



**KONGRESSHALLE**  
am Zoo Leipzig

## **Safety Regulations and Technical Guidelines for Events**

As of February 12th, 2016

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## 1. Preface / scope of application

These Safety Regulations and Technical Guidelines (hereinafter briefly referred to as "Safety Regulations") will apply to events to be held at the KONGRESSHALLE am Zoo Leipzig (hereinafter referred to as "KONGRESSHALLE" or "KH" resp.).

Additional safety or fire safety requirements for an event may be imposed by the government building authorities or planning commissions, the police, the Leipzig fire department, emergency rescue services, or by Leipziger Messe GmbH (hereinafter referred to as "LM") if the type or scope of the scheduled event would result in increased risks to persons or material assets.

These Safety Regulations are intended for all persons who are involved with the planning, preparation and carrying out of events to be held at KH. Specifically, organizers and exhibitors must guarantee and procure that these Safety Regulations will be duly followed and complied with by all persons or contractors who are entrusted with the planning, preparation or carrying out of the event.

For the sake of clarity: The regulations written in italics at items no. 2, 3.1 through 3.5, 3.6, 7.3 and 8 are exclusively intended for organizers; all other regulations are of general application.

### 1.1 Opening hours

#### 1.1.1 Setup and dismantling times

During general setup or dismantling times, work may be performed inside the building from 7:00 am to 6:00 pm, unless other times have been specifically determined for the event. For reasons of general safety, the building will remain closed at all other times.

#### 1.1.2 Duration of the event

The regular duration of the event is from 7:30 am to 12:00 am. A special permit will be required for any times beyond this (until 3:00 am at the latest). This shall be coordinated and agreed with LM and the competent authority.

During the duration of the event, the building will be open to visitors one hour before the beginning of the event, and it will be closed and locked one hour after the end of the event. Organizers who will need to work beyond these times in individual justifiable cases must agree to this separately with LM.

#### 1.1.3 Number of visitors

The maximum number of visitors that can be accommodated is limited to 2,250 during the day (from 7:30 am to 10:00 pm), and to 1,400 during the night (10:00 pm to 3:00 am at the latest).

## 2. Organizers' duties of disclosure and licensing requirements

### 2.1 Duty to notify prior to the event

For reasons of safety and for optimal preparation and hosting of the event, the Organizer is under an obligation to submit the following information to LM in writing upon reasonable request no later than six (6) weeks prior to the event:

- the name of the Event Manager,
- whether or not persons in charge of stage equipment and event technology ("Verantwortliche für Veranstaltungstechnik") will be available to supervise the setting up and dismantling activities and the event proper,
- the size and layout of any center stages, stages, stands, catwalks, forestages, panels, exhibition or display stands or similar that may have to be erected (licensing requirements must be observed and complied with in addition),
- the expected number of visitors and the expected audience profile (peaceful, normal, difficult),
- whether or not stage equipment, studio equipment, lighting equipment or other such technical equipment or facilities will be brought along (load diagram),
- whether or not technical equipment or facilities will be moved or relocated during the event,
- Whether or not technical movements or artistic performances will occur in or above the auditorium,
- whether or not it is intended to use laser systems or smoke machines (please note that a separate permit may be required),
- whether or not decorations, ornaments, stage props or similar will be installed or used (flammability rating must be substantiated),
- whether or not a guest appearance test book has been issued for the event, and

Based on the information provided by the Organizer, LM will do a preliminary risk assessment prior to the event on the basis of which the number of qualified personnel for the event and of external emergency forces (fire department, medical services, security services or similar) will be scheduled (cf. Sections 40 through 43 VStättV). Should the Organizer provide no (or incomplete) information or should it provide the required information in an untimely manner, an increased risk will be assumed for the event in any case. Any additional costs incurred by this (and more specifically personnel costs for security guards or similar) shall be borne by the Organizer. Incorrect information may result in restrictions, cancellation or discontinuation of the event.

### 2.2 Agreement of a traffic concept

With a view to guaranteeing smooth traffic flow during setup or dismantling times and during the event proper, a traffic concept shall be prepared and agreed with LM for the respective event.

LM will assist the Organizer with the application for special use permits (such as for heavy or wide loads, road closures or similar). These must be agreed with the road and public works service of the City of Leipzig (Verkehrs- und Tiefbauamt der Stadt Leipzig) no later than three (3) weeks prior to the event.

### 2.3 Agreement of a safety and security concept

Upon reasonable request of LM, the Organizer will be under an obligation to do its own comprehensive risk assessment for the event and to prepare a specific safety and security concept. Said safety and security concept shall be mutually agreed and coordinated with all competent authorities, and more specifically with the police and fire departments (cf. Section 43 VStättV). More specifically, the safety and security concept shall name or provide information regarding the following items:

- detailed information regarding the proceedings,
- the expected maximum number of visitors,
- the scheduling of the event including detailed information regarding the installation of center stages, stages, stands, panels, booths or displays or similar,
- the risk assessment for the event,
- required technical, organizational or personal safety measures or precautions,
- the Event Managers,
- the required "technical qualified personnel",
- the minimum number of security guards required, scaled by the number of visitors or degrees of risk,
- the scope of emergency or ambulance services to be provided,
- the minimum number of fire safety guards while taking into account potential fire hazards,
- the composition of the crisis management group for accidents or emergencies,
- the emergency and danger prevention plan for the event, and
- general or specific safety or security announcements. LM will assist the Organizer with the drafting of the safety and security concept.

