



2018 LEASE REGULATIONS

Rotterdam Ahoy

Appendix to the General Terms and Conditions of Lease

LEASE REGULATIONS

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LEASE REGULATIONS

I - Introduction

Welcome to Rotterdam Ahoy! In the coming period, you will regularly have discussions with your project manager within Ahoy to ensure that all matters pertaining to your event are properly dealt with. The event must comply with the regulations set out in this document. The project manager will inform you of the regulations that apply to your event.

As a lessee, you have undertaken to obtain all permits/licences required and comply with the permit/licence conditions, statutory regulations and all other regulations, including the company rules and instructions of (employees of) Ahoy. You are also responsible for ensuring that third parties who are on the Ahoy site because of your event, such as invitees, visitors, exhibitors and suppliers, also comply with the statutory and other regulations referred to. This document was also drawn up to enhance safety and prevent damage.

These "Lease Regulations" include the most common and relevant regulations, current legislation and regulations and permit/licence conditions (subject to alteration).

- The Dutch Licensing and Catering Act, including NIX18;
- The Dutch Tobacco Act;
- The Dutch Opium Act;
- The Dutch Environmental Management Act and Ahoy's environmental permit;
- The Dutch Noise Abatement Act;
- Ahoy's licence under the Dutch Licensing and Catering Act;
- Ahoy's operating permit;
- Rotterdam's general municipal byelaws;
- The fire safety byelaw and Ahoy's occupancy permit;
- The Dutch Private Security Organisations and Detective Agencies Act;
- The Netherlands Food and Consumer Product Safety Authority.

Depending on the activities that take place during the event, other Acts may also apply or permits/licences and/or exemptions may have to be applied for in connection with, for example:

- The Dutch Betting and Gaming Act and licences under this Act.
- Intellectual property rights and Buma/Stemra and SENA payments.
- The Dutch Fireworks Decree and fireworks permits.
- The Dutch Aviation Act and certificates of no objection for the take-off and landing of a helicopter, hot air balloon or drone.

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II - Run-up to the event

1. Provision of information about the event on time

During the meeting between Ahoy and the lessee, agreements shall be made regarding a wide variety of subjects. At least six weeks prior to the start of the first day of build-up and to the extent applicable, agreements must be in place regarding:

1. The name of the event.
2. The name of the organiser.
3. The date/dates of the event.
4. The dates of build-up and de-rig.
5. The number of visitors expected.
6. The programme of the event.
7. A scenario of the event.
8. A detailed floor plan of the event for the fire service.
9. A list of the responsible persons.
10. Playing (background) music, Buma/Stemra and SENA.
11. Serving alcohol (NIX18).
12. Selling food and other products.
13. Stands and activities at the stands.
14. Temporary structures and the materials used.
15. Cleaning and waste disposal.
16. Setting off fireworks.
17. Visual and audio recordings.
18. Advertising.
19. Merchandising.
20. Ticket sales/ticketing.
21. Checking admission tickets.
22. Cloakroom.
23. Toilet facilities.
24. Assistance with respect to parking.
25. Hiring receptionists and hostesses.
26. Catering.
27. Build-up and de-rig.
28. The deployment of security personnel and use of security measures.
29. The deployment of health and safety officers.
30. All permits/licences and exemptions that are required or that have been granted in relation to the event.

On the case of a very large event, the following plans must be submitted to Ahoy in digital form eight weeks before the event:

31. A security plan.
32. A parking and transport plan.
33. A plan to prevent noise nuisance and other kinds of nuisance.

If changes occur in the agreements made, the lessee and Ahoy must discuss the matter.

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III - Permits/licences

Activities for which permits/licences and/or exemptions are required may only take place if the permits/licences and/or exemptions concerned have been obtained and may only take place in accordance with the conditions attached to the permit/licence and/or exemption concerned. A copy of the permit/licence and/or exemption document must be in Ahoy's possession at least six weeks prior to the start of the event.

2. An occupancy permit (a fire service permit)

Ahoy has an occupancy permit that classifies a few standard layouts in Ahoy spaces as fire safe. An occupancy notification is required for an event at which a different layout will be used and at which over 50 people will gather, however. The application for this occupancy notification is submitted in cooperation with Ahoy. In general, an application for an occupancy notification can be submitted using the information about the event as referred to in section 1. The occupancy notification issued may prescribe further regulations with which the event must comply.

