

## Scope

Hamburg Messe und Congress GmbH has issued the following safety policy for conventions, conferences and other events taking place on the premises of HMC (exhibition campus and CCH – Congress Center Hamburg) with the aim of ensuring maximum safety for all event organizers and visitors. The term “event” applies to any event that is not a trade show or exhibition.

This Safety Policy is largely based on the Ordinance for Events in Hamburg (Versammlungsstättenverordnung – VStättVO) and binding upon all organizers.

The relevant compulsory legal standards as last amended remain unaffected by this document.

The responsible building authorities, police and fire safety authorities may issue additional safety and fire protection requirements for an event, particularly where increased risks to persons and assets may arise from the type of event that is being planned.

## 1. Organizer's notification and disclosure obligations

**1.1 Event set-up:** Prior to signing the event agreement, the Organizer shall provide HMC with the following information to ensure safety and security as well as optimum preparation and implementation of the event:

- name of the Event Manager,
- whether the Organizer's assembly and disassembly work as well as the event itself will be supervised by the Organizer's Technical Director(s),
- the dimensions of any scenery areas / stages / platforms, catwalks or forestages to be set up,
- whether any stage, studio, lighting technology or other technical / mechanical equipment will be brought in or suspended from the ceiling,
- whether any technical facilities will be moved or modified during the event,
- whether there will be machine-powered movements or artistic performances within or above the spectator area,
- whether any activities representing a fire hazard / any pyrotechnical effects will take place, laser devices will be operated, or weapons or fog machines will be used (permits must be obtained from authorities where required),
- whether any embellishments, decoration / equipment / props will be provided (flammability rating certificates must be submitted),
- whether any vehicles will be used or exhibited within a building,
- whether the event will involve any other hazards or risks to people or the environment.

The Organizer will receive a checklist from HMC in due time before the event for the Organizer to provide the above mandatory specifications.

**1.2 Fire alarm system:** All HMC venues are equipped with an automated fire alarm system. The Organizer shall notify HMC in due time whether any smoke, fire, heat, unusual dust, fog machines etc. will be present so that the fire alarm system can be adjusted accordingly. Any costs incurred as a consequence of a false alarm caused by the Organizer's failure to notify HMC about such conditions shall be borne by the Organizer.

**1.3 Technical trial (Sec. 40 of VStättVO):** Provided that the floor area used on stages and in other scenery spaces exceeds 200 m<sup>2</sup>, a non-public technical trial involving the fully assembled scenery shall be performed prior to the first event unless this is deemed unnecessary because of the type of event or the scope of the scenery arrangements (if risk-free). HMC will determine on the basis of the specifications submitted as per Item 1.1 (involving the supervisory authorities if necessary) whether the trial can be omitted. Otherwise the Organizer must notify the building supervisory authority about the probable date and time of the technical trial no less than 24 hours in advance.

**1.4 Submission of test and inspection record for guest performances (Sec. 45 of VStättVO):** For guest events for which a test and inspection record has been issued, no additional technical trial / acceptance procedure is required. The test and inspection record must be submitted to the building supervisory authority by the Organizer no less than one week prior to the event. HMC may submit the test and inspection record to the authorities in lieu of the Organizer, provided the Organizer hands it over to HMC in due time.

**1.5 Any registration and approval procedures required by the authorities** are to be handled by the Organizer at its own cost and risk. HMC will support the Organizer upon request (refer to Art. 11.1 of the HMC General Terms and Conditions).

## 2. Responsible persons with discretionary authority

**2.1 Organizer's responsibility:** The Organizer shall bear full responsibility for the event program and its safe, secure and smooth execution. It shall be responsible for meeting public safety obligations within the spaces entrusted to it for the duration of their use, especially with regard to any wiring as well as stage, studio and / or lighting equipment brought to and installed at the venue by the Organizer or its vicarious agents. The Organizer shall ensure compliance with all applicable laws, regulations and generally accepted practices of the trade, in particular all accident prevention regulations and DIN standards in connection with all objects and materials brought to the venue by the Organizer or its vicarious agents. Art. 11 of the HMC General Terms and Conditions shall apply in all cases.

