

1. Preliminary remarks / Scope of application

The following Safety and Technical Regulations (hereinafter referred to as "Safety Regulations" or "STRs" for short) apply to events held in the KONGRESSHALLE am Zoo Leipzig (hereinafter referred to as "Kongresshalle" or "KH" for short).

Additional safety and fire prevention requirements for an event may be specified by the Office of Building Regulations and Monument Preservation, the police, the Leipzig fire department, and by Leipziger Messe GmbH (hereinafter referred to as "LM") if the nature or size of the planned event could lead to increased risks to persons or property.

The Safety Regulations are intended for all persons involved in planning, preparing and implementing events in the KH. Event organisers and exhibitors in particular must ensure that the Safety Regulations are followed by all persons and companies commissioned to plan, prepare and implement the event.

For ease of navigation, the regulations in italics under numbers 2, 3.1 to 3.6, 8.4.8 and 9 apply only to event organisers. All other regulations are generally applicable.

1.1 Opening times

1.1.1 Build-up and breakdown

Build-up and breakdown times may vary depending on the event and will be announced in advance. Any necessary exceptions must be agreed in writing with LM. For general safety reasons, the building will remain closed outside these times.

1.1.2 Duration of events

Opening times vary depending on the event and must be agreed in writing with LM in advance.

1.1.3 Visitor numbers

The maximum visitor capacity is limited to 2250 people present at any one time during daytime hours (until 10 pm) and 1400 people during nighttime hours (from 10 pm).

2. Disclosure and authorisation obligations for event organisers

2.1 Disclosure obligations prior to the event

For safety reasons and to ensure optimal preparation and implementation of the event, the organiser is obliged to provide the following information to LM by no later than 6 weeks before the event:

- the name of the event manager (according to §38 VStättVo, Regulations on Places of Assembly)
- or the name of a "person responsible for event technology", who will oversee build-up and breakdown as well as the event itself
- the size and layout of any performance areas, stages, seating blocks, walkways, forestages, podiums, stands for exhibits and presentations as well as any comparable installations
- the expected number of visitors and the anticipated audience profile (peaceful, normal, difficult)
- whether any stage, studio, lighting or other technical equipment will be used (load plan)
- whether technical equipment will be moved or modified during the event
- whether there will be any mechanical movements or artistic presentations in or above the auditorium
- whether the operation of laser equipment or fog machines is planned
- whether decorations/furniture/props will be used (proof of the relevant fire protection classifications must be provided)
- whether an inspection logbook for guest performances is available for the event
- whether a "technical rehearsal" is scheduled to take place before the event.

The contracting party can obtain a form requesting the above information from LM.

Based on the information provided by the organiser, LM conducts an initial risk assessment before the event to provide a basis for deciding whether

qualified event staff and external services such as the fire department, first aiders or security staff are needed and if so, how many (see §§ 40 to 43 VStättVo). If the organiser provides late, incomplete or no information, a higher level of risk is assumed for the event. The organiser bears all additional costs incurred in such cases (especially staffing costs for security). The provision of false information may lead to the event being restricted, cancelled or closed down.

2.2 Coordination of traffic management

To ensure a smooth flow of traffic for build-up and breakdown as well as during an event, a traffic management plan must be set out for each specific event in coordination with LM.

LM can assist organisers in applying for special use traffic permits (heavy loads, road closures, etc.). These must be agreed with the City of Leipzig Traffic and Civil Engineering Office (Verkehrs- und Tiefbauamt) no less than three weeks prior to the event.

The organiser must ensure that no cars or lorries stop or park at any time in the public traffic areas in front of the Kongresshalle. This particularly applies to cycle paths and pavements.

2.3 Coordination of a security plan

At the request of LM, the organiser is obliged to conduct a comprehensive risk assessment and set out a detailed security plan for the event in question. The security plan must be mutually agreed upon with all the authorities responsible for security and order, especially the police, the fire department, and LM (see § 43 VStättVo). In particular, the security plan must include:

precise information on the event schedule

- the maximum number of visitors expected
- the event layout with precise details on the construction of performance areas, stages, seating blocks, podiums, tents, areas for stands and presentations as well as any comparable installations
- the risk assessment for the event
- the required technical, organisational and staffing security measures, the event manager
- the required "technical specialists".

The organiser will receive the following support from LM in creating the security plan:

- the minimum number of security staff, scaled according to visitor numbers and risk levels
- first-aid staff in accordance with requirements
- the minimum number of fire service staff, taking into account potential fire risks
- a list of operations and crisis responders in case of accidents or emergencies
- an alarm and hazard prevention plan for the event
- general and special security announcements.

2.4 Technical rehearsals, inspection logbook for guest performances

When using performance areas covering more than 200 square metres of floor space and for guest performances with their own stage set, a non-public technical rehearsal with the complete stage set should generally be held unless this is unnecessary due to the type of event or the design of the set. LM will decide whether a rehearsal is required based on the information under section 2.1 (in coordination with the Leipzig Office of Building Regulations and Monument Preservation). If a technical rehearsal is necessary, the organiser must coordinate a scheduled rehearsal time with LM well in advance. Shows which have an inspection logbook for guest performances do not require a technical rehearsal. The inspection logbook for guest performances must be submitted to the relevant authority no less than two weeks before the event.

2.5 Official permits and approvals

Access to rooms and areas for events can only be provided on the basis of officially authorised plans for emergency rescue routes and plans for seating blocks that state the maximum visitor capacity. Any deviations from the authorised plans for emergency rescue routes and the seating plans that are

caused by changing seating arrangements or emergency rescue routes as well as the construction of tents, podiums, additional seating blocks, special structures, stands for exhibits and presentations, etc. require approval from LM. Such measures generally require authorisation according to construction law and must also be approved by the Leipzig Office of Building Regulations and Monument Preservation (Amt für Bauordnung und Denkmalpflege).

