



Technical guidelines

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Hotel MOA Berlin
Stephanstraße 41
10559 Berlin

T 030 39 40 43 0
W moa.de
M hello@moa.de

MOA
BERLIN

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1. Preliminary Remarks

The Hotel MOA Berlin - the MOA & Heidegrund Betriebs GmbH & Co. KG, hereinafter referred to as MOA, has issued guidelines for the events taking place, aiming to provide all exhibitors/organizers with the optimal opportunity to display their exhibits and address their visitors and interested parties. These are binding for all exhibitors and organizers. The technical guidelines are an integral part of the contracts that MOA concludes with its exhibitors, organizers, service companies, and service providers. These exhibitors, organizers, service companies, and service providers ensure that all their contractual partners who work on or are present on the event site adhere to these technical guidelines. MOA can demand compliance with the Technical Guidelines from anyone working on or staying on the event site. For trade fairs, exhibitions, and other events organized by an organizer other than MOA, the organizer, alongside MOA, is authorized and obliged to require its customers and their contractual partners to comply with the technical guidelines. These guidelines also contain safety regulations designed to offer the highest possible level of safety for the technical and design equipment of the event in the interest of exhibitors and visitors. These regulations have been coordinated with the relevant authorities of the state of Berlin, including building regulations, fire protection, and other safety regulations. MOA reserves the right to check compliance with these regulations. Additionally, the legal provisions in their current version, especially the current Assembly Venue Ordinance (VStättVO), the Operational Ordinance (BetrVO), and the state building regulations of the state of Berlin must be observed.

The implementation of an event or the commissioning of an exhibition stand may be prohibited in the interest of all event participants if deficiencies found are not remedied by the start of the event despite a request. Further safety and stand construction requirements that may arise remain reserved. Building law is state law. The state of Berlin gives us as operators a processing period of 8 to 12 weeks, depending on the type of approval. Due to this and different structural conditions of the individual exhibition sites, the respective execution regulations differ. Moreover, MOA reserves the right to make changes. The English text is binding.

1.1 House Rules / Excerpt from the House Rules

The site is private property. MOA exercises house rights alongside the respective organizer. Additionally, reference is made to the house and operational regulations posted on the site, which are part of the rental contract.

1.2 Opening Hours

1.2.1 Setup and Dismantling Times

During the general setup and dismantling times, work can be done within the contractually agreed time.

1.2.2 Event Duration

During the event duration, the halls are opened for exhibitors, their stand builders, and service companies according to the contractual rental period before the start of the fair and closed after the fair ends, unless other times are announced in the specific participation conditions.

2. Traffic on the Exhibition Grounds, Escape Routes, Safety Equipment

2.1 Traffic Regulations

To ensure smooth traffic flow during setup and dismantling and the duration of the event, traffic-regulating and traffic-directing rules must be strictly observed. The provisions of the Road Traffic Regulations apply throughout the event area and the on-site parking lots. The maximum speed allowed on the event grounds is 10 km/h. Parking duration in the exhibition and fairgrounds for loading and unloading is limited. Illegally parked vehicles, trailers, containers, and empty goods of any kind can be removed at the owner's expense and risk. Overnight stays in vehicles on the event grounds and in the event areas are not permitted. For safety reasons, during the setup and dismantling periods, the presence of persons who are not engaged in an insurable employment activity - especially minors - is prohibited in the halls and the exhibition area in the open-air grounds.

2.2 Escape Routes

2.2.1 Fire Brigade Movement Zones, Hydrants

The necessary access routes and movement zones for the fire brigade, marked by no-parking signs, must be kept clear at all times, including during setup and dismantling periods. Vehicles and objects parked on escape routes and safety areas will be removed at the owner's expense and risk. Fire protection equipment such as hydrants and their marking in the halls and in the open-air grounds must not be obstructed, made unrecognizable, or inaccessible.

2.2.2 Emergency Exits, Emergency Hatches, Hallways

Escape routes must be kept clear at all times. The doors and gates on escape routes must be kept free both inside and outside; they must be able to be opened easily to their full width from the inside. Emergency exit doors and emergency hatches, and their markings must not be obstructed, blocked, covered, or otherwise made unrecognizable. The hallways must not be narrowed by objects placed or protruding into the hallway. They serve as escape routes in case of emergency!

2.3 Safety Equipment

Sprinkler systems, fire alarms, fire extinguishers, smoke detectors, closing devices for hall doors, and other safety equipment, their indication signs, and the green emergency exit signs must always be accessible and visible; they must not be obstructed or built over.

2.4 Surveillance

General surveillance of the exhibition halls and the open-air grounds during the event's duration is not provided by MOA. There is no general supervision during setup and dismantling times. Separate surveillance must be ordered through MOA. MOA assumes no custody for items brought in or delivered by exhibitors and third parties acting on their behalf. The security personnel employed by MOA are not authorized to accept orders of any kind directly from the exhibitor. MOA is entitled to carry out the necessary measures for control and surveillance. If required, the exhibitor must organize stand guards for the stand and the items brought in by the exhibitor. Stand guards may only be provided by the security service commissioned by MOA. Exhibitors are expressly advised that there is an increased risk to exhibit goods and other items brought in by exhibitors during the setup and dismantling periods. Valuable or easily movable items should always be locked away at night. Events and parties at the stand (stand parties) cannot be held outside of opening hours for safety reasons unless a special written permit from MOA has been obtained. Within opening hours, they generally require prior written approval from MOA.

2.5 Emergency Evacuation

For safety reasons, the closure of rooms or buildings and their evacuation may be ordered by MOA and/or the organizer. Persons present must comply with the instructions and proceed to the designated assembly points outdoors. Exhibitors must inform their employees about this procedure. They are responsible for ensuring their stand is evacuated.

