

Technical Guidelines Arena Berlin Betriebs GmbH

## Arena Berlin Betriebs GmbH – Technical Guidelines

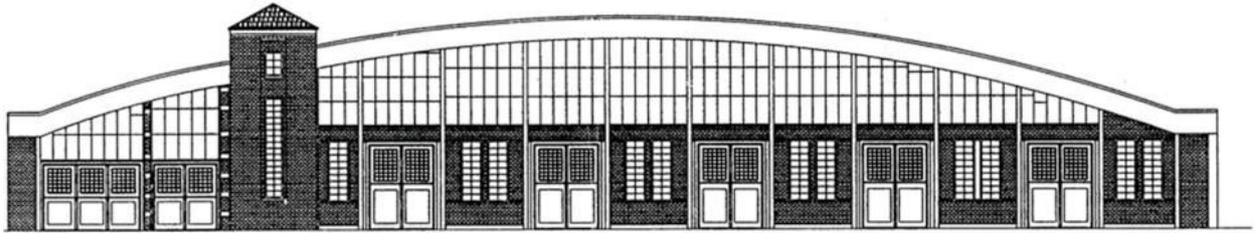
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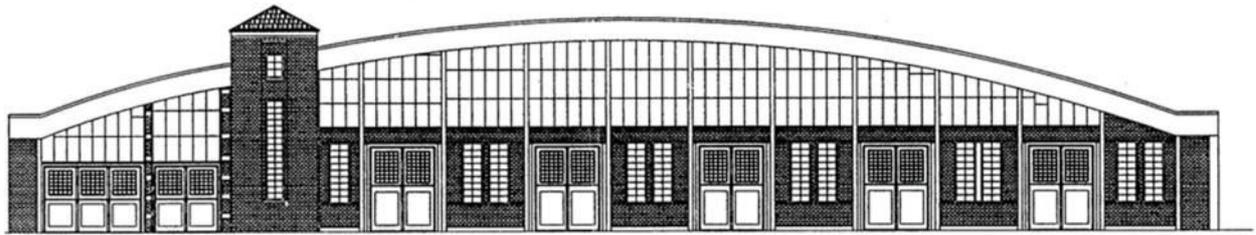
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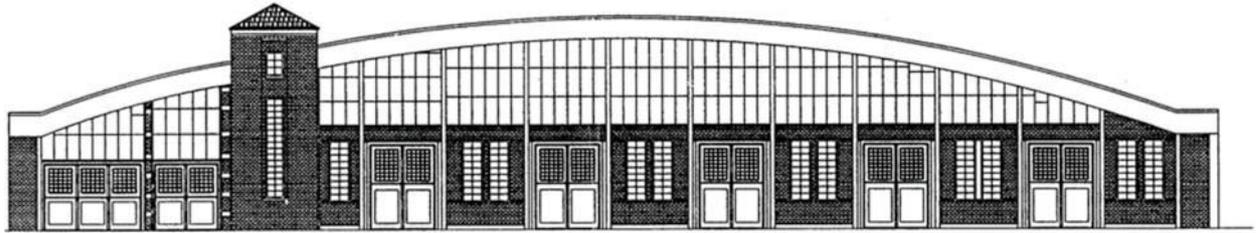
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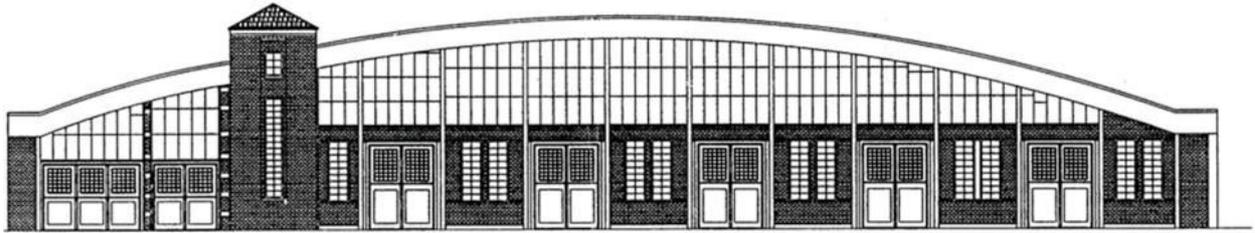
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## 1. preliminary remark

For trade fairs and events, Arena Berlin Betriebs GmbH has prepared the present guidelines, with the aim of ensuring a successful and safe process for all involved.

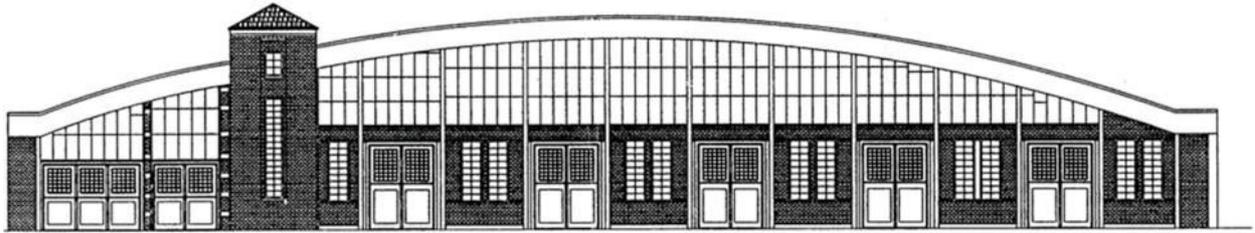
of the event. These technical guidelines are based on legal and official requirements, e.g. the Model Ordinance on Places of Assembly (MVStättV) and the arena's building permit, and are binding minimum standards for all exhibitors and organisers.

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The current version of the technical guidelines applies to the entire premises of Arena Berlin Betriebs GmbH, hereinafter also referred to as the "operator". This includes the Arena Halle, the adjoining open space, the Glass House, the Magazine, the Badeschiff, the Escobar and the Arena Club, including all access routes and areas.

Compliance with the guidelines is checked by the employees of Arena Betriebs GmbH, the organisers and commissioned third parties.

Please note that the arena is a listed building!



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## 2. traffic on the premises and in the hall

For entering or driving on the grounds and buildings of Arena Berlin Betriebs GmbH and the associated land and buildings, the following principles apply. Additionally agreements made with organisers or service providers etc. shall remain unaffected:

