

# Mandatory Information Form for Your CCH Event

This information form is intended to provide you as the Organiser and Hamburg Messe und Congress GmbH (HMC) with an overview of your event and the requirements essential for its organisation and realisation. If you require help, please speak to your contact at HMC. Events where more than 5,000 visitors are expected must be registered with the responsible authority in due time.

## 1. General data

- 1.1 Event
- 1.2 Dates (incl. assembly and disassembly)
- 1.3 Organiser
- 1.4 Expected number of participants, visitors per day
- 1.5 Exhibition area in sqm gross
- 1.6 Expected number of exhibitors
- 1.7 Event Manager

Telephone (mobile):

**IMPORTANT:** The Organiser shall appoint an Event Manager. The Event Manager shall ensure compliance with the City of Hamburg's venue regulations (Hamburgische Versammlungsstättenverordnung - VStättV), the technical and safety regulations of HMC and the official rules and requirements for the event. The Event Manager must be present during the opening hours of the event. Where necessary, the Event Manager must also make decisions in coordination with the technical management of HMC and the regulatory agencies. The Event Manager is also obliged to terminate an event if necessary because of danger to persons. The rights of HMC as the property owner remain unaffected thereby.

## 2. Expected visitor structure / Event risks

- 2.1 In general terms, is it an event with particular conflict or risk potential (e.g. critical/political/religious subjects which are likely to be highly controversial)? Are there likely to be protests/campaigns by participants, or disruptions by external protest groups (e.g. demonstrations, campaigns at the event)?

No     Yes. If so, please give details:

2.2 Does the Organiser expect increased risk potential at the present time, or a special situation (e.g. demonstrations, Internet campaigns, campaigns by interest groups, lobbyists, pressure groups) due to existing conflicts?

No  Yes. If so, please give details:

If the answer is 'Yes' for one of the questions 2.1 to 2.2, the Organiser must prepare a safety concept and agree on it with HMC (see 7.4 below)

**3. Areas to be used**

Please specify room or hall names.

- CCH
- Exhibition grounds
- Outside area, forecourt, hall roof

**4. Type of event**

Please enclose a short description of the event including schedule.

- 4.1  Conference, convention
- 4.2  Exhibition accompanying a conference
- 4.3  Annual General Meeting
- 4.4  Corporate event (e.g. incentive meeting, product presentation)
- 4.5  Cultural event
- 4.6  Dance event
- 4.7  Banquet event
- 4.8  Other event

## 5. Venue safety

The following is planned for the realisation of the event:

HMC External No

- |     |                          |                          |                          |  |
|-----|--------------------------|--------------------------|--------------------------|--|
| 5.1 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Setup of stages/scene areas/catwalks/podiums   |
| 5.2 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Setup of visitor grandstands   |
| 5.3 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Setup of stage, sound and/or lighting equipment  |
| 5.4 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Crossbeam constructions (rigging)/suspended loads  |
| 5.5 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Use of motors for lifting loads <input type="checkbox"/> C1 <input type="checkbox"/> D8+ <input type="checkbox"/> D8 |
| 5.6 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Use of video projections/camera equipment  |
| 5.7 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Setup of decorations etc.  |
| 5.8 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Specific thermal loads   |

**Please send us the corresponding plans, a description and static data.**

Yes    No

- |      |                          |                          |  |
|------|--------------------------|--------------------------|--|
| 5.9  | <input type="checkbox"/> | <input type="checkbox"/> | Use of fog machines  |
| 5.10 | <input type="checkbox"/> | <input type="checkbox"/> | Use of open fire of any kind (incl. candles, smoking on stage)       |
| 5.11 | <input type="checkbox"/> | <input type="checkbox"/> | Use of pyrotechnics    Class:            add enclosure if required   |
| 5.12 | <input type="checkbox"/> | <input type="checkbox"/> | Use of laser devices    Class:            add enclosure if required  |
| 5.13 | <input type="checkbox"/> | <input type="checkbox"/> | Use of weapons            Type:            add enclosure if required |

**Note: For activities causing a fire hazard (5.9-5.13), HMC may be obliged to commission fire watchers.**

- |      |                          |                          |   |
|------|--------------------------|--------------------------|---|
| 5.12 | <input type="checkbox"/> | <input type="checkbox"/> | Scene changing in the audience area or on stage     |
| 5.13 | <input type="checkbox"/> | <input type="checkbox"/> | Artistic performances in or above the audience area |
| 5.14 | <input type="checkbox"/> | <input type="checkbox"/> | Use of animals                                      |

**6. Persons responsible / Contacts**

Please indicate name and function (see Arts. 39, 40 VStättV) – add enclosure if necessary.

