

**Return to:**  
 Messe München GmbH  
 Hauptabt.  
 Techn. Ausstellerservice  
 Messegelände  
 81823 München  
 Germany

# Contractor Authorisation Stand Construction Registration

# 1.1

Exhibitor
Street/P.O.Box
Country, Town, Postcode

hybridica 2008	
Hall Stand no.	Outdoor exhibition area Block
Contact	
Phone with area code and ext.	Fax with area code and ext.
E-mail	

## We hereby authorise

Company	Contact
Address	Phone/mobile

**to order the following services on our behalf and to be invoiced to us (please mark with a cross):**

Electrical connections/installations	Suspension units	Stand systems/Partitions
Water/sanitary connections/installations	Telecommunications services	Waste disposal
Compressed air connections/installations	Approval for special stand constructions	Exhibitors' passes

## Stand design/construction information

### a) Stand design

**No** planning approval from Messe München GmbH is necessary given compliance with the following requirements:

- stand and/or advertising structures no higher than 3 m
- stand area no larger than 150 m<sup>2</sup>
- stand is without covering (ceiling and/or canopy)

**Any stand concepts in non-compliance with the aforementioned requirements are to be submitted in duplicate for approval to Messe München GmbH's Technical Exhibition Services Division together with to-scale stand design plans (floor plan, elevations and sectional drawings) 6 weeks prior to the commencement of the official stand assembly period at the latest.**

**Please ensure you comply with the provisions set out in form 1.2 „Application for Preventive Fire Protection Measures“ and form 1.3 „Application for Special Stand Designs“ as well as with Messe München GmbH's Technical Guidelines.**

### b) Stand assembly

- We have ordered a rental stand system (see forms 2.1-2.18)
- We have hired the following trade fair construction contractor (**please be sure to complete this section**)

Company		
Contact	Phone/mobile	
	Fax	
Address		

Please note that irrespective of approval by the Technical Exhibition Services Division, the installer and/or operator of an exhibition stand is responsible for compliance with public statutory regulations, such as the Bavarian Building Code (BayBO), insofar as applicable to exhibition stands, as well as with the Messe München GmbH terms of participation.

Place, date
Company stamp and legally binding signature of exhibitor

**The official contracting partner of Messe München GmbH and invoicee for all authorised services shall remain the authorising party.**

# 2008



## Notes for the declaration of installations and facilities requiring notification, inspection and/or approval to the Munich Municipal Fire Department

- This service form will be passed on by Messe München GmbH's Technical Exhibition Service Division (TAS) to the Munich Municipal Fire Department should this be considered necessary.
- The references quoted in the following text apply to details set out in Messe München GmbH's Technical Guidelines, which are attached to the Exhibitor Service Package.

### Halls:

- **For exhibition stands with a floor area of more than 150 m<sup>2</sup>,** approval must be obtained from TAS (cf. Item 4.2 "Exhibition Stand Approval").  
As far as the design of such stands is concerned, Section 4 "Regulations Governing Stand Construction" and particularly Items 4.4.4. "Staff Rooms" and 4.5 "Exits, Escape Routes, Doors" should be given special attention.
- **For Two-storey stands,** approval must be obtained from TAS (cf. Item 4.2 "Exhibition Stand Approval").  
As far as the design of such stands is concerned, Section 4 "Regulations Governing Stand Construction" and particularly Items 4.4.4. "Staff Rooms" and 4.5 "Exits, Escape Routes, Doors" should be given special attention.
- **Stand structures with horizontal ceilings/canopies**  
Irrespective of their size, horizontal ceilings and canopies above stands are subject to approval, for which a written application must be submitted to TAS.  
As far as the design of such stands is concerned, Item 4.4.2. "Stand Ceilings/Canopies" should be given special attention.  
  
Please refer to the Notice on "Sprinkler-Compatible Materials" in the Exhibitor Service Package for information on the materials approved for stand ceilings/canopies and supply sources.
- **Vehicles and/or containers**  
are subject to approval if used as exhibits in the halls (cf. Item 4.2.2. "Vehicles and Containers" as well as Items 4.4.1.2. "Exhibiting of Motor Vehicles" and 4.4.2. "Stand Ceilings/Canopies".  
  
Mobile exhibition stands (show trucks, buses, trailers, etc.) with a single covered area of in excess of 30 m<sup>2</sup>, must be equipped with a sprinkler system.