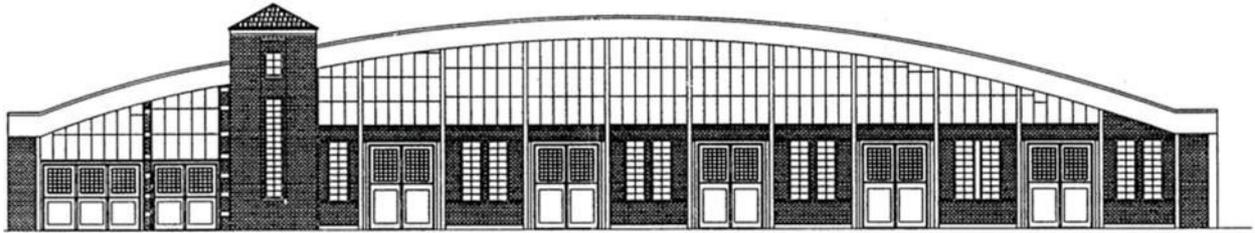
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1. The company premises are private property; there is no fundamental entitlement to be granted an entrance. The German Road Traffic Regulations (StVO) apply throughout the premises. The maximum speed permitted on the company premises is 10 km/h.
2. In the hall, and also outside if the traffic situation requires it, only walking speed is allowed. Stop at the gates and passages before entering or leaving and check that there is sufficient clearance. The hazard warning lights must be switched on in the hall and in the open area.
3. Parking of vehicles in the halls is prohibited. The engine must be switched off during loading. Caravans/motor homes may not be used on the arena grounds for overnight stays.
4. The instructions of the staff employed by Arena Betriebs GmbH to direct and regulate traffic must be followed without fail and the relevant information must be observed. Driving on the venues with vehicles of any kind is only permitted with the permission of Arena Berlin Betriebs GmbH, is at your own risk and is generally prohibited during events.
5. In the Arena Hall, the floor panels on the west side and marked areas near the VIP gallery are not accessible. Forklifts, work platforms, etc. must be accelerated/braked slowly and driven slowly when turning corners in order to avoid unnecessary abrasion of the hall floor.
6. Illegally parked vehicles, trailers, containers, bins and any goods etc. may be removed by a (towing) company authorised by the operator at the owner's or keeper's expense and risk.

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### 3. doors and gates

The emergency exit doors and doors/gates required for the event to be delivered and Shop are available during opening hours through from the Arena Berlin Betriebs GmbH manned by authorised security personnel. Independent opening of gates and doors to the outdoor area or non-rented rooms/areas is prohibited.

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Vehicles, pallet trucks, etc. can only be delivered via the open area/gate 1, via other gates only after consultation with the operator.

### 4. fire fighting areas, escape and rescue routes

#### 4.1 Firefighting areas and hydrants

The marked and necessary access roads, installation areas and movement zones for the fire brigade must be kept clear at all times. Vehicles and objects parked in these areas may be removed at the owner's or keeper's expense and risk. Hydrants must not be obstructed, made unrecognisable or inaccessible.

#### 4.2 Escape and rescue routes, emergency exits

Escape and rescue routes and emergency exits must be kept clear at all times. The width of aisles must not be restricted by objects placed in them or projecting into them. A minimum width of 1.20 m must also be kept free during assembly and dismantling. At the request of the operator, the hall aisle may be cleared immediately for logistical reasons. Any costs incurred shall be borne by the party responsible.

The routing and dimensioning of the escape and rescue routes is based on the requirements of the MVStättV and the operating regulations. The inspection is carried out by the technical directors of Arena Berlin Betriebs GmbH and must be approved by them.

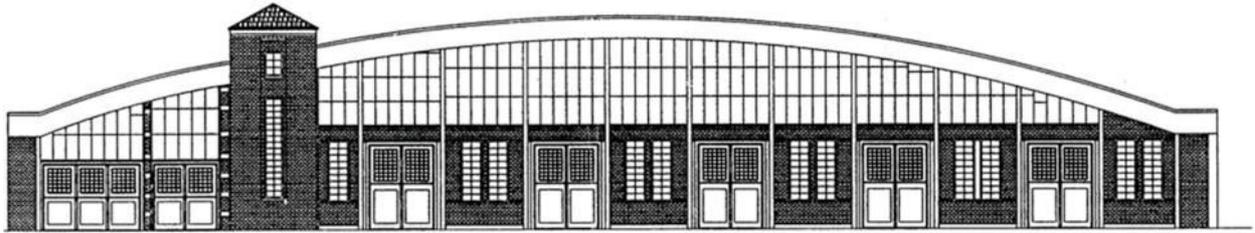
#### 4.3 Marking, safety lighting

The escape and rescue routes shall be marked in accordance with valid technical regulations. The existing markings may not be obstructed or made unrecognisable, etc. If fixtures or exhibition stands are enclosed or darkened and the general safety lighting of the exhibition hall is not sufficient, a

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Safety lighting incl. Safety sign for exits and escape routes must be provided.

#### 4.4 Escape and rescue routes on stand and exhibition areas

The distance from any point on a stand or exhibition area to a hall aisle shall not exceed 20 m walking line. Escape routes shall be dimensioned and marked in accordance with MVStättV. Doors in the course of these routes must also comply with the requirements of MVStättV.

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## 5. operational safety

### 5.1 Responsibility

The organiser is responsible for operational safety and compliance with occupational health and safety and accident prevention regulations throughout the rented area and also within the areas/stands, etc. Work may only be carried out within the framework of the respective labour and trade regulations. This also includes, for example, risk assessments and all other required documentation.

### 5.2 Tools

The use of diesel forklifts or diesel working platforms is not permitted. Gas-powered forklifts and gas containers may not be parked in the hall.

When machining wood, plastic or metal, work must be carried out with extraction.

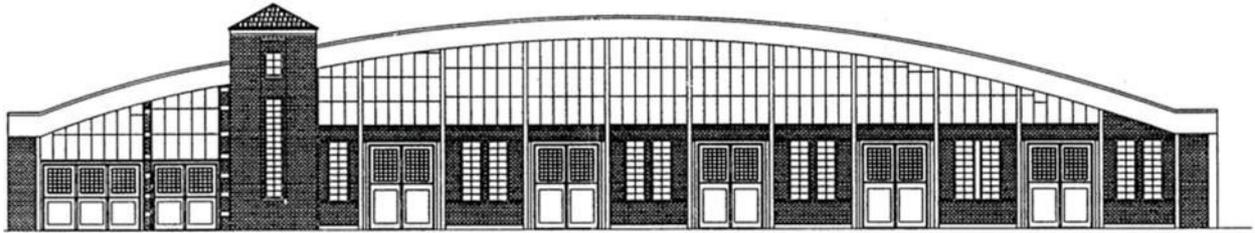
### 5.3 Temporary electrical installations

There are only a limited number of fixed connection points in the inner area of the hall, e.g. for exhibition stands or technical areas. These must be enquired about in advance. Each stand or area to be connected can receive one or more mobile connections. The electrical installations within the rental area or stands can be carried out by contractual partners of Arena Berlin Betriebs GmbH. The organiser places orders for this directly with Arena Berlin Betriebs GmbH or its contractual partners. The respective power requirements are to be submitted collectively by the organiser to the technical management of Arena Berlin Betriebs GmbH 4 weeks before the start of the event and approval is to be awaited.

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All electrical installations brought in by the organiser must be carried out and operated in accordance with the current VDE regulations. The organiser accepts liability for any damage that may occur to the buildings and installations of Arena Berlin Betriebs GmbH as a result of faulty electrical installations.

All portable electrical equipment must be verifiably tested according to DGUV regulation 3. Metal constructions with electrical consumers (e.g. trusses) require additional potential equalisation ("earthing"). Even when using low-voltage systems, open electrical conductors and terminals are not permitted and the secondary side must be protected against short circuits and overloads.

