

## Information sheet

# Hearths (open fire)

### Scope

Pursuant to Section 35 of the NRW Special Construction Regulation (§ 35 SBauVO NRW), open hearths may not be used in places of assembly. However, the ordinance also stipulates that such an open fire can be permitted in individual cases if it is directly tied to the nature of the event. **Hearths for decorative purposes** (decorative fires) that are not directly tied to the nature of the event or the exhibited objects, such as candle decorations, flame effects etc. **are not permitted under any circumstances.**

**Hearths for liquid fuels** – Decorative devices that create a flame using an alcohol-based liquid or a gel-type fuel (according to DIN EN 16647) must be specifically checked, in particular to ensure that they conform to the requirements of the aforementioned DIN standard.

In addition, **increased fire loads** on the premises must also be declared (see page 3 – required documentation for the storage/presentation of hazardous materials or fuels).

### Other applicable regulations

Section 35 of the NRW Special Construction Regulation (Sec. 35 Sonderbauverordnung NRW)

Technical guidelines of Koelnmesse Section 5.7 Use of Compressed Gases, Liquids and Flammable Liquids. Please note the registration forms for hearths

### Summary

“Hearths” on the premises of Koelnmesse GmbH are all kinds of open fires, e.g. candles, fire bowls, fire tables, barbecues (gas and charcoal-fired equipment), ethanol fireplaces and candles and every other fire and every type of flame-producing or glowing fire or very hot object.

### Documents needed for the registration of hearths

Hearths on the premises of Koelnmesse GmbH must be registered.

Registration of a planned hearth, including the documents required for the assessment (see checklist on page 2) have to be submitted **at least 6 weeks prior to the beginning** of the event. The exhibitor must register all hearths. Hearths which have not been registered on time may not be operated.

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It is mandatory to submit the following documentation and information in advance of the event:

(Note: Use the specified list as a checklist before you submit the documentation in order to avoid unnecessary e-mail correspondence.)

- ☐ Number of hearths
- ☐ Type of hearths
- ☐ EU safety data sheet concerning the fuels used (exception: wood and coal)
- ☐ Quantities of fuel (daily requirement)
- ☐ Informative description of the hearths (e.g. technical data, operating instructions), plus pictures if possible
- ☐ Description of the procedure
- ☐ Stand plan showing the planned locations of the hearths to be operated so that we can estimate the fire load situation
- ☐ Information on the fire protection equipment and materials
- ☐ If required expert opinion according to DIN EN 16647

All documentation must be submitted in German or English. The documentation can be submitted via e-mail or in writing. The responsible department checks the documents to make sure they are correct and complete. Koelnmesse reserves the right to forbid the operation for reasons of safety, missing or inadequate documentation or late submission of documentation.

### Fire protection measures

The hearth must be protected against accidental contact (risk of burns or of clothes catching fire). This can be done by positioning the hearth in such a way that it cannot be directly accessed or by means of other suitable measures (e.g. by blocking access using belt barrier stands, fire-resistant barriers, partition walls made of glass or other materials).

*Koelnmesse assesses and determines the required fire protection measures on site in close cooperation with the Cologne Fire Brigade.*

Koelnmesse issues written permission for the use of the open hearth that has been registered only subject to specific conditions. This is only a preliminary approval in which you are informed of the safety measures to be taken. **The final review of the safety measures takes place on site.** In the event that the previously specified measures are not complied with, the operation of the hearth can be forbidden or restricted. Claims for damages by the exhibitor cannot be asserted in any case.

### Odour emissions

No odour may be emitted to the hall by exhibits and equipment as neighbouring stands may not be affected by cooking or barbecuing odours. Cooking or barbecuing without an extraction system can, in the event of a justified complaint, lead to the operation being restricted or forbidden. You can order corresponding extraction systems via the Koelnmesse Service Portal.

## Required documentation for the storage/presentation of hazardous substances and fuels

(e.g. flammable gases, flammable liquids, compressed gas cylinders, barbecue lighters, charcoal, bioethanol etc.)

Please note: In order to avoid unnecessary e-mail correspondence, please use the attached list as a checklist prior to submitting your documentation.

- ☐ Safety data sheet concerning the hazardous materials/fuels (exception: wood and coal/charcoal)
- ☐ Informative description of the type of storage and the intended purpose (what is being presented?)
- ☐ The floor layout and the complete stand plan showing the planned locations of the substances to be presented (to scale) so that we can estimate the total fire load situation
- ☐ Information on the fire protection equipment and materials
- ☐ Statement of quantities for storage

Please note: In this connection, you must comply with Section 5.7 of the Technical Guidelines. Keep in mind that you may only bring in the quantities that you actually need for your presentation. Additional quantities must be represented by means of empty containers or dummies.

**Example 1:** only one layer of a EUR-pallet is filled with real charcoal, the rest is filled with non-flammable materials.

**Example 2:** only one bottle of barbecue lighter per fuel type is filled with the original product and the rest of the bottles/containers are filled with water or empty (dummies).