Floor plans for an occupancy notification application for all locations in Ahoy must meet the following conditions:

1. The floor plans must provide a clear overview of the internal and external composition of the part of Ahoy to be used in accordance with the application.
2. The floor plans must have the required symbols and legend.
3. The floor plans must be drawn to a scale of 1:100.
4. The complete set of floor plans must be in Ahoy's possession in digital form for use by the project management department at least six weeks prior to the start of the lease period.

The floor plans can be downloaded at www.ahoy.nl/login. The login data can be obtained from the projectmanager.

3. Event licence

For most events in Ahoy, an event licence is not required because the events are within the scope of Ahoy's 'regular' use. An event licence is required, however, for very large events like the Port of Rotterdam North Sea Jazz Festival or for events that largely take place in the outdoor areas of the Ahoy site.

If an event licence is required, it shall be applied for in cooperation with Ahoy. An event licence must be applied for at least six months prior to the start of the event from the municipal authority of Rotterdam (Department of Safety). In general, an event licence can be obtained using the information referred to in section 1. The event licence issued may prescribe further regulations with which the event must comply. A copy of the licence obtained must be in Ahoy's possession at least six weeks prior to the start of the event.

4. Building permit and/or demolition permit

If a building activity, which in this context includes building, converting or demolishing, is necessary for an event, a building or demolition permit may be required by law, for example if temporary halls must be built. Temporary structures for which a building permit is required may only be built by a recognised company.

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The rules governing building activities and the performance of building and/or conversion work in a safe manner are extremely complex. Such building activities must therefore be performed by a recognised building company or under circumstances determined by Ahoy, and may only take place in consultation with Ahoy.

A copy of the building permit obtained must be in Ahoy's possession at least six weeks prior to the start of the event.

5. Licence under the Dutch Betting and Gaming Act

A licence under the Dutch Betting and Gaming Act is in principle required for all games of chance, which include bingo, games based on a wheel of fortune and lotteries. There are a couple of important exceptions.

A licence is not required in the case of small games of chance that award a prize package of up to EUR 4,500 or in the case of promotional games of chance that award a prize package of up to EUR 100,000, provided that the provisions of the Code of Conduct for Promotional Games of Chance 2014 are complied with. A licence is also not required in the case of a competition of an artistic, academic or technical nature that awards a prize of up to EUR 2,300.

Games of chance may only be organised in consultation with Ahoy. A copy of the licence obtained must be in Ahoy's possession at least six weeks prior to the start of the event.

6. Fireworks permit or notification

A fireworks permit or notification is required if fireworks will be set off during the event. This includes fireworks that will be set off as part of a theatre production. A fireworks permit or notification may only be applied for by a recognised fireworks professional who holds a licence under the Dutch Fireworks Decree. This recognised professional must set off the fireworks. The fireworks permit issued may prescribe further regulations with which the event must comply. Fireworks may only be set off in consultation with Ahoy.

A copy of the permit obtained must be in Ahoy's possession at least six weeks prior to the start of the event.

7. Certificate of no objection for helicopters

A certificate of no objection from the mayor of Rotterdam is required for a helicopter to be allowed to land or take off in the city. Further conditions, including obtaining the permission of Rotterdam The Hague Airport, must be met to obtain this certificate. These further conditions must continue to be met also after the certificate has been obtained. Helicopters may only be used in consultation with Ahoy.

A copy of the certificate obtained must be in Ahoy's possession at least six weeks prior to the start of the event.

8. Certificate of no objection for balloons

A certificate of no objection from the mayor of Rotterdam is required for a hot air balloon or a tethered balloon to be allowed to land or take off in the city. Further conditions must be met to obtain this certificate. These further conditions must continue to be met also after the certificate has been obtained.

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Balloons may only be used in consultation with Ahoy. A regular supplier of Ahoy can be engaged in this regard.

A copy of the certificate obtained must be in Ahoy's possession at least six weeks prior to the start of the event.

9. Certificate of no objection for drones

a. *Outdoor flights with drones*

The regulations governing the use of drones (UAS/RAPAS) are national. The Human Environment and Transport Inspectorate (ILT) of the Dutch Ministry of Infrastructure and the Environment is the competent authority regarding the exemptions required. To fly within Rotterdam's controlled airspace (CTR), the permission (agreement) of Air Traffic Control the Netherlands (LVNL – Luchtverkeersleiding Nederland) is also required. The exemptions are subject to regulations and limitations, such as:

- Certificate of registration for the UAS (BvL);
- Certificate of Airworthiness for the UAS (BvL);
- Insurance for the UAS;
- Operator Certificate for the pilot – RPA-L pilot's licence.

