

# Safety Regulations Messe Offenbach

**Scope of application:** *These "Safety Regulations" apply to the organisation of events on the grounds and in the event rooms of Messe Offenbach GmbH (hereinafter referred to as "MOF"). They are based on the requirements of the Directive on Places of Assembly for the State of Hessen (H-VStättR) and lay down the binding obligations for holding events applicable to MOF and the organiser pursuant to Sect. 38 (5) of the Directive on Places of Assembly for the State of Hessen. The organiser must oblige its service providers to comply with the safety and fire protection requirements. Supplementary safety and fire protection requirements may be imposed for a specific event by the building regulations department, the fire service, the police and by MOF if increased risks to persons and property result from the type or scope of the planned event.*

## 1. Notification and Approval Obligations of the Organiser

**1.1 Notification obligations prior to the event:** *If requested, the organiser is obliged to notify MOF in writing of all organisational and technical details, the start of the event, admission times, the end of the event, the layout of the rooms and surfaces (hereinafter referred to as the Place of Assembly) at the latest 4 weeks prior to the event and to coordinate this with MOF. MOF reserves the right to provide the organiser with an (electronic) data mask for the collection of this data, to be used exclusively for this event where all necessary event data is to be entered. MOF reserves the right to forward this data to the authorities and agencies involved with the event (public order office, police, fire service, building planning department, medical/rescue service and private security service).*

*The data to be communicated by the organiser include in particular:*

- *the name and personal contact details of the authorised representative of the organiser who is present during the event*
- *whether the organiser will be providing "event technology specialists" who will be responsible for and supervise the setting up and dismantling of the event as well as the actual event*
- *the size and arrangement of any performance areas/stages/stands, catwalks, prosceniums, podiums and similar structures to be erected*
- *the expected number of visitors and the expected audience profile*
- *whether there will be any bag and entry checks*
- *whether any stage, studio, technical lighting or other technical equipment is to be brought in*
- *whether technical equipment will be moved or modified during the event.*
- *whether any mechanical movements, artistic representations will take place in or above the auditorium*
- *whether any activities involving fire hazards/ pyrotechnic effects, the operation of laser equipment or fog devices are planned (additional approval requirements must be observed).*

- whether ornamentation, decorations/ furnishings, props are to be brought in (evidence of fire protection classes must be provided)
- whether the organiser plans a "technical rehearsal" before the event.

Based on the information provided by the organiser, MOF will carry out a security assessment prior to the event, on the basis of which the necessary security measures and, in particular, the necessity and number of qualified event staff and external emergency services (fire brigade, medical service, security service) are planned (cf. Sects 40 to 43 of the Directive on Places of Assembly for the State of Hessen).

Should the organiser fail to provide all or some information or fails to do so on time, MOF will assume an increased event risk. Any additional costs incurred as a result (e.g. personnel costs for an increased number of security staff) are borne by the organiser. Incorrect information may lead to the restriction, cancellation or discontinuation of the event.

**1.2 Fire alarm system:** An automatic fire alarm system is installed at MOF. Smoke, fire, heat, special dust development, fog devices etc. must be reported by the organiser in good time in order to adjust the fire alarm system accordingly and to coordinate compensatory measures with the fire protection department of the City of Offenbach. Should a false alarm be triggered due to the organiser's failure to report the relevant circumstances, the costs incurred will be passed on to the organiser.

**1.3 Technical rehearsal:** In the case of events on a large stage, the building supervisory authorities may order a non-public technical rehearsal with full set construction prior to the first event, if this is deemed necessary due to the type of event or the extent of the set construction (cf. Sect. 40 (6) of the Directive on Places of Assembly for the State of Hessen. The organiser is responsible for notifying the competent authority (City of Offenbach building supervisory authority) of the technical rehearsal.

