

TECHNICAL REGULATIONS

1 Scope of Application

(1) These Technical Regulations of the bcc Berlin Congress Center GmbH (hereinafter referred to as "bcc GmbH") apply to clients and their service providers and exhibitors for the execution of events and activities on the premises bcc Berlin Congress Center, Alexanderstr. 11, 10178 Berlin, Germany (hereinafter referred to as "bcc").

2 General Provisions

(1) Instructions issued by the bcc GmbH, the event manager, stewards, security personnel, fire safety officers, the person responsible for event technology as well as the police, fire department and emergency services must be followed.

(2) Escape and rescue routes (including doors, stairs, necessary corridors), rescue signs, fire protection equipment (such as fire extinguishers, fire alarms, fire doors, smoke and heat extraction systems, sprinkler systems, fire alarm systems) and other safety equipment may not be obstructed or impaired in any way.

(3) The facilities and premises of the bcc must be treated with consideration and care. It is prohibited to place or lean objects against walls, glass surfaces, columns, mirrors or other surfaces. Any furniture and equipment brought onto the premises (counters, display cases, etc.) must be equipped with felt pads or plastic glides. Furniture and equipment (e.g. pallet trucks) belonging to the bcc GmbH may only be used for their intended purpose.

(4) Within the bcc, everyone is required to behave in a manner that does not harm, endanger, or hinder or harass anyone more than is unavoidable under the circumstances.

(5) All instances of damage must be reported to the bcc GmbH without delay.

(6) The floor plan created by the bcc GmbH for the event (including seating and exhibition layout) must be adhered to. It is not permitted to add additional seats or exhibition stands or to change the layout.

(7) The technical equipment of the bcc, such as sound, lighting, media, ventilation and heating systems, as well as partition walls, may only be operated and altered by authorised representatives of the bcc GmbH.

(8) Upon request by the bcc GmbH, exhibitors, service providers and their staff are required to participate in a briefing on safety measures provided by the bcc GmbH.

(9) In the event of any violation of these Technical Regulations or statutory provisions, the bcc GmbH may order that an exhibition stand or area be closed, that setup and dismantling work be suspended or that equipment be taken out of operation; the provisions in the General Terms and Conditions for Events regarding termination shall apply accordingly.

3 Objects and Installations

(1) Objects and structures (including audiovisual equipment, coffee machines, furniture, stand constructions and decorations) may be brought in to equip stands at trade fairs and exhibitions, provided that the requirements of these Technical Regulations are met. The provisions of the Ordinance on the Operation of Building Structures (Verordnung über den Betrieb von baulichen Anlagen), the German Social Accident Insurance (Deutsche Gesetzliche Unfallversicherung), the Association of German Electrical Engineers (Verband Deutscher Elektrotechniker) and the recognised rules of technology (including the German Institute for Standardisation (Deutsches Institut für Normung (DIN)) must also be complied with. If any additional objects or structures are brought in, the consent of bcc GmbH is required.

- (2) The client, service providers and exhibitors are responsible for ensuring public safety with regard to the objects and structures they bring onto the premises and within the exhibition space provided to them. They must ensure that everything is in a condition that is safe for use; this includes, but is not limited to, the orderly and safe placement of power cables, and the proper and adequate securing of edges, trip hazards, structures and objects that could fall over or fall down. Carpets and other flooring must be suitable for wheelchair users and installed in such a way that there is no risk of people slipping, tripping or falling.
- (3) The maximum stand height is between 2 m and 3.5 m depending on the area. Details can be found in the information below and in the floor plan created for the event by the bcc GmbH. Provided that these Technical Regulations are complied with when constructing the stand, it is not necessary to submit additional documentation to the bcc for approval for single-storey stand constructions with modular walls up to a maximum height of 2.5 m. Exhibition stands exceeding 2.5 m in height, special structures and constructions as well as the display of vehicles and containers are always subject to approval. The exhibitor is responsible for the structural safety of the stand and must provide proof of this if requested.
- (4) Due to the sprinkler system in the bcc, it is not permitted to place roofing over the stands.
- (5) When bringing in heavy loads weighing 500 kg or more, or special electrical or mechanical equipment (e.g. robots, production machines), detailed coordination with bcc GmbH is required.
- (6) Any qualified personnel required by regulation for the setup and dismantling of objects and structures brought into the venue, as well as for their operation during the event, must be provided at the expense of the party bringing them in.
- (7) The bcc GmbH may require proof of compliance with standards of the Association of German Electrical Engineers (Verband Deutscher Elektrotechniker) for electrical devices brought onto the premises, issued by a qualified electrician. If the operation of these devices causes problems in the power supply network or compromises the safety of other persons, the bcc GmbH may prohibit the continued operation of these devices.
- (8) The use of private radio frequencies or Wi-Fis is only permitted with the consent of the bcc GmbH.
- (9) The bcc GmbH is entitled at any time to request certificates such as proof of structural stability, risk assessments, a description of the technical and organisational measures and other suitable documents to verify the safe operation of the objects and structures brought in. Documents submitted will only be used by the bcc GmbH in accordance with the contract or if an authority, the police, the fire department or a court requests their submission or if this is necessary to exonerate the bcc GmbH.

