Application for Building Permission

Deutsche Messe
Hannover · Germany

Deutsche Messe
Technical Services for Exhibitors
Messegelände
30521 Hannover
Germany

Exhibitor's full address, e-mail, phone and fax:

Ident No.: Order No.:

1 Exhibition / event: Open-air site / hall: Stand No.:

2 We herewith apply for building permission limited to the duration of the trade fair for the following structures according to the conditions overleaf (check relevant box ☒).

Building project:
- ☐ construction of a 2-storey stand
- ☐ construction of a special stand structure
- ☐ construction of a pavilion / fair stand on open-air site
- ☐ same structure as at previous event
- ☐ stand components made of glass

3
- Size of stand area: _____ m²
- Size of usable area on upper floor: _____ m² (excl. stairs)
- Size of area of supported structure: _____ m² (area of ceilings, stairs, roofs, pavilions, etc.)
- Size of area of stand components made of glass: _____ m² / running meter

The following are enclosed:
1. Structural calculations verified by a second (independent) structural engineer and prepared in German, in accordance with all standards applicable in Germany (1 copy).
2. A layout showing the points on which the structural calculations are based (1 copy).
3. Structural description, with details on materials used and their flammability classifications (2 copies).
4. Floor plans of all storeys at scale 1:100 (2 copies).
5. Escape plan (2 copies).
6. Cross-sections of the stand with stairs and incl. heights (2 copies).
7. Elevations (2 copies).
8. Calculations (verifiable) for usable floor space on the upper storey (1 copy).
9. Calculations for the area of the supported structure incl. stairs etc., area of pavilion (1 copy).
10. Necessary documents relating to stand components made of glass (2 copies).

All plans, descriptions and calculations must be dated and signed the author's original signature.
This form must also be signed by the exhibitor if power of attorney has not been granted.

The earliest date for acceptance inspections of the supporting structure/stand components made of glass is _____ (Date)

Please arrange the final date with the specialist named below at least 24 hours in advance.

4
- Designer: _____ (Name, address, e-mail, phone)
- Structural engineer: _____ (Name, address, e-mail, phone)
- Responsible technical project manager: _____ (Name, address, e-mail, phone)
- Stand construction company: _____ (Company name and address)

e-mail _____ Phone _____ Fax _____

Place, date _____ Legally binding signature of project manager _____ Legally binding signature of exhibitor _____

Building permission for the above project

Conditions: _____

Hannover, _____ (Date) _____ (Deutsche Messe) _____ (Specialist)

11/2009

Building permission, acceptance inspection, and construction supervision procedures for fair structures

1. Legal definitions

1.01 Fairgrounds
The fairgrounds are the area of ground, either delimited or not delimited, which the fair company makes available for the purposes of the event, and which are provided for this purpose in terms of building law. This shall include, in particular: areas on which construction is carried out, exhibition areas, transport areas, and service areas, as well as emergency exit routes, loading zones, etc.

1.02 Exhibition areas
Exhibition areas are areas under the open sky or within fair or exhibition halls, the recurring use of which has been approved by the building inspectorate for the purpose of exhibiting.

1.03 Fair and exhibition halls
The term "fair and exhibition halls" shall be understood to mean all halls, buildings or parts of buildings, the recurring use of which has been approved by the building inspectorate for the purpose of exhibiting.

1.04 Open-air site
The term "open-air site" shall be understood to mean that area of the fairgrounds which is not built over with permanent structures. (Note for the open-air site on the Hannover fairgrounds: This term shall not include fair stands or stand structures, even if these were erected as permanent structures for recurring use over several years).

1.05 Fair structures
The term "fair structures" shall be understood to mean all fair stands, stand structures, exhibitor sectors, and exhibitor areas which are related to the event.

1.06 Fair stands or stand structures
The term "fair stands or stand structures" shall be understood to mean structures which are erected inside or outside the fair or exhibition halls, with one or several storeys, for an event-related purpose, e. g. for the presentation of exhibition products.

1.07 Simple stand constructions
Simple stand constructions shall include all fair stands or stand structures which
a) are erected inside fair and exhibiton halls,
b) are single-storey (without usable roofs or covers),
c) do not possess any special constructions for providing cover or for visual appearance (e. g. substantial projections, high and/or large publicity hoardings, extensive, unapproved, folded or curved roofs or covers).
d) do not require any ingress into the structural substance of the fair and exhibition halls.
In the event of one of the conditions above not being maintained, the structure in question shall be deemed not to be a simple stand construction. In cases of doubt, the decision shall rest with the fair company.