## 2. Responsible persons

**2.1 Responsibility of the organiser:** The organiser is responsible for the event programme and the safe and smooth running of the event. The organiser must ensure that the maximum permissible visitor capacity is complied with in the event rooms and areas provided for the event. Overcrowding is strictly prohibited. The organiser is responsible for ensuring safety within the Place of Assembly with regard to decorations, furnishings, props, superstructures and installations, suspensions, cables and stage, studio and technical lighting equipment brought in by the organiser or by third parties commissioned by the organiser for the duration of the use of the Place of Assembly. With regard to all objects and materials brought in as well as the work processes used, the organiser must comply with the requirements of these Safety Regulations as well as the regulations of the Directive on Places of Assembly for the State of Hessen and the German Social Accident Insurance (DGUV), in particular DGUV-V 3/4 "Electrical Installations and Equipment", DGUV-V 17/18 "Event and Production Facilities for Staged Performances", and DGUV-I 215-310 et seq. "Safety during Production and Events", the operating safety ordinance, and the generally recognised rules of technology (in particular DIN, VDE, etc.). It is also the responsibility of the organiser to comply with all other laws and ordinances applicable to the event, in particular youth protection legislation, the law on Sundays and public holidays, the law on working hours, the employment protection act, the law on protection of non-smokers, the Industrial Code as well as the provisions of emission control and waste disposal law.

The organiser is obliged to observe the existing safety concept for the Place of Assembly and to implement it in coordination with MOF. Insofar as it is required for the particular event, MOF shall give the organiser the necessary documents containing MOF's safety concept to be used exclusively for the event. In the case of events holding special risks, MOF is entitled to demand that the organiser draws up and implements an event-specific safety concept.

**2.2 Representative of the Organiser with Power to take Decisions:** The organiser must give MOF the name of a representative who is empowered to make decisions (see No. 1.1) and who will be present for the entire duration of the event. At the request of MOF, the authorised representative must attend a joint inspection of the Place of Assembly and familiarise himself/herself with the event rooms, including the escape and rescue routes. At the request of MOF, the authorised representative must, before the event, also attend a coordination meeting/briefing on safety regulations to be observed. The authorised representative of the organiser is responsible for ensuring the orderly and smooth running of the event. The authorised representative is obliged to be present during the event, must be available at all times and, if necessary, must coordinate any necessary decisions on the safety of the visitors with the contact person appointed by MOF, the authorities and external auxiliary staff (fire brigade, police, building regulations office, public order office, medical service). The organiser is obliged to discontinue the event if an especially hazardous situation with concrete danger to persons makes this necessary.

**2.3 Event Manager:** The MOF is entitled to demand from the organiser that the latter's authorised representative assumes the function of event manager pursuant to Sect. 38 (2) and (5) Directive on Places of Assembly for the State of Hessen for the duration of the event. In this case, the organiser's event manager will be assisted by an expert with decision-making powers appointed by MOF.

If the function of event manager is not transferred to the organiser or if the organiser refuses to assume this function, MOF will assume the function of event manager using its own staff. In the latter case, MOF is entitled to invoice the organiser for the full costs incurred in connection with the function of event manager. If MOF assumes the function of the event manager, the organiser is obliged to adhere to the instructions of the event manager without restriction and without delay. If the misjudgement of a hazardous situation by MOF's event manager causes the event to be restricted or discontinued, MOF and the event manager are not liable for property damage and financial loss in cases of simple negligence.

**2.3 Persons responsible for event technology, event technology experts** will be provided by the organiser pursuant to Sect. 40 of the Directive on Places of Assembly for the State of Hessen and on the basis of a risk assessment to be carried out by MOF. All technical installations in the Place of Assembly may only be operated by MOF's specialist technical staff. The organiser must ensure that the supervision of any technical structures and facilities brought in by him/her is carried out by qualified personnel as set forth in Sects 39 and 40 of the Directive on Places of Assembly for the State of Hessen. The organiser must notify MOF of the required qualified personnel no later than four weeks before the event. The number and qualifications of the staff deployed by the organiser must comply with the building regulations, the specifications of the employers' liability insurance associations, in particular DGUV-I 215-310 ("Safety at Productions and Events". More specifically: Criteria for the selection of the required qualifications).

*If the organiser's technical facilities are simple in their design and scope, MOF may organise the management and supervision of assembly, dismantling and operation in accordance with Sect. 40 (2) to (4) of the Directive on Places of Assembly for the State of Hessen at the organiser's expense. At the request of MOF, the organiser shall in such a case name those employees who will be responsible for the on-site management and coordination of the assembly and dismantling in connection with health and safety regulations.*

*For dress rehearsals, events, broadcasts or recordings of events on a stage, at least two event technology experts must be present at the Place of Assembly. When using performance areas of between 50m<sup>2</sup> and 200m<sup>2</sup>, only one event technology expert must be present.*

*If the safety and proper functioning of the stage, studio, lighting and other technical equipment at the Place of Assembly have been checked by an MOF event technology expert prior to the event, if the type of event or programme do not lead to special risks and if the equipment is not moved or otherwise changed during the event, the number of technical supervisory staff required may be reduced in individual cases on the basis of a risk assessment to be carried out by MOF.*