3. Technical Data and Equipment of the Halls and Open-Air Grounds

3.1 Hall Data

Hall data can be requested from the technical department. Floor condition: Information about the floor condition can be requested from the technical department. Suspensions are possible in the Convention Hall. Information about suspension options can be requested from the technical department.

3.1.1 General Lighting, Type of Power, Voltage

Available type of power and voltage in the Convention Hall: Alternating current 230 volts (+/-10%/ according to utility company) / 50 Hz Three-phase current 3 x 400 volts (+/-10% according to utility company) / 50 Hz Tolerance values according to DIN EN 50160.

3.1.2 Electrical and Water Supply

Information about electrical and water supply can be requested from the technical department.

3.1.3 Communication Facilities

The supply of stands with telephone and data connections is provided 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 or suspensions in the hall. If necessary, corresponding stands must be separately sprinklered. It should be noted that temperature and fire generation can trigger the sprinkler system.

3.1.5 Heating, Ventilation

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

3.1.6 Disruptions

In case of disruptions to the technical supply, MOA must be informed immediately.

3.2 Open-Air Grounds

The type of use of the open-air grounds must be coordinated with the technical department.

4. Stand Construction Regulations

4.1 Stand Stability

Exhibition stands, including fittings and exhibits, as well as advertising carriers, must be constructed to ensure public safety and order, especially life and health, are not endangered. The exhibitor is responsible for the static safety and may have to provide proof. For the static safety of stand structures, a horizontal equivalent surface load (wind pressure) of 0.125 kN/m² must be applied to achieve sufficient tipping and sliding safety. Deviations are possible in justified individual cases, requiring precise proof. Stabilization against neighboring stands or existing building structures is not permitted. For statically supporting stand structures, chipboards according to DIN EN 312-1 P1, P2, or P3 are not permitted. Likewise, securing by suspensions from the hall ceiling is not permitted. MOA reserves the right to carry out a cost-bearing inspection of the stand's stability on site by a structural engineer in justified cases.

4.2 Stand Construction Approval

Assuming that the technical guidelines are adhered to in the design and execution of the stand, it is not necessary to submit drawings for approval for single-story stand structures not higher than 3 m and covering an area of no more than 20 m².

See also point 4.4.2.

Upon request, MOA offers to review stand construction plans submitted in digital form or in triplicate paper form (lead time 8 weeks). For stand construction approvals received by MOA after the submission deadline, a reprocessing fee will be charged. No stand construction approvals will be reviewed and approved after the start of construction. A static review is no longer possible at this time. In addition, all other stand structures, mobile stands, stand structures with closed ceilings, special structures, and constructions require approval. All approvals are only valid for the respective event.

4.2.1 Review and Approval of Structures Requiring Approval

Dimensioned stand plans with floor plans and elevations must be submitted to the organizer for approval in paper form or digitally by the specified deadline. The copies of the stand plans will be returned to the exhibitor/stand builder after review with the approval note. Only with the approval note is the stand construction approved.

For the approval of:

- Multi-story structures
- Cinema or spectator rooms
- Special constructions

the following documents are required in German at MOA at least 8 weeks before the start of construction:

- a. Building description
- b. Dimensioned stand construction drawings (floor plans, elevations, sections),
- c. Construction details in a larger scale.
- d. If a test book/type test is submitted, points a) and b) are not required.

For multi-story structures, proof of stability must be provided. The engineer commissioned for this must be from Berlin. Exceptionally, a structural engineer from another federal state may be engaged for the static review, but the on-site inspection must be carried out by a certified engineer from Berlin, who must provide an inspection certificate. This certificate must be kept at the stand. The structural engineer commissioned on-site must be named by the exhibitor/stand builder. The provisions of the VStättVO of Berlin in its current version for multi-story structures must be observed and adhered to by the exhibitor.

4.2.2 Vehicles and Containers

Vehicles and containers as exhibition stands in the halls must be approved by MOA. Demonstrations of motor-driven vehicles must be approved by MOA.

4.2.3 Modification of Non-Compliant Parts

Stand structures that are not approved, do not comply with the technical guidelines, or the regulations must be modified or removed if necessary. If this is not done in a timely manner, MOA is entitled to make changes at the exhibitor's expense.

4.2.4 Scope of Inspection

The MOA employee responsible for overseeing safety measures reserves the right to check before and during construction, as well as during the event, whether the above stand construction regulations are being adhered to. If this is not the case, MOA is entitled to make the necessary changes at the exhibitor's or organizer's expense or remove them at the exhibitor's or organizer's expense if the exhibitor does not immediately rectify the situation.

4.3 Construction Heights

Structural limitations may exist specific to the hall. Detailed information can be requested from the technical department.

All dimensions must be checked on-site. In the remaining areas and halls, a construction height of up to 3 m is possible without approval (the structural condition must be checked in advance). Deviations from this require prior written approval from MOA, whereby the exhibitor must guarantee in any case and, if necessary, take measures to ensure that the effectiveness of the sprinkler system in the ceiling areas of the hall is not impaired. Even if the construction height is exceeded with approval, the design of the additional areas towards the neighboring stand must be neutral. The installation of advertising texts or logos requires 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 point 3.1.4. Safety equipment such as fire extinguishers, fire alarms, hydrants, etc., and signs indicating safety equipment must not be obstructed or covered. The same applies to distribution cabinets for electrical and telephone connections and ventilation devices.

