



# Hamburg Messe und Congress

## Safety regulations for congresses, conferences and events

### Scope

Hamburg Messe und Congress GmbH has issued the following safety regulations for congresses, conferences and events that take place on the grounds of HMC (exhibition grounds and CCH Congress Center Hamburg) with the aim of guaranteeing a maximum of safety for all organisers and visitors. The term event comprises all events that are no trade fairs or exhibitions.

These safety regulations are largely based on the venue regulations of Hamburg (Versammlungsstättenverordnung – VstättVO) and are binding for all organisers.

The legal standards to be observed in the respectively valid version remain unaffected by this.

Additional requirements regarding safety and fire protection for an event can be demanded on the part of building authorities, the police and fire protection authorities, particularly if increased risks for persons and material assets can result due to the type of the planned event.

### 1. Duties of notification and disclosure of the organiser

**1.1 Event assembly:** The organiser is obligated to notify HMC about the following prior to concluding the event agreement for reasons of safety and for the optimum preparation and realisation of the event:

- the name of the event manager,,
- whether "staff responsible for event technology" of the organiser will supervise the assembly and disassembly as well as the event
- the size of scene areas/stages/terraces, catwalks or forestages to be set up,
- whether stage, studio, lighting technology or other technical/mechanical equipment will be brought in or suspended from the ceiling,
- whether technical facilities will be moved or reconstructed during the event,
- whether there will be machine movements, artistic appearances in or above the spectator area,
- whether activities that provide a fire hazard/pyrotechnical effects, the operation of laser devices, the use of weapons or fog machines are planned (consider obligation to obtain a permit),
- whether embellishments, decorations/equipment/props will be applied (provide certificates regarding flammability ratings)
- whether the use or exhibition of vehicles is planned within a building.

The organiser will receive a checklist from HMC in due time before the event, in which the above listed compulsory specifications must be made

**1.2 Fire alarm system:** An automatic fire alarm system is installed in the venues of HMC. HMC must be informed in due time by the organiser about smoke, fire, heat, special dust development, fog machines so that the fire alarm system can be set accordingly. Should there be a false alarm due to the organiser's failure to notify HMC about corresponding situations, thus incurred costs are invoiced to the organiser.

**1.3 Technical test run (§ 40 VStättVO):** For a utilised area of more than 200 m<sup>2</sup> floor area of stages and scene areas, a private technical test run with full scene setup generally must be carried out prior to the first event if this is not unnecessary due to the type of event or the scope of the scene setup (if harmless). HMC decides on the basis of the specifications with respect to Item 1.1 (if required in coordination with the supervisory authorities) whether the test is unnecessary. If this is not the case, the organiser must inform the construction supervision authority about the probable date and time of the technical test run at least 24 hours in advance.

**1.4 Presentation of guest performance test and inspection log book (§ 45 VStättVO):** For guest performance events for which a guest performance test and inspection log book is provided, no additional technical test run/acceptance is required. The guest performance test and inspection log book must be provided to the construction supervision authority by the organiser in due time at least one week prior to the event. HMC can render the service of providing the guest performance test and inspection log book to the construction supervision board if the organiser provided HMC with the book in due time for this purpose.

**1.5 Official notification and approval procedures,** irrespective of their kind, must be carried out by the organiser at his own cost and risk. HMC will support the organiser upon request (see also Item 11.1 of the General terms and conditions for events of HMC).

### 2. Persons responsible

**2.1 Responsibility of the organiser:** the organiser is responsible for the event programme and the safe, smooth staging of the event. The organiser is responsible for the entire traffic safety with respect to the provided rooms etc., particularly with respect to cables brought and laid by him or his agents as well as stage, studio and lighting technology for the duration of the term of use. He must meet the requirements of VStättVO and the accident prevention regulation BGV C1 "Venues and places of production for scenic presentations" with respect to all objects and materials brought onto the premises. For all other matters, refer to Item 11 of the General terms and conditions for events of HMC.

**2.2 Manager of the event:** The event manager appointed by the organiser takes on the corresponding functions and tasks in accordance with VStättVO. The event manager must be present at handover of the rooms and during the event. He/she must make himself/herself familiar with the venue before the event begins.

The event manager must make sure that the event progresses in an orderly and safe way. He/she must be available at any time during the event and must make possibly necessary decisions in coordination with the contact person named by HMC, the authorities and external forces (fire brigade, police, building authorities, office for public order, medical services, security forces, fire protection forces). The event manager of the organiser is obligated to stop the event if this is required due to risks for persons in the venue, if safety-relevant systems, equipment or devices do not work or if operating requirements of the venue regulations (see also Item 3) are not (cannot be) observed. The event manager of the organiser is supported by a contact person named by HMC. The organiser and his event manager must make sure that the house rules are implemented and observed by their visitors, employees, agents, etc.

**2.3 Persons responsible/specialists for event technology** (subsequently called person responsible) must be provided by the organiser.

HMC determines the qualification level of the responsible specialists on the basis of the specifications on the event. The responsible person will be supported by a contact person of the same qualifications appointed by HMC. HMC still has the unrestricted right to make the final decision on technical and safety-relevant issues.

