

## Event regulations - EVENTS & EXHIBITION CENTER

### 1. Introduction

These house and site regulations (subsequently "event regulations") of Brandboxx Salzburg GmbH are regulations of use.

The event regulations are available at the information desk in the Events- & Exhibition Center and are accessible via the website [www.brandboxx.at](http://www.brandboxx.at). The event regulations are based on the current [Veranstaltungsgesetz des Landes Salzburg](#) (Event Law of the Province of Salzburg) and the [Veranstaltungsstätten-Verordnung](#) des Landes Salzburg (Event Location Policy of the Province of Salzburg). These regulations apply for the duration of the event at Brandboxx Salzburg as per the contract and for its event site.

These house and site regulations do not apply to emergency forces.

### 2. Spatial and factual scope of application

2.1 These conditions and provisions apply to all agreements between authorised persons and their contractual partners (organisers) as well as to the business partners and visitors connected to the event. The contractual partners commit themselves to adhering to these conditions and regulations as well as to ensuring the compliance of participants of the event and/or visitors to the venue (contractual imposition). The organiser, by mutual consent with Brandboxx Salzburg GmbH, is authorised to issue its own event regulations to its clients, which must be presented to Brandboxx Salzburg in advance for approval; approval must be confirmed with the date until revocation shown on the displayed event regulations. Subletting or other provision of event space to third parties is prohibited.

2.2 Only events that explicitly correspond with the scope of this venue as per the rental agreement may be held at Brandboxx Salzburg. For this reason, the following kinds of events are especially not permitted: private parties, weddings and proms. Unilateral alteration of the event purpose stipulated by contract is prohibited, as is the subletting of rooms without the agreement of the landlord.

### 3. Compliance with the official event site eligibility notice (imposition of licensing requirements) – required authorisation

3.1 The event site includes all areas accessible with tickets and/or accreditation during the booked event, including all entrances and exits and all other official areas and facilities (subsequently "event site"). The organiser is committed to adhering to the standardised requirements as stipulated by the official event site eligibility notice and other official notices as pertaining to the rented event site, and to consulting us in case of doubt; this especially applies for the maximum permissible number of visitors. A copy of the official notice must be easy to find at every event. In case of violations of this regulation, we will take recourse against the organiser. Moreover, all corresponding legal provisions must be complied with. If legal registrations (e.g. of the event) or authorisations are necessary, a copy must be forwarded to us in good time before the start of the event. This also applies to any necessary registration with the entertainment tax, for other special charges, and for the AKM (Austrian copyright collecting society).

### 4. Safety measures

4.1 The distribution of visitors must comply with existing escape route options as per the regulations of the [Salzburger Veranstaltungsgesetzes 1997 – VAG 1997](#) and/or the [Veranstaltungsstätten-Verordnung, LGB1. NR.10/2001](#) in the current valid edition.

4.2 Events at Brandboxx Salzburg require the presence of at least one appointee (fire safety engineer / fire warden of Brandboxx Salzburg) on the property for at least one hour before the start until one hour after the official conclusion of the event. The presence of two technicians during the event is mandatory.

4.3 The number of appointed safety stewards or evacuation assistants depends on the area of Brandboxx Salzburg booked by the organiser and the associated maximum number of permissible visitors. A minimum of one steward per 100 persons (event participants, event organisation employees, catering personnel, assembly and disassembly assistants, Brandboxx Salzburg employees etc.) is mandatory. Two stewards are to be placed in the entrance area. Regulation of access, departure and parking administration must also be carried out by a steward. Stewards must be identified as such.

4.4 A list of names of all persons assuming steward duties as well as their operational area must be submitted to Brandboxx Salzburg.

4.5 The parties responsible for both the event and the steward staff must be present and contactable at all times during the event. The organiser must come to an agreement regarding contact with the local police

department of Bergheim. If unable to attend, a deputy must be chosen and their name communicated to the police.

