

§1 Scope of application

1. These Terms and Conditions of mainzplus CITYMARKETING GmbH, Division Mainz Congress – hereinafter referred to as mainzplus – shall apply to the renting of rooms, halls, and areas of the venue described in the Tenancy Agreement, for the renting of mobile fittings and the rendering of services involved in the corresponding event.

2. These Terms and Conditions shall apply to private individuals, persons acting in a commercial capacity, and legal entities according to private and public law, and publicly funded organisations – hereinafter referred to as Companies. Our Terms and Conditions apply to all future contractual arrangements. Additional or contradictory contractual terms on the part of the Tenant shall only apply on the explicit written approval of mainzplus. Deviating terms agreed with the Tenant in the Agreement itself or in the schedules to the Agreement shall always take precedence over provisions in these Terms and Conditions.

§2 Agreement conclusion

1. All agreements with mainzplus shall be made in writing. They shall come into force once they have been signed and returned to mainzplus within the time period given by mainzplus, and the caterer appointed by the Tenant has also signed and returned an agreement with mainzplus. After this period has expired, mainzplus shall be entitled to, but not obliged to, conclude the Agreement with the Tenant.

2. Reservations and options shall end by the expiration of the period of acceptance stated in the offer without the need for any further separate notification for the Tenant.

3. Side agreements and alterations to agreements shall be made in writing. This requirement for the written form may only be altered by written agreement.

§3 Parties to the Agreement, event organiser, event manager, exhibitors

1. The parties to the Agreement are mainzplus and the Tenant concerned. If the Tenant is an agent, the Tenant shall name the event organiser in writing in the Agreement, and shall inform the event organiser on its contractual obligations including these Terms and Conditions and the Safety Regulations. The Tenant shall remain responsible to mainzplus for the fulfilment of all obligations of the event organiser according to the corresponding agreement. The event organiser shall in this case act as a vicarious agent of the Tenant. Actions and representations of the event organisation and the staff employed by the event organiser shall be regarded as equal to the Tenant's own in all consequences.

2. The Tenant shall only transfer use of the premises or areas with or without payment to third parties on the prior written approval of mainzplus. This approval shall be regarded as granted if this third party has been named in the Agreement.

3. The Tenant shall on request by mainzplus name the person commissioned with the roles of management of the event for the Tenant according to these Terms and Conditions and the Safety Regulations before the event.

4. Tenants that will be holding a trade fair or exhibition shall pass on a binding copy of the Safety Regulations of mainzplus to exhibitors. The Tenant shall ensure the observation of these regulations for mainzplus.

§4 Object of agreement, visitor seating

1. The venue premises shall be transferred to the Tenant on the basis of officially approved escape routes and seating plans with a set visitor capacity for the purpose intended by the Tenant. The exact name of the rented premises, the maximum visitor capacity and the intended purpose shall be taken down in writing in the Agreement or in a schedule to the Agreement. The Tenant may at any time inspect the existing approved escape routes and seating plans according to its event planning if no information on visitor capacity has been given in the Agreement.

2. The Tenant shall ensure that there are never more admission tickets in circulation than there are visitor seats in the seating and escape route plans.

3. Alterations to the rented rooms or halls or to the escape routes, seating plans and fittings and installations require written approval from mainzplus on submission of any necessary administrative approval. The Tenant shall cover the full costs for the duration, expenses and risks of the approval process as well as administrative acceptance.

4. Any alteration to the intended purpose as stated shall require the prior written approval of mainzplus. The Tenant shall immediately notify mainzplus in writing of any intention to alter the intended purpose.

5. If several events are to take place at the same venue, mainzplus shall arrange the entrances and exits to the premises in such a way as to prevent any disturbance between the events. The Tenant has no contractual entitlement to a separate entrance – such as the main entrance – for entrance and exit.

6. All of the rented rooms shall be provided with the available basic fittings specific to the room concerned. Provision of additional fittings and equipment shall be agreed in time beforehand and shall be paid for separately. The Tenant shall not be entitled to having any existing fittings removed from the room.

§5 Tenant's responsibility for event safety

1. The Tenant is responsible for the event programme and the safe, smooth course of the event. The Tenant shall carry responsibility for safety within the rooms regarding any decorations, equipment, props, structures, installations, stages, or suspensions, or cabling, stage, studio or lighting equipment brought into the venue by the Tenant or its vicarious agents for the duration of tenancy. The Tenant shall observe all of the requirements of the German venue regulations (hereinafter referred to as VStättVO) and accident prevention regulation BGV C1 on event and production venues and premises for staged performances. The Tenant shall also be solely responsible for compliance with laws on youth protection, work on Sundays and bank holidays, commercial regulations, and noise emissions.