### 2.4 Technical rehearsals, guest appearance test book

If center stages with a floor space of more than 200 m<sup>2</sup> are used or for events with guest appearances and its own installation of center stages, a private technical rehearsal including the full center stage installation must be conducted prior to the first event, unless this requirement can be waived due to the type of the event or the scope of the center stage (that is to say, if the same is safe and non-hazardous). Here, LM will decide whether or not the rehearsal requirement can be waived based on the above information mentioned under 2.1 (in consultation and coordination with the Amt für Bauordnung und Denkmalpflege der Stadt Leipzig (the building regulatory agency and authority for the preservation of monuments of the City of Leipzig)). If such waiver is not an option, the Organizer shall agree on the estimated time of the technical rehearsal with LM in due time. For guest appearances for which a guest appearance test book has been issued, no technical rehearsal will be required. Here, the guest appearance test book shall be submitted to the competent authority no later than two (2) weeks prior to the event.

- 2.5 Permits and acceptance inspections by competent authorities**  
The surrender of use of event locations or function rooms will be based on and subject to officially approved escape route, evacuation and seating plans with a defined maximum number of visitors. Generally, any deviations from existing or approved escape routes or seating plans, such as through changes to the seating arrangement or to escape or evacuation routes, as well as the installation of tents, panels, stands, special designs, temporary buildings or structures, exhibition booths or display stands will be subject to review and approval by LM. Said items will generally be subject to regulatory approval as well as to inspection and acceptance by the competent fire authority.
- 2.6 Costs and risks of projects subject to notification, coordination or licensing requirements**  
For projects mentioned under 2.1 through 2.4 above and for any projects defined as being subject to notification, coordination or licensing requirements in the safety or security regulations below, the Organizer may be requested to submit documents such as drawings, certificates, test reports or certificates, expert opinions, structural acceptance inspection certificates, or fire safety acceptance inspection certificates. LM will assist the Organizer with these procedures. The duration and costs of the respective procedures, including the risk of not obtaining building permits, shall be borne solely by the Organizer.
- 3. Responsible persons**
- 3.1 Responsibility of the Organizer**  
The Organizer will be responsible for the program of the event as well as for the secure and smooth course of the event. The Organizer shall ensure that the maximum allowed number of visitors in the event locations will be complied with. Overcrowding is strictly forbidden. The Organizer will be liable for the premises and will be under a legal duty to maintain safety at the location, also with regard to decorations, furnishings, equipment, stage props, installations or superstructures, suspensions, cables, stage or studio equipment or lighting installations installed at or brought onto the premises by itself or by authorized third parties during the period of use. It must duly observe and comply with these Safety Regulations and well as with the requirements of VStättV and of the DGUV accident prevention regulations with regard to all objects or materials installed or brought onto the premises. The Organizer shall also be responsible for compliance with any other applicable legislation and more specifically with youth protection legislation, legislation governing work on Sundays or public holidays, the German Law on Working Hours (AZG), the German Non-Smoking Act, the German Industrial Code, and any relevant noise control regulations.
- 3.2 Responsibility of the Event Manager**  
The Organizer shall appoint and communicate to LM a person duly authorized to take decisions on behalf of the Organizer (cf. 2.1) who shall be present on site during the whole duration of the event and who shall act as the Event Manager. The Event Manager shall participate in a joint on-site inspection and familiarize him- or herself with the location and all its rooms including escape or evacuation routes. Upon reasonable request from LM, the Event Manager shall attend a safety meeting / briefing prior to the event. The Event Manager shall provide for the orderly, safe and secure course of the event. He or she shall be present on site during the course of the event, must be available and must take necessary decisions in consultation with the contact person designated by LM, with competent authorities or external services (such as the fire brigade, the police, the building regulatory agency and the authority for the preservation of monuments, the competent regulatory authority, the public emergency medical services or similar). The Event Manager will be obligated to discontinue the event if there is a hazard to persons on the premises, if any safety equipment or installations are out of order or if any operating regulations according to VStättV are not (or cannot be) duly complied with.
- 3.3 Persons in charge of stage equipment, skilled persons for event technology**  
Persons in charge of stage equipment and skilled persons for event technology shall be hired by the Organizer at its own cost and according to VStättV, unless this would already be included in the agreed contractual services.
- 3.4 Responsibility of Leipziger Messe GmbH**  
LM and the persons authorized by it will be entitled and obligated to proceed to random checks with regard to compliance with the operating regulations according to VStättV and these Safety Regulations by the Organizer. To this end, they shall be granted access to the event location and premises at all times.
- 3.5 Security guard and services**  
Only duly qualified contractors approved by LM and who are adequately familiar with the event location, also with regard to necessary evacuation, may be hired for security guard services. The number of security guards required will be determined by the type of the event, the number of visitors, potential risks or additional requirements that may be imposed by the building or other competent authorities. Contractors for security guard services shall perform their assignments in compliance with the requirements of VStättV.
- 3.5.1 Security guard**  
General security guard services for the building during the event will be provided by LM. General supervision will be available during times of setup or dismantling. In regard to this, LM will not assume any duty of care with regard to any objects or equipment supplied or brought onto the premises by exhibitors or by third parties hired by exhibitors.  
  
