Display G; Displays G1 – G3
- Display H ([for ILA temporary hall D](#)); Displays H1 – H5

- Display I (reserved by ILA for Chalet-Modules)
- Display J (eastward, outside the fenced-in ILA exhibition grounds)

BER – Airport area (along the south-runway)

- SDA<sup>1</sup> (Static Display Area) with taxiway A (alpha)

The necessary utility supply connections are spaced at irregular intervals. After dark, general lighting will be provided for roadways and paths on the outdoor grounds during the opening times of the event.

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<sup>1</sup> Basically no exhibition grounds, only temporarily opened for the ILA to the core outdoor area and then used for events.

## 4. Stand construction regulations

### 4.1. Structural stability

Structures installed for specific events, exhibition stands including installations, special structures and exhibits as well as advertising displays must be sufficiently stable to ensure that they do not pose a threat to public safety and order and, in particular, that they do not endanger life and health.

Exhibitors/customers are responsible for ensuring the load-bearing capacity and stability of such structures and may be required to provide proof of this as necessary.

The provisions of the currently valid versions of the Brandenburg Building Regulations (Brandenburgische Bauordnung (BbgBO)) and of the following provisions, directives and technical rules apply without exception:

- (BbgVStättV) Regulation Concerning the Construction and Operation of Places of Public Assembly in the Land Brandenburg (Verordnung über den Bau und Betrieb von Versammlungsstätten im Land Brandenburg)
- (FIBauR) Guideline on the Construction and Operation of Temporary Structures, issued by the Ministry of Infrastructure and Land Use of the Land Brandenburg (Richtlinie über den Bau und Betrieb Fliegender Bauten des Ministeriums für Infrastruktur und Landwirtschaft (MIL) im Land Brandenburg)

The following rules always apply in exhibition halls and all other buildings and facilities that have dedicated event areas:

Upright vertical structural elements and special structures (e.g. free-standing walls, tall exhibits, tall and slender decorative elements) that have the potential to tip over must be designed to have a horizontally effective equivalent area load  $q_h$  as follows:

- $q_{h1} = 0.125 \text{ kN/m}^2$  up to a height of 4 m from the top edge of the floor
- $q_{h2} = 0.063 \text{ kN/m}^2$  for all structure sections more than 4 m above floor surface

In both cases, the reference area is the visible vertical surface.

Calculations proving compliance with these rules must be presented to Messe Berlin upon request. Exceptions may be permitted in cases where such exceptions are justified for special reasons; in such cases, more detailed proof of stability will need to be provided.

In substantiated cases, Messe Berlin reserves the right to arrange for a structural engineer to conduct an on-site examination of the stand stability. This will be charged to the exhibitor/customer.

### 4.2. Approval of stand construction plans

Provided that the Technical Guidelines have been observed in the design and construction of the stand/event area, it is *not necessary* to submit drawings of *single-storey* (i.e. ground-level) stand structures in the halls for inspection and approval.

If a stand/event area occupies entire halls or large sections of a hall through which public routes or aisles need to pass and/or through which access to emergency exits needs to be ensured, the respective stand/event area plans need 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, including multi-storey stands and mobile stands, stand structures in outdoor areas (→ [4.8](#)) and special structures are subject to inspection and approval. Verifiable proof of stability must be supplied in all cases.

Stand structures that are subject to approval include all temporary building structures classed as standard temporary structures in accordance with (BbgBO) § 71 (1) or (M-FIBauR), or categorised as such by the nature and method of construction, such as:

- Stages ( $\geq 100 \text{ m}^2$ ), including stage roofs, awnings and cladding
- Stand installations for spectators
- Equipment for games, sports and entertainment

- such as mobile fun-fair rides and booths, inflatable playground amusements such as bouncy castles etc. with an accessible area > 5 m in height or with unbroken roofed areas or awnings > 25 m<sup>2</sup> in area, and where there is a risk that the roof/awning may sag
- Show and stage trucks (→ [4.2.2](#) and [4.4.1.2](#))
- with a permanently installed and, where applicable, extendable/retractable trailer or stage area that can be walked on and with an area > 75 m<sup>2</sup> and intended for access or use by general exhibition attendees/visitors
- Free-standing scaffolding and advertising structures/monitor walls and LED screen walls
- All other stand structures that can be walked on and/or are covered or free-standing: Platforms, raised walkways, awnings and roofs, container systems comprising two or more storeys;
- Installations with a cinema or other type of auditorium/visitor room that is fully enclosed on all sides.

#### 4.2.1. Inspection of stand structures and intended uses that are 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
- [Common rooms/lounges \(area > 100 m<sup>2</sup>\) or cinema rooms](#) (→ [4.4.4](#))
- Walkways, raised walkways, platforms, stairways, railings, parapets/balustrades (→ [4.6](#))
- Structures in outdoor areas (→ [4.8](#))
- Exhibits and special structures placed outside of the stand area
- Altered usage of entire halls or larger stand areas/event areas (≥ 1,500 m<sup>2</sup>) (→ [4.5.1](#))
- Display and stage areas (≥ 200 m<sup>2</sup>) (→ [5.9](#))

the following stand construction documents must be submitted [as digital .pdf files](#)<sup>1</sup> in German and/or English, no later than 6 weeks before the start of construction work, to [messetech-nik@messe-berlin.de](mailto:messetech-nik@messe-berlin.de)

- a) Static stability calculations pursuant to German DIN standards (DIN EN), Eurocodes (EC) or technical rules of equal relevance for all named stand structures that are subject to inspection<sup>2 3</sup>
- b) Description of structure, site plan
- c) Stand construction drawings (ground plans, projections, sectional views), structural design details
- d) Escape route plan showing the lengths and widths of the escape and 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 (M-FIBauR) is submitted. Messe Berlin will present submitted valid inspection and test logs to the responsible testing authority on behalf of the exhibitor/customer, whereupon that authority 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
- Construction drawings
- Stability proof calculations
- TÜV test certificates, approvals

<sup>1</sup> If requested by Messe Berlin, documents may also need to be submitted in paper form.

<sup>2</sup> Currently, a verified original document including the relevant examination report must be included. Stability documents (including the examination report) in the aforementioned sense are considered as having been verified only if they have been examined in accordance with the respective federal state building regulations by an officially certified testing engineer or authorised building stability expert.

<sup>3</sup> For the review of digital documents, only open .pdf documents without write protection will be accepted.

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). In addition, the aforementioned documents may also be required.

The stand installation is not considered as having been approved until Messe Berlin has confirmed this in writing. The exhibitor/customer will be invoiced for the inspection/approval process costs and fees that are incurred. If no complete set of verifiable structural stability proof documents as described above is available, Messe Berlin reserves the right to take further action or impose additional conditions. Any costs resulting from such measures shall be borne by the exhibitor/customer.

The exhibitor/customer will be invoiced for additional costs incurred if documents are not submitted on time.

#### 4.2.2. Vehicles and containers

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

If Show trucks/stage trucks with mobile semi-trailer sections that can be placed on substructures or that have stage elements are intended for use/for walking on by the general public, appropriate test certificates (→ 4.2.1) must be submitted to Messe Berlin. In certain cases, these vehicles may only be approved for use following an on-site inspection of the finished vehicle set-up.

#### 4.3. Construction heights

Unless stated otherwise for the particular event involved, the regular clear internal height of stand structures is at least 2.50 m, measured from floor surface level.

The maximum height in all exhibition halls (A – C) is 6.0 m. This rule does not apply in the areas which are designated as construction-free zones of the air venting openings (3 door systems in each hall). In these, the maximum permitted construction height is 3.0 m within an area with a length and width of 6.0 m.

#### 4.4. Fire prevention and safety regulations

##### 4.4.1. Fire prevention

##### 4.4.1.1. Stand construction materials and decoration materials

All materials brought onto a trade fair stand, including exhibits, must be taken into account in a risk assessment of the stand. Messe Berlin reserves the right to request additional compensation measures that go beyond the measures specified in these Technical Guidelines.

As a rule, any materials that are easily flammable, that form burning droplets and/or that emit toxic gases or dense smoke upon combustion – such as most thermoplastic materials, including polystyrene foams (styrofoam) and diverse acrylic glass products – are prohibited to be used in stand construction.

For safety reasons, special requirements may be imposed on structural supporting elements in individual cases (e. g. the specification that they must be non-flammable).

Only non-flammable means of connection are permitted to be used for connections and joints that are required for static stability reasons or that bear loads. Plastic cable ties must not be used to secure any supporting components that contribute to the stability of the structure.

Decoration materials must be classified as at least flame-retardant (class B1), must not form burning droplets in accordance with (DIN 4102-1) and must only emit low smoke levels upon combustion/must at least conform to class C-s2, d0 in accordance with (DIN EN 13501-1). Test certificates for the building material categories of the materials used must be made available. Only testing institutes approved by the EU are authorised to issue certificates.

Bamboo, reeds, hay, straw, bark mulch, turf, (fir) trees without root balls or similar materials do not satisfy the above requirements. Deciduous plants, conifers and other plants are only permitted to be used as decorations if their root balls are damp or if they have been freshly cut (i.e. leaves or needles must be fresh and green). If it is determined that trees and plants are drying

out in the course of the exhibition and becoming more easily flammable as a result, they must be removed.

Subject to prior agreement with Messe Berlin, candles (“guarded candlelight”) and similar light sources are permitted to be used as table decorations; other open flames are only permitted to be used in appropriately designed kitchen equipment in order to keep food warm. Candlesticks and similar items must be stable and, where necessary, fastened to the surface on which they are placed.

#### 4.4.1.2. Exhibiting of motor vehicles

Vehicles are only permitted to be driven into and exhibited **and presented** in the halls and other enclosed event areas subject to **prior registration with** and approval from Messe Berlin.

#### 4.4.1.3. Explosive substances/ammunition

Explosive substances are regulated by the Explosives Act (Sprengstoffgesetz, *abb.* (SprengG)) in its currently valid version and are not permitted to be exhibited at trade fairs or exhibitions. This also applies to ammunition as defined by the Weapons Act (Waffengesetz, *abb.* (WaffG)).