A copy of the permission (agreement) obtained must be in Ahoy's possession at least six weeks before the start of the event.

b. *Indoor flights with drones*

Ahoy has the right to grant or deny permission for the use of drones inside the halls of Ahoy. Due to the high risk of accidents because of the limited space and the presence of the public, special attention has to be given to safety if indoor flights with drones are to be carried out in (one of) the halls of Ahoy. Ahoy has drawn up rules that allow flights with drones to take place under strict conditions in order to reduce the risk of accidents as far as possible.

- The drone operator must be certified and must present an RPA-L pilot's licence.
- In addition to the pilot, an "observer" also has to be present to operate the camera;
- There has to be a valid Certificate of Airworthiness (S-BvL) for the drone;
- The weight of the drone must not exceed a maximum of 5 kg.

Ahoy has at all times the right to decide whether or not to allow both outdoor flights and indoor flights with drones, and to grant or deny the lessee permission for such.

10. Buma/Stemra and SENA

Because of intellectual property rights, permission is required or a payment must be made to the authors and performing artists concerned to play and sell music. Buma/Stemra and the Foundation for the Exploitation of Neighbouring Rights (SENA) can be contacted for the purpose of making this payment.

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IV Legislation and regulations

11. Dutch Tobacco Act

A general non-smoking policy has been in force since 1 July 2008. Smoking, including E-smoking, is only permitted in the closed spaces that are specifically marked as smoking areas inside Ahoy and on the Ahoy site.

In addition, the Dutch Tobacco Act states the following:

1. The sale of tobacco products to persons under the age of 18 is prohibited;
2. Tobacco products may not be distributed for free;
3. Advertising a single, specific tobacco brand or a single manufacturer of tobacco products is prohibited.

If a competent authority observes any breach in the Lessee's enforcement of and/or compliance with the Dutch Tobacco Act as a result of which a financial penalty is imposed on Ahoy, Ahoy shall be entitled to recoup this financial penalty from the Lessee.

12. Dutch Opium Act

Under the Dutch Opium Act, selling, delivering, supplying, transporting or being in possession of soft and/or hard drugs on the Ahoy site is prohibited/a punishable offence. In the event of doubt on the part of the lessee as to whether a certain substance can be considered a drug, the lessee must ask Ahoy for a definite answer. At the lessee's request, Ahoy shall provide a copy of List I (hard drugs) and List II (soft drugs) of the Dutch Opium Act. These lists can be used to determine which drugs are prohibited.

13. Compliance with and enforcement of the Dutch Licensing and Catering Act

Regarding compliance with and enforcement of the provisions of the Dutch Licensing and Catering Act, Ahoy has - to the extent this is necessary and applicable to the Lessee's relevant event or trade fair - drawn up guidelines to ensure compliance with the aforementioned Act in respect of serving alcohol to minors.

The Lessee shall be obliged to organise and guarantee compliance with the Dutch Licensing and Catering Act in accordance with these guidelines. In this context, the Lessee shall be fully responsible for both the enforcement and compliance.

1. Alcohol may only be served to persons aged 18 or over.
2. Alcoholic beverages may not be sold/provided to persons under the age of 18 by visitors who are aged 18 or older.
3. In the event of doubt about a visitor's age, the Lessee must verify the age of the visitor concerned by means of a valid identity document.
4. The Lessee's personnel must be 18 or older. Supervisors must be at least 21 and must be present during the event.
5. Every price list must display the NIX18 logo.
6. The alcoholic beverages served must be consumed at the location of the event.
7. Ahoy Horeca B.V. reserves the right to stop selling and providing alcoholic beverages if improper acts or an inadequate level of checking are observed.
8. If a competent authority observes any breach in the Lessee's enforcement of and/or compliance with the Dutch Licensing and Catering Act as a result of which a financial penalty is imposed on Ahoy, Ahoy shall be entitled to recoup this financial penalty from the Lessee.

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9. If the lessee organises a trade fair and provides a trade fair manual, this shall contain a mandatory reference to the Dutch Licensing and Catering Act regarding the serving of alcohol and the obligation of exhibitors to perform an age check before serving alcohol to visitors to their stands.
10. At all times, the Lessee is responsible for ensuring the exhibitors comply with the rules and regulations stipulated in the prevailing Dutch Licensing and Catering Act. Should it become apparent that this compliance is not being observed, the Lessee shall be liable for any penalty imposed by a competent authority.

