

Kassel Kongress Palais HOUSE RULES

The Kassel Kongress Palais (hereinafter referred to as the **Venue**) is marketed and operated by Kassel Marketing GmbH (hereinafter referred to as the **Operator**). The House Rules apply to the Venue and the associated outdoor area. They apply to everyone who enters the Venue or the premises or spends time there.

The Operator and commissioned third parties (e.g. organisers) exercise the domiciliary right.

The Operator is entitled to limit access to the premises – especially the hall – for visitors, exhibitors and other third parties, e.g. to only allow access upon presentation of an **admission ticket** and to check compliance with the access conditions.

Children and teenagers under the age of 14 are only admitted when accompanied by an adult. Exceptions will be announced separately. Teenagers aged 14 and older have unrestricted access, like adults. Event-related special regulations, e.g. “only for trade visitors”, remain unaffected by this.

Ticket checks on the premises may be conducted by the employees of the Operator and by security companies commissioned by the latter. Persons who do not have a valid admission ticket or are in the hall or in the grounds without authorisation in another way must immediately leave the premises.

The contents of **bags, receptacles and clothing** such as coats and cloaks may be checked. Visitors who do not agree to items that may constitute a danger to the event or to visitors being held for safekeeping by the security staff will be excluded from the event. Rejected visitors are not entitled to a reimbursement of the entrance fee. In accordance with the particular nature of the event, visitors may be prohibited from taking bags and similar receptacles into the event.

Wheelchairs and walkers may not be taken onto the galleries for safety reasons. The corresponding signs must be observed.

Persons who are recognisably under **the influence of alcohol and/or drugs**, will be excluded from the event and expelled from the grounds.

Sticking anything to walls, signs and fixtures and putting up signs or decorations etc. (including with the help of tacks or similar) is expressly prohibited. All of the facilities at the Venue must be used with care. Within the Venue, everyone must behave in a way that does not harm other people, put them at risk, obstruct them more than is unavoidable in the circumstances or bother them.

Volume during a music event: To reduce the risk of damage caused by the sound level at music events, we particularly recommend the use of ear protectors. Visitors can receive earplugs in the cloakrooms on request.

House bans that are pronounced by the Operator apply to all ongoing and future events that are conducted in the Venue. The Operator makes the decision about whether to lift a house ban on request at its own discretion.

Keeping the fire brigade deployment zones free: the fire brigade deployment zones to the left and right of the Historic House and the fire brigade access in the concert garden (on both sides 5 m width from the entrance gate to the back of the Historic House) must always be kept free. Vehicles parked without authorisation will be towed away at the owner's expense.

Food and drink can be purchased in the Venue. Visitors are not permitted to bring food and drink with them.

Smoking is prohibited in the Venue. The notices to this effect must be observed.

The **measures to prevent infection** that are indicated separately in the Venue must be observed and strictly complied with at all times.

Any conduct that may disrupt the proper course of the event or infringes the legitimate interests of the Operator in another way is prohibited. Especially:

- Any unauthorised commercial activity at the Venue (especially offering objects and services of all kinds – for money or free of charge);
- The unauthorised distribution or posting of leaflets, brochures, posters, magazines etc. or the attachment of any kind of sticker;
- The contamination of the hall areas or the outdoor area, as well as any conduct that may pollute or endanger the environment;
- The use of bicycles, scooters, kickboards, roller skates, inline skates, skateboards and comparable means of transport in the Venue and on the premises;
- Unauthorised gatherings and parades of all kinds.

Visitors are prohibited from bringing the following items with them:

- Weapons or dangerous objects or things that could cause people physical injuries when they are thrown;
- Gas spray cans, corrosive or colouring substances or pressurised containers for highly flammable or health-damaging gases, except for commercial pocket lighters;
- Receptacles that are made of fragile or splintering materials;
- Fireworks, rockets, Bengal fire, smoking powder, flares and other pyrotechnic articles;
- Flag or sign poles that are not made of wood, that are longer than 2 m or that have a diameter greater than 3 cm;
- Mechanically and electrically operated instruments that emit a noise;
- Animals, exceptions: guide dogs for disabled people, seeing-eye dogs, service dogs;
- Racist, xenophobic and radical propaganda material;
- Video cameras or other audio or visual recording devices (unless the organiser has given its consent).

