

1. PRODUCTION INFORMATION

The entire production of the Future of Festivals on site is carried out and coordinated by the company URBENO Büro für Erlebniskommunikation GmbH. Therefore, all important questions that go beyond the normal stand construction (special constructions etc.) have to be discussed with them.

The contact to the contact persons you will find below:

Michael Müller - mm@urbeno.com

Christian Radloff - cr@urbeno.com

1.1. ASSEMBLY AND DISASSEMBLY

CONSTRUCTION

Set-up day for exhibitors is **Wednesday, November 27, 2024 from 8:00 am to 6:00 pm** The ARENA Berlin can only be accessed via Eichenstraße. You will be met on site by our staff, who will assign you stopping areas. Please do not leave your vehicle under any circumstances without a sign on the dashboard with your contact details. You will receive the sign on site. If you have any special requirements for your set-up, please get in touch with your contact person in advance:

monika@futureoffestivals.com

DISASSEMBLY

Dismantling can take place on Saturday, November 30, 2024 one day **AFTER** the fair. Please note that all stands must be fully occupied by the official end of the fair on Friday, November 29 at 06:00 pm and dismantling may not begin. Dismantling can then begin at the stand from 08:00 am on Saturday. Any collections, couriers etc. can also be made from 08:00 am via Eichenstraße.

IMPORTANT: Please communicate this with all your partners/service providers. Eichenstraße will be closed at this time and we will not allow any vehicles to enter Eichenstraße before 07:00 pm. Since stopping areas are very scarce on site, our staff will assign you stopping areas on site. Please act with understanding and mutual consideration.



1.2. DELIVERIES

Deliveries of materials or similar are only possible from Wednesday, 27th November 2024, from 8:00 am. A contact person from the exhibitor must be present for this purpose. Deliveries without a contact person on site will not be accepted. Previous deliveries are only possible in coordination with Future of Festivals GmbH.

Deliveries during the event are only possible between 08:00 and 09:00 am or after the event between 06:00 and 07:00 pm. In any case, they require prior consultation with Future of Festivals GmbH. During the event from 10:00 am to 6:00 pm deliveries are only possible after prior consultation with Future of Festivals GmbH.

1.3. STORAGE AREAS

There are no storage areas on site. Not even for empties or other goods. This year there will be the possibility to store things through DHL. Info you will find in the info-mail.

1.4. FORKLIFT

On site there will be the possibility to rent a forklift including a driver. If there is a demand, please book via DHL. Info you will find in the info-mail.

The following information is important for us:

- Type of items to be stacked
- weight
- lifting height
- Distance between forklift pockets

2. TECHNICAL GUIDELINES

2.1. Traffic regulations

The maximum permitted speed on the premises is 10 km/h. The Road Traffic Regulations (StVO) apply to the entire premises, including the parking areas. Before entering the arena hall, stop and check that the door clearance is sufficient. The engine must be switched off during loading and unloading.

Illegally parked vehicles, trailers, containers and goods may be removed by a towing service at the owner's or keeper's expense and risk. Only walking speed is permitted in the Arena Hall.

Before transporting loads, the exhibitor and the companies commissioned by him must inform themselves about the load-bearing capacity of the floor and the condition of the floor as well as about the trafficability in the outdoor area and in the ARENA HALL > see item 8 Hall data.

2.2. Hall data Arena Hall

- Clearance height, cross beams: 4.50 m to 5.10 m
- Clear height, bays: 5.80 m to 9.80 m
- Suspension points, rigging: 500 kg/ point (rough grid at intervals of 4.80 m and 2.50 m from each other)
- Floor load capacity: suitable for heavy traffic except for few marked areas/ passable by car and truck

Note: Please also note the point Suspensions from the hall ceiling/rigging.

2.3. Escape and rescue routes, emergency exits, hallways

Escape and rescue routes must be kept clear at all times. The aisle width of the hall aisles is at least 2.00 m. No objects may be placed within the escape routes. The areas in front of the emergency exits and the intersections of the escape and rescue routes must always be available in their full width. Emergency exit doors, escape and rescue routes and their markings must never be covered, blocked or obstructed. It must be possible to open the doors to their full width at all times.

2.4. Emergency evacuation and evacuation

The closure and evacuation of rooms, halls and the outdoor area can be ordered by Future of Festivals GmbH or ARENA Betriebs GmbH if this is necessary for safety reasons. All exhibitors, their employees, their stand personnel and service providers must comply with hall voice announcements and the corresponding request.

