



SAFETY REGULATIONS
FOR EVENTS

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Preliminary remarks / area of application

These Safety Regulations for Events apply for conventions, conferences and special events at which decorations are used, platforms, performance areas, stages or grandstands are erected or used, or technical stage, studio or lighting systems are set up. Additional requirements for safety and fire prevention at an event can be specified by building authorities, the police, fire prevention agencies, and Messe Frankfurt Venue GmbH & Co. KG (hereafter referred to as Messe Frankfurt Venue), in particular if the type or scope of scheduled event may pose a particular risk to people and property.

The structure and content of these Safety Regulations have been coordinated by the seven largest German convention centres, the "SevenCenters of Germany". They may vary slightly from venue to venue depending on state law and local structural conditions. The Safety Regulations reflect in particular the requirements of the German regulations on public meeting places (hereafter referred to as MVStättV) introduced in the German state of Hesse by ministerial decree and the building permit regulations for operating the halls and areas approved as a place of assembly.

The contracting partner of Messe Frankfurt Venue (hereafter also referred to as Organiser) must ensure that the Safety Regulations are observed by all persons and companies involved in planning and carrying out the event.

1. Notification and approval requirements

1.1 Notification requirements before the event

In the event planning stage, for safety reasons and to properly prepare and carry out the event, the Organiser is required to notify Messe Frankfurt Venue in writing at least four weeks in advance of the following:

- The name of its Event Manager as per MVStättV
- Whether it is bringing Event Engineering Officers to oversee set-up, dismantling and the event itself in accordance with MVStättV
- The size and layout of any performance areas/stages/grandstands, catwalks, forestages, platforms, and similar constructions to be erected
- The anticipated number of visitors and the expected visitor profile (peaceful, normal, difficult).
- Whether technical stage, studio, lighting or other systems are to be set up (load planning)
- Whether technical systems will be moved or modified during the event
- Whether mechanical movements or artistic performances will take place in or above the auditorium
- Whether activities constituting a fire hazard, pyrotechnical effects or the operation of laser installations or fog machines are planned (additional approval required)
- Whether decorations, fittings or props are to be supplied (fire classification certificates required)

- Whether a guest performance test log book ("Gastspielprüfbuch") has been issued for the event
- Whether the Organiser plans a technical trial before the event.

Based on the information provided by the Organiser, Messe Frankfurt Venue will update its schedule, assess the hazard level of the event in advance and ascertain the necessity and number of professional event staff and external personnel (fire brigade, first-aid services, security and supervision) as well as the need for special security measures (see MVStättV Sections 40-43). The Organiser is responsible for all resulting costs (in particular personnel costs for security staff). If the Organiser fails to provide information, provides incomplete information or is late in providing information, an increased event risk is generally assumed. Incorrect information may lead to restrictions, cancellation or termination of the event.

1.2 Technical trials, guest performance test log book

If performance areas of more than 200 m² in size are to be used or if guest performances construct their own scenery, a non-public technical trial with full scenery construction must be held before the first event, unless this requirement can be waived because of the type of event or size of the scenery construction (if non-hazardous). Messe Frankfurt Venue (together with building supervisory authorities) decides whether the technical trial is required or not based on the information provided in Section 1.1. If the trial

is required, the Organiser must schedule the planned technical trial with Messe Frankfurt Venue well in advance. For guest performances for which a performance test log book has been issued, no technical trial is necessary. The guest performance test log book is to be submitted to the building authorities at least 2 weeks before the event.

1.3 Approvals and inspections by public authorities

Use of event space and areas is subject to compliance with official escape route and seating plans including a maximum permitted visitor capacity. Deviations from existing approved escape route and seating plans, for example due to modifications in seating or escape routes or the set-up of tents, platforms, grandstands, special structures or temporary structures, require the approval of Messe Frankfurt Venue. Such measures generally require a building permit and must be inspected by the building authorities and the fire brigade.

