

Event details required for safety and security evaluation

1. Event details, dates, persons of contact (* = details to be entered by Messe Berlin)				
Date (duration) of the event*				
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				
<input type="checkbox"/> mainly young adults (< 25 years)		<input type="checkbox"/> 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. Factors that might increase risks				
Persons with increased security/protection level are attending the event		<input type="checkbox"/> yes	<input type="checkbox"/> no	
Attendants from particularly "critical" countries of origin (current crisis areas):		<input type="checkbox"/> yes	<input type="checkbox"/> no	
Polarising personalities / contents / topics are expected		<input type="checkbox"/> yes	<input type="checkbox"/> no	
Expected disturbances, demonstrations surrounding the event		<input type="checkbox"/> yes	<input type="checkbox"/> no	
Event attracts special media interest		<input type="checkbox"/> yes	<input type="checkbox"/> no	
Live broadcast on internet or TV		<input type="checkbox"/> yes	<input type="checkbox"/> no	
Increased probability of threatening phone calls regarding the event		<input type="checkbox"/> yes	<input type="checkbox"/> no	
Additional information on the (above) event-related risks:				
4. Admission control / security guard service				
Event organiser has arranged for admission control		<input type="checkbox"/> yes	<input type="checkbox"/> no	
Visitors prohibited from taking bags or backpacks onto exhibition grounds		<input type="checkbox"/> yes	<input type="checkbox"/> no	maximum permitted size
Bag check for visitors at entrance		<input type="checkbox"/> yes	<input type="checkbox"/> no	random sample <input type="checkbox"/> 100% <input type="checkbox"/>
Body check for visitors at entrance		<input type="checkbox"/> yes	<input type="checkbox"/> no	random sample <input type="checkbox"/> 100% <input type="checkbox"/>
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:				
5. Safety and security briefing / safety and security concept				
Event organiser requests a safety and security briefing with Messe Berlin prior to the event		<input type="checkbox"/> yes	<input type="checkbox"/> no	
(Guest) event organiser has his own safety and security concept		<input type="checkbox"/> yes	<input type="checkbox"/> no	
(Guest) event organiser's safety and security concept will be presented to Messe Berlin by:				
Event organiser is familiar with Messe Berlin's safety and security concept		<input type="checkbox"/> yes	<input type="checkbox"/> no	
The safety and security concept for the event still needs to be coordinated / agreed upon		<input type="checkbox"/> yes	<input type="checkbox"/> no	

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6. Access routes, traffic situation

Passenger pick-up area for taxis near the entrance(s) is planned	<input type="checkbox"/> yes	<input type="checkbox"/> no
Particularly large number of taxis expected (e.g. owing to international audience/participants)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Bus shuttle service to/from the exhibition grounds is planned (airport, hotel shuttle ...)	<input type="checkbox"/> yes	<input type="checkbox"/> no
(Bus) shuttle service on the exhibition grounds is planned	<input type="checkbox"/> yes	<input type="checkbox"/> 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	<input type="checkbox"/> yes	<input type="checkbox"/> no
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The following entries only need to be made if the organiser has answered the above question with "yes"

<input type="checkbox"/> Tent(s) >75m ²	<input type="checkbox"/> other special structures, platforms	<input type="checkbox"/> Spectator stands: _____ pcs.	<input type="checkbox"/> Amusement rides, playground equipment
<input type="checkbox"/> 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	<input type="checkbox"/> < 50 m ²	<input type="checkbox"/> ≥ 50 m ²	<input type="checkbox"/> ≥ 100 m ² <input type="checkbox"/> ≥ 200 m ²
<input type="checkbox"/> Barriers in front of display and performance areas	<input type="checkbox"/> crash barricades / stage pit	<input type="checkbox"/> wavebreakers planned	
<input type="checkbox"/> Vehicles in the event area/number of vehicles: _____		<input type="checkbox"/> Show trucks in the event area/number of trucks: _____	
Construction of stage/studio/lighting equipment, AV technology	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Movements of technical/scenery equipment or structure modifications during the event	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Moving objects, actions above the heads of people or in the auditorium	<input type="checkbox"/> yes	<input type="checkbox"/> no	
A technical rehearsal [§ 40(6) MVStättVO*] prior to start of the event is planned	<input type="checkbox"/> yes	<input type="checkbox"/> no	
A technical rehearsal [§ 40(6) MVStättVO*] prior to start of the event is planned	<input type="checkbox"/> yes	<input type="checkbox"/> 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**)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Event organiser or his service providers will appoint "event engineering experts (Fachkräfte für Veranstaltungstechnik)" (§ 40 VStättVO**)	<input type="checkbox"/> yes	<input type="checkbox"/> 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	<input type="checkbox"/> yes	<input type="checkbox"/> no
The organiser's specific layout plan is shown in a plan at a scale of 1:200	<input type="checkbox"/> yes	<input type="checkbox"/> no
The organiser's exact layout plan will be presented by: _____	<input type="checkbox"/> no	