2.5. Fire department access roads and hydrants

The access routes and movement zones for the fire department are marked by no-stopping signs. These must be kept clear at all times. The hydrants in the arena hall and outside area must never be obstructed, made unrecognizable or inaccessible.

2.6. Exits, escape routes, doors

All escape routes and rescue exits must be kept clear at all times. From any point on an exhibition area, the distance to an escape aisle must not exceed 20m walking line. The clear hall aisle width is 3.0m. This must be observed during the entire set-up and dismantling period as well as during the event.

> 100m² floor space or > 100 visitors* staying in the hall must have at least 2 exits to escape routes as far apart as possible and opposite each other.

All escape routes must be clearly marked.

Up to 100m² and <200 persons, 1 escape route, at least 0.90m wide, is required.

Over 100m² (> 200 persons) up to 200m² (<400 persons) 2 escape routes, each 1.20m wide, are required

2.7. General safety lighting on the stand

If exhibition stands are not provided with sufficient and the general safety lighting due to their construction (darkened, enclosed or roofed), the exhibitor must install additional and own safety lighting. The costs shall be borne by the exhibitor. For enclosed exhibition stands with an area of 30 - 100 m², escape sign luminaires in accordance with ARS A3.4/3 are sufficient.

2.8. Stand construction regulations

2.8.1. Stand numbering

All stands are marked with stand numbers. Future of Festivals GmbH or the company commissioned by it will notify the exhibitor in writing of the final stand number.

2.8.2. Structural stability

The exhibitor or the companies commissioned by him are responsible for the static safety of the stand. Exhibition stands and their furnishings, exhibits or advertising media must be erected in a stable manner so that safety is not jeopardized. The regulations and guidelines of the Building Regulations of Berlin (BauO Bln) in their current version apply. In principle, standing structural elements and constructions must be secured against tipping over. This also includes free-standing walls, decorative building elements and special constructions. Stabilization against neighboring stands or against the existing building fabric is prohibited.

2.8.3. Approval of the stand design

In the case of large-scale stand structures or stand structures through which aisles of the public pass and

emergency exit accessibility must be checked, Future of Festivals GmbH or the company commissioned by it must be submitted for approval. All stand constructions and mobile stands, including those in the outdoor area, are subject to inspection and approval. Stand constructions subject to approval are all temporary installations that are considered temporary structures (according to BauO/ §76; M-FIBauR and in their construction type). This also includes stages > 100m², show and stage trucks, free-standing monitor and LED walls, platforms and walkways.

The stand construction documents must be submitted to Future of Festivals GmbH in paper form or as a digital file (PDF).

2.8.4. Inspection of buildings/uses requiring approval and those requiring a permit

The inspection of structures subject to approval includes:

- Flying structures, special structures
- Structures in the outdoor area
- Scene area > 200m²
- Special constructions and exhibits outside the stand area
- Platforms, railings

2.8.5. Vehicles and containers

Vehicles and containers are subject to approval as exhibition and presentation stands in the Arena Hall and in the outdoor area.

The following vehicles may be exhibited in the Arena Halls::

- Internal combustion engine: only with nitrogen-filled (inert) and sealed fuel tank.
- Gas-powered drive: completely emptied and flushed compressed gas tank
- Electric propulsion: only with damage-free batteries
- Electric and hybrid drive: not permitted

The use of diesel forklifts is not permitted. The use of electronic lift trucks for transporting goods is only permitted at ground level.

2.8.6. Overall height

We require a construction height of 2.50 m for the stand structures.

However, if you already have a prefabricated stand/existing stand, you can use it.

Note:

Exhibition stands up to a construction height of 2.50m do not require a permit. Exhibition stands with an overall height of 2.50 m or more are subject to approval.

The costs and fees of the inspection and approval process will be charged to the exhibitor.

2.8.7. Stand roofing

Stand roofing is permitted if the Technical Guideline is strictly adhered to. If canopies interfere with the operation of the sprinkler system, fire alarm and fire extinguishing systems, etc., additional compensatory measures must be taken.

Horizontal decorations are subject to approval. They must be installed in such a way that safety is not compromised. They must be fire class B1 and must not drip when burning. Proof of this must be provided by Future of Festivals GmbH or the company commissioned by it.