4 Deliveries, Loading and Unloading

- (1) Deliveries to the bcc must be marked with the event title, the contact person of the client or exhibitor on site and, if applicable, the exhibitor name and stand number. Deliveries that are not clearly and sufficiently labelled will not be accepted.
- (2) Deliveries will only be accepted free of charge during the agreed setup or delivery times. Deliveries that arrive at the bcc outside of these times will be stored at the client's expense, provided that capacity is available.
- (3) If no separate storage room is available for exhibitors during the event, temporary storage may be provided at the bcc for a fee, subject to availability.
- (4) Collections must be registered at the bcc's Front Office and collected by the end of the agreed dismantling or pick-up time. If items remain at the bcc after this time, the bcc GmbH reserves the right to store or dispose of them at the client's expense.
- (5) The bcc GmbH charges storage costs of 75.00 EUR net per started m² per day.
- (6) The client or the contracted transport company is responsible for loading and unloading deliveries, temporary storage and collections, as well as transport on the premises of the bcc.

- (7) During setup and dismantling times, vehicles may only stop in the designated delivery zones for loading and unloading and must be loaded or unloaded promptly. Other vehicles must be able to pass through and pedestrians must be able to safely walk past. Once loading or unloading is complete, vehicles must leave the area without delay.
- (8) Motorised equipment such as forklifts are not permitted on the premises of the bcc. The use of forklifts on the forecourt of the bcc must be approved in advance by the bcc GmbH.
- (9) Only transport trolleys with rubber or nylon wheels may be used to bring objects, structures and materials into the bcc. If the wheels leave marks, suitable protective measures must be taken to protect the flooring.

5 Setup and Dismantling

- (1) While participants are present at the event, setting up and dismantling equipment on the event premises is only permitted with the consent of the bcc GmbH.
- (2) During setup and dismantling, attention must be paid to the safety of employees (including occupational safety, working hours, personal protective equipment). Timing must be planned so that there are no unnecessary delays and occupational safety and the protection of third parties are not compromised.
- (3) Setup, dismantling and loading work must always be conducted in such a way that other persons are not endangered at any time. The spaces and pathways used for this purpose must not be accessed by unauthorised persons, in particular participants of the event; if necessary, this must be ensured by means of adequate barriers or personnel.
- (4) Whenever necessary, the client must ensure appropriate coordination and coordinate the various stages of work. If required, the client must appoint someone to take responsibility for this.

6 Fire Protection

- (1) The bcc has an automatic fire alarm and sprinkler system.
- (2) The emergency stairwell, consisting of the areas A 10, B 10 and C 10, must be kept free of fire hazards.
- (3) Highly flammable materials and materials that exhibit flaming drips in the event of fire are not permitted. Materials used for decorative purposes must be at least flame-retardant (B1 in accordance with DIN 4102 or at least class C in accordance with EN 13501-1). Confirmation of flame retardancy or of impregnation carried out in accordance with regulations must be provided to the bcc GmbH on request. With the consent of the bcc GmbH, normal flammable materials may also be used in isolated cases and in certain areas if they do not pose an increased risk.
- (4) The storage of packaging and packaging materials made of cardboard and other flammable materials is only permitted in the rooms designated for storage.
- (5) Open flames of any kind are prohibited in the bcc. Only LED or battery-operated candles may be used.
- (6) Decorations made from natural foliage or coniferous wood must be freshly cut.
- (7) All electrical devices that generate or develop heat (e.g. hot plates, spotlights, transformers) must only be used for their intended purpose. Depending on the amount of heat generated, there must be sufficient space between the device and any combustible materials, or a heat-resistant base must be used.
- (8) The approval of the bcc GmbH is required before bringing in any appliances (e.g. popcorn machines, crêpe or waffle irons) or materials (e.g. large batteries or accumulators) that are relevant to fire safety.
- (9) If the fire alarm system is triggered as a result of a breach of these regulations, the client shall bear all costs incurred as a result.