**2.4 Responsibility of MOF:** *MOF and persons appointed by MOF are entitled and obliged to carry out random checks in order to determine whether the organiser is adhering to the operating regulations as set forth in the Directive on Places of Assembly for the State of Hessen and these Safety Regulations. For this purpose, these persons must be granted free access to the event rooms and areas at all times*

*In the event of a breach of the aforementioned provisions or official orders, MOF may demand that the organiser immediately vacate and surrender the subject matter of the contract. If the organiser does not comply with such a request, MOF is entitled to have the object vacated at the expense and risk of the organiser.*

### **3.1. Safety-related operating regulations**

**3.1 Technical facilities:** *All permanently installed technical building facilities at the Place of Assembly may only be operated by MOF personnel; this also applies for all connections to lighting or electricity networks. If agreed and approved by MOF, the organiser may commission its own specialist company to perform this service. The technical facilities brought in by the organiser or the companies commissioned by the organiser must comply with the generally recognised rules of technology, in particular the requirements of the accident prevention regulations DGUV-V 3/4 and DGUV-V 17/18, with regard to safety and functional capacity. Electrical (switching) installations must not be accessible to visitors and must be adequately secured.*

**3.2 Protective curtain | smoke apron:** *Under no circumstances may the functioning of the smoke curtain in Hall A2 Forum be impaired in any way. The space under the smoke curtain must be kept free of all furnishings, decorations and props.*

**3.3 Escape route and seating plan:** *The approved escape route and seating plans are binding for the seating in the Place of Assembly. Any change to the escape route and seating plan (e.g. by changing the arrangement of visitor seating) requires the explicit consent of MOF and, as a rule, additional approval from the building authorities. Overcrowding of the Place of Assembly is strictly prohibited. Chairs arranged in rows must always be fixed together for panic control purposes. Aisles in assembly rooms must be at least 120 cm wide, and walkways in foyers and corridors at least 240 cm wide, unless otherwise specified in the respective escape route and seating plan.*

**3.4 Fire service access areas:** *The requisite access routes and manoeuvring areas for the fire service, designated by "no parking" signs, must be kept clear at all times. Vehicles and objects parked on the escape routes and safety areas will be removed at the owner's expense and risk.*

**3.5 Safety devices:** *Fire alarms, hydrants, fire extinguishers and leads, smoke flaps, release points of smoke extraction systems, smoke detectors and other fire service operating equipment, telephones, telephone switchboards as well as air supply and exhaust openings of the heating and ventilation system, their notice signs as well as safety and emergency exit signs must be accessible and visible at all times; they must not be blocked, covered or in any other way made unrecognisable.*

**3.6 Stand roofing:** *MOF must be consulted and approval obtained for the erection of any umbrellas, pavilions, canopies or similar structures inside the Place of Assembly due to impairments to the sprinkler protection.*

*Stand coverings are only permissible if they have an openwork design (lattice, grilles, etc.). At least two thirds of the ceiling area must remain open for the free passage of air.*

*Fabric coverings are only permitted subject to pertinent approval (Class B1) for sprinkler systems. The maximum size of closed stand coverings is 1x1 metre.*

**3.7 Emergency exits, emergency hatches, corridors, passageways:** *These escape routes must be kept clear at all times. The doors along escape routes must be easily opened from the inside over their full width. Escape routes, exit doors, emergency hatches and their notice signs must not be blocked, covered or made unrecognisable in any other way. Corridors must not be obstructed at any time by objects placed in or projecting into the corridor. Corridors must be kept free of fire loads at all times. All corridors serve as escape routes in case of danger.*

**3.8 Stands, podiums and other structures brought into MOF by the organiser** *require the approval of MOF and, if necessary, of the planning department and the fire service. They are to be erected in such a way that their stability cannot be impaired by dynamic vibrations. The requirements of the Directive on Places of Assembly for the State of Hessen with regard to the aforementioned facilities and DIN 4102 (fire behaviour of building materials and components) as well as EN 13501-01 must be observed and complied with for all objects brought in.*

