

Scope of application: These "Safety Regulations" apply to the execution of events on the grounds and in the function rooms of Betriebsführungsgesellschaft Hanau mbH (hereinafter referred to as "BFG"). They are based on the requirements of the Hessian Guideline on the Construction and Operation of Event Venues [*Hessische Versammlungsstättenrichtlinie - H-VStättR*] and stipulate the obligations under event venue law for the execution of events between BFG and the Event Organiser in accordance with the provision of Sec. 38 Para. 5 H-VStättR. The Event Organiser shall obtain an undertaking from its service providers that they shall comply with the safety and fire protection requirements of the Event Organiser. Supplementary requirements for safety and fire protection for an event can be made by the building law authority, the fire protection department, the police and by BFG if the nature or scope of the planned event results in special risks for persons and property.

1. Obligations of the Event Organiser to notify and to provide information

1.1 Notification obligations before the event: Upon request and no later than 4 weeks before the event, the Event Organiser is obliged to inform BFG in writing of all organizational and technical details, the start of the event, the admission times, the end of the event, the layout of the rooms and spaces (hereinafter referred to as the "Venue") and to coordinate this with BFG. BFG reserves the right to provide the Event Organiser with an (electronic) data mask for exclusive use for this event to collect this data, in which all necessary event data must be entered. BFG reserves the right to transmit this data to the authorities and bodies involved in the event (public order office, police, fire brigade, building regulations office, medical/rescue service and private security service). The data to be provided by the Event Organiser include, but are not limited to

- the name and personal contact details of its representative with decision-making authority, who will be present during the event whether it will provide
- "persons responsible for event equipment", who supervise the set-up and clearance as well as the event itself
- the size and arrangement of any scene areas/stages/grandstands, catwalks, forecourses, podiums and comparable structures to be set up
- the expected number of visitors and the expected audience profile
- whether an entrance bag search and security check are to be conducted
- whether stage, studio, lighting or other technical equipment is brought in
- whether technical equipment will be moved or rearranged during the event
- whether mechanical movements, or any artistic rendering take place in or above the auditorium
- whether flammable actions/pyrotechnic effects, the operation of laser equipment or fog systems are planned (additional approval requirement must be observed)
- whether ornamentations, decorations/furnishings/props are introduced (fire protection classes to be proven)
- whether the Event Organiser plans to hold a "technical rehearsal" before the Event, whether vehicles are to be brought into the spaces of the Venue.

Based on the information provided by the Event Organiser, BFG will carry out a safety assessment in advance of the event, on the basis of which the necessary safety measures and, in particular, the need for and the number of qualified event personnel and external emergency services (fire brigade, paramedic service, security service) will be planned (cf. Secs. 40 to 43 H-VStättR).

If the Event Organiser provides any information late, does not provide it at all or provides it in incomplete form, BFG may assume that the event risk is increased. All additional costs arising from this (e.g. personnel costs for an increased number of security staff) are to be borne by the Event Organiser. Incorrect information may lead to restrictions, cancellation or early ending of the event.

1.2 Fire alarm system: An automatic fire alarm system is installed in the CPH. Smoke, fire, heat, special dust development, fog machines, etc. must be reported by the Event Organiser in good time

in order to set the fire alarm system accordingly and to coordinate compensation measures with the fire protection office of the city of Hanau. Should a false alarm occur due to negligence on the part of the Event Organiser during notification of any such circumstances, the costs incurred will be charged to the Event Organiser.

1.3 Equipment rehearsal: In the case of events on the large stage of the CPH, a non-public equipment rehearsal with a full scene set-up can be ordered by the building supervisory authority before the first event to the extent that this appears necessary due to the nature of the event or the scope of the scene set-up (cf. Sec. 40 Para. 6 HVStättR).

The Event Organiser shall notify the competent authority (building inspectorate of the city of Hanau) of the execution of the equipment rehearsal on its own initiative.

1.4 Official notification and approval procedures of any kind shall be carried out by the Organiser at its own risk and expense. BFG shall support the Event Organiser on request.

