MOA
BERLIN



TECH

Rider

SAFETY • BOOTH CONSTRUCTION • TECHNOLOGY • SUPPLY

LEGAL FRAMEWORK

Binding for all parties.

These Technical Guidelines are an integral part of the contracts MOA concludes with its exhibitors, organizers, and service providers. They contain safety regulations intended to provide the highest possible level of safety for the technical and design features of the event, in the interest of exhibitors and visitors, coordinated with the competent authorities of the State of Berlin — including building regulations, fire protection, and other safety regulations. The English text is binding.

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CHAPTER 01

1. Preliminary Remarks.

MOA Berlin – MOA Berlin Betriebs GmbH & Co. KG, registered office Garrel, hereinafter “MOA” – has issued guidelines for the events taking place, in order to give all exhibitors/organizers the best possible opportunity to present their exhibits and to engage their visitors and prospects. These are binding for all exhibitors and organizers. The Technical Guidelines are an integral part of the contracts MOA concludes with its exhibitors, organizers, and service providers. These exhibitors, organizers, and service providers shall ensure that all their contractual partners who work or are present on the event grounds comply with these Technical Guidelines. MOA may require any person working or present on the event grounds to comply with the Technical Guidelines. For trade fairs, exhibitions, and other events run by an organizer other than MOA, the organizer is entitled and obliged, alongside MOA, to bind its customers and their contractual partners to compliance with the Technical Guidelines.

These guidelines also contain safety regulations intended to provide the highest possible level of safety for the technical and design features of the event, in the interest of exhibitors and visitors. These regulations have been coordinated with the competent authorities of the State of Berlin, including building regulations, fire protection, and other safety regulations. MOA reserves the right to verify compliance with these regulations. In addition, the statutory provisions, as amended from time to time, must be observed, in particular the Berlin Operating Ordinance (BetrVO) – which applies in Berlin in place of the Assembly Venues Ordinance – and the Berlin Building Code (BauO Bln).

> **Note:** The content of the Berlin BetrVO is based on the Model Assembly Venues Ordinance (MVStättVO). An amendment to the MVStättVO (as of 2025) is in preparation; future adjustments under state law must be observed.

In the interest of all parties involved in an event, the holding of an event or the commissioning of a trade fair booth may be prohibited if identified defects are not remedied by the start of the event despite a request to do so. Further safety and booth construction requirements remain reserved. Building law is state law. Depending on the type of permit, the State of Berlin allows us, as operator, a processing period of 8 to 12 weeks. For this reason, and because of the differing structural conditions of the individual exhibition areas, the respective implementing provisions differ. MOA also reserves the right to make changes. The English text is binding.

1.1 HOUSE RULES / EXCERPT FROM THE HOUSE RULES

The grounds are private property. MOA exercises domiciliary rights alongside the respective organizer. In addition, reference is made to the house and operating rules posted on site, which form part of the rental agreement.

1.2 OPENING HOURS

1.2.1 Set-up and Dismantling Times

During the general set-up and dismantling times, work may be carried out within the contractually agreed period.

1.2.2 Event Duration

During the event, the halls are opened to exhibitors, their booth builders, and service companies in accordance with the contractual rental period before the start of the fair and closed after its end, unless other times are announced in the specific terms of participation.

CHAPTER 02

2. Traffic, Emergency Routes, Safety Equipment.

2.1 TRAFFIC REGULATIONS

To ensure smooth traffic flow during set-up, dismantling, and the event, all traffic regulations and traffic control instructions must be strictly observed. The provisions of the German Road Traffic Regulations (StVO) apply throughout the event area and in the parking areas. The maximum permitted speed on the grounds is 10 km/h. Parking time in the exhibition and fairground area for loading and unloading is limited. Unlawfully parked vehicles, trailers, containers, and empty packaging of any kind may be removed at the owner's expense and risk. Overnight stays in vehicles on the grounds and in the event areas are not permitted. For safety reasons, during set-up and dismantling, persons who are not engaged in insurable employment – in particular minors – are prohibited from staying in the halls and in the exhibition area of the outdoor grounds.

2.2 EMERGENCY ROUTES

2.2.1 Fire Service Maneuvering Zones, Hydrants

The necessary access routes and maneuvering zones for the fire service, marked by no-parking signs, must be kept clear at all times – including during set-up and dismantling. Vehicles and objects left on emergency routes and safety areas will be removed at the owner's expense and risk. Fire protection equipment such as hydrants and their markings in the halls and on the outdoor grounds must not be blocked, obscured, or made inaccessible.

2.2.2 Emergency Exits, Emergency Hatches, Aisles

Emergency routes must be kept clear at all times. Doors and gates on emergency routes must be kept clear on the inside and outside; they must be easy to open from the inside to their full width. Emergency exit doors and emergency hatches and their markings must not be blocked, obstructed, covered, or obscured. Aisles must not be narrowed by objects placed in or protruding into them. In an emergency, they serve as emergency routes!

2.3 SAFETY EQUIPMENT

Sprinkler systems, fire alarms, fire extinguishers, smoke detectors, locking devices for hall doors and other safety equipment, their signs, and the green emergency signage must be accessible and visible at all times; they must not be blocked or built over.

2.4 SECURITY

MOA does not provide general security for the exhibition halls and the outdoor grounds during the event. There is no general supervision during set-up and dismantling. Separate security must be commissioned through MOA. MOA assumes no custody of items brought in or delivered by exhibitors and third parties. Security personnel deployed by exhibitors are not authorized to accept instructions directly from the exhibitor. MOA is entitled to carry out the necessary control and monitoring measures. If required, the exhibitor must arrange booth guards for the booth and the items brought in. Booth guards may only be provided by the security service commissioned by MOA. Exhibitors are expressly advised that during set-up and dismantling there is an increased risk to exhibits and other items brought in. Valuable or easily movable items should always be locked away overnight. For safety reasons, events and celebrations at the booth (booth parties) outside opening hours may only be held with separate written approval from MOA. During opening hours, they generally require MOA's prior written consent.

