

Düsseldorf**Congress**

SAFETY REGULATIONS FOR EVENTS

For the rented items:
CCD Congress Center Düsseldorf,
multi-purpose halls 6, 8a and 8b
of Messe Düsseldorf,
Museum Kunstpalast,
Station Airport,
CASTELLO Düsseldorf

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Preliminary remarks / area of application

The CCD Congress Center Düsseldorf, the multi-purpose halls 6, 8a, 8b of Messe Düsseldorf, the Museum Kunstpalast, the Station Airport and the CASTELLO Düsseldorf (hereinafter referred to as meeting location(s)) are marketed, in part operated and rented out by DüsseldorfCongress Veranstaltungsgesellschaft mbH (hereinafter referred to as DüsseldorfCongress).

The present safety regulations are applicable to events such as congresses, concerts, sporting events, company events, shareholder meetings, functions and comparable events held at the meeting locations. Additional requirements on safety and fire prevention for an event can be made by the building-law authorities, the police, the fire prevention bodies and by DüsseldorfCongress if increased risks to persons and property result from the nature or scope of the planned event.

The safety regulations implement the requirements under the Ordinance on the Construction and Operation of Special Constructions - Part 1 Meeting Locations - (hereinafter SBauVO). The contract partner of DüsseldorfCongress must ensure that the safety regulations are adhered to by himself and all further persons and companies entrusted with the planning and holding of the event.

If the contract partner of DüsseldorfCongress is not simultaneously the organiser, the contract partner shall be liable jointly and severally in addition to the organiser for observance of the rulings of these safety regulations as well as of all relevant statutory regulations.

1. Reporting and approval obligations

1.1 Reporting obligations prior to the event

At the latest six weeks prior to the event, the contract partner (hereinafter also referred to as organiser) must notify DüsseldorfCongress of all services, organisational and technical details, the start of the event, the admission hours, the end of the event, the planning of the meeting locations, rooms and areas. The organisational and technical details include in particular:

- the name of his event manager
- whether the organiser will be providing "persons responsible for event technology" who will supervise the setting up and dismantling of the event as well as the actual event
- the size and arrangement of any scene areas/stages/stands, catwalks, prosceniums, podiums and comparable structures to be set up
- the expected number of visitors and the expected public profile (peaceful, normal, difficult)
- whether stage, studio, lighting technology or other technical facilities will be brought in (load plan)
- whether movements or conversions of technical facilities will be carried out during the event
- whether machine movements, artistic performances will take place in or above the spectator area
- whether actions with a fire risk/pyrotechnic effects, the operation of laser devices or smoke/fog devices is/are envisaged (note additional approval requirement)
- whether ornaments, decorations/equipping/requisites will be brought in (provide evidence of fire categories)
- whether a guest performance checklist will be issued for the event
- whether a "technical rehearsal" is planned by the organiser before the event.

On the basis of the information provided by the organiser, DüsseldorfCongress will carry out a risk assessment before the event and on the basis of which the necessity of an application for official approvals and the number of qualified event personnel and external service personnel (fire brigade, first-aid service, stewards, safety personnel) will be planned (see Sections 40 to 43 SBauVO). If the organiser fails to provide (complete) information or fails to do so on time, an increased event risk will be assumed as a fundamental rule. All additional costs incurred as a result, in particular personnel costs for fire safety posts, first-aid services and stewards will be for the account of the organiser. Incorrect information can result in the restriction, cancellation or abortion of the event.

1.2 Technical rehearsals, guest performance checklist

If scene areas of more than 200m² are used and in cases of guest performance events with own scene construction, a non-public technical rehearsal with full scene construction must be held as a fundamental rule

prior to the first event, unless this can be dispensed with on the basis of the nature of the event or the scope of the scene construction (provided without cause for concern). DüsseldorfCongress shall decide whether the rehearsal can be dispensed with on the basis of the above information as per no. 1.1 (in consultation with the building supervisory authority). If this is not the case, the organiser must agree the envisaged time of the technical rehearsal in sufficient time with DüsseldorfCongress. No technical rehearsal is required for guest performances for which a guest performance checklist has been issued. The guest performance checklist must be submitted to the building authority at the latest 2 weeks prior to the event.

