

Safety Terms and Conditions for Events

[Last updated February 2008]



Scope of application: these organizational and technical safety terms and conditions necessarily apply in all cases in which, for an event, decorations are brought into the venue, podiums/seating stands/scenery areas are used or erected, or stage, studio, or technical lighting fixtures or equipment, or other technical fixtures or equipment, are to be set up within the space or on the outdoor premises of EXPO XXI Cologne. Additional requirements with respect to safety and fire protection for an event may be imposed by the construction authorities, the Ordnungsamtsamt (office of public order), the police, the fire protection authorities, and/or EXPO XXI Cologne if any increased risk to people and/or property could arise, particularly from the nature of the planned event.

If the lessee does not itself hold the event, the lessee must impose upon the event organizer and upon the service contractors used by the event organizer, in turn, the obligation to comply with these Safety Terms and Conditions for Events (cf. § 3 (1) of the General Terms and Conditions of Business). The lessee remains responsible to EXPO XXI Cologne for compliance with all obligations incumbent upon the "event organizer" pursuant to these Safety Terms and Conditions.

1. Obligations of notification and reporting

1.1 Event organization: For reasons of safety and to ensure the optimum preparation for and implementation of the event, the event organizer is obligated to notify EXPO XXI Cologne in writing, by no later than six weeks prior to the event, of the following:

- event schedule, including setup and dismantling days, as well as days on which the event will be held
- the name of the event manager
- whether any event technology supervisors of the event organizer will supervise setup and dismantling as well as the event
- the size of any scenery areas/stages/seating stands, runways, or theatre aprons to be erected
- whether stage, studio, or technical lighting fixtures or equipment, or any other technical fixtures or equipment, will be brought into the venue,
- whether any technical fixtures or equipment will be moved or the setup thereof changed during the event,
- whether any mechanical movements or artistic performances are to take place within or above the space reserved for the audience
- whether there are plans for any actions that carry a particular risk of fire, pyrotechnic effects, or operation of laser equipment or fog machines (note obligation to obtain a permit)
- whether decorations/equipment/props will be brought into the venue (fire class certificates must be presented upon request)

To ensure that the process of delivery and receiving of all materials and goods that are to be brought into the venue runs as smoothly as possible, the event organizer must, also six weeks before the event, prepare a logistics plan for the setup, event, and dismantling phase and present this plan to EXPO XXI Cologne. In preparing this plan, the event organizer must comply with the traffic regulations for the outdoor premises (cf. Section 3.1).

1.2 Fire alarm system: An automatic fire alarm system is installed in individual assembly spaces. The event organizer must provide timely notice of any planned smoke, fire, heat, development of high levels of airborne particulate matter, fog machines, etc. so that the fire alarm system can be set accordingly. Should the event organizer fail to provide notice of such circumstances, and such failure lead to a false alarm, the lessee shall bear the costs arising as a result thereof.

1.3 Technical rehearsal: In the case of use of scenery areas occupying more than 200 m² of floor space, and in the case of events involving guest performances, with guests setting up their own scenery, the construction regulatory authorities may demand that a non-public technical rehearsal, with the full scenery set up, be held before the first event. EXPO XXI Cologne shall notify the construction regulatory authorities of the event, based on the information provided under Section 1.1 hereof. The authorities will decide whether a technical rehearsal can be dispensed with. If they demand that a technical rehearsal be conducted, the event organizer must report the estimated time of such rehearsal to the construction regulatory authorities of Cologne (Bauaufsichtsbehörde Köln) at least 24 hours beforehand.

1.4 Presentation of guest performance rehearsal log: In the case of events involving guest performances and for which a guest performance rehearsal log has been issued, no further technical rehearsal/formal acceptance is required. The event organizer must present the guest performance rehearsal log to the construction regulatory authorities in a timely fashion, at least one week before the event. EXPO XXI Cologne shall undertake, as a service, to submit the guest performance rehearsal log to the construction regulatory authorities if the event organizer provides it with such rehearsal log in due time for this purpose.

1.5 Official reporting and permit processes occasioned by the event shall take place at the event organizer's expense and risk. EXPO XXI Cologne shall support the event organizer upon request.

