

Technical Guidelines

Arena Berlin Betriebs GmbH

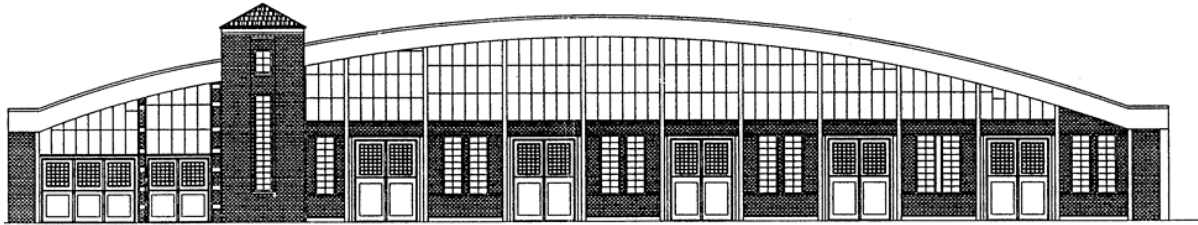
Technical Guidelines

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The latest up-to-date version of the Technical Guidelines applies to the entire premises of Arena Berlin Betriebs GmbH. This includes the Arena Halle, the adjacent outdoor area, the Glashaus, the Magazin, the Badeschiff, the Escobar as well as the Arena Club, including all paths and outdoor areas. The house rules apply on event days as well as on all other days to all visitors, tenants, service providers and all other persons. Anyone found breaking these rules can be immediately expelled, excluded from the event, banned from entering the entire grounds or prosecuted. Furthermore, damages can be claimed from such person(s).

Arena Berlin Betriebs GmbH
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Registergericht: Berlin HRB 152665B · USt-IdNr.: DE 813 803 414 · Steuernr. 208/116/40043



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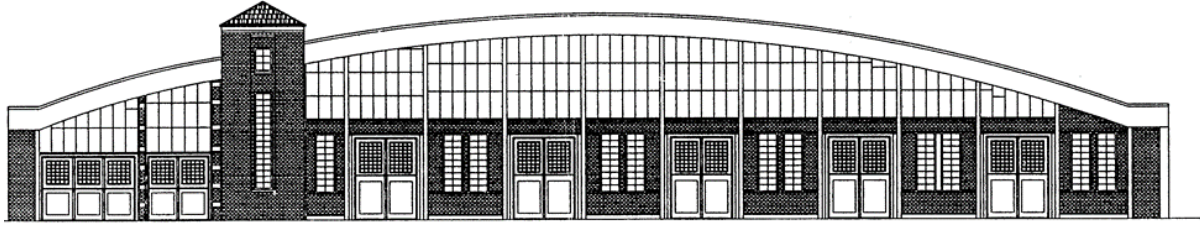
1. Extract from the House Rules

The following rules and regulations apply to all people entering the grounds and buildings owned by as well as the parking lots and buildings used by Arena Berlin Betriebs GmbH. Supplementary agreements made with event organisers, utility or service companies, etc., are not affected by these regulations:

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1. The grounds and buildings may only be entered on foot or in a vehicle by people with appropriate, valid identity cards, admission tickets or passes. Access is only possible at the times laid down.
2. The German road-traffic regulations ("Straßenverkehrsordnung", StVO) apply throughout the grounds at all times. All signs governing vehicular and pedestrian traffic on the grounds must be observed. The maximum speed for motor vehicles is 10 km/h.
3. Arena Berlin Betriebs GmbH has the right to inspect the loading areas of motor vehicles, as well as any containers or bags brought onto the grounds and buildings. Arena Berlin Betriebs GmbH reserves the right to expel anyone who refuses to permit an inspection.
4. Arena Berlin Betriebs GmbH is entitled to issue restrictive regulations governing the admission of visitors and to prohibit visitors from bringing animals or objects with them or to make this generally or individually dependent on certain requirements being met.
5. Arena Berlin Betriebs GmbH assumes no liability whatsoever for any kind of damage or injury caused to people, property or valuables on the grounds, the outdoor area, the parking areas, in the halls or other buildings
6. Outside of exhibition stands it is prohibited to advertise in any way, to offer goods or services of any kind, to take orders or to conduct opinion polls without the express authorisation of Arena Berlin Betriebs GmbH.
7. Third parties are prohibited from carrying out any commercial activities on premises except on behalf of Arena Berlin Betriebs GmbH or the organisers, service companies or other contracting parties with which Arena Berlin Betriebs GmbH has a contractual relationship.
8. In the case of infringements of these regulations, misuse or forgery of identity cards, admission tickets, etc., or in the case of disruptive behaviour, Arena Berlin Betriebs GmbH has the right to expel those concerned from the exhibition grounds and to confiscate their admission tickets and entry permits without compensation, as well as to have motor vehicles towed away at the owner's cost and risk.
9. All equipment suitable for making or producing photographs or films, with the exception of mobile phones, is prohibited throughout the premises of Arena Berlin Betriebs GmbH. Filming, photographing and sketching of goods being exhibited and of exhibition stands, either on the grounds or in the halls, is only permitted in exceptional cases and requires written authorisation from Arena Berlin Betriebs GmbH. In the case of reasonable suspicion, Arena Berlin Betriebs GmbH is entitled to confiscate any sketches,

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photographic/film material and to destroy them without compensation. This also applies even if other images will also be destroyed. If an organiser would like to record the set-up/ construction of his stand, this can be permitted. However, the organiser is solely liable for complying with the laws pertaining to the subsequent use of such recordings. This also means that, if individuals or third-party stands or trademarks (including Arena Berlin Betriebs GmbH) are recorded, it is the organiser's responsibility to obtain the corresponding authorisation of these individuals/ third parties for the utilisation of the recording.

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10. The company makes its decisions concerning the house rules without the possibility of recourse to legal action. It also reserves the right to modify or supplement these house rules at any time.

The German version alone shall be binding.