2. Responsible persons

2.1 Responsibility of the Event Organiser: The Event Organiser is responsible for the Event Programme and the safe, smooth running of the Event. It shall ensure that the maximum permitted visitor capacity is complied with in the function rooms and event spaces entrusted to it. Overcrowding is strictly prohibited. The Event Organiser bears the legal duty to maintain safety [*Verkehrssicherungspflicht*] in the Venue with regard to decorations, equipment, props, superstructures and fittings, suspensions, laid cable s and stage studio as well as lighting equipment brought in by him or by commissioned third parties for the duration of the use of the Venue.

It must comply with the requirements of the present Safety Regulations and the operating regulations of the H-VStättR and the regulations of the German Social Accident Insurance for the prevention of industrial accidents [*Deutsche Gesetzliche Unfallversicherung - DGUV*], specifically those for the prevention of industrial accidents involving electrical systems and equipment [*DGUV 3/4 - Elektrische Anlagen und Betriebsmittel*], event staging and production venues for scenic representations [*DGUV-V 17/18 „Veranstaltungs- und Produktionsstätten für szenische Darstellungen“*], and safety in production and events [*DGUV-I 215-310 et seq. „Sicherheit bei Produktion und Veranstaltungen“*], the Industrial Safety Ordinance [*Betriebssicherheitsverordnung - BetrSichV*] and the generally acknowledged rules of technology (in particular DIN, VDE, etc.) with regard all objects and materials brought in and the working methods used. The Event Organiser is also responsible for observing all other laws and regulations applicable to the event, in particular the the German Protection of Minors Act [*Jugendschutzgesetz - JuSchG*], the Hessian Holiday Act [*Hessisches Feiertagsgesetz - HFeiertagsG*], the German Working Hours Act [*Arbeitszeitgesetz - ArbZG*], the German Health and Safety at Work Act [*Arbeitsschutzgesetz - ArbSchG*], the Non-Smoker Protection Act, the German Industrial Code [*Gewerbeordnung - GewO*] as well as emission control and waste regulations.

The Event Organiser shall observe the existing safety concept for the Venue and implement it in consultation with BFG. To the extent

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necessary for the respective event, the Event Organiser shall receive the documents of the safety concept it requires from BFG for exclusive use for its event. BFG shall have the right to require the Event Organiser to draw up and implement an event-specific safety concept for events with special risks.

2.2 Event Organiser's representative with decision-making authority: The Event Organiser shall name a representative with decision-making authority to BFG (see no. 1.1) who will be present throughout the event. At the request of BFG, the representative with decision-making authority shall participate in a joint inspection of the Venue and familiarize itself with the function rooms, including the escape and rescue routes. At the request of BFG, the representative with decision-making authority shall also participate in a consultation/briefing on the Safety Regulations to be observed before the event. The representative of the Event Organiser with decision-making authority shall ensure that the event runs safely and in an orderly manner. The representative shall be present during the operation of events, must be available at all times and, if necessary, must coordinate necessary decisions for the safety of visitors with the contact person named by BFG, the authorities and external helpers (fire brigade, police, building law office, public order office, paramedic service). It shall cut the event short if an extraordinary danger situation with a specific risk to people makes this necessary.

2.3 Event manager: BFG shall have the right to require the Event Organiser to have the Event Organiser's representative with decision-making authority take on the role of event manager in accordance with Sec. 38 Para. 2 and 5 H-VStättR for the duration of the Event. In this case, the event manager of the Event Organiser will be assisted by a competent person with decision-making authority named by BFG. If the role of event manager is not assigned to the Event Organiser or if the Event Organiser refuses to take on this role, BFG will take on the role of event manager with its own staff. In the latter case, BFG shall have the right to charge the costs arising from taking on the role of event manager to the Event Organiser in full. If BFG takes on the role of event manager, the Event Organiser shall comply with the instructions of the event manager without restriction and without undue delay. If, as a result of the misassessment of a dangerous situation by the event manager of BFG, the event is restricted or cut short, BFG and the event manager shall not be liable for damage to property and pecuniary damage in the event of simple negligence.

