



Technical Guidelines - Arena Berlin Betriebs GmbH

Arena Berlin Betriebs GmbH – Technical Guidelines

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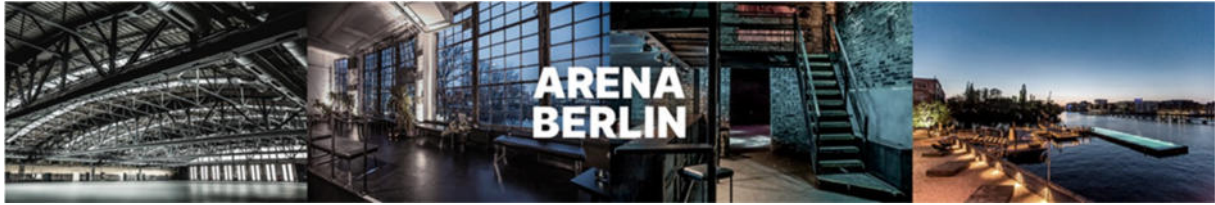


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1. Foreword

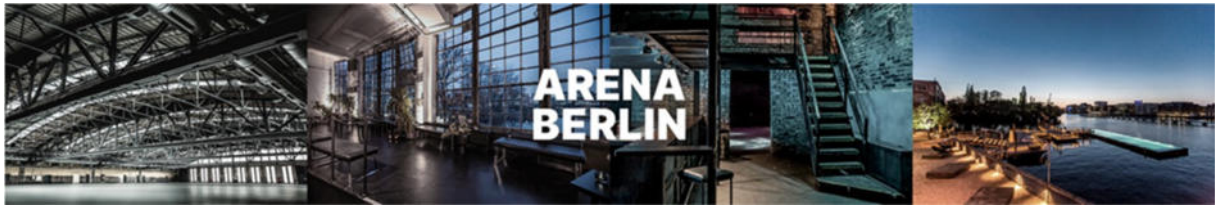
Arena Berlin Betriebs GmbH has issued these guidelines for trade fairs and events with the aim of enabling all participants to run the event successfully and safely. These technical guidelines are based on legal and official requirements, e.g. the Regulations on Places of Assembly (MVStättV) and the building permit of the Arena, and are binding minimum standards for all exhibitors and organisers.

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The Technical Guidelines in their current version apply to the entire premises of Arena Berlin Betriebs GmbH, hereinafter also referred to as "Operator". This includes the Arena Hall, the adjoining open courtyard, the Foyers, the Glashaus, the Magazin, the Badeschiff, the Sonnendeck and the Arena Club, including all access routes and areas.

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

Please note that the Arena is a listed building!



2. Traffic Regulations

The following principles apply to entering or driving on the grounds and in the buildings of Arena Berlin Betriebs GmbH and the associated areas and buildings. Additional agreements made with organizers or service providers, etc. remain unaffected:

1. The company premises are private property, no fundamental entitlement to entry exists. The Road Traffic Regulations (StVO) apply to the entire company premises. The maximum speed permitted on the premises is 10 km/h. Driving on the premises is at own risk.
2. Both in the hall, and elsewhere when traffic conditions demand, drivers must drive at walking speed. Drivers must come to a halt at the entrances to, and exits from halls and must verify that gate heights are adequate. The hazard warning lights must be switched on in the hall and in the open areas.
3. Parking vehicles in the halls is prohibited. Vehicles' engines must be turned off during loading and unloading. Trailers/campers may not be used on the grounds of the Arena.
4. The instructions of the personnel employed by Arena Berlin Betriebs GmbH for traffic control and traffic regulations must be strictly followed and the corresponding information must be observed. Driving any type of vehicle on the exhibition grounds requires a permit from the Operator, is at the driver's own risk, and is strictly prohibited during the event. Fire department entry routes and manoeuvring areas must be kept clear at all times, also no short-term parking.
5. In the Arena Hall, the floor plates on the west side as well as marked areas near the VIP gallery will not be driven on. Forklifts, work platforms, etc. must be accelerated/braked slowly and driven slowly when turning corners to avoid unnecessary abrasion of the hall floor. Damages, caused by abrupt braking or cornering too fast, are at the expense of the organiser.
6. Illegally parked vehicles, trailers, containers, vessels and any goods, etc. may be removed by a (towing) company authorised by the Operator at the expense and risk of the owner or keeper.



