



# Safety Regulations

## 1. Sphere of application

The darmstadtium (also referred to below as the "assembly place") is operated by Wissenschafts- und Kongresszentrum Darmstadt GmbH & Co. KG (referred to below as "WKD"). It is represented by Wissenschafts- und Kongresszentrum Darmstadt Verwaltungs-GmbH. These organisational and technical safety regulations shall be applied if the customer or a third-party that he commissions brings decorations into the assembly place for an event, uses or erects stage/stands/props areas or assembles technical stage, studio, lighting or other technical equipment. Supplementary requirements on safety and security and on fire protection for an event can be imposed by construction authorities, the police and fire safety offices, especially if increased risks for people and material assets could result from the type of event planned.

## 2. The organiser's duties of information and notification

### 2.1 Duties of notification before the event

The organiser is obliged to notify WKD in writing, upon request, at the latest 6 weeks before the event starts, of all organisational and technical details, the start of the event, the entrance times, the end of the event, the initial planning of the hall(s), rooms and areas (referred to below as the assembly place) and to agree these with WKD. WKD reserves the right to provide an (electronic) data mask to the organiser to record these data. This mask is for the exclusive use of this event and all the necessary event data are entered into it. WKD reserves the right to transmit this data to the authorities and offices concerned with the event (regulatory office, police, fire brigade, building authority, medical/ambulance service and private security staff). In particular, the data requested from the organiser includes the following:

- The name and personal contact data of his representative authorised to make decisions, who will be present during the event
- Whether he will bring along "People Responsible for Event Technology", who supervise assembly, disassembly and the event
- The size and arrangement of any props areas, stages, stands, catwalks, aprons, podia and similar erections to be assembled
- The number of visitors expected and the public profile expected
- Whether bag checks and entry checks are foreseen
- Whether technical stage, studio, lighting or other technical equipment will be brought in
- Whether technical equipment will be moved or converted during the event
- Whether technical/mechanical movements or artistic displays will take place in or above the visitor space
- Whether acts involving a fire hazard, pyrotechnical effects or the operation of lasers or smoke systems are foreseen (observe the additional requirements for approval).
- Whether decorations, fittings or requisites will be brought in (submit certificates for fire classes)
- Whether the organiser is planning a "technical rehearsal" before the event.

On the basis of the details provided by the organiser, WKD performs a safety and security assessment in advance of the event. This assessment serves as the basis for the necessary safety measures and, in particular, plans the need for and the number of qualified event personnel and external emergency services (fire brigade, ambulance service, regulatory office - see §§ 40 to 43 H-VStättR). If the details expected from the organiser are late, incomplete or non-existent, WKD can assume an increased event risk. All additional costs incurred on this account (e.g. personnel costs for an increased number of security staff) shall be borne by the organiser. Incorrect details can lead to the restriction, cancellation or termination of the event.

### 2.2 Fire alarm system

An automatic fire alarm system is installed in the assembly place. Smoke, fire, heat, a particular development of dust, smoke machines etc. must be notified by the organiser in sufficient time to adjust the fire alarm system. If a false alarm results from the organiser's shortcomings in the notification, the relevant costs shall be charged on to the organiser.

### 2.3 Technical rehearsals

If props areas are used with more than 200m<sup>2</sup> of floor space and in case of guest performance events with their own assembly of props, a non-public, technical rehearsal with a full assembly of props should be executed before the first event as a matter of principle, unless this can be dispensed with because of the type of event or the scope of assembling the props (insofar as harmless). WKD decides on the basis of the foregoing details under No. 2.1 (in agreement with the construction law authorities) whether the rehearsal can be dispensed with. If this is not the case, the organiser must agree the prospective timing of the technical rehearsal with WKD in good time.