2. The Tenant shall on request name a person responsible as the event manager present at the transfer and during the entire course of the event at the premises to mainzplus before the event. The event manager shall ensure the event's safe and orderly course, and shall terminate the event if there is a risk to life and limb, or if the maximum visitor capacity has been exceeded.

3. The Tenant shall at its own expense provide persons responsible for or experts in event equipment according to German law applicable to venues.

4. The Safety Regulations of mainzplus include specific terms on implementing the obligations listed in §5.1–3. The Tenant will be sent these Safety Regulations on request if they have not already been included as a schedule to the Agreement.

§6 Fire services, police, medical and security services

Fire services, police, medical and security services shall be notified by mainzplus depending on the type and size of the event. The scope of these services (number of persons provided) shall depend on the type of event, the number of visitors, risks specific to the event, and possible administrative requirements on a case-by-case basis. The Tenant shall cover the costs for the presence and deployment of these services.

§7 Advertising, posters

1. The Tenant shall be legally responsible for advertising the event. Advertising in the premises and on the site of mainzplus shall require explicit approval from mainzplus, and approval may be conditional upon payment. Approvals from third parties will be invalid.

2. Advertising on the site of mainzplus may be performed by mainzplus against payment; mainzplus shall be entitled to draw attention to the event in event guides and online.

3. The Tenant shall indemnify mainzplus from any third-party claims arising from advertising the event, especially due to copyrights, rights to names and images, brand rights, advertising rights, and personal rights. This indemnification shall extend to any cease-and-desist orders, court costs, and other legal expenses.

4. Flyposting is illegal, and the Tenant will be liable for damages caused; posters may only be put up via Deutsche StädteMedien, Eleonorenstraße 127, 55252 Mainz-Kastel, Germany, Tel.: +49 (6143) 72 530.

§8 GEMA fees

The Tenant shall be solely responsible for timely registration of performances reportable to GEMA as well as timely payment of fees to GEMA; mainzplus may demand written documentation that the Tenant has registered such works or paid any GEMA fees, or may demand written billing from GEMA to the Tenant in time before the event; mainzplus may demand a deposit at the probable amount in GEMA fees from the Tenant if the Tenant is unwilling or unable to provide such documentation.

§9 Audiovisual recordings and photography

1. Audiovisual recordings, photography, and any other recordings and

transmissions of any type (radio, TV, web, loudspeakers) at the event require written approval from mainzplus on condition of approval from the copyright and intellectual property owners; mainzplus shall be entitled to charge payment for such approval.

2. In addition, mainzplus shall be entitled to prepare or have prepared any audiovisual recordings, photography, or descriptions of the event course for documentation or publication unless the Tenant objects.

§10 Ticket contingents

1. For each event, mainzplus shall be entitled to a free ticket contingent for a number of places for medical, fire and security services. The extent of these services (number of persons) shall depend on the type of event, the number of visitors and the safety regulations specific to the event on a case-by-case basis.

2. The following ticket contingents shall be provided for mainzplus for each event at the following venues:

Rheingoldhalle Kongresssaal: 26 service tickets
Rheingoldhalle Gutenbergsaal: 20 service tickets
Kurfürstliches Schloss: 16 service tickets
Frankfurter Hof: 10 service tickets
Bürgerhäuser: 8 service tickets

These ticket contingents shall be reserved for guests of honour as well as wheelchair users. Spaces shall be reserved for visitors in wheelchairs. A disabled space consists of two ordinary spaces, one for the disabled person and one for an accompanying person.

3. Admission tickets shall be printed according to the approved seating plans on prior consultation with mainzplus.

§11 Ticket sales

Ticket reservations and on-the-door ticket sales shall be the sole responsibility of the Tenant. The facilities available shall be used for selling admission tickets and event programmes at the locations on the rented premises as designated by officers from mainzplus.

§12 Visitor services and catering

1. Service partners commissioned by mainzplus shall be responsible for visitor services at the venue; this covers catering, cloakroom, booth construction, rented furniture, and audiovisual equipment. The Tenant shall not be entitled to perform any of these services itself or commission these services to a third-party contractor.

The caterers selected by the Tenant shall also sign and return the Agreement with mainzplus before the end of the acceptance period (cf. §2.1).

According to this agreement, mainzplus shall be paid a catering lump sum of twelve percent of the total turnover from the service partner ex VAT, plus the statutory VAT applicable at the time of service rendered.