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3. Doors and Gates

The emergency exit doors and doors/gates required for the event for delivery and loading are manned by security personnel commissioned by the Operator during opening hours. Independent opening of gates and doors to the outdoor area or non-rented rooms/areas is prohibited.

Vehicles, pallet trucks, etc. can only deliver via the open courtyard/Gate 1. Other gates may only be used after consultation with Arena Berlin Betriebs GmbH. Additional measures, such as security personnel and the use of ramps, are necessary.

The main entrance at the gates 8 and 9 is designed for people, heavy and bulky objects are not allowed to go through there (e.g. big roll cases, pallet trucks, fork lifts).

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4. Emergency Service and Escape Routes

4.1 Fire Department Operation Zones and Hydrants

The necessary fire department entry routes and manoeuvring areas, designated by "no parking signs" must be kept clear at all times. Vehicles or objects parked/deposited on rescue routes or on safety areas may be removed at their owner's expense and risk. Fire hydrants must not be obstructed or rendered unrecognisable or inaccessible.

4.2 Escape Routes and Emergency Exits

The escape and rescue routes as well as the emergency exits must be kept clear at all times. The width of aisles must not be narrowed by objects that are parked or protrude into the aisle. A minimum width of 1.20 m must also be kept clear during assembly and dismantling. At the request of the operator, the hall aisle may be cleared immediately for logistical reasons. Any costs incurred will be borne by the perpetrator.

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

4.3 Emergency and Escape Route Signage

The escape and rescue routes are marked in accordance with valid technical regulations. The existing signage must not be obstructed or made unrecognisable, etc. If structures or exhibition stands are enclosed or darkened and the general safety lighting of the exhibition hall is not sufficient, safety lighting including safety signs for exits and escape routes must be provided.

4.4 Emergency and Escape Routes in Stand and Exhibition Areas

The distance from any point on a stand or exhibition area to a hall aisle must not exceed 20 m walking line. Escape routes must 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 rental 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.

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5.2 Working Equipment

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

In the case of mechanical wood, plastic or metal processing, work must be carried out with extraction.

5.3 Temporary Electrical Installations

There is only a limited number of fixed connection points in the inner area of the hall, e.g. for exhibition stands or technical areas (see also actual plans). The location of these is to be enquired about in advance. Each stand or area to be connected can receive one or more mobile connections. Electrical installations within the rented area or stands may be carried out by contractual partners of Arena Berlin Betriebs GmbH; orders for which the organiser can place directly with the Operator 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. After reviewing, approval will be given or amendments proposed.

Ground cable routing or cable protectors in the course of emergency routes and exits are not allowed.

All electrical installations brought in by the organiser must be carried out and operated in accordance with the current Association of German Electrical Engineers (VDE) regulations. Correctly dimensioned power cables (according to amperage and length) are mandatory. For planning and installation, an electrician with proven knowledge of German regulations is necessary. Before commissioning there has to be testing and approval by the electrician. The organiser assumes liability for damage that may be caused by faulty electrical installations to the buildings and fixtures of Arena Berlin Betriebs GmbH.

All portable electrical equipment, including lamps and cables, must be verifiably tested in accordance with German Social Accident Insurance- Regulations on Health and Safety at Work (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 IGWV (German Event Industry Interest Group) and submitted to the Operator 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 proof of insurance must be in place. A written permission must have been granted by Arena Berlin Betriebs GmbH. Overflight is not permitted over crowds (12 persons and more). Inside the hall it is only possible without audience and with additional requirements. Also, approval by Arena Berlin Betriebs GmbH is required.