When setting up a mobile electrical system, an installer's certificate in accordance with VDE 0100-600 must be drawn up (incl. measurement and test protocol, see also SQP4 of the IGWW) and submitted to Arena Betriebs GmbH for inspection.

#### 5.4 Flying objects

Flying objects such as drones may not be used in the spectator/guest area. A separate area from which no danger may emanate is required. When using drones on and above the grounds, all necessary permits and insurance must be in place and permission must have been granted by Arena Betriebs GmbH. Overflight is not permitted over crowds of people. The use of balloons (filled with safety gas) or other flying objects must be agreed in advance with the Technical Management of Arena Berlin Betriebs GmbH.

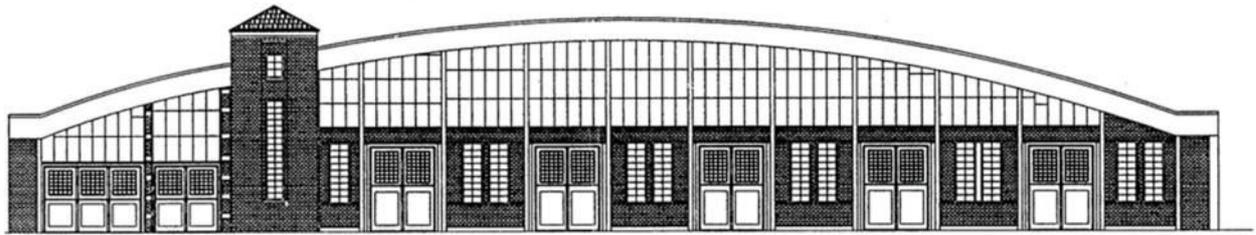
#### 5.5 Movement of vehicles or equipment

Vehicles or equipment may only be moved in secured and separated areas. There must be no danger for participants or spectators.

#### 5.6 Noise

The regulations for the state of Berlin: Noise-generating activities must be avoided on workdays before 6:00 a.m. and after 10:00 p.m. as well as on Sundays and public holidays. This must be observed in particular in the open area or when the gates are open; the enclosed hall is largely soundproofed. In the event of non-compliance, assembly and dismantling activities may be prohibited during the aforementioned periods.

Noise-generating equipment etc. at exhibitions should only be operated for short periods, the volume at the stand boundaries must not exceed 70 dB(A).



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## 5.7 Evacuation and closure of event areas

For safety reasons, the evacuation and/or closure of rooms or areas may be ordered by Arena Berlin Betriebs GmbH.

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## 6. safety devices

### 6.1 Fire extinguishing equipment

Hydrants and fire extinguishers must be accessible at all times and their signs must be visible. They must not be obstructed or obstructed.

### 6.2 Fire alarm system

There are smoke detectors and push-button detectors with connection to the fire brigade. Should a fire brigade operation be required due to non-observance of the technical guidelines or due to damage, any costs for a fire brigade operation, for the termination of the operation and for any further damage caused thereby shall be borne by the organiser.

### 6.3 Fire alarm etc.

Fire alarms, actuating devices for smoke extraction, optical signal lights and other safety devices must be accessible at all times and their signs must be visible. They must not be obstructed or obstructed.

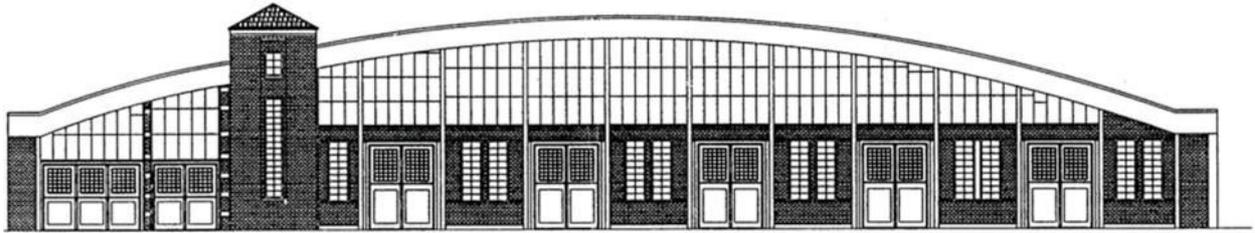
### 6.4 Sprinkler system

The hall and ancillary rooms (including foyers) are equipped with a sprinkler system. The minimum distance of objects (including superstructures and decorations etc.) from the sprinkler head must be at least 1m. The distance from heat-generating devices (including luminaires, etc.) to the sprinkler head must be selected in such a way that false activation of the extinguishing system due to the effect of heat is excluded. Nothing may be hung or attached to the pipes of the sprinkler system. Should a fire brigade operation be required due to non-observance of the Technical Guidelines or due to damage, any costs for a fire brigade operation, for the termination of the operation and for any further damage caused thereby shall be borne by the organiser.

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## 6.5 Heating and ventilation

Heating and ventilation will be provided by employees of the operator by arrangement between the organiser and Arena Berlin Betriebs GmbH. To the radiant heaters under the A distance of at least 1.5 m for combustible objects must be maintained from the hall ceiling. The Ventilation can supply fresh air in several stages (preheated if required).

## 6.6 Technical faults

Should technical faults occur (e.g. electrical supply, water/sewage, heating, ventilation), Arena Berlin Betriebs GmbH must be informed immediately. Arena Berlin Betriebs GmbH is not liable for any loss or damage caused by these malfunctions.

# 7. fire protection, materials

## 7.1 Load bearing components

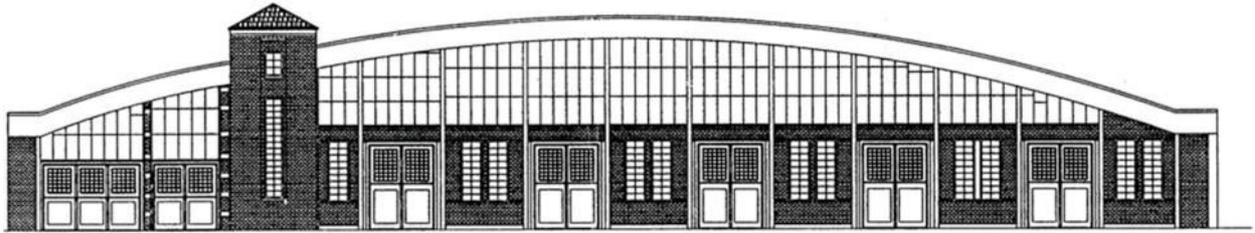
In individual cases, load-bearing components must meet special requirements for reasons of fire protection. For example, the substructure of stages and grandstands must be made of non-combustible materials according to MVStättV.

## 7.2 Decorations, curtains, decorations, stand construction materials, floor coverings

Decorative materials, curtains, decorations, etc. and structures of all kinds as well as floor coverings of all kinds must be verifiably at least flame-retardant and comply with building material class B1 according to DIN 4102 or equivalent classes according to EN 13501 (at least class C-s3, d0). It must be possible to verify the low flammability at the latest from the start of construction by submitting the proof.

Evidence is certificates/test reports from an approved domestic testing body or certificates/test reports from testing, certification and inspection bodies in other countries. They must be available in German or English. Data sheets or test, analysis and trial reports etc. are not evidence and do not replace them.

