

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

<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. Risk-increasing factors

3.1 Persons with increased security/protection level are attending the event	<input type="checkbox"/> yes	<input type="checkbox"/> no
3.2 Attendants from particularly "critical" countries of origin (current crisis areas):	<input type="checkbox"/> yes	<input type="checkbox"/> no
3.3 Polarising personalities / contents / topics are expected	<input type="checkbox"/> yes	<input type="checkbox"/> no
3.4 Expected disturbances, demonstrations surrounding the event	<input type="checkbox"/> yes	<input type="checkbox"/> no
3.5 Event attracts special media interest	<input type="checkbox"/> yes	<input type="checkbox"/> no
3.6 Live broadcast on internet or TV	<input type="checkbox"/> yes	<input type="checkbox"/> no
3.7 Increased probability of threatening phone calls regarding the event	<input type="checkbox"/> yes	<input type="checkbox"/> 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	<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
Bag check for visitors at entrance	<input type="checkbox"/> yes	<input type="checkbox"/> no
Body check for visitors at entrance	<input type="checkbox"/> yes	<input type="checkbox"/> no
Event organiser plans to deploy its own additional security guard service, staffed with at least _____ employees	random spot checks <input type="checkbox"/>	100% <input type="checkbox"/>

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.*

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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:

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9. Candles, open flames, gas, inflammable liquids, hazardous substances, pyrotechnics, lasers, dry ice/fog etc.

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

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.