

MESSE CONGRESS GRAZ HOUSE RULES

GENERAL

1. Domiciliary rights

Messe Congress Graz (MCG) is entitled to exclusive domiciliary rights in all rooms and on the grounds, insofar as the contractual partner is not entitled to this by law. The contractual partner's justified interests are to be taken into account when exercising the domiciliary rights.

The domiciliary rights vis-à-vis the organizer and all third parties is exercised by the MCG employees on duty, whose orders must be complied with and who must be granted right of access to the leased premises at all times.

2. Animals

Animals are not permitted throughout the exhibition grounds if it is not an exhibition with animals. Service dogs and guard dogs in combination with valid identity cards are exempt from this.

3. Smoking ban

The statutory smoking ban applies in all rooms and all indoor areas.

4. Parking for organizers and visitors

The parking areas are managed and the road traffic regulations apply mutatis mutandis to the parking areas and the whole grounds. The maximum speed is 10 km/h and must not be exceeded under any circumstances. If necessary, the entire grounds must be driven at walking speed with the greatest consideration for pedestrians at all times. Driving on the grounds is at your own risk. Repairs and maintenance work on vehicles may not be carried out on the grounds.

Parking is permitted in the areas provided for this purpose until the end of the event on each day. The parking of vehicles, equipment etc. in the car parks or other MCG areas is only permitted with written authorization and by allocation.

MCG does not guarantee the provision of parking spaces for the respective event. Exclusive use of a car park or garage by the contractual partner for its visitors/guests must be contractually agreed, whereby availability is checked by MCG in each case.

5. Period of stay

A stay beyond the agreed end of work is only permitted with the project management's authorization.

6. End of work – security

All work equipment must be kept free from industrial waste and debris. At the end of each day's work it must be ensured that the lighting and all electrical devices are switched off unless they are approved for continuous operation without supervision. Security and telecommunications equipment remains permanently operational and must not be switched off. Furthermore, all work areas in the halls and in the open areas must be tidied up, flammable waste and electrical equipment removed. Valves on gas systems that are not in operation must be closed.

7. Overnight stays

Overnight stays in the property building or on the exhibition grounds and parking areas are prohibited.

8. House ban

MCG is entitled to refuse access to the premises to anyone, including the contractual partner's employees or vicarious agents, or to impose a house ban on this person if it is suspected that this person is under the influence of alcohol, drugs or is causing trouble.

SAFETY, STRUCTURAL MEASURES

1. Admission

Official control bodies and MCG employees on duty are permitted access at all times to the premises and areas where the event is taking place and to all premises and areas associated with the event.

2. Compliance with all requirements

All safety regulations, legal and official requirements, the house rules and these General Terms and Conditions must be strictly complied with by the contractual partner.

3. Deployment areas

The marked deployment areas for emergency vehicles must be kept clear at all times.

4. Safety glass

Glass surfaces in visitor traffic areas must be made of safety glass or secured against unintentional smashing up to a height of 1.50 m.

5. Aisle widths

Appropriate aisle widths must be observed in the visitor and/or exhibition area, depending on the expected number of visitors. The main aisles must be arranged in such a way that they lead to the emergency exits. The distance to the emergency exit must not exceed 40 m from any point in the hall as a footpath.

6. Escape routes

All the aisles, stairs and exits to the outside have safety signs.

7. Aisles, emergency exits

Escape routes, emergency lighting, fire-fighting equipment and fire detectors must not be obstructed or covered and their entire width must be kept clear from any kind of storage facilities.

The erection of platforms must not result in any restrictions in the passage widths at exits or other traffic and escape routes.

Doors, in the sense of escape routes, including exits to the outside, must be easy to open from the inside without using any external aids when people are present; they must not be closed.

8. Safety signs

The public and safety signs must be easy to see at all times. They must therefore not be covered by objects or made invisible by other measures.

9. Lift and floor weight loads

The respective maximum load on hall floors and cargo or service lifts must be taken fully into account.

10. Installations, additional installations

Armchairs and tables must be installed in accordance with the applicable regulations.