2.8.8. Glass in stand construction

Only safety glass may be used. This must be statically tested and submitted to Future of Festivals GmbH or the company commissioned by it. All types of transparent, thermoplastic materials, such as acrylic glass or polycarbonates, are not approved by the building authorities.

The use of glass panels with broken edges is prohibited.

2.8.9. Stand design

The exhibitor is responsible for the stand design of his stand.

- In the hall: The exhibitor is obliged to create a clean and white partition wall surface without any advertising statements on the back sides of his stand boundary and against the directly adjacent neighbor as well as over the entire wall height.

- In the outdoor area: the existing sewers may not be used for the disposal of waste, oils and beverage residues. Fire department bypasses and fire department staging areas shall be kept clear at all times. The outdoor area shall consist of paved or asphalt surfaces. Any structures in the outdoor area must be set up at least 5 m away from the hall. The fire protection regulations also apply.

2.8.10. Seating

The respective current operating regulations of the Berlin Senate apply.

2.8.11. Rental space review

Future of Festivals GmbH or a company commissioned by it will mark the rental space with the respective stand numbers on the hall floor.

The stand boundaries must be observed. Lighting fixtures or signs may not protrude beyond the stand boundaries.

2.8.12. Change of the building fabric

All hall parts and hall structures as well as technical equipment must not be soiled, changed or damaged. Painting or pasting on walls or doors or similar is not permitted. Fire doors or gates may never be held open by wedges or other objects. Stabilization of exhibition stands, exhibits or similar goods against existing building structures is not permitted.

2.8.13. Hall floors

Floor coverings and carpets must be laid in such a way that they are accident-proof, non-slip, level and trip-free. They must not project beyond the stand boundaries. Only PE or PP adhesive tapes that can be removed without leaving any residue may be used to fix the floor coverings/carpets to the floors. All materials used must be removable without leaving any residue and must be at least flame-retardant (B1).

The following products are (almost) residue-free:

- Rapid Air Film from Oracal
- Tesa 4671 Tape and Tesa 53949 Tape
- PhotoTex self-adhesive fabric for prints

As a backing for e.g. double-sided adhesive tapes, ARENA recommends precision crepe tape Strong from Würth (art. no. 0992000550).

Note on removal:

When dismantling, any adhesive tape must be removed carefully. If carpet or tape is torn out, damage to the floor coating may result. This may result in costly repairs that may be billed to the booth operator at that location.

Anchors and fasteners in the floor are not permitted.

Oil, grease, paint or similar liquids on floors must be removed immediately.

Future of Festivals GmbH will charge the exhibitor for the removal of adhesive residues or damage to the floor.

2.8.14. Stand partition walls

Stand partition walls/stand partition walls for area delimitation are provided by the organizer. The rear sides of neighboring stand partition walls may not be used for the organizer's own stand design. Stand sides facing aisles and public areas may not be built over.

2.8.15. Suspensions of hall ceilings, rigging

The installation of suspended loads or rigging is only permitted with prior approval. Appropriate drawings with load details on a suitable scale must be submitted to the organizer at least 3 weeks before the event is set up (03.11.2024). In the case of complex constructions, a certified structural analysis must be submitted.

2.8.16. Restoration of the stand area

The exhibitor is obliged to return his rented stand space in a clean and original condition, at the latest by the end of dismantling. This also includes the residue-free removal of adhesive tapes or similar. Any damage or contamination in the halls or rooms used, including their furnishings, must be reported to Future of Festivals GmbH immediately. The same applies to the outdoor area.

The costs for damages to buildings or facilities, will be charged to the causer.

2.9. Fire protection and safety regulations

2.9.1. Fire protection and safety regulations

The Arena Hall is equipped with a fire detection and alarm system, fire extinguishing system, sprinkler system and with smoke and fire detectors.

The minimum distance of exhibits and decorations from the sprinkler head must be at least 1 m. The distance of luminaires and spotlights from the sprinkler head must

be selected so as to prevent false activation of the extinguishing system due to heat generation. All heat-emitting electrical equipment (for example, spotlights) must be mounted on non-combustible, heat-resistant, and non-heat-conducting bases. Safety devices, emergency exit doors, escape and rescue routes and their markings must never be covered, concealed, obstructed or obstructed. Smoking and e-steaming is strictly prohibited in the entire hall and its adjoining rooms.