LM will be entitled to take any measures or precautions required for the purposes of supervision or security patrol services.  
  
If required, the Organizer or exhibitor shall provide for supervision or security patrol services with regard to the building or to objects brought onto the premises. In regard to this, security patrol services may only be provided by the contractor mandated for this purpose by LM. The Organizer / exhibitor is hereby expressly advised of the fact that there will be an increased risk with regard to exhibits or other objects brought onto the premises during times of setup or dismantling. Valuable items or objects that can be moved easily should be kept locked at night.
- 3.6 Exercising householder's rights**  
Along with LM, the Event Manager will have householder's rights for and on behalf of the Organizer based on these Safety Regulations and the applicable building rules in relation to visitors or hired third parties on the premises. LM will continue to exercise householder's rights in relation to the Organizer, visitors or third parties during the event in accordance with the provisions below. Hired security guards will assist in exercising said householder's rights.  
  
Violations of the building regulations, these Safety Regulations, relevant statutory provisions or regulatory action shall be corrected and eliminated by the Organizer and the designated Event Manager without any undue delay. LM will be entitled to substitute performance at the Organizer's costs if the latter does not take immediate action upon reasonable request. If substitute performance is not feasible or reasonable, if the Organizer objects to substitute performance or if the Organizer refuses to assume the costs, LM may request the Organizer to clear and surrender the premises of the event by way of last resort. If the Organizer does not comply with such request, LM will be entitled to have the event discontinued and to have the premises of the event cleared at the cost and risk of the Organizer.
- 4. Safety-relevant operating instructions**
- 4.1 Traffic regulations, escape routes, safety installations**
- 4.1.1 Traffic regulations**  
The KONGRESSHALLE convention center is situated adjacent to public places and road traffic; the Road Traffic Regulations (STVO) shall be duly observed and complied with. Information signs for car and pedestrian traffic must be duly observed and complied with.  
  
Instructions given by persons mandated by LM with traffic management shall be obeyed.

Negotiating the premises with vehicles of any type will be at one's own risk and will only be allowed if the respective permits, valid entry permits or parking tickets have been duly procured. Said permits or tickets must be placed in the vehicle such that they are clearly visible.

Footpaths, closed or blocked spaces, parking spaces or green spaces may not be driven on. Attention should be paid to pedestrians.

Access roads and designated fire lanes must be kept clear at all times.

Vehicles, containers, empty containers or similar objects of any kind parked illegally may be towed away or removed by LM at the owner's cost and risk. The delivery zone may be temporarily closed to vehicles for setup or dismantling activities.

LM will not be liable for claims of delay on the part of the Organizer, exhibitor or contractors which arise from overcrowding or traffic regulation measures.

When granted entry, vehicles should be left on the premises for as short a period of time as possible (merely for loading or offloading).

#### 4.1.2 Escape routes, emergency exits, emergency escapes, corridors, aisles

Escape routes must be kept clear at all times. Doors along escape routes must open easily from the inside across their full width. Escape routes, exit doors, emergency escapes and associated signs must not be blocked, covered or otherwise obliterated. Corridors or aisles must not be narrowed or obstructed by objects placed in the same or protruding into the same at any time during the event. In case of danger, corridors or aisles will serve as escape routes. Fire doors or smoke control doors must not be blocked open by means of shims, wedges or similar.

#### 4.1.3 Fire department maneuvering zones, fire lanes

Fire lanes or maneuvering zones marked with the No Stopping sign must be kept clear at all times. Vehicles or objects parked or left on escape routes or safety areas or zones will be towed or removed at the owner's cost and risk.

#### 4.1.4 Safety installations

Fire detectors or alarm boxes (automatic fire detectors and alert systems), fire hydrants, fire extinguishers or fire mains, smoke dampers, trigger points for smoke exhaust installations, sprinkler systems, fire alarm phones as well as the inlet air and exhaust air openings of heating or ventilation systems, smoke extractors and associated information signs and the green emergency exit signs must be accessible and visible at all times; they must not be blocked, covered or otherwise obliterated.

#### 4.1.5 Sprinkler systems

Parts of the building are equipped with sprinkler systems. The action of the sprinkler system must not be affected or compromised by any displays, exhibits, installed equipment or similar items.

#### 4.1.6 Emergency evacuation

For safety reasons, LM may instruct the building or individual rooms to be evacuated and closed. The Organizers must advise their staff of this procedure, and prepare and announce their own evacuation plans, if appropriate. They will see to it that evacuation will go smoothly.

### 5. Physical characteristics of the place of assembly

#### 5.1 Technical equipment or facilities of the KONGRESSHALLE am Zoo

Any existing, permanent building service installations may only be operated by personnel of LM or of service contractors under contract with LM. This will also apply to any connections to be made to supply mains (such as for electricity, telecommunications or similar) of the KONGRESSHALLE convention center. Unless otherwise agreed, the Organizer may not request LM to remove any of its installed technical services or facilities from the event locations.

#### 5.1.1 Description of the building

##### Exposition level (EXPO)

The exposition level is situated on the basement floor of the building. The level is divided into an area accessible to visitors and operational areas that are not accessible to visitors.