1.4 Costs and risks of activities subject to notification and approval

For all activities described as subject to notification or approval above or below in the Safety Regulations, the Organiser may be required to submit documentation, plans, reports, test certificates or expert reviews and undergo structural and fire safety inspections. Messe Frankfurt Venue will assist the Organiser in the approval processes. The length and costs of the approval process including the risk of not being approved are the full responsibility of the Organiser.

2. Responsible parties

2.1 Responsibilities of the Organiser

The Organiser is responsible for the event programme and the safe and smooth course of the event. It must ensure that the maximum permitted visitor capacity is observed in the event rooms and areas provided. Exceeding maximum capacities is strictly prohibited. The Organiser is responsible for ensuring public safety within the venue for the length of the usage period, especially in relation to decorations, furnishings, props, structures, fittings, suspensions, installed cables and technical stage and lighting systems furnished by it or its authorised partners. All furnished objects and materials must comply with these Safety Regulations, generally accepted good engineering practice (in particular the DIN VDE standards), the operating regulations of MVStättV and German accident prevention ordinances, especially BGV C1 "Veranstaltungs- und Produktionsstätten für szenische Darstellungen" (Show and Production Facilities for Scenic Presentations). The Organiser is likewise solely responsible for complying with all other laws and ordinances valid for the event, including the German Youth Protection Act (JuSchG), the German Sunday and Holiday legislation (FTG), the German Working Hours Act (ArbZG), the German Occupational Health and Safety Act (ArbSchG), anti-smoking laws, the German trade regulations (GewO) and noise regulations.

2.2 Responsibilities of the Event Manager

The Organiser must provide Messe Frankfurt Venue with the name of an authorised person (see Section 1.1.) who is present at the event throughout its complete duration as the Event Manager. The Event Manager is required to take part in a joint inspection of the premises if requested by Messe Frankfurt Venue and must familiarise himself with the premises, including its escape routes. If requested by Messe Frankfurt Venue, the Event Manager must also attend a meeting before the event to be briefed about the safety regulations to be observed. The Event Manager is responsible for ensuring a well-organised, safe course of the event. He must be present while the event is running, must be able to be contacted at all times and must take any necessary decisions in consultation with contacts specified by Messe Frankfurt Venue, public authorities and external personnel (fire brigade, police, building authorities, the Office for Public Order, first-aid service). The Organiser's Event Manager must terminate the event if a hazard for people at the venue makes this necessary, if safety systems, installations or facilities are not functioning or if the operating regulations of MVStättV are not (cannot be) observed. The Event Manager shall be assisted by a contact person appointed by Messe Frankfurt Venue.

2.3 Event Engineering Officers, event technicians

Verantwortliche für Veranstaltungstechnik (Event Engineering Officers) and Verantwortliche für Veranstaltungstechnik (event technicians) are to be employed by

the Organiser at its own expense in accordance with the following guidelines:

The set-up and dismantling of technical stage, studio and lighting systems at events with more than 5,000 places for visitors, performance areas of more than 200 m² in size or technical trials must be headed and supervised by at least one Event Engineering Officer. At events with fewer than 5,000 places for visitors or when setting up or dismantling performance areas between 50 m² and 200 m² in size, the presence of one event technician is sufficient.

Two Event Engineering Officers must be present at final rehearsals, events, broadcasts or recordings of events in areas of assembly with more than 5,000 places for visitors or performance areas of more than 200 m² in size. Only one event technician must be present at events in areas of assembly with fewer than 5,000 places for visitors or performance areas between 50 m² and 200 m² in size.

Exceptions: If the safety and functioning of the technical stage, studio and lighting systems and other technical facilities at the venue have been examined by Event Engineering Officers or event technicians, if the type and course of the event pose no hazards and if systems and facilities are not moved or altered in any way during the event, one technician or other person may be appointed as technical supervisor based on an individual risk assessment by Messe Frankfurt Venue. This person must be familiar with the technical installations.