#### 4.4.1.4. Pyrotechnics

Pyrotechnic displays require official authorisation and **are only allowed inside of the exhibition halls. Due to the immediate vicinity of the security area of the Berlin-Brandenburg Airport (BER) pyrotechnical displays (including aerial fireworks) are not permitted on the outdoor exhibition grounds.** Furthermore, such shows and displays must be supervised by a qualified person in accordance with the Explosives Act (SprengG).

Copies of documents regarding the permit holder, the permit holder’s qualification certificate and the insurance policy (pyrotechnics liability insurance) as well as the application for a permit<sup>1</sup> no later than 2 weeks before the start of the event or the planned day of the show/display.

Any costs incurred for the required securing and protection of the stage area/stand area/event area for the use of pyrotechnical equipment and objects shall be borne by the exhibitor/customer.

#### 4.4.1.5. Balloons

**The use of balloons filled with an inert gas as well as the distribution of balloons in the halls and on the outdoor areas is prohibited.**

#### 4.4.1.6. Flying objects

The use of remote-controlled flying objects (e. g. drones, multicopters and similar unmanned aerial vehicles/UAVs) in the halls is subject to prior approval from Messe Berlin. The use and operation of such flying objects must at no time obstruct or damage technical safety equipment. Any cleaning costs incurred due to the use of such objects will be charged to the exhibitor/customer.

For indoor using (in halls, foyer) applies:

- No flights through complete hall areas, aisles and foyers above person (guests, congress members) or in areas with suspended hanging objects (rigging) from the ceiling
- Flights are only allowed within the stand / presentation area by using a suitable / guard separation like surrounding nets to the visitors.

**Due to the immediate vicinity of the safety area of the Berlin-Brandenburg Airport (BER), the distribution, use of flying objects are strictly prohibited on the outdoor exhibition grounds.**

#### 4.4.1.7. Fog machines / hazer generators (hazers) **and other show effects**

The use of stage fog machines, hazer generators **and other show effects** must be coordinated with and approved by Messe Berlin before rehearsals begin or such systems are put into operation.

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<sup>1</sup> LAS – Landesamt für Arbeitsschutz Regionalbereich Süd - Thiemestr. 105a, 03050 Cottbus  
[office@las-c.brandenburg.de]

If a fire alarm system is triggered by artificial fog/haze from a device that has not been approved by Messe Berlin, all costs of any ensuing fire brigade operations shall be charged to the party that caused the incident (exhibitor/customer).

#### 4.4.1.8. Ash containers, ash trays

In the designated smoking areas, the exhibitor/customer must ensure that a sufficient number of ashtrays or other containers made of non-flammable material are provided and must arrange for these to be emptied at regular intervals.

#### 4.4.1.9. Waste, recyclables and residual waste containers

No recyclable material containers or waste bins that are made of flammable materials are permitted to be installed on the stand areas/event areas. Containers for recyclable and residual materials must be emptied regularly – at least every evening after the exhibition closes – and their contents are to be emptied into the recycling stations located (outdoors) by the hall entrances. In the event that large quantities of flammable material accumulate more rapidly, these must be disposed of several times a day.

#### 4.4.1.10. Spray guns, solvents

The use of spray guns and of substances and paints containing solvents is not permitted.

#### 4.4.1.11. Working with angle grinders/working with open flames

Welding, cutting, soldering, abrasive cutting and other work involving the use of a naked flame, or flying sparks is strictly prohibited on all exhibition and event grounds belonging to Messe Berlin.

In exceptional cases and subject to written request, approval may be granted for hot work during the setting up and dismantling of exhibition and event installations. In such cases, Messe Berlin will engage the services of a fire officer equipped with suitable fire extinguishing equipment and who will be present to supervise the work from its commencement to its completion and will charge this service to the exhibitor/customer.

Hot work during the actual event is prohibited.

#### 4.4.1.12. Empty containers/storage of materials (e.g. packaging and flyers/brochures)

Within the halls, the storage of empty packaging of any kind (e.g. flammable packaging and packing materials) both on and off the stand/event area is prohibited. Under no circumstances must any packaging materials, refuse or residual materials be left under stages, spectator stands or pedestals. Empty packaging must be disposed of without delay.

No more than one day's supply of flyers/brochures and other advertising material is allowed to be stored at the stand/event area.

#### 4.4.1.13. Fire extinguishers

During construction and dismantling and for the duration of the event, all stands and event areas > 100 m<sup>2</sup> must be equipped with a suitable fire extinguisher conforming to DIN EN 3, for fire categories A, B, and C, and with at least 10 extinguishing units. In addition, suitable fire extinguishers (fire categories A, F) must be located in kitchens/catering areas where food is prepared (involving heated fats and oils).

On two-storey stands, an additional fire extinguisher must be provided in the upper storey at the top of each stairway leading down from that storey. Where required, the provision of more than one fire extinguisher may be mandatory on large stands and event areas.

All fire extinguishers shall be mounted securely and within easy reach (either on a floor stand or mounted on a wall) in a clearly visible and permanently accessible location, and indicated by signs in keeping with the Technical Regulations for Workplaces "Safety and Health Protection Signs" (Technische Regel für Arbeitsstätten "Sicherheits- und Gesundheitsschutzkennzeichnung" (ASR A1.3)).

#### 4.4.2. Stand roofs, covers and awnings

In order not to compromise the protection afforded by sprinklers, the tops of stands and event areas in halls equipped with sprinkler installations must always be left open.

Ceilings are considered closed if 70% or less of the area per square metre is open. Open-grid ceilings are permitted.

Sprinkler-compatible ceiling fabrics with a mesh size (in its tensioned installation state) of at least 4 x 4 mm are permitted without bracing up to a field size of 30 m<sup>2</sup>. Individual fields can be combined. Fabric coverings must be tensioned in a horizontal direction and consist of a single layer only. Sagging of fabric awnings and other overhead sheets must be avoided.

The fabric material must be classified as at least flame-retardant (class B1), must not form burning droplets in accordance with (DIN 4102-1), and must only emit low smoke levels upon combustion/must at least conform to class B (s1, d0) in accordance with (DIN EN 13501-1). Proof must be provided by means of a valid test certificate.

For two-storey structures, see also → [4.9.2](#).

Horizontal decorations and ceiling areas over individual and collective stands are subject to inspection.

Within the scope of the preliminary remarks, the following regulations apply to all stands/event areas:

- Contiguous areas must not form a single area larger than 30 m<sup>2</sup> (as projected in the floor plan).
- If a number of such individual areas exist, these must be situated at a distance from one another (floor plan projection). The spacing shall be determined individually in each case.
- If the stated maximum area is exceeded, a sprinkler system must be provided.

#### 4.4.3. Glass in stand constructions

Only safety glass suitable for the purpose and capable of supporting the required loads is permitted to be used.

For all load-bearing structures made of glass (in floors, ceilings, façades and/or parapets/balustrades) on stands/in event areas inside the halls, we expressly refer to our information sheet: [Glass in stand construction and design inside trade fair halls](#) (→[www.messe-berlin.de](http://www.messe-berlin.de) – [Downloads: Technical guidelines and information sheets](#)).

Based on the information sheet referred to above, all glass structures shall be classified according to their intended use as:

- Vertical glazing, where necessary to prevent persons falling, as self-supporting and load-bearing parapet or railing infills
- Overhead glazing
- Glazing capable of supporting persons

and their stability must be verifiable, and the respective glass construction must be installed according to the applicable rules.

For stand structures / event areas on the open-air exhibition grounds, the requirements and specifications of the following technical building regulation (in their latest valid version) apply to all glass structures:

- (DIN 18008) (part 1-5) Glass in Building - Design and construction rules

Under no circumstances are panes of glass with damaged edges to be used. Any exposed edges of glass must be reworked or protected in such a way as to exclude the risk of injury. All-glass components spanning room height must be marked at eye-level.

All kinds of transparent thermoplastic materials, e.g. acrylic glass and polycarbonate have not been approved by the public building authorities and so there are no generally accepted technical regulations for the use of these. Therefore, such materials are only permitted to be used for non-load-bearing, decorative infill sections of walls (up to a height of 3 m).

The decorative use of such materials below ceilings or in overhead locations is not permitted either owing to the widely documented (burning) droplet behaviour (→ [4.4.1](#) and [4.4.2](#)).

#### 4.4.4. Common rooms/lounges, indirectly accessible rooms and spectator spaces

All common rooms/lounges that are enclosed on all sides (enclosed rooms) and are visually and acoustically isolated from the hall or the remainder of the event area must be equipped with a

visual and auditory system to ensure that alarms can be seen and heard at the stand at all times. Substitute measures may be approved in exceptional cases.

Special approval, subject to inspection, is required for all common rooms/lounges in which more than 200 persons may be present at any one time or which have a floor area of more than 100 m<sup>2</sup> (→ 4.2.1).

Rooms that are only indirectly accessible (enclosed common rooms/lounges that can only be exited through other rooms used for another purpose) are not permitted.

Stands/event areas on which the existing general safety and emergency lighting (→ 5.3.5) is not effective due to the special nature of the stand construction must be equipped with their own, additional safety lighting. This must be installed in such a way that persons can safely find their way to the general escape and rescue routes.

#### 4.5. Exits, escape and rescue routes, doors

##### 4.5.1. Exits and escape and rescue routes

The walking distance between any point within the exhibition area/event area to an aisle in the hall must not exceed 20 m.

In some cases, which are subject to special approval, and especially for exhibition stands/event areas that cover very large areas inside an exhibition hall, it may be necessary to create a straight aisle through the respective exhibition stand/event area. In such cases, the exhibitor/customer is responsible for ensuring that a clear hall aisle width of at least 3 m is maintained over the entire length of the aisle, and that this remains barrier-free and unobstructed.

Common rooms/lounges and separated exhibition areas intended to accommodate > 100 persons and/or with a floor area > 100 m<sup>2</sup> must have at least two exits to escape and rescue routes. These exits must be as far apart as possible and lead in opposite directions.