The area accessible to visitors is composed as follows:

- South lounge plus toilets and access to the rooms in the South section,
- exhibition space including gallery, and
- North lounge plus toilets and access to the rooms in the North section.

This level is accessible via all staircases and three passenger elevators (two in the North lounge, one in the South lounge) and three goods elevators. Goods elevators L2 and L5 are reserved for catering purposes. Goods elevator L6 is intended for deliveries to the exhibition level.

##### Conference level 0

Conference level 0 is situated on the ground floor of the building. On this level, there are the following halls and floor spaces:

- Main entrance (in the South section),
- South lounge (Große Wandelhalle lobby, ticket counters / cloak rooms, Organizer's office, access to the staircase and to the rooms in the South section),
- Large Hall, Richard Wagner Hall,
- Side entrance (in the North section),
- North lounge (access via staircase to the rooms in the North section),
- Haendel, Bach, Telemann Halls, and
- White Hall.

##### Operations and catering section:

- Delivery zone, and
- Catering section.

This level is accessible via all staircases and three passenger elevators (two in the North lounge, one in the South lounge) and via three goods elevators. Goods elevators L2 and L5 are reserved for the catering section only. Goods elevator L6 is intended for deliveries to the exhibition level.

##### Conference level 1

Conference level 1 is situated on the 1st floor of the building. On this level, there are the following halls and floor spaces:

- Schiller Hall, Goethe Hall,
- Access via the staircase to the rooms in the South section and the South lounge,
- Access to the Gallery of the Large Hall,
- Schumann Hall and Mahler Hall, and
- Access via the staircase to the rooms in the North section and the North lounge.

##### Operations and catering section:

- Catering section, and
- FOH at the gallery.

This level is accessible via all staircases and three passenger elevators (two in the North lounge, one in the South lounge) or via three goods elevators. Goods elevators L2 and L5 are reserved for use by the catering section only.

##### Conference level 2

Conference level 2 is situated on the 2nd floor of the building. On this level, there are the following halls and floor spaces:

- Lessing\*Hall, Leibniz Hall,

Access is via the staircase to the rooms in the South section and South lounge.

This level is accessible via staircases and via the passenger elevator in the South section of the building.

## 5.1.2 Building specifications

Layout of floor plan available upon request.

Dimensions:

Access road (delivery zone):  
4.50 m wide

Gate (delivery zone):  
11.00 m wide, 4.40 m high

Gate (delivery zone, concertina gate):  
3.50 m wide, 4.40 m high

Ramp (delivery zone):  
3.00 m wide, 1.22 m high (floor bottom edge)  
(delivery by truck: max. 7.51 incl. LWB)

Door (delivery zone):  
1.60 m wide, 2.10 m high

Goods elevator (delivery zone):  
L2: 1.20 m wide, 1.70 m deep, 2.10 m high, payload: 1,260 kg  
L6: 1.20 m wide, 2.70 m deep, 2.10 m high, payload: 2,000 kg

Standard doors within the building:  
1.60 m wide, 2.10 m high

Goods / passenger elevators:  
L5: 1.20 m wide, 1.57 m deep, 2.10 m high,  
payload: 1,260 kg (for catering purposes only)  
P1: 1.35 m wide, 1.60 m deep, 2.10 m high, payload: 2,000 kg  
P3: 1.20 m wide, 2.30 m deep, 2.10 m high, payload: 1,260 kg  
P4: 1.20 m wide, 2.30 m deep, 2.10 m high, payload: 1,260 kg

Ceiling height:  
The ceiling height may vary from room to room, viz.  
from 3.50 m to 17.00 m.

Floor loading:  
The floor is a parquet floor or natural stone tiles and is designed to withstand a floor loading of 5.0 kN/m<sup>2</sup> (500 kg/m<sup>2</sup>).

## 5.2 General utilities

### 5.2.1 Power supply, lighting, type of current, voltage

In the conference halls, the illumination level during the sessions will be approx. 300 lux, measured 1.00 m above the floor.

Existing type of current and voltage inside the building:

- Type of mains: TN-C-S
- Alternating current: 230VAC (acc. to IEC 60 038)
- Three-phase current: 3 x 400V (acc. to IEC 60 038)

Tolerance values according to DIN 50160.

Power supply will be via existing wall sockets and floor boxes.

### 5.2.2 Compressed air and water supply

Supply of compressed air and water / waste water will NOT be available.

### 5.2.3 Means of communication

Telephone connections and data connections (RJ45) will be provided via existing wall sockets and floor boxes.

### 5.2.4 Heating, ventilation

The building is partially air-conditioned. Ventilation occurs through lateral outlets in the sidewall area (jet nozzles) and intake ports in the floor zone. Minor air circulation may occur occasionally. Ventilation outlets must be kept clear at all times.

### 5.2.5 Disruption of operation

In the event of a disruption in the supply of utilities (such as electricity, heating, ventilation, telecommunications or similar), LM must be advised accordingly without any undue delay. LM will not accept liability for loss or damage caused by such disruption.