14. Exemption to serve alcohol without a licence

Ahoy has a licence under the Dutch Licensing and Catering Act. If the lessee wishes to serve alcohol during the event or make serving alcohol possible for others, such as sponsors or exhibitors, or if alcohol will be served in the outdoor areas, an exemption without a licence as referred to in Section 35 of the Dutch Licensing and Catering Act is required. If Ahoy has given its express permission for such provision, the lessee may provide low-alcohol beverages subject to compliance with and enforcement of the Dutch Licensing and Catering Act (see Section 13).

This exemption shall prescribe further regulations with which the event must comply:

1. Selling and/or providing alcoholic beverages that are offered at stands in closed containers or sealed packaging as samples are/is prohibited.
2. Selling and/or providing high-alcohol beverages are/is prohibited. Only low-alcohol beverages (up to 15% alcohol) are permitted. Selling or giving away high-alcohol beverages is prohibited.
3. A high-alcohol beverage that is mixed with a soft drink is a low-alcohol beverage if it was mixed at the supplier's business and supplied as a mixed beverage in cans and bottles.
4. If Ahoy is the only provider of alcoholic beverages, high-alcohol beverages may be served by Ahoy within the building.
5. Serving alcoholic beverages at the stand is permitted provided that the alcoholic beverages are consumed at the stand.
6. A person who has received an alcoholic refreshment for free may not enter a different space carrying this refreshment.
7. The event organised by the lessee is temporary in nature (a maximum of 12 days).

Alcoholic beverages are provided under the direction and supervision of Ahoy Horeca B.V. Providing alcoholic beverages is only permitted in consultation with Ahoy. Ahoy remains responsible for the provision of alcoholic beverages.

15. Provision of consumables

The lessee may not provide consumables, also not in the form of samples, during an event unless Ahoy has given its permission for such provision. Ahoy prohibits the free provision of consumables and/or samples that were not obtained through Ahoy.

If Ahoy has granted permission, the lessee is permitted to provide consumables. Ahoy points out that the provision of foods is subject to provisions of the Commodity Inspection Department, the Netherlands Food and Consumer Product Safety Authority and the Special Laws Department of the Rotterdam Police.

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V - Regulations

16. HACCP

All steps taken in the preparation of foods and beverages must comply with Hazard Analysis Critical Control Point (HACCP) regulations. At the lessee's request, Ahoy shall provide a copy of these regulations.

17. Regulations pertaining to allergens

Since 13 December 2014, operators of catering establishments have been required by law to be able to orally provide allergen-related information to guests in the case of products that are not pre-packaged. The lessee must comply with the regulations pertaining to allergens. Information concerning the allergens in the products offered must be available to guests at all times during the event. Where necessary, Ahoy shall carry out checks to ensure that this is the case.

18. Use of water (prevention of Legionnaires' disease)

Water atomisation is prohibited. Exhibiting with open, flowing or spraying water is prohibited unless the following conditions are met:

1. Companies that wish to make use of water, in any way whatsoever, must obtain this water from Loodgieters en Installatiebedrijf D. van der Laan B.V. (hereinafter 'Van der Laan'), Ahoy's preferred supplier. Van der Laan only uses water from Ahoy's pipe system.
2. All open water systems (ponds, whirlpool baths and fountains, for example) must at all times, regardless of the temperature, contain at least 0.3 milligrams of active chlorine per litre of water (the effectiveness of chlorine depends on the pH value). As an alternative to chlorine, other disinfection methods may only be used if Van der Laan has given its express permission for such use. Van der Laan shall check the chlorine concentration on a daily basis.
3. With the exception of steam humidifiers, the use of air humidifiers is prohibited.
4. Water from fire hoses may never be used except for the purpose of extinguishing.

Exceptions:

The chlorination requirement shall not apply to water basins that contain fish or other live animals for exhibitions only after Van der Laan has approved the exception. Sprayers, fountains and all systems that cause or that could cause the formation of an aerosol may not be used in these water basins and are strictly prohibited.

Only very rarely Van der Laan can grant permission for atomisation. If there is the slightest doubt as to whether the safety of visitors, employees, organisers and exhibitors can be guaranteed, however, the application is rejected. The lessee must meet the following minimum requirements:

1. The application must be in Van der Laan's possession five weeks prior to the exhibition or event;
2. Equipment must be inspected and certified by an independent, certified agency (KIWA, for example);
3. The lessee must be able to show a logbook concerning the status of the filter and/or UV lamp;
4. Before it is connected in Ahoy, the equipment must be physically shown to Van der Laan employees.