2.9.2. Fire protection of stand construction and decoration materials

No highly flammable, burning dripping, toxic gases or smoke-forming materials may be used or installed on exhibition stands. Flame resistance must be proven from the start of construction (according to DIN 4102 at least B1, equivalent proof in German according to EN 13501, at least class c-s3, d0). Plastic cable ties must not be used for fastening statically stressed parts. Decorative materials must be made of non-combustible materials, at least fire class B1 (flame retardant). The building material classification test certificates of the materials used must be submitted to Future of Festivals GmbH. Plants, deciduous and coniferous trees may only be used for decoration purposes with a moist root ball. Bouquets must be fresh and green. Flowers, plants, foliage and conifers that have dried out or are no longer moist must be removed immediately. The use of candles or similar light sources as table decorations and the use of open flames is not permitted. Decorative materials made of straw, hay, peat, bark mulch, reeds or bamboo are not permitted unless they comply with Class B1. Combustible materials must be kept away from sources of ignition. Decorations must be made of at least flame-retardant materials. If decorations hang freely in the room, they must be at least 2.50m from the floor. Flammable materials must be kept far enough away from sources of ignition, such as spotlights, so that the material cannot be ignited by them (§27 BetrVO). If roofing or stand

construction impairs the function of sprinkler systems, fire alarm and fire extinguishing systems, etc., additional compensatory measures must be taken. Horizontal decorations are subject to approval. They must be installed in such a way that safety is not compromised. They must be fire class B1 and must not drip when burning. Proof of this must be provided by Future of Festivals GmbH or the company commissioned by it.

2.9.3. Pyrotechnics and explosive substances

Pyrotechnics are only permitted with the prior consent of Future of Festivals GmbH. Appropriate permits must be obtained. During the time, a person suitable by the Explosives Act must be on site and supervise the pyrotechnic demonstration. Proof of the holder of the permit, the certificate of competence and the insurance certificate (pyro liability insurance) must be submitted to Future of Festivals GmbH or the company commissioned by it no later than 3 weeks before the start of the trade fair (03.11.2024). Any costs incurred for securing the scene or event areas when pyrotechnic objects are used shall be borne by the exhibitor. Explosive substances may not be presented, stored or exhibited. They are subject to the Explosives Act (SprengG).

2.9.4. Flying objects and balloons

Remote-controlled flying devices are (for example drones) in the arena hall and in the outdoor area are subject to approval by Future of Festivals GmbH. At no time may the operation of the aircraft impair or damage the safety equipment. As a general rule, NO aircraft operation over crowds of people. A lateral distance of up to 50m from crowds must be maintained (height= distance). The use of balloons and flying objects filled with flammable gas is prohibited in the Arena Hall and in the outdoor area. The use of balloons filled with safety gas or similar must be coordinated in advance with Future of Festivals GmbH or the company commissioned by it.

2.9.5. Fog machine, hazer and scenic effects

Before using fog machines, hazers or scenic effects, Future of Festivals GmbH must be consulted. The use of such devices/systems is subject to approval. Should the use of fog-causing equipment trigger the fire alarm system without prior approval from Future of Festivals GmbH, all costs will be borne by the party responsible - the exhibitor.

Scenic effects include:

- Confetti and streamers
- Firearms with illuminants
- crash glass
- Fog, vaporizers, fog machines
- dry ice
- Hand torches, sparklers and burning candles

Class 3R, 3B or 4 devices/systems must have been inspected by a publicly appointed and sworn expert before being put into operation.

2.9.6. Ashtray, Smoking, E-cigarettes

Smoking, vaporizing and the use of open flames in the halls and adjoining rooms are prohibited. Ashtray containers are available in the outdoor area. These must be used without fail.

2.9.7. Waste, recyclables and residual waste containers

No garbage cans made of combustible materials may be placed within the stand areas. The waste garbage cans must be emptied regularly by the exhibitor/stand personnel, at the latest in the evening.

2.9.8. Work with open flame, grinding work, solvents and spray guns

Work with naked flames, flying sparks, welding, soldering, grinding and cutting work is not permitted in the entire interior area.

The use of solvent-based materials and paints as well as spray guns is not permitted.

2.9.9. Storage of materials / empties

No empties or materials may be stored inside or outside the stand. Above all, this includes flammable packaging and packing materials. The storage of packaging material or waste under or on stages/podiums is prohibited.