2. Traffic Regulations

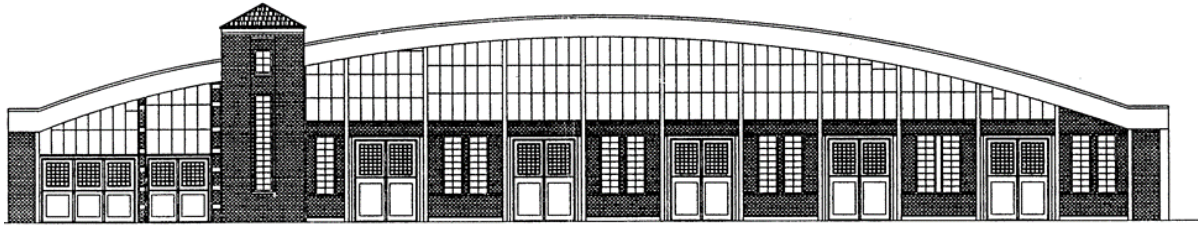
1. In order to ensure a smooth flow of traffic during the construction and dismantling period and for the duration of the event, traffic control regulations have to be observed at all times. The premises are the private property of Arena Berlin Betriebs GmbH. The provisions of the German Road Traffic Ordinance ("Straßenverkehrsordnung", StVO) apply throughout the grounds and on the parking facilities.
2. The speed limit on premises is 10 km/h. Within the halls and elsewhere where traffic conditions demand, drivers shall drive at walking speed. Drivers shall come to a halt at the entrances to, and exits from, halls and shall verify that gate heights are adequate. Parking vehicles in the halls is prohibited. Vehicles' engines shall be shut off during loading/ unloading. Trailers/ campers may not be used on the grounds of the Arena.
3. Illegally parked vehicles, trailers, containers, vessels and goods of any kind may be removed by authorised towing companies working under contract to Arena Berlin Betriebs GmbH at their owners' or operators' expense and risk.
4. The instructions of personnel assigned to direct and supervise traffic and the associated information shall be followed at all times. Driving any type of vehicle on the exhibition grounds requires a permit from Arena Berlin Betriebs GmbH, is at drivers' own risk, and is prohibited at all times during the event.

3. Escape Routes, Exits, Doors

1. Fire Department Operation Zones

The necessary fire department entry routes and manoeuvring areas designated by "no parking" signs must be kept clear at all times. Vehicles or objects parked/ deposited on rescue routes or on safety areas may

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be removed at their owner's expense and risk. Fire hydrants in the halls and outdoor area shall not be obstructed or rendered unrecognisable or inaccessible.

2. Emergency Exits, Emergency Routes, Hall Aisles

The escape and rescue routes are to be kept clear at all times. It must be possible to open doors located along escape and rescue routes easily from the inside and they must open in their full width. The escape and rescue routes, exit doors and emergency hatches in the floors of the halls and their labelling are not allowed to be obstructed, blocked, covered or defaced. The escape and rescue routes in the halls are not to be restricted at any time by objects that have been placed or carried in the aisle. Aisles in halls shall not be constricted by objects deposited therein or protruding into them. The aisles represent escape routes in the event of an emergency. Materials required for constructing stands or exhibits delivered for immediate installation at the stand area may be deposited during the set-up and dismantling phases for a short period of time in the hall aisle as long as the required aisle widths are maintained for safety reasons and logistical concerns are sufficiently taken into consideration.

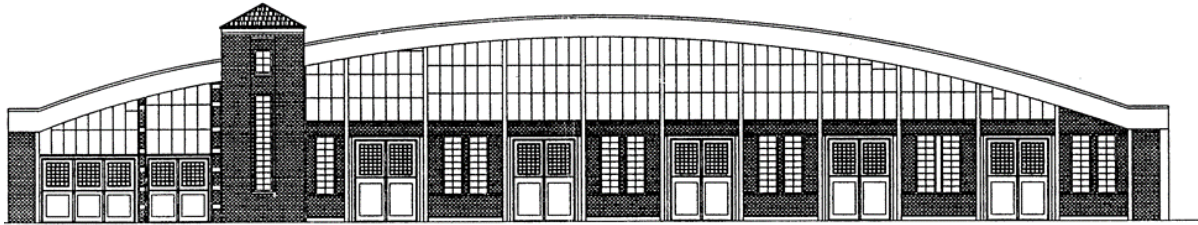
This will be considered to be fulfilled if a strip of no more than 0.9 m in width between the stand border and the hall aisle is used to deposit items. Regardless of the width of the hall aisle and the items deposited there, it is mandatory to maintain an unblocked passageway of no less than 1.2 m in width. Areas in front of emergency exits and areas where hall aisles intersect are the exception; their entire width must be kept clear at all times. Hall aisles may not be used for assembly or to set up machines. Arena Berlin Betriebs GmbH may request the immediate clearing of the hall aisle for logistical reasons. Any expenses that may occur will be billed to those who caused them.

3. Emergency Escape Routes

The routing and dimensioning of emergency escape routes are ruled by the requirements of the German Specimen Ordinance on Meeting Places MVStättV. Distances within exhibition stands shall be measured according to walking distance. This will be verified by the Technical Director of Arena Berlin Betriebs GmbH and has to be approved by him.

4. Emergency Escape Route Signage

The signage of the emergency escape routes is based on the Employers' Liability Insurance Association regulations ASR A1.3 "Safety and Health Protection Signage at the Place of Work", ASR A3. 4/3 "Optical Safety Guidance Systems (including Safety Lighting)" respectively. If exhibition stands are enclosed or if they are darkened and the general emergency lighting in the exhibition hall is not adequate, emergency lighting must be provided for safety signage at exits and on emergency escape routes (cf. § 15 MVStättV). For exhibition stands with an enclosed area of 30 – 100 m², emergency sign lights according to ASR A3. 4/3 are adequate.