2.5 EMERGENCY EVACUATION

For safety reasons, MOA and/or the organizer may order the closure and evacuation of rooms or buildings. Persons present must follow instructions and proceed to the designated outdoor assembly points. Exhibitors must inform their staff of this procedure. They are responsible for ensuring that their booth is cleared.

CHAPTER 03

3. Technical Data and Equipment.

3.1 HALL DATA

Hall data can be requested from the technical department. Floor condition: information on the floor condition can be requested from the technical department. Suspended loads are possible in the Convention Hall. Information on suspension options can be requested from the technical department.

HALL SECTION SKETCH & RIGGING POINTS ON REQUEST

3.1.1 General Lighting, Type of Current, Voltage

Available type of current and voltage in the Convention Hall: alternating current 230 volts (+/-10% depending on the utility) / 50 Hz; three-phase current 3 × 400 volts (+/-10% depending on the utility) / 50 Hz. Tolerance values in accordance with DIN EN 50160.

3.1.2 Power and Water Supply

Information on the power and water supply can be requested from the technical department.

3.1.3 Communication Facilities

Booths are supplied with telephone and data connections on the event grounds by the internal IT department.

3.1.4 Sprinkler Systems

The halls are equipped with sprinkler systems. The effectiveness of the sprinkler systems must not be impaired by structures installed on or suspended from the hall ceiling. Where necessary, the relevant booths must be fitted with separate sprinklers. Please note that heat and the outbreak of fire can trigger the sprinkler system.

3.1.5 Heating, Ventilation

MOA provides general ventilation and heating. The halls can be air-conditioned.

3.1.6 Malfunctions

MOA must be informed immediately of any malfunctions in the technical supply.

3.2 OUTDOOR AREA

The type of use of the outdoor area must be agreed with the technical department.

4. Booth Construction Regulations.

4.1 STRUCTURAL STABILITY

Exhibition booths, including built-in elements and exhibits, as well as advertising media must be erected in such a way that public safety and order, in particular life and health, are not endangered. The exhibitor is responsible for structural stability and, where applicable, must provide proof of it. For the structural stability of booth constructions, a horizontal equivalent surface load (wind pressure) of 0,125 kN/m² must be applied to achieve sufficient resistance to overturning and sliding. Deviations are possible in justified individual cases and require precise proof. Bracing against neighboring booths or existing building structures is not permitted. Particleboard in accordance with DIN EN 312-1 P1, P2 or P3 is not permitted for load-bearing booth structures. Likewise, securing by suspension from the hall ceiling is not permitted. In justified cases, MOA reserves the right to have a structural engineer inspect structural stability on site, subject to a fee.

4.2 BOOTH CONSTRUCTION APPROVAL

Provided that the Technical Guidelines are observed in the planning and execution of the booth, no submission of drawings for approval is required for single-story booth structures that are no higher than 3 m and cover an area of no more than 20 m². See also item 4.4.2.

On request, MOA offers a review of booth construction plans, which must be submitted in digital form or in triplicate on paper (lead time 8 weeks). A late-processing fee is charged for booth construction approvals received by MOA after the submission deadline. Once construction has begun, no booth construction approvals will be reviewed or granted. A structural review is no longer possible at that point. In addition, all other booth structures, mobile booths, booth structures with closed ceilings, special structures, and buildings require approval. All approvals are valid only for the respective event.

4.2.1 Review and Approval of Structures Requiring Approval

Dimensioned booth plans with floor plans and elevations must be submitted to the organizer for approval on time, on paper or digitally. After review, copies of the booth plans are returned to the exhibitor/booth builder with the approval stamp. Booth construction is approved only once the approval stamp has been applied.

For the approval of:

- multi-story structures
- cinema or spectator rooms
- special structures

the following documents, in German, are required by MOA at least 8 weeks before construction begins:

- a. Construction description
- b. Dimensioned booth construction drawings (floor plans, elevations, sections)
- c. Construction details at a larger scale
- d. If a test book/type approval is submitted, items a) and b) are waived

Multi-story structures require proof of structural stability. The inspection engineer commissioned for this must be from Berlin. Exceptionally, an inspection engineer from another federal state may be commissioned for the structural review; however, the on-site inspection must be carried out by a recognized inspection engineer from Berlin, who must issue an inspection certificate. This certificate must be kept available at the booth. The inspection engineer commissioned on site must be named by the exhibitor/booth builder. The exhibitor must observe and comply with the provisions of the Berlin BetrVO, as amended from time to time, for multi-story structures.

4.2.2 Vehicles and Containers

Vehicles and containers used as exhibition booths in the halls must be approved by MOA. Demonstrations of motorized vehicles must be approved by MOA.

4.2.3 Modification of Non-Compliant Parts

Booth structures that are not approved or do not comply with the Technical Guidelines or regulations must be modified or removed where necessary. If this is not done in time, MOA is entitled to make modifications at the exhibitor's expense.

4.2.4 Scope of Inspection

The MOA employee responsible for monitoring the safety measures reserves the right to check, before and during set-up and during the event, whether the above booth construction regulations are being complied with. If they are not, MOA is entitled to make the necessary changes, or to have them removed, at the expense of the exhibitor or organizer, unless the exhibitor remedies the situation immediately.

4.3 CONSTRUCTION HEIGHTS

Hall-specific structural restrictions may apply. Detailed information can be requested from the technical department. All dimensions must be verified on site. In all other areas and halls, a construction height of up to 3 m is possible without approval (the structural conditions must be checked in advance). Deviations require prior written approval from MOA, and the exhibitor must in all cases ensure, and take measures where necessary, that the effectiveness of the sprinkler system in the ceiling areas of the hall is not impaired. Even where a height excess has been approved, the design of the additional surfaces facing the neighboring booth must be kept neutral. Advertising text or logos may only be applied with the express prior written approval of the organizer.