2.4 Responsibilities of Messe Frankfurt Venue

Messe Frankfurt Venue and its representatives are authorised and required to conduct random checks to verify that the Organiser is complying with the MVStättV operating regulations and these Safety Regulations. They must be allowed access to event rooms and areas at all times.

2.5 Security service

Security services are to be provided exclusively by qualified companies approved by Messe Frankfurt Venue and sufficiently familiar with the premises in case an evacuation is necessary. The necessary number of security staff depends on the type of event, the number of visitors, potential event risks and any additional requirements from the building authorities and the Office of Public Order. Security service is responsible for the tasks specified in Section 43 para 4 of MVStättV.

2.6 Enforcing house rules

Based on these Safety Regulations and the applicable house rules, the Event Manager (in addition to Messe Frankfurt Venue) is authorised on behalf of the Organiser to enforce the house rules within the rooms and areas provided to him with respect to event visitors and third parties. Messe Frankfurt Venue enforces house rules with respect to the Organiser and – in addition to the Organiser – to visitors and third parties during the period that the event rooms and areas are provided, in accordance with the following provisions. The authorised security

staff assist in enforcing the house rules.

Violations of the house rules, these Safety Regulations, legal provisions governing events or orders from public authorities must be promptly stopped by the Organiser and its Event Manager. Messe Frankfurt Venue is authorised to take corrective remedies at the expense of the Organiser if the Organiser does not take immediate action when requested to do so. If such corrective remedies are not possible or are unreasonable, or if the Organiser declines the corrective remedies of Messe Frankfurt Venue or refuses to assume the costs, as a last resort Messe Frankfurt Venue can demand that the Organiser vacate the event premises. If the Organiser does not comply with such a request, Messe Frankfurt Venue is entitled to terminate the event and vacate the premises at the expense and risk of the Organiser.

3. Technical safety regulations

3.1 Traffic regulations, escape routes, safety equipment

3.1.1 Driving on-site

The provisions of the German Road Traffic Regulations (STVO) apply throughout the premises of Messe Frankfurt. The speed limits posted on-site apply to all vehicles. Driving vehicles on the premises takes place at one's own risk. Messe Frankfurt Venue reserves the right to inspect the cargo compartments of motor vehicles and containers carried by persons when entering

or leaving the premises. The grounds may be temporarily closed to motorised vehicle traffic due to set-up and dismantling activities at concurrent events.

3.1.2 Forklifts and pallet jacks

The Organiser and its subcontractors are not permitted to drive motorised equipment such as forklifts into the foyer or hall areas. The Organiser is allowed to transport loads with hand-operated equipment (e.g. pallet jacks). The Organiser and its subcontractors must check the condition of the floor and permissible floor load-bearing capacities before transporting loads.

3.1.3 Fire service zones

The fire service access routes and manoeuvring zones designated by "no parking" signs must be kept clear at all times. Any vehicles or objects parked/deposited on escape routes or safety areas will be removed at the expense and risk of the owners.

3.1.4 Emergency exits, escape hatches, corridors, aisles

These escape routes shall be kept clear at all times. The doors along the escape routes must be able to be easily opened from the inside to their fully open position. Escape routes, exit doors and emergency exits and their signs must not be obstructed, covered or made unrecognisable in any way. Corridors and aisles may not be obstructed at any time during the event by items deposited or protruding therein. In case of emergency, corridors and aisles serve as escape routes. Fire and smoke control doors

may not be propped open with a doorstop or other object.

3.1.5 Safety equipment

Fire alarms, hydrants, fire extinguishers and control, smoke flaps, smoke extraction systems, smoke detectors, telephones, air intake and exhaust vents in the heating and ventilation systems, smoke ventilation systems, their signs and markings, and the green emergency exit signs must be accessible and visible at all times. They may not be obstructed, covered or otherwise made unrecognisable.