The assembly and disassembly of technical stage, studio and lighting equipment on used scene areas of more than 200 m<sup>2</sup> as well as technical test runs must be headed and supervised by at least one "person responsible for event technology". If the scene area used is between 100 m<sup>2</sup> and 200 m<sup>2</sup>, it is sufficient if one specialist for event technology is present.

For final rehearsals, events, broadcasts or recording of events on a utilised scene area of more than 200 m<sup>2</sup>, at least one person responsible for event technology must be present in the venue. For scene areas between 100 m<sup>2</sup> and 200 m<sup>2</sup>, the presence of one specialist for event technology is sufficient.

If the safety and functioning of the stage, studio and lighting technology as well as the other technological devices of the venue were checked by persons responsible for event technology or by specialists before the event, no danger is to be expected from the type or progress of the event, and this equipment is not moved or otherwise changed during the event, it is possible that the required technical supervision is carried out by a specialist or another "supervising person" in individual cases on the basis of a risk assessment to be conducted by HMC. This requires that this person has made himself/herself familiar with the technical equipment on site independently.

**2.4 Responsibilities of HMC:** HMC and the persons commissioned by HMC are entitled and obligated to check the observance of the VstättVO and these safety regulations by means of spot checks. HMC must be granted access to the rented rooms and areas at any time to do this. If any of the safety regulations are violated, HMC can demand the organiser to immediately evacuate and hand over the object of the agreement. If the organiser does not oblige, HMC has the right to evacuate the rooms at the cost and risk of the organiser.

### 3. Safety-relevant operating regulations

**3.1. Technical equipment:** All permanently installed equipment in the venues relevant for building services engineering generally may only be operated by staff of HMC; this also applies for connections to the mains. The technical equipment brought onto the premises by the organiser or companies commissioned by him must comply with the generally accepted rules of technology with respect to safety and functionality. Unless agreed otherwise in advance, the organiser has no right to demand HMC to remove pre-installed technical HMC equipment from the rooms.

**3.2. Escape route and seating plan:** The authorised escape route and seating plans are binding for the seating in the venues. Any changes to the escape route and seating plan (e.g. by changing the arrangement of visitor seats) must be explicitly approved by HMC and authorised regularly by the building authorities in addition. It is strictly prohibited to over-occupy the venues.

**3.3. Zones reserved for the fire brigade:** The required access routes and areas reserved for the fire brigade, which are marked by no-waiting signs, always must be kept clear. Vehicles and objects parked/placed on the escape routes and safety areas are removed at the cost and risk of the owners.

**3.4. Safety equipment:** Fire alarms, water stocks, hydrants fire extinguishers and fire extinguisher pipes, smoke flaps, trigger points of the smoke suction devices, smoke detectors, telephones, telephone distributors as well as supply air and exit air openings of the heating and ventilation system, their indication signs as well as the green emergency exit signs must be accessible and visible at any time; they must not be blocked, covered or otherwise rendered unrecognisable.



- 3.5 Emergency exits, escape hatches, hallways, passages:** These escape routes must be kept clear at any time. It must be possible to easily and completely open the doors along escape routes from the inside. Escape routes, exits and emergency hatches must not be blocked, covered or otherwise rendered unrecognisable. Hallways must not be narrowed by objects placed in or protruding into the hallway. All hallways serve as escape routes in the event of danger
- 3.6 Terraces, podiums and other structures** installed by the organiser in the venues must be approved by HMC and, if required, by the Office for Building Inspection at the Regional Office Hamburg-Mitte. They must be designed in such a way that they cannot be affected in their stability by vibrations. The requirements of the VStättVO regarding the specified equipment and DIN 4102 (fire behaviour of building materials, components) must be considered and observed for all objects brought in by the organiser.
- 3.7 Installation height:** The installation height that can be utilised is restricted by installed smoke barriers in some areas of hall H as well as hall B1 and in some foyers. These areas are marked in the layout plans. It is not permitted to exceed the specified heights in these areas.
- 3.8 Rigging:** Fixing heavy objects to ceilings and hanging points in all halls and in the area of the stages is reserved to the contractual partner of HMC for reasons of safety and administration.
- 3.9 Damage:** Damage in the buildings of HMC or the open-air areas caused by the organiser or its agents is repaired by HMC at the cost of the organiser after the event has ended.
- 3.10 Interfering with the structure:** Building parts and technical devices must not be damaged, soiled or changed in any other way (e.g. by means or

drilling, applying nails or screws). It is also prohibited to apply paint, wallpaper or objects with adhesive. Technical equipment must not be stressed.

- 3.11 Open-air area:** On the open-air areas of HMC, temporary buildings such as tents, pavilions or similar are subject to authorisation without exception – also for short periods.
- 3.12 Safety lighting:** Safety lighting is not available in standby in all halls and rooms of HMC. The lighting must be provided and installed by the organiser if required.
- 3.13 Vehicles in the building:** These are subject to authorisation irrespective of whether they are used for scenic presentations or as exhibits. Generally, the fuel tank must be empty except for a residual quantity, and the tank must be filled with an inert gas. If possible, the battery must be disconnected.

#### 4. Authorisations

The organiser is responsible for obtaining all authorisations required for the event. This particularly applies for authorisations for pyrotechnical presentations, activities providing a fire hazard, the use of weapons and laser devices. HMC provides support to the organiser if possible. All required authorisations must be provided to HMC as originals before the event begins.

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