(10) Vehicles may only be brought onto the premises with the consent of the bcc GmbH. When bringing vehicles with combustion engines into the bcc, ensure that the tank is emptied as far as possible and filled with nitrogen to prevent the formation of flammable gases. For vehicles with alternative driving technologies (e.g. electric or hybrid vehicles), the instructions for the tank, if applicable, apply accordingly. High-voltage batteries must be disconnected from the power supply or be in a non-critical state typical for the battery type. The drive motor must be disconnected from the battery, e.g. via a battery isolation switch. Charging in the building is not permitted. Load distribution plates and floor protection must be used.

7 Smoking Ban

(1) Smoking indoors, including the use of electronic cigarettes and heated tobacco products, as well as vaping devices, is prohibited at the bcc.

8 Floor Coverings, Adhesive Tapes, Drilling and Mountings

- (1) It is prohibited to affix any materials to the bcc's walls or surfaces.
- (2) It is prohibited to hammer nails, decorative pins or similar items into columns, curtains, floors, windows, doors, ceilings, walls etc., as well as to drill holes or make structural alterations of any kind.
- (3) The attachment of signs, decorations or similar items to columns, curtains, railings, lamps, windows, doors, ceilings, walls etc. requires the consent of the bcc GmbH.
- (4) Only adhesive tapes that are approved for the relevant surfaces and can be removed without causing damage may be used in the bcc. This applies in particular to laying flooring, taping cables or attaching posters etc. to rented exhibition stand systems.
- (5) Carpets or other flooring in rooms with slate or parquet floors may only be affixed to protective underlay panels. The bcc GmbH will provide these on request.

9 Gases and Balloons

- (1) Systems or devices containing gases or liquid gas may not be brought in or operated.
- (2) Propane and butane gas cylinders and other gas containers are prohibited.
- (3) Balloons or objects filled with gases other than air may only be used with the consent of the bcc GmbH. Balloons must not impair the visibility or function of any safety equipment.

10 Noise Protection

- (1) Clients, exhibitors and service providers are obliged to comply with noise protection regulations, local noise protection ordinances and the requirements of the authorities.
- (2) The bcc borders a residential area, so quiet hours must be strictly observed from 10:00 pm to 06:00 am. Disturbances to residents and neighbours caused by noise, e.g. from access roads, manoeuvring, setup work, as well as by guests, must be kept to a minimum.
- (3) The maximum sound pressure level in the bcc must not exceed a level that is hazardous to human health. If necessary, suitable sound insulation measures must be taken by the client, exhibitor or service provider.

11 Pyrotechnics, Explosive Substances and Laser Equipment

- (1) It is prohibited to bring fireworks, pyrotechnic products, explosive substances or ammunition into the bcc, display them or set them off without the consent of the bcc GmbH. This also applies to outdoor areas. Even if permission is granted by the bcc GmbH, the necessary official permits must be obtained.
- (2) Laser equipment may only be operated in accordance with current regulations and provisions.
- (3) The use of dry ice and fog machines inside the building requires the approval of the bcc GmbH.

12 Drones and Other Aerial Devices

(1) Drones and other aerial devices may not be used inside the bcc or in the outdoor area without the consent of the bcc GmbH. The bcc is located in the ED-R 146 restricted flight zone (Berlin). For use outdoors, additional official permits must therefore be obtained at the client's own expense and presented to the bcc GmbH without being requested.

13 Waste Disposal and Cleaning

(1) The bcc GmbH provides waste bins for the disposal of waste generated by event participants and is responsible for its removal. Any waste disposal exceeding the normal amount will be charged according to the effort involved.

(2) Clients, exhibitors and service providers are obligated to properly dispose of their waste at their own expense. Combustible waste must be removed from the event space immediately, at the latest upon conclusion of the event, and disposed of safely.

(3) The bcc and particularly the exhibition space must be left in a clean and tidy condition after setup and dismantling.