3.2 Event fittings and structures

3.2.1 Technical installations of Messe Frankfurt Venue

All existing, permanently fitted technical building installations on the premises are to be operated by Messe Frankfurt Venue staff or authorised service providers only. This also applies to all utility connections to be made on-site (e.g. electricity, water, telecommunications). Unless otherwise agreed, the Organiser has no right to demand that Messe Frankfurt Venue remove from the event space any of its own technical installations already in place.

3.2.2 Technical installations of the Organiser

Technical installations installed by the Organiser or its subcontractors must comply with generally accepted good engineering practice, especially German accident prevention regulations (BGV C1 and BGV A3 related to safety and operational

functionality). Electrical (switching) panels should not be accessible to visitors, must be installed according to DIN VDE 0100-711 and be inspected by the Organiser before start-up in accordance with DIN VDE 0100-610. In case of doubt, an inspection by an electrician will be arranged at the expense of the Organiser.

3.2.3 Suspensions

For safety reasons, suspensions from the ceiling and supporting structures may be installed exclusively by service partners authorised by Messe Frankfurt Venue. The Organiser is responsible for notifying Messe Frankfurt Venue about any suspensions necessary during the event (see Section 1.1) and scheduling their installation.

Suspensions shall be installed in accordance with generally accepted good engineering practice. The specified load limits must be observed. In case of doubt, a structural analysis of the suspension(s) will be conducted at the expense of the Organiser.

3.2.4 Fittings and structures, grandstands, platforms, stairs, performance areas, special structures

All fittings and structures on the premises as well as the installation of temporary outdoor structures are subject to notification and in some cases approval. The functioning of fire protection equipment (e.g. automatic fire extinguishing systems, smoke barriers, etc.) may not be compromised by fittings and structures. Fittings and structures must be designed in a way to ensure that their stability cannot be impaired by dynamic vibrations. The substructures of the flooring

of platforms, performance areas and grandstands must be constructed of non-flammable materials. Under no circumstances may easily flammable materials be used which drip or form toxic gases when burnt. All materials shall comply at least with building materials class B1 of DIN 4102, i.e. shall be flame-resistant, and comply at least with class C, d0, s1 of EN 13501-1. A test certificate indicating the building material class and the required characteristics of the material can be requested.

3.2.5 Carpets, floor coverings

Any carpets or other floor coverings must pose no risk of persons slipping, stumbling or falling. Carpets and other floor coverings must be installed such that accidents are prevented. Only tape that can be removed without leaving any residue shall be employed for holding carpets and floor coverings in place. Self-adhesive carpet tiles are not allowed. All materials employed shall be completely removed without leaving any residue. This also applies for substances such as oil, grease, paint and similar. Hall floors may not be painted.

3.2.6 Crowd control barriers

If standing places are planned in front of concert performance areas, the audience must be separated from the performance area by a barrier so that a corridor at least 2 metres wide is present between the performance area and the barrier for security and emergency access.

If more than 5,000 standing places are planned in front of concert performances,

standing-room areas accessible only from the sides shall be established via at least two additional crowd control barriers. The crowd control barriers must be spaced at least 5 metres from one another on the sides and at least 10 metres from one another across the width of the performance area. On request, the building authorities may grant exemptions to the rules for crowd control barriers in individual cases.

At concerts with fewer than 5,000 standing places, crowd control barriers are to be installed if the type of event makes them necessary and especially due to the expected audience profile. If no restrictions are issued by the authorities in this respect, Messe Frankfurt Venue will decide on this after assessing the risk.

The costs of providing, installing and dismantling crowd control barriers and any potential applications for exceptions to the authorities shall be borne by the Organiser.

3.2.7 Glass

Safety glass must be used in all glass constructions. The edges of glass panes must be ground or protected to prevent injury. Structural elements fabricated entirely from glass must be marked at eye level. Please refer to the "Merkblatt zum Einsatz von Glas/Acrylglas im Messebau" (Regulations Governing the Employment of Glass/Acrylic Glass in Stand Construction) for further information.

