

Safety Precautions for Events at Eurogress Aachen

1 Scope

These “Safety Precautions” of the City of Aachen owner-operated enterprise Eurogress (hereinafter referred to as “Eurogress”) apply to the holding of events in and on the premises of the event rooms and spaces managed by Eurogress (hereinafter referred to as the “Venue”). They are based on the requirements of the North Rhine-Westphalia Ordinance on the Construction and Operation of Special Structures (SBauVO) and lay down the binding obligations under the law on venues for the staging of events between Eurogress and the Organiser in accordance with the provisions of § 38, Para. 5 of the SBauVO. The Organiser must oblige its service providers to comply with the relevant safety and fire protection requirements.

Additional safety and fire protection requirements may be imposed by the building control authorities, the fire protection authorities, the police and the Organiser, where increased risks to persons and property arise from the nature or scope of the planned event.

2 Notification and approval obligations

2.1 Obligations to notify prior to the start of the event

The Organiser shall be obliged to notify Eurogress in writing of all organisational and technical details, the start date and time of the event, the admission times, the end date and time of the event, the layout of the hall(s), rooms and spaces (hereinafter referred to as the “Venue”) no later than 6 weeks before the start of the event and to agree these details with Eurogress. Eurogress undertakes to provide the Organiser with an (electronic) data form, exclusively for this event, in which all necessary event data must be entered. Eurogress reserves the right to pass on this data to the relevant authorities and bodies for the event (regulatory authorities, police, fire brigade, building authorities, ambulance/rescue service and private security staff). The information to be requested from the Organiser in particular includes:

- The name and personal contact details of a representative authorised to take decisions who will be present during the event
- Whether it intends to bring along event technology officers to supervise the set-up and dismantling of the event, as well as the event itself
- The size and configuration of any performance areas, stages, platforms, walkways, front of stage areas, podiums and any comparable superstructures to be set up
- Stage notes, including all set-up instructions
- The exact layout of the event, in particular including details about the desired arrangement of tables and chairs, exhibition stands, performance areas, podiums and comparable superstructures
- The maximum number of guests expected
- Whether any bag and entry checks are planned
- Whether any activities that carry a particular risk of fire, any pyrotechnic effects or the operation of laser equipment or fog machines is/are planned (please note the additional obligation to obtain approval)
- The planned accreditation, control and, where necessary, safety and security measures for admission

Based on the information provided by the Organiser, Eurogress will carry out a safety and security assessment in advance of the event, on the basis of which the necessary safety and security measures and, in particular, the need for and number of qualified event staff and external emergency services (fire brigade, ambulance service, security staff) shall be planned (cf. §§ 40 to 43 of the SBauVO). Where the Organiser delays in providing information, does not provide any information or provides incomplete information, Eurogress may assume an increased event risk.

Any additional costs arising from this (e.g. staff costs for an increased number of security staff) shall be borne by the Organiser. The provision of incorrect information may lead to the event being restricted, cancelled or called off.

2.2 Fire alarm system

Eurogress draws particular attention to the fact that an automatic fire alarm system is installed in individual rooms in the Venue. The Organiser must notify Eurogress of any smoke, fire, heat, sawdust, particular dust formation etc. in good time, so that the fire alarm system can be set accordingly. Where a false alarm is set off due to the Organiser's failure to notify Eurogress of the relevant conditions, any costs thereby incurred will be charged to the Organiser.

2.3 Technical rehearsals

When using performance areas of over 200 m² floor space and large stages (*Europa Saal* stage), as well as in the case of events involving guest performances with their own stage set-ups, a private technical rehearsal with a full set may need to be carried out prior to the first event. Eurogress will inform the local building control authority of the specific date, nature and scope of the event, and the latter shall decide, based on the information provided in Clause 2.1, whether the rehearsal can be dispensed with. Should this not be the case, the Organiser must agree a provisional date for the technical rehearsal with Eurogress in good time. For guest performances for which a guest performance test log book has been issued, no technical rehearsal is required, provided the set-up is identical.