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5. Exits, Escape Routes

The distance between any point on an exhibition area and a hall aisle shall not exceed 20 m walking distance. Lounges and workrooms designated for fewer than 100 visitors shall have an exit with a width of at least 0.9 m. When the floor area is larger than 100 m² and/ or the area is intended for more than 100 persons it must have at least two exits, as far apart as possible and at opposite ends. The respective widths of the exits and escape routes shall depend upon the number of persons. Signage of the emergency escape routes has to comply with technical workplace regulations ASR 1.3 (health and safety signs) and DIN EN ISO 7010.

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6. Doors

Employment of swinging doors, curtains, revolving doors, doors that require entry of a code in order to open them, sliding doors, or other means for restricting access along escape routes is prohibited. Doors along escape routes must open in the direction of escape and must be easy to open from inside to their complete width. The emergency exits required for the event will be staffed with security personnel by Arena Berlin Betriebs GmbH during opening hours.

4. Safety Equipment

Sprinkler systems, fire alarms, fire extinguishers, smoke detectors, mechanisms for closing hall doors and other items of safety equipment, their signs or markings, and emergency exit signs shall remain accessible and visible at all times. They may not be obstructed or enclosed.

5. Medical Services

The contracting party is free to choose a medical service/ paramedics. The contracting party has to provide proof of the qualification and equipment of the assistants.

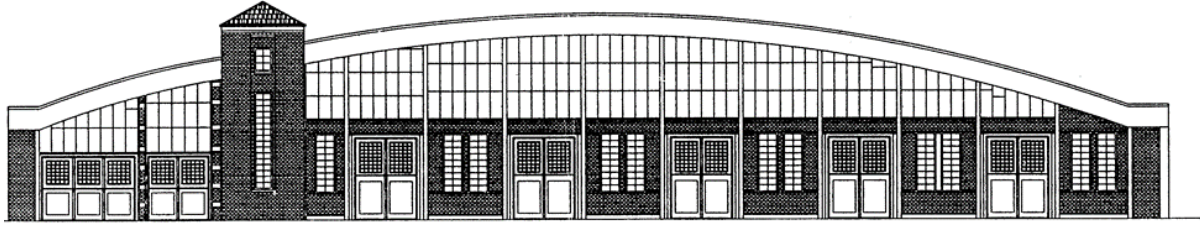
Information and guidelines are provided by the Senate Administration for the Interior and Sports Berlin. In order to facilitate the evaluation a distinction is made between different risk groups, each listing examples for events belonging into the respective group. These guidelines can be viewed online at:

<https://www.berlin.de/sen/inneres/sicherheit/katastrophenschutz/sanitaetsdienst-bei-grossveranstaltungen/>

6. Stand Numeration

All stands will be marked with a number by the organiser, insofar as the stand construction permits.

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7. Cleaning

Stand cleaning can be ordered from Arena Berlin Betriebs GmbH at the organiser's expense. Organisers are not entitled to directly contract cleaning work out to contractors. All cleaning work shall employ biodegradable products. In keeping with regulations, cleaning agents that contain solvents hazardous to health shall be employed in cases of exception only.

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8. Security

1. Security

Arena Berlin Betriebs GmbH and external service partners monitor the hall and outside area during set-up and dismantling phases, as well as during the event. However, Arena Berlin Betriebs GmbH accepts no responsibility for property and objects brought or delivered by organisers and third parties. Organisers are expressly informed that exhibited materials and other objects brought by the organisers are subject to greater risk during set-up and dismantling periods. Valuable and easily moveable objects should always be locked away at night. Security for the stand and objects brought by the organiser must be arranged by the organiser where necessary. As a general rule, stand guards may only be provided by Arena Berlin Betriebs GmbH's contractual service partners. The organiser may order stand guards no later than six weeks before the start of the event with the corresponding ordering form. Ordering stand guards involves submitting a fully completed order form for the event. Oral or telephone orders for stand guarding must be confirmed in writing by applicants. All orders for stand guarding must be signed by applicants. Service personnel of Arena Berlin Betriebs GmbH is not authorised to assume responsibility for the caretaking of third-party property.

2. Evacuation and Closing of Event Areas

Arena Berlin Betriebs GmbH may order rooms or buildings to be evacuated and closed for safety reasons.

9. Technical Data and Equipment of the Halls and Outdoor Area

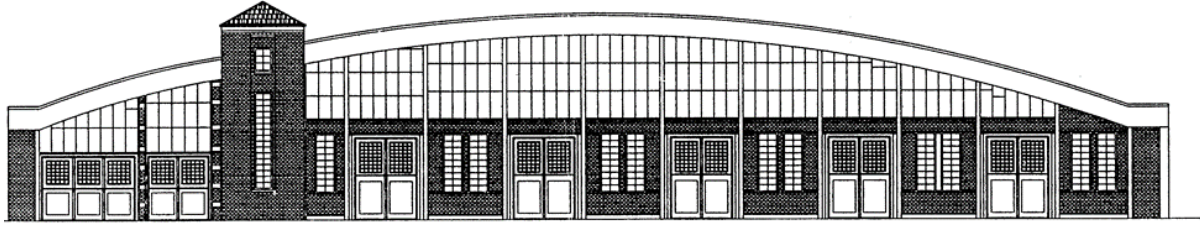
1. Technical Data of the Halls

Since the technical data of the various halls differ, they are listed in a separate document and can be viewed in the respective location information, plans respectively.

2. Sprinkler System

The Arena hall is equipped with a sprinkler system. Minimum distance between exhibits/ decorations and sprinkler head must be 1.00 m. Distances between lamps/ spotlights and sprinkler head should be chosen so as to rule out false triggerings of fire extinguishing devices from exposure to heat.

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3. Heating and Ventilation

Heating and ventilation systems will be operational as agreed between the organiser and Arena Berlin Betriebs GmbH.

4. Outages

Arena Berlin Betriebs GmbH should be notified immediately in the event of any technical supply outages (e.g. electricity, water, compressed air, heating, ventilation, telecommunications, etc.). Arena Berlin Betriebs GmbH assumes no liability for any losses or damage due to such outages.