Depending on the size and type of exhibition area/event area and the maximum number of persons permitted on it, the following minimum number of and clear widths of escape and rescue routes (exits, stairways, hallways) must be ensured in each case:

| Exhibition area/event area                    | Escape route(s)                 | Width                |
|---|---------------------------------|----------------------|
| ≤ 100 m <sup>2</sup> and ≤ 200 persons        | min. 1 escape route             | min. 0.90 m          |
| > 100 m <sup>2</sup> and ≤ 200 m <sup>2</sup> | min. 2 escape and rescue routes | each min. 1.20 m     |
| > 200 persons and ≤ 400 persons               |                                 |                      |
| > 200 m <sup>2</sup> and ≤ 300 m <sup>2</sup> | min. 2 escape and rescue routes | min. 1.20 m + 2.40 m |
| > 400 persons and < 600 persons               | min. 3 escape and rescue routes | each min. 1.20 m     |

All escape and rescue routes must be clearly indicated by signs in accordance with (ASR A1.3).

##### 4.5.2. Doors along escape and rescue routes

It must be possible to open double-leafed doors fully and easily from the inside (in the direction of evacuation) using a single handle at any time.

Power-operated swinging doors, revolving doors, and other and other motor-operated access restrictions are only permitted along escape and rescue routes if they have certified general building authority approval (“allgemeine bauaufsichtlicher Zulassung”, abb. abZ).

Swinging doors along escape and rescue routes must be equipped with a device to prevent them from swinging back. Manually operated rotating doors/turnstiles along escape and rescue routes are only permitted if they are equipped with a mechanical device that can be used in an emergency to open the rotary door/turnstile fully and easily across the entire passageway width from the inside.

Furthermore, automatically or electrically operated sliding door systems are also permitted, provided that certified general building authority approval (abZ) for the respective system can be presented, that the system is installed in full compliance with the approval conditions, and that escape and rescue routes are in no way impaired by the installation of the sliding door.

#### 4.6. Platforms, parapets/balustrades, ladders and raised walkways

Generally accessible walkways directly bordering on other areas that are at least 0.20 m lower must be enclosed by parapets/balustrades. These parapets/balustrades must be at least 1.10 m high.

Parapets/balustrades on areas accessible to general trade fair visitors must be provided with a firm, non-slip handrail. In order to prevent visitors (especially children) from climbing over parapets/balustrades, only unbroken infills or vertical bars spaced no further than 0.12 m apart in any one direction are permitted in such areas (→ [4.9.6](#)).

Parapets/balustrades in areas with restricted visitor access must be equipped with an unbroken non-slip handrail, as well as centre and lower braces, as a minimum requirement.

Verifiable proof of stability must be presented for platforms and the parapets/balustrades required for these. Depending on the intended use, the floor load must be designed to bear at least 3 kN/m<sup>2</sup> in accordance with (DIN EN 1991-1-1/NA) in conjunction with the National Annex (“Nationaler Anhang”), Table 6.1 DE, [Cat. C1].

Platforms accessed by only one step are not permitted to be higher than 0.20 m. Ladders, stairways, raised walkways and other ascending access routes must comply with accident prevention regulations.

#### 4.7. Stand design

##### 4.7.1. Visual appearance, non-fixed seating groups

Exhibitors are responsible for the design of their stands. The typical exhibition criteria for the event must be taken into account for this. Partitions adjacent to aisles used by visitors should be made more visually appealing through the installation of showcases, niches, displays or similar items. The exhibitor/customer is also required to provide a perfectly clean, white partition surface on the back of the stand boundary partitions facing the adjacent stand, without advertisements and up to the full height of the partition (even if it exceeds 2.50 m).

##### 4.7.1.1. Arrangement of non-fixed seating and table groups

Free-standing table groups and seating on the stand area/event area should always be arranged in an informal manner. If there are more than 25 seats around tables, the distance between tables has to be at least 1.50 m to ensure safe evacuation in accordance with §10 (6) of the (BbgVStättV).

##### 4.7.2. Inspection of the rented area

The rented area is marked out on the hall floor by Messe Berlin, or, subject to approval by Messe Berlin, by the event organiser. All exhibitors/customers are required to inform themselves on-site about the rented area’s location and dimensions and about any fittings, safety equipment etc. This also applies to the locations of suspension points (→ [4.7.5](#)) which the exhibitor/customer has ordered and which must only be located vertically within the rented stand area. The boundaries of the stand must be strictly observed.

##### 4.7.3. Alterations to the building

Parts of the hall/buildings or technical installations must not be damaged, contaminated or altered in any other way (e. g. by drilling holes, or by inserting screws or nails). Nor is painting, papering or the use of adhesives permitted. Parts of the hall or technical installations must not be used to support stand structures or exhibits. However, provided that no damage is caused to them, the hall columns/supports within the rented area may be enclosed or covered up to the permitted construction height.

Wedges or other objects must not be used to keep fire doors/smoke containment doors and hall gates open; only the existing dedicated retention systems (with automatic self-closing mechanism) are to be used for this purpose.

No third parties are allowed to enter any accessible part of the intermediate floors (under-roof spaces), galleries or technical installation gangways without the express permission of Messe Berlin.

#### 4.7.4. Floor coverings

Carpets and other floor coverings must be laid so as to prevent accidents and must not extend beyond the boundaries of the stand.

Exhibitors/customers wishing to lay floor coverings across hall aisles in order to (visually) connect stand areas require special permission to do so; this then has to be implemented in such a way that any danger of tripping or other accidents in the aisles can be ruled out. Such floor coverings that extend across hall aisles must be laid level and safely to avoid falling/tripping/slip-ping.

Floor coverings/raised floors and access ramps laid/installed by exhibitors in aisles and passageways must be capable of bearing regular live loads of at least 5 kN/m<sup>2</sup>. In addition, it must be ensured that cleaning equipment and machines can be moved across such coverings (including any full-surface area underlays or structures).

Only adhesive tapes that can be completely removed without leaving residues are permitted to be used to affix carpeting on the hall floors. Self-adhesive carpet tiles are not permitted. All materials used must be able to be removed without leaving any deposits or residues following their use.

Substances such as oils, grease, paints etc. must be removed immediately from floors. Paint and/or adhesives must not be applied to the hall floors. If any areas are left in an exceptionally dirty condition or with adhesive residues that are difficult to remove, Messe Berlin will charge the extra cleaning effort to the exhibitor/customer.

Load-bearing anchoring and fastenings in the hall floor or in the cover plates of the floor outlets are generally not permitted.

#### 4.7.5. Suspension of items from hall ceilings

Items may be suspended from the hall ceilings using the technical installations provided for this purpose (existing ceiling load points or defined roof truss load points), whereby all such work must be executed in accordance with (DGUV Vorschrift 17). Provision and technical preparation of the ceiling load points is always the responsibility of Messe Berlin or of contractors commissioned by Messe Berlin.

Connections between load-bearing structural floors and hall roofs/ceilings are not permitted.

##### 4.7.5.1. Suspension of items (up to 2 kN per load point)

Overhead suspension of items (up to 2 kN per load point) must be notified in advance and is subject to approval.

The exhibitor's/customer's order for such suspensions shall include submission of the following verifiable documents/information:

- Dimensioned floor plan sketch/location plan of the desired trusses
- Verifiable load calculations determining the total weight of the assembly to be suspended
- The calculated suspended load on each point
- The location of the desired suspension points above the stand area/event area
- Technical design descriptions<sup>1</sup> of the structure or item to be suspended (structure, light/sound system trusses, installation components etc.), of the intended assembly and installation method (lifting by chain hoists/from lifting platforms or other lifting equipment) and of the type of safety measures (second safety system)

##### 4.7.5.2. Heavy-duty suspended loads (> 2 kN per load point)

Heavy-duty suspended loads must be inspected by an authorised expert and are subject to structural stability approval by Messe Berlin.

For such installations, the exhibitor/customer must not only attach the documents/information listed above to the order, but must also submit verifiable load calculations for the structures to

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<sup>1</sup> Depending on requirements, verifiable calculations for the structures to be suspended may need to be submitted as well, whereby these must include proof of all individual parts and elements as well as a transparent calculation of all individual point loads.

be suspended. These must include proof of all individual parts and elements as well as a transparent calculation of all individual point loads.

Messe Berlin or a specialist service provider commissioned by Messe Berlin shall review the documents and monitor construction and installation work. These services will be charged to the exhibitor/customer.

Where justifiable after reviewing the documents, Messe Berlin reserves the right to install means of localised load monitoring using digital load cells at individual or all suspension points, which will be ordered at the exhibitor's/customer's expense.

The exhibitor/customer will be invoiced for additional costs incurred if documents are not submitted on time.

All suspended structures and items, whether suspended from existing hall ceiling suspension points and roof truss points in the halls and event areas or using ground-supported truss systems, tripods, stands or other structures (as used in stage roofs and awnings), must be implemented in accordance with (DGUV Vorschrift 17) and (SQP1), (SQP2), (DGUV Information 215-310), (DGUV Information 215-313).

#### 4.7.6. Stand boundary partitions

The rented stand area or event area is marked out on the hall floor by Messe Berlin or, subject to approval by Messe Berlin, by the event organiser. Partitions for marking the boundaries of the stand are not normally provided by Messe Berlin.

Stand partition walls for use as boundaries must be constructed in a sturdy, load-bearing and stable manner (→ [4.1](#)) by the exhibitor/customer or a stand construction company commissioned by the exhibitor/customer.

Unless prior arrangement has been made with the respective neighbouring stand users, the rear surfaces of the partitions belonging to the neighbouring stand must not be used for a stand design.

#### 4.7.7. Advertising, presentations, sound level

Presentations such as optical, moving or auditory advertising and the playing of music are permitted, provided that these do not cause disturbance to nearby stands, create congestion in the aisles or drown out public announcements from the Messe Berlin PA systems in the halls and event areas.

The sound level of acoustic or musical performances must not exceed 70 dB(A) at the boundaries of the stand or event area.