4.6 The designated emergency and escape routes must be kept free at all times. Escape routes are marked as such and equipped with emergency lighting. No items, displays etc. throughout the entire event area may be placed in these routes. Instructions from the organiser, security or employees of Brandboxx Salzburg must be followed.

4.7 Before each event, there must be a "briefing" involving one representative of Brandboxx, the organiser and the stewards. Its purpose is to assign tasks to the stewards and inform them of the escape route options, the event itinerary and possible surprises, and the procedures in case of an emergency. The organiser and their stewards will also be informed of the fire alarm facilities and options, and instructed about first aid facilities, fire extinguishers, etc.

4.8 Neighbours of Brandboxx Salzburg must not be inconvenienced by noise stemming from visitors of the event – before, during or after the event. An additional steward to ensure noise protection must be positioned in the Alte Mattseer Bundesstrasse during events with music. The outdoor volume may not exceed 70 decibels during the day and 50 decibels at night (in accordance with ÖAL guideline no. 3 page 1).

4.9 Throughout the entire audience area, an A-rated, energy-equivalent continuous sound pressure level of 93 dB in relation to the duration of the presentation of the event must not be exceeded (cf. Land Salzburg Form w129a-07-03).

4.10 Exhibition stands and stage equipment, including equipment and exhibits and advertising media, must be constructed in a manner that does not endanger the public's health and safety. Safety must be ensured for every construction level (assembly, alteration, disassembly). Rules and official regulations of employment protection must be adhered to by all companies operating on the site.

4.11 Changing the default fixtures and fittings, such as by relocating chairs, tables or structures, is not permitted without prior consultation with the operator. Existing lighting, sound and other technical facilities provided by us may only be installed and operated by in-house personnel or by authorised specialised companies accredited by us.

4.12 Additional technical constructions by service providers appointed by the organisers require supporting static documentation for speaker towers, spotlight constructions, tent facilities, etc.

4.13 Permission for the use of in-house technical aids (lifting ramp, scissor lift, forklift, etc.) must be obtained in advance and is subject to training by employees of Brandboxx Salzburg.

4.14 Moreover, any structural changes to the event site or of its facilities is forbidden without prior written consent; restoration of the prior condition will be at the expense of the organiser.

4.15 The organiser (lessee) may only introduce their own or external furnishings, decorations, backdrops and devices of any manner to their available rooms with prior consent of the authorised persons; they assume liability for these items in any case.

4.16 Carpets and other flooring must be laid in a slip-proof and accident-proof manner and may not project beyond the rented space. The hall floor may not be laminated or painted.

4.17 The use of open fires and lights, petroleum, spirits and similar liquids is strictly forbidden in the entire event area.

4.18 The assembly and disassembly times for external service providers are regulated by (respective) separate written agreements.

4.19 Goods of any kind may only be introduced after prior agreement between the contractual partners. An agreement as to the time and manner of delivery as well as possible storage must be made. All official regulations must be adhered to. Brandboxx Salzburg does not assume liability for the loss of any items stored for the contractual partner or property and personal insurance (e.g. theft, burglary or fire damages).

## 5. Visitors

5.1 Only persons carrying a corresponding admission ticket or accreditation are permitted on the event site. Accreditation must be shown upon entering the event site and within the event site when requested by the stewards or the police. Proof of identity must be provided with a legal document upon request.

5.2 The driving and parking of vehicles on the event site is only permitted with special authorisation from Brandboxx Salzburg. All visitors must leave the event site in the fastest way possible after the event of the event. Overnight stays on company grounds are not permitted.

## 6. Security check

6.1 When entering the event, all visitors and accredited persons must show their ticket / accreditation to security and stewards, and to the police upon request. Admission will be denied in case of refusal.

6.2 Suspicious persons may be examined by security personnel – also with the use of technical aids – to determine whether they pose a security risk due to the consumption of alcohol or drugs or by carrying weapons or dangerous / flammable items. Safety personnel and stewards are permitted to search clothing and carried containers with consent of the searched person. If the visitor refuses to be searched, the stewards have the right to deny entrance to the event site.