2.9.10. Fire extinguisher

During set-up and dismantling times and during the event, a suitable fire extinguisher (in accordance with DIN EN 3; fire classes A, B, C; with at least 10 extinguishing units) must be provided by the exhibitor or by companies commissioned by the exhibitor for this purpose. The number of extinguishers shall be in accordance with ASR A2.2.

In the catering area where food is prepared, suitable fire extinguishers (fire class A, F) must be provided by the exhibitor. All fire extinguishers must be clearly visible, tilt-proof and within easy reach.

2.9.11. Accessibility

Accessibility is to be taken into account in the stand design.

2.9.12. Advertising media, presentation, volume

Provided that neighboring stands are not inconvenienced, movable, acoustic or optical advertising media as well as musical renditions or advertising media may be used. Musical renditions require a permit -> see item 13 Musical renditions as well as item 13.1 Scene areas for performances and other presentations. The noise level of acoustic and musical performances must not exceed 70dB. Any risk to the hearing of the audience must be provided by the exhibitor by means of suitable measures. The prescribed height of 2.50m may not be exceeded by stand and exhibit lettering, company or brand logos. Adjacent neighboring stands are to be separated by the exhibitor by a clean, stand-safe and white partition wall and without advertising statements. Aligned advertising to a directly adjacent neighboring

stand, the distance is at least 1.0m. Printed matter and advertising materials may only be distributed on the exhibitor's own stand area.

2.9.13. Internet and WLAN on site

It is not possible to set up and use an independent WLAN on site. Future of Festivals GmbH provides a free usable WLAN for all guests and exhibitors.

2.9.14. Musical reproduction

Any kind of musical reproduction is subject to § 15 of the Copyright Act (UrhG) and the Society for Musical Performing and Mechanical Reproduction Rights (GEMA) and requires permission. Unnotified music renditions can lead to punishment according to §97 UrhG as well as claims for damages by GEMA. The costs shall be borne by the exhibitor.

GEMA District Office Berlin
Keithstraße 7
10787 Berlin
P.O. Box 30 34 30
10728 Berlin

2.9.15. Scene areas for performances and other presentations

Scene areas of 50m² or more on the stand area are subject to notification and must be submitted to Future of Festivals GmbH with a verifiable stand construction plan, a description, procedures and participants. Proof of a qualified specialist for event technology must be named in writing and be permanently present on site (in accordance with § 34 BetrVO). All scenery and presentation areas on exhibition stands must comply with the legal requirements (BetrVO). For all acoustic and musical performances, the noise level must not exceed 70dB.

2.10. Operational safety, technical supply/ technical regulations/ technical safety regulations/ technical regulations

2.10.1. General regulations

The exhibitor and the companies commissioned by him are responsible for:

- The observance of operational safety
- Compliance with the occupational health and safety and accident prevention regulations (DGUV) on the stand area
- Compliance with the German Occupational Health and Safety Act (ArbSchG).

During the set-up and dismantling periods, the applicable occupational health and safety regulations, accident prevention regulations must be complied with and implemented. The exhibitor and the companies commissioned by them must ensure that there is no danger to other persons present on site during the set-up and dismantling periods. For safety reasons, it is not permitted for persons who are not in employment subject to compulsory insurance to remain on the premises during the assembly and dismantling periods.

2.10.2. Heating and ventilation

The Arena Hall is ventilated and heated.

2.10.3. Guarding

Outside the opening hours Future of Festivals GmbH provides security in front of the hall entrance. The security company only guards the entrances and the outside area. Future of Festivals GmbH does not provide security for each individual stand in the hall - this is the responsibility of the exhibitor. The exhibitor may commission a security service to guard his stand - Future of Festivals GmbH must be informed immediately in writing. Future of Festivals GmbH recommends an appropriate exhibition insurance.

2.10.4. Electrical installations

Each exhibitor gets his stand supplied with electrical power.

Basic equipment: 230 V Schuko, 1 kW incl. consumption.

He will receive one or more connections with the required transfer point. The installation of the connections is only possible by the contractual partners commissioned by Future of Festivals GmbH. The contractual partners commissioned by Future of Festivals GmbH must be provided with a sketch of the desired location of the connections.