1.08 Special stand constructions
In the event of fair stands and stand structures inside fair and exhibition halls not fulfilling the preconditions for simple stand structures, in accordance with 1.07, they shall be deemed to be special stand structures. Special stand structures shall include, in particular, all multi-storey fair stands or stand structures, and also special constructions according to 1.07 c).

1.09 Fair stands or stand structures with ingress into the structural substance of the fair and exhibition hall
Fair stands and stand structures which are not erected as fixture items, but which are connected to the fair and exhibition hall in such a way that they are to be regarded as a constituent part of the building, shall be deemed to be building sections subject to building approval. As a rule, fair stands shall be deemed to be building sections if their installation is associated with ingress into the structural substance of the fair or exhibition hall. The installation of fair stands as building sections will lead to the alteration of the fair and exhibition hall, and will therefore require official building approval by the local building inspectorate or building authority responsible. Information can be provided by the fair companies.

1.10 Fair stands or stand structures in the open-air site
Fair stands or stand structures in the open air shall be deemed to be structural installations. Unless they are exempt from mandatory approval by virtue of the individual state building regulations, they shall be subject to mandatory approval by the building inspectorate in the event that the period of use or lease exceeds three months. The formal and material requirements may differ from one Federal state to another. Information can be provided by the fair company.

2. Regulations and responsibilities

2.1 Regulations and guidelines
Fair structures (fair stands, stand structures, exhibitor sectors and areas) must
a) meet the provisions of public law (e. g. building codes, NVStättVO, emission standards, DIN standards), and
b) meet the technical regulations of the trade fair companies.

2.2 Person responsible for the construction of fair structures
With regard to the construction of fair structures, the "Project Manager/Foreman/Construction Manager responsible", of the stand construction company commissioned with the performance of the construction work or of the exhibitor, shall be responsible for maintaining the regulations and provisions of public law and of the technical regulations. In the event of this person not possessing adequate specialist knowledge and experience for individual items or work or parts thereof, he shall be obliged to engage suitable specialists.
In the event of several companies participating in the construction of a fair structure, the project manager/foreman/construction manager who is carrying out the main structural work shall bear overall responsibility.
The project manager/foreman/construction manager responsible shall be obliged to submit a declaration in writing in this respect to the fair company, prior to the commencement of construction. The fair companies shall be entitled to permit exceptions in the case of subordinated fair structures.

2.3 Inspection of the load-bearing structure
In the case of the construction of special constructions inside the fair and exhibition halls as well as in the open-air site, the project manager/foreman/construction manager responsible shall apply to the fair company for approval of the load-bearing structure, once this has been completed. In this context, the fair company must be provided with a declaration that the work has been carried out in accordance with the approval statics calculations. The cladding work may only be carried out on the load-bearing structure once acceptance has been issued without any defects or objections pertaining.

3. Approval and acceptance

3.1 General
Building permits, building approvals and acceptance inspections will be carried out and/or co-ordinated by the fair companies. An exception may apply to fair structures according to 1.09 and 1.10.

3.2 Approval and acceptance of simple stand construction inside fair and exhibition halls.
Simple stand constructions, inside fair and exhibition halls, shall not require construction permits or approvals. The obligation which pertains to certain specific events, for the presentation of documents to attest to specific design regulations, shall not be affected hereby. One single approval procedure shall take place prior to the start of the fair. In this context, the fair company shall, if required, engage specialist authorities and experts (e. g. police, fire brigade, Technical Supervisory Authority (TÜV), professional associations, shop and factory inspectorate, building authority, statics specialists, etc.). The single acceptance procedure shall be free of charge. In the event of deficiencies being ascertained on the fair structures, the elimination of such defects shall be ordered in writing, setting a period of grace for performance. As a rule, this will require a second and, if necessry, further acceptance procedures. Second and further procedures shall be subject to charge. In the event of deficiencies not being eliminated, despite demands for their rectification, the use of the stand for the exhibition may be prohibited, in full or in part. The possible prohibition of use may be implemented by the fair companies by cutting off the supplies to the stand. The stand hire charge shall not be affected thereby.