2. Especially for safety reasons, only approved subcontractors of mainzplus shall be responsible for electrical installations and plumbing, attaching suspensions, appointing security staff to ensure the safety and security of the premises, appointing hall staff, commissioning cleaning staff for cleaning services during and after the event, and employing medical services and fire safety personnel.

§13 Commercial activities and merchandising

1. The Tenant shall not appoint commercial services of any type such as photographers, flower sellers, performers or similar, or itself indulge in any commercial activity beyond the event itself, without prior written approval from mainzplus.

2. If mainzplus should approve, a percentage of the proceeds billed separately shall be paid to mainzplus.

§14 Cloakroom

1. Only mainzplus and contractors of mainzplus shall be responsible for visitor cloakroom services, and mainzplus shall at its own discretion decide whether and how many cloakrooms are available for each event. A cloakroom requirement will always apply for seating arrangements in rows or at tables.

2. Outer clothing such as jackets and coats shall be left at cloakrooms intended for the purpose in front of the event hall, especially for fire protection. The Tenant shall ensure that the visitors make use of cloakroom services.

3. Visitors shall pay cloakroom fees to the cloakroom staff at the amount set. The Tenant may take on cloakroom management at the Tenant's request and on prior approval of mainzplus, and mainzplus will conclude a cloakroom insurance policy.

4. Without cloakroom staffing, mainzplus shall not entertain any responsibility for protection and safekeeping of left clothing; the Tenant shall in this case be liable for any lost garments belonging to visitors.

§15 Exercising House Regulations

1. The Tenant and its event manager shall ensure that visitors comply with House Regulations within the premises to the extent required for the orderly and safe course of the event. The Tenant shall ensure the orderly and safe course of the event, and is responsible for enforcing the House Regulations as well as any smoking bans for guests and visitors at the event; in case of violation, the Tenant shall ensure that there are no repetitions.

2. For the duration of the event, mainzplus and persons appointed by mainzplus shall also be responsible for enforcing House Regulations. The persons appointed by mainzplus shall be granted access to all of the premises in order to ensure the enforcement of House Regulations.

§16 Termination of the event

Breach of major contractual obligations or Safety Regulations and especially causing danger shall entitle mainzplus to immediate evacuation of the premises and return of the rented premises. If the Tenant fails to comply with such a request, mainzplus shall be entitled to have the evacuation conducted by a third party at the expense of the Tenant. The Tenant's full payment obligation shall in this case still remain in force.

§17 Safety Regulations

The Safety Regulations of mainzplus shall apply strictly to any decorations in the premises, or stages, platforms, scenery areas used or installed, or any stage, studio, lighting or other technical equipment, or trade fairs or exhibitions, or booths in the venue or in the outdoor area. The Safety Regulations are included as a schedule to the Agreement where the installation or use of corresponding installations is to be expected at agreement conclusion. Otherwise, the Tenant will on request be sent a copy of the Safety Regulations at any time. The Tenant shall pass on the intended purpose to exhibitors with registration if a trade fair or exhibition is to be held. The Tenant shall be responsible to mainzplus for compliance with the Safety Regulations.

§18 Non-smoker protection at venues

1. The Tenant/event organiser shall be responsible for compliance with smoking bans according to Germany's non-smoking protection law. The Tenant/event organiser shall be responsible to visitors for enforcing smoking bans, informing transgressors of the smoking ban, and ensuring that there is no repetition. This smoking ban extends to the use of electronic cigarettes, otherwise known as e-cigarettes. Violations of German non-smoking protection law may be treated as an administrative offence.

2. An administrative offence suit may also be brought against the Landlord or management of a venue on violation of non-smoking protection law; the Tenant shall indemnify the Landlord for any transgressions against the Agreement in §18.1 by the Tenant or the Tenant's vicarious agents.

§19 Final terms, place of court jurisdiction

1. This contractual arrangement shall be subject to German law alone. The place of performance is Mainz with all parties to the Agreement acting in a commercial capacity.

2. Any terms in these Terms and Conditions or Safety Regulations that should prove invalid now or in the future shall not affect the validity of the remaining terms, and shall be altered or amended so as to reach as close an approximation to the intended purpose as possible.

February 2013
mainzplus CITYMARKETING GmbH
Division Mainz Congress
Rheinstraße 66, 55116 Mainz, Germany

House Regulations

Of mainzplus CITYMARKETING GmbH
Division Mainz Congress

These House Regulations determine the rights and responsibilities of visitors during their stay at the venue. The Tenant shall ensure compliance with responsibilities among visitors and guests.

Admission to the venue shall only be given to guests of the event organiser and visitors with valid admission tickets. Visitors shall take the seat stated on the admission ticket, and only use the entrances intended. Admission tickets shall lose their validity on exiting from the venue.