4.4.1.1 *Stand Construction and Decoration Materials*

Materials that are easily 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 may be imposed on load-bearing construction parts for safety reasons (e.g., non-flammable). Decoration materials must be at least B1 according to DIN 4102 or Cfl-s1 according to EN 13501-1, meaning they must be flame-resistant. This must be confirmed by a test certificate kept at the stand (submission deadline: 4 weeks before the start of construction for inspection). If this is not the case, MOA is entitled to remove the corresponding decoration or have it removed at the exhibitor's expense if the exhibitor does not immediately remedy the situation or take organizational measures at the exhibitor's/organizer's expense (e.g., compensatory measures through fire safety

watches). In some areas, normally flammable decoration materials may be used if they are sufficiently protected against ignition by their installation.

Floor coverings must meet DIN 4102 B1 or EN 13501-1 Class Cfl-s1, be professionally glued, and laid seamlessly. Floor coverings not according to 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, reeds, hay, straw, bark mulch, peat, or similar materials generally do not meet the above requirements. The use of plastic materials (cable ties, straps made of plastic fabric, etc.) to secure parts subjected to static loads is not permitted.

4.4.1.2 Exhibition of 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 locked. The fuel tanks must be filled with nitrogen before being brought into the halls. For vehicles with gas-powered engines, the gas tank must be emptied and inerted before entering the halls. For hybrid vehicles, the fuel tank must also be almost empty as described above. See point 5.7 regarding the pressure vessel (see also 4.2.2 and 5.6). Protective mats must be placed under the vehicles to catch any fluids. Car batteries must be disconnected. If necessary, the vehicles must be provided with an external power supply.

4.4.1.3 Explosive Substances and Ammunition

Explosive substances are subject to the Explosives Act and may not be exhibited at fairs and exhibitions. This also applies to ammunition within the meaning of the Weapons Act.

4.4.1.4 Pyrotechnics

Pyrotechnic demonstrations are generally not allowed.

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 permitted by the event manager under certain conditions. It is generally forbidden to operate flying objects in the atrium. According to §16 paragraph 2 of the Aviation Ordinance, it is forbidden to fly kites or kite surfs in the open-air area due to the airport protection zone. Tethered balloons or other balloons, as well as any type of flying models, may only be operated with written permission from the relevant authority.

4.4.1.6 Fog Machines

The use of fog machines and hazers must be coordinated with MOA. Approval from MOA is required for operation. It must be checked whether the smoke detectors were deactivated before using fog/hazer machines. If necessary, a compensatory measure through fire safety watches must be provided.

4.4.1.7 Ashtrays, Ash Containers, Smoking Ban

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

4.4.1.8 Waste, Recycling, Residual Waste Containers

Only recycling and residual waste containers made of non-flammable materials may be placed in the stands. These containers in the stands must be regularly placed for disposal, at the latest every evening after the fair closes. If larger quantities of combustible waste accumulate, they must be disposed of several times a day. Easily combustible materials such as shavings, wood scraps, sawdust, and similar must be stored in closed, non-flammable containers.

4.4.1.9 Spray Guns, Solvents

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

4.4.1.10 Cutting and Grinding Works and All Work with Open Flames

Welding, cutting, soldering, thawing, and grinding work must be reported as early as possible before work begins and requested in writing from the fire protection officer of MOA. Approval for the work is granted by MOA with a permit. During the work, the surroundings must be adequately shielded from dangers. Fire extinguishing equipment must be kept ready for use nearby. Functional demonstrations of welding, cutting, soldering, thawing, and grinding work require special approval from MOA. It must be checked whether the smoke detectors were deactivated before the named work. If necessary, a compensatory measure through fire safety watches must be provided.

4.4.1.11 Empty Goods

Storing any type of empty goods in the stands, in and around the halls, and in the parking garage is prohibited. Accumulated empty goods must be immediately taken to the designated storage place for empty goods (free of fire load) or disposed of. MOA is entitled to remove improperly stored empty goods at the exhibitor's expense and risk.

4.4.1.12 Fire Extinguishers

A suitable fire extinguisher with at least 6 extinguishing units (LE) corresponding to the regulations must be kept at the stand from a stand area of 50 m². The location of the fire extinguisher must be indicated at the stand according to the specifications of the accident prevention regulation DGUV A8. For exhibition stands with increased fire load, a separate calculation according to BGR 133 and Appendix 2, point 2.2 ArbStättV must be carried out. In special cases, the use of suitable fire extinguishers at the stand may be required.

4.4.2 Stand Roofing

To not impair sprinkler protection, stands in sprinkled halls must be open at the top. Ceilings are considered open if no more than 50% of the area per square meter is closed. The sprinkler system for stand coverings over 20 m² can be omitted if one of the following conditions is met: Metal grid or mesh ceilings with an opening size of at least 1 x 1 cm. Considering lighting fixtures and similar installations, the horizontal opening 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 under sprinkler levels. Textile ceiling coverings must open extensively at a temperature of no more than 70° C due to a fusible link. Sprinkler-compatible coverings and coverings with fusible links must be stretched so tightly that sagging is avoided. If sprinklering in stands up to 100 m² is not technically possible, compensation through a mobile fire alarm system (BMA) is possible. Additionally, according to the approval requirements, a suitable small fire extinguisher for immediate use must be provided. For stands over 100 m², a sprinkler system must be installed in addition to this BMA and the small fire extinguisher. The entire stand personnel must be instructed by the exhibitor/organizer in the use of the BMA and the small fire extinguisher. Outside the event's opening hours, a fire watch from MOA must be ordered. This individual decision lies with the Berlin Fire Department and MOA.

Proofs of compliance with DIN 4102 B1 or EN 13501-1 Class Cfl-s1, a test report from the German Institute for Building Technology (DIBT), approval by VdS as a sprinkler-compatible material, or testing according to EN 20811 and EN 29865 must be provided (see also point 4.9.2). Stand coverings must generally be flame-resistant (DIN 4102 B1 or EN 13501-1).

