| **Event details required for safety and security evaluation** |
| --- |
| **details to be entered by the organiser** |
| **Event:** Name **Year:** 2018  |
|  |
| **1. Event details, dates, persons of contact** (\* = details to be entered by Messe Berlin) |
| Type of event |        | Total number of visitors \*\*      |
| Date (duration) of the event |        | Maximum number of visitors on one day\*\*      |
| Person of contact at Messe Berlin\* |       (name) |       telephone  |       mail |
| Set-up/construction period  |       date | from       a.m./p.m. | to       a.m./p.m. |
| Dismantling period  |       date | from       a.m./p.m. | to       a.m./p.m. |
| Access times for event organiser |       | from       a.m./p.m. | to       a.m./p.m. |
| Opening hours for exhibitors |       | from       a.m./p.m. | to       a.m./p.m. |
| Opening hours for visitors |       | from       a.m./p.m. | to       a.m./p.m. |
| Person eligible to make decisions on behalf of the organiser |       (name) |       telephone  |       mail |
|       |       (name) |       telephone  |       mail |
| **2. Expected visitor profile** |
| [ ]  mainly young adults (< 25 years) | [ ]  mainly adults (>25 years) |
| Estimated proportion of teenagers (14-18 years) in %       | Estimated proportion of children (<14 years) in %       |
| Expected number of visitors with restricted mobility       | Minimum age of admission:       |
| **3. Risk-increasing factors** |
| 3.1 Persons with increased security/protection level are attending the event | [ ]  yes | [ ]  no |
| 3.2 Attendants from particularly "critical" countries of origin (current crisis areas):       | [ ]  yes | [ ]  no |
| 3.3 Polarising personalities / contents / topics are expected | [ ]  yes | [ ]  no |
| 3.4 Expected disturbances, demonstrations surrounding the event | [ ]  yes | [ ]  no |
| 3.5 Event attracts special media interest | [ ]  yes | [ ]  no |
| 3.6 Live broadcast on internet or TV | [ ]  yes | [ ]  no |
| 3.7 Increased probability of threatening phone calls regarding the event | [ ]  yes | [ ]  no |
| Additional information on the (above, 3.1 – 3.7) event-related risks:       |
| **4. Admission control / security guard service** |
| Event organiser has arranged for admission control  | [ ]  yes | [ ]  no |
| Visitors prohibited from taking bags or backpacks onto exhibition grounds  | [ ]  yes | [ ]  no | max. allowed size       |
| Bag check for visitors at entrance  | [ ]  yes | [ ]  no | random spot checks [ ]  | 100% [ ]  |
| Body check for visitors at entrance  | [ ]  yes | [ ]  no | random spot checks [ ]  | 100% [ ]  |
| Event organiser plans to deploy its own additional security guard service, staffed with at least       employees |
| Name/person of contact/ telephone number of event organiser's security guard service:       |
| *\*\* Please enter the realistic estimate of expected visitors, as this is the basis for further security discussions. Messe Berlin will treat this information confidentially.* |
| **details to be entered by the organiser** |
| **Event:** Name **Year:** 2018  |
| **5. Safety and security briefing / safety and security concept** |
| Event organiser requests a safety and security briefing with Messe Berlin prior to the event | [ ]  yes | [ ]  no |
| (Guest) event organiser has his own safety and security concept | [ ]  yes | [ ]  no |
| (Guest) event organiser's safety and security concept will be presented to Messe Berlin by:       |
| The safety and security concept for the event still needs to be coordinated / agreed upon | [ ]  yes | [ ]  no |
|  |
| **6. Access routes, traffic situation**  |
| Passenger pick-up area for taxis near the entrance(s) is planned | [ ]  yes  | [ ]  no  |
| Particularly large number of taxis expected (e.g. owing to international audience/participants) | [ ]  yes  | [ ]  no  |