All of the fittings and furnishings at the venue **shall be treated with care**. Everyone at the venue shall behave in such a way as not to injure or endanger anyone else, or to cause disturbance or hindrance to a greater extent than is unavoidable given the circumstances.

Smoking is forbidden throughout the venue, and the corresponding notices shall be observed.

Rooms, halls, buildings and outdoor areas **may be closed and evacuated** for safety reasons. Everyone present at the venue or on the grounds shall follow instructions immediately and leave the venue at once after an evacuation order.

Bags, containers and clothing such as coats, jackets and cloaks brought to the venue may be inspected. Visitors that object to such security and safety inspections for objects that may pose a risk to the event or other visitors shall be excluded from the event without entitlement to a refund for admission fees. Depending on the type of event, bags and similar containers may be forbidden at the event. The use of cloakroom services is mandatory.

Persons obviously under the influence of **alcohol or narcotics** shall be excluded from the event, and shall leave the venue.

The regulations according to German youth protection law shall apply. Exceptions shall only be made according to conditions explicitly stated on notices at the ticket office or entrance area.

The following objects are forbidden:

- Weapons and dangerous objects, and objects that may cause injury if thrown
- Gas spray cans, corrosive or discolouring substances or pressurised containers with flammable or harmful gases except for standard pocket lighters
- Containers made of brittle material or material likely to splinter if broken
- Fireworks, rockets, flares, smoke powder, maroons, or other pyrotechnics
- Mechanically or electrically driven objects intended to cause noise
- Any food or drink
- Narcotics
- Animals
- Racist, xenophobic or extremist propaganda material
- Audiovisual recording equipment intended for commercial use unless corresponding approval has been granted by the event organiser

Rights to one's own image: Visitors may not hinder or otherwise impair the work of staff of mainzplus, the event organiser or photographers commissioned for the purpose in taking photographs or audiovisual recordings of the event for reporting or advertising purposes. Everyone that enters, or stays at, the venue shall be aware of the performance of audiovisual recordings and photography from the House Regulations displayed. By entering the premises, visitors shall give their consent to being recognisably recorded or photographed, and for such recordings or photographs to be used for reporting or advertising.

Sound volume at musical events: Visitors in the audience area are advised that they may be exposed to sound levels for long periods

that may cause permanent hearing damage. We especially recommend the use of hearing protection; if requested, the event organiser will provide earplugs for the purpose.

House bans apply to all current and future events held at mainzplus premises. Appeals with justification may be lodged against house bans in writing; the decision as to whether to lift the ban shall be made within three months.

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SAFETY REGULATIONS
Of mainzplus CITYMARKETING GmbH
Division Mainz Congress

Scope: These organisational and technical security provisions of mainzplus CITYMARKETING GmbH, Division Mainz Congress, hereinafter referred to as mainzplus, are based on legal and administrative requirements, and apply to any event, trade fair or exhibition held in premises run by mainzplus. Planning authorities, police or fire services may impose additional safety and fire protection requirements, especially for events that may pose increased risk to people and property.

An exhibit booth may be partly or wholly forbidden from commissioning in the interests of all event participants if safety issues found have not been remedied by the start of the event.

1. Tenant's reporting and disclosure obligations

1.1 Event construction: The Tenant shall report in writing the following to mainzplus up to four weeks before the event at the latest to ensure event safety and smooth event preparation and management:

- The name of the event manager
- Whether those in charge of event equipment as appointed by the Tenant will be supervising installation and dismantling as well as the event itself
- The size of any stages, platforms or scenery areas
- Whether stage, studio or lighting equipment or other technical equipment will be brought into the venue
- Whether technical equipment will be moved or structurally altered during the event
- Whether engineering-related movements or artistic performances will be taking place in the audience area
- Whether pyrotechnic effects or other actions that may pose a fire risk, laser shows or fog machines have been planned for the event – observe reporting obligations
- Whether decorations, fittings, or props will be involved – fire class certificates must be brought to the event
- The time set for technical testing – exceptions require prior application and approval

1.2 Fire alarm system: Some venues have automatic fire alarm systems installed. Any smoke, fire, heat, heavy dust formation, fog machines, or similar shall be reported in time to set the fire alarm system accordingly. The Tenant shall be charged for any costs involved due to fire alarms set off due to failure of the Tenant to report such risks.