2.4 Approval and inspections

The lease of event rooms and spaces shall be based on officially approved escape route and seating plans with a specified maximum guest capacity. Any changes in the type of use and any deviations from the existing, approved escape route and seating plans, e.g. due to a change in the arrangement of seating or the escape route plan, as well as the erection of marquees, podiums, platforms, special structures and mobile constructions shall require the written consent of Eurogress. Such measures usually require building permission and must be approved by the local building control authority and fire and emergency planning authorities.

2.5 Costs of official approvals and inspections

The Organiser may be required to submit documents, plans, certificates, test certificates, expert reports and building and fire safety approvals for the aforementioned plans and for any plans designated below in these Safety Precautions as being subject to notification or approval. The duration and costs of the approval procedure, including the risk of eligibility for approval, shall be borne in full by the Organiser. The Organiser shall also bear the costs for any official inspections.

3 Responsible persons, external services, House Rules

3.1 Responsibility of the Organiser

The Organiser shall be responsible for the event programme and for ensuring that the event runs smoothly and safely and that the maximum permissible guest capacity in the event rooms and spaces leased is adhered to. Overcrowding is strictly prohibited. The Organiser shall be subject to the obligation to protect the general public within the Venue in regard to the decorations, fittings and fixtures, props, superstructures and installations, suspended items, laid cables and stage, studio and technical lighting equipment brought onto the premises by the Organiser or by any commissioned third parties for the duration of use of the Venue. In regard to all items and materials brought onto the premises, the Organiser must comply with the relevant requirements of these Safety Precautions and the regulations of the SBauVO and DGUV, in particular DGUV Regulations 17/18 "Staging and Production Facilities for the Entertainment Industry".

The Organiser shall also be responsible for ensuring compliance with all other laws and regulations applicable to the event, in particular the German Youth Protection Act (JuSchG), the German law governing Sundays and public holidays (FTG), the German Working Hours Act (ArbZG), the German Occupational Health and Safety Act (ArbSchG), the North Rhine-Westphalia Non-Smoking Act (NiSchG NRW), the German Trade Ordinance (GewO) and the relevant regulations governing emission control and waste management.

The Organiser shall be obliged to comply with the existing safety concept for the Venue and to implement it in consultation with Eurogress. Where it is necessary for the respective event, the Organiser shall be given the required documents relating to the safety concept for exclusive use for the event. For events with special risks, Eurogress shall be entitled to require the Organiser to draw up and implement an event-specific safety concept.

3.2 Organiser's representative authorised to take decisions

The Organiser shall provide Eurogress with the name of a person authorised to take decisions (see Clause 1.1) who will be present as Event Manager during the set-up and dismantling of the event and during the event itself and who shall fulfil the obligations in accordance with the regulations set out in § 38, paragraphs 1 to 4 of the SBauVO. The Event Manager shall take part in a joint inspection of the Venue and familiarise themselves with the event rooms, including the escape routes. Upon the request of Eurogress, the Organiser's Event Manager shall, prior to the event, take part in a consultation/briefing on the relevant safety precautions to be observed. The Event Manager shall also be obliged to be present at all safety meetings, in particular at the safety conferences deemed necessary by the fire brigade and/or police and/or Eurogress.

The Organiser's Event Manager must ensure that the event runs in a safe and orderly manner, shall be obliged to be present during the event itself, must be contactable at all times and must take any decisions necessary in consultation with the Project Manager (PM) appointed by Eurogress on behalf of Eurogress, the authorities and external auxiliary staff (fire brigade, police, site supervision staff, regulatory authorities, ambulance service). The Organiser's Event Manager shall be obliged to cease running the event where a risk to persons in the Venue renders this necessary, any systems, equipment or devices necessary for safety do not function or the operating regulations of the SBauVO are not (or cannot be) complied with.