2. Supervisory and control obligations

2.1 Obligations of the event organizer: The event organizer is responsible for the event program and for the safe, smooth progress of the event. The event organizer is responsible, for the duration of the lease, for ensuring third-party safety within the place of assembly, with respect to the decorations, equipment, props, structures, platforms, hangings, cables, and stage, studio, and technical lighting fixtures and equipment brought into the venue by the event organizer or by any of its agents in performance or vicarious agents (*Erfüllungs- und Verrichtungsgesellschaften*). With respect to all objects, materials, and working supplies brought into the venue, the event organizer must, in particular, comply with the requirements of the Versammlungsstättenverordnung [Regulations on Places of Assembly] of the State of North Rhine-Westphalia (hereinafter "VStättVO") and the BGV C1 accident prevention regulations, "Event Staging and Production Facilities." The event organizer is likewise responsible, on its own responsibility, for compliance with the Arbeitsschutzgesetz [Occupational Safety and Health Act], the accident prevention regulations that apply to the event organizer, the Jugendschutzgesetz [Act on Protection of Youth], the Nichtraucherschutzgesetz [Act on Protection of Non-Smokers], the Sonn- und Feiertagsgesetz [Act Governing Work on Sundays and Public Holidays], the Gewerbeordnung [Trade, Commerce, and Industry Regulation Act], the provisions of emissions law concerning noise, and the local regulations on times of closure of sites open to the public (*Sperrstundenregelung*).

2.2 Event manager: The event organizer must designate to EXPO XXI Cologne a person with decision-making authority who is present as the event manager upon the formal acceptance of the premises or of the construction work and during the entire event. The event manager must participate in the site inspection of the leased premises and must familiarize him- or herself with the place of assembly. The event manager must ensure that the event runs in an orderly and safe fashion. He or she is obligated to be present during operation, must be able to be reached at all times, and must make any decisions that may be necessary in coordination with the contact person designated by EXPO XXI Cologne, the authorities, and external auxiliary persons and bodies (fire department, construction authorities, office of public order, emergency responders). The event organizer's event manager is obligated to discontinue event operations if any hazard to persons in the place of assembly necessitates such discontinuation, if systems, equipment, or facilities that are necessary from a technical safety standpoint do not function, or if any regulations on operation set forth in the VStättVO are not, or cannot be, complied with. The event organizer's event manager shall be supported by a contact person designated by EXPO XXI Cologne. Such contact person shall continue without limitation to be authorized, along with the event organizer's event manager, to exercise the authority of the possessor of the premises (*Hausrecht*) vis-à-vis all persons within the place of assembly.

2.3 Event technology supervisors and specialists shall be provided by, or at the expense of, the event organizer in the following cases:

Setup or dismantling of stage, studio, and technical lighting fixtures and equipment on scenery areas occupying more than 200 m² as well as technical rehearsals must be managed and supervised by at least one "event technology supervisor." If a scenery area of between 50 m² and 200 m² is used, the presence of an event technology specialist is sufficient.

In the case of dress rehearsals, events, broadcasts, or recording of events on scenery areas occupying more than 200 m², one event technology supervisor specializing in stage/studio or hall events, as well as one event technology supervisor specializing in lighting, must be present as a general principle. In the case of scenery areas of between 50 m² and 200 m², the presence of an event technology specialist is sufficient.

Exceptions: If the safety and functionality of the stage, studio, and technical lighting fixtures and equipment as well as of the other technical fixtures and equipment in the place of assembly are tested before the event by the event

technology supervisor or by specialists, no risks arise from the nature or sequence of the event, and these items of equipment and fixtures are not to be moved or otherwise changed during the event, it may be possible in the individual case, based upon a risk assessment to be performed by EXPO XXI Cologne, for the necessary technical supervision to be performed by only one event technology supervisor or one specialist or by experienced stagehands or lighting technicians or, where applicable, by a "supervisory person." The staff used must, however, be familiar with the technical equipment and fixtures.