Declarations of performance (DoP) containing a class according to DIN 4102 or EN 13501-1 are also recognised. In addition, a document must be provided which enables the clear assignment of the proof to the associated material (e.g.



delivery note) and which confirms compliance with the application regulations (e.g. certificate of proper handling).

### 7.3 Plants

Plants, e. g. shrubs and woody plants, may only be planted in pots/containers with a moist to root ball should be used. Exceptions for the short-term use of freshly cut plant parts are possible. Page | 11

Hay, straw, reeds, bamboo grass, bark mulch or similar materials must not be used.

### 7.4 Roofing

If fire protection systems such as sprinklers, smoke detectors, etc. are restricted by the stand construction, additional compensatory measures must be taken by the organiser in consultation with the technical management and the fire protection officer of Arena Berlin Betriebs GmbH.

Plafonds or canopies etc. must be designed in such a way that the function of the sprinkler system is not impaired, e.g. with single-layer certified sprinkler gauze.

Compensation measures are required for multi-storey superstructures or closed ceilings (permissible up to 25 m<sup>2</sup> in individual cases). In the case of larger areas or several small areas, an individual consideration must be carried out.

### 7.5 Outdoor buildings

Any structures outside the arena hall must be at least 5m away from the hall or other parts of the building or be made of non-combustible material.

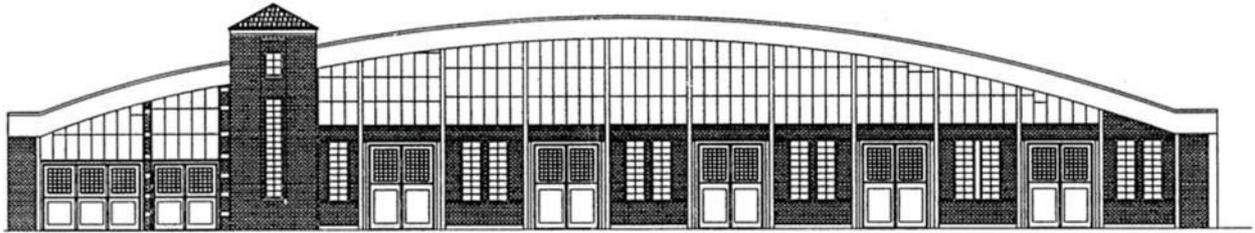
### 7.6 Additional fire extinguishers

If there is a fire risk, suitable fire extinguishers must also be provided. This is generally the case with increased fire loads and in technical areas (larger electrical distributions, dimmer city, FOH etc.) as well as on stages and stage areas. The number and type of fire extinguishers shall be dimensioned in accordance with ASR A2.2.

In the case of multi-storey structures, each level must be equipped with at least one suitable fire extinguisher according to the fire hazard.

### 7.7 Distance to combustible objects

All heat-emitting electrical equipment (spotlights, transformers, etc.) must be mounted on non-flammable, heat-resistant and non-heat-conducting bases.



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Spotlights, lamps and other sources of heat must be kept far enough away from materials to prevent ignition at all times. Manufacturer's specifications and operating instructions must be observed accordingly.

#### 7.8 Exhibition of motor vehicles

The exhibition of motor vehicles must be registered with Arena Berlin Betriebs GmbH. Vehicles with combustion engines may only be parked in the halls with nitrogen-filled and locked fuel tanks (inert). Short loading and unloading operations are excluded from this. The exhibition of gas-powered vehicles in the halls is only permitted with completely empty gas tanks.

For vehicles with electric drive, the main battery must be disconnected (isolating switch or disconnecting). Electric and hybrid vehicles may not be charged in the hall. The technical management of Arena Berlin Betriebs GmbH reserves the right to take any additional measures that may become necessary.

#### 7.9 Catering, cooking etc.

Open fires are prohibited in the building. This includes, for example, gas equipment in food trucks, charcoal grills and the use of fuel paste or similar.

Food may only be kept warm electrically, and no steam-generating devices (e.g. convectomats) are permitted in certain areas (e.g. in the catering bunks and under the VIP gallery) due to the automatic fire extinguishing system. All electrical equipment and cables used must also be tested in accordance with DGUV regulation 3.

It is possible to erect a kitchen tent or similar in the open space, however, the 5 m distance to the hall and other official requirements (e.g. approval for use for tents >75 m<sup>2</sup>) must be observed.

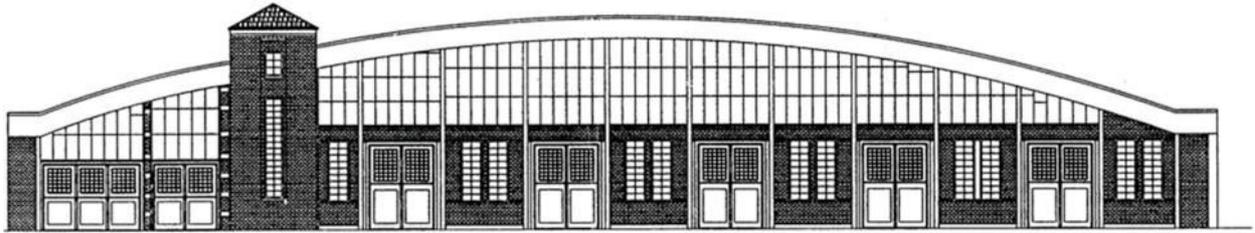
#### 7.10 Pyrotechnics

Pyrotechnic demonstrations are subject to approval and must be coordinated in advance with the technical management of Arena Berlin Betriebs GmbH.

#### 7.11 Fog machines, hazers etc.

The use of fog machines, hazers and similar equipment (smoke, steam, etc.) must be registered with Arena Berlin Betriebs GmbH, Technical Management. No operation may take place without the approval of the technical management on site. In the event of a fire brigade operation without clearance, any costs for a fire brigade operation, for which

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termination of the operation and for any further damage caused thereby shall be borne by the organiser.

#### 7.12 Highly flammable and explosive substances

Flammable liquids and gases as well as highly flammable substances are generally prohibited in the hall. Explosive substances are subject to the Explosives Act and may not be exhibited (such as ammunition).

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#### 7.13 Smoking / E-cigarettes

Smoking and vaping are prohibited in the buildings.

#### 7.14 Dangerous work

Welding, cutting, soldering and abrasive cutting work etc. is not permitted in the hall. Chip- and dust-generating work may only be carried out with extraction.

#### 7.15 Waste and packaging made of combustible materials

No waste or residual materials made of combustible materials may be stored in large quantities in the hall. Waste containers in event areas or stands must be emptied at least daily. In the case of larger quantities of combustible waste, emptying must be carried out several times a day.

Under no circumstances may flammable packaging or packaging waste be stored in the hall.

If stand cleaning has been booked, waste bags can be left in the stand after the end of the event each day, where they will be collected.

#### 7.16 Fire safety watches

Arena Berlin Betriebs GmbH will provide at least one fire safety guard (2 persons) one hour before the halls open until the end of the outlet in each case. If necessary, the number and duration must be adjusted.