The Organiser's Event Manager must immediately inform the relevant external bodies (fire brigade, police, ambulance service) and Eurogress's PM if the health or safety of persons is put in jeopardy or impaired.

The name and telephone number of the Event Manager must be provided to Eurogress in writing upon conclusion of the event contract, no later, however, than four weeks before the start of the event.

The Organiser's Event Manager shall be assisted in their duties by a PM appointed by Eurogress. Alongside the Organiser's Event Manager, Eurogress's PM shall continue to be entitled, without restriction, to enforce the House Rules vis-à-vis all persons within the Venue.

3.3 Eurogress's technical staff, event technology officers, event technology specialists

The set-up or dismantling of stage, studio and lighting equipment, including for technical rehearsals, must be managed and supervised by at least one event technology officer, where stage, studio or lighting technology is set up or dismantled on performance areas larger than 200 m². Where the size of the performance area is between 50 m² and 200 m² with few technical requirements, the presence of one event technology specialist shall suffice, pursuant to § 40, Para. 4 of the SBauVO.

In the case of dress rehearsals, events, broadcasts or recordings of events on large stages or performance areas of over 200 m², at least one person responsible for stage or studio equipment and one person responsible for lighting equipment must be present. For performance areas between 50 m² and 200 m², the presence of one event technology specialist shall suffice, pursuant to § 40, Para. 4 of the SBauVO.

Such staff are not required to be present at dress rehearsals, events, broadcasts or recordings of events where

- the safety and functionality of the stage, studio, lighting and other technical equipment at the Venue has been checked by the Event Technology Officer;
- such equipment is not moved or otherwise altered during the event;
- no risks can arise from the nature or course of the event; and
- another "Supervisor", to be named by the Organiser, is familiar with the technical equipment.

Where the prerequisites under Clause 3.3 are to be fulfilled, the Organiser shall be obliged to appoint the required number of event technology officers/event technology specialists. Upon request and at the expense of the Organiser, Eurogress shall provide the necessary event technology officers/event technology specialists, insofar as they are available.

3.4 Responsibility of Eurogress

Eurogress and the persons appointed by it shall be entitled and obliged to carry out random checks to ensure that the Organiser is complying with the regulations of the SBauVO and these Safety Precautions. For this purpose, they shall

be granted access to the event rooms and spaces at all times.

3.5 Admission, security staff, tour security

Security staff shall be responsible for the duties set out in the SBauVO. Such staff shall be appointed by Eurogress at the expense of the Organiser. The number of security staff required shall be determined by, among other things, the nature of the event, the number of guests, any potential event risks, external threat risks and by any additional requirements of the relevant authorities. The exact number of admittance and security staff required is therefore routinely communicated by Eurogress only shortly before the respective event, based on the safety and security assessment carried out for the event in question. Where possible and upon request, the Organiser shall also be informed of the provisional number of security staff required upon conclusion of the contract.

Where the Organiser employs its own “tour security” as personal protection for artists etc., Eurogress shall continue to be authorised to issue instructions in accordance with the provisions of Clause 3.7.

3.6 Fire brigade (fire safety officers) and ambulance service

These services shall be briefed by Eurogress before the event, based on the safety and security assessment carried out for the event in question. The scope of these services (number of persons to be provided) shall depend upon the nature of the event, the number of guests, the safety precautions specific to the event and the official stipulations on a case-by-case basis. The Organiser must bear the costs for these services.

3.7 Enforcement of the House Rules

On the basis of these Safety Precautions and the applicable House Rules, the Organiser shall, alongside Eurogress, enforce the House Rules vis-à-vis the event visitors and any commissioned third parties within the leased rooms and spaces. Eurogress shall continue to enforce the House Rules vis-à-vis the Organiser and, alongside the Organiser, vis-à-vis guests and third parties for the period during which the event rooms and spaces are leased. The security staff commissioned shall assist in enforcing the House Rules.