The power supply is available to the exhibitor from the start of set-up until the end of the fair. The connection points are to be protected against damage and accident by the exhibitor. The sum of the required power of all consumption sources is to be communicated to the contract partners. Within the stands, electrical installations can either be carried out by the responsible service partner as ordered or, from the transfer point of the exhibition stands, also by the exhibitor's own electricians or by approved specialist companies.

The complete electrical installation must be carried out in accordance with the latest safety regulations of the German Employers' Liability Insurance Association (BGV A3) and the Association of German Electrical Engineers (VDE).

The existing electrical installation in the exhibition stand may not be put into operation for the Future of Festivals until it has been approved and released by a competent person. A corresponding acceptance protocol must be presented at the stand. At the end of the event day and before leaving the stand, all technical equipment must be switched off for fire safety reasons. Exception: emergency lighting, safety-related equipment and refrigerators.

2.10.5. Electrical installations / connections

All heat-emitting and heat-generating electrical equipment, for example, hot plates or spotlights, shall be mounted on non-combustible and heat-resistant bases for special protection.

Combustible materials must be far enough away to prevent the material from catching fire. The safety instructions of the equipment manufacturers must be observed and complied with.

2.10.6. Water connection

A water or waste water connection directly at the stand is only possible at additional cost.

2.10.7. Compressed air and gas (natural gas) at the stand

There is no pre-arranged basic supply of compressed air or gas at the stand.

2.10.8. Machine, pressure vessel and exhaust systems, machine noise

In the interest of other exhibitors/visitors, the operation of noisy machinery and equipment should be kept to a minimum. Noise levels at the stand boundary must not exceed 70dB. The use of machinery and equipment must not generate any centrifugal force that could cause damage to buildings or annoy people in the halls/outdoor areas.

Compliance with the Federal Immission Control Act (BImSchG) must be ensured.

2.10.9. Product safety

The requirements of the Product Safety Act (ProdSG) in the current version must be complied with for all technical work equipment and consumer products issued. They must have a CE marking.

2.10.10. Stand pressure vessel

Pressure vessels may only be operated at the stand if the current valid certificate for the construction and water pressure test is available (in accordance with the German Ordinance on Industrial Safety and Health - BetrSichV). A person responsible for pressure vessels must be present at the booth. Further information can be obtained from the Berlin State Office for Occupational Safety, Health and Technical Safety.

2.10.11. Pressure and liquid lane

The use and storage of liquid gas or other flammable gases in pressurized gas cylinders or similar are only permitted with the written approval of Future of Festivals GmbH. For the release Future of Festivals GmbH among others the following documents:

- Explosion protection document according to § 3 and § 5 of the industrial safety regulations
- Inspection certificate issued by an expert in accordance with DGUV principle no. 310-005.

The inspection certificate must also be kept available at the stand. The exhibitor must comply with and observe the Technical Rules for Liquefied Petroleum Gas of the DVGW and the DGUV.

2.10.12. Flammable liquids

The use and storage of flammable liquids in the Arena Hall and on the outdoor area are strictly prohibited and only permitted for operational exceptions with the written approval of Future of Festivals GmbH or the company commissioned by it.

Empty containers may not be kept or stored on the stand or in the Arena Hall and all adjoining rooms. The storage of flammable and/or explosive cleaning agents in the hall is also prohibited.

2.10.13. Asbestos and other hazardous substances

The use and application of building materials containing asbestos as well as other hazardous substances is prohibited in accordance with the Law on Protection against Hazardous Substances (ChemG) and the Chemicals Prohibition Ordinance (ChemVerbotsV) as well as the Hazardous Substances Ordinance (GefStoffV).

2.10.14. Radiation protection and radioactive substances

Radioactive substances are strictly prohibited.

2.10.15. Laser systems

Laser installations are subject to notification and must be agreed upon in advance by Future of Festivals GmbH or the company commissioned by it. The following documents are required:

- The test certificate
- The written appointment of a laser protection officer (as defined in §6 of DGUV Regulation No. 6) Corresponding proof of liability insurance

The requirements according to DIN EN60825-1; DIN EN 12254 and DIN 56912 must be complied with.

The operation of laser classes 3R, 3B and 4 is only permitted at the trade fair stand if these have been tested for safety on site by a publicly appointed expert before being put into operation.

Class 3R, 3B and 4 laser systems must be notified in writing to the responsible authority (Berlin State Office for Occupational Safety, Health and Technical Safety).