### Outdoor Exhibition Area:

- **For stand structures with a floor area of more than 50 m<sup>2</sup>,** approval must be obtained from TAS (cf. Item 4.2 "Exhibition Stand Approval").  
  
Please note the regulations and guidelines governing the construction and operation of overhanging structures (FBauR) and DIN 4112 (Overhanging Structures: Guidelines for Dimensioning and Execution). As far as the design of such stands is concerned, Item 4.8. "Outdoor Exhibition Area" and the Notice on "Safety-Related Information on Exhibits and Structures in the Outdoor Exhibition Area" in the Exhibitor Service Package should be given special attention.  
  
Exhibition stands with a total floor area (all storeys) of more than 500 m<sup>2</sup> require **planning permission** from the Munich Municipal Fire Department. Plans in quadruplicate should be submitted to the Munich Municipal Fire Department by the closing date indicated in the "Important Notes" section of the Exhibitor Service Package at the latest.  
  
A minimum distance of 10 m must be left between structural installations. This must be kept clear at all times.  
  
All exhibition stands (tents, containers) and other facilities must be equipped with a fire extinguisher (min. capacity of 9 l) at each exit, a carbon dioxide extinguisher (min. capacity 2 l) in kitchen areas and, should deep-fryers be used, an extinguisher for fat fires (min. capacity 6 l) to EN 3 or DIN 14406. The Munich Municipal Fire Department reserves the right to impose additional requirements to the extent that the necessity to do so arises from the fire protection inspection or during operation.
- **For multi-storey stand structures,** approval must be obtained from TAS (cf. Item 4.2 "Exhibition Stand Approval").  
As far as the design of such stands is concerned, Items 4.8. "Outdoor Exhibition Area" and, if applicable to the outdoor exhibition area, 4.9 "Two-Storey Stand Construction" in the regulations governing stand building should be given special attention.

### Loading yards:

- **During stand set-up and dismantling periods,** only such parking bays as are available and marked as such are to be used for loading and unloading. Fire service access routes should be kept clear at all times.
- **During the trade fair itself,** the loading yards serve as a general rule in full as escape and rescue routes (fire service access routes).

### Halls and Outdoor Exhibition Area:

- **For areas with chairs in rows or at tables for more than 100 persons,** approval must be obtained from TAS (cf. Item 4.2 "Exhibition Stand Approval").  
The entire number of seats must be shown in a separate plan (seating plan scale 1:100), as should the total number of persons using the individual escape routes.  
As far as the planning of such areas is concerned, Item 5.9 "Film, Slide, Television Shows and other Presentations" should be given special attention. The version of the directive governing places of assembly (Vstätt) valid at the given time applies.
  - **For slide and/or film shows**  
in darkened rooms, approval must be obtained from TAS (cf. Item 4.2 "Exhibition Stand Approval").  
As far as the planning of such areas is concerned, Item 5.9 "Film, Slide, Television Shows and other Presentations" should be given special attention.
  - **Compressed gas cylinders, flammable liquids, liquid gas installations**  
Approval must be obtained from the Munich Municipal Fire Department for the use of compressed gas cylinders and flammable liquids in conjunction with the presentation of exhibits.  
Only such quantities of industrial gases as are needed for the day's operations may be kept on the exhibition stand. This must be reported to TAS 2 weeks prior to the event commencing at the latest.  
  
The use of liquid gas is generally prohibited and requires the approval of the Munich Municipal Fire Department for exceptions to this ruling. The use of liquid gas for heating purposes is forbidden.  
Special attention should be given to the details set out under Item 5.7.1.2. "Use of Liquid Gases".  
  