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Inspections:

Ahoy reserves the right to take additional measures to protect itself and the persons present on the Ahoy site and ensure a safe environment. Unless otherwise stated, Van der Laan shall act as the inspection body on behalf of Ahoy. Each lessee/participant must cooperate in all tests, sampling and inspections carried out by or on behalf of Ahoy, the organiser of the event or exhibition and official bodies.

The lessee/participant must be aware that unannounced inspections may be carried out by the Environmental Protection Inspectorate, for example, in the context of preventing Legionnaires' disease.

Exhibitors who have not complied with the regulations pertaining to the prevention of Legionnaires' disease and/or the precautionary measures may be removed from the exhibition or event if an improper use of water is observed.

19. Hazardous substances and materials

Ahoy must be contacted if the following hazardous substances and materials are to be used, stored and exhibited. Only materials that comply with NEN standards may be used. Ahoy may prohibit the use of these substances and materials.

1. A spray system in respect of which the release of toxic sprays/gases is a possibility.
2. Highly flammable and flammable or explosive materials and/or liquids.
3. Devices that emit ionising radiation (a permit under the Dutch Nuclear Energy Act may be required).
4. Goods that present a radiation hazard or that are radioactive sources (a permit under the Dutch Nuclear Energy Act may be required).
5. Laser light (see Article 38).
6. Bottles containing compressed gases (see also Article 36: Exhibiting with ovens, griddles and deep fryers and Article 36: Use of gas bottles).
7. Chemical waste.

20. A number of fire regulations to limit the risk of fire

1. Stands, walls, wall coverings, decorative items and props must be made of materials/substances that are sufficiently fire-resistant.
2. For stand walls, wood, triplex or hardboard that is at least 5 cm thick is recommended. Walls made of textile material that are not reinforced by hard material behind the display side are prohibited.
3. The use of combustible substances and materials, such as soft board material, combustible plastic, paper, cardboard, textile material and foam panels, is only permitted if these substances and materials have been impregnated with a fire-retardant agent. A certificate issued by a recognised impregnation company to verify that the materials have been impregnated must be present at the stand at all times.
4. Upholstery materials, decorative items and props must be kept away from spotlights and heat-producing equipment and the like.
5. Open fires at the stand are prohibited. Devices, heaters, hearths, candles, tea lights and other items that result in a naked flame or naked flames being present at the stand are likewise prohibited.
6. The spaces behind the stands may not be used to store packaging materials.
7. The ends of covers of counters and tables and the like, whether of cloth or some other material, must be at least 10 cm above the floor.
8. Stands that are closed by walls on four sides must comply with additional fire regulations.
9. Glass panels in the walls of a stand may only be made of security or reinforced glass.

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10. If chairs are placed, there must be sufficient space between the chairs and there must be a sufficient number of aisles. In addition, the aisles must be sufficiently wide.
11. Building an additional storey or additional storeys is prohibited unless Ahoy has granted permission for an additional storey or additional storeys and the required permits have been obtained.

21. Safety checks

Prior to, during and after the event, different persons or agencies, such as the health and safety officers, the Netherlands Food and Consumer Product Safety Authority and Installatiebedrijf D. van der Laan B.V. (in the context of preventing Legionnaires' disease), may carry out safety checks. Each lessee must cooperate in these safety checks.

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VI - Access to and the safety of the event

22. Opening and closing times

Ahoy's standard business hours are from 07:00 to 01:00. As a rule, the event must start at least one hour after the opening time (08:00) and end one hour before closing time (00:00). Only in a few exceptional cases a year, which must be discussed with Ahoy well in advance, it is possible to deviate from the standard business hours. Build-up and de-rig may take place outside the standard business hours, however.

23. Maximum number of persons permitted

The maximum number of persons (visitors, organisers, security personnel, exhibitors, catering personnel and so on) who may be present in the leased space depends on the locations leased and the layout of these locations, and is determined by the Rotterdam-Rijnmond Safety Region (fire service). No more than 25,000 people are in any case permitted to be in Ahoy at the same time. The lessee must keep count of the number of persons present in the building. If the number of persons who wish to enter the building exceeds the maximum number of persons permitted, the persons in excess of the maximum shall be denied access.