3. Safety-related operating regulations

3.1 Traffic regulations, escape routes, safety equipment, safety concept

3.1.1 Driving on the premises

Driving on the premises of the place of assembly is only permitted after clearance by the operator. For reasons of traffic safety for visitors, vehicle traffic on the premises of the place of assembly is generally not permitted until the place of assembly has been emptied. This applies in particular to vehicles that wish to enter the grounds of the place of assembly for the purpose of dismantling. The premises may be temporarily closed to motor vehicle traffic. Vehicles of any kind may enter the premises at their own risk. The operator has the right to check the load compartments of motor vehicles and containers carried by persons when entering or leaving the premises.

3.1.2 Forklift, pallet truck

The event organizer and companies commissioned by it may only drive onto event areas, foyers and halls using motorized aids such as forklifts with the express permission of the operator. The organizer or the companies commissioned by the organizer must obtain information from the operator regarding the permissible floor load-bearing capacity and floor condition before moving any loads.

3.1.3 Fire Movement Zones

The access routes and movement areas for the fire department marked with no-stopping signs must be kept clear at all times. Vehicles and objects parked on escape routes and safety areas will be removed at the owner's expense and risk.

3.1.4 Emergency exits, emergency exits, corridors, corridors, tunnels

Escape routes must be kept clear at all times. Doors in the course of escape routes must be able to be opened easily to their full width from the inside. Escape routes, exit doors, emergency exits and their markings may not be blocked, covered or otherwise made unrecognizable. From the beginning to the end of the event, until the place of assembly has been completely emptied, escape routes may not be obstructed at any time by objects that have been placed on them or that project into them. Corridors, aisles and tunnels serve as escape routes in the event of danger. Fire and smoke protection doors may not be held open by wedges or other objects.

3.1.5 Safety devices

Fire alarms, hydrants, fire extinguishers and piping, smoke dampers, smoke exhaust system release points, smoke detectors, telephones, and heating and ventilating system supply and exhaust openings, smoke exhaust systems, their signs, and green emergency exit signs shall be accessible and visible at all times; they shall not be obstructed, covered,

SAFETY CONCEPT

or otherwise obscured.

3.1.6 Safety devices, safety instructions,

The operator shall check the functionality of the building's technical safety equipment in good time before the public is admitted. Between the time of admission and the start of the event or during breaks, the operator is entitled to transmit visual and acoustic safety instructions on video walls and to play them over the public address system.

3.1.7 Safety concept, fire protection regulations

The organizer is obligated to comply with the safety concept and fire protection regulations in place for the place of assembly. The operator is entitled to demand that the organizer draw up and implement an event-specific safety concept for the event, insofar as this is required by the type and scope of the event.

3.2 Installations and superstructures for events

3.2.1 Technical equipment of the place of assembly

As a matter of principle, all existing, permanently installed technical building equipment may only be operated by the operator's personnel or by contractually approved (and) service companies affiliated with the operator. This also applies to all connections to be made to the supply networks (e.g. electricity, water, telecommunications) of the place of assembly. Unless otherwise agreed, the organizer has no right to demand that the operator remove its own installed technical equipment from the event premises.

3.2.2 Technical equipment of the organizer

The technical equipment brought in by the organizer or the companies commissioned by him for this purpose must comply with the generally recognized rules of technology, in particular the requirements of the accident prevention regulations DGUV-V1, DGUV-V3 and DGUV-V17 as well as the associated implementation instructions, rules, principles and information publications with regard to safety and functionality.

Electrical equipment must not be accessible to visitors and must be adequately secured.

3.2.3 Suspensions

For safety reasons, suspensions on the ceilings and in the supporting structure may only be carried out by qualified service partners approved by the operator or under their supervision. The organizer must notify the operator of any necessary suspensions prior to the event (see No. 1.1) and coordinate them. Suspensions must be carried out in accordance with the generally recognized rules of technology. The specified load limits must be observed. In cases of doubt, a static assessment of the suspensions will be commissioned at the expense of the organizer.

3.2.4 Installations and superstructures, grandstands, podiums, stairs, scenic areas, special structures

All installations and superstructures in the place of assembly and the erection of temporary structures in the outdoor area must be notified and, if necessary, approved (see No. 1.3). The effect of fire protection equipment (e.g. automatic fire extinguishing systems, smoke barriers, etc.) must not be impaired by installations and superstructures or other materials. Installations and superstructures must be dimensioned and constructed as well as erected, supported, braced, suspended and anchored in such a way that they are capable of absorbing and transferring all static and dynamic loads to be expected during the intended use; if necessary, static proof must be provided by a competent person. The substructure of the floors of podiums, stage areas and stands must be made of non-combustible building materials. Easily flammable materials, materials that drip flames or materials that form toxic gases may not be used under any circumstances. The requirements of H-VStättR § 33 in conjunction with DIN 4102 or EN 13501-1 (fire behavior of building materials, building components) must be observed. The presentation of an official test certificate on the fire behavior and the required properties of the material may be required.

