

# SAFETY, EXHIBITION AND ENVIRONMENTAL PROTECTION REGULATIONS

*The contracting party is obliged to pass on this documentation to all third parties and exhibitors it commissions.*



Internationales  
Congress Centrum  
Berlin

## **Sphere of application:**

The present safety, exhibition and environmental protection regulations apply to the use of rooms, halls and other areas of the International Congress Centre Berlin (hereinafter referred to as ICC) as well as the Oslo and Stockholm Halls, the Palais am Funkturm, the rooms in the Großer Stern, the Funkturm Lounge and the Berlin, Europa, Paris, London and New York rooms in Hall 7 of the Messe Berlin GmbH (hereinafter referred to as Messe Berlin).

The safety and environmental protection regulations are based, in particular, on the requirements of the Berlin "Verordnung über den Betrieb von baulichen Anlagen" [regulations on the operation of structural works] from 10 October 2007 (GVBl. [German legal and regulatory code] page 516) (operational regulations hereinafter referred to as BetrVO), on the building license notice issued by Messe Berlin and statutory environmental protection regulations. As a result of its structural features and the ensuing conditions concerning building supervision, special requirements apply to the case of ICC Berlin.

The Lessee (hereinafter also referred to as Exhibitor) shall observe and implement the safety regulations. They form an integral part of the contract. They are to be applied, in particular, to events for which Exhibitors intend to employ ornamentation (decorations), construct stages/podiums/grandstands/performance areas, or assemble stage, studio or lighting equipment or other technical facilities. The building authorities, police and fire protection agencies may issue additional regulations in the case of certain events, particularly if the nature of the event planned could lead to increased risk for persons and material assets.

The regulations laid out in the current safety, exhibition and environmental protection regulations apply to the construction of fair and exhibition stands. Compliance with the "Technische Richtlinien der Messe Berlin GmbH" [Messe Berlin Technical Guidelines] while on the exhibition grounds and in the exhibition halls is mandatory. To download the guidelines, go to [www.messe-berlin.de](http://www.messe-berlin.de), Exhibition Centres, Exhibition Halls, Guidelines and Conditions. The "Technical Guidelines" can be sent to the Lessee on request. Please note that, should safety deficiencies be detected and not remedied prior to the start of an event, utilization of an exhibition stand may be partly or entirely prohibited in the interest of all participants of the event.

## **1. Duties of disclosure and licensing obligations**

**1.1 Event setup:** For security reasons and to ensure optimal preparation and execution of the event, the Organizer is obliged to inform Messe Berlin (hereinafter referred to as Messe Berlin) in writing of the following details no later than six weeks prior to the event:

- the name of the event manager,
- whether "persons responsible for event technology and management" engaged by the Organizer will supervise the construction and dismantling process as well as the event itself,
- if applicable, the size of performance areas/stages/grandstands, runways, prosceniums and similar structures,
- whether technical stage, studio or lighting equipment or other technical facilities will be employed or suspended from the ceiling,
- whether technical facilities will be moved or reassembled in the course of the event,
- whether movement of technical equipment or artistic performances will take place within or above the auditorium,
- whether the event will include activities/pyrotechnical effects which represent a fire hazard, utilization of laser equipment or dry ice machines (please note the licensing obligation),
- whether ornamentation, decorations/equipment/props will be employed and whether they comply with the required fire protection standards (certificates proving compliance with fire standards must be presented on arrival).

Messe Berlin shall send the Organizer a form in due time prior to the event; the Organizer is obliged to provide the aforementioned information.

**1.2 Approval from the building supervisory authority:** In principle, all events to be held in the ICC must be approved in accordance with building law. Plans for the design of the event must be submitted to the

Messe Berlin for approval, including emergency escape routes and seating plans. A building and fire inspection shall be carried out by the building supervisory authority and the fire service prior to the event.

**1.3 Cost and risks of approval procedures in accordance with building law:** All disclosure and licensing procedures involving building authorities and the fire service incurred by the event shall be carried out by Messe Berlin at the expense and risk of the Organizer.

**1.4 Disclosure of activities involving high temperatures and fire, the generation of heat and dust formation, pyrotechnics, dry ice:** Automatic fire detection systems are installed in the ICC and the Messe Berlin. To ensure the fire detection system is adjusted to the appropriate setting, the Organizer must give notification of activities which may produce smoke, fire, heat and particular dust formations, as well as plans to use dry ice machines and pyrotechnics in good time prior to operation or utilization. Should the Organizer's failure to give notification of relevant facts result in a false alarm, the Organizer shall bear the costs incurred. In addition, the Organizer must also observe its obligation to obtain a permit for, and make official notification of, utilization of pyrotechnics to LAGetSi, the State Office for Health and Safety and Safety of Equipment.