5. Outdoor Area

The outdoor area comprises paved or asphalted areas. The fire brigade bypass and deployment areas must be kept free at all times. It is not allowed to use the drains to dispose of waste, oils or beverage residues, see also paragraph 19.2

10. Stand Safety

1. Stand Safety

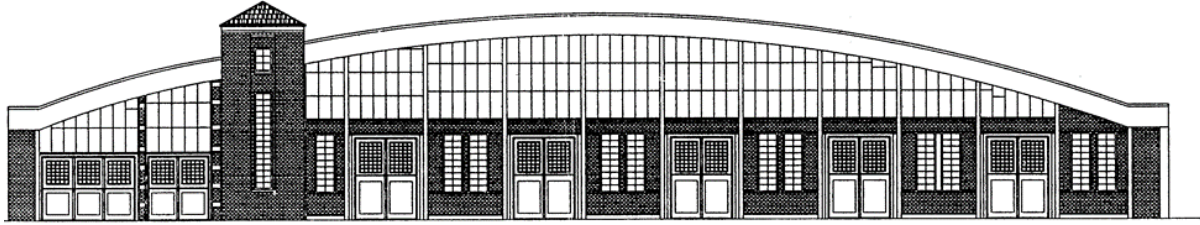
Stands, including their furnishings, exhibits and advertising media – must be structurally stable to ensure that there is no threat to public safety and order, and in particular that there is no danger to life and health. Danger to adjoining escape and rescue routes and neighbouring stand areas must effectively be prevented by appropriate planning and preparation of the work. Organisers are responsible for the structural safety of their stands, and may be required to submit verifiable proof of same to Arena Berlin Betriebs GmbH. Bracing stands against neighbouring stands or existing building structures is prohibited. In justified cases, Arena Berlin Betriebs GmbH reserves the right to have a structural engineer evaluate the stand's stability on site with costs.

2. Rigging

Rigging shall be permitted solely with prior authorisation of Arena Berlin Betriebs GmbH. Drawings on an appropriate scale and with load specifications shall be submitted for approval 4 weeks prior to the start of the event. For more complex constructions, a certified static analysis has to be submitted. Furthermore, in justified cases, Arena Berlin Betriebs GmbH reserves the right to have a structural engineer evaluate the load calculation on site with costs. The generally accepted rules of technology need to be observed and implemented.

3. Stand Construction Permits

Provided that the Technical Regulations have been observed in designing and building single-storey stands in the hall are exempted from submitting stand plan documentation. However, planning documentation may be requested in individual cases.



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Exhibition stands in the outdoor area, temporary buildings, mobile stands, auxiliary constructions and special constructions are subject to approval and subject to a fee.

4. Inspection and Approval of Structures Requiring Construction Permits

Dimensioned stand plans drawn to a suitable scale (e. g. 1:100) complete with floor plans and top/ side/ perspective views with German or English labelling, shall be submitted in duplicate for approval to:

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Arena Berlin Betriebs GmbH
attn. Technical Management
Eichenstraße 4
12435 Berlin

no later than six weeks before the start of the construction.

According to prior agreement digital transmission of the plans in DWG format is sufficient.

If approved, one copy of said stand plans is given a stamp of approval and returned to the organiser/ stand builder. Construction of the stand may only commence if this 'approved' endorsement has been granted.

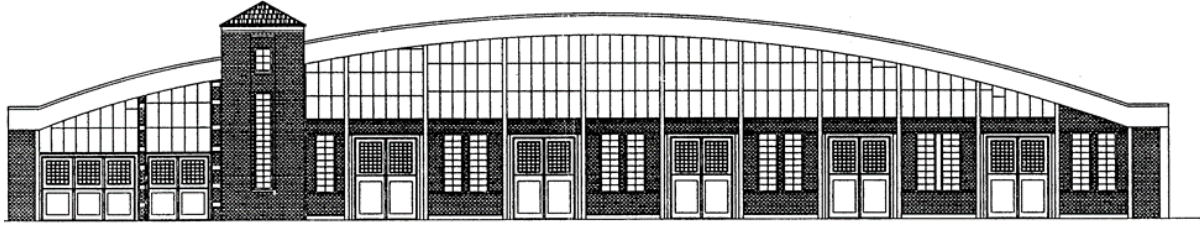
Requests for the approval of

screening or spectator rooms
stages/ platforms
exhibition stands in the outdoor area
temporary structures
special constructions

must be accompanied by the following items of German-language documentation and submitted (in duplicate) at least six weeks before the start of the construction:

- a) Static calculations according to the Eurocode standard which have been verified or are verifiable by a second independent structural engineer
- b) Building description specifying materials used (including certificates where applicable)
- c) Stand drawings (floor plans, side/ top/ perspective views, sectioned drawings) drawn to a suitable scale (e. g. 1:100) including dimensions
- d) Escape route plan including lengths and widths of emergency escape route(s)
- e) Submission of a type certification/ certification book renders item a) superfluous

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In the event that no structural calculations examined by a second, independent structural engineer are submitted, consulting engineers commissioned by Arena Berlin Betriebs GmbH will check the structural calculations and separately invoice the organiser for their services.

The structural engineer will contact the stand construction manager at a specified time/ after consultation in order to inspect the structural characteristics and approve the stand construction.

The costs of the approval process (inspection of the submitted documents and on-site approval) will be invoiced to the organiser/ stand builder.

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5. Vehicles and Container

Vehicles and containers in the halls have to be registered in advance with the Technical Management of Arena Betriebs GmbH. With regards to exhibiting motor vehicles see also paragraph 11.4.

6. Alterations to Non-Compliant Stand Structures

Stand constructions which have not been approved, do not comply with the technical guidelines or do not correspond to the state of the art have to be altered.

If these changes are not carried out within the specified time Arena Berlin Betriebs GmbH has the right to make these changes itself at the expense of the organiser.