2.6 Costs and risks for projects requiring notification, coordination and authorisation

For any projects listed above in sections 2.1 to 2.5 and all other projects listed below in the Safety Regulations as requiring notification, coordination or authorisation, the organiser may need to show proof of documentation, plans, certificates, inspection reports and approvals as well as construction and fire safety authorisations. LM provides support for the organiser in obtaining these documents. The time plan and costs associated with the applicable procedures including any risk of non-eligibility for approval are entirely the responsibility of the organiser.

3. Responsible parties

3.1 Responsibilities of the organiser

The organiser is responsible for the event programme and must ensure the event runs safely and smoothly. The organiser must guarantee the maximum authorised visitor capacity is not exceeded in the rooms and areas used for the event. Overcrowding is strictly prohibited. The organiser is responsible for public safety at the venue for the duration of its use with regard to decorations, equipment, props, structures and installations, suspensions and cables as well as stage, studio and lighting equipment brought in by the organiser or commissioned third parties. The organiser must adhere to all the requirements of these Safety Regulations as well as the operating guidelines of the Regulations on Places of Assembly (VStättVo) and the accident prevention regulations of the German Social Accident Insurance (DGUV) with regard to all items and materials brought into the venue. The organiser is also responsible for ensuring compliance with all other applicable laws and ordinances, particularly the Protection of Youth Protection Act (JuSchG), the Sundays and Public Holidays Act, the Working Hours Act (AZG), the Working Conditions Act (ArbSchG), the Act for the Protection of Non-Smokers (BNichtSchG), the Code of Trade and Commerce (GewO), and the noise regulation ordinances of the Pollution Control Act (BImSchG).

3.2 Responsibilities of the event manager

The organiser shall appoint a person as authorised decision-maker who is to be present as event manager for the entire duration of the event (in accordance with §38 VStättVo). The event manager is obliged to participate in a joint inspection of the venue and an instruction session as well as familiarising themselves with the building including emergency escape and rescue routes and security installations. The event manager is responsible for ensuring operations are orderly and safe. The event manager is obliged to be present while the event is ongoing, must be reachable at all times and is required to make any necessary decisions in coordination with the contact person appointed by LM, the authorities, and external services (fire service, police, office of public order, emergency service providers). The event manager is obliged to close down the event if people at the venue are in danger. This also applies if equipment, installations or devices necessary for security are not working or if the operating regulations of the Regulations on Places of Assembly for Saxony (VStättVo) are not being upheld. Support for the event manager is available from the contact person appointed by LM.

3.3 Persons responsible for event technology, event technology specialists

Organisers are obliged to provide event technology specialists and staff who are responsible for event technology at their own expense in accordance with the Regulations on Places of Assembly for Saxony (VStättVo) unless these services are already included in the contracted services.

3.4 Responsibilities of LM

LM and its designated appointees are authorised and obliged to conduct spot checks to ensure that the organiser is complying with the Regulations on Places of Assembly for Saxony (VStättVo) and with these Safety Regulations. LM inspection officers must be granted access at all times to the rooms and areas being used for an event.

3.5 Security services

Only qualified companies approved by LM may be contracted to carry out security services. They must also be sufficiently familiar with the event venue in case of a need for evacuation. The number of security staff required is determined by the type of event, the number of visitors, the potential risks posed by the event and any additional regulations issued by building and security service authorities. The security service is responsible for the duties defined in the Regulations on Places of Assembly (VStättVo).

3.5.1 Surveillance

LM is responsible for the general surveillance of the building during the course of the event. There is also general surveillance during build-up and breakdown times. LM does not assume responsibility for the surveillance of any installations or items brought in or delivered by exhibitors or by third parties working on their behalf.

LM is authorised to carry out any measures necessary for monitoring and security.

If additional security is required for the building and for items brought in by the organiser or exhibitor, this must be arranged by the organiser or exhibitor. Security services may only be provided by the security company commissioned by LM. The organiser or exhibitor is expressly advised that the risk to exhibits and other items brought in by the exhibitors is higher during build-up and breakdown. Any valuable and easily movable items should always be locked up overnight.

3.6 Enforcement of domiciliary rights

In addition to LM and on behalf of the organiser, the event manager is entitled to enforce domiciliary rights with regard to visitors to the event and commissioned third parties who are using the rooms and areas provided, based on these Safety Regulations and the applicable domiciliary rights. LM continues to be entitled to enforce its domiciliary rights with regard to the event organiser and also with regard to visitors and third parties for the period in which the organiser is provided with rooms and areas in the building for the event in accordance with the following provisions. The hired security services may provide support in enforcing the domiciliary rights.

Any violations of the domiciliary rights or these Safety Regulations and any other event-related legal requirements or ordinances issued by the authorities must be dealt with immediately by the organiser and the event manager. LM is entitled to initiate substitute enforcement measures at the organiser's expense if the organiser does not act immediately upon request. If substitute enforcement measures are not possible or deemed unreasonable, if the organiser refuses the substitute enforcement measures or refuses to cover the costs, LM is entitled to apply an "ultima ratio" and demand that the organiser clears and hands over the event areas that are being used. If the organiser does not comply with such a demand, LM is entitled to have the event closed down and clear the area at the organiser's risk and expense.

4. Traffic regulations, emergency rescue routes and security systems

4.1 Traffic regulations

The Kongresshalle am Zoo borders on public roads and the Road Traffic Act (StVO) must be complied with. Signs that regulate vehicle and pedestrian traffic must be observed.

It is obligatory to follow any instructions given by LM's appointed traffic control officers.

Driving any type of vehicle on the premises is at your own risk and only permitted with appropriate authorisation and a valid access or parking permit. Permits must be visibly displayed in the vehicle.

Vehicles may not be driven on paths, closed-off areas, parking lots and green spaces. Drivers must watch out for pedestrians.