## 6. Installations or superstructures for events

### 6.1 Technical equipment of the Organizer

Technical equipment or installations provided or installed by the Organizer must comply with relevant regulations and requirements as applicable in the Federal Republic of Germany, and more specifically with national or European DIN, VDE, VdS codes and standards as well as generally recognized codes of practice and rules of technology, the requirements of DGUV accident prevention regulations as amended. Operational facilities or equipment must not be accessible to visitors and must be protected accordingly.

### 6.2 Lifting trucks

The Organizer or contractors hired by it will not be permitted to navigate the building with motorized equipment such as fork lift trucks or similar. The Organizer will be permitted to handle or haul cargo or loads by means of manual equipment (such as lifting trucks). Floor space covered with natural stone tiles or parquet flooring must not be navigated by means of lifting trucks or dollies with hard plastic or metal wheels.

Before handling or hauling any cargo or loads, the Organizer or contractors mandated by it must inform themselves of floor load allowances and floor conditions.

### 6.3 Suspensions

Suspensions will only be feasible at defined spots in the Großer Saal/Large Hall and Weißer Saal/White Hall. For safety reasons, the equipment may only be operated by employees or contractors mandated by LM. The Organizer must register and agree on necessary suspensions with LM prior to the event (see 2.1). Suspensions must be provided in accordance with generally recognized codes of practice and rules of technology, and more specifically with GUV-V A1 (BGV A1, Allgemeine Vorschriften / General Regulations), DGUV Vorschrift / Regulation 17 (BGV C1, Veranstaltungs- und Produktionsstätten für szenische Darstellung (event locations and production facilities for scenic enactments)) and DGUV Vorschrift / Regulation 54 (BGV D8, Winden, Hub- und Zugeräte, s. a. igvw SQ P1 Traversen und igvw SQ P2 Elektrokettenzüge (winches, hoists, tractors, crossbeams)). The specified load limits must be duly noted and complied with. In case of doubt, a structural analysis will be procured for suspensions at the Organizer's expense.

Up to a maximum point load of 500 Kg, suspensions may be provided vertically only. Upon written purchase order, a load hook with safety catch or a slinging point on the crossbeam as an interconnection point will be provided as an interface. By moving the system, the final height can be individually adjusted according to customer demand. A structural analysis must be prepared where larger loads are to be handled.

### 6.4 Installations or superstructures, stands, center stages, stairs, panels, special-purpose structures, booths and display stands

All installations or superstructures in the event location as well as the installation of temporary structures may be subject to notification and licensing requirements (see 2.1). The action of fire protection installations or equipment (such as automatic fire-fighting equipment or fire extinguishing devices, smoke curtains or similar) must not be impaired by installed equipment or superstructures. Installations or superstructures must be designed and installed such that their stability will not be compromised by dynamic vibrations. The substructure of the floors of panels, center stages or stands must be made of noncombustible construction materials. Materials that may form easily flammable dripping and burning substances or toxic gases must absolutely not be used. The respective applicable DIN standards (viz. currently DIN 4102 or EN 13501 -1 Fire resistance classifications for building components) must be duly observed and complied with. Construction materials for booths must be hardly inflammable according to DIN 4102-1 B1 or DIN EN13501-1 C s3, d0 hardly inflammable and must not drip and burn. Submission of an official test certificate for the class of construction materials and the required properties of the material may be requested.

### 6.5 Regulations governing booth construction

Regulations governing booth construction will apply to the approved exhibition spaces in the KONGRESSHALLE convention center.

#### 6.5.1 Stability

Exhibition booths or display stands including fixtures and fittings, exhibits or advertising structures must be sufficiently stable such as not to jeopardize public safety and order, and more specifically as not to pose a threat to life and limb.

It is not allowed to stabilize them against adjacent booth or stands or against the existing basic structure of the building.

The exhibitor will be responsible for the structural safety and stability and may have to submit evidence to this end.

Vertical structural components or special designs (such as detached walls, high exhibits, high decorations or similar) that may fall or overturn must be designed for at least one horizontal equivalent distributed load  $q_h$  viz.  $q_{h1} = 0.125 \text{ kN/m}^2$  up to a height of 4 m from the floor upper edge.

Here, the reference surface is the respective face of surface view.

Evidence to be prepared in this regard must be submitted to LM in a verifiable format.

LM reserves the right to have a verification of stability done by a structural engineer subject to a charge.

## 6.5.2 Permits for booth erection

Registration:

The exhibitor or its representative will be under an obligation to supply information regarding each proposed booth setup using the Form A1.

Duty of notification:

Booth structures (such as display walls, roll-up banners or similar) up to 2.50 m high and with a surface area of no more than  $9 \text{ m}^2$  are merely subject to notification requirements.

On the exhibition floor spaces of the EXPO level, the following items will be subject to licensing requirements:

- any other type of booth structures up to 2.50 m high or with a surface area of more than  $9 \text{ m}^2$ ,
- temporary structures, and
- special designs.

The documents to be submitted (in duplicate) will be reviewed and approved by LM only for the respective event and floor space, and may be returned with conditions for execution.

The following items will not be subject to licensing requirements:

- booth structures more than 2.50 m high, and
- booth structures with a closed ceiling.

The following items on the exhibition floor spaces in the halls will be subject to licensing requirements:

- booth structures made of modular display stands (such as the Octanorm system) up to 2.50 m high or with a surface area of more than  $9 \text{ m}^2$ , and
- temporary structures.