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

The movement of vehicles or equipment during shows and events may only be carried out in secured and separated areas, approval by Arena Berlin Betriebs GmbH is required. There must be no danger for participants or spectators.

5.6 Noise protection

The regulations for the state of Berlin and Germany (e.g. TA-Lärm) must be complied with. This means, 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. Especially in the open area or when the doors are open, this must be taken into account; the enclosed hall is largely soundproofed. In the event of non-compliance, assembly and dismantling activities may be prohibited during the above-mentioned periods.

Hearing damage of the audience must be avoided by the rules of DIN 15905-5. Responsibility is with the organiser.

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).

5.7 Evacuation and Closure of Event Area

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

6. Safety Equipment

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 moved or obstructed.

6.2 Fire Alarm Systems

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



6.3 Fire Detectors etc.

Fire alarms, activating 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 moved or obstructed.

6.4 Sprinkler System

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

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. A distance of at least 1.5 m for flammable objects must be maintained from the radiant heaters under the hall ceiling. The ventilation can supply fresh air in several levels (preheated if required).

6.6 Technical Malfunctions

Should technical faults occur (e.g. electrical supply, water/sewage, heating, ventilation), Arena Berlin Betriebs GmbH must be informed immediately. The Operator is not liable for losses and damages caused by these disruptions.

7. Fire Protection, Materials

7.1 Load-Bearing Components

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

7.2 Decorations, Curtains, Ornaments, Stand Construction Materials, Floor Covering

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

Proof of low flammability is comprised of 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. Websites, data sheets or test, analysis and trial reports etc. are not permitted as proof and do not replace them.

Declarations of performance (DoP) containing a class compliant with 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 such as shrubs and woody plants may only be used in pots/containers with root balls that must be kept moist. Exceptions for the short-term use of freshly cut plant parts are possible. Plastic plants and plant decoration usually are not flame-retardant and may not be used. Hay, straw, reeds, bamboo grass, bark mulch or similar materials may 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 VdS-certified sprinkler gauze. Compensation measures are required for multi-storey superstructures or closed ceilings (maybe permissible up to 25 m² in individual cases). In the case of larger areas or several small areas, an individual review must be carried out. Limitation or rejection by Arena Berlin Betriebs GmbH is possible

7.5 Outdoor Constructions

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

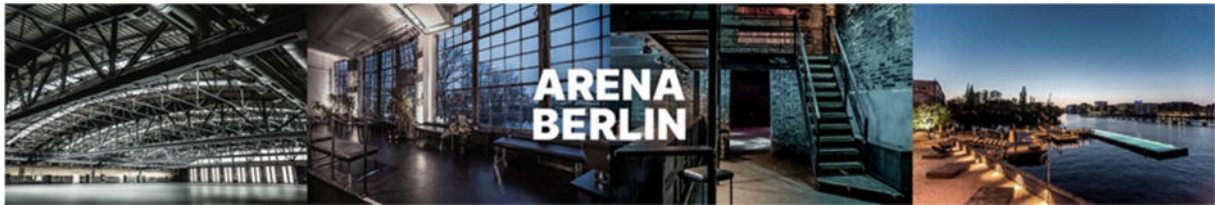
If there is a fire risk, suitable fire extinguishers must also be provided. This is generally the case with increased fire loads (these could also be exhibition stands) and in technical areas (larger electrical distributions, dimmer city, FOH etc.) as well as on stages and stage areas. The number and type of fire extinguishers must be assessed 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 depending on the nature of the fire hazard.

7.7 Distance to Flammable Objects

All heat-emitting electrical equipment (spotlights, transformers, etc.) must be mounted on non-flammable, heat-resistant and non-heat-conducting bases. At all times, spotlights, lamps and other heat sources must be kept far enough away from materials to prevent ignition. 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 a nitrogen-filled and inert sealed fuel tank. Short loading and unloading operations are excluded. The exhibition of gas-powered vehicles in the halls is only permitted with completely empty gas containers. For vehicles with electric drive, the main battery must be disconnected (isolating/emergency switch of or disconnection of high voltage onboard system). Electric and hybrid vehicles may not be charged in the hall. Access at any time for car keys and safety cards is required. The technical management of the Operator reserves the right to take any additional measures that may become necessary.