**1.5 Laser equipment:** The operation of laser equipment must be approved by Messe Berlin. Laser equipment must satisfy the requirements of DIN EN 60825-1 on the "Safety of laser products". Class 3b and 4 laser equipment must be reported to the responsible supervisory authority (LAGetSi) prior to operation (Article 5 of the Accident Prevention Codes BGV B2 - "on laser radiation"). Notification must be accompanied by a written request for an on-site laser safety officer.

**1.6 Technical rehearsals:** In the case of performance areas with a floor space of more than 200m<sup>2</sup> or guest performances which utilize their own sets, a private technical rehearsal must be carried out incorporating the entire set, unless the type of event and the scale of the set (inasmuch as no objections are raised) eliminates the need for such a rehearsal. On the basis of the information supplied regarding Point 1.1, Messe Berlin (with the agreement of the building supervisory authority) will decide if the rehearsal is necessary. Should this be the case, the Organizer must arrange a prospective date for a technical rehearsal in good time with Messe Berlin. Messe Berlin shall organize registration with the building supervisory authority and the fire service.

**1.7 Submission of guest certification log:** No further technical rehearsals/inspections are required in the case of guest performances which possess a guest certification log. The Organizer must submit the guest certification log to Messe Berlin in due time, no later than two weeks prior to the event. Messe Berlin assumes responsibility for submitting the log to the building supervisory authority and the fire service.

**1.8 Additional duties of disclosure and licensing obligations:** The Organizer is, where applicable, responsible for performing all further official duties of disclosure and licensing obligations incurred by the event at its own expense and risk. Copies of applications/notifications and licensing/consent must be submitted to Messe Berlin in due time prior to the start of construction.

## **2. Supervision and inspection duties**

**2.1 Obligations on the part of the Organizer:** The Organizer is responsible for the event's programme and the safe, smooth execution of the event. It assumes the legal duty to implement safety precautions in places of public assembly with respect to its own ornamentation, equipment, props, superstructures, installations, platforms, hangings, cables and stage, studio or lighting equipment, or that provided by auxiliary persons or vicarious agents for the duration of the rental period. It must ensure that objects and materials employed meet the requirements stipulated in Section 4 of the BetrVO and the accident prevention regulations, in particular code BGV C1, "Veranstaltungs- und

Produktionsstätten für szenische Darstellungen" [Event venues and production centres for staged performances]. The Organizer is also obliged to ensure compliance with the Youth Protection Law, legislation concerning Sundays and public holidays, the Working Hours Act (AZG), trade regulations, provisions on noise pollution as stipulated in the Federal Emission Control Act, and provisions concerning local closing times.

**2.2 Event manager:** The Organizer must appoint a person who shall possess decision-making authority and shall be present for the entire duration of the event as event manager. Event managers must visit the property and familiarize themselves with the venue. Event managers must ensure the event proceeds in an orderly and safe manner. They must be present throughout the event, must be reachable at all times and, where necessary, must make decisions in agreement with the contact person appointed by Messe Berlin, the authorities and external auxiliary staff (fire service, police, building authorities, the office for public order, medical services). Event managers are obliged to shut down the operation of an event if persons in the venue are in danger, if technical installations, equipment and devices required to ensure safety cease to function, or if the event contravenes the provisions of the BetrVO (for more information see Point number 3). The Organizer's event manager shall be supported by a contact person appointed by Messe Berlin. In addition, Messe Berlin's contact person shall unconditionally share the power to enforce house rules upon all persons within the venue with the Lessee's event manager.

**2.3 Event technology managers and experts** will be supplied by the ICC at the cost of the Organizer insofar as the Organizer cannot provide its own suitably qualified personnel. The Organizer's responsibility as laid out in Point 2.1 remains unaffected.

At least one "event technology manager" is required to direct and supervise the construction and dismantling of stage, studio and lighting equipment in the case of events and technical rehearsals accommodating more than 5,000 visitors, or performance areas spanning more than 200m<sup>2</sup>. The presence of an event technology expert will suffice in the case of events accommodating fewer than 5,000 visitors, or the construction and dismantling of performance areas spanning between 50m<sup>2</sup> and 200m<sup>2</sup>.

At least one person responsible for event technology specializing in stage and studio technology or hall technology must be present at dress rehearsals, events, programmes or recording of events in assembly rooms accommodating more than 5,000 visitors or on performance areas spanning more than 200m<sup>2</sup>. In the case of events in assembly rooms accommodating fewer than 5,000 visitors or in performance areas spanning between 50m<sup>2</sup> and 200m<sup>2</sup>, the presence of one event technology expert will suffice.

