



# Application for Building Permission

**Deutsche Messe**  
Technical Event Management  
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:
- |   |   |
|---|---|
| <input type="checkbox"/> construction of a multistoried stand                   | <input type="checkbox"/> same structure as at previous event                    |
| <input type="checkbox"/> construction of a special structure                    | <input type="checkbox"/> stand components made of glass                         |
| <input type="checkbox"/> construction of a pavilion/fair stand on open-air site | <input type="checkbox"/> tent construction < 75 m <sup>2</sup> on open-air site |

**3** Size of stand area: \_\_\_\_\_ m<sup>2</sup>  
 Size of usable area on upper floor: \_\_\_\_\_ m<sup>2</sup> (excl. stairs)  
 Size of area of supported structure: \_\_\_\_\_ m<sup>2</sup> (area of ceilings, stairs, roofs, pavilions, etc.)  
 Size of area of stand components made of glass: \_\_\_\_\_ m<sup>2</sup>/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.
2. A layout showing the points on which the structural calculations are based.
3. Structural description, with details on materials used and their flammability classifications.
4. Floor plans of all storeys at scale 1:100.
5. Escape plan.
6. Cross-sections of the stand with stairs and incl. heights.
7. Elevations.
8. Calculations (verifiable) for usable floor space on the upper storey.
9. Calculations for the area of the supported structure incl. stairs etc., area of pavilion.
10. Necessary documents relating to stand components made of glass.

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: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

## 1. Legal definitions

### 1.1 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.

### 1.2 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.

### 1.3 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.

### 1.4 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).

### 1.5 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.

### 1.6 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 multistoried, for an event-related purpose, e.g. for the presentation of exhibition products.

### 1.7 Simple stand constructions

Simple stand constructions shall include all fair stands or stand structures which

- are erected inside fair and exhibition halls,
- are single-storey (without usable roofs or covers),
- do not possess any special constructions for providing cover or for visual appearance (e.g. substantial projections, high and/or large publicity hoardings, extensive, unap-proved, folded or curved roofs or covers).
- 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.

### 1.8 Special stand constructions

In the event of fair stands and stand structures inside fair and exhibition halls not fulfilling the preconditions for simple stand constructions, in accordance with 1.7, they shall be deemed to be special stand constructions. Special stand structures shall include, in particular, all multistoried fair stands or stand structures, and also special constructions according to 1.7 c).

### 1.9 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, stand structures and tent constructions <75 m<sup>2</sup> in the open-air site

Fair stands, stand structures and tent constructions <75 m<sup>2</sup> in the open-air site require approval and building permission. Only those setup in compliance may be operated and these generally require certification and inspection.

## 2. Regulations and responsibilities

### 2.1 Regulations and guidelines

Fair structures (fair stands, stand structures, exhibitor sectors and areas) must

- meet the provisions of public law (e.g. building codes, NVStättVO, emission standards, DIN standards), and
- 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 coordinated by the fair companies. An exception may apply to fair structures according to 1.9 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 (TUV), 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 necessary, 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 4 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 responsible 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 fairgrounds, 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, including 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 13.00 | per m <sup>2</sup> of supported structure up to 100 m <sup>2</sup>  |
|                      | EUR 6.25  | per m <sup>2</sup> of supported structure from 101 m <sup>2</sup> up to 500 m <sup>2</sup>                    |
| On the open-air site | EUR 5.00  | per m <sup>2</sup> of supported structure from 501 m <sup>2</sup> up to 5000 m <sup>2</sup>                   |
|                      | EUR 13.00 | per m <sup>2</sup> of usable pavilion or construction area up to 100m <sup>2</sup>                            |
|                      | EUR 6.25  | per m <sup>2</sup> of usable pavilion or construction area from 101 m <sup>2</sup> up to 500 m <sup>2</sup>   |
|                      | EUR 5.00  | per m <sup>2</sup> of usable pavilion or construction area from 501m <sup>2</sup> up to 5000 m <sup>2</sup> . |

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 multistoried 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.

The minimum charge imposed in each case shall be EUR 975.00.

For stand components made of glass, following fees shall be charged for an official inspection and approval:

EUR 30.00 per running meter of vertical glass walls.  
EUR 13.00 per running meter of glass balustrades.  
EUR 12.00 per m<sup>2</sup> of glazing to support human loads or overhead glazing. The minimum charge imposed in each case shall be EUR 250.00.

Tent constructions on open air site are subject to following fees for the inspection and approval:  
EUR 155.00 apiece tent construction up to 25 m<sup>2</sup> and  
EUR 360.00 apiece tent construction from 25 m<sup>2</sup> up to 75 m<sup>2</sup>.

Additional acceptance procedures shall be charged on a time basis. One hour of engineer's time shall be charged in this context at EUR 95.00. Half hours shall be charged as a minimum. If documents are not submitted in time an extra fee can be charged.

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.