1.3 Technical testing: A non-public test of the technical equipment shall be held with complete stages and scenery installed before the event where stages or platforms and scenery areas of more than 200 m² footprint are to be used, unless the construction supervision authority has waived this requirement due to the type of event or scope of scenery installation as long as such installations pose no risk. The construction supervision authority shall be informed of the probable time of technical testing at least twenty-four hours beforehand. Applications for waivers from technical testing shall be made at least a week before the event; mainzplus shall take on notification or application for waiver on condition that it has the necessary information and notification from the Tenant on time.

1.4 Guest performance logbook: No further technical testing or acceptance is required in events with guest performance for which a guest performance logbook has been issued. The Tenant shall submit the guest performance logbook to the construction supervision authority at least one week before the event; mainzplus shall take on the service of submitting the guest performance logbook to the construction supervision authority as long as it has received the logbook on time from the Tenant.

1.5 Administrative reporting and permission requirements of any type shall be conducted on the sole responsibility and at the sole expense of the Tenant; mainzplus shall on request provide support in administrative reporting and permission processes.

2. Persons responsible

2.1 Tenant's responsibility: The Tenant shall carry the responsibility for the event programme as well as smooth and safe event course, and for insurance obligations within the venue with respect to decorations, fittings, props, stages, platforms,

suspensions, cabling, and stage, studio and lighting equipment installed by the Tenant or the Tenant's vicarious agents for the duration of the tenancy period. The Tenant shall comply with the requirements of the German regulations on venues (hereinafter referred to as VStättVO) as well as the BGV C1 accident prevention regulation – event and production venues and premises for staged performances – for any and all materials and objects. The Tenant shall also be responsible for compliance with laws on youth protection, work on Sundays and bank holidays, commercial regulations and noise emissions as well as local venue closing times.

2.2 Event manager: The Tenant shall name a person responsible as the event manager present at the transfer and during the entire course of the event at the premises to mainzplus before the event. The event manager shall take part in inspecting the rented premises, and shall familiarise himself or herself with the venue, and ensure the event's safe and orderly course. The event manager shall be present during the event operation, constantly reachable, and as necessary, shall make decisions necessary in consultation with the contact person named by mainzplus, the authorities and external services such as the fire brigade, police, construction authorities, regulatory authorities, and medical services. The event manager of the Tenant shall terminate the event if necessary due to danger to persons at the venue, if safety equipment, systems or guards fail to work, or in inability or failure to comply with operating requirements according to the regulations on venues (see 3.) The event manager of the Tenant shall be supported by a contact person named by mainzplus, who, in addition to the event manager, will also have full authorisation to ensure enforcement of the Landlord's House Regulations among persons at the venue.

2.3 Persons responsible for, and staff specialised in, technical equipment for the event shall be provided by mainzplus at the cost of the Tenant if the Tenant does not have suitably qualified staff available.

A person responsible for technical equipment at the event shall be present during stage, studio, lighting equipment installation and dismantlement on scenery areas greater than 200 m². A specialist in event equipment shall be enough for scenery areas between 50 and 200 m².

At least one specialist responsible for stage and studio, or hall event equipment as well as one specialist responsible for lighting shall be present at the venue for rehearsals, events, and broadcasts for events with more than 200 m² scenery area. One specialist in event equipment shall be enough for scenery areas between 50 and 200 m².

A specialist or other person authorised for supervision may take on the necessary technical supervision in individual cases as based on a risk assessment provided by mainzplus once the persons responsible for event equipment or specialists have checked the functionality and safety of stage, studio, and lighting equipment as well as other technical equipment at the venue before the event, and have concluded that there is no danger due to the type or course of the event, and that the equipment and fittings will not be changed or moved during the event. This shall be conditional upon the supervisor being familiar with the technical equipment.

2.4 Responsibility of mainzplus: mainzplus and anyone authorised by mainzplus shall carry the authorisation and obligation to perform random checks for tenant compliance with regulations for venues and these Safety Regulations. These persons shall be granted access to the rented premises and areas at any time for this purpose. In cases of violation of these Safety Regulations or legal regulations specific to the event or other administrative requirements, mainzplus may order the Tenant to vacate the premises immediately and return the rented premises. If the Tenant fails to comply, mainzplus shall be entitled to have the premises vacated at the cost and risk of the Tenant.

3. Operating safety regulations

3.1 Technical installations: All structural installations in the venue shall only be operated by mainzplus staff; this also applies to connections to lighting and power supplies. Any technical equipment brought in by the Tenant or by contractors on commission by the Tenant shall comply with generally recognised technical safety and functionality regulations. Unless otherwise agreed in advance, the Tenant shall not be entitled to have mainzplus remove its own technical equipment from the premises.