**2.4 Obligations of Messe Berlin:** Messe Berlin and persons engaged by Messe Berlin are entitled and obliged to perform spot checks to ascertain if the Organizer is complying with the regulations set out in the BetrVO and the current safety, exhibition and environmental protection regulations. For this purpose, these persons must be guaranteed access to the rented rooms and spaces at all times.

## 3. Safety Regulations for Events

### 3.1 Traffic regulations

**3.1.1 ICC approach road:** The entranceway providing access to the ICC Courtyard is located in Berlin's low emission zone; only vehicles with valid emissions stickers may enter this area.

**3.1.2 Regulations for entering the grounds:** To ensure the smooth flow of traffic on Messe Berlin grounds, drivers are required to pay a deposit upon entering the premises. If vehicles leave after the predetermined time for vacating the premises, Messe Berlin retains the deposit.

**3.1.3 Driving on the grounds:** German motor vehicle regulations (StVO) are in force on the ICC premises and on all Messe Berlin grounds. Those who operate any type of motor vehicle do so at their own risk. Visitors are obliged to obey the instructions of Messe Berlin safety personnel. Messe Berlin has the right to inspect vehicle cargo space and containers carried by individuals at the entry and exit points of its grounds.

#### 3.1.4 Forklifts and lift trucks

The operation of forklifts and electrically operated four-wheel lift trucks is prohibited in ICC lobby areas, its halls, inside the Palais am Funkturm, the Funkturm Lounge, Hall 7.3 or the Großer Stern. It is possible to transport palettes and similar cargo with four-wheel lift trucks as long as the total load does not exceed 2.5kN (approx. 250kg).

**3.1.5 Fire fighting deployment areas:** The required approach routes, which are foreseen with signs restricting parking, and fire fighting deployment areas, must be accessible at all times. Owners of vehicles and objects which block escape routes and safety areas will bear the removal costs and be liable for any damages incurred.

### 3.2 Installations and superstructures for events

**3.2.1 Assembly and disassembly:** All assembly and disassembly work must comply with currently applicable occupational health and safety regulations, industrial law regulations and the legal regulations pertaining to places of assembly. The Organizer and the companies it commissions to perform services are responsible for adherence to these regulations. The Organizer and the companies it commissions to perform services must guarantee that they do not hinder or endanger each other while assembling and disassembling structures. The Organizer is obliged to appoint people to coordinate these works when necessary. Corridors, escape routes, emergency exits, safety installations, and room entryways must always be kept free from obstacles, and an unobstructed aisle width of at least 1.2 m must be maintained during assembly and disassembly.

The maximum floor loading limit of the ICC Berlin, in the Palais am Funkturm, in Halls 14.2/15.2 and in the assembly rooms of Halls 7.1 and 7.3 is 5kN/m<sup>2</sup> (approx. 500 kg/m<sup>2</sup>).

**3.2.1 Permanently installed technical installations:** Only Messe Berlin staff or companies, whom Messe Berlin has contracted explicitly to provide such services, are allowed to operate any existing permanently installed structural technology in the meeting venue. This also applies to any necessary connections to the Messe Berlin power and electrical supply system. Unless other contractual arrangements have been agreed to, the Organizer is not entitled to demand that Messe Berlin remove its installed technical equipment from the venue.

**3.2.2 Technical installations owned by the Organizer:** Technical equipment provided by the Organizer or companies the Organizer has commissioned to supply such equipment must comply with the generally accepted regulations for technical installations, in particular, accident prevention codes BGV C1 and BGV A3 regarding safety and operational capacity.

**3.2.3 Design and occupancy:** The design and construction of superstructures as well as the seating and occupancy of the rental property must comply with the existing legally binding escape route and seating plans or the route and seating plans which must be authorized for the specific event. All retroactive alterations to escape route and seating plans (e.g. changes in seating arrangements for participants) require the explicit authorization of Messe Berlin and an additional permit routinely supplied by building authorities; this will be paid for by the Organizer. Exceeding occupancy capacities in assembly rooms is strictly prohibited and may lead to immediate termination of the event. It is the Organizer's duty to monitor occupancy in the assembly rooms and to avoid exceeding legal capacities.