4.4 FIRE PROTECTION AND SAFETY REGULATIONS

4.4.1 Fire Protection

The halls are equipped with fire alarm and fire extinguishing systems (see also item 3.1.4). Safety equipment such as fire extinguishers, smoke detectors, hydrants, etc., as well as signs marking safety equipment, must not be blocked or concealed. The same applies to distribution cabinets for electrical and telephone connections and to ventilation equipment.

4.4.1.1 Booth Construction and Decoration Materials

Materials that are highly flammable, drip while burning, or produce toxic gases and heavy smoke, such as polystyrene foam (Styrofoam) or similar materials, must not be used. In individual cases, special requirements (e.g. non-combustible) may be imposed on load-bearing structural parts for safety reasons. Decoration materials must meet at least B1 under DIN 4102 or Cfl-s1 under EN 13501-1, i.e. be flame-retardant. This must be proven by a test certificate kept available at the booth (submission deadline: 4 weeks before the start of construction, for review). Otherwise, MOA is entitled to remove the decoration concerned, or have it removed, at the exhibitor's expense, or to take organizational measures at the expense of the exhibitor/organizer (e.g. substitute measures by fire safety watches). In some areas, normally flammable decoration materials may be used if they are sufficiently protected against ignition by the way they are mounted.

Floor coverings must comply with DIN 4102 B1 or EN 13501-1 class Cfl-s1 and be professionally glued and laid without gaps. Floor coverings that do not comply with DIN 4102 B1 or EN 13501-1 class Cfl-s1 must not be used as wall coverings. Deciduous and coniferous trees may only be used with a moist root ball. Bamboo, reed, hay, straw, bark mulch, peat or similar materials generally do not meet these requirements. The use of plastic materials (cable ties, plastic fabric straps, etc.) to secure statically loaded parts is not permitted.

4.4.1.2 Exhibiting Motor Vehicles

Vehicles with combustion engines may only be exhibited in the halls with an almost empty tank (fire load minimization < 5 liters). The fuel tank must be closed. Before being brought into the halls, fuel tanks must be inerted with nitrogen. For gas-powered vehicles, the gas tank must be emptied and inerted before entry. For hybrid vehicles, the fuel tank must likewise be almost empty as described. For the pressure vessel, see item 5.7 (see also 4.2.2 and 5.6). Protective mats to catch leaking fluids must be placed under the vehicles. Vehicle batteries must be disconnected. Where necessary, vehicles must be provided with an external power supply.

4.4.1.3 Explosives and Ammunition

Explosives are subject to the German Explosives Act and must not be exhibited at trade fairs and exhibitions. This also applies to ammunition as defined in the Weapons Act.

4.4.1.4 Pyrotechnics

Pyrotechnic displays are generally not permitted.

4.4.1.5 Balloons and Flying Objects

Balloons may only be filled with air. The use of remote-controlled flying objects in the halls may be approved by the event management under certain conditions. The operation of flying objects in the atrium is generally prohibited. Due to the airport protection zone, flying kites or kitesurfing kites on the outdoor grounds is prohibited. Tethered or other balloons as well as model aircraft of any kind may only be operated with written approval from the competent authority. For the operation of unmanned aircraft (drones), EU Regulation 2019/947 additionally applies.

4.4.1.6 Fog Machines

The use of fog machines and hazers must be coordinated with MOA. Approval from MOA is required for their operation. It must be verified that the smoke detectors have been deactivated before fog/hazer machines are used. Where necessary, a substitute measure by fire safety watches must be provided.

4.4.1.7 Ashtrays, Ash Containers, Smoking Ban

Smoking is prohibited in the halls, including at the booths.

4.4.1.8 Waste, Recyclables and Residual Waste Containers

Only recyclables and residual waste containers made of non-combustible materials may be set up in the booths. These containers must be made available for disposal regularly, at the latest every evening after the fair closes. Where larger quantities of combustible waste accumulate, they must be disposed of several times a day. Highly flammable materials such as shavings, wood scraps, sawdust and the like must be stored in closed, non-combustible containers.

4.4.1.9 Spray Guns, Solvents

The use of spray guns and of materials and paints containing solvents is prohibited.

4.4.1.10 Cutting and Grinding Work and All Work with Open Flames

Welding, cutting, soldering, thawing and grinding work must be announced as early as possible before work begins and applied for in writing from MOA's fire protection officer. MOA grants approval for the work by means of a permit. During the work, the surrounding area must be adequately shielded against hazards. Fire extinguishing equipment must be kept ready for use nearby. Functional demonstrations of welding, cutting, soldering, thawing and grinding work require separate approval from MOA. It must be verified that the smoke detectors have been deactivated before such work. Where necessary, a substitute measure by fire safety watches must be provided.

4.4.1.11 Empties

The storage of empties of any kind in the booths, in and around the halls, and in the parking garage is prohibited. Empties that accumulate must be taken immediately to the designated empties storage area (free of fire load) or disposed of. MOA is entitled to remove improperly stored empties at the exhibitor's expense and risk.

4.4.1.12 Fire Extinguishers

From a booth area of 50 m², a suitable fire extinguisher with at least 6 extinguishing agent units (LE) must be kept ready at the booth in accordance with the regulations. The location of the fire extinguisher must be marked at the booth in accordance with the Technical Rules for Workplaces ASR A1.3 (Safety and Health Protection Signage). For exhibition booths with an increased fire load, a separate assessment must be carried out in accordance with DGUV Information 205-001 and ASR A2.2. In special cases, the use of suitable fire extinguishers at the booth may be required.