3.2.5 Carpets, flooring

The installation of carpets or other floor coverings shall be done in a manner that does not create a slip, trip or fall hazard for persons. Carpets and other floor coverings must be laid in such a way as to prevent accidents. Only adhesive tape that can be removed without leaving residue may be used for fixing. Self-adhesive carpet tiles are not permitted. All materials used must be removed without leaving any residue.

The same applies to substances such as oils, greases, paints and the like. The hall floors must not be painted.

3.2.6 Glass and acrylic

Only safety glass may be used for constructions made of glass. Edges of glass panes must be machined or protected to eliminate the risk of injury. All-glass components must be marked at eye level.

3.2.7 Bolts, holes, nails

The insertion of bolts and anchors, the driving of nails, and the hammering and drilling of holes is prohibited. Bolt shooting is also not permitted.

3.3 Decorations, equipment, props

3.3.1 Decorations

Materials, decorations and curtains used to decorate the event must be made of at least flame-retardant material (in accordance with the overview in DGUV-I 215- 313 "Fire protection in decoration construction"). Decorations in necessary hallways, corridors and stairwells (escape routes) must be made of non-combustible materials. Materials that are used repeatedly must be re-tested for flame resistance and re-impregnated if necessary. Presentation of an official test certificate on the required properties of the material may be required.

All materials brought in must be far enough away from ignition sources, spotlights and heat sources that they cannot be ignited by them.

Decorations must be attached directly to walls, ceilings or equipment. Decorations hanging (freely) in the room are only permitted if they are at least 2.50 m from the floor and the effect of automatic fire extinguishing equipment is not impaired. Decorations made of natural plants may be in the rooms only as long as they are fresh. Bamboo, reeds, hay, straw, bark mulch, peat, (fir) trees without root balls or similar materials do not meet the above requirements. The operator decides on exceptions in consultation with the fire department.

The use of balloons filled with inert gases (especially helium) and other flying objects must be approved by the operator in advance of the event.

3.3.2 Equipment

Equipment that is part of the stage and scenery, such as wall, floor and ceiling elements, must be made of at least flame-retardant materials. Corresponding certificates regarding the flame retardancy of items must be submitted to the operator upon request.

3.3.3 Props

Props are furnishings for stages and scenery. They must be made of at least normally flammable material.

3.4 Special fire protection regulations

3.4.1 Open fire, flammable liquids, gases, pyrotechnics

The use of naked flames, flammable liquids, gases, pyrotechnic objects, explosives and other highly flammable substances is strictly prohibited. The ban does not apply if the use is justified by the nature of the event and the organizer has coordinated the necessary fire protection measures with the operator and the fire department in each individual case. The use of pyrotechnic objects must be approved by the regulatory authority of the City of Kassel and must be supervised by a person suitable according to explosives law. Proof of the holder of the certificate of competence, the insurance policy (pyrotechnics liability insurance) and the permit issued by the authorities must be submitted. The costs incurred for the official approvals and the safeguarding of the event when pyrotechnic objects are used shall be borne by the organizer.

3.4.2 Candles, kitchen and warming equipment

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

3.4.3 Combustible packaging materials

Flammable packaging materials must be removed from the place of assembly by the organizer without delay. Under no circumstances may packaging materials, waste or residual materials be stored under or on stages, grandstands or platforms.

3.4.4 Vehicles with combustion engines

Vehicles with combustion engines in the place of assembly are always subject to notification and approval. As a rule, the maximum permissible tank capacity is limited, the tank cap must be closed and the battery disconnected. Further safety measures may be ordered.

3.4.5 Fire, welding, abrasive cutting, hot work

All types of hot work are prohibited in the place of assembly. Exceptions are only permitted with the prior written approval of the operator and the establishment of appropriate safety measures.

3.5 Occupational safety, health and environmental protection

The operator considers itself obligated to protect the health of all persons present in the place of assembly and to protect the environment. The organizer shall ensure that all provisions relating to occupational safety, health and environmental protection are also bindingly observed by its contractors and business partners.