**3.2.4 Grandstands, podiums and other installations and superstructures** which the Organizer brings into the assembly rooms must be approved by Messe Berlin and, if necessary, the Organizer must procure a permit from building authorities and the structures must be inspected/certified by building inspectors. Structures must be built so that dynamic oscillations will not compromise their structural integrity. BetrVO regulations regarding the aforementioned installations and the DIN 4102, or EN 13501-1 (Fire behaviour of building materials and building components) must be observed and abided by. If these constructions are temporary structures they must have TÜV [Technical Inspection Authority] certification (in Berlin) and Messe Berlin, who will hire an inspector, must be notified of their use at least two weeks before assembly begins. A construction accounting report or other certified static analysis must be presented to Messe Berlin no later than the date of inspection.

**3.2.5 Suspensions:** For safety reasons, only partners commissioned by Messe Berlin are allowed to install suspensions on the ceiling and supporting framework. The Organizer must notify Messe Berlin of any suspensions it requires in due time in writing, and arrange their installation with Messe Berlin. Suspensions may only be constructed of approved materials. Specified load limits may not be exceeded. In case of doubt, Messe Berlin will commission a static survey at the Organizer's expense.

Technical and organizational measures must be taken to ensure that D8+ - chain hoists, in compliance with VPLT SR 2.0 standards, never pass over people's heads after assembly. Messe Berlin reserves the right to employ additional safety measures to shore up D8+ - chain hoists in certain cases.

**3.2.6 Drilling holes and hammering in nails,** hooks and the like in floors, walls and ceilings is not permitted. Countersinking bolts is also forbidden. Should the Organizer install carpets or other decorative material directly on the floor, this must be done in such a manner that

there is no danger people will slip, stumble or fall because of it. Only residue-free, removable carpet tape may be used when applying adhesive markings, fixing carpets, etc. Should the Organizer leave the facilities inordinately dirty or leave hard-to-remove adhesive materials, Messe Berlin will charge an extra fee for excessive dirtiness.

**3.2.7 Emergency exits, emergency escapes,** hallways, corridors, hall aisles: these escape routes must always be kept clear. Doors along escape routes must in no way be obstructed from being opened easily and fully. It is prohibited to block, hang things on, or in any way impede recognition of escape routes, exit doors, emergency escapes and signs marking them. It is prohibited to restrict passage through hallways by placing objects in them or through protruding objects. In case of danger, every hallway serves as an escape route. Fire and smoke control doors may not be kept open.

**3.2.8 Safety installations:** Fire alarms, water supply stations, hydrants, fire extinguishers and fire pipes, smoke flaps, release valves of flue systems, smoke detectors, telephones, telephone distribution boxes and supply and exhaust air openings of heating and ventilation systems, written signs denoting them, as well as green emergency exit signs must always be accessible and clearly visible; it is forbidden to block, hang things on or otherwise impede the recognition thereof.

**3.2.9 Conga lines** on the stairways and in the upper gallery of the Palais am Funkturm and the Marshall Haus cannot be permitted for technical reasons. The same applies throughout the Palais to other dances which induce participants to stomp or jump collectively.

### 3.3 Ornamentation, equipment, props

**3.3.1 Ornamentation, materials and roof constructions:** materials used as ornamentation at events, decorations and curtains must be made of flame-resistant materials (B1, as specified in DIN 4102, or at least Class C as specified in EN 13501-1). Ornamentations in hallways, corridors and stairwells required for emergencies (escape routes) must be made of non-combustible materials (i.e. A as specified in DIN 4102 or A1 as specified in DIN EN 13501-1).

Roofs, including ceiling grids, must neither restrict nor obstruct fire safety installations. Materials used must be at least Category B1 in accordance with DIN 4102, or at least Class C in accordance with EN 13501-1, i.e. flame resistant, and must not drip when burning, produce toxic gases nor obstruct the sprinkler system (minimum mesh size: 2 x 4mm or 3 x 3mm).

The fire-resistant capacity of materials which are used repeatedly must be inspected before reuse and, if necessary, must be impregnated anew. Certificates confirming that objects are fire resistant must be presented to Messe Berlin in due time before construction begins.

All materials brought onto the grounds must be kept far enough away from igniters, floodlights and heat sources so that they cannot catch fire. Ornamentations must be attached directly to walls, ceilings or equipment. Ornamentations which hang freely are only permissible if they come no closer than 2.5m from the floor. Ornamentations using decorative elements from real plants are only allowed inside the buildings while they are fresh. Bamboo, reed, hay, straw, bark mulch, turf, (fir) trees without roots or similar materials do not meet the aforementioned requirements. The fire department must approve any exceptions.

Use of balloons filled with safety gas and other flying objects in the halls and open-air areas must be approved by Messe Berlin before the event takes place.

**3.3.2 Equipment** (= stage parts and stage sets) belonging to stages and sets such as wall, floor and ceiling elements must consist of materials which are at least flame-resistant. Certificates confirming compliance with these requirements must be supplied to Messe Berlin before construction begins.