Any violations of the House Rules, these Safety Precautions or any event-related statutory provisions or official orders must be remedied by the Organiser without delay. Eurogress shall be entitled to take action itself at the Organiser's expense, where the latter fails to take action without delay following a prior request to do so.

Where it is not possible or reasonable for Eurogress to take action itself, where the Organiser objects to Eurogress taking action itself or where it refuses to bear the associated costs, Eurogress may, as a last resort, demand that the Organiser vacates the premises and hands back the event areas leased. Where the Organiser fails to comply with a request to this effect, Eurogress shall be entitled to order the event to be called off and the Venue vacated, at the Organiser's risk and expense.

4 Safety and fire protection regulations

4.1 Traffic regulations, escape routes, safety installations

4.1.1 Driving into the grounds

The German Road Traffic Regulations (StVO) apply throughout the grounds. Drivers are asked to drive very slowly throughout the grounds. Driving into the grounds with vehicles of any kind is at your own risk. Eurogress shall be entitled to check boots of vehicles and containers brought along by individuals when entering or leaving the grounds. Depending on the progress of set-up and dismantling activities due to other events taking place at the same time, the grounds may be temporarily closed to road traffic.

4.1.2 Fork-lift trucks and low-lift elevating platform trucks

The Organiser and the companies commissioned by it shall be permitted to drive into the foyer and hall areas with motorised aids, e.g. fork-lift trucks, only with the consent of Eurogress. Any exceptions to this shall require the prior consent of Eurogress. The transporting of loads by the Organiser with hand-operated aids (e.g. low-lift elevating platform trucks) is possible. The Organiser or the companies commissioned by it must familiarise itself/themselves with the permissible load-carrying capacity and ground conditions prior to transporting loads in the Venue.

4.1.3 Fire brigade access and manoeuvring zones

The access routes and manoeuvring zones for the fire brigade, marked by “No Waiting” signs must be kept clear at all times. Any vehicles or items left along escape routes or in installation or security areas may be removed at any time at the owner’s risk and expense.

4.1.4 Emergency exits, emergency escapes, halls, corridors

These escape routes must be kept clear at all times. It must be possible to open the doors provided for the escape routes easily from the inside and to their full width. Escape routes, exit doors, emergency escapes and the marking of these must not be obstructed, blocked or otherwise concealed. Halls and corridors must not be obstructed at any time during the event by items that have been placed in them or that protrude into them. Halls and corridors serve as escape routes in an emergency. Fire doors and smoke protection doors must not be kept open with wedges or any other items.

4.1.5 Safety installations

Fire alarms, fire hydrants, fire extinguishers and fire control systems, smoke flaps, trigger points for smoke extraction systems, smoke detectors, telephones, as well as vents for opening and closing heating and ventilation systems, smoke extraction devices, the signs indicating them and also the green emergency exit signs must be accessible and visible at all times. They must not be blocked, covered or otherwise concealed.

4.2 Installations and superstructures for events

4.2.1 Technical equipment belonging to Eurogress

Any existing, permanently installed technical building equipment may essentially be used only by Eurogress staff or by contractually authorised service companies associated with Eurogress. This shall also apply to any connections to Eurogress’s utilities grids (e.g. electricity, water, telecommunications). Unless otherwise agreed, the Organiser shall not be entitled to demand that Eurogress remove its own technical equipment from the event rooms.

4.2.2 Technical equipment belonging to the Organiser

The technical equipment brought onto the premises by the Organiser or the companies commissioned by it must comply with the generally accepted technical rules and standards, in particular the requirements of DGUV Regulations 17/18 and DGUV Regulation 3 in regard to safety and functionality. Electrical (switching) equipment must not be accessible to guests and must be adequately secured.

All technical equipment brought onto the premises by the Organiser or the companies commissioned by it must comply with the valid VDE (German Association for Electrical, Electronic & Information Technologies) regulations and the regulations applicable in Europe, as well as the state of the art.

