

Security Instructions of the Public Authorities

The lessee's obligations listed below shall form an integral part of the agreement for the temporary use of the Congress Center.

Excerpts from the following decrees or state laws are incorporated:

- Negotiations report issued by the Salzburg Municipal Council on June 29, 1999
- 1997 Salzburg Events Act, State Gazette no. 100/1997 (WV)
- Indoor Events Regulations, State Gazette no. 10/2001

The following abbreviations are used:

SC Salzburg Congress
ORG Event Organizer

Possession of the required **authorizations** and permits for the event is a precondition for the ORG. In addition, the ORG must be familiar with the legal requirements and provisions related to the organization of an event.

The Congress Center is located in the city center and only has a 17 x 2.5 meter **loading zone** with limited availability during the event. Cars can be parked in the nearby paid parking garages and limited parking zones; trucks can be parked at the Park & Ride lots to the north and south of the city.

Fire department zones and the entire area in front of the main entrance must be kept clear at all times.

Emergency exits and the adjacent outdoor areas must be kept unobstructed at all times. An action for trespassing will be filed for any breaches caused by the unauthorized parking of any type of vehicle in the SC exitways.

All **exitways** inside the building must be kept completely clear of any stored objects or other obstacles. This shall particularly apply to the corridors and stairways to the left and right of the stage in the Europe Hall.

Any **decorations** used in the audience and on the stage must comply with the Austrian standard (Ö-Norm) B 3800 B1 Q1 TR1 (hardly combustible, low smoking and non-dripping). A fire behavior certificate must be submitted upon request.

The **attachment** of signs, logos, banners, etc. is subject to the approval by the responsible SC representative. Generally only materials may be used that can be removed without leaving residues.

Naked light or open fire (candles, tea lights, fragrance lamps, etc.), ignition sources or gas-operated devices may NOT be set up or used throughout the building.

Any **pyrotechnics** to be used shall be subject to separate approval by the SC in collaboration with the Fire Department. Firemen must be present during the event since the fire detection system must be switched off. The related costs shall be borne by the ORG.

The SC must be notified in due time if **fog machines**, haze machines or dry ice are to be used since part of the **fire detection system** may need to be switched off by prior arrangement with the Fire Department. **Firemen** must be present if the fire detection system is switched off. The related costs shall be borne by the ORG.

Any spotlights or other sources of heat to be installed must be mounted at a safe distance from **fire detectors and sprinkle systems**. The suitable distance shall be judged by the SCC technicians.

A true to scale layout plan must be submitted to the SC for any **trade fair or exhibition stalls** to be set up, proving that no exitways and emergency exits will be obstructed. Such plan will be reviewed and must be absolutely adhered to upon authorization.

An **electricity certificate** conforming to standard shall be submitted prior to the event for any exhibits, fair structures, tents or superstructures with a higher share of electrical equipment set up inside the building or in front of the main entrance.

The ORG or one of his authorized representatives must be present during the **official inspection** (public events); any defects detected shall be remedied reliably and on time.

Packing material and transport crates shall be removed from the building prior to the event. Any rubbish, paper, cartons or other refuse not removed by the ORG on time shall be removed by the SC at the ORG's expense.

Any **damage** caused by the ORG or his authorized representatives during the event shall be recorded and repaired by the SC at the ORG's expense.

Any **instructions** given by the SC staff in charge of the event must be strictly observed.

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