Any additional installations (such as mobile floodlights and supports, additional stands, stages, etc.) must be carried out under the supervision of a competent representative. This must be logged by the expert.

11. Noise protection

All noise protection measures must be complied with in accordance with the valid decision.

12. Runners, carpets, cable guides

Runners (carpets), cable guides etc. must be laid so that they cannot cause trips and must not obstruct traffic routes.

13. Installations on the exhibition forecourt

The exhibition forecourt must be kept clear of all obstructions, debris and installations, etc. up to two hours before the start of the event and up to one hour after the end of the event. The installation of technical equipment etc. on the forecourt must be approved separately.

In the case of installations for controlled admission to the exhibition grounds, the facilities must be removed immediately after the concert starts.

14. Stand heights

For stand heights of 2.50 m or more, the plans must be approved by MCG in good time, but no later than 3 weeks before the event.

15. Closed ceilings

Closed ceilings are not permitted, this applies to stage areas too. No market umbrellas, wooden huts or other structures with closed ceilings are possible in the exhibition area.

16. Vehicles in the halls

If vehicles are being presented in the hall, the following official requirements must be observed:

- The tank must be completely empty.
- A protective mat must be placed under the vehicle.
- The vehicle battery must be disconnected.

If these conditions cannot be met, contact the project management in good time so that other options can be agreed with the company fire brigade, if necessary.

17. Use of non-exhibition machinery

If the contractual partner wants to use equipment or machinery that are not provided by MCG, these must in any case comply with the corresponding legal and official regulations, as well as be safe to operate and maintained. Should damage occur due to the use of such equipment or machinery, the contractual partner is liable and undertakes to indemnify and hold MCG harmless in this respect.

18. Protection of workers

The contractual partner confirms that they have comprehensive knowledge of all the hazards, within the meaning of the Austrian Employee Protection Act as well. They confirm to MCG that they will instruct their employees or vicarious agents in good time and sufficiently in this regard. This also includes the obligation to wear helmets and protective clothing, in addition to all the laws.

The contractual partner is liable for all their employees and also for the employees of their commissioned companies being employed in accordance with the law.

19. Waste containers and continuous emptying

The waste container volume shall be adjusted to the waste volume and emptied continuously, unless agreed otherwise.

FIRE PROTECTION

1. Company fire brigade

The company fire brigade is responsible for the entire company's fire safety. The company fire brigade's instructions concerning fire protection must be followed immediately and all perceptions of shortcomings regarding fire safety must be reported to the fire brigade immediately.

The company fire brigade is responsible for monitoring and complying with the fire protection measures prescribed by the authorities and the fire safety regulations.

2. Fire alarms

Fire alarm systems and equipment must always be ready for operation and work. They must not be adjusted, damaged, removed or impaired in any other way. Defects in these systems and equipment must be reported to project management immediately. The following alarm equipment must be kept freely accessible at all times: Smoke detectors, push-button alarms on escape routes, fire extinguishers, wall hydrants, hydrant boxes. Fire extinguishers and their housing must also be marked in accordance with EN ISO 7010. The fire extinguisher's last test date must not be more than 2 years ago.

3. Lifts

Lifts must not be used in case of fire.

4. Naked flames, fire

The use of naked flames or fire is prohibited. The use of liquid gas, spirit, oil, gas or similar for cooking, heating or operating purposes is prohibited.

5. Candles

The use of candles is only permitted on tables on non-flammable surfaces and in stable candle holders with glass over them (similar style to a lantern).

6. Gas

The use of liquid gas is not permitted. Any compressed gas cylinders and compressed air cylinders present anywhere on the grounds must be secured against falling over. A maximum of one bottle may be in operation.

7. Flammable waste

For example, wood chips, sawdust, wood dust, oil and varnish soaked cleaning cloths, light metal chips, slag, ash, etc. must be removed from the work rooms at the end of the working day at the latest and stored in a fireproof place or disposed of properly. Such waste must be stored in non-flammable containers with self-closing lids.