24. Admission tickets

In general, admission tickets are not compulsory. If admission tickets are used, however, the following matters must be taken into account:

1. The admission ticket must state the name, date, time and location of the event.
2. The admission ticket must make reference to Ahoy's company rules.
3. The admission ticket must consist of two parts, the ticket itself and a counterfoil that can be scanned or detached by ticket inspectors.
4. An admission ticket or a sample admission ticket must be provided to Ahoy so that Ahoy is aware of how the admission tickets look like.

25. Record of (expected) visitors

On the instructions of the Rotterdam-Rijnmond Safety Region, the lessee must keep a record of the number of printed and sold admission tickets or registrations, or, if admission tickets are not used, the lessee must keep a record of the expected, approximate number of visitors. The lessee must be able to show the record concerned should Ahoy so demand. The number of printed admission tickets and/or registrations may not exceed the maximum number of visitors permitted for that event.

26. Safety, nuisance-abatement, traffic and transport plans in the case of large events

In the case of a large and complex event, plans must be drawn up in cooperation with Ahoy to guarantee safety, deal with any emergencies that may occur, prevent nuisance and ensure that traffic to and from Ahoy and parking at Ahoy proceed smoothly. These plans must be in Ahoy's possession at least six weeks prior to the start of the event.

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27. Transport

Ahoy encourages the use of public transport and other means of transport like the bicycle. Ahoy can easily be reached by public transport (metro and bus station nearby) and provides secure facilities for storing bicycles.

28. Noise level

To prevent noise nuisance in the residential and more general environment, live music and amplified sound must be discussed with Ahoy in advance.

The equivalent noise level in relation to the audience as measured for the event as a whole must be in keeping with the values determined in accordance with Ahoy's equivalent noise level in both dB(A) and dB(Lin) terms.

The equivalent noise level as measured in relation to the audience and/or the front of house over a period of 3 minutes may not exceed the set values by more than 5 dB. The maximum permitted noise may not in any case exceed 103 dB(A). The project manager is aware of the applicable noise standards and permitted noise levels in this regard. A plan to prevent noise nuisance must be in Ahoy's possession at least six weeks prior to the start of the event.

29. Parking

Ahoy's car park has spaces for 2,000 cars. If Ahoy's parking capacity is insufficient, a suitable solution shall be found, for example by making parking spaces available, if possible, in the Ahoy halls or by making parking facilities relatively close to or further away from Ahoy available.

A parking supervisor must be present from the time at which the visitors start to arrive at Ahoy to the time at which the visitors have left Ahoy. If the halls are used for the indoor parking of cars and other vehicles, a parking supervisor must be present in each hall. The supervisor must know how to guide drivers and be aware of the action that must be taken should dangerous situations or other emergencies occur. Unless otherwise determined by agreement, the parking supervisor shall be an Ahoy employee. Parking vehicles indoors is only permitted in consultation with Ahoy.

30. Security

Adequate security must be in place for the event. Ahoy uses a security matrix that indicates the number of security personnel required for an event. This matrix is an integral part of Ahoy's permit/licence. Based on a number of event-related criteria and the security matrix, the Facility Services Department shall formulate advice pertaining to security.

Unless otherwise decided by agreement, Ahoy shall perform the security-related activities. If it is agreed that the lessee shall perform the security-related activities, the lessee must submit a security plan to Ahoy for approval by Ahoy at least six weeks prior to the first lease date. Ahoy charges a safety fee for the inspection, assessment, and enforcement of safety plans. The amount of the safety fee will be set in consultation with the lessee.

In addition, a security employee designated by Ahoy shall be a member of the security team. A number of security employees may also be required during the build-up and de-rig periods.

Security personnel must meet the requirements laid down in the Dutch Private Security Organisations and Detective Agencies Act.

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If required by the nature, magnitude or complexity of the event, a security plan must be in Ahoy's possession at least six weeks prior to the start of the event.

If a terrorist threat applies, the costs of additional security shall be borne by the lessee.

31. Health and safety officers

When an occupancy notification is issued, the Rotterdam-Rijnmond Safety Region usually states that one or more health and safety officers must be present. Health and safety officers focus on compliance with the fire regulations and are deployed by Ahoy.

