| **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. | | | | | | | | | | | | | | | | | | |