



## Notification of safety-relevant data for the holding of events

The present document is a subject matter of the safety concept for Düsseldorf Congress GmbH (hereinafter referred to as DC). It is provided to the Organiser by DC for exclusive use for its event. Farther-reaching use or handing over to third parties is not permitted.

The data collected via the present document must be treated as confidential, and must only be made available to persons and authorities/bodies directly involved in the event.

The most comprehensive possible recording of all factors influencing the safety of the event will be carried out on the basis of the “**Event data**” deposited as form. The data will be collected in consultation between DC and the respective Organiser. The Organiser is contractually obliged to produce the corresponding information **at the latest 6 weeks prior to the event**, and to forward the data to DC.

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**We understand safety as the freedom from all forms of risk  
upwards of a known and acceptable residual risk**

# Event data

## 1. Organiser, contact

Event (name)					
Event day(s)	Date	from	o'clock	until	o'clock
Event set-up	Date	from	o'clock	until	o'clock
Event dismantling	Date	until	o'clock	until	o'clock
Opening hours for visitors	Date	from	o'clock	until o'clock	break from/until o'clock
Opening hours for exhibitors	Date	from	o'clock	until	o'clock
Organiser data	Company/address/				
Representative of the Organiser with power to take decisions	Name/ email/ mobile tel.			_____	

## 2. Event type

<input type="checkbox"/> Third-party event	<input type="checkbox"/> Follow-up event	<input type="checkbox"/> with significant changes
<input type="checkbox"/> Own event (DC)	<input type="checkbox"/> Initial event at CCD	

## 3. Event areas used

<input type="checkbox"/> CCD complete	<input type="checkbox"/> Halls...	<input type="checkbox"/>
<input type="checkbox"/> Large Room	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Foyer	<input type="checkbox"/>	<input type="checkbox"/>

## 4. Event type

	Contents	Access
<input type="checkbox"/> Congress / conference	<input type="checkbox"/> political event	<input type="checkbox"/> public event
<input type="checkbox"/> Concert classical	<input type="checkbox"/> political content	<input type="checkbox"/> closed event
<input type="checkbox"/> Gala / dinner / evening event	<input type="checkbox"/> political speakers	<input type="checkbox"/> admission by ticket only
<input type="checkbox"/> Corporate event	<input type="checkbox"/> religious event	<input type="checkbox"/> accreditation
<input type="checkbox"/> Children's event	<input type="checkbox"/> religious/religion-related content	<b>Seating</b>
<input type="checkbox"/> Sport	<input type="checkbox"/> religious speakers	<input type="checkbox"/> all-seated event
<input type="checkbox"/>		<input type="checkbox"/> standing room inner area
Other event: _____		<input type="checkbox"/> free seating overall
		<input type="checkbox"/> free seating inner area

## 5. Visitor profile/visitor figures

Capacity (maximum number of visitors): _____	Expected maximum number of visitors: _____
<input type="checkbox"/> predominantly young adults (< 25 years)	<input type="checkbox"/> predominantly adults (>25 years)
<input type="checkbox"/> high percentage of children (<14 years)	estimated percentage of old people (> 70 ) _____
<input type="checkbox"/> Expected number of wheeled walkers _____	<input type="checkbox"/> Expected number of wheelchair users: _____
Minimum age for admission: _____	
High frequency of people/pressure at entrance to be expected	<input type="checkbox"/> yes <input type="checkbox"/> no
High frequency of people/pressure in front of scene areas (>3 pax/m <sup>2</sup> )	<input type="checkbox"/> yes <input type="checkbox"/> no

## 6.

Polarising or critical event content is to be expected	<input type="checkbox"/> yes	<input type="checkbox"/> no
Disruptions, demonstrations are expected	<input type="checkbox"/> yes	<input type="checkbox"/> no
Persons with protection level (e.g. politicians) will be participating	<input type="checkbox"/> yes	<input type="checkbox"/> no
Participants of particularly "critical" origin (current hotspots)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Media reporting is to be expected	<input type="checkbox"/> yes	<input type="checkbox"/> no
Live broadcasting (Internet/television/radio) is to be expected	<input type="checkbox"/> yes	<input type="checkbox"/> no