**3.3.3 Props** (= stage and set furnishings) must be made of at least normally flame-resistant material. Flammable material must be kept away from igniters, floodlights and heat sources so that they cannot catch fire.

### 3.4 Special safety and fire safety regulations

**3.4.1 Work requiring abrasive cutting, heat sources:** All work requiring welding, cutting, soldering, thawing and grinding is forbidden in the assembly areas. Exceptions are only permitted if a written request has been made in advance and is approved by Messe Berlin.

**3.4.2 Flammable packaging materials and waste** must be promptly removed from the rented premises by the Organizer. It is strictly forbidden to store waste or remnants of flammable materials on stages, stairs,

podiums and platforms. Messe Berlin's waste disposal regulations must be adhered to.

**3.4.3 Open fires, flammable liquids and gases,** as well as items used for pyrotechnics, explosive and other dangerous materials are not allowed. This ban on use does not apply if the use of open fire, flammable liquids and pyrotechnical items is justified by the nature of the event and the Organizer has arranged for the required fire safety measures with Messe Berlin and the fire department for the specific event. The authorities (in this case, the LAGetSi, Landesamt für Arbeitsschutz und technische Sicherheit, Berlin) must provide a permit to use pyrotechnics, and all pyrotechnical displays must be supervised by a legally qualified explosives expert. Proof of ownership of permit, a certificate of competence and LAGetSi approval must be provided. The Organizer shall bear the costs incurred for using pyrotechnics, for fire department permits and safeguarding the event. Building regulations prohibit any use whatsoever of flammable gases.

**3.4.4 Candles, kitchen and heating facilities:** Using candles and similar light sources as table decorations and using open fires in specially designated kitchen facilities to prepare meals is allowed in certain areas with the approval of Messe Berlin ("contained candlelight").

**3.4.5 Vehicles and containers** in the venue's rooms require permits, without exception. Vehicles with internal combustion engines may only be exhibited on the premises with less than one litre of fuel in their tanks. The battery must be disconnected, the fuel tank cap must be locked and the fuel tank must be filled with inert gas (e.g. nitrogen or carbon dioxide). The exhibitor can request to have Messe Berlin perform this service for a fee. Additional safety measures may be required in special cases.

### 3.5 Environmental and health protection

Messe Berlin considers itself under obligation to protect the environment. As a contracting party of Messe Berlin, the Organizer shall be responsible for ensuring that all regulations and requirements concerning the protection of the environment are also observed by their contractors and customers.

**3.5.1 Handling waste:** In accordance with the Kreislaufwirtschafts- und Abfallgesetz (KrW-/AbfG) law [Law for Recycling and Waste Management], the gathering of waste during assembly and disassembly, as well as during the event, is to be avoided as far as possible. Unavoidable waste is to be cleared in an environmentally sound manner (recycling rather than disposal). The Organizer is required to contribute effectively in this matter.

The Organizer must ensure that all materials, (ornamentations, packaging, decorations etc.) as well as installations and superstructures that have been brought by him or his contractors to the venue are completely removed after the end of the event. Only materials that can not be used again (and therefore constitute waste), are to be disposed of for a fee via the Messe Berlin disposal system. Should waste requiring special supervision amass, then Messe Berlin must be informed immediately and a special disposal through an approved partner company of Messe Berlin must be arranged.

**3.5.2 Sewage:** The disposal of solid or liquid waste via the wastewater system (toilets, drains) is strictly forbidden. Where mobile catering is used, care must be taken to collect and dispose of fats and oils separately. Cleaning work must be carried out using bio-degradable products.

**3.5.3 Environmental damage:** Environmental damage/pollution on the grounds (e.g. from leaking petrol, oil, hazardous substances) must be reported immediately to Messe Berlin.

**3.5.3 Noise protection:** The event must not create unreasonable noise pollution for the inhabitants of the area surrounding the venue. External doors and windows must be kept closed during music events and events which generate a lot of sound. Activities producing noise must be avoided on weekdays before 07:00 and after 18:00, as well as on Sundays and public holidays. Failure to comply may result in restrictions to assembly and disassembly work as well as the event.

**3.5.5 Volume / hearing protection:** Organizers of musical performances have the sole responsibility to ascertain which measures of protection are necessary to avoid injury to listeners. They are solely responsible for carrying out the necessary measures. Through an appropriate limiting of volume, the organizer must ensure that visitors and third parties are not injured during the event (such as loss of hearing). As a generally accepted technical regulation, DIN 15 905-5 "Event technology - sound engineering - Part 5: Measures to prevent the risk of hearing loss of the audience by high sound exposure of electro-acoustic sound systems" must be observed by the Organizer. The Organizer shall supply sufficient quantities of hearing protection (earplugs) and provide visitors on request. This facility must be clearly indicated in the entrance area.