4.2.3 Installations and superstructures, performance areas, special structures

All installations and superstructures in the Venue, as well as the erection of mobile constructions in the outdoor areas are subject to notification and, where applicable, approval. The Organiser shall be required to comply with the obligation to protect the general public in regard to any areas used by it, including any installations and superstructures brought into these areas by it. The efficiency of fire protection equipment (e.g. automatic fire extinguishers, smoke barriers) must not be impaired by installations and superstructures. Installations and superstructures must be designed in such a way that their structural stability cannot be impaired by dynamic oscillations. The substructure of the floor of podiums, performance areas and platforms must be made of non-flammable building materials. Materials that are highly flammable, drip flames or form toxic gases must not be used under any circumstances. DIN 4102 and EN 13501-1 (Fire classification of construction products and building elements) must be observed. The presentation of an official certificate on the building material class and the requisite properties of the material may be required.

4.2.4 Suspended items, rigging

For safety reasons, suspended items at existing hanging points, on ceilings and in the supporting structure with a risk of falling may be mounted only by Eurogress or by qualified service partners approved by Eurogress or under the supervision of Eurogress or its approved qualified service partners. The Organiser must notify Eurogress of any suspended items and work to be carried out at a height that may be necessary and consult with Eurogress on the topic prior to the event. Suspended items must be hung in accordance with the generally accepted technical rules and standards. The specified load limits must be observed. In cases of doubt, a structural assessment of the suspended items will be commissioned, at the Organiser’s expense. Appropriate technical and organisational

measures must be taken to ensure that D8+ chain hoists in accordance with IGWW SQ P2 are not driven over persons at any time after the set-up operation. In individual cases, Eurogress reserves the right to take steps to ensure the Organiser provides additional security for the D8+ chain hoists. Only Level 2 riggers in accordance with IGWW SQ Q2 may be commissioned to carry out work at a height outside the secured working areas. Eurogress must be provided with a height rescue plan before any work commences.

4.2.5 Carpets, floor coverings

Carpets or any other floor coverings must be laid in such a way that there is no risk of people slipping, tripping or falling. Carpets and other floor coverings must be laid in such a way that they cannot cause accidents. Only adhesive tape that can be removed without trace may be used for fixing. Self-adhesive carpet tiles are not permitted. All materials used must be removed without trace. The same shall apply to substances such as oils, greases, paints and the like.

4.2.6 Glass

Only safety glass may be used for constructions made of glass. Edges of glass panes must be finished or protected in such a way that there is no risk of injury. Components fabricated entirely from glass must be marked at eye level (160 cm). For constructions made of glass, the requirements in accordance with the German Technical Rules for the Use of Safety Barrier Glazing (TRAV) must be observed.

4.2.7 Bolts, holes, nails

The making of holes and the driving of nails, hooks and the like into hall floors, walls and ceilings is not permitted. The countersinking of bolts is likewise not permitted.

4.3 Decorations, fittings and fixtures, props

4.3.1 Decorations

All materials, decorations and curtains used to decorate the event must be made of at least flame-retardant material (B1 in accordance with DIN 4102 or at least Class C in accordance with EN 13501-1). All decorations in necessary halls, corridors and stairwells (escape routes) must be made of non-combustible materials (Class A in accordance with DIN 4102 or Class A1 in accordance with DIN EN 13501-1). Materials that are used repeatedly must be re-tested in regard to their flame resistance and, where necessary, re-impregnated. Eurogress may demand presentation of an official certificate on the requisite properties of the material.

All materials brought onto the premises must be kept sufficiently far away from any ignition sources, spotlights and heat sources to ensure that they cannot be set alight by them. Decorations must be affixed directly onto walls, ceilings or equipment. Decorations hanging (freely) in the room shall be permitted only where they are at a distance of at least 2.50 m from the floor and the efficacy of automatic fire extinguishers is thereby not impaired. Any decorations made of natural plant materials may remain in the room only for as long as they remain fresh. Bamboo, reeds, hay, straw, bark mulch, peat, (fir) trees without root balls or similar materials do not meet the above requirements. Eurogress shall decide on exceptions in consultation with the competent authority.