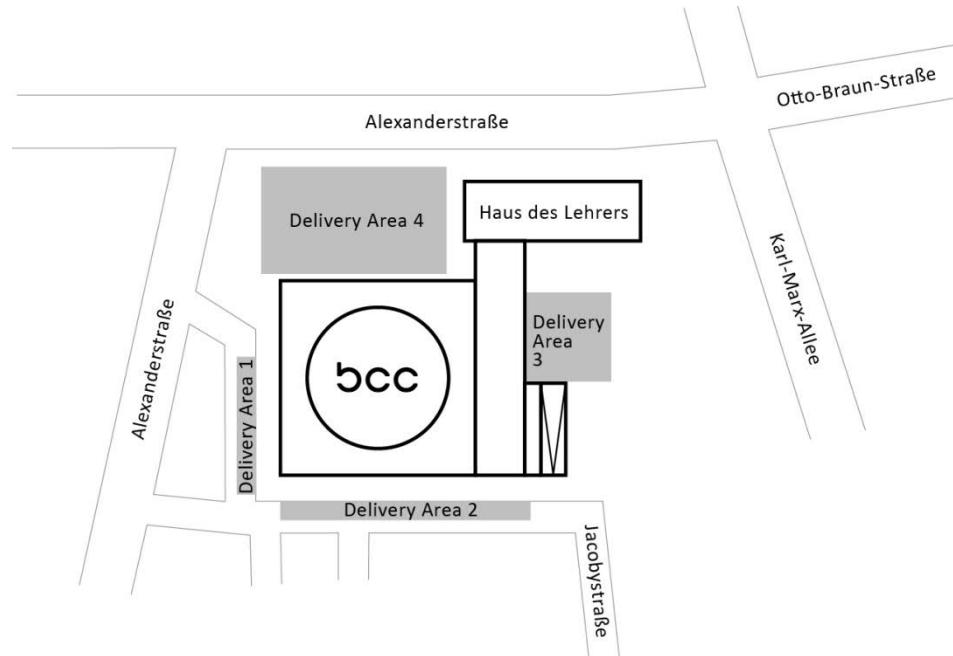
(4) Between event days, the bcc GmbH will carry out a basic cleaning of all flooring (including exhibition areas). If this service is not wanted for certain stand areas, the bcc GmbH must be informed explicitly.

14 Climate, Environment and Energy

(1) Resources such as water and electricity must be used sparingly and operated in such a way that consumes as little energy as possible, while still enabling the event to be held in a feasible and reasonable manner. All electrical devices, e.g. at exhibition stands, must therefore be switched off by the end of each event day at the latest. The bcc reserves the right to switch off the entire power supply overnight.

15 Surveillance

(1) The bcc GmbH does not assume responsibility for the surveillance of any items and installations brought in by the client nor for any items handed over to the client by the bcc GmbH. The client, exhibitors and service providers are responsible for insuring these items adequately against loss, theft, vandalism, etc. or for commissioning the bcc GmbH to provide security services at the client's own expense.

Possible Delivery Areas**Area**

Delivery area 1
Delivery area 2
Delivery area 3
Delivery area 4

Doors

2.05 m x 2.65 m (W x H)
2.05 m x 2.65 m (W x H)
1.8 m x 1.95 m (W x H)
2.05 m x 2.65 m (W x H)

Please Note

- Information on availability and clearance for events will be supplied by the bcc.

Elevator

Doors	2.5 m x 2.5 m (W x H)
Cage	2.9 m x 2.05 m (W x D)
Maximum weight	Max. 2 t (336 kg/m ²)

Floor Covering and Maximum Height of Construction in Level A

Room	Floor Covering	Maximum Height
A 01	Parquet	2.5 m
A 02	Epox resin	2.5 m
A 03	Parquet	2.5 m
A 04	Parquet	2.5 m
A 05	Parquet	2.5 m
A 06	Parquet	2.5 m
A 07	Epox resin	2 m
A 08	Linoleum	2.5 m (partially 2 m)

Floor Covering and Maximum Height of Construction in Level B

Room	Floor Covering	Maximum Height
B 01	Linoleum	3 m
B 01.01	Linoleum	2.4 m
B 01.02	Linoleum	2.4 m
B 01.03	Linoleum	2.4 m
B 02	Slate	3 m
B 03	Parquet	3 m
B 04	Parquet	3 m
B 05	Parquet	3.5 m
B 06	Parquet	3.5 m
B 07	Linoleum	3.5 m
B 08	Parquet	3.5 m
B 09	Parquet	3.5 m
B 92	Linoleum	2.5 m
B 94	Linoleum	2.5 m
B 95	Linoleum	2.5 m
B 96	Linoleum	2.5 m

Floor Covering and Maximum Height of Construction in Level C

Room	Floor Covering	Maximum Height
C 01	Parquet	4 m
C 02	Linoleum	3.5 m
C 03	Parquet	3 m
C 04	Parquet	3 m

Floor Covering in Level D

Room	Floor Covering
D 01	Linoleum

Maximum Weight

Level A, B and C	500 kg/m ²
Level D	250 kg/m ²
Forecourt	SLW 60 according to DIN 1072 (equivalent to a total load of 600 kN per vehicle or 100 kN per wheel)