**Comments:** if "yes" is marked, details must be provided on nature and scope: \_\_\_\_\_

## Event data

### 7. Entrance checks, ban on bags, use of cloakroom

**At public events a general ban on backpacks + bags > DIN A4 applies**

Ban on backpacks/bags is envisaged	<input type="checkbox"/> yes	<input type="checkbox"/> no	prohibited size: > _____
Ban on cameras (reflex cameras)	<input type="checkbox"/> yes	<input type="checkbox"/> no	prohibited type/size: _____
Bag checks are envisaged	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Random checks <input type="checkbox"/> 100%
Body checks are envisaged	<input type="checkbox"/> yes	<input type="checkbox"/> no	<input type="checkbox"/> Random checks <input type="checkbox"/> 100%
Use of cloakroom is compulsory	<input type="checkbox"/> yes	<input type="checkbox"/> no	

### 8. Superstructures, mobile technical facilities, scenic measures

**Facilities/superstructures will be brought in**  yes  no, then continue with Number 9

Setting up of event-own stages/scene area(s)/ size: _____	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Specific layout planning (stage instructions – SI) of the organiser is enclosed	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Cordoning-off (railings) in front of scene area is envisaged	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Set-up of mobile podiums, special superstructures:	<input type="checkbox"/> yes	<input type="checkbox"/> no	Type: _____
Set-up of exhibition or trade-fair stands	<input type="checkbox"/> yes	<input type="checkbox"/> no	Number approx. _____ Total net space m <sup>2</sup> _____
Set-up of stage, studio, audio or lighting facilities	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Set-up of TV cameras or video facilities	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Technical superstructures/facilities in the spectator area	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Suspensions in the ceiling area (load details must be provided to DC)	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Merchandising stands are planned	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Artistic activities in or above the spectator area	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Mechanical movements or conversion work during the event	<input type="checkbox"/> yes	<input type="checkbox"/> no	
A technical trial (Section 40 (6) MVStättVO (Lower Saxony Venue Regulation) is envisaged before the event	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Organiser will bring master craftsman for event technology (Sections 39, 40 NVStättVO)	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Organiser will bring experts for event technology (Section 39,40 NVStättVO)	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Company / technical contact person /tel.: _____			

### 9. Decorations, equipment, requisites

**Decorations etc. will be brought in**  yes  no, then continue with Number 10

Decorations, ornaments (B1) will be brought in	<input type="checkbox"/> yes	<input type="checkbox"/> no
Requisites on stages, scene areas will be brought in (at least B2)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Equipment on stages, scene areas will be brought in (at least B1)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Other fire loads will be brought in	<input type="checkbox"/> yes	<input type="checkbox"/> no

### 10. Actions and other (special) effects with a risk of fire

**Facilities as per Number 10 will be brought in**  yes  no, no entries required in 10

Open fire (possible in the stage area only/requires approval)	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no
Flame device (note: acceptance/ trial compulsory)	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no
Pyrotechnics (e.g. fireworks, stage effects/note: acceptance/trial compulsory)	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no
Actions with a risk of fire (fire torches, fire rope etc. must be registered)	<input checked="" type="checkbox"/> yes	<input type="checkbox"/> no
Smoke machines/dry ice/steam, CO <sup>2</sup> stage effects	<input type="checkbox"/> yes	<input type="checkbox"/> no
Vehicles with combustion engine (exhibition during the event requires approval)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Hazardous substances (e.g. combustible liquids, explosive substances)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Laser devices (class 3R, 3B or 4)	<input type="checkbox"/> yes	<input type="checkbox"/> no
Other: _____	<input type="checkbox"/> yes	<input type="checkbox"/> no

**Legend**  = fire brigade / if applicable building regulation authority will be informed by DC

**Comments:** if "yes" is marked, details must be provided on nature and scope (use additional sheets if necessary):

Date \_\_\_\_\_

Created by (first name / name) \_\_\_\_\_

Company \_\_\_\_\_