Even if a performance has already been approved, Messe Berlin still reserves the right to restrict or prohibit performances that cause excessive noise or visual annoyance or otherwise impair the ongoing exhibition/event or visitors, other exhibitors and event organisers.

Lettering referring to the stand or exhibits and company or brand logos must not exceed the prescribed construction height (→ [4.3](#)). These elements should contribute towards a harmonious overall impression.

To separate a stand from the stand directly adjacent to it, the exhibitor/customer is obliged to install a clean white partition which is structurally stable and bears no advertising of any kind whatsoever. Advertising facing immediately adjacent stands or event areas must be located at least 1 m from the boundary to the neighbouring stand or event area. This rule does not apply to exhibits.

Exhibitors are only permitted to distribute printed matter or use other means of advertising on their own stand areas/event areas. Exhibitors/customers are obliged to inform Messe Berlin if they intend to operate larger stage areas for presentations/performances of any kind on their stand area/event area (→ [5.9](#)).

Even if a performance has already been approved, Messe Berlin still reserves the right to restrict or prohibit performances that cause excessive noise, olfactory or visual annoyance or otherwise considerably endanger or impair the ongoing exhibition/event or visitors, other exhibitors and event organisers.

If the above rules are repeatedly ignored, the electricity supply to the exhibitor's/customer's stand/event area may be shut off without any consideration for a possible associated shut-

down of the entire stand power supply. In such cases, the exhibitor/customer shall have no right to claim for damages resulting directly or indirectly from the power outage. The burden of proof that the rules have been adhered to lies with the exhibitor/customer. The standard (DIN 15905-5) is considered to be authoritative in defining the generally accepted state of the art.

#### 4.7.8. Accessibility

Barrier-free access must be taken into consideration when designing stands and event areas. All persons, including persons with disabilities, must be able to access and use stands, installations and separate event areas without assistance.

Where walk-in or multi-storey stand constructions and/or event areas are to be made freely accessible to visitors, at least one main entrance/exit of the stand construction and/or event area must be barrier-free. As an alternative, organisational measures regarding operation of the stand (e.g. ensuring that members of the exhibitor's/customer's staff are available to provide assistance, or similar measures) must be implemented in order to ensure accessibility, accompaniment and, in particular, the emergency evacuation of visitors with impaired mobility and of wheelchair users. Upon request, the exhibitor/customer/stand operator must explain to Messe Berlin what alternative measures have been implemented to this effect.

#### 4.7.9. Air conditioning

Evenly distributed air conditioning from the hall's central HVAC system cannot be guaranteed for stands with enclosed ceilings or on the upper storeys of stands.

If a separate air conditioning unit is to be installed on a stand, the use of air-cooled condensers inside the hall is not permitted. Fresh water in air conditioning units must only be used for cooling the refrigerating compressors. The water consumption of such air conditioning units must be recorded by means of a water meter.

#### 4.7.10. Kitchens

For safety reasons, no kitchen appliances using flammable gases from pressurised cylinders are allowed in the halls (→ [5.5.2](#)).

Kitchen fumes must be directed out of the hall in order to avoid disruptive odours.

In the interests of environmental protection, cooking oils, fat from deep fat fryers and similar substances must be disposed of separately. Appropriate containers must be provided on the stand.

The pollutants in wastewater intended for release into the sewage system must not exceed the level normally produced in domestic situations. Fat separators must be used if wastewater containing large amounts of fat or grease is to be disposed of.

#### 4.7.11. Restoring the stand area/event area to its original condition

Exhibitors must ensure that the stand area/event area is relinquished in a clean condition that matches its original state by the end of the dismantling period at the latest. Any necessary restoration work, including the trace-free removal of adhesive tapes, paint residues etc., must be completed by this time.

If the exhibitor/customer or any party commissioned by the exhibitor/customer causes any damage to or soiling/contamination of the hall and event areas and rooms, including equipment therein, or installations in outdoor areas, the exhibitor/customer must without exception report this to Messe Berlin.

### 4.8. Outdoor areas

The requirements and provisions for stand construction as specified in the Technical Guidelines apply correspondingly to all stand structures on the ILA outdoor areas.

Supplementary further information is given in the information sheet: [Outdoor stand structures](#) (→ [www.messe-berlin.de](http://www.messe-berlin.de) – Downloads: [Technical guidelines and information sheets](#)).

## 4.9. Two-storey and multi-storey construction

### 4.9.1. Construction enquiries

The erection of multi-storey structures is allowed, provided that these have been approved by the responsible project management at Messe Berlin. Application must be made as soon as approval has been granted for the stand.

### 4.9.2. Requirements concerning constructions over stand areas, heights of stand interiors, safety distances

In structures of two or more storeys, interior rooms on the ground floor and the upper storey(s) must have at least 2.30 m headroom. A sprinkler installation must be provided if an area of more than 30 m<sup>2</sup> is to be built over.

### 4.9.3. Live loads, design loads, support loads

For floors above and between the individual storeys of a multi-storey exhibition stand/special structure inside an exhibition hall/event area and which are intended to bear human loads, the following vertical live load shall be assumed in accordance with (DIN EN 1991-1-1/NA) in conjunction with the National Annex (“Nationaler Anhang”), Table 6.1 DE [Cat. C].

In the case of limited use by trade visitors, or by stand/event 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:  $q_k = 3 \frac{\text{kN}}{\text{m}^2}$ .

The following live load [Cat. C3 and upwards] applies to areas designated for **unrestricted use** as freely accessible exhibition or meeting areas or as an event area, either with or without closely spaced seating:  $q_k = 5 \frac{\text{kN}}{\text{m}^2}$ .

Stairways and staircase landings must always be designed for a live load [Cat. T2]:  $q_k = 5 \frac{\text{kN}}{\text{m}^2}$ .

A horizontal load of  $\frac{1}{20} q_k$  ( $q_k$  = perpendicular live load) shall be assumed for the upper floor of two-storey/multi-storey trade fair stands or viewing platforms in order to achieve sufficient lateral and longitudinal stability.

For parapets/balustrades and railings, in accordance with (DIN EN 1991-1-1/NA) in conjunction with the National Annex (“Nationaler Anhang”), Table 6.12 DE, a horizontal live load [for areas of Cat. C1–C4] of  $q_k = 1 \frac{\text{kN}}{\text{m}}$  at capping height ( $h = 1.10 \text{ m}$ ) shall be assumed.

To ensure that loads are correctly transmitted to and distributed, proof must be provided that the permitted point loads on the hall floor ( $\leq 50 \text{ kN}$ ) will not be exceeded ( $\rightarrow$  3.1 and 4.7.4). Increased loads ( $> 50 \text{ kN}$ ) on individual supports due to the type of stand construction implemented by the exhibitor/customer or the placement of exhibits (transportation loads) must be indicated separately and noted in a scaled, dimensioned support plan related to the stand area with specified support loads. This information must be provided in German or English and submitted to Messe Berlin for review.

In such cases, Messe Berlin will be required to investigate the effects of the increased loads on the hall floors (possibly to determine whether installation of reinforcing underpinning is necessary) and shall charge this work to the exhibitor/customer.

The structural examination documents and the support location plan will be checked and verified by order and at the expense of the exhibitor/stand construction company/customer. Any corrective measures found to be necessary shall be binding for the exhibitor/stand construction company/customer.

### 4.9.4. Escape and rescue routes/stairways

On the upper storey of a two-storey exhibition stand, the walking distance from any accessible point to the hall aisle must not exceed 20 m. The stairways must therefore be arranged so that they are as close as possible to hall aisles or emergency exits to the outside.

The minimum number and clear width of horizontal escape and rescue routes (exits, corridors) that must be provided are listed below:

| Upper storey area      | Escape route(s)     | Width       |
|------------------------|---------------------|-------------|
| $\leq 100 \text{ m}^2$ | min. 1 escape route | min. 0.90 m |

|   |                                 |                      |
|---|---------------------------------|----------------------|
| > 100 m <sup>2</sup> ≤ 200 m <sup>2</sup>     | min. 2 escape and rescue routes | each min. 1.20 m     |
| > 200 m <sup>2</sup> and ≤ 300 m <sup>2</sup> | min. 2 escape and rescue routes | min. 1.20 m + 2.40 m |
|   | min. 3 escape and rescue routes | each min. 1.20 m     |

#### 4.9.4.1. Stairways (vertical escape and rescue routes)

Upper-storey stand areas suitable for accommodating > 100 persons and/or with a floor area > 100 m<sup>2</sup> must have at least two stairways as emergency escape and rescue routes, each with a usable width of at 1.20 m, and these stairways must be situated as far apart as possible and lead in opposite directions.

If the upper storey area is < 100 m<sup>2</sup> and the number of persons permitted on it is ≤ 100 trade visitors, a stairway with a clear width of at least 1 m is adequate.

All stairways must always be constructed as mandatory stairways in accordance with (DIN 18065). The riser height of the stairways must not exceed 0.19 m and the tread width must not be less than 0.26 m.

The clear width of stairways classified as mandatory stairways must not exceed 2.40 m. Stairways with a width exceeding 2.40 m must be provided with two outer handrails and a central handrail.

The clear passage height must be at least 2 m. Only closed risers must be used. Stairways classified as mandatory stairways must not be spiral or solid newel stairways.

The handrails must be firmly attached, be non-slip and must have no free ends. A gap of at least 0.05 m must be provided between the handrails and adjacent structural components.

#### 4.9.5. Construction materials

For two-storey/multi-storey stands/special structures, 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 EN 13501-1): C, d0, -s2 and/or (DIN 4102-1): B1, and must not form burning droplets.

#### 4.9.6. Upper storey(s)

If necessary, on the upper storey(s), skirting at least 0.05 m high must be provided in the vicinity of parapets/balustrades and especially above areas near the hall aisles in order to prevent items from rolling off the upper-storey floor(s). Parapets/balustrades must be constructed in accordance with (→ [4.6](#) und [4.9.3](#)).