7.9 Catering, Cooking etc.

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

If kitchen vapour, smoke, steam, etc. could develop, it must be registered with the technical management of Arena Berlin Betriebs GmbH. No operation may take place without the approval of the technical management on site. Should a non-approved operation lead to a fire service operation, any costs for the fire service operation, for the termination of the activity and for any further damage caused by this will be borne by the organiser.

Food may only be kept warm electrically, and steam-generating devices (e.g. convectomats) are not permitted in certain areas (e.g. in the catering bunks, in the foyers 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.

Preparation of hot dishes inside the buildings: because of fire prevention, air ventilation and possible odour nuisance only allowed in limited quantities, approved by Arena Berlin Betriebs GmbH.

It is possible to erect a kitchen tent or similar in the open courtyard, however, the 5 m distance to the hall and other official requirements (e.g. approval for use for tents >75 m²) must be observed.

7.10 Fire and Pyrotechnics

Fire and naked lights are prohibited. The use of table candles in stable non-flammable containers can be allowed after consultation with the operator. Pyrotechnic demonstrations and the staged use of fire effects etc. are subject to approval and must be agreed 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 the technical management of Arena Berlin Betriebs GmbH. No operation may take place without the approval of the technical management on site. Should a non-approved operation lead to a fire service operation, any costs for the fire service operation, for the termination of the activity and for any further damage caused by this will be borne by the organiser.

7.12 Highly Flammable and Explosive Materials

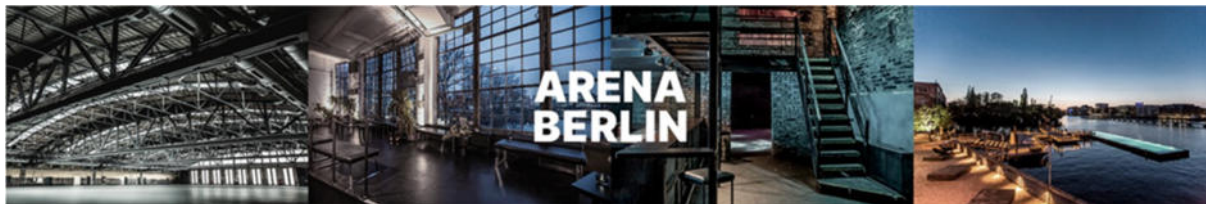
Flammable liquids and gases as well as highly flammable substances are generally prohibited in the hall. Explosive substances are subject to the Explosives Act and may not be exhibited (such as ammunition).

7.13 Smoking / E-Cigarettes

Smoking and vaping are prohibited in the buildings.

7.14 Dangerous Tasks

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



7.15 Waste and Packaging Made from 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 once a day. In the case of larger quantities of combustible waste, emptying must take place 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 Guards

Arena Berlin Betriebs GmbH will provide at least one fire safety guard (2 persons) half an 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 Construction Acceptance

Before each event or trade fair, etc., an acceptance inspection shall take place. A competent representative of the organiser (with knowledge of German regulations) must be present during inspection. Also, therefore all necessary documents (fire prevention certificates, installer certificates, statics etc.) must be submitted.

If defects are found, they must be remedied before admission begins. Otherwise, this may lead to delays at the entrance or even to blocking of areas or dismantling of structures.