4.4.2 BOOTH ROOFING

To avoid impairing sprinkler protection, booths in sprinklered halls must be open at the top. Ceilings are considered open if no more than 50% of the area per square meter is closed. Sprinkler coverage of booth roofing over 20 m² may be omitted if one of the following conditions is met: Metal grid or mesh ceilings with an opening width of at least 1 × 1 cm; taking luminaires and similar installations into account, the horizontal open area must be at least 50%. Textile ceiling coverings that comply with DIN 4102 B1 or EN 13501-1 class Cfl-s1 and are approved by VdS Schadenverhütung GmbH for horizontal installation below sprinkler levels. Textile ceiling coverings must open over a large area via a fusible link at a temperature of no more than 70 °C. Sprinkler-compatible coverings and coverings with fusible links must be stretched taut enough to prevent sagging. If sprinkler coverage is technically not possible in booths up to 100 m², compensation by a mobile fire alarm system (BMA) is possible. In addition, a suitable small extinguisher for immediate use must be provided in accordance with the approval requirements. For booths over 100 m², a sprinkler system must be installed in addition to this BMA and the small extinguisher. The exhibitor/organizer must instruct all booth staff in the operation of the BMA and the small extinguisher. Outside the event's opening hours, a fire watch must be ordered from the Berlin Fire Department and MOA. This case-by-case decision rests with the Berlin Fire Department and MOA.

Proof of compliance with DIN 4102 B1 or EN 13501-1 class Cfl-s1, a test report from the German Institute for Building Technology (DIBt), a VdS approval as sprinkler-compatible material, or testing in accordance with EN 20811 and EN 29865 must be submitted (see also item 4.9.2). Booth roofing must generally be flame-retardant (DIN 4102 B1 or EN 13501-1).

4.4.3 GLASS AND ACRYLIC GLASS

Only safety glass suitable for the respective purpose may be used. Overhead glazing made of mineral glass must consist of laminated safety glass (VSG). The edges of glass panes must be finished or protected so that the risk of injury is excluded. Full-glass components must be clearly marked at eye level. Glazing in parapets and railings must comply with DIN 18008 (fall-protection glazing). Proof must be kept available at the booth. For the use of overhead glazing and laminated safety glass, unless regulated otherwise, approval from the competent authority in accordance with the Berlin Building Code (BauO Bln) must be obtained and presented at the acceptance inspection.

4.4.4 OCCUPANCY ROOMS AND AUDIENCE AREAS

All occupancy rooms (meeting, office, staff, speaker rooms, etc.) that are fully enclosed – including those open at the top (closed rooms) – and have no visual or acoustic connection to the hall must be equipped with visual and acoustic warning devices so that an alarm can be raised at the booth at any time. In exceptional cases, substitute measures may be approved. Audience areas for more than 200 persons must have at least two exits, located as far apart as possible, leading directly to the aisles. Audience areas with a capacity of more than 200 persons require separate approval from MOA (see item 4.2.1).

4.5 EXITS, EMERGENCY ROUTES AND DOORS

4.5.1 Exits and Emergency Routes

The distance from any point of an exhibition area to an emergency route must not exceed a walking distance of 20 m. Occupancy rooms with a floor area of more than 100 m² must have at least two exits to emergency routes, located as far apart as possible and opposite each other. The number and clear width of the emergency routes from occupancy rooms (exits, stairs, aisles) must be provided in accordance with the BetrVO. Emergency routes must be marked in accordance with ASR A1.3.

4.5.2 Doors

Swing doors, revolving doors, code-locked doors, sliding doors and other access barriers must not be used in emergency routes. Doors must open in the direction of escape and must not have thresholds. While persons are present in the rooms, the doors must be easy to open from the inside at all times, over their full width, without aids.

4.6 PLATFORMS, LADDERS, ACCESS ROUTES, STAIRS AND WALKWAYS

General walking surfaces that directly adjoin areas more than 0.20 m lower must be fenced with railings. These must be at least 1.10 m high and have at least one top rail, one middle rail and one bottom rail. § 11 BetrVO must be observed. For a podium, proof of structural stability must be provided at the organizer's request. The floor load must be dimensioned according to use in accordance with DIN EN 1991-1-1 (Eurocode 1) incl. the National Annex for the respective usage category (min. 3.0 kN/m², Cat. C). Single-step platforms must not be higher than 0.20 m. Ladders, stairs and walkways must comply with the DGUV accident prevention regulations; DIN 18065 applies to stairs (in each case the version currently in force). The distance between railing elements must not exceed 0.12 m in any one direction (§ 11 para. 2 MVStättVO) (see 4.9.6). For fixed working platforms, DIN EN ISO 14122 applies according to the horizontal load (see 4.9.3).

SKETCH OF RAILING & PLATFORM DETAIL AVAILABLE ON REQUEST

4.7 BOOTH DESIGN

4.7.1 Barrier-Free Construction

Barrier-free accessibility should be taken into account in booth construction. Booths and their fittings should be accessible and usable by persons with reduced mobility without outside assistance.

4.7.2 Inspection of the Rented Space

The rented space is marked by the organizer. Every exhibitor, organizer and booth builder is obliged to find out on site about the location, dimensions and any installations such as smoke detectors, supply ducts, ventilation systems, etc. Booth boundaries must be strictly observed.

4.7.3 Interference with the Building Structure

Hall components and technical equipment must not be damaged, soiled or otherwise altered (e.g. drilling, nailing, screwing). Painting, wallpapering and gluing are likewise not permitted. Hall components and technical equipment must not be loaded by booth structures or exhibits. Hall columns and beams may be built around within the booth area without damaging them, provided a safety distance of at least 5 cm is maintained. Hall columns must under no circumstances be glued or painted. Drilling into the hall floor is prohibited.