2.4 Obligations of control: EXPO XXI Cologne, and the persons commissioned by EXPO XXI Cologne for such purpose, are entitled and obligated to check, on a spot-test basis, whether the provisions of the VStättVO and these Safety Terms and Conditions are being complied with by the event organizer. To this end, such persons must be granted access to all leased spaces and areas at all times.

3. Operating rules with respect to safety

3.1 Traffic regulations for the outdoor premises

3.1.1 Vehicular access to the outdoor premises: The rules of the road (*Strassenverkehrsordnung*, STVO) apply on the entirety of the outdoor premises. Vehicular access to the outdoor premises by means of vehicles of all kinds is at the vehicle operator's own risk. All vehicles are limited in height to 4.00 m and the speed limit for all vehicles is 10 km/h. EXPO XXI Cologne has the right to inspect the loading spaces of motor vehicles and any and all containers brought onto the premises by persons upon such vehicles' and/or persons' entering and exiting the premises.

3.1.2 Vehicular entry rules during setup: During the official setup and dismantling times, vehicles may access the premises in accordance with the provisions that follow. Outside of these times, vehicular access to the premises, and parking of vehicles over night, are categorically prohibited.

All vehicles that intend to use the outdoor premises for delivery and pick-up must be reported to the security staff of EXPO XXI Cologne. Depending on the delivery situation, vehicles may be asked to park outside the premises.

Depending on the decision of the authorities responsible for maintaining public order (fire department, police, office of public order) and the progress of setup and dismantling work, EXPO XXI Cologne may be obligated, under some circumstances, to temporarily close the premises to vehicle traffic, even during the day, in order to prevent traffic jams on the premises.

3.1.3 Forklifts and related vehicles: The only forklifts and related vehicles that may be used in the Event Hall are those that are electric or gas-operated. The permissible floor loading in the Event Hall, which is 1.5 t per square meter or 500 kg for an area of 30 x 30 cm, must not be exceeded. No forklifts or related vehicles may be used in the Entrance Hall or in the Conference Area.

3.1.4 Fire lanes, no stopping and no parking zones: The vehicle access route to the Event Hall and the open spaces in front of the hall gates and hall entrances must be kept clear as emergency access routes and must not be restricted by setup materials, means of transportation, vehicles, construction components, or other objects. An area of not less than 4.00 m in width must be kept clear in front of the gates for the emergency response vehicles of the fire department. Parking motor vehicles in the loading dock area, on the outdoor premises of Deutsche Bahn (the German federal railway network), or in the Event Hall is generally prohibited. Unauthorized vehicles or trailers parked, or vehicles propped up, will be removed at the owner's expense (including without prior notice).

3.1.5 Loading and unloading: All vehicles are permitted to enter the loading dock area of the Exhibition and Event Hall only for loading and unloading and must be removed from the premises immediately following the loading process. No more than three vehicles may be in the loading dock area at any one time. The access route to the ground-level ramp to the Event Hall must absolutely be kept clear. Parking in the loading dock area of the Event Hall, on the outdoor premises of Deutsche Bahn, or in the Event Hall is strictly prohibited. Access to the loading dock area or to the outdoor premises of Deutsche Bahn by means of passenger car or truck is permitted only by arrangement with EXPO XXI Cologne. Loading and unloading trucks and delivery vans weighing up to 2.5 t is possible via the uppermost parking level of the adjacent parking structure, by arrangement with the parking structure operator.

3.1.6 Parking spaces for passenger cars and trucks: The parking structure adjacent to the EXPO XXI Cologne is operated separately. Exhibitors and event organizers have the option of leasing up to 400 parking spaces (height limit 1.90 m, uppermost parking level not covered) there (see service manual).

There is no parking space for trucks, trailers, or delivery vans on the event premises. Alternate areas are described in the service manual. The event organizer must inquire as to the availability of these external parking options before setup begins.