## 2.4 Permits and acceptances

Event rooms and areas are leased on the basis of officially approved plans for escape routes and seating with a stipulated maximum capacity of visitors. Changes in the type of use and deviations to the existing, approved plans for escape routes and seating (e.g. by changing the seating arrangements or escape routes, constructing tents, podia, stands, special erections, flying constructions) require written approval from WKD. As a rule, such measures require approval from the construction authorities and need to be accepted by construction law authorities and the fire directorate.

## 2.5 Costs of official permits and acceptances

The intentions designated above and below in the safety regulations as subject to notification or approval may require the organiser to present documents, plans, references, test certificates, appraisals or technical acceptances from the construction and fire protection authorities. WKD shall support the organiser in the execution of official approval procedures. The duration and costs of the approval procedure, including the risk of rejection of approval, are borne to the full extent by the organiser. The organiser likewise bears the costs of official acceptances.

## 3. Responsible persons

### 3.1 The organiser's responsibility

The organiser is responsible for the event programme and the safe, smooth running of the event. He must ensure that the maximum admissible capacity of visitors is not exceeded in the rooms and areas leased to him for the event. Overcapacity is strictly forbidden. The organiser bears the traffic security duty within the assembly place with regard to the decorations, fittings, requisites, assemblies, hangings, cables laid and technical stage, studio and lighting facilities brought in by him or by the third parties he commissions for the duration of use of the assembly place. With regard to all objects and materials brought in, the organiser must comply with the requirements of these safety regulations, the operating provisions of H-VStättR and the German Statutory Accident Insurance (DGUV), particularly DGUV-V 17/18 "Event and Production Places for Scenic Displays". Compliance with all further laws and ordinances applicable to the event (in particular, the Youth Protection Act, the Sunday and Public Holidays Act, the Working Hours Act (AZG), the Work Protection Act, the Non-Smokers Protection Act NW, the Trade Ordinance and the provisions of emission protection and of waste legislation) likewise fall under the sphere of the organiser's own responsibility.

The organiser is obliged to observe the safety concept existing for the assembly place and deploy it in agreement with WKD. If it is necessary for the respective event, WKD shall provide the organiser with the documents of the safety concept that he requires (pocket cards for emergencies etc.) for exclusive use at his event. WKD is entitled to demand the compilation and implementation of an event-specific safety concept for events associated with special risks.

### 3.2 The organiser's representative authorised to make decisions

The organiser must nominate to WKD a representative authorised to make decisions (see No. 2.1), who should be present over the entire duration of the event. At the request of WKD, the representative authorised to make decisions must participate in a joint inspection of the assembly place and familiarise himself with the event rooms, including the escape and rescue routes. At the request of WKD, the representative authorised to make decisions must likewise participate before the event in a coordination/induction session concerning the safety regulations to be observed. The organiser's representative authorised to make decisions ensures that the event runs in an orderly and safe manner. He is obliged to be present during the operation of the event, he must be reachable at all times and shall agree any decision required on the safety of visitors with the contact person nominated by WKD, the authorities and external auxiliary services (fire brigade, police, construction law authority, regulatory office, ambulance service). He is obliged to terminate the event if this is necessary due to a particularly hazardous situation with a tangible danger to people.

### 3.3 Head of event

WKD is entitled to demand from the organiser that the organiser's representative authorised to make decisions takes-on the function of the head of event in accordance with § 38 Paragraphs 2 and 5 H-VStättR for the duration of the event. In this case, the organiser's head of event will be supported by a knowledgeable person authorised to make decisions nominated by WKD. If the function of head of event is not transferred to the organiser or if the organiser refuses to take-on this function, WKD assumes the function of head of event with its own personnel. In the latter case, WKD is entitled to charge the costs incurred by assuming the function of head of event to the organiser in full.



### 3.4 People responsible and specialists for event technology

These shall be provided by WKD at the organiser's expense, if the organiser does not have the relevant, qualified personnel.