4.7.4 Hall Floors

Carpets and other floor coverings must be laid so as to be accident-proof and must not extend beyond the booth boundaries. Carpet and other floor coverings must comply with DIN 4102 B1 or EN 13501-1 class Cfl-s1 and be glued at the edges for fixing. All materials used must be removed without leaving residue. Substances such as oil, grease, paint and the like must be removed from the floor immediately. The hall floor must not be painted or glued, except for edge fixing with adhesive tape that can be removed without residue.

4.7.5 Suspensions from the Hall Ceiling

All suspensions from the hall ceiling and from freestanding truss systems (ground support) and other structures must be carried out in accordance with DGUV Regulation 17/18 and the relevant DGUV rules. The provision and suspension of rigging points, as well as changes to them, are carried out exclusively by MOA's technical staff. This also applies to changes to these structures. Plans showing the desired placement of the rigging points, including height specifications, must be attached to the order. The maximum load of the rigging points provided must be observed (see also item 3.1). For complex systems, a so-called load plan must be submitted that shows the weight distribution of the total load as well as all point and line loads. Upon request, a separate (verifiable) structural calculation (including exact load distribution, documented weight assumptions, detailed construction drawings, etc.) may be required.

Any costs are borne by the exhibitor or client. The suspended structure must be located within the booth boundaries. The use of hoists (e.g. chain hoists, motor hoists) must be coordinated with MOA. Conductive parts (standing and suspended) must be included in the measures for protection against indirect contact (see also 5.3 Electrical Installation). With regard to the fastening of suspended objects, the relevant safety regulations must be observed, in particular DGUV Regulation 1 (Principles of Prevention), DGUV Regulation 17/18 (Event and Production Venues for Scenic Presentation) and the BetrVO. The industry standards of the VPLT, such as SQ P1 “Provision and Use of Truss Systems”, SQ P2 “Electric Chain Hoists” and SQ Q2 “Competence in Event Rigging”, apply. In principle, suspensions from objects connected to the floor are not permitted. The minimum distance for suspensions from objects standing on the floor or booth structures is 50 cm in height. If it is technically or organizationally impossible to remove suspensions from previous events or to provide rigging points for the next event in time, the exhibitor or booth builder must accept that third-party rigging points hang above their booth.

4.7.6 Booth Partition Walls

Partition walls may only be clad or wallpapered with flame-retardant material in accordance with DIN 4102 B1 or EN 13501-1 class Cfl-s1 (see also item 4.4.1.1).

4.7.7 Advertising Media and Presentations

Booth and exhibit lettering, company and brand names must not exceed the prescribed construction height (see item 4.3). They should present an attractive appearance. Presentations, visually slow-moving advertising media and audio playback are permitted if they do not disturb neighbors, do not cause congestion in the aisles and do not drown out the hall's loudspeaker systems. The volume at the booth boundary must not exceed the limits of the Noise and Vibration Occupational Safety Ordinance (LärmVibrationsArbSchV). DIN 15905-5 must be observed. Printed materials may be distributed and advertising media used only on the exhibitor's own booth area. Exceptions may be approved by the organizer. Advertising media and printed materials may be stored only in the quantity needed for the day.

4.7.8 Appearance

The exhibitor is responsible for the design of the booth. The typical exhibition criteria of the event must be taken into account. Booths must be adapted to the overall appearance and layout of the respective exhibition. The minimum requirement for booth design is a fascia with the name of the exhibiting company or product, as well as floor coverings and booth walls, unless the organizer approves an alternative booth design for design reasons. The organizer also reserves the right to prescribe the frame construction in the special terms of participation for individual events. Equipment or demonstrations must be arranged so that visitor traffic in the aisles is not obstructed or endangered. Outside the traffic areas, sufficient queuing space must be provided in front of activity areas.

4.8 OUTDOOR GROUNDS

The guidelines for the hall area apply to the outdoor grounds insofar as they are applicable. MOA must review this when structures and installations (advertising installations, etc.) are erected.

CHAPTER 05

5. Operational safety, technical supply.

5.1 GENERAL REGULATIONS

Set-up and dismantling work may only be carried out within the framework of occupational and trade regulations and in compliance with the relevant occupational safety regulations.

5.1.1 Damage

Any damage caused by exhibitors or their agents to buildings or facilities on the grounds will be repaired by MOA after the event ends at the expense of the organizer/party responsible.

5.2 USE OF WORK EQUIPMENT

The use of powder-actuated tools is prohibited. The use of surface-treatment machines without dust and chip extraction (see 6.1) is not permitted. Aerial work platforms, cranes and forklifts may only be operated by authorized personnel.

5.3 ELECTRICAL INSTALLATION

5.3.1 Connections

Power connection points (230/400 V) are available in all halls and at various locations on the outdoor grounds. Connections from the existing connection points to the exhibition booths may only be made by MOA technicians. Such installations by exhibitors or personnel not belonging to MOA are not permitted. Every exhibitor is obliged to allow other exhibitors to use the power supply shafts/floor boxes located within their booth area. Cables laid across their booth area must not be removed. A floor plan showing the desired placement of the connections must be attached to the orders.

5.3.2 Booth Installation

Electrical installations within the booths are carried out by MOA technicians after being commissioned. Installations within the booths may be carried out by the exhibitor's own qualified electricians or approved specialist companies in accordance with VDE regulations, European regulations and the state of the art. Every device must bear the CE mark and may only be used in accordance with the applicable regulations (e.g. DGUV Regulation 3). Power is supplied only for devices and systems that comply with the VDE regulations and the regulations of the respective power supplier.