6.3 Persons who pose a safety risk or refuse to be searched will be turned away by security and stewards and prohibited from accessing the event site.

6.4 The organiser is obliged to determine the participation of vulnerable persons (visually, mobility, hearing impaired) and inform the venue of their assigned seating. Appropriate provision must be made during project planning.

## 7. Conduct on the event site

7.1 All persons accessing the event site must conduct themselves in a manner that neither harms, endangers nor – as far as possible – encumbers nor harasses anyone.

7.2 All persons accessing the event site must follow the orders of the organiser, security and steward personnel, the police, the fire brigade and the emergency service, as well as announcements. Those who wilfully or negligently do not follow these orders or infringe other directives of the event regulations may be ejected from the event site by security and stewards or the police.

7.3 For safety reasons, visitors are obligated to follow the directions of security and stewards or the police (in evacuation situations).

7.4 All entrances, exits, and emergency and escape routes must be kept free. Further orders and regulations may be issued for individual cases to prevent or eliminate dangers to life, health or property. Instructions from security and steward personnel or the police for this purpose must be followed.

7.5 Trash, packaging materials and empty containers must be disposed of in the waste containers positioned on the event site.

7.6 Smoking / general ban of smoking: smoking is only permitted in the smoking areas agreed and designated by the lessor. Cigarette butts and ash are to be put into the provided ashtrays.

## 8. Audio and picture recordings

8.1 All persons accessing the event site consent to the creation of audio and picture recordings that may be used for direct or time-delayed transmission or for other kinds of transmission or recording, photo or other current / future media technologies, free of charge.

8.2 If anyone does not consent to being recorded, this person must provide advance written notification to Brandboxx Salzburg / the organiser.

8.3 Brandboxx Salzburg reserves the right to monitor and record the entire event site or parts of it using a video system.

8.4 Upon suspicion of commercial use of picture and/or sound recordings during the event, the visitor is obliged to either destroy the recorded material or hand it to the organiser upon request, and to remove any equipment from the event site. Persons who refuse to destroy or hand over material or to store their equipment outside the premises will be expelled from the event site; additionally, legal measures will be taken against these persons.

## 9. Cleaning

The event site is to be handed over in the same state as before the event. For this purpose, the organiser must order the final cleaning. Potential required special services beyond the final cleaning (removal of adhesive residues from mountain decoration, cleaning of car park etc.) and waste disposal cost are also at the expense of the organiser.

## 10. Forbidden

Unless explicitly permitted by the organiser and Brandboxx Salzburg, it is forbidden to bring the following items to the event site or to carry any of the following items. In case of doubt, the classification of items as forbidden or permitted is the responsibility of the safety officer.

10.1 Weapons of any sort: items and articles that could be used as weapons, cutting weapons, thrusting weapons or projectiles –including umbrellas, helmets and other bulky objects;

10.2 Pepper sprays and tear sprays may not be brought to the event site;

10.3 Bottles, jars and cans of any kind as well as other items made of PET (except PET bottles up to 0.5 litres), glass or any other fragile, splintering or particularly hard material, no more than one tetra pack exceeding 0.5 litres per person;

10.4 Fireworks, flares, smoke powder, smoke-bombs or other pyrotechnic items;

10.5 Alcoholic drinks of any kinds, drugs and stimulants;

10.6 Smoking is prohibited in all rooms and tents and only permitted in the appropriately designated outdoor areas;

10.7 Racist, xenophobic, right-wing extremist, National Socialist, sexist or political propaganda materials;

10.8 Flagpoles or banner poles of any kind;

10.9 Animals (except guide dogs and/or assistance dogs) may only be brought with written permission of the landlord. This permission can be revoked by the landlord at any time. The animal-owning tenant or visitor assumes unlimited liability for all damages arising from keeping an animal;

10.10 Any advertising, commercial, political or religious items, including banners, boards, symbols and leaflets as well as promotional and commercial objects and materials of any kind;