The necessary fire service access routes and manoeuvring areas are designated by "no waiting" signs and must be kept clear at all times.

Any illegally parked vehicles or containers, bins, empty pallets and other objects of any kind left in these areas can be removed by LM at the owner's risk and expense.

Depending on the circumstances during build-up and breakdown, the delivery zone may sometimes be closed to motor traffic.

LM is not liable for delays due to overcrowding or traffic management issues that may affect the organiser, exhibitors, stand construction companies or other contracting companies.

Holders of access permits must ensure vehicles only remain on the premises for a minimum period (loading and unloading time).

4.2 Emergency rescue routes

Emergency escape and rescue routes must be kept clear at all times. Any doors located on emergency escape and rescue routes must be easily and fully openable from the inside. Emergency escape and rescue routes, exit doors, emergency exits and their signage may not be blocked, obscured, closed-off, obstructed or otherwise rendered unrecognisable.

Emergency escape and rescue routes may not be restricted by items left there or objects protruding into the aisles. In the event of violations, LM is entitled to remedy the situation at the risk and expense of the person(s) responsible.

Fire and smoke protection doors must not be held open by doorstops or other objects.

4.2.1 Fire service zones

Designated fire service access routes and manoeuvring areas must be kept clear at all times. Vehicles and objects parked on emergency rescue routes and in security areas will be removed at the owner's risk and expense.

4.3 Security installations

Sprinkler systems, fire alarms, fire extinguishers, fire detectors, door-locking devices and other safety devices, the associated signage and the green emergency exit signs must be accessible and visible at all times. These may not be covered or obstructed.

4.4 Emergency evacuation

LM is entitled to order the closure of specific areas or the entire building for security reasons. Organisers must inform their staff of this procedure. If necessary, they must also draw up their own evacuation plans and make them known. Organisers are responsible for ensuring that an orderly evacuation can take place.

5. Technical data and equipment belonging to the Kongresshalle

All technical equipment permanently installed in the building may only be operated by LM staff or service companies contracted by LM. This also applies when installing connections to supply networks at the Kongresshalle (e.g., electricity, telecommunications). Unless otherwise agreed, organisers have no right to expect LM to remove any permanently installed technical equipment from the rooms and spaces being used for an event.

5.1 Description of the building

5.1.1 Exhibition hall (EXPO)

The exhibition hall is located at the basement level. The basement level is divided into an area that is accessible to visitors and a catering area which is closed off to guests.

The areas accessible to visitors are:

the South Foyer including sanitary facilities and access to the rooms at the southern end of the building

the exhibition area including the gallery

the North Foyer including sanitary facilities and access to the rooms at the northern end of the building

The basement level is accessible via all staircases and three elevators (two in the North Foyer and one in the South Foyer) as well as three cargo lifts.

Cargo lifts L2 and L5 may only be used by catering staff. Cargo lift L6 is reserved for deliveries to the exhibition hall.

5.1.2 Conference Level 0

Conference Level 0 is located on the ground floor of the building. This level includes the following rooms and wings:

Main entrance (in the South Wing)

South Foyer (large lobby, ticket offices and cloakrooms, organiser's office, staircase leading to the rooms in the South Wing)

Great Hall, Richard Wagner Hall

Side Entrance (in the North Wing)

North Foyer (staircase leading to the rooms in the North Wing)

Handel Hall, Bach Hall, Telemann Hall

White Hall

Catering area:
catering

delivery

The level is accessible via all staircases and three elevators (two in the North Foyer and one in the South Foyer) as well as three cargo lifts.

Cargo lifts L2 and L5 may only be used by catering staff. Cargo lift L6 is reserved for deliveries to the exhibition hall.

5.1.3 Conference Level 1

Conference Level 1 is located on the first floor of the building. This level includes the following rooms and wings:

- Schiller Hall, Goethe Hall

- Staircase leading to the rooms in the South Wing and South Foyer

- Access to the Great Hall Gallery

- Schumann Hall and Mahler Hall

Staircase leading to the rooms in the North Wing and North Foyer

Catering area:

- food service

- FOH on the gallery

The level is accessible via all staircases and three elevators (two in the North Foyer and one in the South Foyer) as well as three cargo lifts.

Cargo lifts L2 and L5 may only be used by catering staff.

Conference Level 2

Conference Level 2 is located on the 2nd floor of the building. The level includes the following rooms and wings:

- Lessing Hall, Leibniz Hall

Staircase leading to the rooms in the South Wing and South Foyer.

This level can be accessed via the staircases and the elevator in the South Wing.

5.2 Specifications of the KH building

Floor plan: see attachment

Size:

Access (delivery zone):

4.50 m wide

Gate (delivery zone):

11.00 m wide, 4.40 m high

Gate (delivery zone, concertina gate):

3.50 m wide, 4.40 m high

Ramp:

3.00 m wide, 1.22 m high

(delivery by truck max. 12 t incl. LWBs)

Gate (delivery zone):

Doors: 1.60 m wide, 2.10 m high

Cargo lift (delivery zone):

L2, 1.15 m wide, 1.70 m deep, 2.10 m high, load capacity 1260 kg

L6, 1.15 m wide, 2.70 m deep, 2.10 m high, load capacity 2000 kg

Doors:

Standard doors inside the building are 1.60 m wide and 2.10 m high

Cargo lifts and elevators:

L5, 1.20 m wide, 1.57 m deep, 2.10 m high, load capacity 1260 kg (for catering only)

P1, 1.35 m wide, 1.60 m deep, 2.10 m high, load capacity 2000 kg

P3, 1.20 m wide, 2.30 m deep, 2.10 m high, load capacity 1260 kg

P4, 1.20 m wide, 2.30 m deep, 2.10 m high, load capacity 1260 kg

Ceiling heights:

Ceiling heights differ from room to room (from 3.50 m to 17.00 m)

Floor load capacity:

The floor is covered with parquet or natural stone tiles and has a maximum load capacity of 5.0 kN/m² (500 kg/m²).

