

Exhibitor	Hall / Stand no.	Outdoor exhibition area / Block
VAT no.	Contact	
Street / P.O. Box	E-mail	
Country / Town / Postcode	Tel. with area code and ext.	Fax with area code and ext.

This service form should only be submitted to the extent that one or more of the stand structures, installations / facilities or activities requiring notification, inspection and / or approval mentioned below apply/ies to the above-mentioned stand space.

In such cases, the notices on "Fire Protection Measures at Trade Fairs and Exhibitions" and "Fire Safety Regulations in the Outdoor Exhibition Area" as well as the conditions detailed overleaf should be given due consideration in addition to those set out in the Technical Guidelines of Messe München GmbH. We would like to draw your particular attention to the Places of Assembly Directive (VStättV) in its current version (notably the operating requirements in part 4, sections 31 and 43) which can be downloaded free of charge at <http://www.stmi.bayern.de/bauen/baurecht/vorschriften/>.

The Munich Municipal Fire Department reserves the right to impose additional requirements to the extent that the necessity to do so arises from the fire safety site inspection or during operation.

#### Please note:

- To-scale escape and emergency route plans as well as any verification required of the building class of the materials used and / or their sprinkler compatibility and / or technical descriptions / planning documents including all size and quantity details as well as all the necessary inspection certificates should be submitted together with this application.
- For two-story stands in the halls and / or multi-story stands in the outdoor exhibition area, this service form and all documents listed in Form 1.3 should be submitted to the Technical Exhibitor Service.

**This form will be passed on by Messe München GmbH to the Munich Municipal Fire Department together with all relevant documents you submit.**

**Please give due attention to the detailed provisions on pages 2 and 3.**

#### Subject to approval in the halls

- ☐ Exhibition stands with a floor area of more than 100 m<sup>2</sup>
- ☐ Two-story stand structures
- ☐ Stand structures with horizontal stand covers / canopies

#### Subject to approval in the outdoor exhibition area

- ☐ Stands with a floor area of more than 50 m<sup>2</sup>
- ☐ Multi-story stands

#### Subject to approval in the halls and outdoor exhibition area

- ☐ Vehicles and containers
- ☐ Stands with chairs arranged in rows and / or around tables for more than 200 persons
- ☐ Slide projection and / or film shows in darkened rooms
- ☐ Use of compressed gases, liquid gases, flammable liquids and deep fryers > 50 l capacity (individually or in total)
- ☐ Use of welding equipment and activities involving naked flames
- ☐ Open fires and activities involving risk of fire
- ☐ Pyrotechnics
- ☐ Acids and lyes
- ☐ Use of radioactive materials and bio-hazardous substances
- ☐ Plant decorations from treated moss (e.g. Iceland moss / polar moss)

Place / date

Company stamp and legally binding signature of exhibitor

## ■ Provisions for the declaration of installations and facilities requiring notification, inspection and / or approval to the Munich Municipal Fire Department

### ■ Please note

- This service form will be passed by the Technical Exhibitor Service of Messe München GmbH to the Munich Municipal Fire Department should this be considered necessary.
- The references quoted in the following text apply to details set out in the Technical Guidelines of Messe München GmbH, which are attached to the Order Forms for Exhibitor Services.

### ■ Halls

#### For exhibition stands with a floor area of more than 100 m<sup>2</sup>

approval must be obtained from the Technical Exhibitor Service (cf. item 4.2 "Stand Construction Approval").

As far as the design of such stands is concerned, Section 4 "Regulations Governing Stand Construction" and particularly items 4.4.4. "Regularly occupied spaces" and 4.5 "Exits, Escape Routes, Doors" should be given special attention.

#### For two-story stand structures

approval must be obtained from Technical Exhibitor Service (cf. item 4.2 "Stand Construction Approval"). As far as the design of such stands is concerned, Section 4 "Regulations Governing Stand Construction" and particularly item 4.9 "Two-story stand construction" should be given special attention.

#### Stand structures with horizontal ceilings / canopies

Irrespective of their size, horizontal ceilings and canopies above stands are subject to approval, for which a written application must be submitted to the TAS of Messe München GmbH (see "Application for Preventive Fire Protection" form in the Technical Order Forms).