3.4.1 The **assembly and/or disassembly** of technical stage, studio and lighting equipment on props areas of more than 200 m<sup>2</sup> and technical rehearsals must at least be headed and supervised by a "Person Responsible for Event Technology". If the props area is between 50 m<sup>2</sup> and 200 m<sup>2</sup>, the presence of a specialist for event technology with at least 3 years of professional experience is satisfactory.

3.4.2 In the case of **general rehearsals, events, transmissions or recordings** of events on props areas of more than 200 m<sup>2</sup>, at least a person responsible for event technology of the discipline stage/studio or the discipline hall and a person responsible for event technology of the discipline lighting must be present in the assembly place. In the case of a props area between 50 m<sup>2</sup> and 200 m<sup>2</sup>, the presence of a specialist for event technology is satisfactory.

3.4.3 If the safety and proper functioning of technical stage, studio and lighting and other technical equipment in the assembly place has been checked by the person responsible for event technology or by specialists before the event, there are no dangers from the type or sequence of the event and this equipment cannot be moved or otherwise changed during the event, the necessary technical supervision can be assumed by a specialist or by some other "supervisory person" in an individual case on the basis of a hazard analysis to be performed by WKD. A prerequisite is that this person is familiar with the technical equipment.

### 3.5 WKD's responsibility

WKD and the people working on its behalf are entitled and obliged to check on a random basis whether the organiser is complying with the operational provisions of H-VStättR and these safety regulations. For this purpose, they must be granted access to the rooms and areas of the event at any time. In case of a violation against these safety regulations and against laws or official orders relating to the event, WKD can demand the immediate clearance from the organiser and return of the object of contract. If the organiser fails to comply with such a demand, WKD is entitled to arrange for the clearance at the organiser's expense and risk.

### 3.6 Entrance personnel, security service, tour security

Security staff is subject to the tasks defined in the H-VStättR. It will be appointed by WKD at the organiser's expense through an external service provider approved by WKD. Among other things, the number of security staff required is determined by the type of event, the number of visitors, potential risks at the event, external threats and by any additional requirements imposed by the authorities. As a rule, WKD will notify the precise number of the entrance personnel and security staff required shortly before the event is held on the basis of the safety assessment performed for the event. If at all feasible, the organiser will be told the likely number of security staff required upon the conclusion of contract.

If the organiser deploys his own tour security to safeguard artists etc., WKD is entitled to issue instructions in accordance with the determinations made in Item 3.8.

### 3.7 Fire brigade (fire safety office) and medical service

The emergency services are informed by WKD before the event takes place on the basis of the safety analysis performed for the event. The scope of these services (number of people on stand-by duty) depends on the type of event, the number of visitors, the safety regulations specific to the event and the official determinations in each individual case. The organiser shall bear the costs of these services.

### 3.8 Exercise of the House Rules

Apart from WKD, the organiser enforces the House Rules viz-à-viz the event visitors and commissioned third parties on the basis of these safety regulations and the applicable House Rules within the rooms and areas leased to him. WKD continues to exercise the House Rules viz-à-viz the organiser and, apart from the organiser, viz-à-viz visitors and third parties during the leasing of the event rooms and areas. The security staff commissioned provides support in exercising the House Rules.

Violations against the House Rules, against these safety regulations and against laws and official orders related to the event must be rectified immediately by the organiser. WKD is entitled to take rectification steps at the organiser's expense if the latter fails to act immediately after a prior demand. If rectification steps are not possible or are unreasonable, if the organiser refuses to take the rectification steps or if he refuses to assume the costs, WKD can demand the clearance and return of the leased event spheres from the organiser as the ultima ratio. If the organiser fails to comply with such a demand, WKD is entitled to arrange the termination of the event, including its closure, at the organiser's expense and risk.

## 4. Technical safety operating provisions

### 4.1 Technical equipment:

As a matter of principle, all permanently installed technical building facilities in the assembly place may only be operated by WKD staff. This also applies to connecting to the lighting and any other house infrastructure. The organiser is not entitled to bring outside technology into WKD or to remove pre-installed technical equipment from the rooms. In exceptional cases (which require written approval from WKD), the organiser's technical equipment brought in or that belonging to commissioned firms must conform to the generally recognised state-of-the-art with regard to safety and proper functioning.