**3.5.6 Smoking ban:** Smoking is strictly prohibited in the ICC and in

Messe Berlin rooms and halls. The Organizer is obliged to enforce the smoking ban during assembly, disassembly and while the event is taking place. The Organizer indemnifies Messe Berlin against any claims brought against it due to violation of the smoking ban.

### **3.6 Violations / non-compliance**

All installations, superstructures, equipment, props, ornamentation, work materials and technical appliances brought in for the event that do not comply with the current technical safety regulations, or in individual cases have not been approved, are not authorized for assembly in the venue and must be altered at the expense of the organizer, and, where this is not possible, removed, if necessary.

Where regulations concerning safety, health and the environment are contravened and in certain dangerous situations, Messe Berlin can call for an immediate eviction from the venue. Should the organizer not comply with a relevant demand, Messe Berlin reserves the right to have an eviction carried out at the expense and risk of the Lessee.

## **4. Additional regulations for trade fairs and exhibitions at ICC**

The following regulations for trade fair and exhibition stands apply only to ICC. Fair and exhibition stands in the exhibition halls or on the exhibition grounds of Messe Berlin are subject to the partially variant regulations in the Technical Guidelines of Messe Berlin.

**4.1 Stand area:** The stand area declared in the stand confirmation shall be marked by the Organizer upon request by the Exhibitor. Stands must be assembled within this area. The Exhibitor must be aware that minor variations in the stand dimensions are possible. These may be caused by, among other things, varying strengths of the dividing walls. Pillars, wall lugs, ceiling joists, dividing walls, junction boxes, fire extinguishing devices and additional technical facilities are integral parts of the allotted stand area. Therefore, for position, location, dimensions and potential installations on the leased area, only the on-site measurements apply. No claims may be brought against the organizer and Messe Berlin for variations in the confirmed stand area. Installing exhibits, stand units, etc. outside the stand area requires the express, written authorization of the Organizer, in agreement with Messe Berlin.

**4.2 Stand security:** Exhibition stands, including furnishings, exhibits and advertising media must be constructed in a stable manner to ensure that the lives and safety of persons, and public safety and order are not endangered. The Exhibitor is responsible for and, if necessary, must provide verification of the static security of the stand. In case of doubt, Messe Berlin shall commission a static survey at the Exhibitor's expense. Two-storey stands are prohibited in the ICC, in Halls 14.2 and 15.2, in the Palais am Funkturm and in the Berlin, Europa, Paris, London and New York assembly rooms in Hall 7 of Messe Berlin.

**4.3 Exhibition stands and special structures requiring approval:** All special structures and installations (special exhibition stands) or mobile stands must be submitted to the Organizer and Messe Berlin for approval. As a rule, a certification log or a certified static analysis of the installation must be submitted.

**4.4 Stand construction materials and roof designs:** Stand construction materials, ornamentation and decorations must be at least Category B1 as specified in DIN 4102, or at least Class C as specified in EN 13501-1, i.e. flame resistant. Certification proving compliance with this must be provided to Messe Berlin by the start of assembly work at the latest. Materials which are normally or easily inflammable, drip when burning or produce toxic gases must not be used for stand construction. In certain cases, load-bearing construction components may be subject to special requirements for security reasons. Stand constructions must observe and comply with DIN 4102 (Fire behaviour of building materials and building components) or EN 13501-1.

Roof designs, including ceiling grids, must neither restrict nor obstruct fire-protection installations. Materials used must be at least Category B1 as specified in DIN 4102, or at least Class C as specified in EN 13501-1, i.e. flame resistant, and must not drip when burning, produce toxic gases or obstruct the sprinkler system (minimum mesh size: 2 x 4mm or 3 x 3mm).

**4.5 Carpeting:** Installing carpets or other decorative materials directly on the available floor space must be executed in such a way as to avoid any danger of personal injury from slipping, tripping or falling. Carpets and other floor coverings laid must not cause accidents and must not extend beyond the boundaries of the stand area. Connecting stand areas with floor coverings is subject to approval and must be carried out in such a way as to rule out any danger of tripping or other accidents in the aisles. Residue-free, removable carpet tape must be used for any adhesive markings, carpet fixings, etc. Self-adhesive carpet tiles may not be used.