- 3.2 Escape routes and seating plan:** The approved escape routes and seating plans shall apply to seating at the venue. Alterations to the escape routes and seating plans shall require explicit approval from mainzplus, and usually also additional administrative approval. Exceeding capacity at the venue is strictly forbidden. This applies to events either with or without seating.
- 3.3 Fire services manoeuvring zones, safety equipment:** Fire services access and manoeuvring areas marked with clearway signs shall be kept clear at all times. Vehicles and objects standing on emergency access routes and safety areas shall be removed at the cost and risk of the owner. Fire alarms, standpipes, hydrants, fire extinguishers and lines, smoke vents, trigger points for air extraction installations, smoke detectors, phones, communications systems, heating and ventilation intake and outlet points, and access to the fire service monitoring room, signs to such installations and the green emergency exit signs shall be accessible and visible at all times, and may not be blocked, covered by objects hung over them, or otherwise obscured.
- 3.4 Emergency exits, corridors and aisles:** These escape routes shall be kept clear at all times. Doors along escape routes must be able to open easily to their full extent. Escape routes, exit doors, emergency exits and their markings shall not be blocked, covered by objects hung over them, or otherwise obscured. Corridors must never be obstructed in part or in full by objects placed in the corridor or objects protruding out into the corridor. All corridors shall serve as escape routes in an emergency.
- 3.5 Stages, platforms, and other structures** that the Tenant has brought into the venue shall require approval from mainzplus and the building authority, as applicable. These structures shall be formed in such a way as to remain stable under vibration. Requirements according to VStättVO with respect to these fittings and DIN 4102 or Class C according to EN 13501-1 (Fire Test to Building Material - Classification) as well as regional building regulations shall be strictly observed and complied with for any objects brought into the venue. Exhibit booths including fittings and exhibits as well as advertising displays shall be kept stable so as not to pose a risk to life and limb, or safety and order. The exhibitors are responsible for the stability of the exhibit booths, and may be required to provide documentation.
- 3.6 Decorations:** Materials, decorations, and curtains used for decorating the venue shall be made at least of flame-resistant material according to DIN 4102, or at least Class C according to EN 13501-1. Material can only be made flame-resistant after manufacture by treatment with a flame retardant, which must be officially approved for the purpose. Confirmation of flame resistance or impregnation with a flame retardant according to regulation shall be available at booths for inspection at any time. Decorations in necessary corridors and stairwells (escape routes) shall be made of non-flammable material. Materials subject to repeated use shall be retested for flammability and impregnated again as necessary; mainzplus may insist on the Tenant providing the corresponding certificates on flame resistance of objects. Decorations shall be kept away from ignition sources, spotlights and infrared heaters so as to prevent any risk of the material catching fire. Decorations shall be kept very close to walls, ceilings or fittings. Decorations hanging free in the room shall only be permitted with a 2.50 m gap between the decoration and the floor. Decorations in natural plant material may only be kept in rooms as long as they are fresh. Bamboo, reeds, hay, straw, bark mulch, peat, or similar materials do not usually comply with the above regulations (ignition risk from tobacco products). Balloons filled with inert gas and other floating or flying objects may only be used on approval by mainzplus.
- 3.7 Fittings,** i.e. parts of stage and scenery, such as walls, flooring, or ceiling elements shall be made of at least flame-resistant material.
- 3.8 Props,** i.e. furnishings in stages and scenery, shall be made of at least flame-resistant material. Flammable material shall be kept away from ignition sources, spotlights and infrared heaters so as to prevent any risk of the material catching fire.
- 3.9 Combustible packaging and waste materials:** The Tenant shall remove any combustible packaging and waste materials from the premises immediately. No waste or residual materials shall be stored on or underneath stages or platforms. Waste may be disposed of using the containers intended placed by mainzplus for a fee (see price list). The Tenant shall on its own responsibility dispose of hazardous waste.

Exhibitors that have not commissioned the event organiser or mainzplus with waste disposal shall dispose of their own waste on their own responsibility and at their own expense.