The documents to be submitted (in duplicate) will be reviewed and approved by LM only for the respective event and floor space, and may be returned with conditions for execution.

The following items will not be subject to licensing requirements:

- individual booth structures more than 2.50 m high, and
- booth structures with closed ceilings.

## 6.5.3 Inspection and clearance, licensing requirements

Booth drawings with dimensions, in a scale of 1:100 or better, together with a horizontal plan and elevation sketches plus specifications and bills of materials must be submitted in duplicate to LM no later than six (6) weeks prior to the commencement of booth setup for review and approval.

One copy of the booth drawing will be returned to the exhibitor / booth contractor with a notice of approval after review. Booth setup will only be cleared subject to the notice of approval.

Said review by LM will be free of charge.

If any additional costs are incurred in the course of the licensing procedure (structural engineer, fire safety inspection report, fire safety sentry or similar), such costs will be charged to the Organizer / exhibitor / booth contractor.

## 6.5.4 Modification of booth structures not compliant with regulations

Booth structures that have not been duly approved, that are not compliant with relevant regulations under public law or other such regulations must be modified, revised or eliminated accordingly. If such modification or revision is not made in a timely manner, LM will be entitled to proceed to said modifications or revisions on its own and at the exhibitor's expense.

## 6.5.5 Overall height and headroom

The maximum overall height will be 2.50 m (subject to licensing requirements).

As a general rule, the back facing an adjacent booth must be smooth and of neutral coloring (such as white or light gray).

Advertising structures, logos or similar must be kept at a distance of 1.00 m or more from the boundary with the adjacent booth.

## 6.5.6 Booth roofing

In order not to affect or impair the operation of sprinkler systems, booth in areas equipped with sprinkler systems must be open towards the ceiling. Here, the ceiling will be deemed to be open if no more than fifty percent (50%) or the surface area relating to each square meter ( $\text{m}^2$ ) is closed. Sprinkler-suitable ceilings with a mesh size of no less than  $2 \times 4 \text{ mm}$  or  $3 \times 3 \text{ mm}$  will be permitted. The fabric tarpaulin shall be fixed in one layer only. Sagging of the fabric tarpaulin must be avoided.

The continuously closed surface area of the ceiling per booth must not exceed  $30 \text{ m}^2$  or fifty percent (50%) of the overall booth surface area without taking further precautions. So as not to exceed this maximum surface area of  $30 \text{ m}^2$  through the combination of several ceiling panels, a clearance of no less than 1.20 m to the booth boundary must be maintained. Also, several ceiling panels of up to  $30 \text{ m}^2$  within one booth will be allowed insofar as a minimum clearance of 2.40 m is maintained between these ceiling panels.

## 6.5.7 Carpets, wall to wall flooring

Carpets or wall-to-wall flooring must be installed such that there will be no slip danger, no risk of stumbling and no risk of falling. For fixing the carpet or flooring in place, only adhesive tape may be used that can be removed without leaving any residues. Self-adhesive carpet tiles will not be acceptable. All materials used must be removed without leaving any residues. The same will apply to substances such as oil, grease, paint or similar. Floors must not be painted.

## 6.5.8 Barriers or safety fences for the stage areas

For concerts, where standing room for the audience is provided in front of center stages, such room for the audience must be fenced off such that there will be an aisle no less than 2 m wide for security and emergency or ambulance services between the center stage and the barrier.

## 6.5.9 Glass

Only shatterproof or safety glass may be used for structures made of glass. The edges of glass panes must be machined or protected such that there will be no risk of injury. Component parts made completely of glass must be marked accordingly at eye level.

## 6.5.10 Bolts, holes, nails

It is not allowed to install bolts or anchors or nails or to drill holes. Bolt firing is also not acceptable.

## 6.5.11 Spray guns, solvents

The use of spray guns or of materials or paint containing solvents is not allowed.

## 6.6 Decorations, equipment, stage props

### 6.6.1 Decorations

As a minimum requirement, any materials used for decoration or curtains must be made of flame-retardant material (rating B1 according to DIN 4102 or minimum class C according to EN 1350M). Decorations in required corridors, aisles or stairwells or landings (escape routes) must be made of noncombustible material (class A according to DIN 4102 or A1 according to DIN EN 13501-1y). Materials for recurrent use

must be inspected or tested for low flammability or flame resistance once again, and must be re-impregnated if required. Submission of an official test certificate certifying the required retardant properties of the material may be requested.

All materials installed must be placed away from ignition sources, spotlights or heat sources such that they will not ignite. Decorations must be attached directly to walls, ceilings or equipment. Decorations (freely) suspended in the room will only be allowed if placed at a clearance from the floor of no less than 2.50 m and if the action or operation of automatic fire-fighting equipment or fire extinguishing devices will not be affected or impaired. Decorations made of fresh flowers may only be placed in the rooms if and for as long as the flowers are fresh. Bamboo, reed, straw, bark mulch, peat (fir) trees without bales or similar will not be deemed to meet the above requirements. Exceptions may be granted by LM in consultation and agreement with the fire department only.