32. Emergencies

Ahoy has drawn up an emergency response plan. This plan can be obtained through the project manager. The plan sets out what must be done in the event of a fire, accidents, bomb threats and other emergency events. If there is (a risk of) an emergency, Ahoy will put this plan into practice. This might mean that the event has to be (partially) cancelled, an event room might have to be evacuated, or that an event room might have to be temporarily used for other purposes. The emergency response plan of the lessee must conform to the emergency response plan of Ahoy.

Depending on the size of the event, an emergency response team will be formed, which in addition to Ahoy will also include a representative of the lessee, which will be available throughout the entire event in order to participate in safety consultations with the competent authorities whenever necessary. The lessee has to inform the project manager in advance who will represent the lessee in the emergency response team, and what authorities this person will have. Ahoy has drawn up an "emergency response team checklist" for this purpose. The location of the emergency response team will be decided in further mutual consultation.

33. First aid

Employees of a first aid company must be present during an event. Under normal circumstances, two first aid providers are required at an event that is taking place in one of the halls. Ahoy engages an external company to provide first aid services.

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VII – EXHIBITING

34. Exhibiting in Ahoy's front area

Placing stands in Ahoy's front area is in principle prohibited. If it is agreed with Ahoy that stands may be placed in Ahoy's front area, only non-commercial activities (information and advertising) and/or merchandising may be carried out at the stands and the stands must form part of the event organised by the lessee.

35. Exhibiting with firearms and/or swords/knives

It is not permitted (it is prohibited) in Ahoy to display weapons in the broadest sense of the word on the stands, or to trade or sell weapons to the visitors on the stands. If Ahoy discovers that the lessee and/or the exhibitors of the lessee are guilty of a breach of this prohibition, Ahoy shall have the right to demand that the lessee denies the relevant exhibitor access to the trade fair/the event, and/or to order him to remove its stand materials and articles immediately. Ahoy shall report any such offence to the competent authority immediately.

36. Exhibiting with ovens, griddles and deep fryers

If Ahoy agrees to the use of an oven, griddle or deep fryer at a stand during an exhibition, the lessee must take the following into account:

1. The use of electrical equipment is preferred.
2. The lessee must inform Ahoy in advance about the placing of gas appliances. These appliances must have fixed metal gas connectors or high-pressure hoses with metal couplings and must be set up in a way that minimises the risk of fire to the greatest extent possible.
3. To prevent odour nuisance, an effective extractor unit must be installed at the stand.
4. The stand must always be equipped with a prescribed fire extinguisher and/or fire blanket.
5. Flambéing is only permitted in consultation with Ahoy.

37. Use of gas bottles

The use of gas bottles is tolerated only very rarely and the following rules apply:

1. The intended use must be reported in advance.
2. Gas bottles may only be filled with the gas for which they were designed and tested and of which the name is displayed on the gas bottle in accordance with the Carriage of Dangerous Goods by Dutch Road Regulations.
3. All gas bottles and materials must be approved and certified by Lloyd's Register Nederland (Energy) or an equivalent institution.
4. Reserve gas bottles must always be stored outside in the dedicated storage area (Quadrant B near Ahoy Arena and/or the storage area near Gate 4). Storing gas bottles indoors is prohibited!
5. Following the end of the event, the used gas bottles must immediately be disconnected and also stored outside in the dedicated storage area. If they are not being used for business operations or in the context of an exhibition, gas bottles may not be present inside the building.
6. The locations of all gas bottles being used must be reported to the health and safety officers, porters and company emergency response team members and these persons must be aware of the locations of all gas bottles being used. The presence of the gas bottles must also be stated in the fire safety book kept at the porter's lodge.

LEASE REGULATIONS

7. When gas bottles are being used, fire extinguishers containing the agent required to fight fires fuelled by gas must be within easy reach.
8. During an event, a maximum of 52 gas bottles may be inside the building.
9. Stands, booths or carts at which gas bottles are used must be placed along the sides of the building to the greatest extent possible. They must not be placed in the middle of a hall.
10. The safety measures taken with respect to bottles that contain gas must also be taken with respect to empty gas bottles.

38. Exhibiting with motor vehicles

If Ahoy agrees to the exhibition of motor vehicles, which include cars and watercraft, the following requirements must be complied with: the fuel tank must be entirely or almost entirely emptied and it must be possible to 'block' the fuel tank as a source of supply. The battery must also be disconnected.

39. Exhibiting with laser light

If Ahoy agrees to the use of laser light as part of an exhibition, the following requirement must be complied with: the beam power density may not exceed 2.5m/W/m^2 . If the beam power density is greater, the beam must be entirely enclosed.