3.2.8 Bolts, holes, nails

It is forbidden to install bolts or anchorings, insert nails or drill or punch holes, regardless

of where. The use of bolt guns is also not allowed.

3.3 Decorations, furnishings, props

3.3.1 Decorations

Materials, decorations and curtains used to decorate the event must at least be flame-resistant according to building materials class B1 of DIN 4102 and comply at least with class C, d0, s1 of EN 13501-1.

Decorations in key corridors, aisles and stairwells (escape routes) must be made of non-flammable materials (DIN 4102 class A or DIN EN 13501-1 class A1). Materials that are re-used must be tested again for flame-resistance and re-treated as necessary. A test certificate showing the required characteristics of the material can be requested.

All decorations installed must be far enough away from ignition sources, heat sources and spotlights that they cannot catch fire.

Decorations must be fastened directly to walls, ceilings or furnishings. (Freely) suspended decorations in rooms are only permitted if they are at a distance of at least 2.50 m from the floor and do not impair automatic fire extinguishing systems.

Decorations made of real plants may only remain in position for as long as they are fresh. Bamboo, reed, hay, straw, bark mulch, peat, (pine) trees without root balls and similar materials do not meet the requirements above. Messe Frankfurt Venue may grant exemptions in conjunction with the fire brigade.

Using balloons filled with inert gas must be approved by Messe Frankfurt Venue before the event.

3.3.2 Furnishings

Furnishings which are parts of stage decorations or scenery such as wall, floor or ceiling elements must be made of at least flame-resistant materials. Relevant certificates verifying the flame-resistance of objects must be submitted at the request of Messe Frankfurt Venue.

3.3.3 Props

Props are furnishings for stages and scenery. They must be made of at least normally flammable material.

3.4 Special fire safety regulations

3.4.1 Open flame, combustible liquids, gases, pyrotechnics

Use of open flame, flammable liquids, gases, pyrotechnic items, explosive substances and other easily combustible materials is prohibited. This ban does not apply if the use is an essential part of the event and the Organiser has arranged for the necessary fire safety measures in each individual case with Messe Frankfurt Venue and the fire brigade. The use of pyrotechnical items must also be approved by the public authorities and must be supervised by a person authorised under German explosives law (SprengG). Records of the holder's permit ("Erlaubnisschein"), certificate of competence ("Befähigungsschein"), insurance policy (pyrotechnics liability) and approval from the public authorities are to be submitted. The Organiser is responsible for all expenses incurred for official approval and securing the event when pyrotechnic items are used.

3.4.2 Candles, kitchen facilities and heating devices

Using candles and other light sources as table decorations and using open flame in kitchen facilities for preparing food is permitted by approval of Messe Frankfurt Venue (permissible candlelight).

3.4.3 Combustible packaging materials

Combustible packaging materials must be promptly removed from the premises by the Organiser. No packaging materials, trash or residual waste may be stored under or on

stages, grandstands or platforms.

3.4.4 Vehicles with combustion engines

Vehicles with combustion engines on the premises are always subject to notification and permission. Generally the maximum permissible fuel tank content is limited, the tank cap must be closed and the battery must be detached. Additional safety measures may be imposed.

3.4.5 Working with fire, welding, abrasive cutting, hot work

Any kind of welding, cutting, soldering, thawing or abrasive cutting work is prohibited in the buildings of Messe Frankfurt.

Exceptions can only be made with advance notification and by agreement with Messe Frankfurt Venue (permit for hot work).

3.5 Occupational and health safety, environmental protection

Messe Frankfurt Venue is committed to protecting the health of all persons on the premises and to protecting the environment. Consequently, for the duration of its presence on the premises of Messe Frankfurt, the Organiser is responsible for ensuring that all relevant occupational health and safety regulations and environmental protection provisions are observed, including by its subcontractors and business partners.