2.3 Responsible persons and specialists for event equipment [*Fachkräfte für Veranstaltungstechnik*] shall be provided at the cost of the Event Organiser in accordance with Sec. 40 H-VStättR and after individual risk assessment by BFG. All building automation equipment of the Venue may only be operated by BFG's specialist technical personnel. The Event Organiser shall ensure that the specialist personnel required according to Secs. 39, 40 H-VStättR is used for the monitoring of the technical set-ups and installations it has brought in.

The Event Organiser shall notify BFG of the required qualified specialist personnel no later than four weeks before the event. The number and qualifications of the staff employed by the Event Organiser shall be determined in line with applicable building regulations, the requirements of the professional associations, in particular in relation to safety in production and events [DGUV-I 215-310 „Sicherheit bei Produktion und Veranstaltungen“] – here: criteria for selecting the required qualifications.

To the extent that the technical equipment of the Event Organiser is of a simple nature and scope, BFG may undertake the management and supervision of set-up and clearance as well as operation in accordance with Sec. 40 Para. 2 to 4 H-VStättR at the cost of the Event Organiser. At the request of BFG, the Event Organiser shall in such a case name those employees who will undertake the management and coordination of the work on site during set-up and clearance.

If dress rehearsals, events, broadcasts or recordings of events take place on stage, at least two persons responsible for event equipment

must be present at the Venue. If scene areas between 50m² and 200m² are used, the presence of a specialist for event equipment shall be sufficient.

If the safety and functionality of the stage, studio and lighting equipment and of the other technical equipment of the Venue have been checked by a person responsible for event equipment at BFG before the event, if no dangers arise from the nature or course of the event and if this equipment is not moved or otherwise changed during the event, the necessary technical supervisory personnel can be reduced in individual cases on the basis of a risk assessment to be prepared by BFG.

2.4 Responsibility of BFG: BFG and the persons commissioned shall have the right and the obligation to check on a random basis whether the operating regulations of the H-VStättR and the present Safety Regulations are complied with by the Event Organiser. For this purpose, they must be granted access to the function rooms and areas at all times.

In the event of a breach of the abovementioned provisions or official orders, BFG may require the Event Organiser to immediately vacate and deliver up the object of the contract. If the Event Organiser does not comply with a request to this effect, BFG shall have the right to have the Venue vacated at the cost and risk of the Event Organiser.

2.5 Exercise of domiciliary rights:

On the basis of the present Safety Regulations and the applicable house rules and regulations for use, the Event Organiser shall exercise domiciliary rights vis-à-vis event visitors and commissioned third parties in addition to BFG in the rooms and spaces surrendered to it. BFG shall continue to exercise the domiciliary right vis-à-vis the Event Organiser and, in addition to the Organiser, vis-à-vis visitors and third parties for the duration of the surrender of the function rooms and event spaces. The commissioned security staff shall assist with the enforcement of domiciliary rights.

Violations of the house rules and regulations for use, the present Safety Regulations, event-specific statutory provisions or official orders must be rectified by the Event Organiser without undue delay. BFG shall have the right to render substitute performance [*Ersatzvornahme*] at the cost of the Event Organiser if the Event Organiser does not act without undue delay upon prior request. If substitute performance is not possible or unreasonable, if the Event Organiser refuses to render subsequent performance or if it refuses to bear the costs, BFG may require the Event Organiser to vacate and surrender the event areas provided as a last resort. If the Event Organiser does not comply with a request to this effect, BFG shall have the right to have the Venue vacated at the cost and risk of the Event Organiser.

3. Safety-related operating regulations

3.1 Technical equipment: All permanently installed building automation equipment of the Venue may only be operated by BFG personnel, this also applies to connection to the light or power grid. The technical equipment provided by the Event Organiser or the contractors commissioned by it must comply with the generally accepted rules of technology, in particular the requirements of the accident prevention regulations DGUV-V 3/4 and DGUV-V 17/18, with regard to safety and functionality. Electrical (switching) systems must not be accessible to visitors and must be adequately secured.

