



## GENERAL TERMS FOR EXHIBITIONS AND TRADE FAIRS

Station Berlin Event GmbH

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## **Scope of Application**

These General Terms for Exhibitions and Trade Fairs (hereinafter referred to as "GTETF") apply to conferences, trade fairs, exhibitions, and congresses where exhibition stands are generally set up as single storey (system) stands. The General Terms for Exhibitions and Trade Fairs must be observed and implemented by the Organizer and the Exhibitors admitted by him. They are an integral part of the contract concluded between the Organizer and Station Berlin Event GmbH (hereinafter referred to as "Station Berlin"). Therefore, the Organizer must contractually oblige all Exhibitors to apply these GTETF and the "Safety Regulations for Events". Particularly, in the interests of all event participants, using exhibition stands showing any safety deficiencies may be prohibited in whole or in part if these deficiencies are not rectified by the event's start.

### **1 Stand space**

Station Berlin will allocate possible stand space to the Organizer based on the event and exhibition profile. The Organizer shall assign stand space to its Exhibitors on this basis. The stands are to be set up in this space. Therefore, the Organizer must expect minor deviations in stand dimensions. These can result, among other things, from the different wall thicknesses of the partition walls of the stands. Pillars, wall projections, ceiling beams, partition walls, distribution boxes, fire extinguishing equipment and other technical installations are components of the allocated stand areas. Therefore, only the local measurements are valid for the stand area's location, position, dimensions, and fixtures.

No claims can be made against the Organizer and Station Berlin due to deviations from the stand confirmation.

The setting up of exhibits, stand elements or similar outside the stand area requires the express written permission of the Organizer and Station Berlin.

The Organizer will mark the stand areas. Stand marking by Station Berlin will be charged separately. When setting up stands, a minimum aisle width of 3.0 metres is mandatory. In addition, care must be taken to ensure that escape and rescue routes and access to emergency exits, fire extinguishers, and technical equipment are not obstructed.

### **2 Barrier-free access**

Station Berlin recommends a barrier-free (without stairs, ramps on raised floors, etc.) exhibition stand design.

### **3 Stability**

Exhibition stands, including furnishings and exhibits and advertising media, must be installed in such a stable manner that life, health, safety, and order are not endangered. The Organizer is responsible for the static safety of the stand and, if necessary, is obliged to provide evidence of this. In cases of doubt, the Organizer and Station Berlin are entitled to commission a structural survey at the Organizer's expense.



#### **4 Exhibition stands and special structures requiring approval**

All special structures over 3 m in height and comparable special constructions must be submitted for approval to the Organizer and the Organizer's office at least four weeks before the event's start. As a rule, a test book or a tested structural construction analysis must be submitted for this purpose.

According to the floor plans, the maximum height of an exhibition stand results from the specified room heights (clear height) or can be taken from the enclosed appendix. Stand boundary stands must be set up at the prescribed distance from the walls of the halls.

#### **5 Stand construction materials and ceiling constructions**

Stand construction materials and ceiling structures, including ceiling grids, must be at least B1 following DIN 4102 or at least class B/C s1 d0 following EN 13501-1, i.e. flame-retardant. The submission of a test certificate on the required properties of the material may be requested by Station Berlin. Materials that are typically flammable, drip flames or form toxic gases may not be used for stand construction. Special requirements may be imposed on load-bearing structural parts in individual cases for reasons of safety. Ceiling constructions, including ceiling grids, must not restrict the fire protection equipment of the place of assembly or impede its effectiveness.

#### **6 Carpets, adhesive tape, floor protection**

Carpets or other decorative materials shall be laid directly on the existing floors so that there is no risk of people slipping, tripping or falling. Likewise, carpets and other floor coverings must be applied so that they are safe from accidents and must not protrude beyond the boundaries of the stand. The connection of stand areas using floor coverings is subject to approval and must be carried out so that there is no risk of tripping or other accidents in the aisle.

Adhesive markings, carpet fixings and similar may only be placed with special residue-free adhesive tape. For areas with parquet flooring, only the adhesive tape provided by Station Berlin is to be used against a charge. The residue-free property of the adhesive tape is subject to prior testing on the hall floor. Adhesive tapes must always be pulled backwards during removal, as this is the only way to apply the tensile force to the tape and not to the floor.

Anchoring and fastening to the floor are not permitted. In addition, the placing of damp or soaking objects is prohibited. Any moisture that escapes must be removed immediately.

When setting up refrigerators and mobile counters, a water-impermeable catchment device is mandatory.

Heavy loads may only be transported on the premises with rubber-tyred trolleys or pallet trucks. Brake marks caused by rubber abrasion must be avoided and removed if necessary. Cleaning or repair costs resulting from violations of these regulations shall be borne by the party responsible.



## **7 Floor loads**

Hall parts and technical equipment may not be excessively loaded by objects brought into the hall. Before bringing heavy objects into the building, the Organizer is obliged to enquire at Station Berlin about the maximum load-bearing capacity of the floor in the area concerned.

## **8 Animals**

Animals are not permitted in the venue. The only exceptions are guide dogs, guide dogs for the blind and service dogs.

