

# Test for construction requiring official approval

Hall:	Stand No.:
Exhibitor:	

## Order Form 2012

**Deadline: 6 weeks prior to the event \*)**

Orders which are placed within the last 2 weeks prior to the construction period are subject to a 20 % surcharges.

**Messe Berlin, ST21:** Fax: +49(0)30/3038-2898  
**Mailing address:** Messe Berlin GmbH, Service + Technik, Messedamm 22, 14055 Berlin, Germany  
**Technical queries:** Phone: +49(0)30/3038-2824 to 2829, E-Mail: messetechnik@messe-berlin.de

Construction requiring official approval are (pls. see Technical Guidelines):

- Stand structures with two or more storeys, see item 4.2.1
- Special structures/constructions, special structural components, temporary structures, structures over public access areas, platforms, see item 4.2.1
- Showtrucks
- Aisles, gangways, steps, railings, parapets, see item 4.6
- Outdoor structures, see item 4.8

In accordance with the Technical Guidelines of Messe Berlin we hereby apply for the issue of an approval, limited to the duration of the fair, for the following:

Size/Area for construction ..... m<sup>2</sup>

The following documents are hereby enclosed, in German, with reference to the relevant DIN technical standards:

- o Description of structure
- o Location plan
- o **proved** statical calculation/Test book/Type test (Original issue) – pls. see item 4.2.1
- o Load for column each/conductive load into the floor
- o Construction drawings
- o Groundplans, views, sections (3 copies)
- o Calculation of area for construction, able to be proved
- o

Messe Berlin will charge **6.00 EUR per m<sup>2</sup>** stand construction, **at minimum 260.00 EUR** for approval of the supplied documents being correct and complete, and for one technical inspection of the construction incl. stairways and parapets.

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

For the test of construction drawings and statical calculation, Messe Berlin will charge 6.00 EUR per m<sup>2</sup> of the presented stand construction, at minimum **360.00 EUR**. Additional inspections will be charged with proof of time.

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

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

Remark Messe Berlin

passed on:

The mentioned prices are subject to statutory value-added tax. By signing the order you acknowledge the stipulated conditions.

**Please note: Please clarify the internal PO number for your company/your client for these services.  
 For later alteration of invoices 30.00 EUR plus VAT will be charged in addition.**

Name and address of recipient of invoice:

VAT Reg. No.

Contact for queries:

Phone:

Telefax :

E-Mail:

Your order number for the invoice:

<input type="checkbox"/> <b>We are the exhibitor.</b> These services will be charged within the final invoice of Messe Berlin GmbH.	<input type="checkbox"/> We are <b>only ordering by order</b> of the exhibitor. (a written confirmation is available)	<input type="checkbox"/> We are <b>not the exhibitor.</b> These services have to be charged to the above mentioned address.	Legally binding signature and company stamp:
Date:	Name of the customer (in block letters):		

As of: July 2011 / Subject to alteration / Legal venue and place of jurisdiction is Berlin-Charlottenburg

# Approval, testing and exemption of structures requiring a building permit

(see Technical Guidelines items 4.2.1, 4.9.3, 4.9.4, 4.9.5 and 4.9.6)

Assuming that the Technical Directives for the design and construction of the stand are adhered to, it is not necessary to submit drawings in order to obtain approval for single-storey stand structures in the exhibition halls.

## Construction application/ Structures requiring a building permit

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

Two-storey structures may possibly be allowed, subject to the approval of the relevant project management of Messe Berlin. The application must be submitted immediately after receiving notification that a stand has been assigned.

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

Unless stated otherwise for the trade fair in question, the maximum height of stand structures is equal to the inside height of the hall minus 0.50 m.

If an area of more than 30 m<sup>2</sup> is covered over with material that is not suitable for use with sprinkler systems, a sprinkler system must be installed. Stand structures bordering on neighbouring stands must be painted in neutral white above a height of 2.50 m.