Technical descriptions and any necessary planning documents including details of size and quantity should be attached to given service form. Item 5.7 "Use of Compressed Gases, Liquid Gases and Flammable Liquids" should be given special attention.
  - **For the use of welding equipment and activities involving naked flames,** notification must be submitted to and approval obtained from TAS prior to commencement of the work concerned. A permit is available from the Hall Inspectorate and should be completed on site.  
Highly inflammable materials such as loose paper, packaging and the like must be removed from the stand area. The work bench must be made of non-flammable material. At least one carbon dioxide fire extinguisher suitable for and approved to fire class C (to DIN 14406 or EN 3) should be available on the stand.  
Item 4.4.10. "Part-Off Grinding and all Work with Naked Flames" should be given special attention.
  - **Open fires and activities involving a risk of fire**  
are prohibited. Approval must be obtained from the Munich Municipal Fire Department in the event of an exception being made to this ruling (cf. Item 4.4.1. "Fire Protection and Safety Regulations").
  - **Pyrotechnics**  
Pyrotechnical demonstrations are subject to approval and should be coordinated with TAS. Further information is available for downloading at [http://www.feuerwehr.muenchen.de/bd50vorb/idx\\_50.htm](http://www.feuerwehr.muenchen.de/bd50vorb/idx_50.htm) „Merkblätter und Formulare“.
  - **Use of radioactive materials and bio-hazardous substances**  
The use of radioactive materials must be reported to the Munich Municipal Fire Department and requires the permission of the  
  
Bayerischen Landesamtes für Umweltschutz  
Bürgermeister-Ulrich-Str. 160  
D-86179 Augsburg  
Tel.: (08 21) 90 71-0  
Fax (08 21) 90 71-55 56  
E-mail: [poststelle@lfu.bayern.de](mailto:poststelle@lfu.bayern.de)  
Internet: [www.bayern.de/lfu/](http://www.bayern.de/lfu/)  
  
(cf. Item 5.10.1. „Radioactive Materials“).
- Any source of radiation installed in equipment, machines, devices or other apparatus must be removed daily when the trade fair closes and stored in a safe approved by Messe München GmbH.
- Substances posing a biological risk may only be stored and used with the permission of the Munich Municipal Fire Department.
- Item 5.8 "Asbestos and other Dangerous Materials" should also be given special attention.



## Building Regulations

Every **organizer** of an event, **exhibitor**, or **person who rents** stand space is obliged to **check** whether each temporary construction designed or built by himself or a third party, in the halls or in the outdoor exhibition area, requires **planning permission**.

If you are in doubt, please ask Messe München's Technical Exhibition Services Division.

**Planning permission is required in the case of:**

- (a) **multi-storeyed stands and constructions (see also Exhibitors' Service Booklet, provisions set out in "Two-storey Stand Design" notice)**
- (b) **glass structures such as parapets, wall elements and floors made of glass (see also "Use of Glass and Acrylic Glass for Stands inside the Exhibition Halls" notice. This notice is available on request from the Technical Exhibition Services Division)**
- (c) **constructions and exhibits which may have to withstand exceptional loads (e.g. staircases, bridges, galleries, cantilever roofs towers, scaffolding, etc.)**
- (d) **constructions in the open air area which exceed an area of 50 m<sup>2</sup> in plan or a height of 5 m at any point (e.g. marquees and pavilions, podiums, tiered seating, advertising boardings, towers, scaffolding structures, etc.)**

If it is intended to erect a construction of these types at the Munich trade fair grounds, an application for planning permission must be submitted to Messe München's Technical Exhibition Services Division, using the form printed on page 1.

**Please note that in exhibition hall B0 (ICM) two-storey stand construction is not possible.**

**Permission must be applied for at least six weeks prior to beginning of assembly. All documentation is to be submitted in German.**

Exhibitors bear the responsibility for ensuring compliance with all building regulations and other legal requirements. Please note that this applies even when no planning permission is required. Special attention should be given to labour regulations.

Proof of stand safety and static load compliance must be produced for scaffolding that is not to be anchored to existing structures, as set out in the planning guidelines, or is to be utilized in a manner inconsistent with the regulations. Said documentation shall be kept available at the exhibitor's location for official inspection.

All tents with a floor area of 75 m<sup>2</sup> require a logbook in which the prescribed safety tests are recorded. Such books must be available for inspection on demand.

**Additionally, the General Terms of Contract for Exhibitor Services of Messe München GmbH also apply.**

### Fees

Fees shall be incurred in the approval process for special stand constructions.

For processing the applications, including checking the drawings, the test report and the static load calculations, and a one-time inspection of the load-bearing structures, Messe München charges the following fees:

Effective stand area	EUR / m <sup>2</sup>	Item No.
0 – 50 m <sup>2</sup>	12.50	30320
51 – 100 m <sup>2</sup>	9.50	30319
101 – 200 m <sup>2</sup>	7.30	30318
201 – 250 m <sup>2</sup>	4.60	30317
as of 251 m <sup>2</sup>	3.90	30316

In the case of multi-storeyed trade fair stands or stand constructions, the effective stand area is considered to be the usable space on the upper floor. In the case of single-storeyed outdoor pavilions, the effective area is the usable stand area.