3.2 Stage house: Only those persons who are required for the course of the event may be present in the stage house and in the artists' cloakrooms (including stairwells and corridors) as well as in the control room. All other persons are not permitted to enter or stay in the stage area.

Smoking and the use of open flames is strictly prohibited on stage and on the rear stage, unless it is for scenic purposes. Smoking, open flames and pyro effects must be notified in advance. Smoking is

prohibited in artists' greenrooms. The smoking ban also applies to cigarettes and similar. The access ways to the stage, the emergency exits, the stage entrance and exit routes, all doors, the stairwells, the fire brigade call, fire extinguishing and alarm systems must be kept clear at all times. Smoke-proof, fire-retardant and fire-resistant doors must close automatically and must not be wedged in. After the end of the event, the Event Organiser shall take all items it brought in away with it immediately.

3.3 Protective curtain: The function of the protective curtain must not be impaired under any circumstances. The room under the protective curtain must be kept free of all equipment, decorations and props.

3.4 Escape route and seating plan: The approved escape route and seating plans are binding for the seating of the meeting rooms. Any change to the emergency escape route and seating plan (e.g. by changing the arrangement of visitor places) requires the express consent of BFG and, as a rule, additional building authority approval. Overcrowding of meeting rooms is strictly prohibited.

Chairs arranged in rows must always be interlocked with each other in a panic proof manner. Aisles in meeting rooms must be at least 120 cm wide, walking areas in foyers and corridors at least 240 cm wide, unless otherwise specified in the respective escape route and seating plan.

3.5 Fire brigade movement zones: The necessary access routes and movement areas for the fire brigade, which are marked by no-stopping signs, must be kept clear at all times. Vehicles and objects parked on the escape routes and safety areas will be removed at the cost and risk of the owner.

3.6 Safety equipment: Fire alarms, hydrants, fire extinguishers and pipes, smoke flaps, triggering mechanisms of the smoke extraction devices, smoke alarms and other fire brigade operating devices, telephones, telephone distributors and supply and exhaust air openings of the heating and ventilation system, indicator signs marking their location and safety and emergency exit signs must be accessible and visible at all times; they must not be blocked, covered or otherwise obscured.

3.7 Canopies, the installation of umbrellas, pavilions or similar inside the Venue must be notified in advance and requires the express permission of BFG because they hinder the functionality of sprinklers.

3.8 Emergency exits, escape hatches, corridors, aisles: These escape routes must be kept clear at all times. The doors assigned to escape routes must be easy to open from the inside in full width. Escape routes, exit doors, emergency exits and their marking must not be blocked, covered or otherwise obscured. Corridors must not be constricted or cluttered at any time by objects parked or protruding into the corridor. Corridors must be kept free of fire load at all times. All corridors serve as escape routes in case of danger.

3.9 Grandstands, stages and other structures that the Event Organiser brings into the CPH require the approval of BFG and, if necessary, the building authority and the fire brigade. They must be designed in such a way that their stability cannot be impaired by dynamic vibration. The requirements of the H-VStättR with regard to the aforementioned equipment and DIN 4102 (fire behaviour of building materials and elements) as well as EN 13501-01 must be observed and complied with for all objects contributed.

3.10 Decorations: Materials, decorations and curtains used to decorate the event must be made of at least flame-retardant material (at least Class B1 according to DIN 4102-1 or min. Class C according to EN 13501-1). If decorations made of flame retardant material are used, they must not drip burning. Highly flammable materials or materials forming toxic gases must not be used. The materials used must not contribute to a strong formation of smoke in the event of a

fire. Decorations in necessary corridors, aisles and stairwells (escape routes) must be made of nonflammable materials. Decorations used repeatedly must be re-evaluated for flame retardancy and, if necessary, reimpregnated or replaced. BFG can insist that the Event Organiser presents it with appropriate certificates regarding the flame retardancy of objects.