The tops of the upper storeys of stands in halls equipped with sprinkler installations must on all accounts be left open. In addition to the fire extinguishers provided on the ground floor, at least one fire extinguisher must be situated in a conspicuous place at the top of each stairway, where it is immediately accessible (→ [4.4.1.13](#)). It must be installed or set up in a manner that prevents it from being tipped over (i. e. on a floor stand or wall mounting).

#### 4.10. Infringement, violation and liability, ban on use

<sup>1</sup> Stand structures that have not been approved or that do not conform to the Technical Guidelines or statutory requirements may have to be modified or removed.

In the event that deadlines are not adhered to, Messe Berlin is entitled to prohibit the actual use of stand constructions that are subject to approval until verifiable documents have been presented (ban on use) and/or to make or have changes made at the exhibitor's/customer's expense and risk.

Furthermore, Messe Berlin or the local building authorities can order work to be discontinued if statutory requirements or the Technical Guidelines are contravened. Moreover, Messe Berlin is entitled to carry out necessary safety measures at any time as part of its duty to implement safety precautions and to invoice the cost of such measures to the exhibitor/customer.

<sup>1</sup> Note: Section moved (formerly 4.2.3)

In any of the cases described above, the exhibitor/customer has no right to assert claims against Messe Berlin unless wilful intent or gross negligence on the part of Messe Berlin can be proven.

<sup>1</sup> If the exhibitor/customer (and, where applicable, the stand construction company commissioned by the exhibitor/customer) do not comply with the above stand construction regulations, the exhibitor/customer shall be liable for any damage resulting from infringement of the stand construction regulations. Furthermore, the exhibitor/customer (and, where applicable, the stand construction company commissioned by the exhibitor/customer) shall exempt Messe Berlin from any third-party claims that may be asserted on the basis of infringement of these stand construction regulations.

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<sup>1</sup> Note: Section moved (formerly 4.2.4)

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

### 5.1. General rules

The exhibitor/customer and all companies contracted by the exhibitor/customer are responsible at all times for ensuring operating safety and compliance with industrial safety and accident prevention regulations (DGUV) on the exhibitor's/customer's stand/event area.

Construction and dismantling work must only be carried out in compliance with all applicable occupational safety and accident prevention regulations, in particular (DGUV Vorschrift 1) and (DGUV Vorschrift 17). In particular, the exhibitor/customer and all companies contracted by the exhibitor/customer must ensure that no other persons present on the site are endangered during construction and dismantling work.

#### 5.1.1. Damage

Any damage caused by the exhibitor/customer or the exhibitor's/customer's contractors to the exhibition grounds, buildings or installations will be remedied by Messe Berlin following the conclusion of the event at the exhibitor's/customer's expense.

#### 5.1.2. Coordination of work at the exhibition stand/in the event area

If employees of different companies need to carry out work on the exhibition stand/in the event area at the same time (in particular, during the construction/dismantling phase) and if the work involves possible hazards for other employees, the work must be coordinated by a competent stand construction manager, in accordance with the Occupational Safety and Health Act (Arbeitsschutzgesetz, *abb.* (ArbSchG)) and (DGUV Vorschrift 1) This also applies in particular to exhibition stand work carried out by companies commissioned by the exhibition organiser.

Furthermore, the necessary measures to improve the safety and health protection of employees at work must be observed in accordance with the currently valid European directive (EG-RL 89/391/EWG) and implemented during work on the exhibition grounds.

### 5.2. Use of operating equipment

The use of bolt-firing devices is not permitted in the exhibition halls.

Any woodworking equipment used in the halls must be fitted with a suitable chip/shaving/dust extraction system; otherwise, the use of such equipment is not permitted.

Only forwarding companies under contract to Messe Berlin are permitted to use cranes, forklift trucks and work platforms. For safety reasons, the use of any company's own cranes, forklift trucks and work platforms is not permitted (→ 5.12).

Rented work platforms are only permitted to be operated by suitably qualified persons over 18 years of age. The qualification must be at least equivalent to (DGUV Grundsatz 308-008). Proof of the operator's qualifications, valid and adequate commercial third-party liability insurance, approval for operation in enclosed spaces and a test certificate in accordance with accident prevention regulations must be provided.

### 5.3. Electrical installations

#### 5.3.1. Connections

One or more connection points with fuse boxes and master switches will be provided for each stand/event area that has ordered an electrical energy supply. These connections (main connections) will be installed at the exhibitor's/customer's expense exclusively by companies under contract to Messe Berlin.

An outline sketch that shows the required location of the connections must be included with the order form. The sum total of power [in kW] required for all consumer units (electric lights, motors, appliances etc.) must be stated to allow calculation of an adequate power line cross-section.

In the interests of fire prevention, all consumer devices must be switched off at the end of every event day when the last member of staff leaves the stand/event area.

Exceptions: Emergency lighting and safety equipment, refrigerators, computers and servers necessary for technical installations on the stand and which require a considerable amount of restarting effort.

### 5.3.2. Stand installations

If ordered, electrical installation work on the stand can be carried out by Messe Berlin or its appointed contractors at the exhibitor's/customer's expense. Installations can also be carried out by the exhibitor's/customer's own qualified electricians or by an approved specialist company in accordance with the applicable regulations of the German Electrical Engineering Association (Verband der Elektrotechnik, Elektronik und Informationstechnik, abb. VDE), applicable European regulations and the current state of the art.

Earth-leakage circuit breakers (residual-current devices, abb. RCDs – formerly also called FI-circuit breakers) rated at 30 mA are compulsory for all circuits. All conducting parts on which electrical devices are mounted and with which persons may come into contact must be earthed.

Electrical installations on the stand are not permitted to be put into operation for the respective event until they have been inspected and approved by the technical surveyor commissioned by Messe Berlin. Messe Berlin will arrange for the inspection. Any defects found during the inspection (as stated in the report) must be corrected immediately by the respective exhibitor, event organiser or customer at the respective party's own expense.

### 5.3.3. Installation and operating regulations

All electrical equipment must be installed and operated in accordance with the currently valid safety regulations of the VDE, or currently valid EU standards (EN). In particular, the provisions of (VDE 0100), (VDE 0100-560), (VDE 0100-718), (DIN EN 50107-1 / VDE 0128) and (IEC 60364-7-711) 1 must be observed.

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

The level of high- or low-frequency interference to the mains must not exceed the values stated in (DIN EN 50178 / VDE 0160), (DIN EN 61000-3-3 / VDE 0838-3), (DIN VDE 0838 / EN 50 006) and (EN IEC 61000-2-4 / VDE 0839-2-4).

The measures intended to provide protection in case of indirect contact must include conductive structural components (earthing of the stand). Only cables of type NYM, H05VV-F or H05RR-F (only for indoor use) and H07RN-F (for outdoor use and in temporary structures) with a minimum cross-section area of 1.50 mm<sup>2</sup> Cu are permitted. The only exceptions to this rule are mobile consumer device power cables (for appliances etc.) with a length of up to 1.50 m.

Flexible cables (including flat cables) without protection against mechanical loads must not be laid under floor coverings.

Non-insulated electrical wires and terminals must not be used in low-voltage installations (low-voltage lighting systems), and stranded systems must be fully insulated as well. Secondary circuit wiring must be protected against short-circuits and overloading.

Transformers and converters must be protected by primary and secondary fuses. Electronic protection systems do not qualify as line protection fuses as defined in the VDE regulations.

Lamps must be suitably secured to ensure that they do not fall out of their fittings. Only lamps fitted with a protective disc are permitted to be used in halogen-lamp luminaires. Busbars must be equipped with protective caps. The mounting of busbars with the aid of plastic cable ties is not permitted. Lamps must be placed at a suitable distance from flammable materials according to the amount of heat that they generate.

Uninsulated electrical wires and terminals must not be used for voltages exceeding 25 V AC or 60 V DC (and must be protected against being touched directly).

No unauthorised extensions or alterations are permitted to be made to electrical installations once these have been inspected and approved. Taking power from a neighbouring stand is not permitted; stand-owned power supply systems are also not permitted.

#### 5.3.4. Safety measures

In order to provide special protection, all heat-dissipating and heat-producing electrical appliances (hotplates, spotlights, transformers etc.) must be installed on non-flammable, heat-resistant and asbestos-free bases. Lamps must be placed at a suitable distance from flammable materials according to the amount of heat that they generate. Lighting must not be attached to flammable decorations or similar items. The safety instructions of the respective manufacturer must be observed in all cases.

#### 5.3.5. Emergency lighting

Stands/event areas on which the existing general safety and emergency lighting is not effective due to the special nature of the stand construction must be equipped with their own, additional safety lighting in accordance with (VDE 0100-560), (VDE 0100-718) and/or (DIN EN 50172 / VDE 0108-100). This must be installed in such a way that persons can safely find their way to the general escape and rescue routes.

### 5.4. Water and waste-water installations

Each stand/event area that is to be equipped with water/waste-water facilities will be provided with one or more connections. An outline sketch that shows the required location of the connections must be included with the order form. Supply lines without waste-water connections are only permitted for permanently connected consumer units. Drainpipes with a nominal diameter of less than 50 mm (< DN 50) are not permitted to be installed.

Disposal of water contaminated by chemicals, food and/or grease residues into the sewage/wastewater network is not permitted. Such waste must be disposed of according to applicable regulations and the current state of the art. If commercial dishwashers are to be used, separate fresh water and wastewater connections must be ordered using the corresponding form.

Water supply pipes and drainpipes will be installed by Messe Berlin's contractors up to floor surface level (hall floor), and this work will be charged to the exhibitor/customer. Exhibitors/customers are not allowed to make any installations of their own under the raised false floor of the halls. Any above-floor-level installations made by exhibitors/customers or their contractors that do not meet normal professional standards will be removed or corrected by Messe Berlin at the exhibitor's/customer's expense.

Any further proprietary installations (after the main fresh water and waste-water connections that are subject to charge have been provided) made by exhibitors/customers or their contractors within the stand area/event area must conform to the state of the art as well as the currently valid version of the German Drinking Water Ordinance ("Trinkwasserverordnung" (TrinkwV)), in order to ensure that installation and operation of the connections have no lasting negative effect on drinking water quality. For safety reasons, the water supply may be cut off on the final event day after closing of the exhibition/event.