8. Flammable liquids

Flammable liquids, black powder, lycopodium etc. may only be kept in the event area in the quantity required for the respective fire effect. The storage of flammable liquids, black powder, lycopodium, etc. is only permitted in areas that are separated for fire protection and inaccessible to event participants.

9. Equipotential bonding

In the case of an electrically conductive exhibition stand construction, the contractual partner is obliged to design the electrically conductive constructions in such a way that all conductive parts are reliably electrically connected to each other. Furthermore, a connection for an equipotential bonding conductor with a cross-section of 4 mm² Cu must be made at a suitable location (near the stand distributor). The electrician commissioned by MCG is entitled to exclude improperly constructed stands from connection to the power supply.

10. Decorations

All materials and decorative objects must comply with the legal regulations (fire class, etc.). Appropriate test reports/certificates are to be kept on site ready for inspection at any time, also by MCG.

11. Heating and ventilation systems/air conditioning systems

Heating and ventilation systems etc. must remain freely accessible and unobstructed for the entire duration of the contractual relationship and may not be blocked.

12. Drives, electrical systems

Drives, e.g. electric motors, transmissions, belts, primary reduction gears etc. must always be kept clear of any kind of storage facilities or debris. Electrical installations that are installed in halls by organizers or exhibitors must be carried out in accordance with legal requirements. These must be properly maintained. Modifications and repairs may only be carried out by authorized personnel. Assembling temporary installations is prohibited, in particular the bridging of blown fuses.

13. Heat-generating devices

Heat-generating devices (e.g. spotlights on towers etc.) must be installed at a sufficient distance so that the automatic sprinkler system is not activated. Heat-generating electrical devices must be monitored during use. They must be placed on non-flammable, heat-insulating bases in such a way that flammable objects in the vicinity cannot ignite even if they overheat.

14. Faulty equipment

Faulty equipment must be withdrawn from use immediately.

Damaged systems, such as sockets and cables, may only be repaired by electricians. Blown fuses may only be replaced by new and equivalent fuses.

15. Use of bulbs

If bulbs are used, care must be taken to ensure that the wattage specifications do not exceed the sockets' maximum wattage.

16. Heat accumulation

Sufficient clearance from flammable parts must be ensured for headlights, bulbs lamps and emergency lighting. When installing electrical appliances, it must be ensured that sufficient heat dissipation is guaranteed. It is not permitted to hang or place anything in front of them.

17. Electrical appliances with open heating wires

Are prohibited.

18. Heat appliances

Heating, cooking and warming appliances (including connectors, smoke and exhaust pipes) may only be installed and commissioned with the approval of company management and in accordance with the fire protection officer's instructions. They must be properly maintained and operated.

19. Smoke

To prevent the escape routes from filling up with smoke, doors to stairwells and smoke protection doors in corridors and doors with self-closing mechanisms must be kept closed. Their function must not be hindered by coercive measures such as wedging or tying.

Only doors with hold-open devices that are controlled by smoke detectors and close automatically in the event of a fire may be left open.

20. Smoke protection doors

The placing of objects within the fire and smoke protection doors' closing area is not permitted.

While the sales areas in the foyer are being used, markings and checks must be made to ensure that the smoke barriers or air vents' closing area is kept clear of objects.

Manipulation of self-closing doors must be avoided at all costs, as otherwise there is a risk of flashovers and the spread of toxic fumes in the event of fire.

21. Doors against escape direction

Doors that can be opened against the escape direction must be manned by a steward during the entire event.

22. Use of storage rooms

Main and side aisles must be kept clear at all times in storage rooms. The stored goods are to be stored in such a way that the windows and doors are accessible and heat sources are not blocked. Material must not be stored on windowsills or radiators.

23. Company fire brigade instructions

The company fire brigade's instructions must be followed.

DATA PROTECTION

Information on the processing of personal data and on the rights of the data subjects can be found in MCG's Privacy Policy. The Privacy Policy can be found as an appendix to the General Terms and Conditions or at www.mcg.at/datenschutz in the current version.