1.3 Approvals and acceptances by authorities

The hiring out of event rooms and space will be on the basis of officially approved escape-route and seating plans with fixed maximum visitor capacity. Deviations from the existing, approved escape-route and seating plans, e.g. as a result of changes to the seating arrangements or the path of the escape routes, as well as the setting up of tents, podiums, stands, special constructions, floating structures require the consent of DüsseldorfCongress. As a rule, corresponding measures require approval under building law and must be accepted by the building authority and the fire chief's department.

1.4 Costs and risks of projects subject to notification and approval

The submission of documents, plans, certificates, test certificates, expert reports as well as building and fire-prevention acceptances can be required of the organiser for the above mentioned projects and all projects mentioned below in the safety regulations as being subject to notification or approval. DüsseldorfCongress shall support the organiser in carrying out the approvals procedures. The duration and costs of the approval procedure, including the risk of capacity for approval, shall be fully for the account of the organiser.

2. Responsible persons

2.1 Responsibility of the organiser

The organiser is responsible for the event programme and the safe, trouble-free running of the event. He must ensure that the maximum permitted visitor capacity is adhered to in the event rooms and areas hired out to him. Overfilling is strictly forbidden. The organiser is responsible for ensuring the safe passage of persons and vehicles within the meeting locations for the duration of the use as regards the structures and fittings, decorations, equipment, requisites, suspended items, cables and stage, studio and lighting fittings, brought in by him or by authorised third parties. He must comply with the requirements of the present safety regulations as well as with the regulations of the SBauVO Part I and the accident prevention regulations, in particular the UVV BGV C1 "Event and Production Locations for Scenic Presentations", as regards all items and materials brought in. He is also responsible himself on his own responsibility for observance of the generally recognised rules of technology and of all further laws and ordinances applicable for the event, in particular the protection of minors act, the law on Sundays and public holidays, the law on working hours, the employment protection act, the law on protection of non-smokers, the Industrial Code as well as the noise provisions under the law on protection against harmful effects on the environment.

2.2 Responsibility of the event manager

The organiser must inform DüsseldorfCongress of the name of a person authorised to make decisions (see no. 1.1) who will be present for the entire duration of the event as event manager. The event manager must take part in a joint tour of inspection of the meeting location and familiarise himself with the event rooms including the escape and evacuation routes. At the request of DüsseldorfCongress, the event manager must take part in a consultation/instruction meeting before the event concerning the safety regulations to be observed. The event manager is also obliged to be present during all safety discussions, in particular the safety meetings considered necessary by the fire brigade and/or police and/or DüsseldorfCongress.

The event manager must ensure orderly and safe holding of the event. He is obliged to be present during the event, must be contactable at all times and must take any necessary decisions in consultation with the contact person advised by DüsseldorfCongress, the authorities and external auxiliary personnel (fire brigade, police, building authority, office for public order, first-aid service). The organiser's event manager is obliged to discontinue the event if this becomes necessary as a result of a danger to persons in the meeting location, if necessary safety installations, facilities or devices are not functioning or if the operating regulations of SBauVO are not (cannot be) adhered to. The event manager will be assisted by a contact person nominated by DüsseldorfCongress.

2.3 Persons responsible for event technology, experts for event technology

Persons responsible for event technology and experts for event technology must be provided by the organiser at his own expense and in accordance with the following determinations:

The setting up and dismantling of stage, studio and lighting facilities at events with space for more than 5000 visitors or on scene areas of more than 200m² as well as technical rehearsals, must be managed and supervised by at least one "person responsible for event technology". For events with space for less than 5000 visitors or for the setting up and dismantling of scene areas of between 50m² and 200m², the presence of an expert for event technology is sufficient.

With dress rehearsals, events, broadcasts or recordings of events in meeting locations with space for more than 5000 visitors or on scene areas with more than 200m², two experts for event technology must be present. For events in event locations with space for less than 5000 visitors or on scene areas of between 50m² and 200m², the presence of one expert for event technology is sufficient.

Exceptions: If the safety and functional capacity of the stage, studio, lighting and other technical facilities of the meeting location has/have been checked by persons responsible for event technology or by experts before the event, if no risks emanate from the nature or sequence of the event and if these facilities are not moved or otherwise changed during the event, the necessary technical supervision can be carried out by an expert or by another "supervising person" in individual cases on the basis of a risk assessment to be carried out by DüsseldorfCongress. This presupposes that the supervising person is familiar with the technical facilities.