#### 6.6.2 Equipment

Equipment items that are component parts of set or stage decorations, such as wall panels, floor panels or ceiling components, must be made of flame-retardant material as a minimum requirement. Certificates certifying appropriate flame-retardant properties of said materials shall be submitted to LM upon reasonable request.

#### 6.6.3 Stage props

Stage props are fittings of stages or set or stage decorations respectively. As a minimum requirement, they must be made of materials having normal flame-retardant properties.

#### 6.7 Special fire protection regulations

##### 6.7.1 Open flames, flammable liquids, gases, candles

The use of open flames, flammable liquids, gases, pyrotechnical objects, explosive or other easily flammable materials is not allowed. The use of candles or similar luminous sources as table decoration, as well as the use of open flames, will not be allowed.

##### 6.7.2 Flammable packaging materials

Combustible packaging materials must be removed from the event location by the Organizer without any undue delay. Packaging materials, waste or residual materials must absolutely not be placed or left under or on stages, stands or panels.

##### 6.7.3 Machines with combustion motors

Machines with combustion motors are not allowed inside the event location.

##### 6.7.4 Torching work, welding, abrasive cutting or hot work

Any kind of "torching or hot work" will not be allowed inside the event location. Exceptions may be granted by LM through prior written consent only.

##### 6.7.5 Fog or smoke machines

The use of fog or smoke machines will not be allowed.

##### 6.7.6 Balloons or flying objects

The use of balloons filled with safety gas or of other flying objects will not be allowed as a general principle.

##### 6.7.7 Fire extinguishers

During setup and dismantling work, as well as during the event proper, each booth or display stand must be equipped with at least one appropriate fire extinguisher according to DIN EN 3 with an extinguishing capacity of no less than six (6) extinguishing agent units.

In cases of increased risk or booth surface areas of more than 50 m<sup>2</sup>, more fire extinguishers shall be provided according to ASR A2.2. The locations of fire extinguishers shall be marked with the fire warning sign F001 according to ASR A1.3.

Fire extinguishers must be appropriate for the expected flammability classification. Preferably, foam extinguishers or carbon dioxide extinguishers shall be used. These are available for rent from LM.

#### 7. Safety, health and environmental protection

LM feels obliged to protect the health of all persons present at the event location or premises and is committed to preventive environmental protection. As a contracting party to LM, the event Organizer shall ensure that all provisions in terms of safety at work, health and environmental protection will also be duly observed and complied with by its contractors and business associates.

##### 7.1 Safety

Applicable safety and DGUV accident prevention regulations must be duly observed and complied with for all booth setup or dismantling activities. The event Organizer and any contractors hired by it will each be responsible for the due observance and compliance with relevant safety or accident prevention regulations. More specifically, the event Organizer and contractors hired by it shall see to it that their setup or dismantling activities will not jeopardize other persons who may be present at the event location or premises. Where required, the event Organizer shall provide reasonable coordination of work activities. If this is not feasible, it shall temporarily discontinue or suspend the respective activities and advise LM accordingly.

##### 7.2 Electrical installation

###### 7.2.1 Connections

Power supply will occur via a TN-C-S mains with a rated voltage of 230V/50 Hz for alternating current and of 400V/50Hz for three-phase current. Under normal operating conditions, the voltage and frequency will be kept as constant as possible. Each party that is to be supplied with electricity will have one connection or several connections that will be provided and installed exclusively by specialist contractors under contract with LM. All cables will be run above floor.

A floor plan showing the desired location of the connection shall be attached to the purchase order form for "Electrical installation".

The event Organizer / exhibitor will not be entitled to procure electricity from any persons not duly authorized for that purpose by LM. More specifically, procuring electricity from any third parties is prohibited.

###### 7.2.2 Booth installation

All installations or systems at the booth must be made in accordance with valid IEC or VDE regulations. The TNS mains shall be used within the booth. It must be possible to isolate each booth from the mains of the premises via a main switch or, whenever allowable, a plug-and-socket connection. Where certain appliances or devices are to be permanently supplied with electricity, such as cooling devices, computers or similar, a separate loop shall be installed upstream of the main switch to remain live even after the main switch is switched OFF. An RCCB loop shall be provided for protection. Electrical installation work within the booth may be done by the exhibitor's own electricians of the approved specialist contractors in accordance with applicable VDE regulations and internationally recognized codes and standards and best available technology.

The electrical installation of the booth may only be used for purposes of the event once it will have been inspected and cleared for use by the contractor of LM. The test and inspection report for the electrical installation shall be submitted by the exhibitor. Acceptance inspections will be arranged for by LM. In the event of non-compliance with applicable regulations or requirements, the contractor of LM will be obligated to refuse connection to the supply mains.

Changes, additions or repairs at booth installations not provided by the contractor of LM may be purchased from the latter.

###### 7.2.3 Installation and operating instructions

The whole electrical installation shall be designed and provided in accordance with current safety regulations and requirements of the Verband Deutscher Elektrotechniker (VDE). More specifically, VDE 0100, 0108, 0128 and IEC 60364-7-711 shall be duly observed and complied with. A 30 mA RCCB is specified for power outlets and lighting circuits. The share of radio frequency or low-frequency disturbances transmitted to the mains must not



exceed the values specified in VDE 0160 and VDE 0838 (EN 50 006). Conductive components shall be integrated into the protection against indirect contact.