All materials introduced must be so far away from potential ignition sources, headlights and radiant heaters that they cannot be ignited by them. Decorations must be placed directly on walls, ceilings or fittings. Decorations hanging freely in the room are only permitted if they are at a distance of at least 2.50 m from the floor. Decorations made of natural plant ornaments may only be placed in the rooms as long as they are fresh. Bamboo, reed, hay, straw, bark mulch, peat or similar materials do not meet the aforementioned requirements. The fire brigade decides on exceptions in individual cases. The use of balloons filled with safety gas and other flying objects must be approved by BFG.

3.11 Equipment (= components of stage sets and production designs) such as wall, floor and ceiling elements of stage sets and production must consist of at least flame-retardant materials.

3.12 Props (= furnishings of stage sets and production designs) must consist of at least normally flammable material. Flammable material must be so far away from ignition sources, headlights and radiant heaters that the material cannot be ignited by them.

3.13 Flammable packaging materials and waste must be removed from the rooms without undue delay by the Event Organiser. Under no circumstances may waste or residues from flammable materials be stored under or on stage surfaces and platforms. Waste can be disposed of for a fee via the CPH facilities provided for this purpose. The Event Organiser must dispose of hazardous waste on its own responsibility.

3.14 Removal of unauthorized components, materials: Installed structures, equipment, props and decorations (materials) in the meeting rooms that are not approved or do not comply with these technical Safety Regulations are not permitted to be installed in the Venue and must be removed or changed at the expense of the Event Organiser.

3.15 Use of open flames, flammable liquids, gases and pyrotechnic articles, explosive and other hazardous substances is prohibited. The prohibition of use does not apply if the use of open fire, flammable liquids and gases as well as pyrotechnic objects is justified in the type of event and the Event Organiser has coordinated the necessary fire protection measures with BFG and the fire brigade in individual cases. The use of pyrotechnic devices must be approved by the authority and supervised by a person suitable under explosives law. Evidence of the holder of the permit and the certificate of proficiency must be submitted. Candles and similar light sources may only be used as table decoration in stable and suitable storage containers (e.g. lanterns). The use of open flames in designated kitchen facilities for keeping food warm is permitted with the consent of BFG.

3.16 Laser systems: The use of laser systems must be reported and coordinated with BFG. When operating laser systems, the requirements of the Occupational Safety and Health Ordinance on Artificial Optical Radiation 2006/25 EG/OSTrV, DIN EN 60825-1, DIN EN 12254 and, in the case of show lasers, the requirements of DIN 56912 and DGVV-I 203-036 "Laser devices for show and projection purposes" must be observed; furthermore, a sitespecific risk assessment must be prepared which takes into account in particular audience and work areas. Laser systems of classes 3R, 3B and 4 according to DIN EN 60825-1 must be notified to the responsible supervisory authority before commissioning and, on request, must be checked by a publicly appointed and sworn expert for their safety at the cost of the Event Organiser. The test certificate must be submitted to BFG before the event. The notification must be accompanied by the written appointment of a laser safety officer

present on site.

3.17 Cutting work, hot work: Welding, cutting, soldering, thawing and cutting work are prohibited in the Venue. Exceptions are only permitted after prior notification and consultation with BFG.

3.18 Hitting holes and driving nails, hooks and the like into floors, walls and ceilings or other interventions in the building structure are not permitted. Carpets or other decoration material must be placed directly on the floor by the Event Organiser in such a way that there is no risk of slipping, tripping or falling for people.

Only carpet tape that can be removed without leaving a residue may be used to apply adhesive markings or fix carpets and the like.

Signs, posters, etc. must not be affixed directly on walls, columns, doors, etc. of the CPH. Event Organisers are expressly advised that, if this provision is not complied with, considerable damage may occur due to the exclusive surface finish, which damage will have to be remedied by the Event Organiser.

