

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 on pages 2 and 3 should be given due consideration in addition to those set out in Messe München GmbH's Technical Guidelines.

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 protection inspection or during operation.

**Please note:**

- To-scale 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.
- In the case of two-storey stands in the halls and/or multi-storey stands in the outdoor exhibition area, this service form and all the documents listed in Form 1.3 should be submitted to the Technical Exhibition Services Division.

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

**Please give due attention to the notes on page 2 and 3.**

**In the Halls**

- Exhibition stands with a floor area of more than 100 m<sup>2</sup>
- Two-storey stands
- Stands with horizontal ceilings/canopies
- Vehicles and containers

**In the Outdoor exhibition area**

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

**Halls and outdoor exhibition area**

- 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 and flammable liquids
- Use of welding equipment and activities involving naked flames
- Open fires and activities involving risk of fire
- Pyrotechnics
- Use of radioactive materials and bio-hazardous substances

Place / date

Company stamp and legally binding signature of exhibitor

## ■ Notes

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

- This service form will be passed on by Messe München GmbH's Technical Exhibition Service Division (TAS) to the Munich Municipal Fire Department should this be considered necessary.
- The references quoted in the following text apply to details set out in Messe München GmbH's Technical Guidelines, 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 TAS (cf. item 4.2 "Exhibition Stand Approval"). As far as the design of such stands is concerned, Section 4 "Regulations Governing Stand Construction" and particularly items 4.4.4. "Staff Rooms" and 4.5 "Exits, Escape Routes, Doors" should be given special attention.

### For Two-storey stands

approval must be obtained from TAS (cf. item 4.2 "Exhibition Stand Approval"). As far as the design of such stands is concerned, Section 4 "Regulations Governing Stand Construction" and particularly items 4.4.4. "Staff Rooms" and 4.5 "Exits, Escape Routes, Doors" 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 TAS. As far as the design of such stands is concerned, item 4.4.2. "Stand Coverings" 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. "Exhibiting of Motor Vehicles" and 4.4.2. "Stand Coverings").

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 TAS (cf. item 4.2 "Exhibition Stand Approval").

Please note the regulations and guidelines governing the construction and operation of overhanging structures (FBauR) and DIN 4112 (Overhanging Structures: Guidelines for Dimensioning and Execution) in the versions valid at the given time. As far as the design of such stands is concerned, 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 (all storeys) of more than 500 m<sup>2</sup> require **planning permission** from the Munich Municipal Fire Department. Plans in quadruplicate should be submitted 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 2 l) 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 protection inspection or during operation.

### For multi-storey stand structures

approval must be obtained from TAS (cf. item 4.2 "Exhibition Stand Approval"). As far as the design of such stands is concerned, items 4.8. "Outdoor Exhibition Area" and, if applicable to the outdoor exhibition area, 4.9 "Two-storey Stand Construction" in the regulations governing stand building should be given special attention.

## ■ Loading yards

### During stand set-up 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 fair itself

the loading yards serve as a general rule in full as escape and rescue routes (fire service access routes).

## ■ Halls and Outdoor Exhibition Area

### For areas with chairs in rows or at tables for more than 200 persons

approval must be obtained from TAS (cf. item 4.2 "Exhibition Stand Approval"). To the extent that more than 200 seats need to be arranged, the entire number of seats must be shown in a separate plan (seating plan scale 1:200) in triplicate, as should the total number of persons using the individual escape routes. 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 TAS (cf. item 4.2 "Exhibition Stand Approval"). As far as the planning of such areas is concerned, item 5.9 Assembly Rooms ("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 5.7 "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 TAS 2 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 forbidden.

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 set-up and dismantling periods, notification must be submitted to and approval obtained from TAS 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 carbon dioxide fire extinguisher suitable for and approved to fire class C to DIN 14406 or EN 3 should be available on the stand. In particular, item 4.4.10. of the Technical Guidelines "Abrasive Cutting and Working with Naked Flame" 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 4.4.1. "Fire Protection and Safety Regulations" and item 5.7. "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 candlebrackets 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 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 co-ordinated with MMG. Further information is available for downloading at [www.feuerwehr.muenchen.de/bd50vorb/idx\\_50.htm](http://www.feuerwehr.muenchen.de/bd50vorb/idx_50.htm) „Merkblätter und Formulare“.

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

The use of radioactive materials must be reported to the Munich Municipal Fire Department and requires the permission of the

Bayerischen Landesamtes für Umweltschutz  
Bürgermeister-Ulrich-Str. 160  
86179 Augsburg, Germany  
Tel. (+49 821) 9071-0  
Fax (+49 821) 9071-55 56  
[poststelle@lfu.bayern.de](mailto:poststelle@lfu.bayern.de)  
[www.bayern.de/lfu/](http://www.bayern.de/lfu/)

(cf. item 5.10.1. "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 5.8 of the Technical Guidelines „Asbestos and other Dangerous Materials“.