5.3 General technical services

5.3.1 Power supply, lighting, type of current, voltage

The lighting intensity in the halls during events is approx. 300 lux, measured 1.00 m above the floor.

Types of current and voltage in the building

Grid type: TN-C-S

- Alternating current: 230 volts (according to IEC 60 038),

- Three-phase current: 3 x 400 volts (according to IEC 60 038),

tolerance values according to DIN 50160

The electrical supply is provided via the existing wall connections and floor boxes.

5.3.2 Compressed air and water supply

Connections to compressed air and water or wastewater are NOT possible.

5.3.3 Use of compressors

Compressors must be set up in such a way that they can be operated safely. Among other things, this requires the compressors to be easily accessible, the necessary cooling to be ensured and visitors to be protected from any risk from noise. Please refer to the German Social Accident Insurance (DGUV) rules 100-500. Additionally, it must be ensured that unauthorised persons do not have access to the compressors, especially during opening hours.

5.3.4 Communication systems

Access to telephone and data connections (RJ45) is via the existing wall connections and floor boxes.

5.3.5 Heating, ventilation

The building is partly climate-controlled. Ventilation is provided by side outlets in the walls (jet nozzles) and suction openings in the roof area. This may lead to slight drafts. The vents must be kept clear at all times.

5.3.6 Sprinkler systems

Parts of the building are equipped with a sprinkler system. The functionality of the sprinkler system must not be impaired by structures and installations.

5.3.7 Suspensions from the hall ceilings

Suspensions are only permitted at defined spots in the Great Hall and the White Hall. For safety reasons, the suspension systems may only be used by an employee of LM or the designated service partner. The organiser must inform LM of any necessary suspensions before the event and coordinate their installation with LM (see section 2.1).

For suspensions of any kind, the relevant safety regulations – in particular those of DGUV regulation 1 (general regulations), DGUV regulation 17 (event and production locations for performances) and DGUV regulation 54 (winches, lifting and pulling devices) – must be adhered to (see also "igvw SQ P1 trusses" and "igvw SQ P2 electric chain hoists" issued by the Entertainment Technology Industry Association).

Suspensions are only possible vertically and only up to a maximum load of 500 kg per suspension point. A written order may be placed for a load hook with a safety catch or an anchor point on the traverse as a connection point. The suspension system can be used to determine the final height in accordance with customer requirements.

5.3.8 Structural changes to the building

No part of the building or the technical installations may be damaged or soiled. No alterations of any kind may be made. No painting, carpeting or attaching of adhesives is permitted.

5.3.9 Floors

The condition of the floors must remain unchanged. If loose material is brought in, a protective underlay such as a plastic cover or tarpaulin must be used. Spilled liquids and other such substances must immediately be removed from the floor. Rugs and other floorcoverings must be laid with due regard for safety and may not protrude over the edges of the rented exhibition space (exceptions on request). Only PE/PP tape may be used as an adhesive and only PE/PP sheeting may be used as a covering. These must be removable without leaving any residue.

It is forbidden to attach anchors and fastenings to the hall floor.

5.3.10 Service disruptions

LM must immediately be informed of any disruptions to technical services (e.g., electricity, heat, air conditioning, telecommunications). LM is not liable for any losses or damages that may arise due to such disruptions.

6. Event-related installations and structures

6.1 Technical installations by the organiser

Technical installations belonging to the organiser must comply with the applicable laws of the Federal Republic of Germany and particularly to national and European standards (DIN, VDE, VdS), the requirements of the German Social Accident Insurance (DGUV) accident prevention regulations and generally recognised guidelines for technical equipment in their current form. Operating systems and equipment may not be accessible to visitors and must be appropriately secured.

6.2 Equipment and structures, seating blocks, podiums, stairs, performance areas, special constructions, stands for exhibits and presentations

All equipment and structures in the venue are subject to inspection and approval. The effectiveness of fire protection installations (e.g., automatic fire extinguishers, smoke protection doors, etc.) may not be restricted by any equipment or structures. Equipment and structures must be constructed so that their stability cannot be affected by dynamic oscillations. The supporting construction for the floor of podiums, performance areas and seating blocks must consist of non-flammable materials. Materials that are highly flammable, that drip when burning, or that produce toxic gases must NOT be used. The relevant DIN standards (currently DIN 4102 and/or EN 13501-1 "Fire behaviour of building materials and components") must be observed. Stand construction materials must be classed as "not easily flammable" and "without burning droplets" in accordance with DIN 4102-1 B1 or DIN EN13501-1 C s3, d0. An official test certificate showing the building material classification and the required properties of the material must be available on request.

6.2.1 Inspection of rental space

After stand allocation is completed, each exhibitor is obliged to inform staff and subcontractors about the location and dimensions of any installations, in particular fire alarms, pillars, supply ducts, etc. Stand limits must be strictly adhered to.

7 Stand construction rules

7.1 Stand safety

Stands for exhibits and presentations including all installations, exhibits and advertising materials must be sufficiently stable so as not to endanger public safety and order. In particular, there may be no risk to life and health.

The stabilising of constructions using neighbouring stands or existing building structures is not permitted. The exhibitor is responsible for structural safety and must be able to provide proof.

Standing structural elements and special constructions (e.g., freestanding walls, tall exhibits, tall decorative elements) that could tip over must be designed for at least a horizontally acting equivalent surface load q_h :

$q_h = 0.125 \text{ kN/m}^2$ to 4 m height from the top edge of the floor.

The reference surface is the respective visible surface.

The relevant documents must be submitted to LM on demand in a verifiable form.

LM reserves the right to have a stand safety check carried out by a structural engineer in justified cases. A fee will apply.