3.3 Building approval and acceptance for special stand constructions
All fair stands and stand structures belonging to special stand constructions inside fair and exhibition halls as well as in the open-air site require prior building approval by the fair companies. Application for building approvals is to be made in writing, and shall be subject to charge.
After erecting the load-bearing structure, and before the start of external building work, application is to be made for the inspection and acceptance of the load-bearing structure in accordance with 2.3. The charge for the single acceptance procedure for the construction shall be contained in the approval fee for the building approval. In the event of defects being ascertained, and further acceptance procedures being necessary, 3.2 shall apply analogously (additional charges, prohibition on the continuation of work).
In the event of it not being ascertained until during the construction phase that a fair stand or a stand structure, which was initially classified by the exhibitor or stand builder as a simple construction, does in fact constitute a special construction (decision by the fair company), the approval and inspection procedure must be initiated immediately.
A concluding approval procedure for all fair structures will take place before the start of the fair. 3.2 shall apply to this approval procedure and for further procedures.

3.4 Application for building approval for special stand constructions
Building approval for special stand constructions inside fair and exhibition halls as well as in the open-air site is to be applied for in writing to the fair companies, at the latest 6 weeks before the start of construction and with the submission of the following documents:
– Construction application in accordance with the fair companies' forms.
– A description of the structure, without forms. Particular requirements are for details of the system, the construction design, the colour, fixtures and fittings, supply sources, and material quality (e. g. fire protection category).
– Location plan or hall plan with structure marked in.
– Structural drawings, in particular ground plans, sections, views, as a rule in a scale of 1:100, with dimension figures, and possibly with specific details in larger scale.
– Checked proof of stand stability (statics), with location plans, and possibly with test reports or approvals which have already been issued.
The descriptions and calculations are to be in German, and are to be issued in accordance with the standards in force in Germany, using SI units.
All applications, plans, descriptions, and calculations are to be signed personally by the exhibitor and by the person responsable for their production, giving the date.
Approval shall be issued in writing. The costs shall be charged with the issue of the approval.

3.5 Building approval and building condition inspection of fair stands or stand structures with ingress into the structural substance of the fair and exhibition hall
These fair stands or stand structures shall require official building approval by the local building inspectorate or building authority responsible. As a rule, the same building application documents are to be submitted, via the fair companies, as for special stand constructions which are erected inside fair or exhibition halls. Depending on the fair-grounds, different local regulations will apply to acceptance procedures and charges. The applications are to be presented 6 weeks prior to the start of construction, through the medium of the fair companies, and any special regulations related to the authorities (e. g. examination of the stand stability proof documents) are to be requested from the fair companies.

3.6 Building approval and building condition inspection of fair stands or stand structures in open-air sites
Fair stands or stand structures in open-air sites where the period of use exceeds three months, with the exception of free-standing structural systems, irrespective of whether they are simple or special stand constructions, shall require an official building approval by the local building inspectorate or building authority responsible. The provisions of 3.5 shall apply.

4. Charges

Deutsche Messe AG shall charge the following fees for the approval of building applications as per 3.4 above, inlcuding the examination of the completeness and correctness of the documents submitted, as well as for a single acceptance procedure for the load-bearing structure:

In the halls	EUR 6.25	per square meter of supported structure up to 250 m²,
	EUR 5.00	per square meter of supported structure for each square meter above and beyond 250 m².
On the open-air site	EUR 6.25	per square meter of usable pavilion or construction area up to 250 m²,
	EUR 5.00	per square meter of usable pavilion or construction area for each square meter above and beyond 250 m².

For single-storey fair stands or stand structures, the usable stand area shall be calculated from the stand surface area which is covered, formed, or influenced by the special construction.
In the case of multi-storey stands or stand structures, the usable surface area shall be calculated from the usable stand surface area, which is, as a rule, accessible on foot, the upper storey surfaces, and possible also the area of the stand which is covered by other special stand constructions.
For stand components made of glass, an additional fee shall be charged for an official safety inspection and certification.
The minimum charge imposed in each case shall be EUR 400.00.
In the case of stand components made of glass, official inspection and approval is required by Deutsche Messe AG, subject of the following fees:
EUR 20.00 per running meter of vertical glass walls.
EUR 8.00 per running meter of glass balustrades.
EUR 8.00 per square meter of glazing to support human loads or overhead glazing.
The minimum charge imposed in each case shall be EUR 140.00.
Additional acceptance procedures shall be charged on a time basis. One hour of engineer's time shall be charged in this context at EUR 90.00. Half hours shall be charged as a minimum.
For approval of building applications as per 3.5 and 3.6, including the examination of the statics calculations, and the officially-specified approval procedures, the fees regulations of the local building inspectorate or building authority responsible shall apply.
All prices given are exclusive of statutory VAT.

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