Where water is used on the stand, e.g. for pools, ponds, fountains or water screens and humidification systems and other spray systems, the exhibitor/customer must ensure that this water is always in a hygienically safe condition.

Continuous chemical disinfection is required to prevent legionella infections, especially for all such stand installations and/or exhibits described above that contain water and generate and emit aerosols due to water agitation, aeration bubbles or other processes or influences. Chlorine tablets must be used for this disinfection, since these create fewer safety-related problems than other chlorine-based substances. The appropriate provisions of the German Ordinance on Hazardous Substances ("Gefahrstoffverordnung" (GefStoffV)) and the Ordinance on Forbidden Chemicals ("Chemikalien-Verbotsverordnung" (ChemVerbotsV)) must be observed when using chlorine compounds and other substances to adjust water hardness (pH adjustment). Documentation proving adherence to these rules must be submitted to Messe Berlin upon request.

### 5.5. Compressed air, gas installations

#### 5.5.1. Compressed air

There is no generally distributed compressed air supply in the halls and open-air grounds.

If such installations are required or necessary for exhibitions or events, they can only be implemented as individual autonomous "standalone solutions" with a pressure tank (→ 5.6.3) and hosing/piping. An installation of this kind is subject to inspection and prior permission. In order to permit inspection and ordering of the equipment, using the special form provided, a floor plan drawing (showing connection locations) and all technical details of the installation shall be submitted to Messe Berlin in advance (6 weeks before commencing construction).

The plant and system will be installed by Messe Berlin or its contractors. A charge will be made for this work. For the duration of the exhibition / event, the compressed-air installation shall be shut down for safety reasons every day after the exhibition / event has closed.

#### 5.5.2. Gas (natural gas)

There is no generally distributed gas supply in the halls and open-air grounds. If such installations are required or necessary for exhibitions or events, they can only be implemented on the open-air grounds and only as individual autonomous compressed gas installations ("standalone solutions" see (→ 5.7.1) with a pressure tank (→ 5.6.3) and hosing/piping.

An installation of this kind is subject to inspection and approval and to prior permission by Messe Berlin. In order to permit inspection and ordering of the equipment, using the special form provided, a floor plan drawing (showing connection locations) and all technical details of the installation shall be submitted to Messe Berlin in advance (6 weeks before commencing construction).

The gas system will be installed by Messe Berlin or its contractors. A charge will be made for this work. Installations must conform to the German Technical Rules for Gas Installations ("Technische Regel für Gasinstallationen" (DVGW-TRGI) in their currently valid version.

### 5.6. Mechanical installations, pressurised containers, exhaust gas installations

The following regulations always apply to all types of machinery and equipment, including robots, whether stationary or mobile, controlled or autonomously operated.

#### 5.6.1. Machinery noise, dynamic loads due to machinery

In the interests of other exhibitors/customers, the operation of loud machinery and appliances must be kept to a minimum. Noise levels at the stand boundaries must not exceed 70 dB(A).

Operation of machinery and plants with centrifugal mass forces (even if for demonstration purposes only) is only permitted as long as vibrations are not transmitted to any parts of the buildings, in particular to the raised hall floors (→ 4.7.4). The measurable immission values as described in (DIN 4150-2) can be used as an orientation aid in order to comply with the pertinent provisions of the German Federal Law on Immissions ("Bundes-Immissionsschutzgesetz" (BImSchG)). The measured values must be below the values specified in these provisions in order to prevent impairment of structures (damage to buildings) and/or considerable annoyance to persons in the buildings due to vibrations.

#### 5.6.2. Product safety

All exhibited technical working equipment and consumer products must conform to the requirements of the German Product Safety Law ("Produktsicherheitsgesetz" (ProdSG)) in its currently valid version.

Technical working equipment and consumer products that do not meet these requirements must bear a clearly visible sign stating that the item does not comply with the requirements of the aforementioned law and can only be purchased after conformity to statutory requirements has been achieved.

The manufacturer's EU declaration of conformity must be present on the stand/event area for all technical working equipment and consumer products bearing the CE marking.

When demonstrating exhibits, stand personnel and operators must take all necessary precautions to protect spectators from injury or harm. The stand personnel are also responsible for ensuring that the equipment is not operated without authorisation.

##### 5.6.2.1. Protective devices

All protective devices must be in place when machinery and equipment parts are operated. The normal protective devices can be replaced by a safe cover made of acrylic glass or a similar transparent material.

When equipment is not in operation, protective devices can be removed in order to show visitors the design and construction of parts that would otherwise normally be covered. In such cases, the protective devices must be placed next to the machine, where they can be clearly seen.

#### 5.6.2.2. Test and inspection procedures

To ensure that safety requirements are met, the relevant supervisory authority<sup>1</sup> – where appropriate, in cooperation with the relevant technical commissions of the employers' professional liability insurance association – is entitled to inspect the technical working equipment on display with regard to accident prevention and technical safety features.

The EU declaration of conformity must be presented for inspection at the stand/event area so that the supervisory authorities can examine the equipment for conformity with CE marking requirements. In case of doubt, the exhibitor/customer must contact the relevant authority in good time before the start of the exhibition/event.

#### 5.6.2.3. Prohibition of equipment operation

Messe Berlin is entitled at any time to prohibit the use of machinery, apparatus and appliances if, in its opinion, there is reason to believe that such operation might present a material or personal risk.

#### 5.6.2.4. Additional protective measures

All work equipment or construction machinery must have been verified to be up to date in accordance with the Industrial Safety Ordinance (“Betriebssicherheitsverordnung” (BetrSichV)), and no unsecured loads are permitted to be lifted above persons. For further information regarding loads above persons at events, refer to (DGUV Information 215-313).

Furthermore, technical or organizational measures must be taken to ensure that, in the event of a hydraulic system or rope drive failure, uncontrolled lowering of attachments of the equipment/loads is not possible.

This can be implemented, for example, by blocking/cordoning off the danger area, by using hose rupture protection devices, or by means of a mechanical lock to support the hydraulic cylinders.

The exhibitor/customer is responsible for the stability and safe operation of all exhibits and must provide evidence of this. In substantiated cases, Messe Berlin reserves the right to arrange for a qualified person to conduct an on-site examination. This will be charged to the exhibitor/customer.

### 5.6.3. Pressurised containers

#### 5.6.3.1. Inspection certificate

Pressurised containers are only permitted to be operated on the stand/event area if the tests stipulated in the currently valid version of the (BetrSichV) have been carried out.

The test certificates issued following these tests must be kept in the vicinity of the pressurised container at the exhibition venue (stand area/event area) and be presented to the relevant supervisory authority upon request. Further information can be obtained from the responsible supervisory authority<sup>2</sup>.

#### 5.6.3.2. Testing

In addition to submission of a test certificate confirming that the construction and water pressure test has been carried out (EC declaration of conformity, as well as mandatory documentation in German or English), an approval inspection must be carried out on site. Provided that the application is received at least four weeks before the start of the respective exhibition/event, pressurised containers requiring testing can be subjected to on-site inspection and testing up

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[\[office@las-c.brandenburg.de\]](mailto:office@las-c.brandenburg.de)

<sup>2</sup> Landesamt für Arbeitsschutz (LAS) Regionalbereich Süd - Thiemestr. 105a, 03050 Cottbus [\[office@las-c.brandenburg.de\]](mailto:office@las-c.brandenburg.de)

to one day before the start of the exhibition/event by the TÜV Rheinland<sup>1</sup>. A person responsible for the pressurised containers must always be present on the exhibition stand. Further information can be obtained from the responsible supervisory authority, LAS<sup>2</sup>.

#### 5.6.3.3. Rented equipment

Since the short duration of the exhibition/event set-up period does not allow much time for testing foreign pressurised containers, exhibitors/customers are advised to rent pressurised containers that have already been tested.

#### 5.6.3.4. Monitoring and supervision

During the exhibition/event, the required inspection and approval documentation must be made available for inspection by the supervisory authority. Further information can be obtained from the responsible supervisory authority, LAS<sup>3</sup>.

#### 5.6.4. Exhaust gases and vapours

Gases and vapours emitted by exhibits or equipment, and which are flammable, harmful to health and/or an inconvenience the general public must not be emitted into the halls under any circumstances. Such gases and vapours must be directed outdoors using suitable ductwork as specified by the currently valid version of the (BImSchG).

The use of extractor hoods (where necessary, in recirculation mode) can be arranged for frying and cooking areas.

#### 5.6.5. Exhaust gas extraction systems

For exhaust gases that are flammable, harmful to health and/or an inconvenience the general public, an exhaust gas duct leading to an exhaust vent opening (into an outdoor area) must be installed. Official approval must be obtained for the installation, including the ductwork and the vent opening to the outside of the building.

##### 5.6.5.1. Exhaust gas pipes and ducts

Pipes or ducts for smoke and exhaust gases must be made of non-flammable materials. The exhaust gas pipes must be at least 0.50 m from any flammable material, and enclosed where necessary within a protective outer tube or sleeve.

Only Messe Berlin or its contractors are allowed to install piping or ductwork, using their own materials, from the extraction cowls to the outdoor areas by suspending this to the roof truss suspension points, and only Messe Berlin or its contractors are allowed to install the connecting line/ducting from the suspended ducting to the exhibitor's/customer's exhibit or equipment. Such work will be charged to the exhibitor/customer. The actual connections to the equipment or exhibit emitting the exhaust gases are to be made by the exhibitor/customer in a professional and technically correct manner.

### 5.7. Use of compressed gases, liquid gases and flammable liquids

#### 5.7.1. Pressurised and liquid gas systems

The storage and use of liquid gas or other flammable gases in gas cylinders, compressed gas containers or tanks is prohibited in the halls and outdoor areas unless prior written permission has been obtained from Messe Berlin.