7. Limits of Liability

Arena Berlin Betriebs GmbH shall not be held liable for theft or deterioration of, or damage to, drawings, models, or other items of documentation submitted, regardless of any legal grounds that might apply. In the event that the organiser or his subcontractor fails to comply with the stand construction regulations, the organiser shall assume full liability for any damage arising as a consequence of his violation of these stand construction regulations.

Furthermore, the organiser shall indemnify Arena Berlin Betriebs GmbH from any third-party claims asserted with respect to the violation of the aforementioned stand construction regulations.

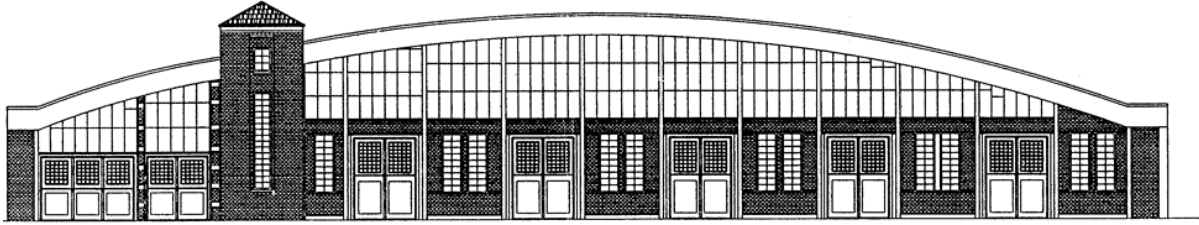
11. Fire and Safety Regulations

The Arena Berlin Betriebs GmbH provides one hour before the opening of the halls at least two fire safety guards. If necessary, the number and duration must be adjusted.

1. Fire Protection

The exhibition halls are equipped with fire alarms, fire extinguishing systems respectively. In the event that the operation of these fire protection systems shall be restricted by the stand construction the organiser shall be obliged to undertake additional compensation measures in agreement with Arena Berlin Betriebs GmbH and the fire protection officer.

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All ceilings or roofings etc. must be fashioned in a way that does not affect the operation of the sprinkler system. In individual cases special requirements may be imposed for load-bearing construction components for safety purposes. The materials employed shall not contribute to evolution of large volumes of smoke and must be heavily flame retardant at least as per building material category B1 under DIN 4102. Equivalent proof in German as per EN 13501 (at least class c-s3, d0) may be recognised. Upon request by Arena Berlin Betriebs GmbH low flammability must be proved through submission of a test certificate from an approved inspection authority as well as a certificate of conformity.

Deciduous and coniferous trees may only be used if they are supplied with a moist root ball. Materials such as bamboo, reed, hay, straw, wood chips, turf or similar materials may not be used. Any structures outside of the Arena hall must be erected at least 5m away from the hall and must be made of non-combustible material. Any work involving welding, cutting, soldering and grinding is not permitted in the halls.

2. Fire Extinguishers

Every level of an exhibition stand must be equipped with fire extinguishers appropriate to the existing fire risk. Numbers and types of the fire extinguishers have to be based on the rules for the protection against fire ASR A2.2. Suitable fire extinguishers must be provided if there is a fire risk.

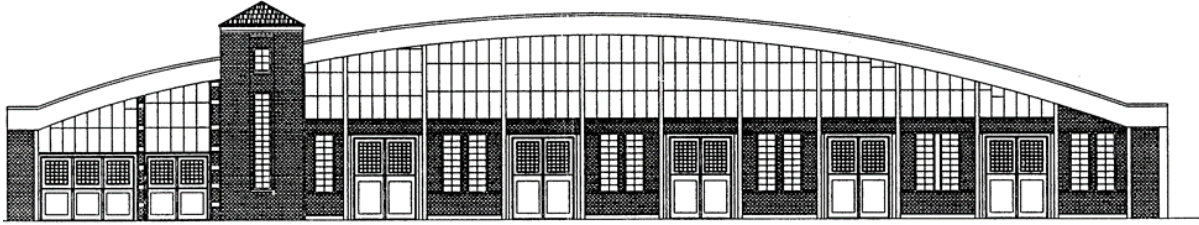
3. Stand Construction and Decorative Materials

All stand construction and decorative materials shall comply at least with building materials class B1 of DIN 4102, i.e. shall be flame retardant. Equivalent proof in German language according to EN 13501 may be recognised. Verification of low-flammability through submission of a test certificate must be possible no later than the beginning of construction.

➔ Recognised means of proof are certificates of a domestic-approved test body (recognisable by the fact that they have a certification number, control number respectively). Other means of proof in accordance with the current Berlin building regulations (BauO) are permissible, e.g. supporting documents from foreign test/certification/monitoring bodies provided they are available in German or English (or a certified translation). Analyses reports or technical data sheets as such do not constitute proof. In addition, a document is to be supplied which allows unambiguous allocation of the proof to the respective material and confirms compliance with the application rules.

4. Exhibiting Motor Vehicles

Arena Berlin Betriebs GmbH must be notified if motor vehicles are to be exhibited. Vehicles equipped with combustion engines may only be left in the halls if they are rendered inert (fuel tanks filled with nitrogen and locked). Vehicles with electric drives may only be exhibited with non-hazardous batteries. Vehicles must not be left unattended in exhibition halls. The vehicle must not be left unattended. Electric and hybrid vehicles must not be charged inside the exhibition halls. Exceptions are made for short loading and unloading activities. Gas-driven motor vehicles may only be exhibited in the halls if their gas tanks have been emptied and depressurised. Vehicles with electrical drive may only be issued with unharmed batteries. Electric and hybrid vehicles may not be loaded in the exhibition halls. The technical director of



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Arena Berlin Betriebs GmbH reserves the right to request any additional measures that may become necessary.

5. Explosive Materials

Explosive materials are subject to the German Explosives Act (Sprengstoffgesetz), and may not be exhibited. This also applies to ammunition in the sense of the German Firearms Act (Waffengesetz).

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6. Pyrotechnics

Pyrotechnic shows require approval and shall be coordinated with Arena Berlin Betriebs GmbH.