3.2 Installed equipment and structures

3.2.1 Permanently installed technical equipment and fixtures: All existing, permanently installed technical building fixtures and equipment in the place of assembly may, as a general principle, be operated only by personnel of EXPO XXI Cologne or by service contractors affiliated with EXPO XXI Cologne that are permitted by contract to do so. This also applies to all connections to the power, electricity, and water systems of EXPO XXI Cologne that are to be created. Unless otherwise agreed in the contract, the event organizer is not entitled to have EXPO XXI Cologne remove any of its own installed technical equipment from the space.

3.2.2 Technical equipment and fixtures of the event organizer: The technical equipment brought into the premises by the event organizer or by companies commissioned to do so by the event organizer must be in accordance with the generally acknowledged state of the art, particularly the requirements of the BGV C1 and BGV A3 accident prevention regulations, with respect to safety and functionality.

3.2.3 Layout planning and occupancy: For the layout planning, erection of structures, assignment of seating, and occupancy of the leased property, the plans of emergency access routes and seating drawn up by EXPO XXI Cologne, which have been approved under construction law, are binding. Any changes to the plans of emergency access routes and seating (e.g., through modification of the organization of visitor places) requires the express consent of EXPO XXI Cologne and typically requires an additional permit from the building authorities. The costs of the permit from the building authority shall be billed to the lessee. Excess occupancy of the places of assembly is strictly prohibited. The event organizer must monitor the occupancy of the places of assembly and prevent excess occupancy.

3.2.4 Seating stands, podiums, installed equipment and structures: Seating stands, podiums, and other installed equipment or structures that the event organizer brings into the place of assembly or intends to erect on the outside premises in front of the place of assembly require the approval of EXPO XXI Cologne and may require a permit from the building office. Such features must be designed such that they stand securely and are not subject to adverse effects as a result of dynamic vibrations. The requirements of the VStättVO with respect to the aforementioned items of equipment and fixtures and those of DIN 4102 or EN 13501-1 (behavior of construction materials and elements in case of fire) must absolutely be observed and complied with for all objects brought into the venue. For all types of "temporary structures" and special structures, a testing log and, upon the request of EXPO XXI Cologne or the construction regulatory authority with jurisdiction, an audited set of structural engineering specifications must be submitted by no later than six weeks before the event. The event organizer and the construction regulatory authorities may demand additional specifications and documents for the assessment of these structures' suitability for authorization at any time. The event organizer must bear any and all costs arising in this regard.

3.2.5 Suspension of hanging loads: All hanging loads must be installed in accordance with the structural engineering specifications for the hall, which can be obtained upon request from EXPO XXI Cologne. If the hanging loads permitted under the structural engineering specifications for the hall are changed or exceeded, the event organizer must, at its own expense, ensure that a structural engineering certificate is prepared by a licensed structural engineering firm. Should EXPO XXI Cologne determine that the suspension was not carried out in accordance with the structural engineering specifications, the item suspended may be removed at the event organizer's expense and risk.

3.2.6 Drilling or knocking of holes and driving of nails, hooks, and the like in floors, walls, and ceilings is not permitted. Driving bolts is also not permitted. If the event organizer lays carpets or other decorative materials directly on the floor, it must do so such that no risk of slips, trips, or falls arises for any person. Adhesive markings, carpet-affixing devices, and similar items may be affixed only with carpet-laying tape that can be removed without leaving a residue. In the event of greater than usual soiling or adhesive materials that are difficult to remove, EXPO XXI Cologne will charge the event organizer a cleaning surcharge.

3.2.7 Emergency exits, escape routes, corridors, walkways: These emergency access routes must be kept clear at all times. Doors along emergency access routes must be easy to open from the inside to their full width. Emergency access routes, exit doors, escape routes, and devices marking them must not be blocked, covered, or otherwise obscured. Corridors must not at any time be restricted by objects placed within them or jutting into the corridor. All corridors serve as emer-

gency access routes in case of emergency.

3.2.8 Safety equipment: Fire alarms, hydrants, fire extinguishers and lines, smoke vents, release points for smoke extraction systems, smoke alarms, telephones, telephone switchboards, as well as the air intake and exhaust air openings of the heating and ventilation system, informational signs applying to all of the above, and the green emergency exit signs must be accessible and visible at all times; they must not be blocked, covered, or otherwise obscured.