2.4 Responsibility of DüsseldorfCongress

All technical installations and facilities of the building as well as all technical facilities ordered by the contract partner from DüsseldorfCongress for his event, must be operated exclusively by the technical personnel of DüsseldorfCongress or by the qualified technical service partners of DüsseldorfCongress.

DüsseldorfCongress is entitled to carry out random checks on adherence by the organiser to the operating regulations of the SBauVO and to the present safety regulations. To this end, the persons appointed must be granted free access to the event rooms and areas at all times.

2.5 Safety and stewarding service

Exclusively qualified companies approved by DüsseldorfCongress who are also sufficiently familiar with the meeting location - including for any potential evacuation - may be appointed as safety and stewarding service. The required number of safety and stewarding personnel will be determined in accordance with the nature of the event, the number of visitors, potential event risks and any additional requirements of the building and stewarding authorities. The safety and stewarding service is responsible for the tasks set out in the SBauVO.. The costs for the provision and deployment of the safety and stewarding service will be for the account of the organiser.

2.6 Fire brigade, police, first-aid service

Fire-brigade, police and first-aid service will be informed by DüsseldorfCongress in accordance with the nature and size of the event. The scope of these services (number of persons to be provided) depends on the nature of the event, the number of visitors, the specific risks of the event and the possible official determinations in each individual case. The costs for the provision and deployment of fire-brigade, police and first-aid services shall be for the account of the organiser. The fire-brigade, police, first-aid and building-supervision-authority personnel must be granted access to all areas of the meeting location at all times.

2.7 Exercise of domestic authority

In addition to DüsseldorfCongress, the event manager shall also exercise domestic authority for the organiser over visitors to the event and authorised third parties, within the rooms and space hired out to him and on the basis of the present safety regulations and the applicable house regulations. DüsseldorfCongress shall also exercise domestic authority over the organiser, and in addition to the organiser, over visitors and third parties during the period of hiring out of the event rooms and event areas in accordance with the following provisions. The stewarding personnel appointed shall provide support in implementation of the domestic authority.

Violations of the house regulations, of the present safety regulations, of event-related statutory regulations or official directives must be discontinued immediately by the organiser and his event manager. DüsseldorfCongress is entitled to carry out substitute measures at the expense of the organiser if the latter does not act immediately following prior request. If substitute measures are not possible or reasonable, if the organiser refuses to carry out the substitute measures or refuses to assume costs, DüsseldorfCongress can, as a final resort, demand clearance and return of the event areas hired out. If the organiser fails to comply with any such request, DüsseldorfCongress shall be entitled to have the event aborted, including clearance, at the expense and risk of the organiser.

3. Safety-related operating regulations

3.1 Traffic regulations, escape routes, safety devices, safety concept

3.1.1 Travelling on the premises

The German Highway Code (STVO) is applicable on the entire passable area of the meeting location. The speed restrictions signposted for the premises are applicable to all vehicles. Travelling over the meeting location premises is only permitted following approval by DüsseldorfCongress. As a fundamental rule and in the interests of the safety of visitors, vehicles are not permitted to travel over the meeting location premises until the meeting location is empty. This is also applicable in particular for vehicles wishing to travel over the meeting location premises for the purpose of dismantling. The premises can be temporarily closed to motor vehicles. Travelling with any form of vehicle is at one's own risk. DüsseldorfCongress is entitled to check the load space of motor vehicles and containers carried by persons when entering or leaving the premises .

3.1.2 Forklift trucks, lifting trucks

Travelling over event areas, foyer and hall space by the organiser and the companies appointed by him with motor-driven auxiliary means such as forklift trucks is only permitted with the explicit approval of DüsseldorfCongress. The organiser or the companies appointed by him must obtain information from DüsseldorfCongress concerning the admissible floor load and floor characteristics before transporting loads.

3.1.3 Fire-brigade movement areas

The approach routes and movement areas for the fire brigade – marked with no-stopping signs – must be kept free at all times. Vehicles and items parked on escape routes and safety areas will be removed at the expense and risk of the owner.