**Additional inspections or the drawing-up of any test reports (if necessary), the processing of special constructions as well as the approval and inspection of glass structures, will be charged in accordance with time involved.**

**Item No. 30321** Hourly rate: **EUR 96.40**

**Return to:**  
 GEMA Bezirksdirektion  
 Postfach 80 06 20  
 81606 München  
 Germany  
 Phone +49 (0) 89 4 80 03 01  
 Fax +49 (0) 89 4 80 03 940  
 E-mail: bd-m@gema.de

# GEMA/Usage of Music during Trade Fairs and Exhibitions

# 1.4

Page 1 of 2

Exhibitor
Street/P.O.Box
Country, Town, Postcode

hybridica 2008	
Hall Stand no.	Outdoor exhibition area Block
Contact	
Phone with area code and ext.	Fax with area code and ext.
E-mail	

## Application for Permission to Reproduce Recorded Music

According to Section 15 of the copyright law of 9 September 1965, the permission of GEMA – Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte (Performing Rights Society) – must be obtained if music is to be reproduced on an exhibition stand.

### 1. Details of usage of music (during the trade fair/exhibition as well as for any stand parties)

- 1.1. Sound system on stand  
 Radio       Recorded sound media (CD player/MP3/Sound cards, etc.)
- 1.2. Audio-visual reproductions
- |   |                               |                      |
|---|-------------------------------|----------------------|
| <input type="checkbox"/> Television broadcasts                              | Number of screens:            | <input type="text"/> |
| <input type="checkbox"/> Television broadcasts with large-screen projectors | Number of projection screens: | <input type="text"/> |
| <input type="checkbox"/> Television broadcasts with monitor wall            | Number of monitor walls:      | <input type="text"/> |
| <input type="checkbox"/> Video reproduction                                 | Number of screens:            | <input type="text"/> |
| <input type="checkbox"/> Video reproduction with large-screen projectors    | Number of projection screens: | <input type="text"/> |
| <input type="checkbox"/> Video reproduction with monitor wall               | Number of monitor walls:      | <input type="text"/> |
| <input type="checkbox"/> Computer   | Number of monitors:           | <input type="text"/> |
| <input type="checkbox"/> Computer with large-screen projectors              | Number of projection screens: | <input type="text"/> |
| <input type="checkbox"/> Computer with monitor wall                         | Number of monitor walls:      | <input type="text"/> |
- 1.3 Show features (with singers/ musicians/ dancers)  
 yes     live       recorded sound media  
 Number of show features per day: \_\_\_\_\_ Size of stand in m<sup>2</sup>: \_\_\_\_\_
- 1.4 Stand parties/ Social events after 6 pm  
 yes    date: \_\_\_\_\_     live music     recorded sound media  
 Size of stand in m<sup>2</sup>: \_\_\_\_\_

### 2. Licensing of commercial films and sound/picture shows (see 1.2.)

Has a licence for public reproduction already been obtained?     yes     no  
 If so, which GEMA regional office issued it?      
 For which film?   

The rates of charges for the usage of copyrights and performing rights are calculated according to the form of reproduction. The GEMA bill for royalties will be delivered to the exhibitor.

Place, date
Company stamp and legally binding signature of exhibitor

Further information: see page 2

# 2008

## GEMA

Musical performance and mechanical reproduction copyright watchdog

### What is GEMA?

GEMA is a **performing rights society for music copyrights**.

According to Section 15 of the copyright law of 9 September 1965, only the author has the right of copying, distributing and publicly reproducing his work. Consequently, nobody is allowed to copy, distribute or publicly reproduce the work without the author's permission. Since it is impossible in practice for authors to enter into the necessary negotiations with all interested parties and since, on the other hand, the organizers of musical events would also meet with great difficulties when seeking permission for the performance of every single piece of music from the author directly, composers, librettists and music publishers jointly founded GEMA to safeguard the rights guaranteed to them under copyright law.

GEMA is a non-profit-making organization. After deduction of the necessary expenses, all takings are returned to the composers, librettists and music publishers whose works have been performed.

