



## **Technical Guidelines MARY JANE BERLIN 2021**

### **1. General:**

The technical guidelines of the operator, the ARENA BERLIN BETRIEBS GmbH are binding for all exhibitors. These contain regulations and requirements for stand construction and use as well as extensive safety regulations. These are ready for viewing and downloading here:

[https://maryjane-berlin.com/wp-content/uploads/2021/09/Technische-Richtlinien\\_Technical-Guidelines\\_Arena\\_2021\\_ENG.pdf](https://maryjane-berlin.com/wp-content/uploads/2021/09/Technische-Richtlinien_Technical-Guidelines_Arena_2021_ENG.pdf)

The following document is only an excerpt of these.

### **2. Stand construction:**

Attachments and mobile equipment (for example goods stands, beach flags, customer stoppers) must never be positioned outside the allocated stand space or protrude into the corridors and should not exceed the permitted height of the stand.

#### **2.1 proof of stability**

Exhibits, including furnishings and exhibits, as well as advertising media shall be erected in such a stable manner that there is no risk for public safety and order, in particular life and health. For static safety, the organiser is responsible and requires proof. The proof provided for this purpose must be presented in a verifiable manner. Stabilization against neighboring stands and existing buildings is not permitted.

Stands, exhibits, advertising et cetera from an installation height of 2.50m are subject to approval by the organiser. Informative true-to-scale drawings (isometry, side views and floor plan with dimensions and construction description) and proof of stability must be submitted to the organiser.

A "hall wind" of 0.125kN/sqm is to be assumed. The organiser is free to request these documents for structures under 2.5m high, if danger may arise due to the type and size of the structures. The contents of the submitted documents are binding for the exhibitors.

The organiser reserves the right to prohibit the erection of stand structures without proof of stability. Depending on the effort involved, there may be costs for permits (e.g. for checking the documents submitted and for acceptance on site). These will be charged to the exhibitor.

#### **2.2 suspensions / rigging**

Suspensions and rigging are only permitted after prior consultation with the organiser.

The use of plastic cable ties, tape or non-welded chains for attaching statically stressed parts (e.g. lighting devices and so on) or above persons is not permitted. Only approved accessories may be used as fixing or safety fixtures.

The organiser reserves the right, in justified cases, to have a structural engineer carry out a fee-based check of the stability on site.

#### **2.3 existing facilities**

Technical and safety devices such as e.g. fire safety installations (fire alarms, fire extinguishers, wall hydrants), tripping devices, media connections (including electricity, water, data) and their signage as well as emergency exit signs may never be removed from their location or be covered. These must be clearly visible and accessible at all times. Emergency exit doors, escape routes and fire department driveways and movement areas as well as their signage must remain free at all times in their full width.

The building and its exterior, including its technical equipment, must not be damaged, soiled or otherwise altered (for example, by drilling, nailing, screwing, gluing, welding, spraying). Painting, wallpapering and pasting of walls, windows, columns or floors and other building parts is not permitted. All fittings and equipment must be able to be removed without any remains and traces. Furthermore, no exhibit, stand construction material or garbage may remain after the end of dismantling.



When laying floor coverings and other materials on the floor, there must be no risk of trip hazard. As above only material that can be removed without leaving any residue (such as special adhesive tape) may be used. Information about applicable adhesive materials can be requested from the organiser.

Carpets and other floor coverings in the hall must be at least flame retardant, see section "3. Fire protection".

Floor surfaces must not be painted. If liquids have been spilled, they must be removed immediately.

#### **2.4. storage**

The storage of exhibition or decorative material as well as preparation and production work on neighboured stand areas and in corridors of escape routes during construction and dismantling is prohibited. Hallways must be kept clear at all times during construction and dismantling at a minimum width of 1.2m. Exhibitors or stand builders have to agree with your neighbours.

The storage of materials, packaging, etc. outside and behind the booth perimeter is not permitted.

#### **2.5 sound system / noise**

The construction of a personal sound system on the stand is prohibited.

Noise-generating devices etc. at exhibitions should only be put into operation briefly. The volume at the edge of the stand must not exceed 70 dB (A).

#### **2.5 laser et cetera**

The operation of high-energy or high-intensity light sources (including lasers) must be coordinated with the organiser in advance.

### **3. Fire protection**

There is a general ban on smoking and the use of e-cigarettes in the buildings

Welding, cutting, soldering and abrasive cutting work etc. are not permitted in the hall. Sawing and grinding work etc. may only be carried out with suction devices.

Open fire and flammable actions as well as the storage of flammable liquids are strictly forbidden.

#### **3.1 roofs / booth covers**

Stands must not be covered for reasons of fire safety.

Exceptions to this must be agreed with the organiser in advance.