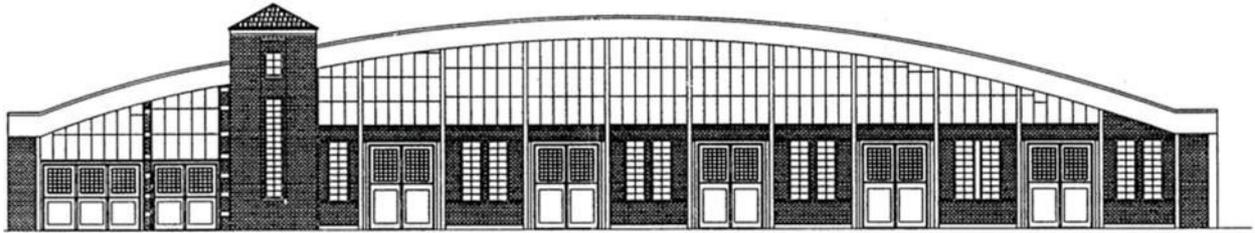
#### 7.17 Fire protection and building inspection

Before each event or trade fair, etc., an acceptance inspection shall take place. If defects are found, they must be remedied before admission begins. Otherwise, this may lead to delays at the entrance.

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## 8. stand construction, exhibition stands, event spaces

### 8.1 Checking the local conditions

Each organiser is obliged to inform himself/herself about the local conditions of the rental area. (dimensions, uneven floors, existing fixtures, fire alarms, hydrants, ventilation ducts, etc.) on site and, if necessary, to inform its commissioned service providers, such as stand builders. Arena Berlin Betriebs GmbH accepts no responsibility for the accuracy of dimensions on hall and stand plans.

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### 8.2 Overall height

Due to the curvature of the roof and the trusses and purlins, there are very different clear heights depending on the location in the hall. A minimum distance of 0.5 m from the lower edge of all building structures and fixtures must be maintained. This means that construction heights of up to approx. 4 m are possible everywhere in the hall, and in individual cases up to approx. 8 m, depending on the location. Exhibition construction systems or stands up to 2.50 m in height are not subject to approval.

### 8.3 Release of plans, stand plans

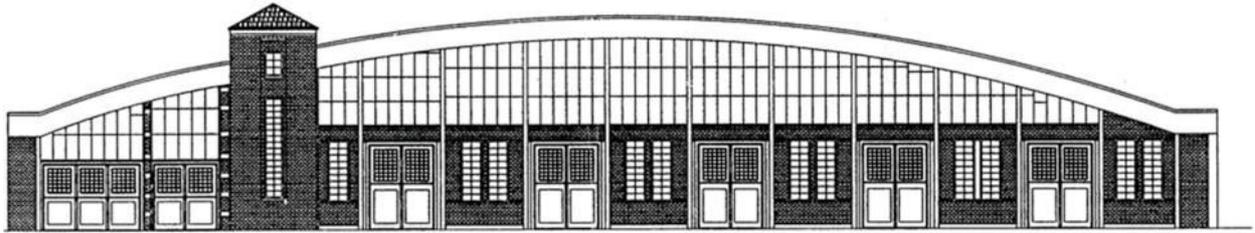
The plans to be submitted by the organiser at least 4 weeks before the start of set-up must be approved by the technical management of Arena Betriebs GmbH. The approved plans (seating, stand areas, etc.) must be adhered to, also e.g. lighting fixtures, signs or furniture, etc. may not protrude beyond the approved areas.

### 8.4 Stand numbers

All stands shall be marked with stand numbers by the organiser to ensure an overview and orientation. The same numbering is to be used in the planning documents.

### 8.5 Damage and interventions in the building fabric

Any damage (including soiling) to the grounds, its buildings or facilities caused by the organiser or their agents will be removed by Arena Berlin Betriebs GmbH after the end of the event at the organiser's expense. Drilling, nailing, screwing, painting, wallpapering and pasting etc. on parts of the building or technical facilities is not permitted. The only exceptions are materials that can be removed without leaving any residue.



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Fixtures, parts and technical equipment of the buildings and areas (such as lamps, pipes, cable and ventilation ducts or parts of the roof structure) may not be used for fastening, bracing or other loads.

## 8.6 Floor surfaces

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When laying floor coverings and other materials on the floor, there must be no risk of tripping. Here, too, only material that can be removed without leaving residues (such as special adhesive tape) may be used. Fixings to the hall floor are not permitted, the same applies to outdoor surfaces. Carpets and other floor coverings in the hall must be at least flame-retardant, see section "Fire protection".

No substances containing oil or grease etc. (e.g. oil chalk) may be used for floor markings. (e.g. oil chalk), adhesive tape etc. that cannot be removed without leaving residues, and no paints may be used. The floor surfaces must not be painted. If liquids have been spilled, they must be removed immediately.

Please contact Arena Berlin Betriebs GmbH for information on the adhesive materials that can be used.

## 8.7 Outdoor set-ups

The preceding regulations for stand construction also apply mutatis mutandis to stands in the open air. In addition, wind, rain and, if applicable, snow loads or the guidelines and regulations for mobile structures must be taken into account. The distance to the building must also be observed for reasons of fire protection.

For stands and other structures on the outdoor area, ground plans and views to scale and dimensioned, as well as documents on stability and any official approvals, must be submitted to Arena Berlin Betriebs GmbH, Technical Management, for approval no later than six weeks before the start of construction.

# 9. stability, suspended loads

## 9.1 Stability

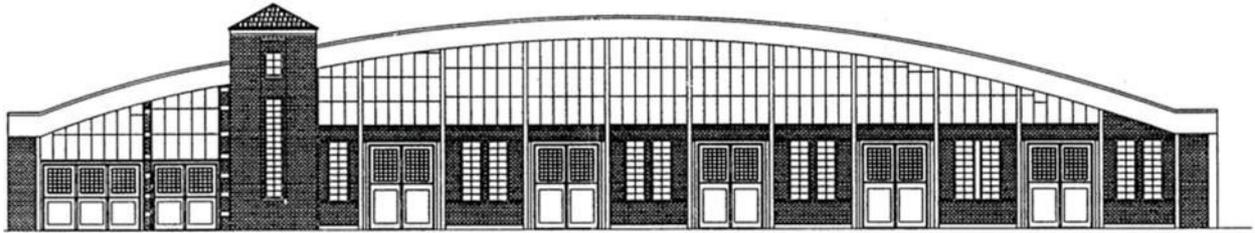
All superstructures, furnishings and exhibits as well as advertising media etc. must be so stable that they cannot pose a danger to life and health.

The organiser is responsible for the structural safety of the structures and is obliged to provide evidence of this. The relevant proofs must be submitted to Arena Berlin upon

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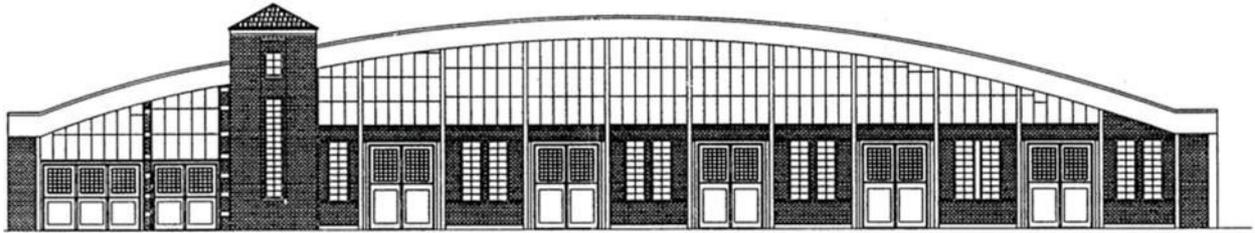


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request.