### What repertoire is represented by GEMA?

In Germany, GEMA represents the rights of composers, librettists and music publishers whose rights have been transferred to it. Similar societies also exist in other countries. Based on the international copyright law (Berne Convention), the societies have made contracts with each other, which guarantee the authors' mutual protection in the countries of contract. Accordingly, GEMA represents not only the rights of German music authors, but also those of foreign ones, therefore representing a **world repertoire**.

The creator of a work is entitled to legal protection under copyright law within his lifetime and for 70 years after his death. If, however, a work whose protection has expired is arranged in a way capable of protection, a new copyright arises with the same period of protection for the arranger. The protection granted to the author applies equally to works of classical music and to light and dance music.

In view of the period of protection mentioned, and in consideration of the fact that GEMA is the only organization in Germany to observe the music copyrights of almost the whole world, courts have repeatedly upheld what is known as the "GEMA presumption": when music from outside the field of classical music is reproduced it is always to be assumed that the GEMA repertoire is being used. For this presumption to be refuted it is a prerequisite that precise notification be given of all musical works that are reproduced, indicating the title, author and publisher, to allow an examination to take place. Similarly, the public reproduction of music protected under copyright law held on records, CDs, tapes, music automata, or similar recording media, and the reproduction of music when reproducing radio and television broadcasts shall necessitate a GEMA permit.

For public reproductions of music by means of recording media (records, CDs, tapes, music automata), and for the reproduction of radio and television broadcasts, GEMA at the same time grants the performance rights, transferred by the practicing artists or their legal successors to GVL (Society for the Exploiting of Performing Rights), as well as charging the appropriate fee as a surcharge to the GEMA fees.

The same applies to the compensation of the literary copyrights administered by the Verwertungsgesellschaft WORT (VG WORT) for works reproduced in radio and television broadcasts.

### What should exhibitors know?

According to the provisions of the law (Section 13a of the law on the safeguarding of copyright), a GEMA permit must be acquired before the reproduction of music begins. You can use this form to do this, to ensure **registration in due time**.

Exhibitors who reproduce music without the permission of GEMA are obliged to pay damages (Section 97 of the copyright law); according to established practice of the courts, this amounts to twice the normal fee. Here, too, the legal maxim applies that ignorance of the law is no defence against liability.

### What is the legal situation regarding the use of music in films?

In the event of the screening of films, GEMA grants **film exhibition rights**, i.e. the right to reproduce music during screening of the film, and if appropriate the **right of reproduction**, in other words the right to make copies from the master tape.

May we point out that when a film is made using music there is what is known as a **right of use** regarding the music that is included; the acquisition of this right is therefore essential before the film can be put to legally correct use.

The right of use is normally granted directly by the **music publishers**, although in the case of commissioned works it may also be granted by the author.

If the music is transferred to the film from sound media, the permission of the manufacturer of the sound media is additionally required.



## Legal Regulations:

According to Sections 64 and 69 of the German Trade Regulation Act, the distribution of samples (promotional items, food and beverages) at a scheduled trade fair is not subject to official approval, but must be declared.

Should food or beverages not intended as samples be sold for consumption on site, the requirement to apply for permission as set out in Section 1, Paragraph 1 of the German Catering Act applies. Approval is required in any such case in accordance with Section 12 of the German Catering Act

### Exhibition stand hospitality for guests, customers and visitors:

With regard to the assessment of the exhibitor's customer hospitality activities, such as do not incur a fee, the special character of the function is to be given particular consideration. As the overall event is primarily of a promotional nature, the distribution of food and beverages is regarded as an extension of the true, broader objective of the event, namely promotional activities aimed at attracting customers.

Therefore, taking logistical and economic factors additionally into account, the relevant local authority (Kreisverwaltungsreferat der Landeshauptstadt Muenchen), in keeping with current statutory requirements, herewith exempts the complimentary distribution of food and beverages, whether or not served as samples, from the requirement to obtain a permit against payment of a charge in accordance with the German Catering Act.

## Information on the German Infection Prevention Act (Infektionsschutzgesetz - IfSG)

Any persons preparing, handling or distributing certain foodstuffs, which activity involves coming into contact therewith, or any regular staff, newly hired staff or persons involved for the first time in group food service activities in kitchens within restaurants and other similar establishments, may only carry out this work after demonstrating through the appropriate certification by the German Public Health Department or verification from a physician contracted by the Public Health Department, that they:

1. have been notified verbally and in writing of those activities prohibited under Section 42, Paragraph 1 of the IfSG,
2. have been notified verbally and in writing of their obligations as specified under Section 43, Paragraphs 2, 4, and 5 of the IfSG and
3. have declared in writing, after having been advised as above, that they have no knowledge of any reason why they should be prohibited from participating in food service activities.