#### **3.2. Requirements for materials**

**Decoration materials, furniture\* and buildings of all kinds as well as floor coverings of all kinds must comply with DIN 4102 or EN 13501. Proof can only be provided through certificates in German or English. Data sheets or test or trial reports are not certificates and are not sufficient.**

**Declarations of Performance (DoP) containing a class according to EN 13501-1 are also accepted.**

**Certificates issued by an approved testing centre which can be identified by the fact that they have a certificate number. Analysis reports, technical data sheets or foreign certificates do not constitute a test certificate.**

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\* does not apply to individual custom made items, exhibits and the like



assignment DIN 4102 and EN 13501				
EN 13501			DIN 4102	
<b>A1</b>	-	-	<b>A1</b>	non-flammable
<b>A2</b>	s1	d0	<b>A2</b>	non-flammable w. combustible components
<b>A2</b>	s1	d1	B1	flame retardant
	s2	d0		
	s3	d2		
<b>B</b>	s1	d0		
	s2	d1		
	s3	d2		
<b>C</b>	s1	d0	B1	flame retardant ...
	s2	d1		
	s3	d2		
<b>D</b>	s1	d0	<b>B2</b>	not permitted as stand construction or decoration materials

The flame retardancy must be verified by submitting one of the above-mentioned proofs before the start of assembly.

In addition, a **DECLARATION OF CONFORMITY / INSTALLER CERTIFICATE** (template in the appendix) must be provided, which enables the clear allocation of the proof to the associated material or which confirms compliance with the instructions for use of impregnation materials (e.g. certificate of intended use).

Materials used at a height of more than 1.5m shall not drip burningly.

Planed wood must have a material thickness of at least 18mm in order to be acceptable as a building material. The use of unplaned sawn timber or untreated wood-based materials (e.g. MDF, chipboard, etc.) is not permitted. An installation is possible by proof of an approved fire protection treatment to achieve the required fire protection class.

Deciduous and coniferous trees may only be used with moist root balls or when freshly cut. Bamboo, reed, hay, straw, bark mulch, peat and stand decorations without manufacturer fire protection equipment made of textiles, paper and similar materials may only be used after a previous flame-retardant impregnation to achieve the required fire protection class.

For plastic materials, only those which are flame-retardant by the manufacturer must be used. A fire-retardant impregnation of these substances is not possible.

All heat-emitting electrical devices (lights, transformers, etc.) must be mounted on non-flammable, heat-resistant and non-heat-conducting surfaces. Lighting devices, lamps and other heat sources must be far enough away from materials that they cannot ignite at any time. Manufacturer's information and operating instructions must be observed accordingly.



The organiser reserves the right to check the materials used on site for their properties and, if necessary, to have the materials removed from the hall in case of non-compliance with the building material class.

### **3.2. waste bins**

No containers for waste, recyclable material or residues made of flammable materials may be set up in the stands. The containers in the stands must be emptied regularly, at the latest every evening after the end of the fair into the recycling or waste material stations at the hall exits. If larger quantities of combustible waste accumulate, they must be disposed of several times a day.

In case of violations, the affected materials will be removed by the organiser to the exclusion of any liability for damages of any kind. Costs incurred will be charged to the exhibitor.

### **4. Electrical connections:**

Structures made of electrically conductive materials with cables attached to them or cables routed above them must be integrated into an equipotential bonding system (grounding), e.g. trussing with lighting devices or power cables.

All electrical installations brought in by the exhibitor must be carried out and operated in accordance with the current legal regulations and Employer's Liability Insurance Association's regulations as well as EN, DIN, ISO and VDE standards.

Electrical equipment must have a valid test in accordance with DGUV regulation 3 (former BGV A3 regulation). Devices without verifiable testing may not be used. Live parts require protection against accidental contact.

### **5. Exhibition of motor vehicles**

The installation of vehicles is permitted only after prior agreement and with the permission of the organiser. Vehicles with combustion engines may only be installed in the hall with nitrogen inertised tanks. There must be only a small amount of residual fuel in the tank (<5 liters). The starter battery must be disconnected.

In the case of electric vehicles, the main battery must be disconnected.

### **6. Health & Safety**

The exhibitor is obliged to comply with the requirements of occupational safety, especially but not exclusively with regard to wearing personal protective equipment and operating machines.

### **7. Objects in flight**

Drones et cetera may not be used.

The use of balloons filled with safety gas must be agreed with the organiser in advance.

### **8. Parking and traffic**

The road traffic regulations applies to the entire company premises. The maximum speed permitted on the venue premises is 10 km/h. There are no parking spaces available on the premises. Fire service entrances and lanes must be kept clear at all times. Illegally parked vehicles, trailers, containers and any kind of goods etc. can be removed by the venue operator at the expense and risk of the owner or keeper.

### **8. House rules**

The house rules apply to all visitors, tenants, service providers and all other persons. Infringements can lead to reprimand, a ban, criminal prosecution and / or claim for damages, download:

[https://maryjane-berlin.com/wp-content/uploads/2021/09/Hausordnung\\_Arena\\_2018-GER.pdf](https://maryjane-berlin.com/wp-content/uploads/2021/09/Hausordnung_Arena_2018-GER.pdf)

### **10. Liability**

Any claims for damages due to loss, damage or impairment etc. of objects brought in against the organiser are excluded. If the above technical guidelines are not adhered to, the exhibitor is liable for all damage resulting from their non-compliance. The organiser is released from such claims by the exhibitor.