5.3.3 Installation and Operating Regulations

The entire electrical installation must be carried out in accordance with the latest safety regulations of the German Association for Electrical Engineering (VDE). Particular attention must be paid to VDE guidelines VDE 0100, DIN VDE 0100-718, DIN VDE 0100-560, DIN EN 50172, DIN EN 50107-1 and -2, DIN VDE 0100-711, DIN VDE 0108-2, DIN VDE 0100 parts 706, 708, 711, DIN VDE 0128 and DIN EN 56950. A 30 mA RCD (residual current device / FI protection) is mandatory for socket and lighting circuits. The proportion of high- or low-frequency interference fed into the grid must not exceed the values specified in DIN VDE 0160 and VDE 0838 (EN 50006 and EN 61000-2-4) (see also item 5.11). Conductive components must be included in the measures for protection against indirect contact (booth grounding). This measure also applies to suspended conductive components. Only cables such as NYM, H07RN-F, H05RR-F with a minimum cross-section of 1.5 mm² Cu may be used. Flat cables of any kind are not permitted. In low-voltage installations, bare electrical conductors and terminals are not permitted. Secondary cables must be protected against short circuit and overload. Flexible cables must not be laid under floor coverings without protection against mechanical stress.

5.3.4 Safety Measures

The installation of heat-generating and heat-emitting equipment must be agreed with MOA in advance and requires approval. As a special protective measure, all heat-generating and heat-emitting electrical equipment (hot plates, refrigerators, spotlights, transformers, etc.) must be mounted on non-combustible, heat-resistant, asbestos-free bases. Depending on the heat generated, a sufficient distance from combustible materials must be ensured. Luminaires must not be attached to combustible decorations, etc.

5.3.5 Emergency Lighting

Booths where the existing general emergency lighting is ineffective due to their specific design require additional individual emergency lighting in accordance with DIN EN 50172 and the applicable DGUV rules. It must be designed to ensure safe orientation to the emergency exits.

5.3.6 Use of Radio Frequencies

Any use of radio frequencies must be notified to MOA before commissioning and approved by MOA. In addition, a written authorization from the Bundesnetzagentur (Federal Network Agency) for the use of the required frequency ranges must be available on site at all times.

5.4 WATER AND WASTEWATER INSTALLATION

Installed lines crossing the booth space must not be removed. Every booth to be supplied with water/wastewater receives one or more connections. These connections can only be installed by MOA. As water/wastewater supply is only possible in certain areas, a floor plan showing the desired placement of the connections must be attached to orders. Operational water/wastewater line routes must remain accessible; otherwise, any water damage caused is excluded from insurance coverage. Water meters must be provided by the exhibitor where required or ordered from MOA's approved contractual partners. The same provisions apply to water connections and consumption as to energy (electricity and gas) under sections 5.3.1 and 5.3.2. For safety reasons, the water supply is generally shut off at the end of the event on the last day.

5.5 COMPRESSED AIR AND GAS INSTALLATION

The same provisions apply to gas and compressed air connections and consumption as to energy (electricity and gas) under sections 5.3.1 and 5.3.2. Every exhibitor is obliged to allow other exhibitors to use the gas and compressed air line routes located within their booth space. Installed lines crossing the booth space must not be removed.

5.5.1 Compressed Air

MOA does not provide a compressed air supply to booths. For operational safety reasons, the use of own compressors is not permitted (including small and auxiliary compressors). Exceptions requiring approval must be notified to MOA six weeks before the start of the trade show. The compressor is permanently integrated into the exhibitor's machine and is therefore part of the machine. Connecting a compressor to MOA's systems is only possible at increased financial and structural expense, making such a connection economically unreasonable. Exceptions are only permitted in the following cases: the exhibitor requires special gases that are not available at MOA; special pressures are required that MOA compressors cannot provide; compressor manufacturers; the compressor is part of the exhibit and is sold together with it – the maximum output of this compressor must not exceed 50 l/min. The aforementioned exceptions can only be granted for compressors that have been mandatorily tested and approved for function and operational safety as compressed air vessels in accordance with the applicable BetrSichV and TRBS 1201 (Part 2) (see also section 5.6.3). The noise generated by the compressors must not disturb exhibitors and visitors. In individual cases, operation must be adjusted accordingly. The testing and approval of integrated compressed air equipment is subject to a fee.

5.5.2 Gas

The same provisions apply to the installation of supply lines and lines within booths, and to gas consumption, as to energy (electricity and gas) under sections 5.3.1 and 5.3.2. If the cross-sections of existing gas supply lines are insufficient, any necessary reinforcements are at the exhibitor's expense. The operation of liquefied gas systems is generally prohibited unless the exhibitor has previously obtained a written special permit from MOA. The application for a special permit must be submitted to MOA at least six weeks before construction begins. The use of gas for lighting and/or heating purposes is not permitted. Gas burners must be equipped with safety devices or automatic ignition devices. Combustion systems used as exhibits generally require prior written approval from MOA. The application must be submitted to MOA at least six weeks before construction begins. The exhibitor alone is liable for compliance with the relevant safety regulations (flame-retardant bases, metal hoses, etc.).

5.6 MACHINERY, PRESSURE VESSELS AND EXHAUST SYSTEMS

5.6.1 Machine Noise

In the interest of all exhibitors and visitors, the operation of noise-generating machines and equipment should be limited as far as possible. Noise levels at the booth boundary must not exceed the limits of the Noise and Vibration Occupational Safety Ordinance (LärmVibrationsArbSchV). DIN 15905-5 (measures to prevent hearing damage to audiences from high sound emissions of electroacoustic sound systems) must be observed and complied with.

5.6.2 Product Safety

All exhibited technical work equipment and consumer products must comply with the requirements of the Product Safety Act (ProdSG, 2021 version) and the EU General Product Safety Regulation (GPSR, Regulation (EU) 2023/988). Technical work equipment and consumer products that do not meet these requirements must carry a clearly visible sign stating that they do not comply with the requirements of the aforementioned legislation and can only be purchased once compliance with the legal requirements has been ensured. For technical work equipment and consumer products bearing the CE mark, the manufacturer's corresponding declaration of conformity (e.g., floor coverings) must be available at the booth. During demonstrations, booth staff must take the necessary precautions to protect persons.