### 4.2 Escape routes and seating plan:

The approved escape routes and seating plans are binding for seating in the assembly rooms. Any change to escape routes or the seating plan (e.g. by changing the arrangement of visitor places) requires the express approval of WKD and, as a rule, additional permission from construction authorities. Overcapacity in the assembly rooms is strictly forbidden.

### 4.3 Fire brigade movement zones:

The necessary approach paths and areas of movement for the fire brigade are marked with no waiting signs and must always be kept free. Vehicles and objects parked or placed on rescue paths and in safety areas will be removed at the owner's expense and risk.

### 4.4 Safety facilities:

Fire alarms, hydrants, fire extinguishers, extinguisher lines, smoke flaps, trigger points for the smoke extractors, smoke alarms, telephones, telephone distribution points, inlets and outlets in the heating and ventilation system, their signs and the green emergency exit signs must be accessible and visible at all times; they may not be blocked, covered or otherwise made unrecognisable.

### 4.5 Emergency exits, escape hatches, corridors, aisles:

Rescue paths must be kept free at all times. The doors in escape routes must be able to be opened easily from the inside to the full width. Rescue paths, exit doors, escape hatches and their signs may not be blocked, covered or otherwise made unrecognisable. Corridors may not be restricted at any time by objects deposited or protruding into the corridor. All corridors count as rescue paths in case of danger.

### 4.6 Platforms, podia

and other temporary stands brought into the assembly rooms by the organiser require permission from WKD and possibly also from the construction authority. They must be installed in such a way their safe standing cannot be impaired by dynamic vibrations. It is essential that the requirements of MVStättV concerning the said equipment and those of DIN 4102 (fire behaviour of construction materials and components) are observed and complied with for all objects brought in.

### 4.7 Decorations:

Materials, curtains etc. used to decorate an event must at least be made of flame-retardant material (B1 pursuant to DIN 4102 or at least class C pursuant to EN 13501-1). Decorations in the necessary corridors, aisles and stairwells (rescue paths) must be made of non-flammable materials (A pursuant to DIN 4102 or A1 pursuant to DIN EN 13501-1). Materials used repeatedly must be re-checked for their flame resistance and, if necessary, re-impregnated. WKD can demand the submission of an official test certificate concerning the properties demanded from the material.

All materials brought in must be kept as far away from sources of ignition, spotlights and sources of heat so that they cannot become ignited by these. Decorations must be installed directly onto walls, ceilings or fittings. Decorations hanging (freely) in the room are not admissible unless they are spaced at least 2.50m from the floor and do not impair the workings of automatic fire extinguishers. Decorations made from natural plant material may only be kept in the room as long as they are fresh. Bamboo, reeds, hay, straw, bark mulch, turf, (fir) trees without balls or similar materials do not satisfy the aforesaid requirements. Exceptions are decided upon by WKD in agreement with the responsible authority.

### 4.8 Fittings

(= components of stages and props), such as elements of walls, floors and ceilings of stages and props must at least be made of flame-retardant materials.

### 4.9 Requisites

(= equipment objects stages and props) must at least be made of normally flammable material. Combustible material must be kept as far away from sources of ignition, spotlight and sources of heat so that the material cannot be ignited by these.



#### 4.10 Flammable packaging materials and waste

must be removed from the rented rooms by the organiser without delay. Waste or residual substances made of flammable materials may never be stored under or on stages and platforms. Waste can be disposed of for a fee. Special waste must be disposed of by the organiser under his own responsibility.

#### 4.11 Removal of non-approved components and materials:

Assemblies, fittings, requisites and decorations (materials) brought into the assembly rooms that have not been approved or that do not conform to these technical safety regulations are not admissible for installation in the assembly place and may have to be removed or changed at the organiser's expense.