All materials must leave no residue when removed. This also applies to substances such as oils, fats, colours, etc. Floors may not be painted. Cleaning costs incurred as a result of violation of these regulations shall be borne by the perpetrator.

The following exhibition areas are fitted with carpet: Anthracite-coloured (partially patterned): central lobby, side lobbies, main lobby, walkway lobby, Halls 14.2 and 15.2, rooms in Halls 7.1 and 7.3; beige: Palais am Funkturm.

**4.6. Glass and acrylic glass:** Only laminated safety glass may be used. Edges of glass panes must be shaped or protected to ensure that they pose no danger of injury. All glass construction parts must be marked at eye-level when setup begins. Glass constructions must comply with the "technical regulations for the use of accident-proof glazing" (TRAV).

**4.7 Exits from extended stands:** Stands with a floor area of over 100m<sup>2</sup> or with a complex design must have a minimum of two separate exits/escape routes/emergency exits situated opposite one another and at least luminescently marked. The distance from any stand on an exhibition area to an aisle must not exceed 20m.

**4.8. Exhibition grounds / platform protection devices:** Generally accessible areas directly adjacent to areas lying at least 0.2m lower must be protected by railings.

**4.9. Electrical installations, water supply, compressed air and gases:** It is only possible to make connections to the existing supply system in certain areas and, for safety reasons, connections may only be installed by approved specialist companies familiar with Messe Berlin.

The Client shall bear the cost of any such connections. Energy and utility costs shall be calculated according to the prices applicable on the day of the event.

All technical installations on the exhibition stand must comply with the generally accepted technical regulations. All conductive stand constructions must be equipotentially bonded at the Exhibitor's expense. Electrical installations must be fitted in line with the latest security regulations as defined by the Association for Electrical, Electronic & Information Technologies (VDE). Particular attention must be paid to VDE 0100, 0128 and ICE 60364-7-711.

Construction regulations forbid the use of flammable gases of any type.

**4.10 Decorative materials:** Decorative materials must be at least Category B1 as specified in DIN 4102, or at least Class C as specified in EN 13501-1, i.e. flame resistant. The attribute "flame resistant" can only be achieved retroactively on a part of this material by treating it with a flame proofing agent. A certified flame proofing agent must be used. Confirmation of flame resistance or impregnation carried out according to regulations (certificate) must be supplied to Messe Berlin in due time.

**4.11 Use of balloons and flying objects:** Use of balloons filled with safety gas and other flying objects in the Halls and open-air areas must be approved by Messe Berlin. Operating any such flying objects must at no time obstruct or damage safety features.

**4.12 Trees, plants and animals:** Natural plant decorations may only occupy the Halls while they are fresh. Bamboo, reed, hay, straw, bark mulch, turf, (fir) trees without roots or similar materials do not meet the aforementioned requirements (fire hazard). Messe Berlin will rule on any exceptions together with the fire services.

It is not permitted to bring animals into ICC Berlin, the Palais am Funkturm or the exhibition grounds.

**4.13. Waste, recyclable and residual containers:** No waste, recyclable or residual containers made of flammable materials may be placed in the stand area. Waste, recyclable and residual containers used at stands must be emptied regularly, at the latest at the end of each day of the event. Should larger quantities of flammable waste accumulate, these must be removed several times daily.

**4.14 Empty containers, packaging:** Storing empty containers, packaging and packaging supplies of any kind is not permitted in the stand or outside the stands in the rooms. Empty containers, packaging and packaging supplies must be removed without delay. Messe Berlin can provide limited storage space for a fee (Messe Berlin warehouse).

**4.15 Smoking ban:** A general smoking ban is in place in the venue. All Exhibitors must observe the smoking ban at their stands. The Organizer indemnifies Messe Berlin against any claims brought against it concerning violations of the smoking ban.

**4.16. Fire extinguishers:** We recommend that Exhibitors keep suitable, certified fire extinguishers at their stands. Messe Berlin, the building supervisory authority or the fire services can, in individual cases, demand that extra extinguishing devices be provided at the Organizer's expense.

**4.17 Heat-generating and heat-producing electrical appliances:** For individual protection, all heat-generating and producing electronic appliances must be fitted to non-flammable, heat-resistant asbestos-free bases. Flammable materials must be kept at ample distance from the appliance, according to the amount of heat produced. Light fittings must not be attached to decorations or similar components. Electronic cooking appliances and other devices, which pose a danger if left unsupervised, must be switched off after the daily opening hours.

**4.18 Printed matter / advertising material / advertisements:** Unauthorized publicity campaigns outside the Exhibitor's own stand (e.g. distributing brochures, affixing advertising posters) is prohibited unless authorized by the Organizer or ICC.