8. Stand Construction, Exhibition Stands and Event Areas

8.1 Examination of Local Conditions

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

8.2 Height

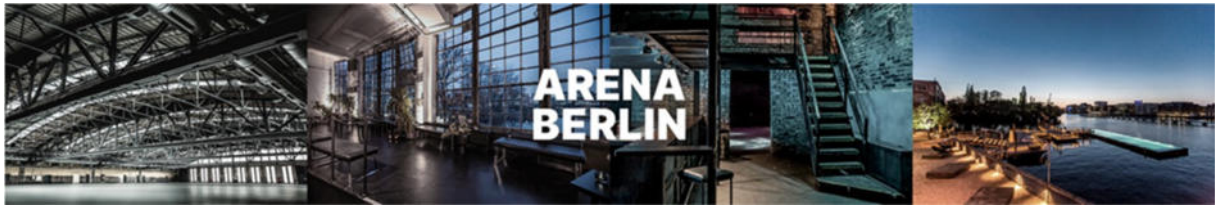
Due to curvature of the roof, trusses and purlins, there are very different clear heights depending on the location in the hall. A minimum distance of 0.5 m to the lower edge of all buildings and installations must be maintained. This means that up to approx. 4 m height is possible everywhere in the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

8.3 Plans and Stand Plans Clearance

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

8.4 Stand Numeration

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



8.5 Damage to and Interventions in the Building Fabric

Any damage caused by the organiser or their agents (also due to pollution) to the site, its buildings or facilities will be eliminated after the end of the event at the expense of the organiser by Arena Berlin Betriebs GmbH. Drilling, nailing, screwdriving as well as painting, wallpapering and gluing, etc. are not permitted on parts of buildings or technical equipment. Exceptions are residue-free removable materials.

Installations, parts and technical equipment of the buildings and surfaces (such as e.g. lamps, wires, cable and ventilation ducts or parts of the roof structure) may not be used for fastening, guying or other loads.

8.6 Floor Areas

When laying floor coverings and other materials on the floor, there must be no risk of tripping. Only residue-free removable material (such as e.g. special adhesive tape) may be used. Attachments to the hall floor are not permitted, this also applies to outdoor surfaces. Carpets and other floor coverings in the hall must be at least flame retardant, see section "Fire protection".

For floor markings, no oily or greasy substances etc. (e.g. oil chalk), no adhesive tape that cannot be removed without residue, etc. and no colours are to be used.

The floor surfaces must not be painted. If liquids have been spilled, they must be removed immediately.

Usable adhesive materials can be recommended by Arena Berlin Betriebs GmbH.

8.7 Outdoor Structures

The preceding provisions for stand construction also apply correspondingly to stands in the open courtyard. In addition, there is the observance of rules for wind, rain and possibly snow loads or the guidelines and regulations for flying structures. The distance to the building must also be observed for reasons of fire protection.

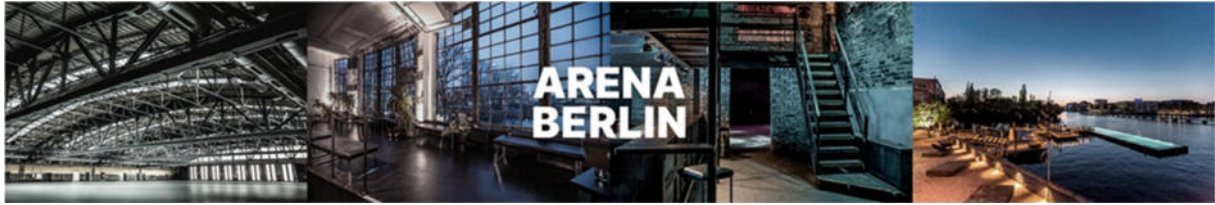
Scaled and dimensioned floor plans and views as well as documents of stand stability for regulatory approval of the stands and other structures on the open courtyard must be submitted to the technical management of Arena Berlin Betriebs GmbH no later than four weeks before the start of construction.

9. Stand Safety, Suspended Loads

9.1 Stand Safety

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

The organiser is responsible and accountable for the static safety of the superstructures and must be able to prove said safety. At the request of Arena Berlin Betriebs GmbH, the proof provided for this purpose must be submitted in a verifiable manner. Stabilisation against neighbouring stands and existing building fabric is not permitted. A "hall wind" of 0.125 kN/m² can be assumed as given. The Operator reserves the right, in justified cases, to have a stability check carried out on site, e.g. by a structural engineer (subject to a charge).



