

GUIDELINES FOR DECORATIONS AND MATERIALS BROUGHT ONTO THE PREMISES FOR EVENTS



AUSTRIA
CENTER
VIENNA

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1. AIM OF THESE GUIDELINES

These guidelines provide the basis for information required regarding the minimum requirements for decorations and materials at events at the Austria Center Vienna. The rules and statutory requirements in force reflect lessons learned from past incidents, and have been put in place to ensure the safety of all individuals during events.

2. SCOPE

These guidelines apply to all events and congresses that take place within the Austria Center Vienna (ACV), regardless of the size of the event or the number of participants. This includes open-air spaces outdoors that are adjacent to escape routes or assembly points.

The term “decorations” applies to:

- Event furnishings such as seating, stands and booths, lecterns, and other constructions
- Fabric coverings and curtains
- Carpets, floor coverings
- Roll-ups, inflatable pillars, stand-up displays
- Pin boards, projector screens
- Vehicle displays
- Table linen, plants, etc.

Rules and procedures for bringing motor vehicles inside the Austria Center Vienna are not covered by these guidelines, and are set out in a separate set of guidelines.

3. GENERAL PRINCIPLES

3.1 LAWS, ORDERS AND STANDARDS

These guidelines are based on the following laws, orders and standards:

- The ACV House Rules and Fire Safety Code
- Vienna Events Act
- Vienna Event Venues Act
- Employee Protection Act
- ÖNORM EN 13501-1 Fire classification of construction products and building elements

- ÖNORM EN 13773 Classification scheme - Textiles and textile products - Burning behaviour - Curtains and drapes
- ÖNORM A 3800-1 Burning behaviour of materials excluding construction products
- ÖNORM B 3822 Burning behaviour of interior materials - Decorative items

3.2 NOTE:

The issuance of Austrian standards ÖNORM EN 13501-1 "Fire classification of construction products and building elements - Part 1: Classification using test data from reaction to fire tests" and ÖNORM EN 13773 "Textiles and textile products - Burning behaviour - Curtains and drapes - Classification scheme" necessitated the withdrawal of ÖNorm B3800.

Based on this, the following standards currently apply:

Table 1: Classification and testing standards for decorations and materials

Brought-in materials	Burning behaviour	Smoke production	Droplet formation
Construction products including floor and wall coverings	EN 13501-1 ¹	EN 13501-1	EN 13501-1 ²
Curtains and similar textile products	EN 13773	ÖNORM A 3800-1	EN 13773
Furniture textiles	ÖNORM B 3825	ÖNORM A 3800-1	N/A
Decoration materials	ÖNORM B 3822	ÖNORM A 3800-1	ÖNORM B 3822
All other materials	ÖNORM A 3800-1	ÖNORM A 3800-1	ÖNORM A 3800-1

Source: BRANDverhütung, March 2017 issue

¹Including floor, wall and ceiling coverings

²Not applicable to floor coverings

Please note that all testing and evaluation certificates must correspond to the current state of the art and regulations. If the standards stated here are superseded or replaced by more recent regulations, the currently applicable standard must be applied, regardless of the standards stated in the table.

4. REQUIREMENTS FOR DECORATIONS

Only decorations and structures that demonstrate compliance with the following standards may be used for events:

Table 2: Requirements for decorations and brought-in materials at events

Parameter	General requirement	ÖNORM B 3800 (withdrawn)	ÖNORM EN 13501-1 (for construction products)
Burning behaviour	"Non-combustible or difficult to ignite" and	B1 – hardly combustible and	A1/A2 – non-combustible or B – very limited contribution to fire and
Smoke production	"low smoke production" and	Q1 – low smoke production and	s1 – no smoke development and
Droplet formation	"no droplet formation"	Tr1 – no dripping	d0 – no droplets

As the requirements of decoration materials with regard to burning behaviour, smoke production and droplet formation, according to the applicable standard, may differ, the respective minimum requirements are stated explicitly in the following table.



Table 3: Minimum requirements for materials, in accordance with applicable standards

Brought-in materials	Burning behaviour	Smoke production	Drip formation
Construction products incl. floor, wall and ceiling coverings	EN 13501-1: A1, A2, B	EN 13501-1: s1	EN 13501-1: d0 (not applicable to floor coverings)
Curtains and similar textile products	EN 13773: Class 1/2	ÖNORM A 3800-1: Q1	EN 13773: Class 1/2
Furniture textiles	ÖNORM B3825: Hardly combustible	ÖNORM A 3800-1: Q1	N/A
Decoration materials	ÖNORM B3822 Hardly combustible	ÖNORM A 3800-1: Q1	ÖNORM B3822 No dripping
All other materials	ÖNORM A 3800-1: B1	ÖNORM A 3800-1: Q1	ÖNORM A 3800-1: Tr1

In the event of a fire, each additional fire load that is introduced into an event space significantly increases the risks associated with smoke inhalation, which is why all materials and construction elements must be classified according to the applicable standards.

All decorations must be stable and adequately secured to prevent them from toppling over.

Escape routes must be free of decorations of any kind.

5. SAFETY CERTIFICATE OR REPORT

The event organisers must present, on request by IAKW-AG, a safety certificate or safety report for all decorations and brought-in constructions, which meets the following specifications:

1. The certificate must be issued by an accredited certification body (displayed in the letterhead and identifiable in the circular stamp)
2. Valid issue date / expiry date in accordance with the applicable standard, e.g. ÖNORM EN 13773, ÖNORM EN 13501-1
3. Classification in the fire safety classes required by these guidelines
4. Scope of the certificate/report, including details of the following:
 - Description of item
 - Applicant or client
 - Basis for test
 - Description of test execution
 - Evaluation
 - Classification
 - Table with test results (optional)

In line with the scope of application of national standards, test certificates must be compiled in German. However, the Austria Center Vienna also accepts test certificates issued by certification bodies accredited in other EU countries, provided they are submitted in German or English.

Safety certificates must be submitted in good time before the event, and at least one week before bringing the items onto the Austria Center Vienna premises. Decorations may only be put up and materials may only be used following authorisation by the fire safety officer.

6. RESPONSIBILITY

The Safety, Health & Security (SHS) department is responsible for approval and authorisation of constructions and decorations for events.

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