## **9 Spray guns, nitrocellulose lacquers**

The use of spray guns and nitro paints is prohibited.

## **10 Waste, recyclable material and residual material containers**

No waste, recyclable material or residual material containers made of combustible materials may be placed in the stands.

Containers for waste, recyclable materials and residual materials on the stands must be emptied regularly, at the latest every evening after the end of the exhibition.

## **11 Empties, packaging**

Storage of empties, packaging and packing materials of any kind in and outside the stand in the rooms is prohibited. Empties, packaging and packing materials must be removed immediately.

## **12 Smoking ban**

There is a general ban on smoking in closed rooms in the place of assembly. Every Exhibitor must observe the smoking ban at their stand.

## **13 Fire extinguishers**

We recommend keeping suitable and tested fire extinguishers on the stand. In individual cases, Station Berlin, the building supervisory authority or the fire brigade may demand additional extinguishers at the expense of the Organizer and the Exhibitor.

## **14 Exits from enclosed stands**

Stand areas with a floor area of more than 100 m<sup>2</sup> or an unclear layout must have at least two separate exits/escape/rescue routes that are luminescent and face each other.

From any point in an exhibition area to a hall aisle, the walking line must not exceed 20 metres.

## **15 Railings/enclosures of landings**

Generally accessible areas immediately adjacent to areas more than 0.20 m lower shall be enclosed by balustrades.



## **16 Acoustic and visual performances**

The operation of acoustic systems and audiovisual performances of any kind by Exhibitors require the prior consent of the Organizer or Station Berlin. Furthermore, the noise level for musical performances may not exceed 60 dBA. In the event of repeated non-compliance with these regulations, the power supply to the Exhibitor's stand may be interrupted regardless of the associated loss of stand supply. The Organizer shall not be entitled to compensation for direct or indirect damage caused by the interruption of the power supply.

## **17 Electrical Installations, Water Supply**

Connections to the existing supply network are only available in certain areas and, for safety reasons, may only be made by Station Berlin or by qualified personnel appointed by Station Berlin.

The costs of the respective connection shall be borne by the Organizer vis-à-vis Station Berlin and the Organizer in vis-à-vis the Exhibitor. All technical installations on the exhibition stand must comply with the generally recognised rules of technology.

All conductive stand constructions must be connected to the potential equalisation system at the Organizer's expense. Electrical installations must be carried out following the latest safety regulations of the Association of German Electrical Engineers (VDE). Particular attention must be paid to VDE 0100, 0128 and ICE 60364-7-711.

## **18 Heat-generating and heat-developing electrical equipment**

All heat-generating and electrical equipment must be mounted on non-flammable, heat-resistant, asbestos-free bases for special protection. A sufficiently large distance from combustible materials must be ensured depending on the heat generated. Lighting fixtures must not be attached to decorations or similar. Electric cooking appliances and other equipment that could cause hazards if operated uncontrolled must be switched off at the end of the daily opening hours.

## **19 Flammable liquids and fire pastes**

Flammable liquids and fire pastes may not be used or stored in the stands without the permission of Station Berlin. The use of flammable gases and their consumption (e.g. gas burners) of any kind is prohibited.

## **20 Spirits and mineral oils, petrol, paraffin**

Spirits and mineral oils, petrol, paraffin, etc. may not be used for cooking, heating or operating purposes.

## **21 Musical Performances (GEMA, GVL, Artists' Social Security Contribution)**

The timely registration and payment of fees for the performance or reproduction of works protected by ancillary copyright with GEMA (Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte) or GVL (Gesellschaft zur Verwertung von Leistungsschutzrechten mbH) are the sole responsibility of the Organizer. Unregistered music reproductions may result in claims for damages. In addition, for artistic performances, the Organizer must take the artists' social security contribution into account accordingly.



## **22 CE marking of products**

Products that do not have a CE certificate of conformity and do not meet the requirements of § 3 of the Act on the Provision of Products on the Market (Product Safety Act - ProdSG) may only be exhibited if a visible sign clearly indicates that the product does not meet these requirements and cannot be purchased until the corresponding conformity has been established. Furthermore, in the event of a demonstration, the necessary precautions (barriers) must be taken to protect persons (cf. § 3 paragraph 5 Product Safety Act - ProdSG).

## **23 Projects requiring approval**

The use of pyrotechnics, smoke machines, compressed gases, radioactive materials, loudspeaker systems, high-frequency systems, radio systems and X-ray systems is only possible with the prior agreement and approval of the Station Berlin and any competent authorities.

## **24 Advertising media, marketing**

Unauthorised advertising outside the Exhibitor's stand (e.g. distribution of brochures, affixing of advertising signs) is only permitted with the consent of the Organizer and Station Berlin. Advertising material may only be attached to the Exhibitor's stand walls.

## **25 Alteration of stand constructions, not following regulations, special constructions**

Any structures, installations, equipment, decorations (materials) brought in that have not been approved or do not comply with these regulations, or the BetrVO are not permitted to be erected in the place of assembly and must be removed or altered at the Organizer's expense if necessary. This shall also apply in the event of replacement by the Organizer. The partial or complete closure of a stand may be ordered for good reason, in particular in the event of serious safety deficiencies.