9.2 Fasteners

The use of plastic cable ties, adhesive tape or non-welded chains for fastening statically stressed parts or loads over persons is not permitted. Only approved slings (see corresponding Accident Prevention Regulation UVV) may be used as fasteners or fasteners or for securing.

9.3 Suspended Loads (Rigging)

Rigging or the introduction of suspended loads is only permitted with the prior permission of Arena Berlin Betriebs GmbH. Rigging installations within the rented area or stands may be carried out by contractual partners of Arena Berlin Betriebs GmbH.

Corresponding drawings with load specifications on a suitable scale and the load calculations must be sent in for approval at least 4 weeks before the start of the event. For more complex constructions, a certified static must be submitted. In justified cases, Arena Berlin Betriebs GmbH reserves the right to use a house rigger for assessment or to have a chargeable check of the load calculation carried out on site, e.g. by a structural engineer (at the expense of the organiser). The generally accepted rules of technology (e.g. DIN, DGUV, IGWV) must be observed and implemented.

9.4 Structure Clearance

If these technical guidelines are adhered to, it is not usually necessary to submit planning documents for single-storey stand buildings up to 2.50 in height in the hall. In individual cases, however, this may be required, e.g. if a non-certified exhibition stand construction system is used.

Multi-storey buildings, exhibition stands on the open courtyard, flying buildings, scene areas and stages, grandstands, seating and furnishing variants, special structures and constructions are subject to approval.

Dimensioned plans in a suitable scale, with floor plan and views, and with German or English labelling, must be submitted to the technical management of Arena Berlin Betriebs GmbH for approval no later than four weeks before the start of construction. By prior arrangement, the digital sending of the plans in PDF or DWG format is sufficient.

Additional documents, such as tested or verifiable static calculations compliant with Eurocode (or certification book / type static calculation and, if applicable, TÜV inspection on site), building description and construction drawings, escape route plans with proof of the escape route lengths and widths may be required.

Depending on the outlay, costs may arise for approvals (e.g. for examination of the submitted documents and acceptance on site). These will be charged to the organiser or exhibitor if applicable.

9.5 Containers

The use of containers in the hall and/or on the open courtyard is possible, but must be registered in advance with the technical management of Arena Berlin Betriebs GmbH.

If fire loads are present in the containers, compensation measures are required.

9.6 Non-Compliant Structures

Structures that are not approved, do not comply with the Technical Guidelines or the state of the art, or have other serious defects, must be modified before admission. In the event of unpunctual execution, Arena Berlin Betriebs GmbH is entitled to have the stand/body closed or dismantled.



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9.7 Installer Certificate

Installation certificates which confirm correct and regulation-compliant execution must be generated for all installed structures, special constructions and for suspensions.

10. Hazards from Exhibits, Occupational Safety

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10.1 Product Safety

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

10.2 Radiation Protection, Lasers

The operation of high-energy or high-light sources (including lasers) must be coordinated in advance with Arena Berlin Betriebs GmbH.

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

Equipment/installations of classes 3R, 3B or 4 must be tested for safety by an expert before being put into service. A laser safety officer must be present during operation.

10.3 Pressure Vessels

Pressure vessels may only be operated at the stand if the tests required by the Industrial Safety Ordinance (BetrSichV) have been carried out. The test certificates must be kept at the place of issue at the pressure vessel and presented to the competent supervisory authority upon request. A certificate of construction and water pressure testing is not sufficient.