7.2 Stand construction approval

Assuming that the Safety Regulations are adhered to in the design and execution of the stand, it is not necessary to submit form A1 for stand approval for system stands (Octanorm) with display walls and roll-ups up to 2.50 m high and a floor area $< 9 \text{ m}^2$.

LM is available on request to check stand construction plans for exhibitors. Any stand construction designs or special constructions that do not fit the category described above, require submission of a form A1 for approval.

7.2.1 Constructions subject to mandatory inspection in the EXPO exhibition areas

- all other stand structures up to a maximum of 3.00 m or with a floor area of more than 9 m²
- performance areas, seating blocks, podiums
- truss constructions
- presentation areas or auditoriums
- special constructions

The following cannot be approved:

- stand structures over 3.00 m
- stand structures with closed roofs > 30m²

7.2.2 Constructions subject to mandatory inspection in the exhibition areas of the halls

- all other stand structures up to a maximum of 3.00 m or with a floor area of more than 9 m²
- performance areas, seating blocks, podiums
- truss constructions
- presentation areas or auditoriums
- special constructions up to 5.00 m high depending on the location in the Great Hall

The following cannot be approved:

- stand structures with closed roofs > 30m²

The documents to be submitted, preferably digitally in PDF format, will be checked by LM specifically for the particular event and stand size. In some cases, approval may require additional measures.

7.2.3 Inspection process for structures where approval is mandatory

For testing and approval, the following documents must be submitted (using form A1) no later than 6 weeks before the event:

- a description of the structure
- plans on a scale of 1:100 (floor plans, perspective views, section views), construction details drawn to a larger scale
- an emergency rescue plan with proof of the rescue route lengths and widths
- if needed, static calculations checked or verifiable by a second, independent structural engineer according to German standards
- an inspection logbook or technical inspection (items a), b), and c) can then be omitted).

The costs of approval will be invoiced to the exhibitor or stand construction company.

The stand design is not authorised until approval is received.

The inspection carried out by LM is free of charge.

Additional costs associated with the approval procedure (structural engineers, fire safety certifications, etc.) will be invoiced to the organiser, exhibitor or stand builder.

7.2.4 Changing non-compliant stand constructions

Stand constructions that are not approved or do not comply with public legal provisions and regulations must be adapted or removed. If this work is not carried out by the relevant deadlines, LM is entitled to have changes made at the cost of the exhibitor.

7.2.6 Scope of liability

The exhibitor is responsible for ensuring public safety on the relevant exhibition stand. The exhibitor must ensure that any contracted stand construction companies fully comply with the Safety Regulations. Furthermore, the exhibitor or the commissioned stand construction company is obliged to indemnify LM against all claims asserted by third parties due to a violation of the above stand construction regulations.

7.3 Fire protection and safety regulations

7.3.1 Fire protection

The building is equipped with fire detection and fire extinguishing systems. If the function of these fire protection systems is impaired by constructions, flying objects, the release of gases or any activities involving fire, smoke or temperature changes, additional measures will be required and must be coordinated with LM in advance.

7.3.2 Stand construction and decorative materials

Stand construction materials must be classed as "not easily flammable" and "without burning droplets" in accordance with DIN 4102-1 B1 or DIN EN13501-1 C s3, d0.

Stand constructions classified as "normal flammable" and "without burning droplets" according to DIN 4102-1 B2 or DIN EN 13501-1 D s3, d0 can be used if there are no concerns about fire safety.

Easily flammable materials and materials such as most thermoplastics and polystyrene (Styrofoam) that drip when burning or produce toxic gases or large quantities of smoke may generally not be used for construction.

Load-bearing components must be made of non-flammable building materials. Any structurally necessary or load-bearing fixings must be installed using non-flammable materials.

The minimum classification for decorative materials is "not easily flammable" (Class B1) and "without burning droplets" in accordance with DIN 4102-1 and "with limited smoke production" or at least Class C (C-s2, d0) in accordance with DIN EN 13501-1.

An inspection certificate as proof of the building material classification must be available at the stand.

Untreated bamboo, reeds, hay, straw, bark mulch, peat or similar materials do not meet the above requirements and must generally be specially protected or treated for fire safety. Deciduous and coniferous trees may only be used with moist root balls. Only approved fixing materials may be used to fasten statically and dynamically stressed components.

7.3.3 Exhibiting motor vehicles

Vehicles with motor drives or alternative drive technology may only be exhibited with the approval of LM. The vehicle's fuel tank may only contain the minimum amount necessary to drive in and out of the exhibition area (the fuel reserve warning light must be on) and whenever possible, the tank cap must be closed.

For vehicles with alternative drive technology, electric or hybrid drive, the drive batteries must be separated from the traction network using a safety switch (main switch) or service plug in accordance with the manufacturer's specifications. Any other reserves of electric energy must either be entirely drained or otherwise separated from the vehicle's traction network. For vehicles with natural gas engines, any pressurised tanks must be emptied.

Depending on the event and the location of the vehicle, additional safety measures may be required, such as inerting the fuel tanks, disconnecting the batteries, providing security guards and installing additional fire extinguishers.

7.3.4 Explosive materials, munitions

Explosive materials subject to the Explosives Act (SprengG) cannot be exhibited at trade fairs and exhibitions. This also applies to munitions subject to the Weapons Act (WaffG).

7.3.5 Pyrotechnics

Pyrotechnic displays cannot be authorised.

7.3.6 Balloons

The use of balloons filled with safety gas cannot be approved.

7.3.7 Flying objects

The use of flying objects is generally not permitted. Exceptions require prior written authorisation from LM.

7.3.8 Fog machines

The use of fog machines must be agreed in advance with LM.

7.3.9 Candles, kitchen equipment and hotplates

The use of candles as a table decoration is only permitted in reusable and stable holders or as floating candles. No other uses of open flames are permitted. This rule does not apply to bar tables where the use of candles is generally prohibited.