##### 5.7.1.1. Application for use of pressurised gas cylinders

Written permission must be obtained from Messe Berlin if liquid petroleum gas or other flammable gases in pressurised cylinders are to be used. Applications will only be considered if their use is absolutely necessary for presenting exhibits. In accordance with the relevant accident

<sup>1</sup>TÜV Rheinland, Prüfstelle Berlin – Schöneberg, Alboinstraße 56, 12103 Berlin  
[<https://www.tuv.com/germany/de/prüfung-von-druckanlagen.html>]

<sup>2</sup> Landesamt für Arbeitsschutz (LAS) Regionalbereich Süd - Thiemestrasse 105a, 03050 Cottbus  
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<sup>3</sup> Landesamt für Arbeitsschutz (LAS) Regionalbereich Süd - Thiemestrasse 105a, 03050 Cottbus  
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prevention regulations, pressurised gas cylinders must be secured against impacts, falling, access by unauthorised persons and heat. The use of toxic gases is prohibited.

#### 5.7.1.2. Use of liquid gas

The use of liquid gas in the exhibition halls is strictly prohibited.

#### 5.7.1.3. Installation and maintenance

The (DVG TRF 2021), the (DGUV Vorschrift 80) and the (DGUV Regel 110-010) must be observed when installing and operating the permitted systems.

The exhibitor/customer (operator of the system) must compile and submit an explosion protection document in accordance with Section 3 and Section 5 of the (BetrSichV) together with the application for permission to install the system (→ 5.7.1.1). The entire system must be inspected by an expert (qualified person) in accordance with (DGUV Grundsatz 310-005). The inspection certificate is to be kept at the stand.

The provisions of the (BetrSichV) and ordinance on pressurised vessels in their currently valid versions are considered binding and must be observed.

#### 5.7.2. Flammable liquids

The storage and use of flammable liquids in Messe Berlin's halls and outdoor areas is fundamentally prohibited.

Exceptions to this rule for operational reasons (e.g. for the operation or demonstration of exhibits, heating fuel tanks *only* in outdoor areas) must be requested and coordinated with Messe Berlin well in advance, and approval in writing must be obtained for this.

The Explosion Protection Regulations ("Explosionsschutz-Regeln" (DGUV Regel 113-001)) and corresponding documents, e.g. Technical Rules for Hazardous Substances ("Technischen Regeln für Gefahrstoffe" (TRGS)) as well as the information in the safety data sheet in their currently valid versions must be observed.

For operational and demonstration purposes, no more than one day's supply of flammable liquid is allowed to be kept on the stand/event area; this must be stored in enclosed unbreakable containers. The volume and location of such daily supplies must be specified in the application. The "no smoking" regulation is to be strictly enforced.

Messe Berlin must be notified of all tank filling processes, which must only be carried out in compliance with all safety regulations and only outside of visitor opening hours. Empty containers that have been used to store flammable liquids must not be deposited or stored on the stand/event area or anywhere else in the hall but must instead be removed from the hall immediately.

Equipment to be operated or demonstrated using flammable liquids must be fitted with catchment containers made of non-flammable materials in areas where liquids could potentially leak out. Due to the danger of fire or explosions, any spilled or leaked flammable liquids must be removed from the hall/event area immediately using suitable catchment containers and must be disposed of in an expert and proper manner. The emptied catchment containers must then also be replaced.

Storage of flammable and/or potentially explosive cleaning media in the halls is prohibited. Where larger quantities are required for demonstrations/exhibits, the use of dummy fluids is mandatory.

##### 5.7.2.1. Storage containers and tanks (subject to approval and only allowed in outdoor areas)

Unauthorised persons must not be able to access storage containers and tanks (including those used for heater operation) in the outdoor areas. Only officially approved, non-flammable tanks are permitted for use as storage containers; these must be unmistakably identified by a corresponding warning sign in accordance with (DIN 4844-1) and/or (ASR A1.3). Damaged storage containers must be emptied and replaced immediately. Spilled or leaked flammable liquids must be disposed of in an expert and proper manner.

“No smoking” regulations must be strictly enforced at the location of tanks or containers permitted on outdoor areas for daily or reserve fuel supplies. Corresponding warning signs in accordance with (ASR A1.3) must be applied. At these locations, an adequate supply of suitable fire-extinguishing media must be made available and ready for use.

## 5.8. Hazardous substances

The use and application of other hazardous substances and building materials containing hazardous substances must be coordinated with Messe Berlin.

This prohibition is based on the Chemicals Act (“Chemikaliengesetz” (ChemG)), German Civil Code (“Bürgerliches Gesetzbuch” (BGBI, S. 1703)) in conjunction with the (ChemVerbotsV) and the (GefStoffV).

The safety data sheet and the risk assessment must be kept by the exhibitor.

## 5.9. Stage areas for performances and other presentations

Stage areas inside exhibition stands/event areas are specific areas reserved for artistic or other types of performances, as well as for demonstrations or presentations.

Messe Berlin must be informed in advance if stage areas larger than 50 m<sup>2</sup> are planned on stands/in event areas – in which case, a verifiable stand plan, a description of the type of use/programme, sequence of events, participants/performers and any technical stage equipment used must be submitted to Messe Berlin.

The provisions of (→ [4.7.7](#)) and the statutory requirements in accordance with (BbgVStättV) in their currently valid versions apply without exception to all stage and presentation areas on exhibition stands/in event areas.

In keeping with these provisions, exhibitors/customers who intend to create stage areas larger than 50 m<sup>2</sup>, when notifying Messe Berlin, shall also nominate a qualified event engineering expert (“Fachkraft für Veranstaltungstechnik”) as required by Section 40 (4) (BbgVStättV) or a respective supervisor who shall be on site to supervise and/or manage the technical aspects of setting-up/dismounting of equipment, as well as of rehearsals, performances, demonstrations and other technical procedures on the stage areas in accordance with (DGUV Vorschrift 17).

For stage areas larger than 200 m<sup>2</sup>, in accordance with Section 40 (3) (BbgVStättV), at least one event engineer responsible for the stage/studio-technical equipment as well as one event engineer responsible for the lighting-technical equipment must be nominated to Messe Berlin; this person/these persons must be familiar with the stage equipment/lighting and other technical equipment on the stage areas and be able to ensure their safety and functionality during the ongoing event, particularly with regard to fire prevention.

The sound level of any acoustic or musical performances and/or stage performances must not exceed 70 dB(A) at the stand or event area boundaries.

Even if a performance has already been approved, Messe Berlin still reserves the right to restrict or prohibit performances that cause excessive noise or visual annoyance or otherwise considerably endanger or impair the ongoing exhibition/event or visitors, other exhibitors and event organisers. If the above provisions are repeatedly ignored, the electricity supply to the respective exhibitor’s/customer’s stand/event area may be shut off without consideration to the associated shut-down of the complete stand power supply (→ [4.7.7](#)).

The design of cinemas/spectator areas/demonstration rooms and other rooms for staged performances on the stand/event area is also subject to the provisions and structural requirements for common rooms/lounges (→ [4.4.4](#)).

## 5.10. Protection against radiation

### 5.10.1. Radioactive materials

The use of radioactive materials is subject to official authorisation and requires the approval of Messe Berlin. In accordance with the currently valid version of the Radiation Protection Ordinance (“Strahlenschutzverordnung” (StrlSchV)), applications must be made to the responsible authority and approval must be submitted to Messe Berlin no later than six weeks prior to the start of the exhibition/event.

If approval has already been granted, proof must be provided that the planned use of radioactive materials on the Messe Berlin exhibition grounds meets all statutory requirements.

#### 5.10.2. X-ray equipment and devices emitting stray radiation

The operation of X-ray equipment and devices producing stray radiation is subject to official approval and requires the agreement of Messe Berlin. The provisions of the currently valid version of the (StrlSchV) must be observed.

Operation of X-ray equipment and devices emitting interference is subject to approval and notification of the responsible authorities in accordance with (StrlSchV). Applications or notifications must be submitted to the responsible authority<sup>1</sup> at least four weeks before the start of the event.

#### 5.10.3. Laser equipment

Operation of laser equipment is subject to notification and requires the prior agreement of Messe Berlin. The notification of laser equipment must be accompanied by the appropriate test certificate, written proof of appointment of a person responsible for protection against laser radiation (“Laserschutzbeauftragter”, abb. LSB), as well as proof that a corresponding third-party liability insurance is in place.

In addition, a verifiable risk assessment in accordance with [Section 3 of the Occupational Safety and Health Ordinance on Artificial Optical Radiation \(“Arbeitsschutzverordnung zu künstlicher optischer Strahlung” \(OStrV\)\)](#) for the operation of the laser device must be prepared, in which the (EG-RL 2006/25/EG), the (TROS Laser), the (DIN EN 60825-1 / VDE 0837), the (DIN EN 12254) and, in the case of show lasers, the requirements of the (DIN 56912) must be taken into account.

For show laser systems, the instructions in accordance with (DGUV Information 203-036) must also be taken into account.

### 5.11. High-frequency equipment, radio systems, electromagnetic compatibility, harmonics

Operation of high frequency equipment, radio systems and other transmitters used for communications, paging systems, wireless microphone systems, intercom and radio remote control systems is subject to notification of and approval by the Federal Network Agency (“Bundesnetzagentur”)<sup>2</sup>.

The operation of high-frequency devices and radio systems is only permitted if they comply with the provisions of the Telecommunications Act (“Telekommunikationsgesetz” (TKG)) and the Electromagnetic Compatibility Act (“Elektromagnetische-Verträglichkeit-Gesetz” (EMVG)) in their currently valid versions.

Compliance with the provisions of the 26th Regulation on the Implementation of the German Anti-Pollution Law (“26. Verordnung zur Durchführung des Bundes-Immissionsschutzgesetzes” (26. BImSchV)) and the Electromagnetic Compatibility Act (“Elektromagnetische-Verträglichkeit-Gesetz” (EMVG)) is required if exhibits or stand decorations generating electrical, magnetic or electromagnetic fields are used.