3.1.4 Emergency exits, emergency hatches, halls, passageways, tunnels

These escape routes must be kept free at all times. The doors in escape routes must be capable of easy opening from the inside over their full width. Escape routes, exit doors, emergency hatches and their marking must not be obstructed, covered or made unrecognisable in any other way. At no time from the beginning to the end of the event and up until complete emptying of the meeting location must escape routes be restricted through items deposited or penetrating inward. Halls, passageways and tunnels act as escape routes in the event of danger. Fire and smoke doors must not be kept open by wedges or other items.

3.1.5 Safety devices

Fire alarms, hydrants, fire extinguishers and leads, butterfly dampers, triggering points for the smoke extraction devices, smoke detectors, telephones as well as supply and waste-air openings of the heating and ventilation system, smoke extraction devices, their notice signs as well as the green emergency exit signs must be accessible and visible at all times; they must not be obstructed, covered or in any other way made unrecognisable.

3.1.6 Safety instructions, electro-acoustic system (EAS)

The functional capacity of the EAS will be checked by DüsseldorfCongress in sufficient time prior to admission of the public. DüsseldorfCongress is entitled to provide optical and acoustic safety instructions on video screens and via the public address system between admission and the start of the event.

3.1.7 Safety concept

The organiser is obliged to observe the safety concept for the meeting location and to implement it fully in consultation with DüsseldorfCongress. DüsseldorfCongress is entitled to request the drawing up and implementation of an event-specific safety concept for the event by the organiser, in so far as this is necessary for the nature and scope of the event.

3.2 Fittings and structures for events

3.2.1 Technical facilities of the meeting location

As a fundamental rule, all existing, firmly installed facilities of the building must only be operated by personnel of DüsseldorfCongress or by contractually approved, affiliated service companies of DüsseldorfCongress. This also applies for all connections to be established to the supply grids (e.g. electricity, gas, compressed air, water, telecommunications) of the meeting location. Unless otherwise agreed, the organiser shall have no entitlement to removal by DüsseldorfCongress of own, installed technical facilities from the event rooms.

3.2.2 Technical facilities of the organiser

The technical facilities brought in by the organiser or by companies appointed by him for this purpose, must conform to the generally recognised rules of technology, in particular to the requirements of the accident prevention regulations BGV C1 and BGV A3, in terms of safety and functional capacity. Electrical (switching) systems must not be accessible for visitors and must have appropriate fuse protection.

3.2.3 Suspended items

For safety reasons, suspended items on the ceilings and the supporting structures must be attached exclusively by the qualified service partners approved by DüsseldorfCongress or under their supervision. The organiser must register (see no. 1.1) and agree necessary suspended items with DüsseldorfCongress prior to the event. Suspended items must be designed in accordance with the generally recognised rules of technology. The prescribed load limits must be adhered to. In case of doubt, a structural-engineering assessment of the suspended items will be commissioned at the expense of the organiser.

3.2.4 Fittings and structures, stands, podiums, stairs, scene areas, special constructions

All fittings and structures in the meeting location as well as the setting up of floating structures in the outdoor area are subject to reporting and possibly approval (see no. 1.3). The effect of fire-prevention devices (e.g. automatic fire extinguishing devices, smoke aprons etc.) must not be impaired by fittings and structures. Fittings and structures must be designed such that their stability cannot be impaired by dynamic vibrations. The substructure of the floors of podiums, scene areas and stands must be made of non-combustible building materials. Under no circumstances must highly inflammable, hot-dripping materials or materials that form toxic gases be used. DIN 4102 or EN 13501-1 (conduct of building materials, components in case of fire) must be observed. Submission of an official test certificate concerning the building material category and the required material characteristics can be required.

3.2.5 Carpets, floor coverings

The bringing in of carpets or other floor coverings must be carried out such that no risk of slipping, stumbling or falling exists for persons. Carpets and other floor coverings must be laid accident-proof. Only adhesive tape must be used for fixing; this must be removed completely. Self-adhesive carpet tiles are not permitted. All materials used must be removed completely. The same applies for substances such as oils, greases, paints and similar. The hall floors must not be painted over.

3.2.6 Breakwaters

If standing space is arranged for visitors in front of scene areas at concert events, the visitor spaces must be separated from the scene area by a barrier such that an aisle of at least 2 metres in width is available for the stewarding personnel and emergency services between the scene area and the barrier.