7.3.10 Combustible waste, smoking ban

Combustible waste must be collected in a closed, non-flammable container and quickly and appropriately disposed of outside the hall. Smoking is not permitted at any time in buildings belonging to Leipziger Messe (see 8.4.17 of the Kongresshalle Safety Regulations).

7.3.11 Waste and recycling containers

Recycling containers and general waste bins made from flammable materials may not be used at the exhibition stands. Recycling containers and general waste bins on the exhibition stands must be emptied regularly by the cleaning service provider. This must be done regularly and at the latest every evening after the event closes. There is a fee for this service. In case of large quantities of flammable waste, the containers must be emptied multiple times each day.

7.3.12 Spray guns, solvents

The use of spray guns and the use of materials containing solvents or dyes is prohibited.

7.3.13 Abrasive cutting and all work with open flames

Welding, cutting, soldering and separating work as well as any other work involving open flames or flying sparks requires approval from the Kongresshalle.

Food preparation on an open flame is generally prohibited.

7.3.14 Empties and storage of shipping materials

The storage of empty or full transport packaging of any kind (e.g., pallets and packaging materials, flammable materials, hard cases) either on or off the stand is prohibited. It is forbidden to leave packaging materials and exhibition items in the hall aisles, even for short periods. Emergency rescue routes and safety areas may not be blocked by empty transport packaging and pallets. No empty packaging and pallets, filled containers, waste or recycling materials may be stored under or on stages, seating blocks and podiums or behind stand construction walls. Brochures and advertising materials may only be stored at the stand or in event areas in quantities required for a single day's use.

Empty packaging and pallets as well as filled containers can be stored at the exhibition site by the freight forwarder contracted by LM. LM is entitled to remove illegally stored empty packaging and pallets as well as filled containers at the exhibitor's cost and risk.

7.3.15 Fire extinguishers

Each exhibitor must have at least one suitable fire extinguisher (according to DIN EN 3 with an extinguishing capacity of at least 6 extinguishing agent units) available during build-up and breakdown as well as during the course of the event. In cases of elevated risk or stand sizes greater than 9 m², the number and type of fire extinguishers required is to be determined in accordance with ASR A2.2.

The locations of the fire extinguishers must be marked with the fire safety symbol F001 in accordance with ASR A1.3.

The fire extinguishers must be suitable for the expected fire classification. Foam or carbon dioxide extinguishers are preferred. These can be rented using LM form A7.

7.3.16 Stand coverings

In order to avoid impeding sprinkler effectiveness, stands must generally be open to the ceiling in areas with sprinkler systems. "Open" in this sense means that no more than 50% of the area is covered in relation to each single m². Sprinkler-compatible coverings with a mesh size of at least 2 x 4 mm or 3 x 3 mm are permitted. The fabric must be stretched out horizontally and only in one layer. The fabric is not allowed to sag at any point.

A ceiling area of up to 30 m² per stand may be covered without further measures as long as this does not amount to more than 50% of the stand area. In order not to exceed the maximum area size of 30 m² by adding multiple ceiling sections, a distance of at least 1.20 m must be maintained from the stand boundaries. It is also possible to install more than one 30 m² ceiling section above a single stand as long as a minimum distance of 2.40 m is maintained between the ceiling sections.

The connection of ceiling sections (even of neighbouring stands) exceeding an area of 30 m² is not permitted.

7.3.17 Glass and plexiglass

Only glass suitable for the intended purpose may be used. For constructions made from glass, please order our leaflet, "Glass in Stand Construction". Edges of glass panes must be machined or protected to avoid any risk of injury. Any components made entirely of glass must be marked at eye level.

7.3.18 Podiums, stairs and walkways

Generally accessible areas that are immediately adjacent to areas that are more than 0.20 m lower must be fenced off with barriers. The barriers must be at least 1.10 m high. They must consist of at least an upper cord, middle cord and lower cord. Barriers and railings in areas where small children are likely to be present must be designed in such a way that climbing over them is not possible. For podiums, approval from a structural engineer must be provided. Depending on the use, the floor load must be designed for at least 3.0 kN/m² in accordance with DIN 1055-3, Table 1 (Cat. C1). Where there is only one step up to a podium, this may not be more than 0.20 m high. Stairs and walkways must comply with accident prevention regulations. The distance between railing units must not be more than 0.12 m in one direction. (VStättVo §11, Para. 2; see 4.9.6)

7.3.19 Decorations

The minimum classification for materials, decorations and hangings used to decorate the venue is "not easily flammable" (B1 according to DIN 4102 or Class C according to EN 13501-1). Decorations in essential hallways, aisles and stairwells (emergency rescue routes) must be made of non-flammable materials (A according to DIN 4102 or A1 according to DIN EN 13501-1). Reused materials must be reinspected to confirm they are non-flammable and retreated as necessary. Official documentation of the required material characteristics must be provided on request.

All materials brought in must be kept far enough away from sources of ignition, spotlights and heating sources that they cannot be ignited by them. Decorations must be immediately mounted to walls, ceilings or furniture. (Free) hanging decorations are only permitted if they are at least 2.5 m from the floor and do not affect the functioning of the fire extinguishing systems. Room decorations made of natural plant material must be removed when they are no longer fresh. Bamboo, reeds, hay, straw, bark mulch, peat, (fir) trees without root balls or similar materials do not meet the above requirements. Decisions on exceptions will be made by LM in consultation with the fire service.

7.3.20 Equipment

Components used to construct stages and sets, such as wall, floor or ceiling elements, must be made from materials with a minimum fire classification of "not easily flammable". Corresponding certification of flame resistance must be shown at the request of LM.

7.3.21 Props

Props are furnishings for stages and production sets. The minimum classification for the materials used is "normal flammable" in accordance with DIN 4102-1 B2 or DIN EN 13501-1 D s3, d0.

