

## Self-information FAQs

### Form 1/3, p. 1/7

Contact data of the person responsible on-site/ the person responsible for the machine demonstration:

Please provide the data for the person (name, mobile phone number and e-mail address) who is authorised to make decisions, who is the contact on-site and who is also available for queries at short notice during DLG-Waldtage (during set-up and dismantling phase and during the exhibition itself).

### Form 2/3, p. 2/7

Block 1. Conditions of the working environment:

The questions in this block serve as a checklist for important facts for the exhibitors. They must be checked in advance and the working and stand conditions must be adapted accordingly if necessary.

1.1 Illumination and light conditions:

The minimum illumination intensities in areas with continuous visitor traffic are 200 lux, at the reception desk 300 lux and at monitor workstations 500 lux. Please provide your own tested additional lighting if necessary (floodlights, spotlights).

1.2 Ventilation and aeration options

No problem in the open air or in tents; checking necessary in containers

1.3 Storage facilities: self-explanatory

1.4 Soiling: self-explanatory

1.5 Safety and health protection labelling on machines and systems:

Usually stuck on in the form of pictograms, e.g. as a notice warning about hazardous electrical voltage  or as a requirement to use hearing protection 

1.6 Movement area:

The stand area must be set up so that escape and rescue routes are accessible and are not blocked by objects, work equipment or exhibits.

1.7 Fire loads:

At the stand, packaging materials and combustible material must be restricted to what is absolutely necessary. Storage is not permissible

- 1.8 Accessibility:  
Please make sure that connecting cables and other cables are not routed freely in traffic or operating areas and that stumbling hazards caused e.g. by protruding edges of floor coverings are avoided.
- 1.9 Marking of stumbling points or obstacles:  
Warning marking (red/white, yellow/black) or colours which stand out from the background (light step edge on a dark carpet) are required.
- 1.10 Escape and rescue routes, emergency exits:  
Refer to the layout and overview plan for these; employees must be informed about them.      Escape route =  / emergency exit = 
- 1.11 Muster point:  
Refer to the layout and overview plan for this; employees must be informed about it. 
- 2.1 Risk assessment:  
The legislator requires, e.g. in the Occupational Safety Act, an activity-related assessment of the possible risks at the workplace by the employer. There is no formal specification for this but accident insurers (employers' liability insurance association, state accident insurer) offer extensive assistance in undertaking it.  
Please make sure that you have recorded and assessed the possible hazards to your employees and have implemented the measures necessary to avert the hazard or minimise the risk. This may also include new and atypical risks arising due to the special situation of trade fair operations, e.g. vehicle traffic, insects, UV radiation, etc.
- 2.2 Tests:  
The accident insurers as well as liability and fire insurers specify various tests for operating equipment (electrical devices, mobile liquid gas consumption systems, pressure equipment...).  
Please make sure that these tests have been completed and that the respective test certificates (reports) are available. During stand acceptance, no operating permit can be issued for operating equipment that is subject to mandatory testing but has not been tested.
- 2.3 Emergency telephone numbers:  
Usually 112 (fire brigade, rescue service) and 110 (police).
- 2.4 Operating equipment suitability:  
Please pay attention to the typical stand requirements, e.g. cable drums protected against splash water in the open air, necessary protective covers, stability and protection against overturning.
- 2.5 Training:  
Your employees should be trained in handling the available operating equipment; this training is usually documented with the employee's signature.

- 2.6 DLG exhibition team:  
Hanging up a list containing all important service numbers and contact persons during the trade fair is recommended.
- 2.7 Hygiene:  
Monitored by state bodies
- 2.8 Company first aid kit:  
Please check completeness and expiry date prior to use (DIN 13157, alternatively also motor vehicle first aid kit DIN 13164) and identify the storage location with a pictogram 
- 2.9 Briefing, training of employees as per German Social Accident Insurance (DGUV) regulation 1: please carry this out and document it with the signature of the briefed/trained person
- 2.10 First responders:  
First responders are trained once in industrial first aid by rescue organisations and are provided with further training at 2-year intervals. They are appointed and made known by the employer, e.g. by means of a notice.  
If 2 to 10 employees are present, at least one qualified first responder must be available on the stand. As of 10 employees, a further responder is required per 10 employees.
- 3.1 Suitability of electrical equipment:  
See 2.4; refer to the manufacturer's operating instructions to determine whether operating equipment is suitable for the environmental conditions.
- 3.2 Electrical test requirement:  
Please ask your accident insurer, the company's work safety specialist or, if necessary, the manufacturer about the necessary tests.
- 6.1 Routing cables and hoses:  
Please make sure that connecting cables and hoses are not routed freely in traffic or operating areas. In these cases, use cable or hose bridges into which the cables or hoses are inserted and in which they are routed safely and without damage. In the short term (!), individual cables can also be secured in place using adhesive tape with a warning marking (red/white, yellow/black).
- 6.2 Marking:  
See 1.8 and 1.9
- 6.3 Sharp edges and corners:  
If required, pad with edge guards, etc.
- 6.4 Sharp points and blades:  
If present, secure with protective covers
- 7.1 Noise:  
Soundproofing measures are required if a sound level of 70 db(A) is to be permanently exceeded at the stand boundary.