5.6.2.1 Protective Devices

Machines and system components may only be operated with all protective devices in place. The standard protective devices may be replaced by a cover made of at least equally safe acrylic glass or a similar transparent material. If equipment is reliably secured against operation, the protective devices may be removed to show visitors the design and construction of the concealed parts. The protective devices must then be placed visibly next to the machine. Risks of injury must be ruled out in all cases.

5.6.2.2 Test Procedure

The exhibited technical work equipment is tested for compliance with safety requirements by the competent supervisory authority, where applicable together with the competent technical committees of the employers' liability insurance associations. To allow the authority to verify the CE marking, the EC declaration of conformity must be available for inspection at the exhibition booth. In case of doubt, exhibitors should contact the competent authority before the start of the trade show.

5.6.2.3 Operating Ban

In addition, MOA is entitled to prohibit the operation of machines, systems and equipment at any time if, in its opinion, their operation poses a danger to persons or property.

5.6.3 Pressure Vessels

Test certificate: Pressure vessels may only be operated at the booth if they are installed and operated in accordance with the requirements of the Industrial Safety Ordinance (BetrSichV). The test certificates issued for this purpose must be kept available at the exhibition site and presented on request to the competent supervisory authority or the organizer or its representatives.

Inspection: A certificate of design and hydrostatic pressure testing or a comparable test is not sufficient. This requirement also applies to third-party or borrowed vessels. Registered pressure vessels can be inspected by an approved inspection body (e.g., TÜV) up to one day before the show opens, provided the design and hydrostatic pressure test certificate and a fitter at the exhibition booth are available.

Rental equipment: If rental equipment is used at the booth, the above provisions apply accordingly. It must also be ensured that the issued test certificates are kept available at the exhibition site and presented on request to the competent supervisory authority or MOA.

Supervision: The required test certificates must be available to the trade supervisory authority during the event.

5.6.4 Exhaust Gases and Vapors

Flammable vapors and gases that are harmful to health or a nuisance to the public, emitted by exhibits and equipment, must not be released into the halls. They must be discharged via suitable pipes or extraction systems (e.g., extractor hoods with activated carbon filters) in accordance with the Federal Immission Control Act as amended from time to time.

5.6.5 Exhaust Systems

Exhaust systems may only be installed by MOA. A floor plan showing the desired placement of the exhaust systems must be attached to orders.

5.7 USE OF COMPRESSED GASES, LIQUEFIED GASES AND FLAMMABLE LIQUIDS

5.7.1 Compressed Gas and Liquefied Gas Systems

The storage and use of compressed and liquefied gases in the exhibition halls and on the premises is prohibited without written approval from MOA.

5.7.1.1 Application for Approval of Gas Cylinders

The use of compressed gas cylinders must be applied for in writing with MOA no later than four weeks before the start of the event. The application must include details of gas type, quantity, location at the booth, and a floor plan marking the intended installation site. MOA forwards applications requiring approval to the competent supervisory authority or the Berlin Fire Department; no release will be granted without their consent.

> **Note:** Applications received less than four weeks before the start of the event can no longer be processed for procedural reasons. Short-notice approval by the Berlin Fire Department cannot be guaranteed in these cases.

5.7.1.2 Use of Liquefied Gas

The use of liquefied gas is limited to household quantities: a maximum of two cylinders with a total capacity of 10 liters or 11 kg may be used per booth. Larger quantities require separate written approval from MOA in coordination with the competent authority. Commissioning and operation of the system must be carried out by a competent person as defined by the Industrial Safety Ordinance (BetrSichV) and the Technical Rules for Operational Safety (TRBS).

5.7.1.3 Installation and Maintenance

Installation, setup and maintenance of liquefied gas systems must comply with the Technical Rules for Liquefied Gas (TRF 2021) and the relevant regulations of DVGW and DVFG. Lines must be equipped with a non-return valve; hose connections must be checked for leaks and replaced regularly. The Berlin Fire Department is entitled to inspect systems at any time and to demand their shutdown if defects are found.

5.7.2 FLAMMABLE LIQUIDS

The handling of flammable liquids at the booth must be limited to the amount necessary for the exhibition purpose and generally requires MOA's prior written consent.

5.7.2.1 Storage and Use

Flammable liquids may only be stored and used in closed, break-proof containers approved for the respective substance. Open vessels and decanting in the hall during opening hours are prohibited.

5.7.2.2 Daily Stock

Only the daily requirement may be stored at the booth. Any quantities beyond this must be stored outside the exhibition hall at a designated location.

5.7.2.3 Storage Containers

Only type-tested safety containers are permitted. Glass vessels and non-break-proof plastic containers are not permitted for storage.

5.7.2.4 Storage Location

The storage location must be chosen so that escape and emergency routes, fire-extinguishing equipment and emergency exits remain freely accessible at all times. Storage in the immediate vicinity of ignition sources is not permitted.

5.7.2.5 Operating Conditions

Sufficient ventilation must be ensured during operation. Electrical equipment in the vicinity must be selected according to the respective ignition hazard. Smoking and the handling of open flames are prohibited in the storage and use area.

5.7.2.6 Filling of Liquids

Filling and decanting of flammable liquids is only permitted outside opening hours and only at designated, ventilated locations. Spilled quantities must be removed immediately and properly.

5.7.2.7 Empty Containers

Emptied containers must be removed from the hall immediately or stored closed and labeled at a designated location outside the exhibition area until they are removed.