8 Operational safety, technical safety regulations, technical regulations, provision of technical equipment

The organiser or exhibitor is responsible for operational safety and compliance with occupational safety and accident prevention regulations for their event or within their stand space. Build-up and breakdown may only be carried out in accordance with labour and trade law regulations.

8.1 Damages

All damages to the building, its contents or its facilities caused by the organiser, the exhibitor, or their representatives will be repaired by LM after the end of the event and at the latest after the end of the breakdown period at the expense of the organiser or exhibitor. Any waste left behind will be disposed of. A cost estimate or invoice will be issued.

8.2 Coordination of work on the exhibition stand

If work needs to be carried out by different companies at the same time, especially during build-up and breakdown, the organiser must avoid possible mutual risks by coordinating the work according to the Occupational Safety and Health Act (ArbSchG) and German Social Accident Insurance (DGUV) Regulation 1.

8.3 Use of tools

The use of woodworking machines without an extractor or a collection container is not permitted.

8.4 Electrical installations

8.4.1 Connections

Electrical energy is supplied via TN-C-S with a nominal voltage of 230 V/50 Hz for alternating current and 400 V/50 Hz for three-phase current.

Under normal operating conditions, the voltage and frequency are kept as constant as possible. Everyone ordering a supply of electrical energy will receive one or more connections. These are to be installed exclusively by LM.

Cables are generally laid along the aisles.

Electrical connections can be ordered using form A3, which must be accompanied by a floor plan showing the desired location of the connection.

Using electricity from neighbouring stands and freely accessible sockets is not permitted.

8.4.2 Stand installation

All installations on the stand must comply with the applicable IEC (International Electrotechnical Commission) and VDE (Association of German Electrical Engineers) regulations. The TNS grid must be used on the stands. Each stand must be able to be disconnected from the connection to the main hall grid via a main switch or, if permitted, via a plug-in connection. If a permanent power supply is to be secured for certain devices, e.g. refrigerators, computers, etc., a separate circuit must be created in front of the main switch that remains live after the main switch has been shut off. A residual current protective device (FI/RCD) must be installed as a protective measure.

Electrical installation work on the stands can be carried out by the exhibitor's own electricians or by approved specialists in accordance with VDE regulations and any applicable international regulations. Outdated technology may not be used.

Any electrical installations on the stand may only be used for the event if they have been inspected and approved by a qualified electrician. The inspection report for the electrical system must be presented upon request.

If the applicable regulations are not complied with, LM is obliged to refuse connection to the main grid.

Any additions, changes or repairs to stands that were not constructed by LM contractors can be ordered from these contractors for a fee.

8.4.3 Assembly and operating guidelines

All electrical installations must be handled in accordance with the latest safety regulations of the Association of German Electrical Engineers (VDE). Particular attention should be paid to VDE 0100, 0108, 0128 and IEC 60364-7-711.

A 30 mA residual current protective device (FI/RCD) is required for sockets and lighting circuits.

The electrical installations for exhibits and stands must be designed in such a way that the proportion of high-frequency or low-frequency interference emitted into the network does not exceed the values specified in VDE 0160 and VDE 0838 (EN 50 006). Frequency-controlled devices (e.g. machines, robots, motors) must be equipped with a type B SK residual current circuit breaker (sensitive to AC and DC currents). If such devices are used, the LM partner for electrical services should be contacted.

Conductive components must be included in the protective measures against indirect contact.

Only cable types HO5 VV-F, HO5 RR-F with a minimum cross-section of 1.5 mm² Cu may be used. In systems with low-voltage protection measures (low-voltage systems), bare electrical conductors and terminals are not permitted. The secondary lines must be protected against short circuits and overloads. Flexible cables (including flat cables) must not be laid under floor coverings without protection against mechanical stress.

The exhibitor must disconnect the stand from the hall grid every day after the event closes. The power will not be centrally shut off during the event.

The exhibitor is liable without limitation.

8.4.4 Safety measures

For additional safety, all heat-generating and heat-producing electrical devices (household kitchen appliances, spotlights, etc.) must be mounted on a non-flammable, heat-resistant, asbestos-free base.

Based on the level of heat that may develop, devices must be placed at a sufficient distance from flammable materials. Lighting fixtures may not be attached to decorations or similar objects. UV spotlights of type UV-B and UV-C may only be used in devices intended for their use and designed to prevent direct radiation so that neither stand staff nor visitors are exposed to unlawful radiation levels.

8.4.5 Safety lights

If the existing safety lighting is not effective due to a change in layout, additional safety lighting based on VDE 0108 will be needed. The lighting must be designed to ensure it is possible to safely find the way to the general emergency rescue routes.

8.4.6 Sound levels, hearing protection

Organisers of musical performances where high volume levels are expected must check whether safety precautions are necessary to avoid hearing damage for listeners and decide which measures are appropriate. Organisers are independently responsible for taking any necessary action. The organiser must appropriately limit the volume to ensure that visitors and third parties are not harmed during the event ("risk of acute hearing loss, etc."). A generally recognised rule for technical equipment can be found in DIN 15 905 "Event technology - sound technology" under section 5 on "Measures to prevent hearing damage to the audience from high sound pressure levels in electroacoustic sound reinforcement technology". The sound pressure level in the event rooms must be limited to 80 dB. Proof of the actual noise level must be provided when using third-party technical equipment (external PA).

The organiser must observe the above-mentioned regulations. The organiser must also provide an adequate number of hearing protection devices (e.g. earplugs) and make them available to visitors free of charge upon request if it cannot be guaranteed with certainty that the volume limit will not be exceeded. This information must be clearly posted in the entrance area of the venue.