3.3 Decoration, equipment, props

3.3.1 Decoration: materials, decorations, and curtains used to decorate the event must be made of material that is at least highly flame-resistant (according to DIN 4102 or at least Class C pursuant to EN 13501-1). Decorations in necessary corridors, walkways, and stairway spaces (emergency access routes) must consist of non-flammable materials. Materials that are used repeatedly must be tested repeatedly for resistance to flame and impregnated again if necessary. EXPO XXI Cologne may insist that the event organizer present it with corresponding certificates attesting to the high flame resistance of objects. All materials brought into the venue must be placed at a sufficient distance from all sources of ignition, spotlights, and radiant heating devices that they cannot be ignited by such items. Decorations must be applied directly to walls, ceilings, or equipment. Free-hanging decorations are permitted only if there is at least 2.50 m of distance between such decorations and the floor. Decorations made of natural plant materials may be placed within the venue only as long as they remain fresh. Bamboo, reeds, hay, straw, wood chips or bark mulch, peat, trees (including evergreen trees) without baling, and similar materials do not meet the foregoing requirements. The fire department will decide as to any exceptions that are permitted. The event organizer shall bear the costs of the fire department's assessment.

Use of **balloons** filled with safety gas and of other flying objects requires the approval of EXPO XXI Cologne.

3.3.2 Equipment (= components of stage backdrops and scenery) such as wall, floor, and ceiling elements of stage backdrops and scenery must consist of material that is at least highly flame-resistant.

3.3.3 Props (= items of equipment for stages and scenery) must consist of material that is at least normal in flammability. Flammable material must be placed at a sufficient distance from all sources of ignition, spotlights, and radiant heating devices that it cannot be ignited by such items.

3.4 Special safety and fire protection terms and conditions

3.4.1 Abrasive cutting work, work that generates heat: All types of welding, cutting, soldering, thawing, and abrasive cutting work are prohibited in the place of assembly. Exceptions are permitted only upon prior written announcement and arrangement with EXPO XXI Cologne.

3.4.2 Flammable packaging materials and waste must be removed from the leased premises by the event organizer without delay. Waste and residue of flammable materials must under no circumstances be stored under or on top of stages or platforms. The provisions concerning waste (Section 3.5) stipulated by EXPO XXI Cologne must be complied with.

3.4.3 Open flame, flammable liquids and gases and pyrotechnic objects, explosives, and other hazardous materials are prohibited. The prohibition on the use thereof does not apply insofar as the use of open flame, flammable liquids and gases, as well as pyrotechnic objects lies in the nature of the event and the event organizer has arranged for the necessary fire protection measures in the individual case with EXPO XXI Cologne and the fire department. The use of pyrotechnic objects must be approved by the authorities and monitored by a person deemed suitable under the applicable laws concerning explosives. Evidence of the identity of the holder of the permit and the certificate of qualification must be submitted. The costs of obtaining the permits from the fire department and of securing the event in the case of use of pyrotechnic objects shall be borne by the event organizer.

3.4.4 Candles; cooking and heating equipment: The use of candles and similar light sources as tabletop decoration as well as the use of open flame in cooking equipment intended for such purpose, for the preparation of foodstuffs, is permitted with the approval of EXPO XXI Cologne ("safely limited candlelight").

3.4.5 Vehicles and containers on the outdoor premises of EXPO XXI Cologne are always subject to approval. Parking and/or use of motor vehicles must be announced in a timely fashion and all the relevant permits and authorizations must be obtained. To minimize the risk of fire as much as possible, the amount of fuel kept in the tank must be limited to the amount necessary. The remaining volume of

the tank must be filled with inert gas (e.g., nitrogen) upon the request of the authorities.

3.5 Environmental and health protection

EXPO XXI Cologne considers that it is under an obligation to practice preventive protection and conservation of the environment. As a contract partner of EXPO XXI Cologne, the event organizer must ensure strict compliance, including by its contractors, with all terms and conditions and specifications concerning environmental protection.