#### 4.12 Use of naked flames, inflammable liquids, gases and pyrotechnic objects,

Explosives and other hazardous substances are forbidden. This ban does not apply if the use of naked flames, inflammable liquids, gases and pyrotechnic objects is justified by the type of event and the organiser has agreed the necessary fire protection action in the individual case with WKD and the fire brigade (see Annex 1). The use of pyrotechnic objects must be approved by the authorities and be supervised by a person qualified under explosives law. Evidence of the holder of the permit and the certificate of qualification must be presented. The use of candles and similar sources of light as table decorations and the use of naked flames in kitchen facilities foreseen for the purpose of preparing food are admissible with the approval of WKD.

#### 4.13 Laser systems:

The operation of laser systems is subject to notification and must be agreed with WKD. When operating laser systems, the requirements of the work safety ordinance on artificial, optical rays 2006/25 EC/ OStrV, DIN EN 60825-1 and DIN EN 12254 must be observed. 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. Laser systems of classes 3R 3B and 4 must be notified to the competent supervisory authority before being started up and, on request, checked by a publicly appointed and approved expert for technical safety at the organiser's expense. The test certification should be submitted to WKD before the event. The written appointment of a laser protection officer present on-the-spot should be attached to the notification.

#### 4.14 Vehicles and containers

Vehicles and containers in the assembly place are always subject to approval. New vehicles with combustion engines may only be exhibited with a full tank. The fuel tank must be closed and the ignition key may not be in the vehicle. Depending on the age of the vehicle, the event and the place of exhibition, further safety measures could be required (among other things, rendering the fuel tank inert, unclamping the batteries and/or appointing security guards). In case of vehicles with alternative drive systems (e.g. electric or hybrid drive systems), the drive batteries should be disconnected from the drive unit with clamping switches (mains switch). The pressure vessel should be emptied for vehicles driven on gas.

**4.15 Electric vehicles:** Battery-powered electric vehicles with lithium-ion batteries and comparable battery technology generate high temperatures, flames, and occasionally small explosions in the event of a fire. The oxygen in the battery cells creates favourable conditions for this scenario. Observing the following requirements can significantly reduce the risk of fires. As such, they must always be complied with as a bare minimum when exhibiting electric vehicles:

- The vehicle's batteries must be kept in a non-critical charging status as recommended by the manufacturer, and be both electrically and mechanically intact
- Electric vehicles must not be charged in the building; this prevents the risk of overloading and potential short-circuits
- In order to combat fires, an F 550 extinguisher or a 6 kg foam hand fire extinguisher in accordance with DIN EN3 must be kept in the vicinity of the vehicles
- In cases where multiple electric vehicles are on show, they must be kept a minimum of 5 m apart in order to prevent fire from spreading to the greatest possible extent
- A rescue sheet for each exhibited vehicle must be handed over to the operator of the event location prior to the exhibition and also kept to hand by in the vicinity of the vehicle (personnel) on the showroom floor; in particular, the rescue sheet must include instructions on how to deactivate the high-voltage system
- The vehicle must always be exhibited in a safe "demo mode" or, if there is no way to safely prevent unauthorised persons or visitors from starting up and driving the vehicle, all methods of entering it must be locked.

In individual cases, the operator of the event location may request proof of additional safety and fire safety measures in the form of recognised certificates (TÜV/DEKRA), manufacturer certification, or validation from the local fire department; alternatively, such certification may also be submitted directly by the exhibitor of the vehicle.

#### 4.16 Use of balloons, flying objects and drones

The use of balloons filled with safety gas and other flying objects, including drones, in the halls and around the premises must be applied for in advance and approved by WKD. Whilst visitors are present in the halls and around the premises, it is basically forbidden to deploy flying objects and drones. The operation of such flying objects may at no time hinder or impair technical safety facilities.