3.5.1 Occupational safety

All assembly and dismantling work must be carried out in compliance with the applicable occupational health and safety regulations and accident prevention regulations, in particular DGUV-V1, DGUV-V3 and DGUV-V17, as well as the associated implementation instructions, rules, principles and professional association information leaflets. The organizer and the companies commissioned by him are themselves responsible for compliance with the accident prevention regulations and occupational health and safety regulations. In particular, the event organizer and the companies commissioned by it must ensure that their assembly and dismantling work does not endanger other persons present in the place of assembly. Insofar as necessary, the organizer shall ensure appropriate coordination by which the work is coordinated. If this is not possible, he shall temporarily suspend the work and report to the Operator. The Operator shall be entitled to make the commencement and performance of the assembly work in the place of assembly dependent on the Organizer expressly confirming to the Operator in writing that it complies with the accident prevention regulations. The Operator shall keep the relevant documents available on site for this purpose.

3.5.2 Volume, hearing protection

Organizers of musical performances where high sound pressure levels (volume) are to be expected must check whether and which safety measures are necessary to prevent damage to the audience. They shall take the necessary measures on their own responsibility. In particular, the organizer must ensure that visitors and third parties are not harmed during the event by appropriately limiting the volume. As a generally recognized rule of technology, the organizer must observe DIN 15905- 5 "Measures to Avoid Hazard to the Hearing of the Audience from High Sound Pressure Levels in Electroacoustic Sound Systems". The organizer must also provide a sufficient number of

Hearing protection devices (e.g. earplugs) must be provided and made available to visitors free of charge and without being requested to do so, if it cannot be safely ruled out that visitors may be harmed by the corresponding sound pressure levels. This must be clearly indicated in the entrance area of the place of assembly. The organizer is obliged to carry out the documentation according to DIN 15905 (LEQ logging) at his own expense.

3.5.3 Laser systems

The operation of laser systems is subject to notification and must be registered with the operator. Laser systems must meet the requirements of DIN EN 60825-1 "Safety of laser equipment". Class 3b and 4 laser systems must be notified to the responsible supervisory authority (Office for Occupational Safety and Health) before they are put into operation and must be tested for safety by a publicly appointed and sworn expert. The inspection certificate must be submitted to the operator prior to the event. The notification must be accompanied by the written appointment of a laser safety officer present on site.

3.5.4 Smoking ban

Smoking is prohibited in the place of assembly. The organizer must ensure that the smoking ban is enforced during set-up, dismantling and execution of the event.

3.5.5 Waste handling

The generation of waste during set-up / dismantling and during the event is to be avoided as far as possible in accordance with the principles of the Closed Substance Cycle and Waste Management Act (KrW-/AbfG). Waste that cannot be avoided must be disposed of in an environmentally compatible manner (recycling before disposal). The organizer is obliged to contribute effectively to this.

The organizer must ensure that all materials (decorations, packaging, decorations, etc.) as well as installations and superstructures brought onto the premises of the place of assembly by him or his contractors are completely removed again after the end of the event. Only substances and materials that cannot be reused (and thus become waste) are to be disposed of through the operator's waste disposal system for a fee. If hazardous waste (waste requiring monitoring) is produced, the operator must be informed immediately and separate disposal must be arranged via approved service partners of the operator.

3.5.6 Waste water

The disposal of solid or liquid waste via the sewage system (toilets, sewer inlets) is strictly prohibited. When using mobile catering, care must be taken to ensure that fats and oils are collected separately and sent for separate disposal. Cleaning work must always be carried out with biodegradable products.

3.5.7 Environmental damage

Environmental damage / contamination on the premises (e.g. due to leaking gasoline, oil, hazardous substances) must be reported to the operator immediately.

3.5.8 Noise protection for residents

The event must not cause any unacceptable noise nuisance for residents in the vicinity of the place of assembly. Exterior windows and doors must be kept closed during music events and events with a particularly high level of noise. Noise-producing activities must be avoided on weekdays before 7:00 a.m. and after 10:00 p.m., on Sundays and holidays. In the event of violations, set-up and dismantling work as well as the event may be restricted.

Mandatory messages for the event

For events at which an increased risk cannot be ruled out due to the expected audience profile, technical equipment, installed structures, props, equipment, decorations, scenic events or (fire-) dangerous acts, the respective organizer must provide the following mandatory information on the event on the basis of the above contractual safety provisions, as a rule 6 weeks before the event.