3.5.1 Handling of waste: Pursuant to the principles of the Kreislaufwirtschafts- und Abfallgesetz (KrW-/AbfG) [Closed Substance Cycle Waste Management Act], the generation of waste must be minimized as much as possible in the context of setup and dismantling and during the event. Unavoidable waste must be disposed of in an environmentally compatible manner (with recycling taking precedence over disposal). The event organizer is obligated to make an effective contribution in this regard.

The event organizer must ensure that all materials (decoration, packaging, etc.) as well as installed equipment and structures that are brought onto the premises of the place of assembly by the event organizer or its contractors are removed in full after the end of the event. Only substances and materials that cannot be reused (and thus become waste) may be disposed of via the disposal system of EXPO XXI Cologne; such disposal is subject to a fee. If any waste that requires special treatment (waste subject to monitoring) is generated, EXPO XXI Cologne must be informed thereof without delay and separate disposal thereof must be carried out.

3.5.2 Wastewater: Disposal of solid or liquid waste via the wastewater network (toilets, sewage drains) is strictly prohibited. If mobile foodservice equipment is used, care must be taken to ensure that fats and oils are trapped and disposed of separately.

3.5.3 Environmental damage: Environmental damage/contamination on the premises of EXPO XXI Cologne (e.g., due to leaks of gasoline, oil, hazardous substances) must be reported to EXPO XXI Cologne without delay.

3.5.4 Noise: Residents of the area surrounding the place of assembly must not suffer any unreasonable adverse effects due to noise caused by the event. In the case of musical events and events in which there is particular development of noise, exterior windows and doors must be kept closed. Attendees must be instructed to comport themselves quietly outdoors upon leaving the place of assembly.

3.5.5 Volume: Organizers of musical performances must check, on their own responsibility, whether, and if so what, safety measures are necessary to prevent injury to members of the audience due to excessive volume. Organizers of these events must take the necessary steps on their own responsibility. The organizer must ensure, through adequate restriction of the volume, that attendees and third parties are not injured during the event ("danger of acute hearing loss, etc."). As a generally acknowledged rule as to the state of the art, DIN 15-905-5, "Event Technology – Audio Technology," Part 5, contains measures on prevention of risk to the hearing of audience members due to high sound pressure levels in the case of electroacoustic audio technology. The organizer must observe this text. The organizer must, where applicable, provide means of hearing protection (earplugs) in sufficient quantity and make them available to attendees upon request. Clearly recognizable notices of this must be provided in the entrance area.

3.5.6 Prohibition of smoking: No smoking is allowed anywhere in the entire place of assembly of EXPO XXI Cologne. The organizer is obligated to enforce the prohibition of smoking during setup, dismantling, and implementation of the event.

3.5.7 Laser systems: Operation of laser systems must be arranged with EXPO XXI Cologne. Laser systems must meet the requirements of DIN EN 60825-1, "Safety of Laser Equipment." Laser systems categorized in Classes 3b and 4 must be reported to the appropriate regulatory authority prior to initial operation (§ 5 of the BGV B2 accident prevention regulations, "Laser Radiation"). Written designation of a laser protection agent present on site must be included with such notice. Setup of laser systems falling under Classes 3b and 4 must be checked by an expert prior to initial operation, by arrangement with the regulatory authority (Staatliche Amt für Arbeitsschutz Köln).

3.6 Technical data

The technical data on the individual event spaces is available for review and download at www.ExpoXXI.de. This information can be sent to the organizer in writing upon request.

3.7 Violations / non-compliance

All installed equipment, structures, equipment and fixtures, props, decorations, working materials, and technical devices that are brought into the premises of the EXPO XXI Cologne for the event and do not comply with these technical safety terms and conditions and have not been approved in the individual case are not permitted to be set up within the assembly space and must be modified or, insofar as the foregoing is impossible, disposed of, at the organizer's expense.

In the case of violations of safety, environmental protection, or health protection terms and conditions, and in the event of particularly hazardous circumstances, EXPO XXI Cologne may demand that the assembly space be vacated immediately. If the organizer fails to comply with a demand to that effect, EXPO XXI Cologne is entitled to have the space vacated at the lessee's expense and risk.

Expocentre Köln GmbH, February 2008