7. Balloons and Flying Objects

Employment of balloons or flying objects filled with a combustible gas in the exhibition halls or on outdoor exhibition areas is prohibited. The technical director of Arena Berlin Betriebs GmbH shall be notified of the employment of balloons filled with an inert gas in the halls or in the outdoor area. Flying objects must not be used in spectator areas, a separated area is required.

8. Fog Machines, Hazer, and Laser Systems

The technical director of Arena Berlin Betriebs GmbH shall be notified if fog machines, hazers and laser systems are to be used. Laser equipment must comply with the requirements of the German occupational health and safety regulations on artificial optical radiation (OStrV) and of DIN EN 12254, and show lasers must also meet the requirements of DIN 56912 and DGUV 203-036.

Any Class 3R, 3B or 4 device/system operated must be inspected by a publicly appointed, sworn expert and declared safe before being placed in operation.

9. Smoking/ E-Cigarettes

Smoking and vaping is prohibited in all halls.

10. Catering, Cooking

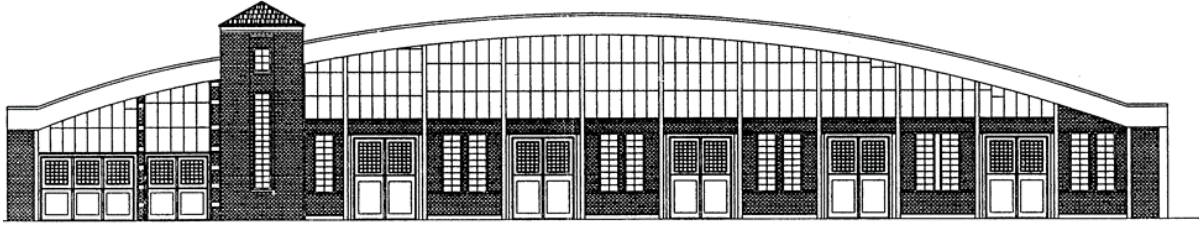
Open fire is prohibited in the entire halls. This includes e.g. gas equipment in food trucks, charcoal barbecues, use of combustible paste or similar.

Food must be kept hot electrically; however, due to the automatic fire extinguishing system the use of steam-producing appliances (such as e.g. convection ovens) is not permitted in certain areas.

All electrical equipment and cables must be tested according to German safety regulation DGUV 3.

→ It is possible to erect a kitchen tent or similar in the outdoor area, the distance to the hall needs to be taken into account to prevent fire from spreading, see also item 11.1.

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11. Containers for Trash, Recyclable Materials, and Residual Waste

No containers for trash, recyclable materials or residual waste that have been fabricated from combustible materials shall be set up on stands. All containers on stands shall be emptied regularly, no later than every evening following the close of the event, and their contents deposited in the containers for recyclable materials or residual waste at the stations at exhibition hall exits. In the event that large quantities of combustible waste are generated, they shall be disposed of several times a day.

Trash bags may be deposited in aisles at the end of each event day, they will be collected.

12. Stand Construction in the Outdoor Area

The above general provisions for the stand construction are likewise applicable to the stands in the outdoor area. For these stands scale floor plans and top/side/perspective view drawings covering the planned stand structures and stand design, complete with their exact measurements shall be submitted for approval to the Technical Management of Arena Berlin Betriebs GmbH no later than six weeks before the start of the construction.

12. Standdesign

1. Verification of the Rented Area

Every organiser shall be obliged to inform themselves on site on the location and dimensioning of any structures or other facilities on their stand, in particular columns, fire alarms, ventilation ducts as well as of floor unevenness, etc., once they have been assigned a stand, and, if necessary, instruct their stand builder accordingly. Arena Berlin Betriebs GmbH assumes no liability for the accuracy of the dimensions given in hall and stand plans. The stand dimensions must not be exceeded nor may light fittings or signs project beyond the stand boundaries.

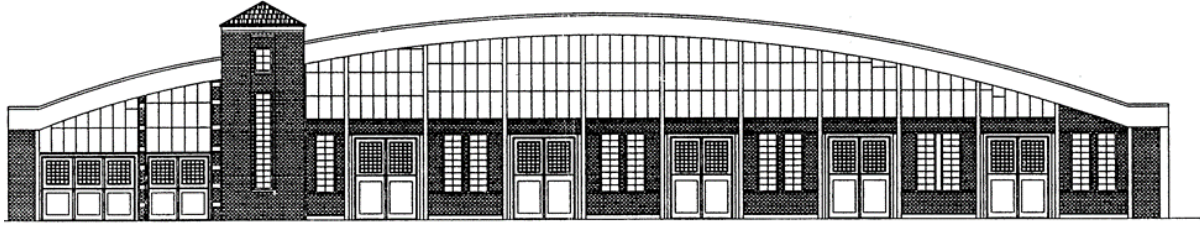
2. Interventions in the Structure of Buildings

Components of exhibition hall structures and their technical facilities shall not be damaged, dirtied or otherwise altered (e. g. by drilling or driving nails or screws into same). Painting, wallpapering, or affixing items are also prohibited.

Components of exhibition halls and their technical facilities shall not be subjected to static loadings by stand structures or exhibits. Facilities mounted in or on the supporting columns and walls of the halls shall remain freely accessible at all times. Suitable access ports shall be provided if necessary

3. Hall Floors

Carpets and other floor coverings shall be laid such that accidents will be prevented, and may not extend beyond stand boundaries. For fixing, only PE/ PP tape that may be removed without leaving any residues may be used. All materials employed shall be completely removed by the organiser without leaving any



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residues. Any substances, such as oil, grease, paint, and similar, must be removed from the floor immediately. Exhibition hall floors shall not be painted or have anything glued onto them. Stand utilities, cable routing, servicing access hatches, etc., shall not be obstructed.

Driving or setting anchorings or other mounting hardware is prohibited. Carpets and other floor coverings used on exhibition areas shall be at least flame retardant according to DIN 4102-B1.

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4. Fasteners

The use of plastic cable ties for fastening statically stressed parts is prohibited. Only approved slinging gear shall be used for fastening and securing.