4.4.3 Glass and Acrylic Glass

Only safety glass suitable for the intended purpose may be used. Overhead glazing with mineral glass must be made of laminated safety glass (VSG). The edges of glass panes must be processed or protected to exclude injury risks. All-glass components must be clearly marked at eye level. Glazing in parapets and railings must comply with TRAV. Proofs must be kept at the stand. For the use of overhead glazing and laminated safety glass, if not regulated, approval must be obtained from the State Trade Office according to §21 paragraph 1 number 2 LBO Berlin and presented at the inspection.

4.4.4 Recreation and Viewing Rooms

All recreation rooms (meeting, office, staff, speaker rooms, etc.) that are fully enclosed, even 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 systems to ensure that an alarm can be given at any time at the stand. In exceptional cases, substitute measures may be approved. Viewing rooms for over 200 people must have at least two exits leading directly to the hallways, arranged as far apart as possible. Viewing rooms with a capacity of more than 200 people require special approval from MOA (see point 4.2.1).

4.5 Exits, Escape Routes, and Doors

4.5.1 Exits and Escape Routes

The distance from any point on an exhibition area to an escape route must not exceed 20 m walking distance. Recreation rooms with more than 100 m² of floor space must have at least two exits to escape routes, as far apart and opposite as possible. The number and clear width of escape routes from recreation rooms (exits, stairs, corridors) must be provided according to the Assembly Venue Ordinance. The escape routes must be marked according to DGUV A8.

4.5.2 Doors

The use of swing doors, revolving doors, coded doors, sliding doors, and other access barriers in escape routes is not permitted. Doors must open in the direction of escape and must not have thresholds. During the presence of people in the rooms, the doors must be easily opened from the inside at any time without aids and to their full width.

4.6 Podiums, Ladders, Ascents, Stairs, and Walkways

General walking surfaces directly adjacent to surfaces lower by more than 0.20 m must be bordered with railings. These must be at least 1.10 m high. They must have at least one upper rail, one middle rail, and one lower rail. The Assembly Venue Ordinance §11 must be observed. A static proof must be provided for a podium upon the organizer's request. The floor load must be designed according to DIN 1055 Table 1 [Cat. C1] for at least 3.0 kN/m², depending on the use. Single-step podiums must be no more than 0.20 m high. Ladders, stairs, and walkways must comply with the accident prevention regulations BGV D36, stairs DIN 18065, and BGI 561. The distance between the railing parts must not exceed 0.12 m in one direction (MVStättVo §11 paragraph 2) (see 4.9.6). For fixed work platforms, DIN 31003 applies, corresponding to the horizontal load (see 4.9.3).

4.7 Stand Design

4.7.1 Barrier-Free Construction

Stand construction should consider barrier-free accessibility. Stands and their facilities should be accessible and usable without assistance by people with mobility restrictions.

4.7.2 Inspection of the Rental Area

The rental area is marked by the organizer. Each exhibitor, organizer, and stand builder is obliged to inform themselves on-site about the location, dimensions, and any installations such as fire alarms, supply channels, ventilation systems, etc. The stand boundaries must be strictly observed.

4.7.3 Interference with the Building Substance

Hall parts and technical facilities must not be damaged, soiled, or otherwise altered (e.g., drilling, nailing, screwing). Painting, wallpapering, and sticking are also not permitted. Hall parts and technical facilities must not be loaded by stand structures or exhibits. Hall columns and supports can be enclosed within the stand area without damaging them, provided there is a safety distance of at least 5 cm. The hall supports must not be glued or painted under any circumstances. Drilling into the hall floor is prohibited.

4.7.4 Hall Floors

Carpets and other floor coverings must be laid safely to prevent accidents and must not extend beyond the stand boundaries. Carpet and other floor coverings must meet DIN 4102 B1 or EN 13501-1 Class Cfl-s1 and be glued at the edges for fixation. All used materials must be removed without leaving residues. Substances such as oil, fats, paints, and similar must be removed from the floor immediately. The hall floor must not be painted or glued, except for edge fixations with removable adhesive tape.

4.7.5 Suspensions from the Hall Ceiling

All suspensions from the hall ceiling and from raised truss systems (ground support) and other constructions must be carried out according to DGUV C1. The provision and suspension of attachment points, as well as their changes, are carried out only by MOA technical personnel. This also applies to changes to these constructions. The order must be accompanied by plans showing the desired placement of the attachment points, including height specifications. The maximum load of the provided attachment points must be observed (see also point 3.1). For complex systems, a so-called load plan must be submitted, indicating the weight distribution of the total load as well as all individual and line loads. Upon request, a separate (auditable) static calculation (including exact load distribution, documented weight assumptions, detailed construction drawings, etc.) may be required.

Any costs incurred are borne by the exhibitor or orderer. The suspended construction must be within the stand boundaries. The use of hoisting equipment (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 Installations. Regarding the attachment of suspended items, the relevant safety regulations, particularly DGUV A1 (principles of prevention), DGUV C1 (event and production venues for scenic presentations), BGV D8 (hoists), and the Assembly Venue Ordinance (VStättVO) must be observed. The industry standards of VPLT such as SQ P1 "Provision and use of truss systems," SQ P2 "Electric chain hoists," and SQ Q2 "Expertise for event rigging" apply. In principle, suspensions of items connected to the floor are not permitted. The minimum distance for suspensions to items standing on the floor or stand structures is 50 cm in height. If it is not technically or organizationally possible to remove suspensions from previous events or to provide suspension points for the next event in time, the exhibitor or stand builder must accept that unrelated suspension points are hanging above their stand.