9. Candles, fire, gases, flammable liquids, hazardous substances, pyrotechnics, laser, dry ice/fog etc.

Activities/equipment/materials involving fire risk acc. to no. 9 are planned	<input type="checkbox"/> yes	<input type="checkbox"/> no
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The following entries only need to be made if the organiser has answered the above question with "yes"

Open fire, braziers, etc.	<input type="checkbox"/> yes	<input type="checkbox"/> no
Candles as "protected flames" (use of "naked flames" not allowed)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Pyrotechnics (e.g. fireworks, stage effects)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Activities involving fire risk (torches, fire ropes etc.)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Fog machines, steam, CO2 stage effects	<input type="checkbox"/> yes	<input type="checkbox"/> no
Laser equipment (with Laser Protection Officer for laser classes 3R, 3B and 4)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Vehicles (exhibits/in operation during the event)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Gas cylinders (e.g. mobile beverage dispensing facilities), other mobile pressure vessels	<input type="checkbox"/> yes	<input type="checkbox"/> no
Hazardous substances (liquid gas, flammable or explosive substances)	<input type="checkbox"/> yes	<input type="checkbox"/> no

Additional information by the organiser concerning the above items

Date

Signature of event organiser (company, first and last name)

Person responsible for the correctness of the above information provided on behalf of the event organiser.

10. Event areas, parking areas, entrances used (The following entries are to be made by Messe Berlin)

<input type="checkbox"/> BerlinExpoCenterCity				Halls used:		<input type="checkbox"/> Marquees	
<input type="checkbox"/> Palais	<input type="checkbox"/> Marshall-Haus	<input type="checkbox"/> Entrance Messe South	<input type="checkbox"/> Funkturm Lounge				
<input type="checkbox"/> CityCube:	<input type="checkbox"/> Hall A	<input type="checkbox"/> Hall B					
<input type="checkbox"/> Open-air grounds (area):		<input type="checkbox"/> Summer garden	<input type="checkbox"/> Rail tracks (<i>Gleisgelände</i>) (South/Süd)				
<input type="checkbox"/> Gate 7	<input type="checkbox"/> Gate 9	<input type="checkbox"/> Gate 21	<input type="checkbox"/> Gate 25	<input type="checkbox"/> Gate CCB			
<input type="checkbox"/> BerlinExpoCenterAirport							<input type="checkbox"/> Marquees
<input type="checkbox"/> Hall A	<input type="checkbox"/> Hall B	<input type="checkbox"/> Hall C	<input type="checkbox"/> Static Display Area				
<input type="checkbox"/> East Gate 2	<input type="checkbox"/> East Gate 1	<input type="checkbox"/> East Gate North	<input type="checkbox"/> East Gate West 1				
Parking areas used:							
Visitor entrances:							

11. Requirements due to other events taking place at the same time

Events by other event organisers taking place on the exhibition grounds at the same time	<input type="checkbox"/> yes	<input type="checkbox"/> no
Events by other event organisers immediately adjacent to the event	<input type="checkbox"/> yes	<input type="checkbox"/> no
Name (title) of other event(s) taking place in the immediate vicinity at the same time:		
Name of the organiser of event that is taking place at the same time:		
Planned measures for controlling/separating the attendants:		
Other event taking place at the same time attracts special media interest:	<input type="checkbox"/> yes	<input type="checkbox"/> no
Safety rating of parallel event(s)	<input type="checkbox"/> no identified risk	<input type="checkbox"/> increased risk
Description of (increased) risk factors (e.g. persons requiring special protection, nationalities):		
Effects on the event named under no. 1:		

12. Additional information by the project management concerning the above items

Date

Signed for project management (first and last name)

Person responsible for correctness of the above information provided by the project management on behalf of Messe Berlin

* *Sample Ordinance on the Construction and Operation of Places of Public Assembly*
[Muster-Versammlungsstättenverordnung, MVStättVO]

** *Berlin Ordinance on the Construction and Operation of Places of Public Assembly*
[Versammlungsstättenverordnung, VStättVO]