5.8 HAZARDOUS SUBSTANCES

The handling of hazardous substances within the meaning of the Hazardous Substances Ordinance (GefStoffV) must be notified to MOA in writing in advance. Safety data sheets must be kept available at the booth and presented on request to the competent authority or MOA. Labeling, storage and disposal must comply with the applicable legal regulations.

5.9 FILM, PHOTO AND TELEVISION DEMONSTRATIONS

Demonstrations involving increased crowd concentration, darkening, special effects or additional technical equipment require MOA's prior written consent. In particular, demonstrations that:

- require darkening of the booth area,
- use fog, smoke or lighting effects,
- include a stage or truss construction,
- provide for loudspeaker sound beyond booth volume,
- are expected to draw larger crowds to the booth area,
- include drone-assisted photo or film recordings,
- or deploy editorial film, photo or TV crews outside the exhibitor's own booth area.

For recordings outside the exhibitor's own booth area, the consent of affected third parties (neighboring exhibitors, visitors) must also be obtained.

5.10 RADIATION PROTECTION

5.10.1 Radioactive Substances

The handling of radioactive substances requires the prior written approval of MOA and of the competent radiation protection authority. The corresponding approval notice must be kept available at the booth.

5.10.2 X-Ray Equipment and Unintentional Emitters

The operation of X-ray equipment and unintentional emitters must be notified to MOA no later than four weeks before the start of the event. The required official approvals or notifications must be provided as proof; the systems must be attended by qualified personnel during the event.

5.10.3 Laser Equipment

The use of class 3B and 4 laser equipment requires MOA's prior written consent and must be supervised by a laser safety officer. The beam path must be routed so that any danger to persons is ruled out; corresponding evidence must be presented on request.

5.11 HIGH-FREQUENCY EQUIPMENT, RADIO SYSTEMS, EMC

The operation of high-frequency equipment, radio systems and similar transmitting equipment must be notified to MOA in advance. Frequency, transmission power and location must be stated so that interference with other exhibitors and the building's technical systems can be ruled out. The exhibitor must ensure the electromagnetic compatibility (EMC) of the equipment used; corresponding evidence must be presented on request.

5.12 CRANES, FORKLIFTS AND EMPTIES

The use of cranes, industrial trucks and forklifts inside the halls is permitted exclusively by companies commissioned or approved by MOA. Vehicles and equipment must not exceed the permissible floor loads (see Chapter 3). Empties must be labeled immediately after booth set-up and stored at the designated collection points; storage in aisles or emergency routes is prohibited.

5.13 MUSICAL PERFORMANCES

Musical performances and the playback of music at the booth require MOA's prior consent and, where necessary, registration by the exhibitor with the competent collecting society (GEMA). The volume must be limited so that neighboring booths and general hall operations are not disrupted.

5.14 PROVISION OF FOOD AND BEVERAGES

The distribution of food and beverages at the booth, whether free of charge or for a fee, requires MOA's prior written consent and is carried out exclusively through the caterer designated by MOA or with that caterer's approval. The applicable food law and restaurant licensing regulations must be complied with.

6. Environmental Protection

MOA is committed to the responsible use of resources. Exhibitors and service providers are required to avoid waste, protect water and soil, and rule out environmental damage from the outset. The following regulations apply in addition to the general statutory provisions.

6.1 WASTE MANAGEMENT

6.1.1 Waste Requiring Monitoring

Waste requiring monitoring within the meaning of the Circular Economy Act (KrWG) must be notified to MOA in writing before delivery. Disposal and documentation are the exhibitor's responsibility; MOA may require the commissioning of an approved waste disposal specialist company.

6.1.2 Brought-In Waste

All waste generated during set-up and dismantling and during the event must be disposed of by the exhibitor, separated by material type, at the designated collection points. Packaging material should be avoided wherever possible or taken back; disposal at MOA's expense only takes place by prior agreement and is invoiced for a fee.

6.2 WATER, WASTEWATER AND SOIL PROTECTION

6.2.1 Oil and Grease Separators

If oil- or grease-containing substances are used at the booth (including cooking, deep-frying, vehicle or machine demonstrations), wastewater must be routed through a suitable oil or grease separator or collected separately and disposed of properly. Direct discharge into the sewer system is prohibited.

6.2.2 Cleaning and Washing Agents

Only commercially available cleaning and washing agents approved for the respective application may be used. Discharge into the public sewer system must comply with the local drainage bylaw.

6.3 ENVIRONMENTAL DAMAGE

Every exhibitor is liable for damage to soil, water or air caused by their own fault or that of their agents. Leaking operating materials must be reported to MOA immediately and removed properly; the resulting costs are borne by the party responsible.

Legal notice. The above provisions do not replace the exhibitor's own responsibility to review the currently applicable versions of the DGUV regulations, Eurocode standards, DIN standards, the Radiation Protection Act (StrlSchG) and Radiation Protection Ordinance (StrlSchV), the Circular Economy Act (KrWG), the Technical Rules for Liquefied Gas (TRF 2021), the Product Safety Act (ProdSG) and the EU General Product Safety Regulation (EU GPSR), EU Regulation 2019/947 (drone operation), the Telecommunications Act (TKG 2021), the Act on the Electromagnetic Compatibility of Equipment (EMVG 2016) and the applicable operating ordinance (BetrVO). Before application, exhibitors and service providers are obliged to inform themselves of the currently valid legal situation through a fire protection officer or another competent body. In case of doubt, the English-language version of the Tech Rider is authoritative for the interpretation of this document.

READY?

Our tech team handles the rest directly, from the first set-up question to the last step of dismantling.

Questions and information on booth construction, safety requirements or technical supply are already collected and coordinated during preparation by our MEET team. For detailed questions, our technical team is brought in on time and gladly clarifies the technical requirements directly with exhibitors, booth builders and service providers.

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