Electrical installations used in exhibits should be designed in such a way as to prevent impairment to the power supply to the exhibition grounds (→ [5.3.3](#)) due to excessive phase effects resulting from harmonics.

### 5.12. Cranes, stackers, empty containers

Only forwarding companies/contracted companies of Messe Berlin are permitted to use cranes and forklift trucks. Exceptions to this rule require a permit, must be approved in advance by Messe Berlin and are subject to payment of a fee. When used on the exhibition grounds, third-

<sup>1</sup> Landesamt für Arbeitsschutz (LAS) Regionalbereich Süd - Thiemestraße 105a, 03050 Cottbus [[office@las-c.brandenburg.de](mailto:office@las-c.brandenburg.de)]

<sup>2</sup> Bundesnetzagentur für Elektrizität, Gas, Telekommunikation, Post und Eisenbahnen, Außenstelle Berlin, Seidelstraße 49, 13405 Berlin, [[www.bundesnetzagentur.de/EN/](http://www.bundesnetzagentur.de/EN/)]

party equipment approved in this way must be clearly identified by appropriate exhibition/event-specific signs (showing the event data and on-site contact data).

Forwarding companies contracted by Messe Berlin have sole and exclusive freight-handling rights on the exhibition grounds, i. e. for moving exhibits, stand components etc. onto the stands, including provision of any required handling equipment, and for handling customs formalities for temporary and final import of goods. Orders placed with these forwarding companies are subject to the latest version of the General German Forwarders' Conditions ("Allgemeinen Deutschen Spediteurbedingungen" (ADSp)) and to the forwarding charge schedule for trade fairs and exhibitions organised by Messe Berlin ("Offizielle Messe-Speditionstarif – Messe Berlin GmbH").

Messe Berlin accepts no liability for any risks arising from the activities of these forwarding companies. No empty packaging of any kind is permitted be stored on the stands. Exhibitors/customers must request immediate removal at their own expense of any empty packaging from the hall and, where applicable, transportation of this to a packaging storage area, by the forwarding company on contract to Messe Berlin.

### 5.13. Playing of music

For musical and audiovisual reproductions of all kinds, permission from the Society for Musical Performance and Mechanical Reproduction Rights ("Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte", abb. GEMA<sup>1</sup>) may be required in accordance with the statutory provisions (Copyright Act, "Urheberrechtsgesetz", abb. (UrhG)). Unregistered music reproductions may result in claims for damages from GEMA<sup>2</sup>.

Registrations and enquiries via: [www.gema.de/trade-fair](http://www.gema.de/trade-fair)

### 5.14. Beverage dispensing facilities

The installation and operation of beverage dispensing facilities on a stand/in an event area is subject to the currently valid provisions of the (BetrSichV) and the employers' liability insurance association trade rules on the installation and operation of beverage-dispensing facilities ("Verwendung von Getränkeschankanlagen" (DGUV Regel 110-007)).

The exhibitor/customer (→ operator) of the beverage-dispensing facility bears sole responsibility for its safety and hygiene. This means that the operator must provide proof that the operator's duties of supervising and maintaining the systems' technical condition and hygiene as foodstuff handling equipment have been fulfilled, as well as how these obligations have been fulfilled.

For all beverage dispensing facilities, it is recommended to observe the guideline values for cleaning intervals as per Beverage-Dispensing Facilities "Getränkeschankanlagen" (DIN 6650-6)

### 5.15. Inspection and monitoring of foodstuffs

Food must only be produced, processed and/or distributed in such a way that it is not exposed to harmful effects. This means that exhibitors/customers must be able to prove that all food is hygienically harmless in all respects.

If foodstuff samples are to be offered for consumption on site, or if food and beverages are to be sold on site, statutory provisions must be observed – in particular, of the currently valid versions of the Food Hygiene Ordinance ("Lebensmittelhygiene-Verordnung" (LMHV)), the food, utensils and animal feeds law ("Lebensmittel- und Futtermittelgesetzbuch" (LFGB)) in their currently valid versions, as well as the Regulation on the Hygiene of Foodstuffs, Annex II ("Verordnung über Lebensmittelhygiene, Anhang II" (EG Nr. 852/2004)) of the European Parliament and of the Council of 29 April 2004. Exhibitors producing or distributing foodstuffs commercially must also comply with all legislation on protection against spread of infection ("Infektionsschutzgesetz" (IfSG)).

<sup>1</sup> GEMA Bezirksdirektion Berlin - Messesachbearbeitung, Keithstraße 7, 10787 Berlin [[www.gema.de/trade-fair](http://www.gema.de/trade-fair)]

<sup>2</sup> cf. Section 97 of the Copyright Act ("Urheberrechtsgesetz", abb. UrhG) (UrhG)

It is up to the exhibitor/customer to obtain information on all relevant regulations, including those issued by local safety authorities, and to comply with such regulations. Any queries should be addressed to the responsible local authority<sup>1</sup>.

#### 5.16. Animals

The bringing of animals into event areas must be notified in advance and must be implemented taking into account, in particular, hygiene requirements, animal welfare, and the evacuation of people and animals. An evacuation plan must be agreed upon with Messe Berlin upon request. Official notification and approval requirements remain unaffected. Any bringing in of animals should correspond to the scope of the event.

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<sup>1</sup> *Amt für Verbraucherschutz und Landwirtschaft des Landkreis Dahme-Spreewald* - Hauptstrasse 51, 15907 Lübben [[www.dahme-spreewald.de](http://www.dahme-spreewald.de)]

## 6. Environmental protection

Messe Berlin is committed to protecting the environment.

Exhibitors/customers, as the contractual partners of Messe Berlin, are obliged to strictly observe and comply with all regulations and requirements relating to environmental protection, including protection of species. In addition, exhibitors/customers are obliged to ensure that their contract partners (e.g. stand construction companies) are bound to comply with these provisions. Any resulting costs within this context shall be borne by the respective exhibitor/customer.

### 6.1. Waste management

The basis for all following regulations are the specifications and implementing provisions of the following legislation in their currently valid version

- Circular Economy Law (“Kreislaufwirtschaftsgesetz”) (KrWG)
- Commercial Waste Ordinance (“Gewerbeabfallverordnung”) (GewAbfV)
- Brandenburg Law on waste management and soil protection („Brandenburgischen Abfall- und Bodenschutzgesetz“). (BbgAbfBodG)
- Packaging Law (“Verpackungsgesetz“). (VerpackG)
- Battery Law (“Batteriegesetz“). (BattG)
- Problematic Waste Ordinance (“Problemabfallverordnung”) (ProbAbfV)
- Waste Framework Directive (“Abfallrahmenrichtlinie“). (EG-RL 2008/98/EG) as amended by (Richtlinie (EU) 2018/851)

Exhibitors/customers are responsible for proper and environmentally compatible waste disposal in the course of construction and dismantlement of their stands as well as for the duration of the event. The exhibitor/customer and stand construction companies on contract to the exhibitor/customer are waste producers as defined in the (GewAbfV) and are responsible for the separation of waste materials by type and into recyclable materials and disposable waste.

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

#### 6.1.1. Waste disposal

According to the Circular Economy Law (“Kreislaufwirtschaftsgesetz“), the (GewAbfV) and the (EG-RL 2008/98/EG) waste must primarily be avoided during construction, operation and dismantling at trade fair sites.

Exhibitors/customers and their contractual partners are obliged to make an effective contribution to such efforts at all stages of the event. This objective must already be pursued during the planning stage and in coordination of the efforts of all those involved.

As a general rule, materials that are re-usable and have a low environmental impact should be used for stand construction and operation.

Any materials left behind by exhibitors/customers may be disposed of at the exhibitor’s/customer’s expense and at a higher cost without ascertainment of their value.

#### 6.1.2. Hazardous waste

Exhibitors/customers and their contractors (e.g. stand construction companies) are required to inform Messe Berlin about any waste materials that by their nature, condition or quantity present a particular health hazard (in particular, foods and other organic waste), are hazardous to the atmosphere or water, or are explosive or inflammable (e.g. batteries, paints, solvents, oils, fuels and lubricants, dyes etc.), and to arrange for their correct disposal by Messe Berlin’s contractors.

#### 6.1.3. Bringing waste to the site

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

## 6.2. Water, wastewater, soil protection

### 6.2.1. Oil and fat separators

Water disposed of in the sewage/waste-water network must not contain higher levels of harmful materials than are allowed for regular domestic use. Suitable oil/grease extractors must be used if water containing higher concentrations of oils or grease is to be disposed of in the sewage/waste-water system. Such separators must conform to current **state-of-the-art** technical standards.

If mobile catering services are provided, especially in the outdoor areas, these must ensure that waste fats and oil are collected and disposed of separately.

### 6.2.2. Cleaning/cleaning products

Only biodegradable products are allowed for cleaning. In accordance with the regulations, cleaning products containing hazardous solvents must only be used in exceptional cases.

Cleaning work during the event and during the construction and dismantling periods must only be carried out by the cleaning company appointed by Messe Berlin GmbH.

The technical execution of the cleaning services is the sole responsibility of Messe Berlin and its appointed contractual partners.

## 6.3. Environmental damage

Environmental damage/contamination (e.g. by gasoline/petrol, oil, solvents, dyes or other environmentally hazardous substances) must be reported to Messe Berlin immediately.

## 6.4. Protection against noise

Every effort must be made to avoid unnecessary noise during construction and dismantling of exhibition structures and during the event. The applicable rules and statutory regulations of the state of Brandenburg, such as the Landesimmissionsschutzgesetz (LImSchG) must be complied with.

Noisy activities must be avoided on weekdays (incl. Saturday) before 7 a.m. and after 10 p.m. and on Sundays and public holidays.

This applies particularly to the areas of hall A (north side) which is near to a residential area. In these areas the hall gates shall be kept shut at all times except when vehicles are entering or leaving. Transportation and loading operations on the vehicle routes in this area and the adjoining display areas A3, A4 and F shall also be reduced to the absolutely necessary extent.

Failure to observe these rules may result in construction and dismantling work being prohibited in these areas during the above periods.

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