In the event that there is extreme soiling or adhesives that are difficult to remove, BFG will charge the Event Organiser for additional time and effort incurred for the special cleaning required.

3.19 Suspensions in the CPH may only be made with the prior approval of BFG. The Event Organiser must notify necessary suspensions to BFG in good time before the event. As part of the notification of intended suspensions, BFG must be provided with the appropriate load information and static evidence of the materials used. Suspensions shall be executed in accordance with the generally acknowledged rules of technology. The specified load limits must be observed. In case of doubt, a statics assessment of the suspensions will be commissioned at the cost of the Event Organiser.

3.20 Stand height: The maximum height of trade fair/exhibition stands in Congress Park Hanau is 250cm. BFG will decide on any deviations on a case-by-case basis.

3.21 Cables, hoses or other materials laid in walkways must be installed in such a way that there is no risk of slipping or tripping.

3.22 Vehicles: The placement of vehicles must be reported to the BFG at least four weeks before the event. An assessment of the hazards associated with the placement and display must be carried out prior to the presentation. All relevant permits and approval from the BFG must be obtained prior to the presentation.

For vehicles with combustion engines, the fuel level in the tank must be limited to the minimum necessary quantity, the reserve light on the fuel gauge must be active. The remaining volume of the tank must be filled with inert gas (e.g. nitrogen). The ignition source of the vehicles must be removed.

For vehicles with alternative drive technology, electric or hybrid drive, the drive batteries must be disconnected from the traction network by means of a safety terminal switch (main switch) or service plug in accordance with the manufacturer's specifications.

Gas-powered vehicles may only be brought in with the gas pressure vessel empty and in a depressurized state.

These measures must be taken before the vehicles are brought into the venue; operating the vehicles inside the venue is in no case permitted.

It must be absolutely ruled out that a vehicle start-up or movement could be triggered, especially during an event.

Vehicle keys and specific rescue cards must be kept at the CPH and accessible at all times.

3.23 Occupational safety, health and environmental protection: BFG is committed to protecting the health of all persons present at the Venue and to precautionary environmental protection. As a contracting partner of BFG, the Event Organiser must ensure that all provisions relating to occupational safety, health and environmental protection are also strictly adhered to by its contractors and business partners in BFG properties.

3.24 Occupational safety: All set-up and removal work must be carried out in compliance with the applicable occupational health and safety regulations and accident prevention regulations, in particular DGUV-V 1 "Prevention", DGUV-V3 and DGUV-V17/18 as well as the DGUV information on "Safety at events and productions". The Event Organiser and the contractors commissioned by it are responsible for compliance with accident prevention regulations and occupational safety regulations. In particular, the Event Organiser and the contractors commissioned by it must ensure that their assembly and dismantling work does not endanger other persons present at the Venue. Hazardous areas and protective measures (prohibitions and requirements) must be indicated in accordance with ASR A1.3 "Safety and health protection marking" – if necessary, only for a short time. If necessary, the Event Organiser must ensure appropriate coordination through which the work is coordinated. If this is not possible, he must temporarily stop the work and report to BFG.

3.25 Volume at music events:

Organisers of music performances shall check independently whether and which safety measures are necessary to prevent damage to listeners. They shall take all necessary steps on their own responsibility. The Event Organiser shall limit the volume appropriately to ensure that visitors and third parties are not harmed during the event. DIN 15 905-5 "Entertainment Technology – Sound Engineering – Part 5: Measures to prevent the risk of hearing loss of the audience by high sound exposure of electroacoustic sound systems" is a generally acknowledged rule of technology contains that is applicable. It must be observed by the Event Organiser. In addition to the technical measures taken by the Event Organiser, BFG recommends providing the Event Organiser with a sufficient number of hearing protectors (earplugs) and making them available to visitors upon request.

3.26 Further orders of BFG in individual cases must be implemented by the Event Organiser at its own cost. The same applies to any orders and determinations made by the building inspectorate, fire protection agencies, the police or other authorities that go beyond these Safety Regulations.

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