If standing space for more than 5000 visitors is arranged in front of scene areas at concert events, standing space that is accessible from the sides only must be created in front of the scene area by at least two further barriers (breakwaters). The barriers (breakwaters) must be at least 5 metres apart at the sides and at least 10 metres apart over the width of the scene area. Upon application, the building supervision authority will decide on possible exemptions in individual cases as regards the setting up and arrangement of barriers (breakwaters).

At concert events with standing space for less than 5000, corresponding barriers (breakwaters) must be arranged if this is necessary given the nature of the event, in particular given the expected public profile. DüsseldorfCongress shall take the corresponding decision on the basis of a risk assessment if no official directive is issued.

The costs for the provision, setting up and dismantling of breakwaters and

possible applications to the authorities for exemption, shall be for the account of the organiser.

3.2.7 Glass and acrylic glass

Only safety glass must be used for glass constructions. Edges of glass panes must be processed or protected such that the risk of injury is excluded. Full glass components must be marked at eye level.

3.2.8 Bolts, holes, nails

The bringing in of bolts and anchoring points, the knocking in of nails as well as the knocking and drilling of holes is forbidden. Bolt firing is likewise not permitted.

3.3 Decorations, equipment, requisites

3.3.1 Decorations

Materials, decorations and curtains used to decorate the event must be made at least of highly flame-retardant materials (B1 as per DIN 4102 or at least Class C as per EN 13501-1). Decorations in necessary halls, passageways and stair areas (escape routes) must be made of non-combustible materials (A as per DIN 4102 or A1 as per DIN EN 13501-1). Materials used repeatedly must again be checked for their highly flame-retardant characteristics and re-impregnated if necessary. Submission of an official test certificate on the required characteristics of the material can be required.

All materials brought in must be a sufficient distance from sources of ignition, floodlights and sources of heat to ensure that they cannot be ignited by these. Decorations must be attached directly to walls, ceilings or equipment. Decorations hanging (freely) in the room are only permitted if they are at least 2.5 metres from the floor and the effect of automatic fire extinguishing devices is not impaired. Decorations from natural plant ornaments must only be kept in the room for as long as they are still fresh. Bamboo, reeds, hay, straw, bark, peat, (fir) trees without bales or similar materials do not satisfy the above mentioned requirements. DüsseldorfCongress shall decide on exemptions in consultation with the fire brigade.

The use of air balloons filled with safety gas and other flying objects must be approved by DüsseldorfCongress in advance of the event.

3.3.2 Equipment

Equipment which is part of stage and scene sets, such as wall, floor and ceiling elements, must be made of at least highly flame-retardant materials. Corresponding certificates concerning the highly flame-retardant qualities of items must be submitted to DüsseldorfCongress on request.

3.3.3 Requisites

Requisites are fittings for stage and scene sets. They must be made at least of normally flame-retardant materials.

3.4 Particular fire prevention regulations

3.4.1 Open fire, combustible liquids, gases, pyrotechnics

The use of open fire, combustible liquids, gases, pyrotechnic items, explosive and other highly flammable substances is prohibited. The prohibition does not apply if the use is related to the nature of the event and the organiser has agreed the necessary event-specific fire prevention measures in advance with DüsseldorfCongress and the fire brigade. The use of pyrotechnic items must be approved by the authorities and must be supervised by a suitable person under explosives law. Proof must be submitted concerning the holder of the permit, the evidence of qualification, the insurance certificate (pyrotechnic liability) and the approval by the authorities. The costs incurred for the official approvals and the safety of the event when using pyrotechnic items shall be for the account of the organiser.

3.4.2 Candles, kitchen and heat-retention devices

The use of candles and similar sources of light as table decoration as well as the use of open fire in kitchen facilities, envisaged for this, for the preparation of food is permitted with the consent of DüsseldorfCongress ("protected candlelight").

3.4.3 Combustible packing materials

Combustible packing materials must be removed from the meeting location immediately by the organiser. Under no circumstances must packing materials, waste or residual substances be stored under or on stages, stands or podiums.

3.4.4 Vehicles with combustion engines

Vehicles with combustion engines in the meeting location are subject to reporting and approval in all cases. As a rule, the maximum admissible tank content is limited, the tank cover must be locked and the battery will be

disconnected. Additional safety measures can be ordered.