All stand ceilings/canopies require the prior written approval of Messe München GmbH's Technical Exhibitor Service. With respect to the design of such stands, item 4.4.2 "Stand ceilings / canopies" should be given special attention.

Please refer to the Notice on "Sprinkler-compatible Materials" in the Order Forms for Exhibitor Services for information on the materials approved for stand ceilings / canopies and supply sources.

#### Vehicles and / or containers

are subject to approval if used as exhibits in the halls (cf. item 4.2.2. "Vehicles and Containers" as well as items 4.4.1.2. "Motor Vehicles as Exhibits" and 4.4.2. "Stand ceilings / canopies". The fuel tank contents of vehicles must be reduced to the quantity of fuel required for accessing and leaving the hall (fuel gauge must indicate "low / reserve"). When exhibiting hybrid vehicles with gas tank, the tank must be completely drained. The fuel / gas tank is to be locked; at the request of Messe München GmbH, the battery must also be disconnected.

Mobile exhibition stands (show trucks, buses, trailers, etc.) with a single covered area of in excess of 30 m<sup>2</sup>, must be equipped with a sprinkler system.

### ■ Outdoor exhibition area

#### For stand structures with a floor area of more than 50 m<sup>2</sup>

approval must be obtained from Technical Exhibition Services Division (cf. item 4.2 "Stand Construction Approval").

Please note the regulations and guidelines governing the construction and operation of temporary structures (FIBauR) and DIN 4112 (Temporary Structures: Guidelines for Dimensioning and Execution) in the versions valid at the given time. With respect to the design of such stands, item 4.8 "Outdoor Exhibition Area" and the notice "Stand Structures and Exhibits in the Outdoor Exhibition Area" in the Order Forms for Exhibitor Services should be given special attention.

Exhibition stands with a total floor area of more than 500 m<sup>2</sup> require a **declaration of agreement** from the Munich Municipal Fire Department. Plans in quadruplicate should be submitted to the Messe München GmbH's Technical Exhibitor Service for

onward transmission to the Munich Municipal Fire Department by the closing date indicated in the "Important Notes" section of the Order Forms for Exhibitor Services at the latest.

All exhibition stands (tents, containers) and other facilities must be equipped with a fire extinguisher (min. capacity of 9 l) at each exit, a carbon dioxide extinguisher (min. capacity 5 kg) in kitchen areas and, should deep-fryers be used, an extinguisher for fat fires (min. capacity 6 l) to EN 3 or DIN 14406. The Munich Municipal Fire Department reserves the right to impose additional requirements to the extent that the necessity to do so arises from the fire safety site inspection or during operation.

#### For multi-story stand structures

approval must be obtained from the Technical Exhibitor Service (cf. item 4.2 "Stand Construction Approval").

With respect to the design of such stands, items 4.8. "Outdoor Exhibition Area" and, if applicable to the outdoor exhibition area, 4.9 "Two-story Stand Construction" in the regulations governing stand building should be given special attention.

### ■ Loading yards

#### During stand setup and dismantling periods

only such parking bays as are available and marked as such are to be used for loading and unloading. Fire service access routes should be kept clear at all times.

#### During the trade show itself

the loading yards serve, as a general rule, in full as escape and emergency routes (fire lane and safety zone).

### ■ Halls and outdoor exhibition area

#### For areas with row or table seating for > 200 persons

approval must be obtained from the Technical Exhibitor Service (cf. item 4.2 "Stand Construction Approval").

To the extent that 200 seats or more need to be arranged, the total number of seats and the escape / rescue routes must be shown in a separate plan (seating plan scale 1:200) to be submitted to Messe München GmbH in triplicate, whereby the width of the escape / rescue routes is to be based on and sized according to the maximum number of persons the room can accommodate. A copy of the plan approved for the given usage should be displayed in a clearly visible location near the main entrance to the assembly room concerned.

