

## **Instruction sheet for stand construction and exhibits in the outdoor area**

Stands and exhibits in the outdoor exhibition area are subject to special rules and set-up and tear-down times. This instruction sheet explains Section 5.8 of the Technical Regulations for trade fairs and exhibitions as published by Hamburg Messe und Congress GmbH.

### **Set-up Times**

Sunday 02/09/2018 – 4:00 pm to 0:00 am

Monday 03/09/2018 – 00:00 – 07:00 am. After 7:00 am only set-up activities within the exhibitor's own stand area are permissible.

All crane work must be completed within the time periods indicated above. For insurance reasons, cranes and forklift trucks cannot be operated by anyone except HMC's official logistics partner (refer to Technical Regulations, item 6.2).

### **Tear-down Times**

Friday 07/09/2018 – 04:00 pm – 09:00 pm. Your exhibition space must be cleared entirely within this time period. If this involves crane work, please clear the area as far as possible so the crane work can be performed during the time window indicated below.

Crane work: Saturday 08/09/2018 – 00:00 am to 07:00 am

All crane work must be completed within the time periods indicated above. For insurance reasons, cranes and forklift trucks cannot be operated by anyone except HMC's official logistics partner (refer to Technical Regulations, item 6.2).

### **For all exhibition areas**

- Stands and exhibits may only be set-up within the dedicated spaces as provided by HMC.
- Tents and other temporary structures must be set up at a distance of 5 metres from the wall of the adjacent hall.
- Nothing may be placed in fire lanes.

### **Stands requiring approval**

All outdoor exhibition stands require special approval. To request approval please submit the stand construction approval form to HMC.

All exhibition-related outdoor stands must conform to the relevant standards, in particular the Directive for the Construction and Operation of Portable Structures (FIBauR), the standard DIN 13728 (Portable Structures – Tents) and the standard DIN EN 13814 (Safety of Amusement Rides and Amusement Devices) as amended.

Proof-of-stability documentation must be submitted for:

- multi-storey structures,
- container-based structures,
- exhibitor-designed structures,
- tents 75m<sup>2</sup> and larger,
- stages, roofs as well as any other structural elements if so requested by HMC.

---

Feel free to contact us with any question you may have!

Trade Fairs & Exhibition Engineering Department: +49 40-3569-2528

This Instruction Sheet is intended for explanation purposes only. The Technical Regulations issued by Hamburg Messe & Congress GmbH, all legal requirements of the state building codes, applicable DIN standards and safety provisions issued by the statutory insurance companies apply in full.

The documentation for your stand structure must be submitted for approval no later than 8 weeks prior to the beginning of set-up.

### **Required assessment and approval of structures**

Please be advised that approval of stands is not only performed by HMC but by external bodies, as well. Exhibitors will be charged for the cost of the structural approval process.

Please refer to Technical Regulations, item 5.2.1.

### **Stand safety / demonstrations**

All stands and exhibits erected in the outdoor exhibition area must be structurally stable. The exhibitor shall be responsible for ensuring adequate structural and load-bearing capacity of these items, accounting for applicable local restrictions (floor load, assumed wind and snow loads). No structures may be anchored to the ground.

All presentations / exhibit demonstrations require prior registration at HMC.

### **Site**

Stands and exhibits may only be set-up within the dedicated spaces as provided by HMC.

The space occupied may not exceed the space rented, including roofs and patios. All dimensions must be submitted to HMC for approval prior to installation. (sketch)

Rented parking spaces may only be used for vehicles and storage containers.

### **Live loads / load assumptions**

For multi-storey stand structures, the live loads specified in the Technical Regulations pursuant to the standard DIN 1991-1-1, Table 6.1, Category C or D, shall be applied. All stairs shall be rated  $q_k=5.0\text{kN/m}^2$ . No structures may be anchored to the ground.

Foundation pressure: SWL 30 resp. SWL 60

Max. floor load:  $16.6\text{kN/m}^2$  resp.  $33.3\text{kN/m}^2$

### **Wind loads**

For all stand structures and exhibits for the outdoor exhibition area, all load-bearing roofs and external walls must be demonstrated to resist the standard positive and negative wind pressures pursuant to DIN EN 1991-1-4 (2010) in conjunction with DIN EN 1991-1-4/NA (2010), applying the following dynamic pressure data:

- Stand height:  $h \leq 10\text{m}$   $q_p=0.65\text{kN/m}^2$  acc. to Tab.NA.B.3
- Stand height:  $10\text{m} < h \leq 18\text{m}$   $q_p=0.80\text{kN/m}^2$  acc. to Tab.NA.B.3
- Stand height:  $18\text{m} < h \leq 25\text{m}$   $q_p=0.90\text{kN/m}^2$  acc. to Tab.NA.B.3

or wind loads pursuant to DIN EN 1991-1-4 (2010), applying the following site-specific characteristics: Hamburg wind zone: 2. The outdoor exhibition area corresponds to Terrain Category III.

As an alternative method, the wind resistance of portable structures featuring reduced dynamic pressure may be documented according to DIN EN 13782 (2006) as follows:

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

---

Feel free to contact us with any question you may have!

Trade Fairs & Exhibition Engineering Department: +49 40-3569-2528

This Instruction Sheet is intended for explanation purposes only. The Technical Regulations issued by Hamburg Messe & Congress GmbH, all legal requirements of the state building codes, applicable DIN standards and safety provisions issued by the statutory insurance companies apply in full.

**Snow loads**

There is no requirement to account for snow loads on exhibition stands erected during the snow-free season (15 May until 30 September).

**Severe weather warnings**

When storms with windspeeds in excess of 6 Bft (whether constant or in gusts) are forecast, Hamburg Messe GmbH will issue a general Severe Weather Warning to all open-air exhibitors. This means that exhibitors using reduced wind load stand structures, portable structures or structures more than 5 metres tall must immediately take appropriate steps to shut down operations. This also applies to small pagoda marquees, beach flags, umbrellas etc. The instructions of the security staff and Hamburg Messe employees must be followed immediately in all cases.

**Shutdown of operations**

Exhibitors may be required by HMC to shut down operations any time a severe weather event is expected or occurs unexpectedly. HMC may not be held liable for the resulting disruption or damages, if any.

To shut down operations, exhibitors must take the following action without delay:

- Secure stand structures and exhibits pursuant to the requirements stated in the stand approval document (test specifications) or operating instructions.
- Remove all fair visitors, stand guests and stand personnel from the stand area.
- If applicable, clear the entire outdoor area and proceed to the fair halls immediately as instructed and directed locally by the safety personnel of Hamburg Messe & Congress GmbH.

**Fire prevention**

All flammable material (including but not limited to tents, marquees, pavilions, pallet stacks) must be placed at a minimum distance of 5m from the adjacent hall.

The fire lane as well as the adjacent stand spaces must be kept clear both on and above the ground.

Unless instructed otherwise, every stand must be equipped with a 6kg fire extinguisher for Fire Classes A and B.

**Services**

- OSC system stands are not available for the outdoor exhibition area.
- Internet access may be available depending on the given location.
- Access to a water line is available in limited cases only.
- There is typically no access to a wastewater drain.

---

Feel free to contact us with any question you may have!

Trade Fairs & Exhibition Engineering Department: +49 40-3569-2528

This Instruction Sheet is intended for explanation purposes only. The Technical Regulations issued by Hamburg Messe & Congress GmbH, all legal requirements of the state building codes, applicable DIN standards and safety provisions issued by the statutory insurance companies apply in full.