### Persons already in possession of a valid health certificate as set forth in Sections 17 and 18 of the former German Epidemic Prevention Act (BSeuchG) are exempt from this compulsory initial instruction.

German-language certificates issued in accordance with the new German Infection Prevention Act (IfSG) and the old German Epidemic Prevention Act (BSG) are to be submitted and/or presented on demand. Persons preparing, handling or distributing the following foodstuffs are subject to the aforementioned compulsory instruction as provided under the German Infection Prevention Act:

- Meat, poultry and any products produced therefrom
- Milk and dairy products
- Fish, crustaceans or molluscs and products produced therefrom
- Egg products
- Infant and toddler food products
- Ice cream and semi-finished ice cream products
- Baked goods with non- or partially-cooked or -heated fillings or toppings
- Gourmet salads, raw salads and potato salads, marinades, mayonnaise and other emulsified dressings, baker's yeast.

Dishwashing staff, whether employed in food service operations in establishments or for group service events, must also possess the appropriate instructional certificate.

## Information on operating beverage dispensing installations on the trade fair grounds

1. Beverage dispensing installations that are not fixed local systems as defined by the Technical Rules Governing Dispensing Installations (TRSK) 400 No. 3.3.2, and are therefore of the type designed to be set up on site at a given event, are required to be registered with the relevant authorities by the operator (see Item 4). No supporting documentation need be submitted. In accordance with § 10 Section 1 of the Operating Safety Directive (BetrSichV), the beverage dispensing installation must undergo inspection by a qualified person as defined by the Technical Rules Governing Operating Safety (TRBS 1203) prior to its initial operation. This is the responsibility of the given entrepreneur (renter or operator). A copy of the certificate of inspection is required to be kept on site, available for presenting to the relevant authorities at their request. This still applies even if the installation is rented. In accordance with the Food Hygiene Directive (LMHV), the given beverage dispensing installation is required to be cleaned prior to the commencement of the event. Written verification of the cleaning and the original inspection certificate are to be kept close to the installation. Operating instructions must also be affixed to the installation as stipulated by TRSK 500.
2. Ready-to-use installations as defined by TRSK 400 No. 3.3.1 are required to be registered with the relevant authorities (see Item 4). No supporting documentation need be submitted. In accordance with § 10 Section 2 of the Operating Safety Directive (BetrSichV) and based on danger evaluation procedures as defined by § 3 of the Operating Safety Directive (Betr.Sich.V.), the installation inspection must be renewed every two years by a person qualified to do so. In accordance with BGV A1, this is generally the responsibility of the given entrepreneur (renter or operator) of the installation.
3. Any pressurised gas containers used in conjunction with the installation must be stored upright and secured to prevent them from falling over.
4. Further information is available from the head of the municipal beverage dispensing installation inspection office (Mr Günter Unterreithmaier, Landeshauptstadt München, Kreisverwaltungsreferat HA I / 322 AG 1, München Ruppertstr. 19, 80466 München, Germany).  
Tel.: +49 (0) 89 - 23 32 12 99  
Fax : +49 (0) 89 - 23 32 58 82  
E-mail: g.unterreithmaier@muenchen.de

In the event of any regulations governing beverage dispensing installations not receiving compliance, the relevant municipal authorities reserve the right to take the appropriate steps up to and including shutting down the given beverage dispensing installation.

Service companies approved by Messe München GmbH for the cleaning and inspection of beverage dispensing installations:

### For Halls B0 to B6 and Blocks 5 to 8 in the outdoor exhibition area

Getränke Widmann GmbH Schankanlagentechnik  
Melchior-Huber-Str. 36  
85652 Ottersberg, Germany  
Tel.: +49 (0) 81 21 - 84 53  
Fax: +49 (0) 81 21 - 7 84 22  
Mobile: +49 (0) 1 77 - 2 22 84 53  
E-mail: info@schanktec.de  
Internet: www.schanktec.de

### For Halls A1 to A6 and C1 to C4

Porta & Cortes GmbH & Co. KG  
Ulmenstr. 9  
82131 Gauting, Germany  
Tel.: +49 (0) 89 - 14 95 95 96  
Fax: +49 (0) 89 - 14 95 95 97  
E-mail: porta-cortes-schanktechnik@t-online.de