**2.2 Event Manager:** The Event Manager appointed by the Organizer shall perform on behalf of the Organizer the functions and tasks set out in the Ordinance for Events (VStättVO). The Event Manager shall be present for hand-over of the premises and during the Event. He/she shall familiarize him/herself with the event premises prior to the event.

The Event Manager shall ensure orderly, safe execution of the Event. He/she shall be available at all times during the event and, where applicable, shall make the necessary decisions in agreement with the contact person appointed by HMC, the authorities and external agents (firefighters, police, building authority, public order authority, paramedic services, security services, fire safety center). The Event Manager shall discontinue the event operations if necessary to avert danger to persons on the event premises; or provided that important safety installations, equipment or systems are non-operational, or that any VStättVO operating regulations are not being, or cannot be complied with (refer to Item 3). The Organizer's Event Manager shall be supported by a contact person appointed by HMC. This shall not affect HMC's responsibility as the operator of the premises. The Organizer and the Organizer's Event Manager shall ensure implementation of and compliance with the HMC House Rules vis-à-vis visitors, employees, persons employed for fulfilment of contractual obligations, etc.

**2.3 Technical Director(s) and technical staff** for the purposes of Section 40 of the VStättVO ordinance (below “Technical Director(s)”) must be appointed by the Organizer. HMC will determine the required qualification level for the responsible technical staff as deemed appropriate for the event specifications submitted. The Technical Director will be supported by a similarly qualified contact person appointed by HMC. HMC reserves the unrestricted right to make all final decisions on technical and safety-related matters.

Assembly and dismantling of all stage, studio and lighting equipment occupying more than 200 m<sup>2</sup> of space, as well as all technical trials must be directed and supervised by at least one “Technical Director”. If the staging area is between 100 m<sup>2</sup> and 200 m<sup>2</sup>, the presence of one technical staff member shall be sufficient.

For dress rehearsals, events, broadcasts or recordings of events utilizing more than 200 m<sup>2</sup> of staging space, at least one Technical Director must be present at the venue. If the staging area used is between 100 m<sup>2</sup> and 200 m<sup>2</sup>, the presence of one technical staff member shall be sufficient.

In cases where the safety and functionality of the stage, studio and lighting equipment as well as all other technical equipment at the venue have been inspected by Technical Directors or technical staff prior to the event and no hazards arise from the event type or the execution of the event and the equipment is neither moved nor otherwise modified during the event, the required technical supervision may be entrusted to a technical staff member or other “Supervisor” as an exception, provided that a hazard assessment has been performed by the Organizer and the Supervisor has familiarized him/herself with the on-site equipment prior to the event. HMC reserves the right to veto such a decision.

**2.4 HMC's responsibilities** HMC and its authorized representatives shall be entitled and obligated to verify compliance with the VStättVO ordinance and this Safety Policy by means of spot checks. For this purpose, HMC must be granted access to the leased rooms and spaces at any time. In case of any safety violations, HMC may require the Organizer to immediately evacuate and hand over the subject of the agreement. If the Organizer refuses to comply, HMC shall be entitled to have the premises evacuated at the Organizer's cost and risk.

**2.5 Voice alarm system:** At the CCH, in the event of a fire the fire alarm system will automatically activate a voice evacuation system which is audible throughout the complex. In this case, the building must be evacuated pursuant to the Evacuation Plan.

If a temporary sound system has been installed by the Organizer, the Organizer shall take appropriate technical and/or organizational steps to ensure that any emergency voice messages will be clearly understood throughout the hall.

## 3. Operational safety

**3.1. Technical equipment:** All permanently installed building services equipment at the venues may be operated by HMC staff only; the same applies to connections of equipment to the main power or electricity supply. Any technical equipment brought in by the Organizer or its contractors must comply with the generally accepted rules of the trade with respect to safety and functionality. Unless agreed otherwise in advance, the Organizer may not request removal of HMC's pre-installed technical equipment from the rooms.