- 3.10 Disposal of non-approved construction parts and materials:** Any fittings, furnishings, props or decorations (materials) at the venue that have not been approved or are not compliant with these technical safety regulations shall not be used for installation or assembly at the venue, and shall be altered or disposed of at the expense of the Tenant. This shall also apply to substitute performance by the Landlord. The partial or complete closure of the booth may be ordered for cause, especially in the case of serious safety issues.
- 3.11 Open fire, flammable fluids, gases and pyrotechnical equipment, explosive and other dangerous materials are forbidden.** This prohibition does not apply to the use of open fire, flammable fluids and gases, or pyrotechnical equipment justified by the type of event and where the Tenant has coordinated the necessary fire protection measures together with mainzplus and the fire services. Pyrotechnical equipment shall be approved by the authorities, and supervised by staff suitable according to German explosives law. Documentation on the owner of the permit and certificate of competence shall be submitted. Candles and other light sources as table decorations as well as open fire in kitchen facilities intended for the purpose require the approval of mainzplus. Candles may only be used as protected light sources in candle holders closed at the base and on the sides. Spray guns and nitrocellulose coatings are forbidden. Spirits and mineral oils such as petroleum shall not be used for cooking, heating or operational purposes.
- 3.12 Laser systems, fog machines:** Certain laser systems must comply with regulations according to the professional association, and shall be reported to the authority concerned. This notification shall include a written appointment of a laser protection officer for operating laser equipment, and mainzplus shall be informed of the intended use. Fog machines require approval from mainzplus in order to prevent false alarms from the fire alarm system.
- 3.13 Abrasive cutting, hot work and any use of open flame:** Welding, cutting, soldering, thawing and abrasive cutting are forbidden at the venue; exceptions shall require prior notification and consultation with mainzplus.
- 3.14 Punching holes and hammering in nails, hooks or similar** in flooring, walls and ceilings is forbidden. Countersinking bolts is also forbidden. Placing moist objects or objects saturated in water on hardwood flooring is forbidden; any emerging moisture shall be removed immediately. Refrigerators shall be placed on a waterproof covering. Heavy loads, lifted materials and crates shall only be handled using carts or pallet jacks fitted with rubber tyres. Skid marks from rubber tyres shall be avoided. Carpets and other decorations placed on the floor shall be laid by the Tenant so as to prevent anyone from slipping, tripping or falling. Carpets and other flooring shall not extend beyond the boundaries of the booth. Self-adhesive carpet tiles are forbidden. Only carpet tape that can be removed without trace shall be used for adhesive markings, carpet fastenings, and similar; mainzplus shall charge the Tenant an additional cleaning fee for cleaning up above-average soiling or for removing stubborn adhesive materials. Any materials used must be removed without trace. The same shall apply to substances such as oils, fats, coatings, and similar. Hall flooring may not be painted.
- 3.15 Sound volume at musical events** Musical event organisers shall on their own responsibility check whether and which safety measures are necessary towards preventing injury to members of the audience, and shall institute such measures on their own responsibility. The Tenant shall ensure that visitors and third parties to the event are not injured through sudden loss of hearing and similar during the event by setting appropriate limits to sound volume. As a generally accepted technical rule, DIN 15 905-5 on event equipment – audio equipment – part 5, covering measures towards avoiding hearing damage in the audience due to high noise pressure level in electroacoustic audio equipment, shall apply. The Tenant shall observe this regulation. The Tenant shall provide a sufficient number of earplugs as hearing protection at the Tenant's expense and provide these to visitors, if requested, unless exceeding the permitted limits can be excluded. A recognisable notice to this effect shall be posted in the entrance area.

3.16 Smoking ban: Smoking is strictly forbidden in the halls, rooms and at the booths; this shall also apply to electronic cigarettes. Each exhibitor shall observe and enforce this prohibition at the booth.

The following additional regulations apply to trade fairs and exhibitions:

1. Installation and dismantling: All installation and dismantling work shall be carried out in compliance with the applicable regulations on health and safety at work, commercial law and law on venues. Exhibitors and service contractors hired by exhibitors shall be responsible for ensuring compliance with regulations, and for ensuring that no danger arises in interactions with other exhibitors and their service contractors during installation and dismantling. Wherever necessary, they shall appoint a coordinator to coordinate these activities. The event organiser, mainzplus, or the authority concerned may order work to stop in cases of violation of regulations applicable. The original condition of the exhibition space shall be restored after dismantlement. The exhibitor shall be held liable for damage to ceilings, walls, flooring, and installed fittings.

Damage to the hall or its fittings, or to outdoor installations by an exhibitor or third parties commissioned by the exhibitor shall always be reported to mainzplus.

2. Vehicle access to the premises: The premises shall not be accessed by cars or trucks. Permission shall only be granted by mainzplus in individual cases. Forklift trucks, pallet jacks, boom lifts and containers shall only be used in the halls with the approval of mainzplus. Vehicles with internal combustion engines shall only enter the hall with one litre of fuel in the tank. The battery shall be disconnected and the fuel tank shall be filled up with an inert gas such as carbon dioxide, and locked. Other safety measures may also apply in special cases.