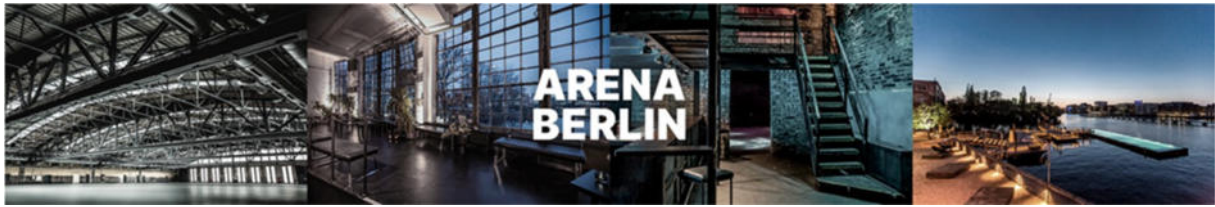
10.4 Vapours and Exhaust Gases

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

10.5 Operating Ban, people uninvolved, animals

Arena Berlin Betriebs GmbH is entitled to prohibit the operation of machines, apparatus and devices at any time if, in its opinion, the operation is likely to pose a risk to persons or objects.

Uninvolved people - especially children - are not allowed at the Arena premises. Pets are prohibited (excluding certificated assistance/guide dogs). This also applies outside show and event times.



Technical Guidelines - Arena Berlin Betriebs GmbH

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 complied with 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 gasoline, oil, hazardous substances, etc.) must be reported immediately to the technical management of the Operator and must be professionally removed (e.g. by specialist companies).

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11.2 Waste Water

The waste water inlets may not be used for the disposal of waste and solids. Gullies in the outdoor area (open courtyard) are only for rainwater – no wastewater is to be discharged here.

In the case of oily or greasy wastewater, the use of oil or grease separators is required. In gastronomy, fats and oils must be collected and disposed of separately.

The use of gullies, drains, sinks and toilets etc. for the disposal of oils and fatty substances, or food and drink residues etc. is forbidden. Any infringement will be brought to the attention of the authorities. The washing of dishes in the WC sinks is not permitted; for this, appropriate sinks can be used. Please use proper sieving to avoid blockage.

11.3 Waste Disposal

Decoration and trade fair construction: Carpets and other bulky and hazardous waste may not be disposed of in the waste compactor on the open courtyard. The organiser must ensure the provision of appropriate garbage containers.

Food residues: Catering companies must provide extra garbage containers (food waste containers) for the disposal of food waste, which must be picked up directly after the event. Food residues may not be disposed of in the waste compactor of Arena Berlin Betriebs GmbH. In the event of violations, the costs for a special emptying and, if necessary, for a cleaning of the garbage compactor will be charged to the organiser. No material or garbage may be left behind in larger quantities, otherwise disposal will be carried out at an increased fee at the expense of the organiser.

12. Surveillance

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

However, the Operator does not take the responsibility for guarding and security for objects or facilities brought in by organisers and third parties acting on their behalf. Organisers/exhibitors are expressly informed 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. In principle, stand guards may only be provided by the service partners commissioned by the Operator and must be ordered in advance.



Technical Guidelines - Arena Berlin Betriebs GmbH

13. Acceptance of Goods

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

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14. Medical Service

Arena Berlin Betriebs GmbH allocates the medical service by its service partner at the order and expense of the organiser. However, the organiser is free to choose the aid organisation/medical service. In this case, however, proof of the qualification and equipment of the helpers must be provided.

Information and guidelines are provided by the Berlin Senate Department for the Interior and Sport.

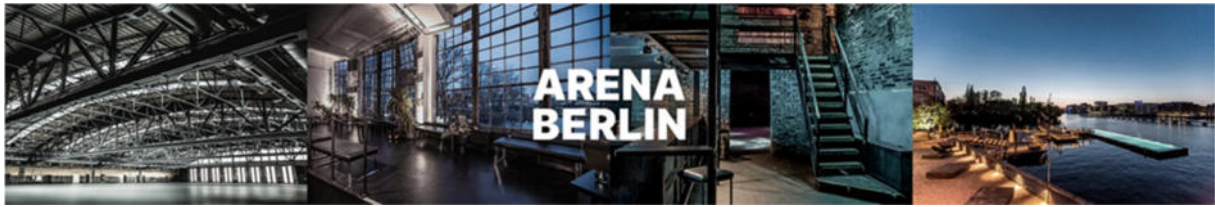
15. Cleaning

Arena Berlin Betriebs GmbH allocates the cleaning of the stands at the request and expense of the organiser/exhibitor. The direct awarding of cleaning work by organisers is excluded. Cleaning work must always be carried out with biodegradable products. Detergents containing solvents that are harmful to health must be used in accordance with the regulations and only in exceptional cases.