| Bus shuttle service to/from the exhibition grounds is planned (airport, hotel shuttle …) | [ ]  yes  | [ ]  no  |
| (Bus) shuttle service on the exhibition grounds is planned | [ ]  yes  | [ ]  no  |
|  |
| **7. Temporary structures, display and performance areas, technical installations and structures, barriers** |
| The construction of structures acc. to no. 7 by the event organiser or one of his service providers is planned | [ ]  yes | [ ]  no |
| ***The following entries only need to be made if the organiser has answered the above question with "yes"*** |
| [ ]  Tent(s) >75m² | [ ]  other special structures, platforms | [ ]  Spectator stands:       pcs. | [ ]  Amusement rides, playground equipment |
| [ ]  Stage(s)/ display and performance area(s) more than 1.5 m above floor level/ with more than 5 m high roofs and awnings |
| Size of stage/ display and performance area | [ ]  < 50 m² | [ ]  ≥ 50 m² | [ ]  ≥ 100 m² | [ ]  ≥ 200 m² |
| [ ]  Barriers in front of display and performance areas | [ ]  crash barricades / stage pit  | [ ]  wavebreakers planned |
| [ ]  Vehicles in the event area/number of vehicles:       | [ ]  Show trucks in the event area/number of trucks:       |
| Construction of stage/studio/lighting equipment, AV technology | [ ]  yes | [ ]  no |
| Movements of technical/scenery equipment or structure modifications during the event | [ ]  yes  | [ ]  no  |
| Moving objects, actions above the heads of people or in the auditorium | [ ]  yes  | [ ]  no  |
| A technical rehearsal [§ 40(6) MVStättVO\*] prior to start of the event is planned | [ ]  yes  | [ ]  no  |
| if so, on       at       a.m./p.m |
| Construction and dismantling work for the event is being coordinated by (company + name):       |
| Event organiser or his service providers will appoint "persons responsible for event engineering *(Verantwortliche für Veranstaltungstechnik)* " (§ 40 VStättVO\*\*) | [ ]  yes | [ ]  no |
| Event organiser or his service providers will appoint "event engineering experts *(Fachkräfte für Veranstaltungstechnik)*” (§ 40 VStättVO\*\*) | [ ]  yes | [ ]  no |
|  |
| **8. Layout plan, rescue and escape route and seating plans** |
| Seating and escape and rescue route plan approved by building authorities of the Messe Berlin is known | [ ]  yes | [ ]  no |
| The organiser’s specific layout plan is shown in a plan at a scale of 1:200 | [ ]  yes  | [ ]  no |
| The organiser's detailed layout plan will be submitted by (date):       |  |
| Additional information on the (above) event-related risks:       |
|  |
| **details to be entered by the organiser** |
| **Event:** Name **Year:** 2018  |
| **9. Candles, open flames, gas, inflammable liquids, hazardous substances, pyrotechnics, lasers, dry ice/fog etc.** |
| Open fire, braziers, etc. | [ ]  yes | [ ]  no |
| Candles as "protected flames" (use of “naked flames” not allowed) | [ ]  yes  | [ ]  no  |
| Pyrotechnics (e.g. fireworks, stage effects)  | [ ]  yes  | [ ]  no  |
| Activities involving fire risk (torches, fire ropes etc.) | [ ]  yes  | [ ]  no  |
| Fog machines, steam, CO2 stage effects | [ ]  yes  | [ ]  no  |
| Laser equipment (with Laser Protection Officer for laser classes 3R, 3B and 4) | [ ]  yes | [ ]  no |
| Vehicles (exhibits/in operation during the event) | [ ]  yes  | [ ]  no  |
| Gas cylinders (e.g. mobile beverage dispensing facilities), other mobile pressure vessels | [ ]  yes  | [ ]  no  |
| Hazardous substances (liquid gas, flammable or explosive substances) | [ ]  yes  | [ ]  no  |
| **Organiser's additional information on the above items** |
|       |
| Date:       |      Organiser's signature (company, first name and surname) |
|  | Responsible for the correctness of the information above as provided in the name of the organiser. |