Exclusively cables of types NYM, H05 W-F, H05 RR-F with a minimum cross-section of 1.5 mm<sup>2</sup> Cu may be used. Bare conductors or terminals are not allowed in low-voltage systems with a safety function (low-voltage systems). Secondary cables shall be protected against short-circuiting and overload. Flexible cables (and flat cables) must not be run unprotected against mechanical load or stress underneath floorings.

The exhibitor must see to it that the booth system will be isolated from the mains each day after the event closes. There will be no centralized isolation during the term of the event.

The exhibitor will be subject to unlimited liability.

#### 7.2.4 Safety measures or precautions

For special protection, all electrical appliances generating or radiating heat (such as hot plates, spotlights, transformers or similar) shall be mounted or installed on nonflammable, heat-resistant, asbestos-free pads or bases. Adequate clearance must be maintained to flammable materials, depending on the amount of heat development. Lighting fixtures must not be attached to items of decoration or similar. UV emitters of types UV-B and UV-C may only be operated in designated fixtures where unprotected emission is avoided and where booth personnel or visitors are not overly exposed.

#### 7.2.5 Safety or emergency lighting

Where the existing safety or emergency lighting is not effective due to modified layout planning, an additional separate safety or emergency lighting according to VDE 0108 will be required. This must be designed such that people will safely find their way to the general escape routes.

#### 7.3 Sound level, hearing protection

Organizers of music performances where high sound pressure levels (volumes) are expected must check whether and if so what safety precautions must be taken to protect visitors' hearing. Taking adequate precautions will be the Organizer's own responsibility. The Organizer must limit the volume in a reasonable manner such as not to impact visitors' hearing (through acute hearing loss or similar). As the generally accepted code of practice, DIN 15 905 "Veranstaltungstechnik - Tontechnik" (event technology, sound engineering) proposes precautions to protect the audience's hearing against excessive sound pressure levels in Part 5: "Maßnahmen zum Vermeiden einer Gehörgefährdung des Publikums durch hohe Schalldruckpegel bei elektroakustischer Beschallungstechnik". The sound pressure level inside the rooms of the event shall be limited to 80 dB. Records of the actual sound level must be maintained where external (PA) equipment is used.

The above provision and requirement must be duly observed and complied with by the Organizer. In addition, the Organizer shall provide an adequate number of hearing protectors (such as earplugs or similar) in adequate numbers, and shall hand these out to visitors free of charge upon reasonable request if it cannot be positively ruled out that specified thresholds will be exceeded. A clear notice regarding the above must be placed clearly visible in the entrance area.

#### 7.4 Laser systems

The operation of laser systems is subject to notification requirements and must be communicated to LM. Laser systems must satisfy the requirements of DIN EN 60825-1 "Sicherheit von Lasereinrichtungen" (safety of laser products). Laser systems of classes 3b and 4 must be announced to the competent regulatory agency (the Amt für Arbeitsschutz safety at work agency) prior to use, and must be inspected for safe operation by a publicly appointed and sworn expert. The test certificate shall be submitted to LM prior to the event. A written appointment of a local laser safety officer shall be attached to the notification.

#### 7.5 Ban on smoking

There is no smoking in the KONGRESSHALLE am Zoo convention center (in any form whatsoever, including e-cigarettes).

#### 7.6 Waste

During booth setup or dismantling, as well as during the event proper, waste shall be avoided wherever in accordance with the principles of the German Closed Substance Cycle Waste Management Act (KrW-AbfG). Any unavoidable waste must be disposed of in an ecologically sensitive manner (recycling before disposal). The Organizer will be under an obligation to make an effective contribution to these efforts.

The Organizer shall see to it that any and all materials (decorations, packaging material, ornamentation or similar), as well as installed items or superstructures brought onto the premises of the event location by it or its contractors, will be completely removed after the event. Only materials that cannot be reused (meaning true waste) shall be disposed of via the disposal system of LM in return for a fee. If there is any special refuse or hazardous waste (requiring supervision), LM must be advised accordingly and promptly, and separate disposal must be arranged via approved contractors of LM.

#### 7.7 Waste water

Disposal of solid or liquid waste via the wastewater system (toilets, sewers) is strictly forbidden. Where mobile catering is used, care must be taken to separately collect all grease or oil and to dispose of the same separately. Only biodegradable products shall be used for cleaning.

#### 7.8 Environmental damage

Environmental damage / contamination on the premises (such as through gas or oil leakage, hazardous materials) must be reported to LM without any undue delay.

#### 7.9 Noise protection for residents

The event should not cause any undue noise pollution to residents in the vicinity of the event location (mixed-use zone / residential area). For music events or events with special generation of noise, external windows or doors must be kept closed. The provisions and requirements of TA Lärm (German Technical Instructions on Noise Abatement) must be duly observed and complied with. Violations may result in restrictions being imposed by competent authorities on setup or dismantling activities or on the event proper.

Public address systems in the open air or discothèque-like operations are not allowed.

#### 8. Building rules and terms of use

The Organizer must procure that the visitors of the event, its guests and contractors will duly observe and abide by the building rules and LM's terms of use. Besides the Organizer, LM will exercise householder's rights.

The building rules and terms of use are available for inspection on site at any time. In addition, a hard copy may be made available upon request.