3.5.1 Occupational safety

All setup and dismantling activities shall occur in accordance with the relevant occupational safety and accident prevention

regulations, in particular BGV A1 and UVV BGV C1. The Organiser and its subcontractors are themselves responsible for complying with accident prevention regulations and occupational safety provisions. In particular, the Organiser and its subcontractors must ensure that other persons present at the venue are not endangered during its setup and dismantling activities. The Organiser must adequately schedule and coordinate work as necessary. If this is not possible, it is required to stop work temporarily and contact Messe Frankfurt Venue.

3.5.2 Noise levels, hearing protection

Organisers of musical events where high noise levels (loudness) are expected are themselves responsible for checking whether safety measures are necessary to avoid injury to the audience and if so in what form. They must take the required actions at their own responsibility. The Organiser must reasonably limit the sound level to ensure that visitors and third parties are not injured during the event (risk of acute loss of hearing etc.). As generally acknowledged good engineering practice, DIN 15 905 "Event equipment - audio engineering" Part 5 specifies measures to avoid risk to the audience's hearing caused by high sound exposure in electroacoustic sound systems. This standard must be observed by the Organiser. Furthermore, the Organiser must maintain a sufficient supply of hearing protection aids (e.g. earplugs) and provide them to visitors on request, if the risk of damage to visitors through excessively high volumes cannot be excluded. Conspicuous

notice of this must be given in the entrance area to the premises.

3.5.3 Laser systems

Operating laser systems is subject to notification; Messe Frankfurt Venue must be informed. Laser systems must comply with DIN EN 60825-1 "Safety of Laser Products". Class 3b and 4 laser products must be registered with the responsible agency (Amt für Arbeitsschutz/Office of Occupational Safety) before use and must have their safety verified by a publicly appointed, certified expert. The inspection certificate must be submitted to Messe Frankfurt Venue before the event. This notification must include the name of an official laser officer present on-site.

3.5.4 Smoking ban

If a smoking ban has been implemented in the buildings of Messe Frankfurt, the Organiser is responsible for enforcing this ban during set-up, dismantling and the course of the event.

3.5.5 Waste

Waste should be avoided as much as possible during setup, dismantling and the course of the event, in accordance with the German Recycling and Waste Act (KrW-/AbfG). Waste which cannot be avoided must be disposed of in an environmentally responsible manner (recycle before disposal). The Organiser is required to contribute significantly to reducing waste.

The Organiser is responsible for ensuring that all materials (decoration, packaging,

etc.) as well as fittings and structures brought to the site by itself or its subcontractors are completely removed at the end of the event. Only substances and materials which cannot be re-used (and thus become waste) are to be disposed of via Messe Frankfurt Venue's disposal system for a fee. In case of hazardous waste requiring special supervision, Messe Frankfurt Venue must be immediately notified and special disposal arranged for through authorised service partners of Messe Frankfurt Venue.

3.5.6 Wastewater

Disposing of solid or liquid waste via the sewage system (toilets, canal inlets) is strictly forbidden. If mobile catering equipment is to be employed, exhibitors must make certain that oil and grease are trapped and disposed of separately. All cleaning work must be carried out using biodegradable products.

3.5.7 Environmental pollution

Messe Frankfurt Venue must be immediately informed of environmental pollution / contamination on the premises (e.g. as a result of leaking petrol, oil or hazardous materials).

3.5.8 Noise control for residents

Noise from the event may not pose an unreasonable nuisance to residents near the premises. Outside windows and doors should be kept closed at music events and other particularly loud events. Activities causing noise must be avoided on workdays before 7 a.m. and after 6 p.m., and all day on Sundays and holidays. The limits and

thresholds of the current noise emission guideline (Technische Anleitung zum Schutz gegen Lärm) apply. Violations may lead to restrictions in set-up, dismantling and the event itself.