**3.9 Furnishings and decorations:** *Materials, decorations and curtains used to decorate the event must be made of at least flame-retardant material (at least class B1 according to DIN 4102-1 or at least class C according to EN 13501-1). If decorations made of flame-retardant material are used, they must not drip when burning. The use of materials that are highly flammable or form toxic gases is prohibited. In the event of fire, the materials used must not contribute to heavy smoke development. Decorations in essential halls, passageways and stair areas (escape routes) must be made of non-combustible materials. Materials used repeatedly must be rechecked for their highly flame-retardant characteristics and re-impregnated if necessary. MOF may demand that the organiser submit an official test certificate verifying the flame-retardant characteristics.*

*All materials brought in must be far enough away from potential sources of ignition, spotlights and radiant heaters to ensure that they cannot be ignited by these. Decorations must be attached directly to walls, ceilings or furnishings. Decorations hanging freely in the room are only permitted if they are at least 2.5 metres from the floor. Decorations made from natural plant ornaments may only be kept in the room while they are still fresh. Bamboo, reeds, hay, straw, bark, peat, or similar materials do not satisfy the above mentioned requirements. The fire service will decide on exceptions in individual cases. The use of air balloons filled with safety gas and other flying objects must be approved by MOF.*

**3.10 Furnishings** (= components of stage and scene sets) such as wall, floor and ceiling elements, must be made of at least highly flame-retardant materials.

**3.11 Props** (= items for stage and scene sets) made at least of normally flame-retardant materials. Flammable materials must be far enough away from potential sources of ignition, spotlights and radiant heaters to ensure that they cannot be ignited by these.

**3.12 Flammable packaging materials and waste** must be removed from the premises by the organiser without delay. Under no circumstances may packaging materials, waste or residual substances be stored behind stages/walls or on podiums. Waste can be disposed of for a fee using the facilities provided by MOF for this purpose. The organiser is responsible for the disposal of hazardous waste.

**3.13 Removal of unauthorised components, materials:** Any structures, furnishings, props and decorations (materials) brought into the event rooms without approval or that do not comply with these technical safety regulations may not be set up in the Place of Assembly and must be removed or modified at the organiser's expense if necessary.

**3.14** The use of naked flames, flammable liquids, gases and pyrotechnic objects, explosive and other hazardous substance is prohibited. The ban on the use of open fires, flammable liquids and gases and pyrotechnic objects does not apply if the use is justified by the nature of the event and the organiser has agreed the necessary fire protection measures with MOF and the fire brigade in each individual case. The use of pyrotechnic items must be supervised by a person qualified under explosives law. Proof of the holder's permit and a certificate of competence must be presented. The use of candles and similar sources of light as table decoration is only permitted in stable and suitable containers (e.g. lanterns). The use of open fire in kitchen facilities provided for the preparation of food is permitted with the consent of MOF.

**3.15 Laser systems:** *The operation of laser systems must be registered and coordinated with MOF. When operating laser systems, the requirements of the Occupational Health and Safety Ordinance on Artificial Optical Radiation 2006/25 EC/OStrV, DIN EN 60825-1, DIN EN 12254 and, in the case of show lasers, the requirements of DIN 56912 and DGUV-I 203-036 "Laser Equipment for Show and Projection Purposes" must be observed; furthermore, a site-specific risk assessment must be carried out, taking spectator and working areas into particular account. Laser systems of classes 3R, 3B and 4 according to DIN EN 60825-1 must be reported to the competent supervisory authority before being put into operation and, on request, must be tested for safety by a publicly appointed and sworn expert at the organiser's expense. The test certificate must be submitted to MOF prior to the event. The notification must be enclosed with the written appointment of a laser protection officer who will be present on site.*

**3.16 Abrasive cutting work, hot work:** *Welding, cutting, soldering, thawing and abrasive cutting work is prohibited in the Place of Assembly. Exceptions are only permitted after prior notification and consultation with MOF.*

**3.17 Making holes, hammering of nails and hooks etc.** *into floors, walls and ceilings or any other interference with the fabric of the building is prohibited. The laying of carpets or other decorative material directly on the floor by the organiser must be carried out such that there is no risk of people slipping, tripping or falling.*

*Adhesive markings, carpet fixings etc. may only be carried out using carpet installation tape that can be removed completely.*

*No signs, posters, etc. may be put up directly on walls, pillars, doors, etc. at MOF. It is expressly pointed out that, due to the exclusive nature of the surface, any infringement may lead to considerable damage, which, if incurred, must be borne by the organiser.*

*In the event of exceptional soiling or the use of adhesive materials that are difficult to remove, MOF will invoice the organiser for any additional costs incurred as a result of special cleaning.*