Printed matter, advertising material and other flammable materials may only be stored in the stand in the quantities required for the day. Messe Berlin shall provide non-flammable containers for such materials upon request and free of charge.

**4.19 Acoustic and optical displays:** Use of acoustic equipment, as well as audiovisual shows of any kind by the Exhibitor require authorization by the Organizer or Messe Berlin and must be presented in writing. The noise level of musical shows must not exceed 60 dBA. Repeated non-observance of these regulations can result in the electricity to the Exhibitor's stand being cut off, irrespective of the resulting loss in supply to the stand. The Exhibitor cannot claim compensation for damages arising directly or indirectly from the interruption to the electricity supply. The burden of proof that the regulations were observed lies with the Exhibitor. As a generally accepted technical regulation, DIN 15 905-5 "Event technology - sound engineering - Part 5: Measures to prevent the risk of hearing loss of the audience by high sound exposure of electro-acoustic sound systems" must be observed by the Exhibitor.

**4.20 Musical renditions (GEMA):** In accordance with legislation (copyright law), The Society for Musical Performing and Mechanical Reproduction Rights (GEMA) must grant permission for musical renditions of any kind. Musical renditions which are not registered may result in compensation claims brought by the GEMA.

**4.21 Explosive materials / ammunition:** explosive materials are subject to the Explosives Act in its current form and must not be used or displayed during trade fairs and exhibitions.

**4.22 Spray guns, nitrocellulose lacquer:** The use of spray guns and nitrocellulose lacquer is prohibited.

**4.23 Flammable liquids and fire pastes** may only be used and stored in stands if authorized by Messe Berlin. Use of flammable gases and related appliances (e.g. gas burners) of any kind is prohibited.

**4.24 Spirits and mineral oils (gasoline, petroleum, etc.)** may not be used for cooking, heating or operating purposes.

**4.25 CE mark on products:** Products that do not have a CE certificate of conformity and do not meet the requirements set out in Section 4 Paragraph 1 or 2 of the Equipment and Product Safety Act (GPSG) may only be exhibited if a sign clearly indicates that they do not meet these regulations and may only be sold in the European Union once the necessary compliance has been established. During demonstrations, necessary precautions must be taken to ensure the safety of persons present.

**4.26 Changes to stands / special structures which infringe regulations:** Structures, equipment, decoration (materials) brought in by the Exhibitor, which are not approved, do not meet these requirements or BetrVO regulations (Article 4), may not be constructed in the venue and, if necessary, must be removed or altered by the Exhibitor at their expense. This also applies to execution by substitution by the Organizer. For good cause, in particular in the case of severe safety deficiencies, an Exhibitor may be ordered to partially or fully close its stand.

**4.27 Disassembly of the exhibition stand:** Once the stand has been disassembled, the exhibition area must be returned to its original state. The Exhibitor is liable for any damage to ceilings, walls, floors and the installation facilities. Adhesive tape must be removed and leave no residue.

Any damage or contamination caused by Exhibitors or their representatives to Messe Berlin rooms and facilities, including outdoor facilities must always be reported to Messe Berlin.

Remaining rubbish, packaging and objects will be removed at the

Organizer's expense.

**4.28 Waste disposal / separation:** The Exhibitor must ensure that packaging and waste do not remain in the rooms of Messe Berlin during the exhibition.

In accordance with the principles of the Closed Substance Cycle and Waste Management Act (KrW-/AbfG), accrual of waste during assembly / disassembly and during the exhibition is to be avoided as far as possible.

Waste which cannot be avoided must be disposed of in an environmentally sustainable manner (recycling before disposal). The Exhibitor is obliged to effectively contribute in this regard.

The Exhibitor must ensure that all materials (ornamentation, packaging, decorations, etc.), as well as installations and structures brought into the grounds of the venue by it or its contractors are removed entirely at the end of the exhibition. Only substances and materials which cannot be reused (and are therefore waste products) must be disposed of via the Messe Berlin disposal system for a fee.

The Exhibitor must inform Messe Berlin immediately of hazardous waste (waste requiring supervision) and arrange for separate disposal.

#### **4.29 Catering, Merchandising**

Catering rights for the rented premises are held exclusively by Capital Catering GmbH. The Lessee is not entitled to offer or give away food, drinks, refreshments, tobacco products or similar.

#### **4.30 Security Cover**

Messe Berlin is entitled to implement any measures needed for carrying out checks and providing security cover. If security cover for the stand itself is required, this must be organised by the exhibitors themselves. Security officers to guard the stands may only be obtained from the security company appointed by Messe Berlin.

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July 2010,  
Messe Berlin GmbH