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Betriebs GmbH in a verifiable manner. Stabilisation against neighbouring stands and existing building fabric is not permitted. A "hall wind" of 0.125 kN/m<sup>2</sup> is to be assumed. Arena Berlin Betriebs GmbH reserves the right, in justified cases on site, to  
A check of the stability, e . g. by a structural engineer (subject to a fee).  
to be carried out.

## 9.2 Fastener

The use of plastic cable ties, adhesive tape or non-welded chains for fastening statically stressed parts or loads above persons is not permitted. Only approved slinging equipment (see relevant UVV) may be used as fastening or connecting equipment or for securing.

## 9.3 Suspended loads (rigging)

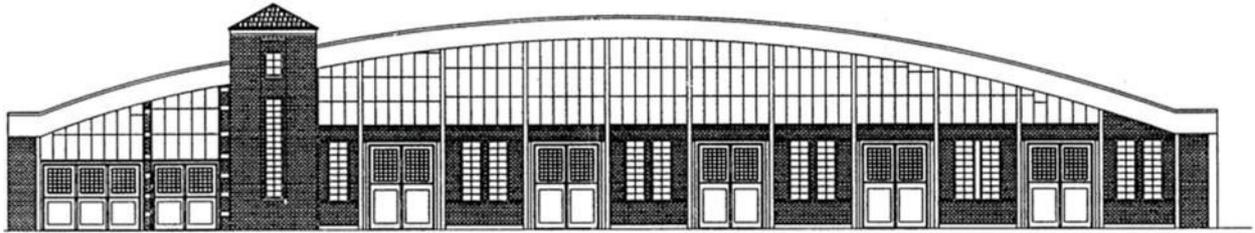
Rigging or the insertion of suspended loads is only permitted with the prior approval of Arena Berlin Betriebs GmbH. Appropriate drawings with load details on a suitable scale must be submitted for approval at least 4 weeks before the start of the event. For more complex constructions, a certified structural analysis must be submitted. In justified cases, Arena Berlin Betriebs GmbH reserves the right to have the load calculation checked on site, e.g. by a structural engineer, at a charge. The generally recognised rules of technology must be observed and implemented.

## 9.4 Superstructure release

If these Technical Guidelines are observed, it is generally not necessary to submit planning documents for single-storey stand structures up to 2.50 high in the hall. In individual cases, however, this may be required, e.g. if it is not a certified stand construction system.

Multi-storey structures, open-air exhibition stands, flying structures, scenic areas and stages, grandstands, seating and furnishing variants, special superstructures and constructions are subject to approval.

Dimensioned plans on a suitable scale with floor plan and elevations must be submitted to Arena Berlin Betriebs GmbH, Technical Management, with German or English lettering for approval no later than 6 weeks before the start of construction. After consultation, digital submission of the plans in PDF or DWG format is sufficient. Additional documents, such as verified or verifiable static calculations in accordance with Eurocode (or test book/type test and if applicable Acceptance for use),



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Building specification and construction drawings, escape route plan with proof the escape route lengths and widths may be required.

Depending on the effort involved, costs may be incurred for approvals (e.g. for checking the submitted documents and acceptance on site). These will be forwarded to the organiser or, if applicable, to the  
invoiced to the exhibitor.

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#### 9.5 Container

Containers in the hall and/or on the outdoor area are possible, but must be registered in advance with the technical management of Arena Berlin Betriebs GmbH.

#### 9.6 Buildings with defects

Structures that have not been approved, do not comply with the technical guidelines or the state of the art, or have other serious defects must have been modified before admission. If the work is not completed on time, Arena Berlin Betriebs GmbH is entitled to have the stand/structure closed or dismantled.

#### 9.7 Installer certificate

Erector's certificates must be issued for all event technology superstructures, special constructions and suspensions installed, confirming that they have been executed professionally and in accordance with the regulations.

## 10. hazards from exhibits, occupational health and safety

#### 10.1 Product safety

All exhibitors and users of technical work equipment are obliged within the meaning of the Product Safety Act to comply with the Product Safety Act (ProdSG) and the respective harmonised regulations of the EU. Users or third parties must be protected against hazards to life and health when used as intended. Under no circumstances may machines and equipment be demonstrated or used without the associated protective devices.

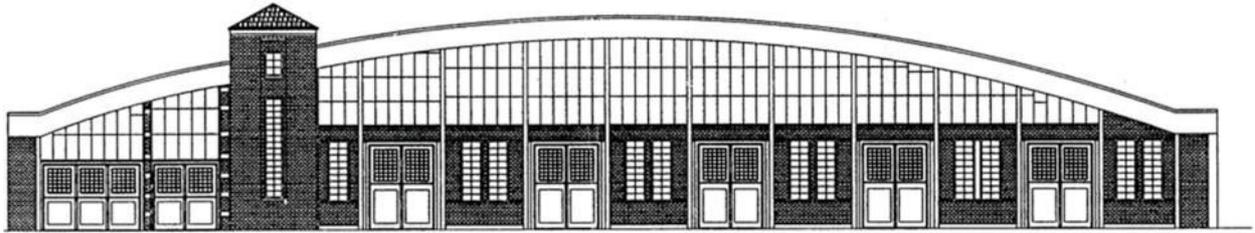
#### 10.2 Radiation protection, laser

The operation of high-energy or high-intensity light sources (incl. lasers) must be agreed

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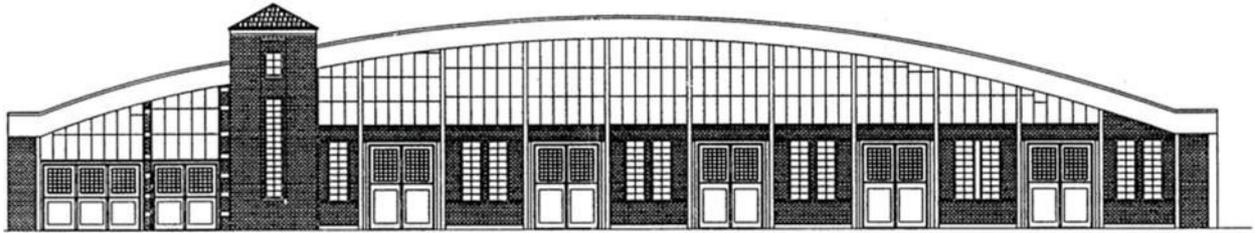


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in advance with Arena Berlin Betriebs GmbH.

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When operating laser systems, the Occupational Health and Safety Ordinance OStrV (incl. the Technical Rules TROS Laser) and other rules (DIN EN 12254, show lasers: DIN 56912 and DGUV I 203-036) must be observed.