### Price overview:

Cleaning, inspection and issuing of an inspection certificate for a 1-channel beverage dispensing installation:	<b>EUR 75.00</b>
For each additional channel:	<b>EUR 37.50</b>
Cleaning, inspection and issuing of an inspection certificate for a 5-channel pre-mix installation:	<b>EUR 87.00</b>
Inspection in accordance with Equipment Safety Directive of a ready-to-use or installed beverage dispensing system incl. hygiene test for a 1-channel beverage dispensing system:	<b>Price on request</b>
For each additional channel:	<b>Price on request</b>
Per working hour:	<b>EUR 49.20</b>

**Return to:**  
Messe München GmbH  
Hauptabt.  
Techn. Ausstellerservice  
Messegelände  
81823 München  
Germany

**For passing on to  
and invoicing by**  
**Regierung von  
Oberbayern**  
Gewerbeaufsichtsamt  
München-Stadt  
Lotte-Branz-Strasse 2  
80939 München  
Germany

**TÜV Industrie  
Service GmbH**  
Abt.: IS-EG 3  
Westendstraße 199  
80686 München  
Germany

# Registration of Laser and X-Ray Equipment

# 1.6

Page 1 of 2

Exhibitor
Street/P.O.Box
Country, Town, Postcode

## hybridica 2008

Hall Stand no.	Outdoor exhibition area Block
Contact	
Phone with area code and ext.	Fax with area code and ext.
E-mail	

### Registration Form for the Operation of Laser Devices, Classes 3R, 3B and 4

We hereby register the following laser devices for operation:

1. Function:

- Laser product demonstration                       Laser show

2. Technical details

- Manufacturer of laser device: \_\_\_\_\_
- Laser class: \_\_\_\_\_
- Class of laser equipment not encompassed by any existing protection facilities: \_\_\_\_\_
- Radiant power/energy: \_\_\_\_\_
- Wavelength: \_\_\_\_\_
- Pulse duration/pulse frequency: \_\_\_\_\_

3. Person responsible as laser safety officer: \_\_\_\_\_

### Registration for the operation of X-ray equipment and spurious radiation equipment in accordance with the X-Ray Order (RöV)

We hereby register the following X-ray and spurious radiation equipment for operation:

1. Technical information, equipment data

- Designation: \_\_\_\_\_
- Manufacturer: \_\_\_\_\_
- Type: \_\_\_\_\_ Year built: \_\_\_\_\_
- Purpose: \_\_\_\_\_
- Radiation unit no.: \_\_\_\_\_ Type approval no.: \_\_\_\_\_
- Permission to demonstrate equipment: \_\_\_\_\_
- CE designation under the Medical Products Act (MPG): \_\_\_\_\_
- Location: \_\_\_\_\_

2. Persons responsible for radiation protection (legal representative, in the case of legal entities):  
\_\_\_\_\_

3. Radiation protection officers: \_\_\_\_\_

4. Other persons involved in the operation of the X-ray equipment (spurious radiation equipment):  
\_\_\_\_\_

Place, date
Company stamp and legally binding signature of exhibitor

**We have noted the regulations and information  
given on page 2.**

# 2008

**Please note:**

1. In accordance with Section 5 Para. 1 of the BG regulation BGV B2 "Laser Radiation" in conjunction with BG Information Notice BGI 832, Class 3R, 3B and 4 lasers that are demonstrated in operation as part of a product demonstration or for publicity purposes (laser show) are **subject to registration**.

Quote: "The operator must report the operation of laser devices of classes 3B or 4 to the relevant accident prevention and insurance institution (Berufsgenossenschaft) and to the authority responsible for industrial safety before they are put into operation."