10.11 Gas spray cans, corrosive, flammable, dyeing or otherwise dangerous substances, or substances that impair health or are easily flammable – exception: standard pocket lighters;

10.12 Bulky items such as stools, (folding) chairs, large bags, large backpacks, camelbacks (drinking back packs), travel suitcases and sports bags may not be brought into the event rooms;

10.13 Large amounts of paper or paper rolls;

10.14 Mechanically operated noise instruments and amplifiers, e.g. megaphones, air horns;

10.15 Laser pointers;

10.16 Photo cameras – except pocket cameras or standard smartphones with photo functions – video cameras or other sound or picture recording devices;

10.17 Bicycles, skateboards, snakeboards, inline skates, scooters, kickboards, segways and similar vehicles that could interfere with the safety and/or the reputation of individual performers, the event or the organiser;

10.18 Standing on beer tables in the festive tents and alpine huts is strictly prohibited.

Unless explicitly permitted by the organiser and Brandboxx Salzburg, all persons accessing the event site are prohibited from:

10.19 Selling goods and tickets, distributing printed goods, carrying out collections or executing other promotional or commercial activities without the prior written permission (letter, email) of the organiser;

10.20 Throwing items of any kind or spilling any kind of liquids, especially in the direction of other persons;

10.21 Lighting fires, igniting or shooting fireworks, flares, smoking powders, smoke-bombs or other pyrotechnical items;

10.22 Expressing or distributing political, racist, xenophobic or right-wing extremist propaganda or slogans and emblems;

10.23 Acting in a way that could be interpreted as provocative, threatening, discriminatory or slanderous;

10.24 Endangering the life or safety of oneself or others, or endangering another person in any way;

10.25 Causing personal injury or property damage at any time;

10.26 Climbing, scaling or crossing constructions and facilities not designated for general use, particularly façades, fences, chairs, benches, tables, walls, stockades, barriers, lighting systems, camera platforms, trees, poles of any kind and roofs, decorations etc.;

10.27 Accessing areas (e.g. function rooms, VIP and media area, etc.) not open to the general public / without authorisation;

10.28 Restricting, blocking or encroaching on traffic areas, access points to visitor parking and emergency routes;

10.29 Inscribing, painting or pasting physical structures, facilities, fences or paths;

10.30 Relieving oneself outside the toilets or polluting the event site by throwing away items – trash, packaging, empty containers, etc.;

10.31 Consuming excessive amounts of alcohol;

10.32 Smoking in areas with a designated smoking ban.

11. Any infringement as defined by the house and site regulations will be punished in the following manner:

11.1 The visitor will be ejected from the event site;

11.2 The organiser will ban the visitor from the premises for the duration of the event (or for several days, if appropriate);

11.3 The rights of the party exercising property rights – in particular the enforcement of claims for damages – will remain unaffected;

## 12. Liability

12.1 Austrian liability regulations apply. The organiser is liable for the safety of their event as well as for ensuring that the officially permitted number of persons is adhered to. The organiser is furthermore liable to the lessor for damages, regardless of nature and cause, occurring from failure to comply with administrative provisions as well as for all damages to the property and its facilities during assembly and disassembly by the organiser, persons employed by the organiser, or by guests of the organiser. Brandboxx Salzburg does not assume liability for accidents and other damages of any kind affecting the users or visitors of the event rooms beyond the legal provisions. The operating company is not liable if items belonging to the contractual partner, its employees, visitors or guests go missing during or as part of the event; this also applies to thefts. Property and personal insurance (e.g. theft, burglary or fire damages) must be taken out by the contractual partner at their cost. The organiser will ensure that visitors and other persons on the event site within their sphere of influence that culpably and unlawfully violate these regulations will be banned from (further) visiting the event site. The organiser will provide evidence of sufficient liability insurance. This must also apply for slight negligence and, in particular, includes subcontractor and abettor liability as well as liability for damages caused by participants of the event. Brandboxx Salzburg GmbH as the lessor is fully indemnified.