Devices/systems of classes 3R, 3B or 4 must be inspected by a qualified inspector before being put into operation.

The laser must have been inspected by an expert to ensure that it is safe. A laser safety officer must be present during operation. Page | 18

### 10.3 Noise

The regulations for the state of Berlin must be complied with: On working days before 6:00 a.m. and after 10:00 p.m. as well as on Sundays and public holidays, noise-generating activities must be avoided. This must be observed especially in the open area or when the gates are open; the closed hall is largely soundproofed. In the event of non-compliance, assembly and dismantling activities may be prohibited during the aforementioned periods.

Noise-generating equipment etc. at exhibitions should only be operated for short periods, the volume at the stand boundaries must not exceed 70 dB(A).

### 10.4 Pressure vessel

Pressure vessels may only be operated on the stand if the tests required by the German Ordinance on Industrial Safety and Health (BetrSichV) have been carried out. The test certificates must be kept with the pressure vessel at the exhibition site and presented to the responsible supervisory authority on request. The certificate of the construction and water pressure test is not sufficient.

### 10.5 Vapours, exhaust gases

Flammable, harmful or nuisance vapours and gases emitted by exhibits and equipment must not be discharged into the hall. They must be discharged via appropriate piping systems in accordance with the requirements of the Federal Immission Control Act.

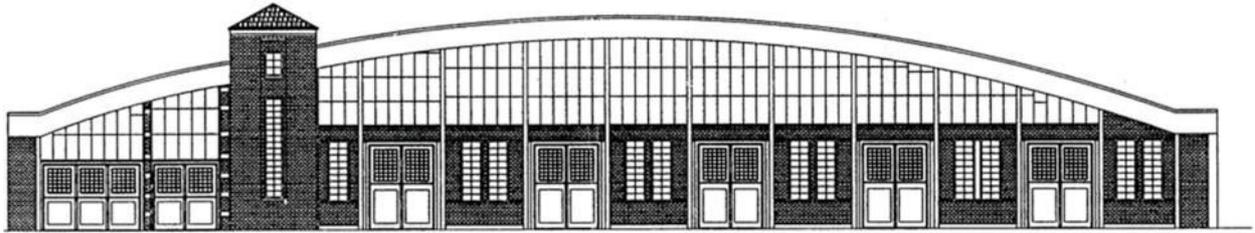
### 10.6 Operating ban

Arena Berlin Betriebs GmbH is entitled to prohibit the operation of machines, apparatus and equipment at any time if, in its opinion, there is a risk of danger to persons or property as a result of their operation.

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## 11. environmental protection, waste water, waste disposal

### 11.1 Environmental protection

The organiser is obliged to ensure that all environmental protection regulations and specifications are bindingly observed by him and his contractors. In order to avoid unnecessary waste, disposable tableware is not desired on the premises of Arena Berlin Betriebs GmbH.

Environmental damage/contamination (e.g. due to leaking petrol, oil, hazardous substances, etc.) must be reported immediately to the technical management of the operator and remedied professionally (e.g. by specialist companies).

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### 11.2 Waste water

The wastewater inlets must not be used for the disposal of waste and solids. Gullies in the outdoor area (open space) are only for rainwater – do not discharge wastewater here!

In the case of waste water containing oil or grease, the use of oil or grease separators is required. In the catering industry, fats and oils must be collected and disposed of separately.

It is forbidden to use drains, sinks, washbasins, toilets, etc. for the disposal of oil and grease or food and drink residues. Infringement will be brought to the attention of the authorities. It is also not permitted to wash up in the washbasins of the WC, appropriate sinks may be used for this purpose. Please have appropriate strainers available to prevent blockages.

### 11.3 Waste disposal

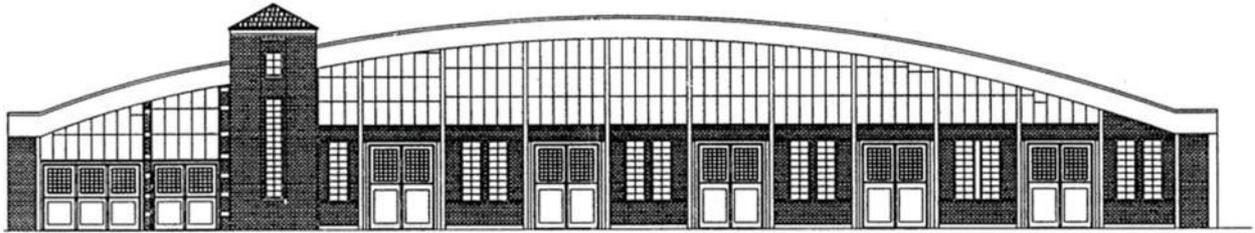
Decoration and exhibition stand construction: Carpets and other bulky and special waste may not be disposed of in the waste compactor in the open area. The organiser must ensure that appropriate waste containers are provided.

Food leftovers: Catering companies must provide extra waste containers (food waste containers) for the disposal of food leftovers, which must be collected directly after the event. Leftover food must not be disposed of in the waste compactor of Arena Berlin Betriebs GmbH. In the event of non-compliance, the costs for a special emptying and, if necessary, cleaning of the waste compactor will be charged to the organiser. No material or rubbish may be left behind in large quantities, otherwise disposal will be carried out at an increased charge to be borne by the organiser.

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## 12. guarding

The general guarding of the hall and the open area during the assembly and dismantling work, as well as during the duration of the event is carried out by Arena Betriebs GmbH and service partners commissioned by them.

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However, Arena Berlin Betriebs GmbH does not assume any guarding and security for objects or equipment brought in by organisers and third parties working on their behalf. Organisers/exhibitors are expressly advised that there are increased risks during set-up and dismantling times. Valuable or easily movable objects should always be kept under lock and key, even at night.

Stand guards must be commissioned by the organiser/exhibitor himself. Stand guards may only be provided by the service partners commissioned by Arena Berlin Betriebs GmbH and must be ordered in advance.

## 13. goods receiving department

For legal reasons, the acceptance of goods with a signature or handover protocol or similar cannot be carried out by employees of Arena Berlin Betriebs GmbH or its commissioned service providers (incl. security service). Organisers/exhibitors must accept goods and deliveries themselves (or through persons appointed by them).

## 14. medical service

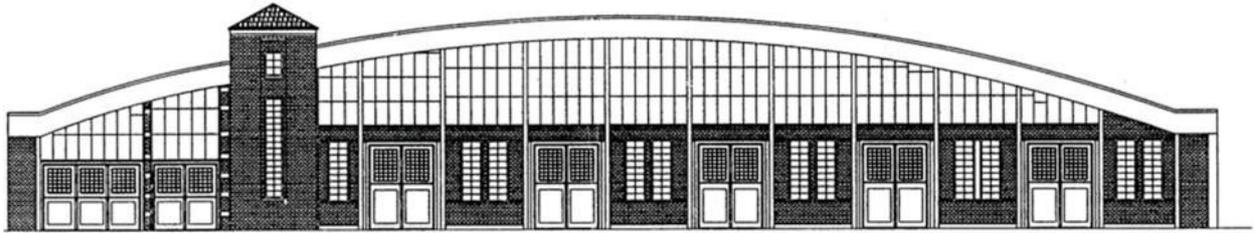
Arena Berlin Betriebs GmbH will provide the medical service through its service partner at the order and expense of the organiser. However, the organiser is free to choose the aid organisation/medical service. However, proof of qualification and equipment of the helpers must be provided.

