

**Mandatory details to be provided about your event**

<b>Event:</b>	<b>on / from</b> <span style="float: right;"><b>to</b></span>
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Dear Sir/Madam,  
 We require a number of other important details to ensure the successful and secure staging of your event.  
 Please complete and return this form to us **no later than 6 weeks** prior to the event  
**by faxing it to the following number: +49 (0) 30 - 30 38 30 39.**

<b>Responsible person acting on behalf of the organizer:</b>	
Mr. / Ms.:	Company:
Mobile no.:	

**1. Details about the event: (if necessary include description)**
*Mark with a cross*

<b>Expected attendance: max. number at any one time:</b>	<b>Profile of attendees:</b>	moderate, quiet	<input type="checkbox"/> normal	<input type="checkbox"/> difficult	<input type="checkbox"/>
					yes <input type="checkbox"/>
					no <input type="checkbox"/>
1.1 Erection of stages – areas with scenery – area in m <sup>2</sup> (approx.).....					<input type="checkbox"/>
1.2 Erection of platforms – rostrums – risers - area in m <sup>2</sup> (approx.).....					<input type="checkbox"/>
1.3 Erection of technical stage, studio and lighting installations					<input type="checkbox"/>
1.4 Rigging suspended from ceiling (suspension and load plans must be submitted)					<input type="checkbox"/>
1.5 Erection / deployment of installations in or above auditorium					<input type="checkbox"/>
1.6 Installation of decorations in halls and foyers					<input type="checkbox"/>
1.7 Inclusion of equipment and props (on stages and scenery areas)					<input type="checkbox"/>
1.8 Miscellaneous:					<input type="checkbox"/>

**Important:**

1.1 to 1.5 Plans and stability tests / structural specifications to be submitted to Messe Berlin no later than 4 weeks prior to event.  
 1.6 and 1.7 Fire protection categories must be confirmed by means of relevant certificate.

**2. Taking place during the event:**

	yes	no
2.1 Artistic performances in or above auditorium	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Use of smoke machines	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Activities involving fire risk (e.g. candles)	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Use of pyrotechnical effects (mandatory registration with safety authority LAGetSi)	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Use of laser equipment (mandatory registration with safety authority LAGetSi and approval by appointed laser expert)	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Structural alterations on the stage or in the auditorium	<input type="checkbox"/>	<input type="checkbox"/>
2.7 Miscellaneous:	<input type="checkbox"/>	<input type="checkbox"/>

**Important:**

2.4 and 2.5: Copies of applications and approvals to be submitted to Messe Berlin within 4 weeks prior to event.

**3. Organizer is bringing specially trained personnel:**

	yes	no
3.1 Persons responsible for technical equipment for event / stage, studio, hall (§ 39 MVStättV)	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Persons responsible for technical equipment for event / lighting (§ 39 MVStättV)	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Skilled staff responsible for technical equipment for event (§ 40 [5]MVStättV)	<input type="checkbox"/>	<input type="checkbox"/>

<b>Name of responsible person/skilled staff:</b>	
Mr. / Ms.:	Certificate of competency no.:
Mobile no.:	

**Please note:**

Presence of responsible staff/skilled personnel is required in order to comply with §§ 33-34 BetrVO / §§ 39-40 MVStättV if the construction work involves stage, studio or lighting systems or other technical installations. This does not affect the organizer's responsibilities as defined by § 2.1 of the "SAFETY REGULATIONS".

**4. Test certificate for guest performances and technical rehearsals in compliance with § 34 Section 6**

	yes	no
<b>BetrVO:</b>		
4.1 Performances are taking place on areas measuring > 200 m <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 A guest performance is taking place with its own scenery	<input type="checkbox"/>	<input type="checkbox"/>
4.3 You already have a certificate for guest performances	<input type="checkbox"/>	<input type="checkbox"/>
4.4 You consider that a technical rehearsal is required	<input type="checkbox"/>	<input type="checkbox"/>

**Please note:**

Based on the details that you supply, Messe Berlin, acting in coordination with the construction supervisory authority and the fire service, will decide on the need for a technical rehearsal in their presence. Messe Berlin will notify you if this is necessary.

**The organizer hereby confirms that the above details are complete and correct:**

Place / Date	Signature / Company stamp Lessee / Organizer
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An enclosure comprising ..... pages is included.