The acceptance protocol for a temporary installation must be handed over to Future of Festivals GmbH.

Only laser classes 1,2 and 3A are permitted as test certificates for initial commissioning.

Laser installations are to be made clear in the laser area by means of clearly visible markings (laser warning signs).

2.10.16. High frequency equipment and radio installations

High-frequency systems and radio equipment are only permitted if they comply with the provisions of the Telecommunications Act and the Electromagnetic Compatibility of Equipment Act (EMVG).

If electric, magnetic or electromagnetic fields are used for stand decorations or exhibits, the regulations for the implementation of the Federal Immission Control Act (BImSchV) and Electromagnetic Incompatibility (EMVG) must be observed.

2.11. General Corona/COVID-19 safety and hygiene measures

All trades will be informed in advance in writing with the respective valid SARS-CoV-2 regulation of the Berlin Senate. All

participants are obliged to adhere to the hygiene and safety concept and the corresponding measures. The occupational health and safety standard SARS-CoV-2 of the Federal Ministry of Labor and Social Affairs is to be guaranteed.

2.12. Food, beverages, gastronomy

2.12.1. Gastronomy

Gastronomic suppliers are only permitted with prior coordination with Future of Festivals GmbH.

Commercial, sanitary permits are the sole responsibility of the exhibitor. Exhibitors are solely responsible for required permits (e.g. business registration, red card).

Snack and food stands must independently comply with hygiene regulations. Persons involved in the preparation of food must be in possession of a valid health certificate (in accordance with the Infection Protection Act). Food trucks are permitted in the Arena Hall as well as on the outdoor area with prior coordination.

Care must be taken to ensure that fats and oils are collected separately and disposed of separately.

Disposing of leftover food and liquids in the restrooms as well as in the sinks is prohibited. Washing up in the washbasins of the toilets is prohibited - the kitchen on the 1st floor can be used for this purpose.

Food and beverages for direct consumption must be served from 100% biodegradable or compostable materials, for example: paper/cardboard, wood, palm leaves or bamboo. Plastics or plastic-like materials for serving food and beverages are not permitted, for example: bioplastics.

Persons serving alcohol must demonstrate that they hold a restaurant permit.

Note: See also supplement "What caterers must observe".

2.12.2. Beverage dispensing systems

If a beverage dispensing system is put into operation on the stand, the German Ordinance on Industrial Safety and Health (BetrSichV) and DGUV Regulation No. 110-007 must be observed. The exhibitor is

independently responsible for safety and hygiene. The exhibitor/operator must be able to demonstrate that and how he has fulfilled his monitoring and due diligence obligations regarding the technical and food hygiene safety of the beverage dispensing system.

2.12.3. Food monitoring

The distribution of samples for consumption on the spot and the sale of food and beverages must comply with the statutory provisions. In particular, the Food Hygiene Regulation (LMHV), the Food, Commodities and Feed Code (LFGB) and they Regulation on Food Hygiene of No. 825/2002 must be complied with.

2.13. Environmental protection

Future of Festivals GmbH would like to make the Future of Festivals trade fair environmentally friendly. The exhibitor undertakes to use environmentally friendly and environmentally compatible stand constructions, superstructures and decorations. It is to be paid attention, already in the apron, to produce as little as possible waste.

2.13.1. Waste Management

The exhibitor is responsible for the environmentally compatible disposal of waste generated at his stand during set-up and dismantling times and during the event. This also includes the sorting of the waste in the available waste containers. Future of Festivals GmbH will handle the disposal for recycling and disposal of the containers.

2.13.2. Waste disposal

Waste on the stand is to be avoided in accordance with the principles of recycling management.

- Food waste: Food waste must be disposed of in a food waste container.

- Exhibition stands: The waste garbage cans are to be emptied regularly by the exhibitor/stand personnel, at the latest in the evening.
- Decoration and trade fair construction: Carpets and other bulky and special waste must not be disposed of in the trash compactor.

2.13.3. Hazardous waste

Waste that is particularly hazardous to health, air or water, explosive or flammable due to its type, nature or quantity must be avoided and Future of Festivals GmbH must be notified in advance. This also includes batteries, solvents and paints.

2.13.4. Waste brought

Waste or materials not related to the Future of Festival exhibition may not be brought onto the premises or disposed of.