6.1  Event equipment Phone (mobile):

6.2  Pyrotechnics Phone (mobile):

6.3  Laser equipment Phone (mobile):

**What proof of qualification do these persons have? Please add as enclosure.**

**7. Supervision / Security services**

The Organiser shall prepare a concept for the use of a security service in the areas to be used.  
HMC is entitled to stipulate a minimum number of security personnel.

7.1  Supervision and security staff will be ordered from HMC.

7.2  Supervision and security staff will be booked by Organiser.

Company:

Head of security service:

7.3  Supervision and security staff will be provided by Organiser (own personnel).

Head of security service:

**7.4 Basic rule: If there are more than 5,000 people attending at the same time, or an answer to question 2.1 or 2.2 is Yes, a safety concept must be prepared (risk analysis, security concept, emergency medical concept, fire protection concept, if necessary including emergency scenarios for disruptions caused by the event).**

Security concept attached

**8. Cleaning and waste disposal**

- 8.1  Cleaning of booths is to be ordered via the HMC service portfolio  
This does not apply to the general cleaning of the halls and rooms.
- 8.2  Waste disposal is to be effected via HMC.

**9. Transport logistics**

No parking spaces are provided for cars; there is a public car park located adjacent to the building.

- 9.1  Parking spaces for HGVs are required. Quantity:
- 9.2  Parking spaces for buses are required. Quantity:
- 9.3  Parking spaces for OB vans are required. Quantity:

**10. Cloakrooms for visitors**

The cloakroom is equipped and operated by HMC.

- 10.1  Direct payment by users
- 10.2  Flat rate

**11. Medical services**

- 11.1  Medical services to be ordered via HMC
- 11.2  Medical services to be ordered by Organiser. Use of the available medical rooms not possible in this case.
- 11.3  Ambulance desired
- 11.4  Emergency doctor desired

## 12. Plans

Plans in finished condition ready for examination\*) are required for approval of an exhibition/trade fair or for special usage of halls. Detailed plans are needed for examination and marking.

- |      | Yes                      | No                       |   |
|------|--------------------------|--------------------------|---|
| 12.1 | <input type="checkbox"/> | <input type="checkbox"/> | Organiser will provide the plans as a dwg file (based on current CCH hall and room plans)                 |
| 12.2 | <input type="checkbox"/> | <input type="checkbox"/> | Organiser will provide the plans as a PDF file, drawn to scale<br>(scales: 1:50 or 1:100 or 1:200)        |
| 12.3 | <input type="checkbox"/> | <input type="checkbox"/> | Organiser will provide the plans plotted to scale<br>(scales: 1:50 or 1:100 or 1:200)                     |
| 12.4 | <input type="checkbox"/> | <input type="checkbox"/> | Organiser will provide a manual sketch / HMC will prepare a plan (preparation of plan subject to charge). |

\*) Drawings must be to scale and include the dimensions of aisles and stands; please enter name and dates of event.  
Fire fighting equipment must be freely accessible and must not be obstructed or blocked. The heights indicated for rooms/halls must be complied with.

## 13. Exhibits/Suspended objects

- |      | Yes                      | No                       |   |
|------|--------------------------|--------------------------|---|
| 13.1 | <input type="checkbox"/> | <input type="checkbox"/> | Particularly large or heavy exhibits will be brought into the rooms.  |
| 13.2 | <input type="checkbox"/> | <input type="checkbox"/> | Technical specifications of the exhibits are attached as enclosure.   |
| 13.3 | <input type="checkbox"/> | <input type="checkbox"/> | Suspensions from the hall/room ceiling are required. (Suspension points to be installed exclusively by the service partner of HMC.) |
| 13.4 | <input type="checkbox"/> | <input type="checkbox"/> | It is planned to bring vehicles into the halls.   |

## 14. For Trade Fairs and Exhibitions: Trade Fair Construction

- |      | Yes                      | No                       |   |
|------|--------------------------|--------------------------|---|
| 14.1 | <input type="checkbox"/> | <input type="checkbox"/> | The exhibitors assemble their booths individually.          |
| 14.2 | <input type="checkbox"/> | <input type="checkbox"/> | A prime contractor will do the assembly work.      Company: |

- 14.3   Laying of the carpet in aisles to be booked via HMC.
- 14.4   The organiser will lay the carpet himself.
- 14.5   NO carpet is to be laid in the aisles.
- 14.6   The booth areas on the hall floors will be marked by the organiser.
- 14.7   Booth areas to be marked by HMC.
- 14.8   Two-storey booths will be built/booths will be roofed.

**15. Enclosures**

- For Item 4: Event concept including schedule
- For Items 5.1-5.8: Plans/descriptions/static data for the planned installations and structures
- For Items 5.9-5.13: Specifications for pyrotechnics or laser equipment/weapons used
- For Item 6: Proof of qualifications of the persons responsible
- For Item 7: Safety concept
- For Item 12: Plans
- Other enclosures:

**Other comments by Organiser:**

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Date/Signature of Organiser

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Date/Signature of Event Manager