3. Booth space: The booth space in the booth confirmation shall be marked by the event organiser on the request of the exhibitor. The booth shall be installed on this space. The exhibitor must expect slight deviations in the booth dimensions, such as due to varying partition wall thickness. Pillars, projecting walls, partitions, distribution boxes, fire-extinguishing equipment, and other technical fittings shall be part of the space, so only on-site measurement shall apply to the location, position, dimensions, and any fittings on the rented space. Claims against the event organiser or mainzplus due to deviations from the booth space confirmation shall not be entertained.

4. Exhibit booths and special structures requiring permission: All exhibit booths more than 2.50 m in height, mobile booths, special constructions and fittings shall be presented to the event manager, who will present the items to mainzplus for approval. Usually, this will also involve submitting a logbook or structural analysis.

5. Booth construction materials: Highly flammable materials and materials that burn as they drip or liberate toxic gases may not be used in the booth construction. Special requirements may be made for load-bearing members in individual cases for safety reasons. DIN 4102 and EN 13501-1 (Fire Test to Building Material - Classification) shall be strictly observed and complied with. Covers and fabric sheeting shall only be permitted if they have been tested by VDS (01.08.2013) for use with sprinklers.

6. Glass and acrylic glass: Only laminated safety glass may be used. Glass edges must be protected or treated in such a way as to eliminate any risk of injury. Whole glass parts shall be marked at eye level. TRAV requirements (technical regulations for use of fall-protected glazing) shall be complied with.

7. Exits from booths surrounded by other structures: Booth spaces with a footprint of more than 100 m² or convoluted layouts shall have at least two separate exits, escape routes or rescue routes facing one another. The distance from any one place on the exhibitor's space to a hall aisle shall not exceed 20 m.

8. Railings around platforms: Generally accessible spaces that adjoin other spaces more than 0.20 m lower shall be protected by surrounding railings.

9. Suspensions and structural modifications: Parts of the hall and technical fittings shall not be subjected to burden from booth constructions or exhibits. Hall pillars and supports may be built around within the booth space without damage while keeping to the permitted construction height. Suspensions from the hall ceiling are only possible using the technical fittings intended for the purpose, and may

only be carried out by mainzplus or its specialist contractor commissioned for the purpose.

10. Electrical and water supply installations: Connections to the existing mains supplies shall only be made by mainzplus itself or a contractor approved and trusted by the venue. Corresponding work on the booth should also be carried out by a specialist contractor approved by mainzplus. The entire electrical system for the exhibit booth shall be set up according to the latest safety regulations of the VDE (German electricians' association) in specific compliance with VDE 0100, 0128 and ICE 60364-7-711.

11. Cooking hobs, spotlights, transformers: For added protection, any heat-generating electrical appliances shall be placed on non-flammable heat-resistant asbestos-free surface coverings. Sufficient gaps between devices and flammable materials shall be maintained according to heat generated. Lighting may not be attached to decorations or similar. At the end of the daily opening times, do not forget to switch off electrical cooking appliances and other appliances that may pose a hazard if left to operate unsupervised. We recommend suitable and tested fire extinguishers kept ready at the booth.

12. Advertising materials, advertising: Unauthorised advertising outside the exhibit booth, such as distributing brochures and attaching advertising signs, is forbidden.

13. CE marks on products: Products that do not carry the CE mark and do not fulfil the conditions set by German law on technical working materials and consumer goods (GPSG) may only be exhibited if a visible sign clearly states that the products do not fulfil these criteria, and can only be purchased in the European Union once corresponding compliance has been achieved. Presentations shall include the necessary precautions for protection against injury.

14. Audiovisual presentations: Operating audio equipment as well as audiovisual presentations of any type by the exhibitor shall require approval from the event organiser or mainzplus, and shall be submitted in writing. The sound volume may not exceed 60 dBA in musical performances. On repeated violation of this regulation, the electrical supply to the exhibit booth may be cut without regard for the associated loss of supply to the booth. The exhibitor shall not have any right to claim for damages arising directly or indirectly from the loss of electrical power. The burden of proof shall remain with the exhibitor that the exhibitor has complied with the regulations.

15. Waste containers, waste disposal: No recycling or waste containers made of flammable materials may be placed at booths. Recycling and waste containers at the booths shall be emptied regularly, or every evening after the trade fair day has ended at the least. Large quantities of flammable waste shall be emptied several times per day. Storing empties, packaging and packaging materials of whatever type at the booth and outside the booth in the hall is forbidden. Any empties, packaging or packaging materials shall be removed immediately.

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mainzplus CITYMARKETING GmbH
Division Mainz Congress
Rheinstraße 66, 55116 Mainz, Germany