**Escape route and seating plan:** Seating arrangements at the venues must comply with the authorized escape route and seating plans. Any modification of the escape route and seating plan (e.g. by changing the arrangement of visitor seats) must be explicitly approved by HMC and in each case authorized by the building authorities. It is strictly prohibited to over-occupy the venues and it is the Organizer's responsibility to take appropriate steps to prevent over-occupancy at all times, in particular by providing sufficient numbers of security and supervisory personnel.

**3.3. Fire lanes:** The required fire lanes marked by no-parking signs must be kept clear at all times. Any vehicles or objects found in fire lanes and safety zones will be removed at the owner's expense and risk.

- 3.4. Safety and firefighting installations:** Fire alarms, water taps, hydrants, fire extinguishers and fire mains, smoke flaps, smoke extraction system actuators, smoke detectors, telephones, telephone switchboards, HVAC air supply and exhaust openings, associated signage as well as green emergency exit signs must be kept accessible and visible at all times; they must not be blocked, covered or otherwise rendered unidentifiable.
- 3.5 Emergency exits, escape hatches, corridors, hallways:** These escape routes must be kept clear at all times. Doors along escape routes must be kept clear and unlocked so they can be fully opened easily from inside. It is prohibited to block, drape or otherwise conceal any escape routes, exit doors or emergency hatches. Hallways must never be obstructed by objects placed on the floor or protruding into the walking space. All hallways are potential emergency routes.
- 3.6 Stands, platforms and other structures** erected by the Organizer inside venues require prior approval by HMC and, where applicable, by the Office for Building Inspection (Fachamt Bauprüfung) at the Hamburg-Mitte Regional Administration (Bezirksamt). They must be designed to be non-yielding when exposed to dynamic vibration. All objects brought into the venues must comply with the requirements of the VStättVO ordinance regarding the above equipment as well as the DIN 4102 standard (fire behavior of building materials, components).
- 3.7 Clear heights:** The usable clear height in Hall H, Hall B1 and various foyers is restricted by smoke barriers. The affected areas are marked in the floor plans. Exceeding the specified clear heights in these areas is prohibited.
- 3.8 Rigging:** Attaching heavy objects to ceilings and hanging points in all halls and above stages by anyone other than HMC contractors is prohibited for reasons of safety and control.
- 3.9 Damage:** Any damage to HMC buildings or outdoor areas caused by the Organizer or its representatives will be repaired by HMC at the Organizer's expense following the event.

**3.10 Structural modifications:** It is prohibited to damage, pollute or otherwise alter (e.g. by drilling, nailing or bolting) any parts of the building or technical equipment. Painting, wallpapering and applying adhesive material is likewise prohibited. It is not permissible to place any loads on technical equipment.

**3.11 Outdoor area:** Any portable structures to be erected in HMC's outdoor areas, such as tents, pavilions or similar, even for short periods, require a permit without exception.

**3.12 Safety lights:** Safety lighting that operates in standby mode is not available in some HMC halls and spaces. It must be provided and installed by the Organizer if required.

**3.13 Vehicles inside the building:** These require specific permission irrespective of whether they are used for stage presentation or as exhibits. All applicable fire safety precautions for vehicles with combustion engines, hybrid or electric propulsion systems must be clarified with the Hamburg fire department – fire prevention office (Vorbeugender Brandschutz) no less than six weeks before the event. The agreed precautions shall be submitted to HMC at the same time.

#### 4. Permits

The Organizer shall be responsible for obtaining all permits and approvals required for the event. This applies in particular to permits for pyrotechnical presentations, activities posing a fire hazard, and the use of weapons, laser devices and/or vehicles of any type. HMC will support the Organizer wherever possible. All required permits must be submitted to HMC in original copy before the event.

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