Information and guidelines are available from the Berlin Senate Department for the Interior and Sport.

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## 15. cleaning

The Arena Berlin Betriebs GmbH takes over on Order and costs of the organiser/exhibitor the cleaning of the stands. The immediate allocation from Cleaning work by organisers is excluded.

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Cleaning work must always be carried out with biodegradable products. Cleaning agents containing solvents that are harmful to health are to be used in accordance with the regulations and only in exceptional cases.

## 16. musical renditions – GEMA

For musical reproductions of any kind (also via radio and background music) under the conditions of the Copyright Act, the permission of the Society for Musical Performing and Mechanical Reproduction Rights (GEMA) is required. Unnotified music reproductions may result in claims for damages by GEMA (§ 97 Copyright Act). The organiser/exhibitor is responsible.

Address: GEMA Bezirksdirektion Berlin, Keithstraße 7, 10787 Berlin ([www.gema.de](http://www.gema.de))

## 17. extract from the house rules

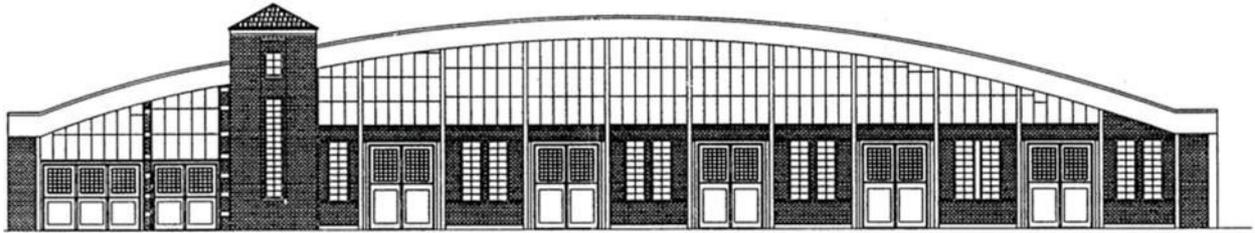
The house rules apply to all visitors, tenants, service providers and all other persons. Violations may result in expulsion, a ban from the premises, criminal prosecution and/or a claim for damages.

1. The operator has sole domiciliary rights. During the events, domiciliary rights shall be exercised by the operator and/or the security service commissioned by the operator. The instructions of the security service and the representatives of the operator must be followed.
2. The grounds and buildings may only be entered or driven on at the specified times with the valid passes, entrance tickets or passes provided.

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3. The operator has the right to check the loading spaces of motor vehicles and the containers and bags carried by persons. In the event of refusal to comply with the control measures, Arena Berlin Betriebs GmbH reserves the right to expel persons from the premises.

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4. The operator is entitled to impose restrictive regulations on the admission of visitors and to prohibit the bringing of animals and objects or to make this generally or in individual cases dependent on the fulfilment of certain conditions.

5. The operator accepts no liability whatsoever for personal injury, damage to property or financial loss in the event of damage to the grounds, the open space, the halls or other buildings.

6. Outside of exhibition stands, advertising of any kind, the offering of goods and services of any kind, the acceptance of orders and the conducting of opinion polls is not permitted without the express permission of Arena Berlin Betriebs GmbH.

7. Any commercial activity on the premises is prohibited, except on behalf of Arena Berlin Betriebs GmbH or the organisers, tenants, service providers or other contractual partners in a contractual relationship with Arena Berlin Betriebs GmbH.

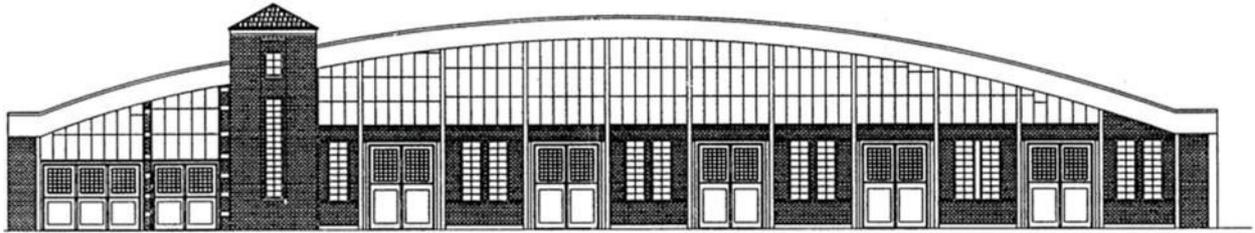
8. In the event of violations of the house rules, misuse and falsification of passes, admission tickets, etc., or in the event of disruptive behaviour, the operator has the right to expel the person concerned from the premises and to confiscate their admission passes and entry authorisation without compensation, as well as to have motor vehicles towed away at the owner's expense and risk.

9. On the entire grounds of Arena Berlin Betriebs GmbH there is a general ban on the carrying of devices suitable for taking or producing photographs or film recordings, with the exception of mobile phones. Filming, photographing and sketching of exhibited goods and exhibits on the grounds and in the halls is only permitted in exceptional cases and with written permission.

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10. All technical equipment may only be operated by authorised Arena Berlin Betriebs GmbH personnel.

11. Children and young people are not permitted to be in the hall areas during the  
Not permitted during set-up and dismantling times. Parents are liable for their children.

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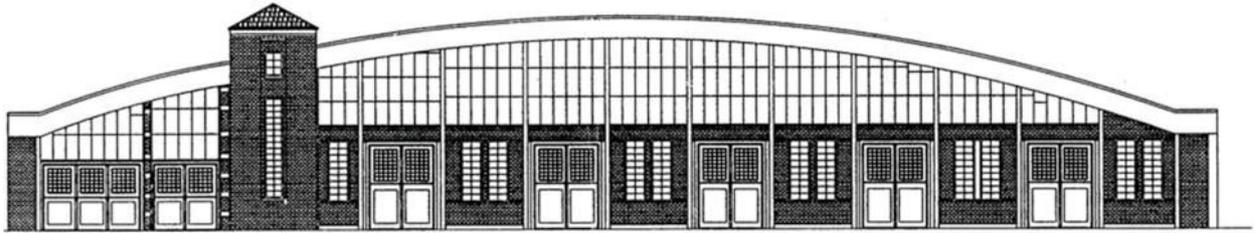
12. The operator and the security service appointed by it will ensure, at its discretion and in compliance with the applicable legal provisions, that the house rules are followed.

13. The operator reserves the right to change or amend the above house rules.

## 18. liability

Any claims for damages against Arena Berlin Betriebs GmbH due to loss, damage or impairment etc. of items brought in are excluded.

If the above technical guidelines are not complied with, the organiser or the service provider commissioned by it shall be liable for all damages resulting from non-compliance with them. Arena Berlin Betriebs GmbH is indemnified by the organiser against such claims by third parties.



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