4.7.6 Stand Partition Walls

Partition walls may only be covered or wallpapered with flame-resistant material according to DIN 4102 B1 or EN 13501-1 Class Cfl-s1. See also point 4.4.1.1.

4.7.7 Advertising Media and Presentations

Stand and exhibit signage, company, and brand names must not exceed the prescribed construction height (see point 4.3). They should present an attractive appearance. Presentations, visual slow-moving advertising media, and acoustic reproductions are permitted if they do not disturb neighbors, do not cause congestion in the aisles, and do not drown out the hall's public address systems. The volume must not exceed the noise and vibration protection ordinance (LärmVibrationsArbSchV) specifications at the stand boundary. DIN 15905-5 must be observed. The distribution of printed materials and the use of advertising media are only permitted on the exhibitor's own stand area. Exceptions can be approved by the organizer. The storage of advertising media and printed materials is only permitted for the respective daily requirement.

4.7.8 Appearance

The exhibitor is responsible for the design of the stand. The typical exhibition criteria of the event must be taken into account. The stands must be adapted to the overall appearance and layout of the respective exhibition. The minimum requirement for stand design is the installation of a fascia with the name of the exhibiting company or product, as well as floor coverings and stand walls, unless the organizer approves an alternative stand design for design reasons. The organizer also reserves the right to prescribe the framework structure in the special participation conditions for individual events. Devices or demonstrations must be arranged so that visitor traffic in the aisles is not obstructed or

endangered. Sufficient storage space must be created outside the traffic areas in front of action areas.

4.8 Open-Air Grounds

The guidelines for the hall area apply to the open-air grounds if they can be applied to the open-air grounds. When setting up structural systems and equipment (advertising systems, etc.), this must be checked by MOA.

5. Operational Safety, Technical Safety Regulations, Technical Provisions, Technical Supply

5.1 General Regulations

Setup and dismantling work may only be carried out within the framework of the labor and trade regulations, observing the relevant occupational safety regulations.

5.1.1 Damage

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

5.2 Use of Work Equipment

The use of bolt-firing devices is prohibited. The use of surface treatment machines without dust and chip extraction (see 6.1) is not permitted. The use of elevating work platforms, cranes, and forklifts may only be carried out by authorized personnel.

5.3 Electrical Installation

5.3.1 Connections

Power connection options (230/400 V) are available in all halls and at various locations in the open-air grounds. Connections from the available connection points to the exhibition stands may only be made by MOA technicians. Installations of this kind by exhibitors or non-MOA personnel are not permitted. Each exhibitor is obliged to allow other exhibitors to use the supply shafts/bodentanks for electricity located within their stand area. Laid cables that cross their stand area may not be removed. Orders must be accompanied by a floor plan showing the desired placement of connections.

5.3.2 Stand Installation

Electrical installations within the stands are carried out by MOA technicians after ordering. Installations within the stands can be carried out by the exhibitor's own electrical specialists or approved specialist companies according to VDE regulations and European regulations and the state of the art. Each device must be approved with the CE mark and may only be used according to the applicable regulations (e.g., BGV A3). Electricity is only supplied for devices and systems that comply with the VDE regulations and the respective electricity supplier's regulations.

5.3.3 Assembly and Operating Regulations

The entire electrical installation must be carried out according to the latest safety regulations of the Association of Electrical Engineering (VDE). Particular attention must be paid to the VDE guidelines VDE 0100, DIN VDE 0100-718, DIN VDE 0100-560, DIN EN 50 172, DIN EN 50 107-1 and -2, and DIN VDE 0100-711, DIN VDE 0108 Part 2, DIN VDE 0100 Parts 706, 708, 711, DIN VDE 0128, DIN EN 56950. For sockets and light circuits, a 30 mA - RCD (residual current device / FI protection) is mandatory. The proportion of high or low-frequency disturbances fed into the network must not exceed the values specified in VDE 0160 and VDE 0838 (EN 50 006 and EN 61000-2-4) (see also point 5.11). Conductive components must be included in the measures for protection against indirect contact (stand 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 systems, bare electrical conductors and terminals are not permitted. The secondary cables must be protected against short circuits and overload. Flexible cables must not be laid unprotected against mechanical stresses under floor coverings.

5.3.4 Safety Measures

The introduction of heat-generating and heat-developing devices must be coordinated with MOA in advance and is subject to approval. For special protection, all heat-generating and heat-developing electrical devices (hot plates, refrigerators, spotlights, transformers, etc.) must be mounted on non-flammable, heat-resistant, asbestos-free substrates. Depending on the heat development, a sufficiently large distance from flammable materials must be ensured. Lighting fixtures must not be attached to flammable decorations, etc.

5.3.5 Safety Lighting

Stands where the existing general safety lighting is not effective due to their specific design require additional individual safety lighting in accordance with DIN EN 50 172 and BGR 216. 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 reported to MOA before commissioning and approved by MOA. Furthermore, written approval for the use of the required frequency ranges must be available on-site at all times from the Federal Network Agency.

5.4 Water and Wastewater Installation

Laid cables that cross the stand area may not be removed. Each stand to be supplied with water/wastewater receives one or more connections. The installation of these connections can only be carried out by MOA. Since the supply of water/wastewater is only possible in certain areas, a floor plan must be attached to the orders showing the desired placement of the connections. In operational water/wastewater pipeline routes must remain accessible; otherwise, caused water damage is excluded from insurance coverage. Water meters must be provided by the exhibitor if necessary or ordered from the approved contractual partners of MOA. The same provisions apply to water connections and consumption as for energy (electricity and gas) in points 5.3.1 and 5.3.2. For safety reasons, the water supply is usually shut off at the end of the event on the last day of the event.