**The following documents in German are required no later than 6 weeks prior to the start of construction when applying for approval for**

- Stand structures with two or more storeys (see item 4.2.1)
- For special structures / special structural solutions, special components, temporary structures, components above areas frequented by visitors, grandstands (see item 4.2.1)
- Showtrucks
- Aisles, gangways, steps, railings, parapets (see item 4.6)
- Outdoor structures (see item 4.8)

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

- a) **examined** static calculation in accordance with German industrial standards and technical rules. Examined in the aforementioned sense applies to stress analysis documents (incl. test report), which have been examined exclusively by a **technical inspector or a structural stability expert approved in accordance with the respective state building regulations**,
- b) description of the building, location plan,
- c) stand construction drawings to a scale of 1 : 100 (layout, elevations, sections),
- d) item a) does not apply if a type certification suitable for examination or a valid inspect and test log in accordance with FIBauR (Directive on the Construction and Operation of Temporary Structures) is submitted. Submitted valid inspect and test logs will be shown by Messe Berlin on behalf of the exhibitor to the local Building Inspectorate responsible for the final acceptance.

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

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

- Description of construction and operation,
- Design drawings,
- Proofs of stability,
- TÜV test certificates, approvals or
- Statement of EU conformity issued by a recognised certification authority or an equivalent manufacturer's statement in accordance with BauPG, §§ 9, 10.

The above documents may also be required.

If none of the stress analysis documents examined as stated above are available, they may be drawn up with the assistance of Messe Berlin. The costs will be borne by the exhibitor/stand constructor.

## Individual loads on supporting pillars

The load to which the floor can be subjected varies between the different halls (see Hall Data). Proof must be provided that the foundation pressure of the pillars does not exceed the permitted foundation pressure of the hall floors.

## Responsible site supervisor

The "site supervisor" appointed by the stand construction company or the exhibitor to oversee the work, and whose name must be supplied to Messe Berlin, is responsible for ensuring compliance with the Technical Directives. If this site supervisor does not have sufficient specialised knowledge or experience of particular items of work or aspects of the work, he must obtain the services of suitable experts.

## Stand construction approval

After scrutiny, the copy of the stand construction plans, endorsed as approved, will be returned to the exhibitor/stand constructor.

Stand construction work may not commence until the approval endorsement has been granted.

## Acceptance

Acceptance will be carried out or coordinated by Messe Berlin after approval has been granted for the construction of the stand, and following the erection of the supporting structure, the responsible site supervisor shall apply to Messe Berlin for acceptance.

Cladding may only be added to the supporting structure after the structure has been approved as being free of defects.

During the construction phase, if it is established that a stand or stand construction that was initially categorised by the exhibitor or stand constructor as being of a basic design subsequently proves to comprise a non-standard design (as determined by Messe Berlin), an acceptance process must immediately be initiated.

Prior to the start of the fair a final acceptance of all the fair structures will be carried out. If required, Messe Berlin GmbH will call in the services of specialised authorities or qualified experts (e. g. construction supervisory authority, professional association, fire service, trading standards department, police, technical supervisory board – TÜV).

If defects are discovered in structures at trade fairs a deadline will be given in writing for their elimination.

If defects are not remedied, even after instructions to do so have been issued, partial or even complete use of the stand for the exhibition may be prohibited. This prohibition on the use of the stand may be effected by Messe Berlin by the imposition of certain measures (cordoning off, closure of the stand, interruption of supplies to the stand. Such measures do not affect the obligation to pay the stand rental charge.

## Fees

Messe Berlin will apply the scale of fees listed overleaf for examination and approval of the documents submitted, to ensure that they are correct and complete, and for single acceptance of the supporting structure including stairs and railings/parapets.

For single-storey exhibition stands or stand structures the usable stand area is calculated on the basis of the usable area, usually that accessible to persons, of the upper floor, and, if appropriate, this will also include the stand area covered by other, special stand constructions.

## Work involving fire risks

Work involving the risk of fire may only be carried out subject to prior application and approval.

This approval is issued by Messe Berlin together with the certificate. Application forms/certificates should be requested if required.