#### 4.17 Abrasive cutting work, hot work:

Welding, cutting, soldering, grinding and abrasive cutting work is forbidden in the assembly place. Exceptions are only admissible after prior notification and agreement with WKD.

#### 4.18 Drilling holes, hammering in nails and hooks

and the like in floors, walls and ceilings is inadmissible. Countersinking bolts is likewise not permitted. Carpets or other decorative materials shall be laid directly on the floor by the organiser in such a way that people are not exposed to the danger of slipping, tripping or falling. Adhesive markings, carpet fastenings and the like may only use carpet laying tape that can be removed without leaving residues. WKD shall invoice a dirt surcharge to the organiser in case of above-average soiling or adhesive materials that are difficult to remove.

#### 4.19 Hangings

For reasons of safety, hangings in the assembly place may only be installed by the service provider commissioned by WKD. The organiser must register necessary hangings with WKD in good time before the event.

#### 4.20 Work safety

All assembly and disassembly work shall be performed in observance of the prevailing work safety provisions and accident prevention regulations (in particular, DGUV-V 1 "Prevention", DGUV-V3, DGUV-V17/18 and the DGUV information notice on "Safety of Events and Productions"). The organiser and the firms he commissions are themselves responsible for observing the accident prevention regulations and work safety provisions. In particular, the organiser and the firms he commissions must ensure that the assembly and disassembly work does not endanger others present in the assembly place. Hazardous places and safety measures (do's and don'ts) must be marked pursuant to ASR A1.3 "Health and Safety Markings", even if only on a temporary basis. If necessary, the organiser must ensure adequate teamwork to coordinate the works with each other. If this is not possible, he must temporarily postpone the work and report to WKD.

#### 4.21 Noise volume of music events

Organisers of music presentations must check under their own responsibility whether and which safety measures are necessary to prevent damage to the listeners. They must take the necessary measures under their own responsibility. The organiser must ensure that visitors and third parties are not harmed ("sudden loss of hearing" etc.) during the event by reasonably restricting the volume. As the generally recognised state-of-the-art, DIN 15 905-5 "Event Technology Sound Engineering Part 5" contains measures to prevent sudden deafness in the public caused by high noise levels of electric-acoustic audio technology. This must be observed by the organiser. The organiser shall provide an adequate number of hearing protectors (ear plugs) and, on request, give these to visitors. This must be clearly signed in the entrance area.

#### 4.22 No smoking

As a general rule, smoking is not permitted at the event location. The Organiser is responsible for ensuring that this rule is upheld during the construction, take-down and hosting of the event. This also applies to the use of e-cigarettes. The consumption, trading and transfer of cannabis products containing THC is prohibited throughout the event venue, including in the designated smoking areas.

#### 4.23 Sewage

The disposal of solid or liquid waste through the sewage network (toilets, canalisation inlets) is strictly forbidden. If mobile catering is used, it must be ensured that fats and oils are captured separately and taken for separate disposal. Cleaning work must always be performed with biologically degradable products.



#### **4.24 Environmental damage**

Environmental damage or pollution on the premises (e.g. leaking petrol, oil, hazardous substances) must be reported to WKD immediately.

#### **4.25 Handling of waste**

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 organiser undertakes to contribute effectively to this.

The organiser must ensure that all materials (embellishment, packaging, decoration, etc.) as well as installations and superstructures brought onto the premises and into the event venue by the organiser or its contractors are completely removed at the end of the event. Only substances and materials that cannot be reused (and thus become waste) are to be disposed of via WKD's disposal system for a fee. If hazardous waste (waste requiring monitoring) is generated, WKD must be informed immediately and separate disposal must be arranged through WKD's approved service partners.

#### **4.26 Wastewater**

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.

#### **4.27 Environmental damage**

Environmental damage/contamination in and on the premises of the event venue (e.g. due to leaking petrol, oil, hazardous substances) must be reported immediately to WKD.