5.5 Compressed Air and Gas Installation

The same provisions apply to gas and compressed air connections and consumption as for energy (electricity and gas) in points 5.3.1 and 5.3.2. Each exhibitor is obliged to allow other exhibitors to use the gas and compressed air pipeline routes within their stand area. Laid pipelines that cross the stand area may not be removed.

5.5.1 Compressed Air

The supply of stands with compressed air is not provided by MOA. The use of own compressors is not permitted for operational safety reasons (including the use of small and auxiliary compressors). Exceptions requiring approval must be reported to MOA six weeks before the fair starts. The compressor is firmly integrated into the exhibitor's machine and thus a component of the machine. Connecting a compressor to MOA can only be achieved with increased financial and structural effort, making this connection economically unreasonable. Exceptions to this are only allowed for the following cases: The exhibitor's need for special gases not available from MOA. Special pressures required that cannot be provided by MOA compressors. Manufacturers of compressors. The compressor is part of the exhibit and is sold together with it; the maximum power of this compressor must not exceed 50 l/min. The above exceptions can only be granted for compressors that are mandatorily tested for functionality and operational safety according to the current BetrSichV and TRBS 1203 Part 2 for compressed air containers and approved. See also point 5.6.3. The noise development of the compressors must not disturb exhibitors and visitors. In

individual cases, the operation must be adjusted accordingly. The inspection and approval of integrated compressed air devices are chargeable.

5.5.2 Gas

The same provisions apply to the creation of supply lines and lines within the stands, as well as gas consumption, as for energy (electricity and gas) in points 5.3.1 and 5.3.2. If the cross-sections of existing gas supply lines are insufficient, necessary reinforcements will be at the exhibitor's expense. The operation of liquefied gas systems is generally excluded unless the exhibitor has previously obtained a written special permit from MOA. The application for the special permit must be submitted to MOA at least six weeks before the start of construction. 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 the start of construction. The exhibitor alone is liable for compliance with the relevant safety regulations (flame-retardant substrates, metal hoses, etc.).

5.6 Machinery, Pressure Vessels, and Exhaust Systems

5.6.1 Machinery Noise

The operation of noise-producing machines and equipment should be limited as much as possible in the interest of all exhibitors and visitors. The noise levels at the stand boundary must not exceed the specifications of the Noise and Vibration Occupational Safety Ordinance (LärmVibrationsArbSchV). DIN 15905 Part 5 (measures to avoid hearing damage to the public from high sound emissions by electroacoustic sound systems) must be observed and adhered to.

5.6.2 Product Safety

All exhibited technical work equipment and consumer products must comply with the requirements of the Product Safety Act (ProdSG). Technical work equipment and consumer products that do not meet these requirements must carry a clearly visible sign indicating that they do not comply with the requirements of the above law and can only be acquired once compliance with the legal requirements has been established. For technical work equipment and consumer products bearing the CE mark, the corresponding declaration of conformity (e.g., floor coverings) of the manufacturer must be available at the stand. For demonstrations, the necessary precautions for the protection of persons must be taken by the stand personnel.

5.6.2.1 Protective Devices

Machines and equipment parts may only be operated with all protective devices in place. The standard protective devices can be replaced by a covering made of at least equally safe organic glass or a similar transparent material. If devices are reliably secured against operation, the protective devices can be removed to show visitors the design and execution of the covered parts. The protective devices must then be visibly placed next to the machine. Injury risks must be excluded in any case.

5.6.2.2 Inspection Procedures

The exhibited technical work equipment is inspected by the responsible supervisory authority, possibly together with the responsible trade association technical committees, for compliance with safety requirements. To check the CE marking by the authority, the EC declaration of conformity must be available at the exhibition stand for inspection. In case of doubt, exhibitors should contact the responsible authority before the fair begins.

5.6.2.3 Operational Ban

Furthermore, MOA is entitled to prohibit the operation of machines, equipment, and devices at any time if they believe that operation poses a danger to persons or property.

5.6.3 Pressure Vessels

5.6.3.1 Inspection Certificate

Pressure vessels may only be operated on the stand if they are installed and operated according to the requirements of the Operational Safety Ordinance. The inspection certificates issued for them must be kept at the exhibition location and presented upon request to the responsible supervisory authority or the organizer or their representatives.

5.6.3.2 Inspection

The certificate of the construction and hydrostatic pressure test or comparable inspection is not sufficient. This requirement also applies to foreign or borrowed containers. Registered pressure vessels can be inspected by the Technical Inspection Association (TÜV) up to one day before the fair opens, provided the construction and hydrostatic pressure test certificate and the provision of a fitter are available at the exhibition stand.

5.6.3.3 Rental Equipment

If rental equipment is used at the stand, the above regulations apply accordingly. It must also be ensured that the issued inspection certificates are kept at the exhibition location and presented upon request to the responsible supervisory authority or MOA.

5.6.3.4 Supervision

The required inspection certificates must be available for the trade supervision during the event.

5.6.4 Exhaust Gases and Fumes

Flammable vapors and gases emitted by exhibits and equipment that are harmful to health or cause a nuisance to the general public may not be discharged into the halls. They must be discharged via appropriate pipes or exhaust systems (e.g. extractor hoods with activated carbon filters) in accordance with the provisions of the Federal Immission Control Act as amended.

The structure of Berlin's Premises Ordinance differs from that of the other federal states' regulations on places of assembly.

General regulations for special buildings can be found in §§ 1 to 7. The place of assembly is then regulated more specifically from § 23 onwards.

A significant difference between the Berlin operating regulations and all other federal state regulations can be found in § 37 Paragraph 1: According to this, the operator must not only create a security concept and set up a security service depending on the type of event (up to this point it is the same everywhere), but also a **first-aid service**.

Section 35 BetrVO stipulates that a fire safety guard must also be present during technical rehearsals.