**3.18 Suspended items** *require the explicit prior approval of MOF. The organiser must notify MOF in good time prior to the event of any suspended items required. When notifying MOF of the intended suspensions, the load data as well as static analyses of the materials to be used must also be submitted. Suspended items must be designed in accordance with the generally recognised rules of technology. The specified load limits must not be exceeded. In cases of doubt, a static assessment of the suspended items will be commissioned at the expense of the organiser.*

*It is not permitted to attach spotlights or other objects to the suspended HVAC baffles or grid ceilings.*

*IMPORTANT: A U-tube frame is available in halls A1, A2 transverse, A3, A4, B1, B2, C1 and C2 for mounting spotlights etc. above the stand walls, and is to be used exclusively in these hall areas. The load capacity is 35 kg per running metre - suitable connecting screws are available from the trade fair office. Metal cable ties may also be used; the use of plastic cable ties is not permitted.*

*Spotlights weighting more than 2kg must have additional safety fastenings.*

*The installation of lighting outside the stand boundary is only permitted in exceptional cases and falls within the scope of liability of the exhibitor.*

**3.19 Electrical installations** commissioned by the organiser must comply with VDE regulations. MOF may request a certificate from the specialist firm carrying out the work for submission to the fire service and building supervisory body. The organiser is liable for any personal injury or damage to property caused when setting up the exhibition or by exhibition goods.

**3.20 Stand height:** The maximum stand height at MOF is 250cm. In the atriums in A2 Forum, stands may be built higher subject to agreement and approval of MOF. MOF will decide on any deviations as and when required.

**3.21 Cables, hoses or other materials laid in walkways** must be installed such that there is no risk whatsoever of people slipping or tripping.

**3.22 Internal combustion engine vehicles:** The operation of internal combustion engine vehicles on the grounds of MOF is prohibited. MOF must be notified in good time of the installation of fuel-powered vehicles and all relevant permits must be obtained. In order to minimise the fire load, the fuel supply in the tank must be limited to the minimum necessary quantity. The remaining volume of the tank is to be filled with inert gas (e.g. nitrogen) before the vehicles are brought into the Place of Assembly. The source of ignition of the vehicles must be removed. Gas-powered vehicles may only be brought in if the gas pressure tank is empty and in a depressurised state. Appropriate proof must be provided. The keys of the vehicles are to be deposited in a place accessible to MOF at all times.

**3.23 Occupational Safety, Health and Environmental Protection:** MOF is committed to protecting the health of all persons present in the Place of Assembly and to preventive environmental protection. As a contractual partner of MOF, the organiser must ensure that all provisions relating to occupational safety, health and environmental protection are also observed by its contractors and business partners when working on MOF's premises.

**3.24 Occupational safety:** All assembly and dismantling work must be carried out in compliance with the applicable occupational safety regulations and accident prevention regulations, in particular DGUV-V 1 "Prevention", DGUV-V3 and DGUV-V17/18 as well as the DGUV information on "Safety at events and productions". The organiser and the companies commissioned by the organiser are directly responsible for compliance with the accident prevention and work safety provisions. The organiser and the companies commissioned by the organiser shall in particular ensure that assembly and dismantling work does not endanger other persons present in the Place of Assembly. Danger areas and protective measures (prohibitions and orders) must be marked in accordance with ASR A1.3 "Safety and health-protection markings" – if necessary on a short-term basis only. If necessary, the organiser must ensure appropriate coordination of the work. If this is not possible, the organiser must temporarily stop the work and report to MOF.

**3.24 Volume at music events:** Organisers of musical performances are responsible for checking whether and which safety measures are necessary to avoid harm to the audience. They must take the necessary measures on their own responsibility. The organiser must ensure that visitors and third parties are not harmed during the event by appropriately limiting the volume. DIN 15 905 "Event technology – sound technology" Part 5: Measures for the avoidance of risks to public hearing through high sound pressure levels from electro-acoustic public address technology" is valid as a generally recognised rule of technology. This standard must be observed by the organiser.

In addition to the technical measures taken by the organiser, MOF recommends that the organiser provide a sufficient number of hearing protection devices (earplugs) and issue these to visitors on request.

It should be remembered that MOF is located in a mixed residential area. The Federal Emission Protection Act must be complied with at all times.

**Further orders issued by MOF** must be observed by the organiser in individual cases at his/her own expense. The same applies to any orders and stipulations issued by the building supervisory authority, the fire protection authorities, the police or other authorities that go beyond these safety regulations.

Messe Offenbach GmbH as at: May 2022