3.4.5 Fire, welding, abrasive cutting work, hot work

All forms of "fire and hot work" are prohibited in the meeting location. Exceptions are only permitted with the prior, written consent of DüsseldorfCongress.

3.5 Safety at work, health and environmental protection

DüsseldorfCongress considers itself committed to the protection of the health of all persons present in the meeting location and to preventative environmental protection. As contract partner of DüsseldorfCongress, the organiser must ensure that all provisions concerning safety at work, health and environmental protection are adhered to in binding manner, including by his contractors and business partners.

3.5.1 Safety at work

All setting-up and dismantling work must be carried out in compliance with the applicable work safety and accident prevention regulations, in particular those of UVV BGV A1 and UVV BGV C1. The organiser and the companies appointed by him are responsible themselves for adherence to the accident prevention and work safety provisions. In particular, the organiser and the companies appointed by him must ensure that no danger results to other persons present in the meeting location during setting-up and dismantling work. If necessary, the organiser must ensure appropriate coordination of the work. If this is not possible, he must discontinue the work temporarily and contact DüsseldorfCongress.

3.5.2 Noise, ear protection

Organisers of musical performances during which high sound pressure levels (volumes) are to be expected, must check on their own responsibility whether and which safeguards are required in order to prevent harm to the listeners. They must take the necessary measures on their own responsibility. The organiser must ensure that visitors and third parties are not harmed during the event (risk of acute hearing loss etc.) through appropriate limitation of the volume. As a generally recognised rule of technology, DIN 15 905 "Event technology –sound technology" Part 5 contains: "Measures for the avoidance of risks to public hearing through high sound pressure levels from electro-acoustic public address technology". This must be observed by the organiser. Additionally, the organiser must provide a sufficient selection of ear protection means (e.g. earplugs) and issue these to the visitors on request if the possibility of damage to visitors through excessive sound pressure levels cannot be reliably excluded. Clearly recognisable reference must be made to this in the entrance area to the meeting location.

3.5.3 Laser devices

The operation of laser devices is subject to registration and must be registered with DüsseldorfCongress. Laser devices must satisfy the requirements of DIN EN 60825-1 "Safety of laser facilities". Category 3b and 4 laser devices must be notified to the responsible supervisory authority (office for work safety) prior to commissioning and their safety tested by a publicly appointed and sworn expert. The test certificate must be submitted to DüsseldorfCongress prior to the event. The written appointment of a laser protection officer who will be present on site must be enclosed.

3.5.4 Smoking ban

If a smoking ban has been imposed in the meeting location or in individual areas thereof, the organiser must ensure compliance with the smoking ban during setting-up, dismantling as well as during the event itself.

3.5.5 Handling of waste

In accordance with the principles of the circular-flow-economy and waste act (KrW-/AbfG), the occurrence of waste within the scope of setting up/dismantling and during the event must be avoided to as great an extent as possible. Waste that cannot be avoided must be fed to environmentally friendly disposal (exploitation takes priority over removal). The organiser is obliged to make an effective contribution to this.

The organiser must ensure that all materials (ornaments, packing, decorations etc) as well as fittings and structures, brought onto the meeting location premises by him or his contractors, are removed completely following the end of the event. Only substances and materials that cannot be reused (and thus become waste) must be disposed of via the DüsseldorfCongress disposal system in return for a charge. Given the occurrence of special waste (waste requiring surveillance), DüsseldorfCongress must be informed immediately and separate disposal arranged via approved service partners of DüsseldorfCongress.

3.5.6 Waste water

The disposal of solid or liquid waste via the waste water grid (toilets, drain inlets) is strictly forbidden. If mobile gastronomy services are used, attention must be paid to ensuring that greases and oils are collected and fed to separate disposal. Cleaning work must always be carried out with biologically degradable products.

3.5.7 Environmental damage

Environmental damage/contamination on the premises (e.g. through escaping petrol, oil, hazardous substances) must be reported to DüsseldorfCongress immediately.

3.5.8 Noise protection for local residents

The event must not result in any unreasonable noise inconvenience for residents in the area around the meeting location. During music events and particularly loud events, outside windows and outside doors must be kept closed. Noise-generating activities must be avoided before 7.00 a.m. and after 6.00 p.m. on working days as well as on Sundays and public holidays. Failure to comply can result in restrictions to setting up and dismantling work as well as to the event.