16. Musical Renditions-GEMA

For musical reproductions of all kinds (also radio and background music), the permission of the Society for Musical Performance and Mechanical Reproduction Rights (GEMA) is required under the conditions of the Copyright Act. Unregistered music reproductions may result in claims for damages on the part of GEMA (§ 97 Copyright Act). The organiser/exhibitor is responsible for the procurement of such permission.

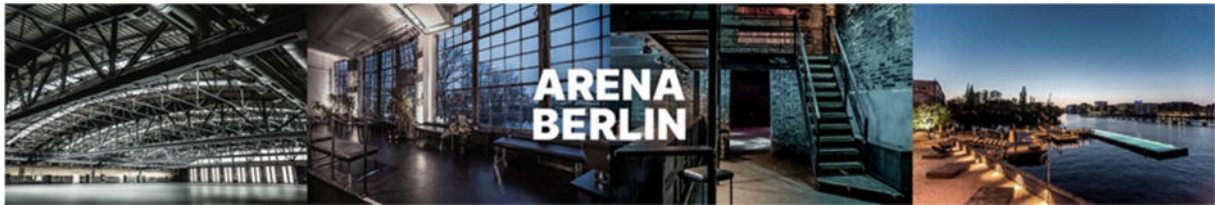
Address: GEMA Bezirksdirektion Berlin, Keithstraße 7, 10787 Berlin (www.gema.de).



17. Extract from the House Rules

The house rules apply to all visitors, tenants, service providers and all other persons. Violations can lead to expulsion, a house ban, prosecution and/or a claim for damages.

1. The Operator is entitled to the sole domiciliary right. During the events, the domiciliary right is 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 the buildings may only be entered with the provided valid ID cards, admission tickets or passes at fixed times.
3. The Operator has the right to inspect the holds of motor vehicles and containers and bags carried by persons. In the event of a refusal of the control measure, the Operator reserves the right to expel such persons from the company premises.
4. The Operator is entitled to issue restrictive provisions for 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 assumes no liability of any kind for personal or property damage and financial losses in the event of damage on the site, the open courtyard, the halls or other buildings.
6. Advertising of any kind, the offering of goods and services of any kind, the acceptance of orders and the conduct of opinion polls are not permitted outside exhibition stands without the express permission of the Operator.
7. Any form of commercial activity on the company premises is prohibited except on behalf of the Operator or the organisers, tenants, service companies or other contractual partners.
8. In the event of violations of the house rules, misuse and falsification of ID cards, admission tickets etc. or in the event of disruptive behaviour, the Operator has the right to expel the person concerned from the company premises and to confiscate their entry permits and entry authorisation without compensation and to have motor vehicles towed away at the expense and risk of the owners.
9. With the exception of mobile phones, there is a general ban on carrying devices capable of the production of photos or film recordings on the entire grounds of the Operator. Filming, photographing and sketching of exhibited goods, exhibits on the premises and in the halls is only permitted in special exceptional cases and with written permission.
10. All technical equipment may only be operated by the authorised personnel of the Operator.
11. Children and young people are not permitted in the hall areas during the set-up and dismantling times. Parents are liable for their children.
12. The Operator and commissioned security service staff will ensure, at their discretion, that the house rules are followed in compliance with the applicable legal provisions.
13. The Operator reserves the right to change or supplement the above house rules.



Technical Guidelines - Arena Berlin Betriebs GmbH

18. Liability

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

If the above Technical Guidelines are not complied with, the organiser or the commissioned service provider is liable for all damages resulting from their non-compliance. Arena Berlin Betriebs GmbH is indemnified by the organiser from such claims of third parties. p | 19

Arena Berlin Betriebs GmbH

in January 2024