2.13.5. Water, wastewater and soil protection

Substances containing oil and grease that are complied into the wastewater network must not exceed the regular household quantity. Particularly in the case of mobile catering (especially outdoors), care must be taken to ensure that oils and fats are collected separately and disposed of separately.

Disposing of food waste and liquids in the toilets as well as in the sinks is prohibited. Washing up in the washbasins of the toilets is prohibited - the kitchen on the 1st floor can be used for this purpose.

2.13.6. Detergent and cleaning

In principle, cleaning work is only permitted with biodegradable products. Stand areas that are to be cleaned must be booked in addition for a fee Future of Festivals GmbH or the company commissioned by it will only undertake cleaning at the hall entrances and in the outdoor area.

2.13.7. Noise protection

During the event time and during the set-up and dismantling times, the legal basis AV LImSchG, VeranStLärmVO of the State of Berlin must be strictly observed.

Supplementary sheet caterer/ gastronomy - Important notes!

1. **Registration / Food monitoring**

Gastronomic providers are only permitted with prior coordination with Future of Festivals GmbH. Persons involved in the preparation of food must be in possession of a valid health certificate (in accordance with the Infection Protection Act). Snack and food stands must independently comply with the hygiene regulations. The caterer is solely responsible for any necessary permits (e.g. business registration, red card).

2. **Food trucks/ sales tents**

Food trucks are permitted in the arena as well as on the outdoor area with prior agreement -> see item "Vehicles and Containers" in the Technical Guidelines. It is possible to set up a sales tent in the outdoor area.

3. **Cooking / Catering**

Open fires are prohibited throughout the Arena Hall and all associated ancillary areas, including gas equipment in food trucks, charcoal grills and the use of fuel pastes. Food may only be kept warm electrically. Steam generating devices are prohibited.

4. **Security**

All equipment and lines used must be tested in accordance with DGUV Regulation 3. All heat-emitting and heat-generating electrical equipment, for example hotplates or spotlights, must be mounted on non-combustible and heat-resistant bases for special protection. Combustible materials must be far enough away to prevent the material from catching fire. The safety instructions of the equipment manufacturers must be observed and followed. Horizontal decorations are subject to approval. They must be installed in such a way that safety is not compromised. They must be fire class B1 and must not drip when burning. Proof of this must be provided by Future of Festivals GmbH. In the catering area where food is prepared, suitable fire extinguishers (fire class A, F) must be provided by the exhibitor.

provided by the exhibitor. All fire extinguishers must be clearly visible, tilt-proof and within easy reach.

Should roofing or stand construction impair the function of the sprinkler system, fire alarm and fire extinguishing systems, etc., additional compensatory measures must be taken.

5. Waste disposal

Disposing of food waste and liquids in the toilets, sinks, drains or gullies is prohibited. Future of Festivals Ltd. will provide appropriate food waste containers for the disposal of food waste. Food waste must not be disposed of in the trash compactor. It must be ensured that fats and oils are collected separately and disposed of separately.

6. Cleaning

In principle, cleaning work is only permitted with biodegradable products. Washing up in the washbasins of the toilet rooms is prohibited - the kitchen on the 1st floor can be used for this purpose.

7. Sale of food and beverages

The sales prices must be clearly visible to visitors. Persons serving alcohol must prove that they are in possession of a restaurant permit.

8. Beverage dispensing systems

If a beverage dispensing system is put into operation on the stand, the German Ordinance on Industrial Safety and Health (BetrSichV) and DGUV Regulation No. 110-007 must be observed. The exhibitor is independently responsible for safety and hygiene. The exhibitor/operator must be able to demonstrate that and how he has fulfilled his monitoring and due diligence obligations regarding the technical and food hygiene safety of the beverage dispensing system.

9. Food monitoring

The distribution of samples for consumption on the spot and the sale of food and beverages must comply with the statutory provisions. In particular, the Food Hygiene Regulation (LMHV), the Food, Commodities and Feed Code (LFGB) and the Regulation on Food Hygiene of No. 825/2002 must be complied with.

10. Materials

Food and beverages for direct consumption must be served from 100% biodegradable or compostable materials, for example: paper/cardboard, wood, palm leaves or bamboo. Plastics or plastic-like materials for serving food and beverages are not permitted, for example: bioplastics. Disposable tableware is prohibited.