

Leaflet on Booth Structures and Outdoor Exhibits

This leaflet contains explanatory notes on section 5.8 of the Hamburg Messe und Congress GmbH Technical Guidelines for Trade Fairs and Exhibitions

Booth structures requiring official approval

Approval must be granted for all outdoor booths without exception. The booth construction permit form must be submitted to HMC in order to obtain this approval.

All outdoor booths for specific events must meet the requirements set out in the relevant standards, especially the Directive on the Construction and Operation of Temporary Structures (FIBauR) and DIN 13728 (Temporary structures - Tents) and DIN EN 13814 (Fairground and amusement park machinery and structures), as amended at the applicable time in any given case.

Proof of stability is required for the following structures and must be produced whenever requested by HMC:

- Multi-storey buildings
- Portable container systems
- Self-built structures
- Marquees in excess of 75m²
- Platforms, stages and canopies

Inspection + approval of structures requiring permits

Please note that the booths will be inspected by external bodies as well as by HMC. The exhibitors shall be billed for the costs of the permission procedure.

See also Technical Guidelines 5.2.1.

Assembly and disassembly

Separate assembly and disassembly times apply.

Structural safety / demonstrations

All outdoor booths and exhibits must be structurally safe. The exhibitors are responsible for the loadbearing capacity and structural safety of these constructions, and due regard must be had to the site conditions (floor load, assumed wind and snow loads). Fixations are not allowed in the ground.

HMC must be given advance notice of any performances / demonstrations of exhibits.

Site

The rented space must correspond to the actual area including roof area and terraces. All the dimensions must be submitted to HMC for approval before placement (sketch).

Portable metal storage containers (not portable office containers!) and metal exhibits may be placed against the wall of the hall.

Reserved parking areas can only be used for vehicles and portable storage containers.

Parking areas are (strictly subject to approval) exhibition areas (and vice versa)!

Fire prevention

All combustible materials (including marquees / pagodas / pavilions / stacks of pallets) must be 5m from the hall.

The fire service access route and neighbouring booths must also be unaffected in terms of clearance.

Other information

Modular booths from the OSC cannot be booked for outdoor spaces.

Imposed loads / design loads

The imposed loads specified in the Technical Guidelines in accordance with DIN 1991-1-1 Table 6.1, Category C or D, are to be applied to multi-storey booth structures. The basic formula for stair dimensions must always be $q_k=5.0\text{kN/m}^2$. Fixations are not allowed in the ground.

Bearing load: SWL 30 / SWL 60 Max.

floor load capacity: 16.6kN/m^2 / 33.3kN/m^2

Wind loads

The regular wind pressure and suction resistance loads in accordance with DIN EN 1991-1-4 (2010) in conjunction with DIN EN 1991-1-4/NA (2010) for all supporting canopies and outside walls must be shown to have been factored in on all outdoor booths and exhibits with impact pressures assumed as follows:

Booth height:	$h \leq 10\text{m}$	$q_p=0.65\text{kN/m}^2$ according to Table NA.B.3
Booth height:	$10\text{m} \leq h \leq 18\text{m}$	$q_p=0.80\text{kN/m}^2$ according to Table NA.B.3
Booth height:	$18\text{m} \leq h \leq 25\text{m}$	$q_p=0.90\text{kN/m}^2$ according to Table NA.B.3

Or wind loads to be calculated in accordance with DIN EN 1991-1-4 (2010) with the following site-related parameters:

Hamburg, wind zone: 2

The grounds are to be classed in terrain category III.

Notwithstanding the above, temporary structures with reduced impact pressure according to DIN EN 13782 (2006) can be certified:

Booth height up to 5m = $q_{red}=0.5\text{kN/m}^2$

Snow loads

Snow loads need not be taken into account for booth building work in the snow-free time of year (15 May to 30 September).

The regular snow loads in accordance with DIN EN 1991-1-3 (2010) in conjunction with DIN EN 1991-1-3/NA (2010) must be shown to have been factored in for all supporting canopies in the case of booth building work in the winter (1 October to 14 May):

Hamburg, snow load 2

Characteristic snow load: $s_k = 0.85\text{ kN/m}^2$ as illustrated in Fig. NA.2

Storm warnings

If storms are forecast with anticipated wind speeds exceeding force 6 on the Beaufort scale (including in single gusts), Hamburg Messe GmbH shall issue a general storm warning to all outdoor exhibitors.

Exhibitors with booth constructions with reduced wind resistance or temporary structures and constructions exceeding 5m in height shall then be asked to take immediate action and all the necessary measures to discontinue their operations. This also applies to small pagoda tents, bow flags, umbrellas, etc.

The orders and instructions issued by the security personnel and staff of Hamburg Messe GmbH must be followed immediately at all times.

Discontinuation of operations

Exhibitors may be asked to cease operations in all stormy weather conditions in general, both expected and unexpected. The order will be issued by HMC. HMC shall not accept any liability or bear any costs.

The following measures must be taken immediately by exhibitors to shut down their booths:

1. Secure the booth structures and exhibits as instructed in the approval document (inspection log) and the guide book
2. Evacuate the booth, asking all visitors, guests and personnel to leave promptly
3. If necessary, evacuate the site completely and seek shelter immediately in the exhibition halls if instructed to do so by the site security personnel of Hamburg Messe & Congress GmbH