General information:

In the broadest sense, the state ordinance is based on the Model Ordinance on Places of Assembly (MVStättVO).

5.6.5 Exhaust Systems

The exhaust systems may only be installed by MOA. Orders must be accompanied by a floor plan showing the desired placement of the exhaust systems.

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 grounds are prohibited without written approval from MOA.

5.7.1.1 Application for Approval of Compressed Gas Cylinders

If liquefied gas or other flammable gases in compressed gas cylinders are used for presenting exhibits, approval must be obtained in writing and in good time using the form in the service documents. According to the relevant accident prevention regulations, compressed gas cylinders must be protected against shock, falling, unauthorized access, and heating. Furthermore, the approval of the Berlin Fire Department is required.

5.7.1.2 Use of Liquefied Gas

When using liquefied gas, a maximum of one 10-liter compressed gas cylinder with a content of up to 11 kg may be set up. The entire system must be inspected by an expert according to BGG 937. The inspection certificate must be available at the stand.

5.7.1.3 Installation and Maintenance

The installation and maintenance of liquefied gas systems must comply with the "Technical Rules for Liquefied Gas" TRF 1996-1 and 1996-2 (published by DVGW Deutscher Verein des Gas- und Wasserfaches e.V. and DVFG Deutscher Verband Flüssiggase e.V.), the accident prevention regulation BGV D34 "Use of Liquefied Gas," and the "Guidelines for the Use of Liquefied Gas" ZH 1/455 (published by the Hauptverband der gewerblichen Berufsgenossenschaften). Combustible compressed gases must be equipped with a non-return valve at the hose connection. In some cases, a gas warning system is required. Furthermore, the approval of the Berlin Fire Department is required.

5.7.2 Flammable Liquids

5.7.2.1 Storage and Use

The storage and use of flammable liquids (see also the provisions of the Operational Safety Ordinance in its current version) in the exhibition halls and on the grounds are prohibited without written approval. Approval for the storage and use of flammable liquids can only be granted for the operation or demonstration of exhibits. The containers must be labeled according to the Hazardous Substances Ordinance. Safety data sheets and operating instructions must be available at the stand.

5.7.2.2 Demand storage

For operation and demonstration, only the daily requirement of flammable liquid may be kept at the stand. The amount of this requirement must be stated in the application. At the stand, at least one fire extinguisher suitable and approved for fire class B according to DIN EN 3 - 1 must be available.

5.7.2.3 Storage Containers

The daily requirement must be stored in closed, approved, and unbreakable containers and kept orderly. It must be protected from unauthorized access. The storage containers must be kept in non-flammable collecting containers.

5.7.2.4 Storage Location

Smoking is strictly prohibited within a 5-meter radius of the storage location. Appropriate signage must be provided. Suitable hand fire extinguishers must be provided by the exhibitor/organizer.

5.7.2.5 Operating Conditions

Systems operated or demonstrated with flammable liquids must be equipped with non-flammable collecting containers at the filling ports and at the points where liquids can escape. Spilled flammable liquids must be immediately removed from the containers due to possible fire or explosion hazards and safely disposed of.

5.7.2.6 Filling Liquids

Particular care and caution must be exercised when filling liquids due to the special danger. Filling the exhibits may only be done during non-visiting hours of the fair event. Ignition sources and static discharges must be avoided.

5.7.2. Empty Containers

Empty containers that contained flammable liquids must not be stored or kept at the stand and in the hall. Only empty containers without residual content are allowed for devices and systems that are not operated for demonstration. These must be visibly marked as such.

5.8. Hazardous Substances

The use and handling of hazardous substances and building materials containing hazardous substances must be coordinated with MOA. The basis for this is the Chemical Act (Chem. Gesetz) BGI 1 Part 1 page 1703 in its current version in conjunction with the Chemicals Prohibition Ordinance (Chem.Verbots V) and the Hazardous Substances Ordinance (GefStoff V) in its current version.

If substances declared or labeled as hazardous are to be used at the stand or during setup and dismantling, the application must be accompanied by a list of substances, safety data sheets, and operating instructions.

5.9 Film, Photo, Television Demonstrations, Scene Areas, and Other Presentations

See also points 4.2.1 and 4.4.4. Loudspeaker advertising, film, slide, video, and other acoustic or visual demonstrations require prior written approval from MOA. The same applies to corresponding or similar advertising measures. The following advertising measures are not permitted, even within the stands:

- those that violate the relevant legal and administrative regulations, the rules of technology, or good morals,
- those that contain illegal ideological or political motives,
- those that cause disturbances to other exhibitors, e.g., blinking lights, scrolling texts, loudspeaker systems, etc., dust generation, floor pollution, etc.,
- those that cause disturbances to visitor flow; particularly those causing congestion in the hallways and thereby disrupting the event,
- those that include the exhibition of live animals unless the exhibition is expressly conducted for this purpose,
- those containing third-party advertising or references to suppliers, customers, and other companies,
- those promoting other fairs and exhibitions considered competitive events,
- those violating official requirements and instructions.

MOA is entitled to stop and remove unauthorized advertising without prior notice and at the exhibitor's expense. In disputes over the permissibility of advertising, MOA's decision is final and binding.

5.10 Radiation Protection

5.10.1 Radioactive Substances

The handling of radioactive substances requires approval and must be coordinated with MOA. The approval must be applied for according to the Radiation Protection Ordinance of the State of Berlin and the Berlin Fire Department in its current version and submitted to MOA at least eight weeks before the fair starts. If approval is already available, it must be proven that the intended handling of radioactive substances on the exhibition grounds is legally covered.