## **26 Dismantling of the exhibition stand**

After dismantling, the exhibition areas must be restored to their original condition. Adhesive tapes must be removed without leaving any residue. Any remaining waste, packaging and objects shall be disposed of at the Organizer's expense. In addition to the Organizer, the party causing the damage shall be liable for damage to ceilings, walls, floors and installation equipment. Exhibitors must report damage and contamination by them or their representatives in the rooms of Station Berlin, on its facilities, including outdoor, immediately to the Organizer.

## **27 Waste disposal/separation**

The Organizer must ensure that packaging materials and waste are not stored on the premises of Station Berlin during the event. Following the principles of the Closed Substance Cycle Waste Management Act, the generation of waste during assembly/dismantling and the event shall be avoided as far as possible. Waste that cannot be avoided must be disposed of in an environmentally compatible manner (recycling before disposal). The Organizer is obliged to contribute effectively to this. The Organizer shall ensure that all materials (decorations, packaging, decorations, etc.) and installations and superstructures brought onto the premises of the place of assembly by him or his contractors are completely removed at the end of the event. Only substances and non-reusable materials must be



disposed of via the Station Berlin waste disposal system for a fee. If hazardous waste (requiring supervision) is produced, Station Berlin must be informed immediately, and separate disposal by Station Berlin must be carried out for a fee.

## **28 Rigging/ Suspensions**

All lifting equipment, including load-bearing and slinging equipment, carried and used complies with the regulations in force in Germany and has been tested within the prescribed periods (test certificates must be mandatory).

Extreme caution is advised when moving trusses. It is not permitted to stand underneath them (exceptions according to DGUV regulation 17/former BGV C1).

The suspension points of the halls are not overloaded. Therefore, there will be no diagonal pulling.

## **29 Vehicles**

Driving on the grounds with cars, trucks, forklifts, working platforms and other vehicles is only permitted with the express permission of Station Berlin.

Vehicles of all kinds are subject to a maximum speed limit of 10km/h (walking speed).

## **30 Fire alarm system**

Station Berlin has a fire alarm system installed throughout the building connected directly to the Berlin Fire Brigade. Therefore, triggering the system will inevitably lead to a fire brigade intervention. The Organizer undertakes to coordinate all procedures that could trigger the fire alarm system with the Station Berlin and record them in writing.

Halls 1, 3, 5, 7, 7.2, 7.3 and 8 are equipped with laser line detectors in addition to the usual smoke detectors. Therefore, any interruption of these lines due to work at heights, risers, balloons, flags, fog, smoke, steam, etc. will trigger an alarm. In addition, the lines may not be permanently obstructed even when switched off.

## **31 Fire Safety Regulations**

The fire safety regulations apply to all persons on the premises. Therefore, the stipulations made here serve the general prevention of danger as well as their own protection.

- Everyone has to acquire the necessary knowledge in fire protection.
- Everyone has to behave to exclude causing fire.
- Everyone has to show prudence in the case of fires that have already started and take appropriate measures to minimise the dangers posed by fires.



1. Smoking and the use of naked flames are not permitted anywhere on the premises.
2. Smoking areas may be set up and shall be equipped with non-flammable ashtrays and marked accordingly.
3. Smoking is generally prohibited in warehouses, exhibition areas and workshops.
4. All work involving a fire hazard or possible triggering of an alarm must be notified in good time (permit).
5. The use of lifting platforms etc., requires notification in good time.
6. The same applies to flammable acts and the use of pyrotechnics at events (switching off the alarm lines concerned).
7. All combustible waste must be disposed of properly.
8. Highly flammable materials must be disposed of properly and not be used or carried.
9. Cooking, heating and warming devices of any kind must comply with the legal regulations.
10. If a possible danger is detected, the fire safety guard, the security service and/or the person in charge of the Berlin ward must be informed immediately.
11. Doors to corridors and stairwells with safety signs must be kept closed and must not be obstructed.
12. Escape routes must be kept clear.
13. Emergency exit signs must be accessible and visible at all times. They must not be obstructed, covered or made unrecognisable.
14. Release points for smoke outlets, fire alarm devices, etc. and their identification markings must not be covered or hung up.
15. Fire extinguishers and wall hydrants are to be used to combat incipient fires.
16. Care must be taken to ensure that they are not damaged, misaligned or misused.

#### **Behaviour in case of fire**

- KEEP CALM!
- Arrange for the alarm to sound! Operate manual fire alarm. Call (0)112 if necessary!
- Get to safety! Follow the instructions of the security forces!
- Warn endangered persons! If necessary and possible, remove them from the danger area!
- Follow marked paths!
- Assist persons in need of help! Missing persons must be reported.
- Fight incipient fires if possible (no danger to self)!

The decision-making representative of the Organizer hereby confirms the following by signature:  
This information, including the Fire Safety Regulations, shall be presented to all participants on the Organizer - such as employees, its service providers, suppliers, and participants/artists - by the Organizer during instruction.





Date/ Title of the event:

Place

Date

Organizer

July, 2021