LEASE REGULATIONS

VIII – Build-up and de-rig and the layout of the leased space

Build-up and de-rig must be in compliance with the regulations of the Rotterdam Safety Region, any other competent authorities and Ahoy.

40. Access during build-up and de-rig

Ahoy uses a system of passes for everyone who performs work in Ahoy. Passes for suppliers and others who perform activities for the lessee prior to, during and after the event shall be supplied following consultation and must be worn such that they are visible.

41. Parking and entrance

Use can be made of the deliveries area that belongs to the leased locations. Parking in the deliveries area is at own risk.

Suppliers and others who are performing work for the event must use the entrances indicated by Ahoy. Passageways must be kept clear and must not be needlessly blocked. Large items must be present at least one day prior to the event.

42. Internal transport

1. The maximum speed for internal transport on the Ahoy site is 10 km/h.
2. Diesel engines are prohibited in Ahoy. An exception is made for cherry pickers/lifting ramps.
3. A forklift truck or cherry picker/lifting ramp may only be operated if the driver has a valid driving proficiency certificate (Safety, Health and Environment Checklist Contractors).
4. During the opening hours of an event, bicycles, cars and other vehicles may not be in the event spaces. An exception is made in this regard if the halls are being used for indoor parking.

43. Ceiling construction - Guy wires and rigging

To secure guy wires and place ceiling fixtures from which things can be hung (for lighting and sound, for example) in the leased space, the lessee must engage Ahoy's regular service providers. The lessee may not secure any kind of wires to the ceiling through the lessee's own actions.

44. Floor and truss load

Objects that cause the maximum floor load to be exceeded may not be placed. The maximum floor load in Hall 1 is 2,500 kg/m². The maximum floor load in Halls 2 up to and including 6 is 1,000 kg/m². The maximum floor load in Ahoy Arena is 1,000 kg/m² and the maximum truss load is 10,000 kg per truss. Certain places can take greater loads. If the lessee wishes to make use of these places, the lessee must contact Ahoy.

45. Floor covering

Floor covering may not be secured to the floor by means of an adhesive or nails. It must not shift or curl up and must not cause employees or visitors to slip, stumble or fall. Only tape that does not leave traces of glue, such as fibreglass tape, may be used.

LEASE REGULATIONS

The use of appropriate decking is recommended at stands that have water pipes and/or electrical wiring. The maximum height of decking is set at 10 cm and the sides must be closed.

46. Lighting

The lighting present at Ahoy may not be switched off or reduced without Ahoy's permission. The lighting in the building can be set to the desired strength in consultation.

47. Cleaning and waste disposal

1. The lessee must comply with the guidelines prescribed by Ahoy regarding waste disposal and waste separation.
2. Ahoy's regular service provider uses waste containers to collect and dispose of the waste during the build-up and de-rig periods, and during the event itself.
3. The lessee must make use of the available waste containers. If the available waste containers are insufficient, the lessee must inform Ahoy and Ahoy shall ensure that additional containers are hired.
4. Waste must be separated to the greatest extent possible: metal, wood, paper/cardboard, glass, minor chemical waste and residual waste.
5. If there is chemical waste, Ahoy must be informed. Measures shall then be taken at the expense of the lessee seeking to get rid of it to ensure that it is disposed of correctly.
6. After the leased space has been closed to the public, the waste, placed in closed garbage bags and/or boxes to the greatest extent possible, may be placed in the passageways. Tape that has been used must also be removed.
7. Empty cans of paint may be handed over as minor chemical waste. Cans that are full or half full must be taken back.
8. Toilets and other public spaces may not be used as work areas and/or storage areas.
9. Waste left behind by the lessee that, in the opinion of Ahoy, exceeds what is normal in terms of quantity or nature may be removed at the expense of the lessee.

48. Working at height

Only employees of companies that have Safety, Health and Environment Checklist Contractors (VCA) certification may perform work at height. A work permit is usually required. This work permit can be obtained from Ahoy's technical service.

49. Asbestos

Materials containing asbestos are present at a few locations on the Ahoy site. Warning stickers are on the doors and walls of the spaces concerned.

50. Emergency exits, firefighting equipment and alarm

Emergency exits, emergency lighting, fire-resistant doors, firefighting equipment, fire alarms and so on may not be fenced off, blocked or removed. All roads, exits, corridors, passageways, stairs and so on must be kept clear. The minimum passageway width is three metres.