5.10.2 X-ray Equipment and Interference Emitters

The operation of X-ray equipment and interference emitters requires approval and must be coordinated with MOA. The provisions of the X-ray Ordinance (RöV BGBl I current version) must be observed. The operation of X-ray equipment and interference emitters

requires approval or notification according to §§ 3, 4, 5, 8 RöV. The responsible authority for the exhibition site Berlin is the Berlin State Office for Occupational Safety and Health. Applications for approval or notifications are made using a notification form. This form and the associated information sheet are available at the public and regulatory office, where applications or notifications must be submitted informally / in triplicate at least 4 weeks before the event begins.

5.10.3 Laser Equipment

The operation of laser equipment requires notification and must be coordinated with MOA. The operation of laser equipment of classes 3B, 3R, or 4 must be reported according to § 6 of the accident prevention regulation "Laser Radiation" BGV B2 / GUV VB2 to the occupational safety office (see point 6.4) and the professional association. The notification must include the written appointment of a laser safety officer with name and address for the operation of the laser equipment. Laser systems must be installed and operated according to BGV B2 3B and 4 Laser Radiation. The operation of laser equipment in the open-air area is prohibited without prior written approval. If an exceptional permit is granted, the conditions guaranteed by the operator are specified by MOA. However, for lasers directed skywards, additional approval from the responsible aviation authority is always required due to the airport protection zone (see point 4.4.1.5).

5.11 High-frequency Devices, Radio Equipment, Electromagnetic Compatibility and Harmonics

The operation of high-frequency devices and radio systems requires approval from the Regulatory Authority for Telecommunications and Post and must be coordinated with MOA. MOA reserves the house rights for the use of approved frequencies. The operation of high-frequency devices and radio systems is only permitted if they comply with the Telecommunications Act (TKG) and the Electromagnetic Compatibility of Devices Act (EMVG) in their current versions.

If exhibits or stand decorations using electric, magnetic, or electromagnetic fields are exhibited, the provisions of the 26th Ordinance on the Implementation of the Federal Immission Control Act must be observed. The electrical installations of exhibits and exhibition stands must be designed to avoid unacceptably high network disturbances due to harmonic currents (see also point 5.3.3.). Persons paging systems, microport systems, intercom systems, and remote control systems may only be operated with approval from the Regulatory Authority for Telecommunications and Post (see also the Telecommunications and Radio Equipment Act in its current version). The commissioning of radio systems (e.g., WLAN) requires the approval of MOA, in addition to the approval from the regulatory authority. This approval must be requested from MOA. Devices rented with the order form "Internet (wireless via WLAN)" are approved and do not require this approval.

5.12 Cranes, Forklifts, and Empty Goods

For safety and liability reasons, only official fair forwarders are permitted to operate cranes, floor conveyors with driver seats (forklifts), and elevating work platforms. MOA assumes no custody obligations for items sent or brought in, equipment, exhibits, etc. If transport is carried out with own vehicles, entry permits must be requested from the exhibitor in good time. This also applies to deliveries by other forwarding companies. MOA is not liable for any risks arising from the activities of forwarding companies. For handling empty goods, see point 4.4.1.11.

5.13 Musical Renditions

Musical performances of any kind require permission from the Society for Musical Performance and Mechanical Reproduction Rights (GEMA) under the conditions of the Copyright Act § 15 Copyright Act (BGBl current version). Unauthorized musical performances may result in claims for damages from GEMA (§ 97 Copyright Act).

5.14 Provision of Food and Beverages

The introduction, consumption, and sale of food and beverages on-site are not allowed or must be coordinated with MOA.

6. Environmental Protection

MOA is fundamentally committed to precautionary environmental protection. As a contractual partner of the organizer, the exhibitor is obliged to ensure that all environmental protection-related provisions and requirements are bindingly observed by their contractors as well.

6.1 Waste Management

The basis for all the following regulations is the requirements of the Recycling Management and Waste Act (KrW-/AbfG in its current version), the associated implementing provisions and ordinances, as well as the "state laws" and "municipal statutes." The exhibitor is responsible for the proper and environmentally compatible disposal of waste generated during the setup, duration, and dismantling of their stand. The technical execution of disposal for recycling and disposal is solely the responsibility of MOA or its designated contractors (see point 6.4). The waste guidelines of MOA must be observed.

6.1.1 Waste requiring Special Monitoring

According to the principles of recycling management, waste must be avoided at exhibition sites. Exhibitors and their contractors are obliged to effectively contribute to this goal at all stages of the event. This goal must already be pursued during planning and coordination with all involved parties. In general, reusable and environmentally friendly materials should be used for stand construction and operation. Left behind materials are disposed of at the exhibitor's expense at an increased fee without checking the value.

6.1.2 Brought Waste

The exhibitor is obliged to report waste that is particularly hazardous to health, air, or water, explosive, or flammable by nature, quantity, or composition (e.g., batteries, paints, solvents, lubricants, etc.) to MOA and arrange for its proper disposal through MOA. Materials and waste not related to the event's duration, setup, or dismantling must not be brought to the site.

6.2 Water, Wastewater, and Soil Protection

6.2.1 Oil and Grease Separators

Discharges into the sewer system must not exceed the usual levels of pollutants for households.

6.2.2 Cleaning and Detergents

Cleaning work must be carried out with biodegradable products as far as technically possible. Solvent-containing cleaning agents may only be used in exceptional cases, following the regulations. If products with hazardous substance labeling are used, point 5.8 applies. The products must only be used according to the manufacturer's usage instructions.

6.3 Environmental Damage

Environmental damage/pollution (e.g., due to gasoline, oil, solvents, paint, rust, etc.) must be avoided. If pollution occurs, it must be reported to MOA immediately. MOA will arrange for the proper removal at the causer's expense.