#### For slide and / or film shows

in darkened rooms, approval must be obtained from the Technical Exhibitor Service (cf. item 4.2 "Stand Construction Approval"). With respect to the planning of such stands, item 5.11 Assembly Rooms / Show Areas ("Film, Slide, Television Shows and other Presentations") should be given special attention.

#### Compressed gas cylinders, flammable liquids, liquid gas installations

Approval must be obtained from the Munich Municipal Fire Department for the use of compressed gas cylinders and flammable liquids in conjunction with the presentation of exhibits (cf. item 5.9 "Use of Compressed Gases, Liquid Gases and Flammable Liquids").

Only such quantities of industrial gases as are needed for the day's operations may be kept on the exhibition stand. This must be reported to the Technical Exhibitor Service two weeks prior to the event commencing at the latest. The use of liquid gas is generally prohibited and requires the approval of the Munich Municipal Fire Department for exceptions to this ruling. The use of liquid gas for heating purposes is prohibited. Technical descriptions and any necessary planning documents including details of size and quantity should be attached to given service form.

#### For the use of welding equipment and activities involving naked flames

during the stand setup and dismantling periods, notification must be submitted to and approval obtained from Technical Exhibitor Service prior to commencement of the work concerned. A permit is available from the Hall Inspectorate and should be completed on site.

Highly inflammable materials such as loose paper, packaging and the like must be removed from the stand area. The work bench must be made of non-flammable material. At least one fire extinguisher suitable for and approved to fire class C to DIN 14406 or EN3 should be available on the stand. In particular, item 4.4.1.11. of the Technical Guidelines "Abrasive Cutting and Working with Naked Flames" should be given special attention.

**Open fires and activities involving a risk of fire**

are prohibited. Approval must be obtained from the Munich Municipal Fire Department in the event of an exception being made to this ruling (cf. item 4.4. "Fire Prevention and Safety Regulations" and item 5.9. "Use of Compressed Gases, Liquid Gases and Flammable Liquids". The use of individual or multiple candles for table lighting and other purposes is only permitted with candlesticks, holders or candelabras that stand securely and are inflammable. They should be located at a sufficiently safe distance away from flammable materials (decorations, curtains, flammable lampshades, etc.) to ensure that the latter cannot catch fire. Candles must be kept under constant supervision. Munich Municipal Fire Department and Messe München GmbH reserve the right to prohibit the use of lit candles at short notice.

**Pyrotechnics**

The use of pyrotechnics is subject to approval and should be coordinated with Messe München GmbH. Further information on preventive fire and risk protection (in German) is available for downloading at [www.feuerwehr.muenchen.de](http://www.feuerwehr.muenchen.de) – Vorbeugender Brand- und Gefahrenschutz - "Info- und Brandschutzmerkblätter"

**Acids and lyes**

Acids and lyes are generally prohibited. Exceptional approval for the use of such substances, to be applied for via this form, can be granted by the safety authorities responsible. No right to the granting of such exceptional approval can be asserted.

**Use of radioactive materials and bio-hazardous substances**

The use of radioactive materials must be reported to the Munich Municipal Fire Department subject to the approval of

Bayerisches Landesamt für Umweltschutz  
Bürgermeister-Ulrich-Str. 160  
86179 Augsburg, Germany  
Tel. +49 821 9071-0  
Fax +49 821 9071-5556  
[poststelle@lfu.bayern.de](mailto:poststelle@lfu.bayern.de)  
[www.bayern.de/lfu/](http://www.bayern.de/lfu/)

(cf. item 5.12.1. "Radioactive Materials")

Any source of radiation installed in equipment, machines, devices or other apparatus must be removed daily when the trade fair closes and stored in a safe approved by Messe München GmbH. Bio-hazardous substances may only be stored and used with the permission of the Munich Municipal Fire Department.

Please also take special note of item 5.10 of the Technical Guidelines "Hazardous substances".

**Plant decorations made of treated moss (e.g. Iceland moss / polar moss)**

Moss brought to the show that has been post-treated, such as Iceland moss or polar moss, is considered decoration and must be at least flame-retardant as per DIN 4102 or DIN EN 13501-1. The instructions in the test certificate regarding application and installation are to be observed.