Requirements	Laser class	3R	3B	4
Notification (Section 5 BGV B2)		x	x	x
Laser safety officer (Section 6 BGV B2)		x	x	x
Laser zone demarcation and signage (§Section 7 BGV B2)		x	x	x
Safety measures (Section 8 BGV B2)		x	x	x
Approval by qualified expert		x	x	x

**x = necessary**

**- = not necessary**

2. In accordance with Section 6 Para. 1 and 2 BGV B2 the exhibition stand must be staffed with **trained operating personnel**. Text:
- (1) "The operator must nominate in writing qualified personnel as laser safety officers for the operation of laser devices of classes 3B or 4.
- (2) The operator must charge the laser safety officers with the following duties:
- Supervising the operation of the laser devices
  - Assisting the operator with the safe operation and the necessary safety measures
  - Cooperating with the industrial safety officials in fulfilling their duties, including instructing them in the important aspects of laser radiation protection."
- (3) Para. 1 does not apply if the operator can prove to the accident prevention and insurance institute (Berufsgenossenschaft) responsible that he/she possesses the necessary expertise and will personally supervise the operation of the laser devices.
3. New standards  
The European standard DIN EN 60825-1 on laser equipment safety underwent thorough revision with a new version being published in November 2001. Changes include the introduction of new laser classes. The necessary amendment or rewriting of the corresponding German regulation BGV B2 is expected soon. Those safety measures applicable to the old laser class 3B now apply to the laser class 3R (already included in the above table) that was introduced in conjunction with the new standard DIN EN 60825-1.
4. The operation of class 3R, 3B and 4 lasers must be examined and approved by a qualified expert. The laser equipment may only be put into service if the requirements imposed by the expert have been fulfilled.  
**Schedule:** After correct registration by the exhibitor, the laser demonstration will be accepted by an expert from the TÜV without request either on the last day of stand erection or on the first day of the fair. The exhibitor will be **charged** for the inspection of laser devices. The Trade Supervisory Department of the Government of Upper Bavaria (Gewerbeaufsichtsamt der Regierung Oberbayern) shall check at the beginning of the trade fair whether the requirements contained in the test report have been fulfilled and whether any reported defects have been properly rectified.
5. The exhibitor is liable to MMG for any injury to persons or damage to property arising from the operation of the laser equipment, even if the exhibitor commissions a third party to erect or operate the equipment. Please also inform your insurance company providing third-party liability insurance since a general liability insurance may not cover damage arising in connection with laser or maser radiation.

**The following should be noted as regards X-ray equipment and spurious radiation equipment:**

1. Under the X-Ray Order of 8 January 1987 (Fed. Gazette I, p. 114) in the version as notified dated 30 April 2003 (Fed. Gazette p. 604), the operation of X-ray equipment requires approval or notification (Section 3, 4, X-Ray Order). Even for type-approved high-protection or full-protection devices, a notification must be sent to the competent authorities at least 2 weeks before the start of operation. The necessary documents for the notification and for operation of the equipment are shown in the following table:

Eqpmt. / necessary documents	med. X-ray device		techn. X-ray device					Spurious rad. eqpmt U > 30 kV w/out type approval
	w/out type approval	with type approval or CE/MPG	w/out type approval	gen.	with high protection	with type approval full protection	school X-ray eqpmt	
Approval	x	-	x	-	-	-	-	x
Notice 2 weeks before start of use	-	x	-	x	x	x	x	-
expert certificate	x	x	x	x	x	-	x	x
certificate with expert's test report	x	x	x	x	-	-	-	x
Proof of staff competence under Sect. 24 Para. 2 no. 4, X-ray Order	x	x	-	-	-	-	-	-

**Notes on the application**

**x = necessary**

**- = not necessary**

2. Under Section 3 Para. 2 no. 4, X-Ray Order, the exhibition stand must be staffed with personnel who have the necessary knowledge of the possible dangers of radiation and the protective measures to be taken. A Radiation Protection Officer as required under the X-Ray Order must be reachable during the operation of the X-ray device or the spurious radiation equipment requiring permission.
3. If the preconditions for operation of the X-ray device/spurious radiation equipment do not exist on site without an expert's inspection, the equipment must be inspected by an expert after proper registration on the part of the exhibitor and before the equipment is put into operation. The competent authority, the Trade Supervisory Department of the Government of Upper Bavaria, will check at the beginning of the trade fair whether the approval conditions have been met, and whether any defects found have been rectified and will issue any approvals necessary for operating the equipment on site. The operator must pay for this approval. The operator must also keep the necessary documents on the exhibition stand for operation without approval and without compulsory radiation inspection on the spot by the expert.
4. The exhibitor is liable to MMG for any injury to persons or damage to property arising from the operation of the X-ray equipment, even if the exhibitor commissions a third party to erect or operate the equipment. Please also inform your insurance company providing third-party liability insurance, since a general liability insurance may not cover damage arising in connection with X-rays.