13. Operational Safety

1. General Regulations

The organiser is responsible for operational safety and maintaining compliance with occupational health and safety and accident prevention regulations on their stands.

All set-up and dismantling work shall comply with occupational health and safety and industrial regulations.

2. Damage

Any and all damage caused by organisers or their agents on the event grounds, in its buildings or to their equipment or furnishings shall be repaired by Arena Berlin Betriebs GmbH at the organiser's expense following the close of the event.

3. Employment of Tools

The use of Diesel-fuelled forklift trucks is prohibited. The use of stud guns may be approved on a case-by-case basis.

Employment of woodworking machinery lacking sawdust extraction systems is prohibited.

Employment of electronic lifting trucks for ground-level transport of goods is allowed.

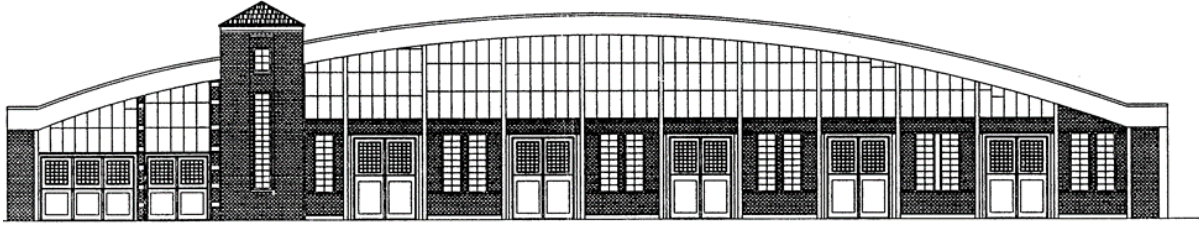
4. Supply

Every stand that is supplied with electric power has one or more electrical outlets. This is done exclusively by contract partners of Arena Berlin Betriebs GmbH and is subject to a fee. Respective power requests have to be submitted to the Technical Management of Arena Berlin Betriebs GmbH 4 weeks before the begin of the event.

5. Stand Installation

Electrical installations on stands can be handled by Arena Berlin Betriebs GmbH. The organiser shall place their orders directly with Arena Berlin Betriebs GmbH. The electrical installation is carried out by an electrical contractor approved by Arena Berlin Betriebs GmbH.

Arena Berlin Betriebs GmbH
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6. Installation and Operating Regulations

All electrical systems shall be installed and operated in compliance with the latest safety regulations of VDE (Verband der Elektrotechnik Elektronik Informationstechnik e.V., German Association for Electrical, Electronic & Information Technologies), in particular DIN VDE 0100. The organiser shall be fully liable for any damage to the halls or sections of the buildings of Arena Berlin Betriebs GmbH or to exhibition stands or exhibits of other organisers that may occur due to defective or incorrectly installed electrical installations. The percentages of high-frequency or low-frequency interference transmitted to the network shall not exceed those stated under DIN and VDE. For devices and exhibits with frequency converters, the organiser shall install suitable universal current-sensitive residual current-operated protective devices (RCD) of type B in accordance with DIN VDE 0664.100.

Electrically conductive components shall be included in measures intended to prevent hazards due to indirect contact (stand grounding). Furthermore, exclusively wiring of types such as NYM, H07VV-F and H07RR-F with a minimum cross-sectional area of 1.5 mm² (Cu material) shall be employed. All types of wiring shall be employed exclusively in compliance with the regulations of DIN VDE 0281 and 0282. Employment of any type of flat conductors is prohibited. Employment of bare electrical wiring or terminals on low-voltage systems is prohibited. Secondary lines shall be protected against short circuiting and overloading. An installation certificate in accordance with VDE 0100-600 must be created and available for inspection.

7. Safety Precautions

All heat-generating and heat-evolving electrical appliances (hot plates, spotlights, transformers, etc.) shall be mounted on non-inflammable, heat-resistant, insulating bases in order to provide extra protection. Sources of ignition and spotlights must be far enough from materials to prevent them from being able to catch fire at all times. Manufacturer's instructions and manuals are to be observed accordingly.

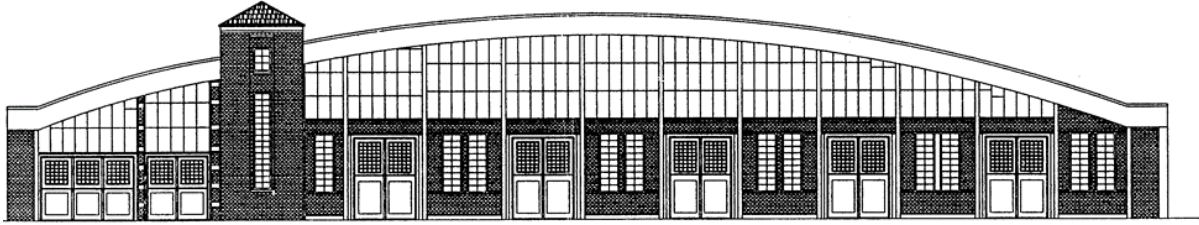
14. Machinery, Pressure Vessels, Exhaust Systems

1. Noise Generated by Machines

Operation of noisy machinery and other equipment should be restricted in the best interests of all organisers and visitors. Noise levels at the boundaries of the stands shall not exceed 70 dB(A).

2. Product Safety

Exhibitors of technical equipment have to comply with the provisions of the German Product Safety Act (ProdSG) and the respective applicable harmonised EU regulations. When used in compliance with the specifications, operators and third parties must be protected from risks to life and health. On no account shall equipment and machinery be demonstrated without the corresponding safety devices. Should technical equipment and machinery be demonstrated in operation, components or safety devices can be made of transparent material provided that the same degree of safety shall be guaranteed.



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3. Prohibition of Operation

Arena Berlin Betriebs GmbH is entitled to prohibit the operation of machinery, apparatus or other items of equipment at any time if, in its opinion, their operation might cause personal injuries or property damage.