8.4.7 Performance areas

For performance areas of > 50 m² the provisions of § 40 of the Regulations on Places of Assembly for Saxony (VStättVo) apply. Public address systems must be configured so that the sound level at the edge of the stand does not exceed 70 dB (A).

8.4.8 Laser systems

The use of laser systems must be agreed with LM.

For laser show systems, the instructions and recommendations in the German Social Accident Insurance (DGUV) information publication 203-036 (laser equipment for show and projection purposes) must also be taken into account. Before putting show laser systems of classes 3R, 3B and 4 into operation, a safety inspection must be carried out by a qualified person (expert laser protection officer) in accordance with section 6.3.4 of the information issued by the German Social Accident Insurance (DGUV). The inspection protocol must be submitted to the State Directorate of Saxony, the Leipzig Office for Occupational Safety and Health and to LM.

8.4.9 Radio systems, electromagnetic compatibility and harmonics

All use of radio systems and other transmitters for messaging purposes as well as paging systems, microport systems, intercom systems and remote-control radio systems must be coordinated with LM in order to ensure an even distribution of frequencies and prevent interference as far as possible. The operation of such systems is only permitted with approval from the Federal Network Agency for Electricity, Gas, Telecommunications, Post and Railways (BNetzA). The operation of radio systems is only permitted if they comply with the provisions of the Telecommunications Act (TKG) and the Electromagnetic Compatibility of Devices Act (EMVG). If exhibits are displayed or stand decorations are used involving electric, magnetic or electromagnetic fields, they must comply with the current version of the provisions of the Ordinance for the Implementation of the Federal Emission Control Act (BImSchV) as well as with the German Social Accident Insurance (DGUV) Regulation 15 and Rule 103-013.

8.4.10 Cranes, forklifts and empties

Cranes, forklifts and similar industrial vehicles may only be used on the premises by LM's contracted freight forwarder. Electrically operated pallet

trucks may only be used for assembly work in the rented stand area and for transporting items at ground level. They may not be deployed for loading and unloading. Orders placed with the authorised contract freight forwarder are subject to the most recent version of the General German Freight Forwarding Conditions (ADSp) and the LM freight forwarding tariffs for trade fairs and exhibitions.

LM is not liable for risks that may arise from the activities of the authorised contract freight forwarder. The storage of empty or full transport packaging and flammable materials of any kind (e.g., pallets and packaging materials including hard cases) either on or off the stand is prohibited. Any empty packaging must be transported immediately to a storage facility by the approved freight forwarder at the request and expense of the exhibitor/customer. LM reserves the right to have empty pallets, packaging and containers that have been left without permission removed by an approved freight forwarder at the exhibitor's expense.

Approved haulage company:

DHL Global Event Logistics
GmbH Messe-Allee 1, 04356 Leipzig
Phone: 0341 678-7244 und -7245, Fax: 0341 678-7241 Email:
fairs.lej@dhl.com

8.4.11 Working platforms

The provision of working platforms of any kind is limited to LM's contractual partner. Only electrically operated crawler lifts and passenger lifts of the following types may be used:

Scissor lift: GS065-8WI
Articulated boom lift: GSA 15 H
Vertical lift: GH111

Any other models require special approval! The service provider's floor protection mats must be placed underneath the lifts at all times during use.

Authorised contractual partner:

Gerken Arbeitsbühnen Priemitzerstraße 6,
06184 Kabelsketal
Phone: 034602/5410
Email: messe.leipzig@gerken.eu

Ordering, accepting and returning the working platforms supplied by the contractual service provider is the responsibility of the organiser or the company placing the order.

8.4.12 Musical reproductions

For musical reproductions of all kinds, the permission of the Society for Musical Performance and Mechanical Reproduction Rights (GEMA), GEMA Customer Center, 11506 Berlin, is required under the provisions of §15 of the Copyright Act (BGBI). Unregistered music reproductions can result in claims for damages from GEMA (§97 of the Copyright Act).

8.4.13 Waste disposal

The amount of waste generated during build-up and breakdown as well as during the event must be kept to a minimum in accordance with the principles of the Circular Economy Act (KrWG). Waste that cannot be avoided must be disposed of in an environmentally friendly manner (waste should be recycled rather than disposed of). Organisers are obliged to make an effective contribution to achieving a circular economy.

Organisers must ensure that all materials (decorations, packaging, etc.) as well as installations and structures that they themselves or their contractors have brought onto the premises are fully removed after the end of the event. Only substances and materials that cannot be reused (and therefore become waste) must be disposed of for a fee via the LM waste disposal system. In the case of hazardous waste (waste that requires monitoring), LM must be informed immediately and separate disposal arranged via approved LM service partners.

8.4.14 Wastewater

The disposal of solid or liquid waste products via the sewage network (toilets, sewer inlets) is strictly prohibited.

When using mobile catering units, it is important to ensure that fats and oils are collected and disposed of separately. Cleaning must always be carried out using biodegradable products.

8.4.15 Environmental damage

Environmental damage/contamination (e.g., due to leaking petrol, oil, hazardous substances) must be reported to LM immediately.

8.4.16 Noise protection for residents

Events may not cause any unreasonable noise disturbance for residents in the area surrounding the venue (mixed-use area/residential area). At music events and other events with particularly high levels of noise, all external windows and doors must be kept closed. The Technical Instructions for the Prevention of Noise (TA Lärm) must be followed. In the event of violations, build-up and breakdown work and/or event activities may be restricted by the authorities. Outdoor sound systems and operations in the style of a disco are not permitted.

8.4.17 Smoking ban

Smoking (in any form, including e-cigarettes) is prohibited in the Kongresshalle am Zoo.

9. House rules

Organisers must ensure that visitors to their events as well as guests and contracted companies observe and comply with the house rules. In addition to the organiser, LM is also entitled to enforce the house rules.

The current version of the house rules is binding. It can be viewed onsite or at <https://www.kongresshalle.de/service/downloads/agb>.