4.3.2 Fittings and fixtures

Fittings and fixtures that form part of stage sets and scenery, such as wall, floor and ceiling elements, must be made of at least flame-retardant materials. Corresponding certificates regarding the flame resistance of items must be presented to Eurogress upon request.

4.3.3 Props

Props are moveable fittings and fixtures on stages and in scenery. These in particular include furniture, lighting, pictures and tableware. They must be made of at least normally flammable material.

4.4 Special fire protection and safety precautions

4.4.1 Open fire, flammable liquids, gases, pyrotechnics

The use of open fire, flammable liquids, gases, pyrotechnic items, explosive and other highly flammable substances is prohibited. This prohibition on use shall not apply where the use is substantiated by the nature of the event and the Organiser has, in the individual case, agreed the necessary fire protection measures with Eurogress and the competent authority. The use of pyrotechnic items must be approved by the relevant authorities and supervised by

a person deemed suitable under the German law on explosives. Proof of the holder of the permit and the certificate of competence must be presented. The Organiser shall be responsible for obtaining the necessary permission. The costs incurred for the official permits and for securing the event when using pyrotechnic items shall also be borne by the Organiser.

4.4.2 Candles, kitchen and warming facilities

The use of candles and similar sources of light as table decorations, as well as the use of open fires in designated kitchen facilities for the preparation of food shall be permitted only with the consent of Eurogress.

Small electrical appliances, such as hotplates, cooking pots and coffee machines, shall be permitted only where they comply with the relevant VDE regulations. They must be placed on non-flammable, heat-resistant surfaces in such a way that no nearby items can be ignited, even in the event of excessive heat build-up. They must be adequately monitored during use.

4.4.3 Flammable packaging materials

The Organiser must remove any flammable packaging materials from the Venue without delay. No packaging materials, waste or rubbish of any kind may be stored under or on stages, platforms or podiums.

4.4.4 Vehicles

Any vehicles in the Venue shall be subject to approval. Depending on the age of the vehicle, the event and the specific place of installation, safety and security measures such as inerting the fuel tank, disconnecting the battery and/or assigning security staff may be required.

4.4.5 Fire activities, welding work, abrasive cutting and grind work, hot work

All types of “fire activities and hot work” shall be prohibited in the Venue. Any exceptions to this shall be permitted only with the prior written consent of Eurogress.

4.4.6 Electrical cables

Electrical cables must be laid in such a way that no dangerous levels of heating can occur (wound-up, distributed over a large area and sufficiently ventilated). Any potential tripping hazards due to cables, hoses or ramps must be clearly indicated.

4.4.7 Use of air balloons, drones and remote-controlled flying objects

The use of air balloons filled with safety gas and any other flying objects, including drones, in the halls and outdoor areas must be applied for in advance and approved by Eurogress. The use of flying objects and drones is strictly prohibited while guests are present in the halls and outdoor areas. The operation of corresponding flying objects must not obstruct or damage safety equipment at any time.

4.5 Occupational safety, health and environmental protection

4.5.1 Occupational safety

All set-up and dismantling activities must be carried out in compliance with the applicable occupational safety provisions and accident prevention regulations, in particular DGUV Regulation 1 “Prevention”, DGUV Regulation 3 and DGUV Regulations 17/18, as well as the DGUV information on “Safety at Events and Productions”. The Organiser and the companies commissioned by it shall be responsible for complying with the relevant accident prevention regulations and occupational safety provisions. The Organiser and the companies commissioned by it must in particular ensure that other persons present in the Venue are not put at any risk during its/their set-up and dismantling activities. Hazardous areas and protective measures (prohibitions and orders) must be marked accordingly in line with ASR A1.3 “Safety and Health Protection Marking” – even if only temporarily, where applicable. Where necessary, the Organiser shall ensure appropriate co-ordination of the activities. Where this is not possible, the Organiser must temporarily cease work and contact Eurogress.