4. Pressure Vessels

Pressure vessels may only be operated on the stand if the required inspections have been carried out in accordance with the currently valid version of the Operational Safety Ordinance ("Betriebssicherheitsverordnung", BetrSichV). The necessary approval certificates shall be kept on site with the pressure vessel for inspection by regulatory agencies during the event. The certificate for construction and hydrostatic pressure tests is not sufficient. This requirement also applies for foreign vessels or those on hire. If applications are received up to 6 weeks prior to the start of the event, pressure vessels requiring testing may be inspected and tested up to one day before the start of the event. The certificate for construction and hydrostatic pressure testing should be made available and a mechanic should be present on the stand for the inspection test by TÜV (Technical Inspection Agency). Please direct any enquiries to Arena Berlin Betriebs GmbH.

5. Exhaust Gases and Vapours

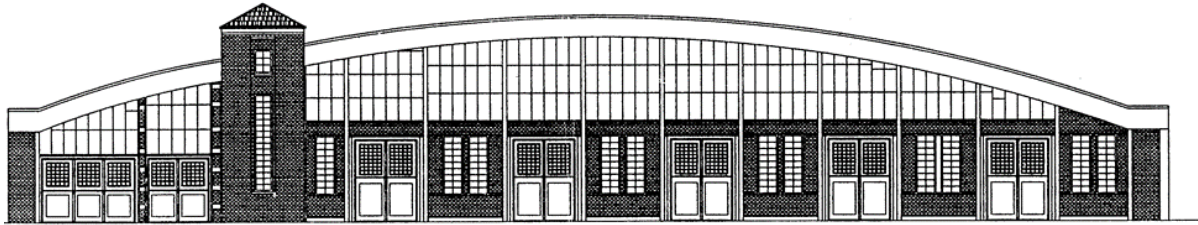
Combustible or toxic gases or vapours and gases regarded as offensive to the general public that are released by exhibits or items of equipment shall not be conducted into the hall. They must be conducted outdoors via suitable exhaust ducts, as stipulated under the currently valid version of the German Federal Pollution Protection Act ("Bundesimmissionsschutzgesetz").

15. Auditoriums

Auditoriums with a floor area larger than 100 m² must have at least two exits directly to the aisles of the hall. These exits shall be located as far apart as possible (5m minimum) and at opposite ends. The escape routes need to be identified as such.

16. Radiation Protection

Operation of very powerful or very bright light sources shall be co-ordinated with Arena Berlin Betriebs GmbH.



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17. Musical Renditions

GEMA

Musical renditions of all kinds are subject to the provisions of the German Act for Protection of Copyright and Related Property Rights ("Urheberrechtsgesetz"), § 15 of the German Copyright Act ("Urheberschutzgesetz") and require the approval of GEMA, the musical authors' rights society:

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GEMA Bezirksdirektion Berlin
Keithstraße 7
10787 Berlin
www.gema.de

If musical renditions have not been approved, GEMA can file for damages according to article 97 of the Copyright Law.

18. Environmental Protection, Water and Soil Protection

1. Environmental Protection

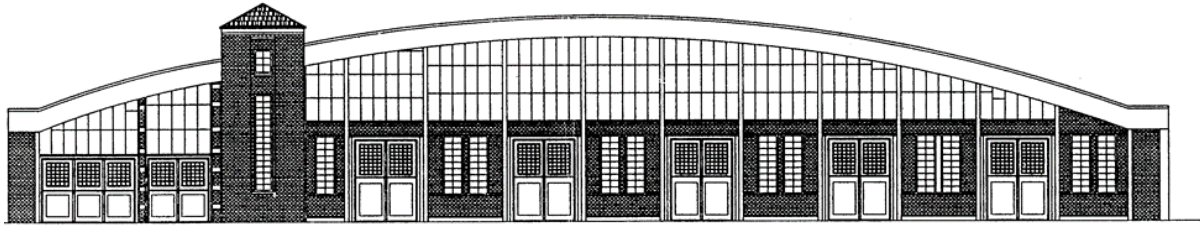
Arena Berlin Betriebs GmbH has committed itself to the cause of preventive environmental protection. As contractual partners of Arena Berlin Betriebs GmbH, the organiser shall be obliged to ensure that all regulations and rules related to environmental protection shall also be observed by their contractors. The organisers shall be obliged to comply with all regulations related to preservation of species, and shall be held legally and financially responsible for their participation in exhibitions.

2. Water, Waste Water, and Soil Protection

Discharges into the waste water system may not exceed the normal pollutant limits for households. If the waste water to be discharged contains oils and/or fats that exceed this limit, oil/fat collectors must be used.

If mobile catering services are used, it must be ensured that fats and oils are collected and disposed of separately. It is prohibited to dispose of edible oil and fats via any sewages, drains, sinks, toilets, etc. Oils and fats have to be collected and disposed of accordingly. Violations will result in fines amounting to € 500.00 – 25,000.00 in accordance with section 362 of the German Penal Code (StGB). It is prohibited to dispose of food residues and liquids in the halls' toilets/sinks. Neither is it permissible to wash dishes in the sinks of the WC, there are specific washbasins available. In order to prevent these from clogging appropriate strainers have to be used.

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3. Waste Generation

In order to avoid unnecessary waste generation, disposable crockery is unwelcome on the premises of Arena Berlin Betriebs GmbH.

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19. Waste Disposal

1. Food Waste

External catering companies must provide separate waste containers for the disposal of food waste. These containers must be picked up immediately after the event. Food waste must not be disposed of in the compactor of Arena Berlin Betriebs GmbH. In case of violation the cost for a special emptying of the compactor will be charged to the event organiser.

2. Stands: The disposal of stands is regulated in section 11.11.

3. Scenery/ Decoration/ Fair Construction: Carpets and other bulky and specialist waste must not be disposed of in the compactor in the outdoor area. The event organiser has to ensure provision of an appropriate waste container.

Arena Berlin Betriebs GmbH

May 2018

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