4.5.2 Volume, ear protection

Organisers of music performances for which high sound pressure levels (volume) are to be anticipated shall be responsible for checking whether any and which safety precautions are necessary to avoid harm to the audience.

By limiting the volume appropriately, the Organiser shall in particular ensure that guests and third parties are not harmed during the event (including the risk of loss of hearing). As a generally accepted technical rule, DIN 15 905 "Event technology – sound engineering" Part 5, contains: "Measures to prevent the risk of hearing

loss of the audience by exposure to high sound pressure levels from electro-

acoustic sound systems". It must be observed by the Organiser. Organisers must also provide a sufficient number of ear protectors (e.g. earplugs) free of charge and provide them to visitors upon request, where it cannot with certainty be ruled out that guests may be harmed by excessive sound pressure levels. A clear notice must be posted to this effect in the Venue's entrance area.

4.5.3 Noise protection for residents

The event must not cause any unacceptable noise pollution for residents in the vicinity of the Venue. In the case of music events and events that generate particular high levels of noise, outside windows and outside doors must be kept closed. Activities that create noise must be avoided on weekdays before 6 a.m. and after 10 p.m. on Sundays and public holidays. Particular care must be taken to avoid nuisance when loading and unloading in the area of the stage access points.

In the event of any contraventions, set-up and dismantling activities, as well as the event itself may be restricted. Any fines or administrative penalties charged in the event of non-compliance must be paid by the Organiser.

4.5.4 Laser equipment

The operation of laser equipment is subject to notification and must be agreed upon with Eurogress. When operating laser equipment, the requirements of the Occupational Health and Safety Ordinance on Artificial Optical Radiation 2006/25 EC/OSrV, DIN EN 60825-1, DIN EN 12254 and, in the case of show lasers, the requirements of DIN 56912 and DGUV information 203-036 "Laser equipment for show and projection purposes" must be observed. The competent regulatory authority must be notified of the intention to use Class 3R, 3B and 4 laser equipment before such equipment is put into operation, and, upon request, the safety of the relevant equipment must be verified by a publicly appointed and sworn expert, at the Organiser's expense. The inspection certificate must be presented to Eurogress prior to the event. The notification must be attached to the written appointment of a Laser Protection Officer to be present on site.

4.5.5 Ban on smoking

Smoking is banned in the Venue; the Organiser must ensure that the ban on smoking is enforced during the set-up, staging and dismantling of the event. The ban on smoking also includes the use of e-cigarettes.

4.5.6 Waste handling

The generation of waste in the course of setting up/dismantling and during the event is to be avoided insofar as possible, in accordance with the principles of the Recycling and Waste Management Act (KrW-/AbfG). Any unavoidable waste must be disposed of in an environmentally-friendly manner (recycling shall take precedence over disposal). The Organiser shall be obliged to contribute effectively to this.

The Organiser must ensure that all materials (packaging, decorations etc.) and installations and superstructures brought onto the Venue's premises by the Organiser or its contractors are removed in their entirety once the event is over. Only substances and materials that cannot be re-used (and therefore become waste) are to be disposed of via Eurogress's disposal system, subject to a fee. Where any hazardous waste (waste requiring monitoring) is produced, Eurogress must be informed without delay, and special disposal of this waste must be arranged via approved Eurogress service partners.

4.5.7 Effluents

The disposal of solid or liquid waste via the sewerage system (toilets, drains) is strictly prohibited. When using mobile catering, care must be taken to ensure that fats and oils are collected and disposed of separately. All cleaning work be carried out using biodegradable products.

4.5.8 Environmental damage

Any environmental damage and/or pollution on the premises (e.g. caused by leaking petrol, oil, hazardous substances) must be reported to Eurogress without delay.