

ACCOMMODATION RULES of ECC Leiden

## FOREWORD/INTRODUCTION

Key Hotelmaatschappij B.V. registered with the Dutch Chamber of Commerce under number 28075086 (hereinafter referred to as 'ECC Leiden'). ECC Leiden is situated in Leiden, the Netherlands. Each year, many events, including conferences, public and trade fairs and seminars, are organised at ECC Leiden.

The fact that ECC Leiden is situated in Leiden (the Netherlands) means

- (i) that the relevant national laws and regulations applicable in the Netherlands must be observed, and
- (ii) that regional and local laws and regulations must also be observed, and
- (iii) that ECC Leiden must ensure, in a number of cases, that the applicable rules are also observed during activities/work at ECC Leiden.

Examples of national laws and regulations include:

- working conditions, including smoking policy
- the HACCP rules concerning the preparation, processing, treatment, packaging, transport and distribution of foodstuffs, including catering products
- the copyrights, including licences concerning musical copyrights (for the benefit of composers, lyricists and music publishers BUMA/STEMRA) and neighbouring rights (for the benefit of music makers, performing artists and record producers).

Examples of local laws and regulations include:

- extraction of groundwater (Province of Zuid-Holland)
- setting off fireworks (Province of Zuid-Holland)
- the building-related environmental permit (Municipality of Leiden)
- the building-related occupancy permit (especially fire regulations) (Municipality of Leiden)
- the event-related municipal permits granted under general municipal by-laws.

In addition to national and local government rules, additional rules apply, which have been drafted by ECC Leiden itself concerning work carried out in and around ECC Leiden and the stay of Participants, Hirers, Suppliers and other relevant legal entities and/or private individuals in or at ECC Leiden.

These general rules and regulations, which predominantly concern buildings and facilities, are laid down in these Accommodation Rules of ECC Leiden (which concern access rules, transport during the setting up, decorating and dismantling, building-related loads, etc.); ECC Leiden may (in consultation with the Hirer as Hirer of an Event) draft certain additional rules and regulations per Event to replace and/or supplement the above-referenced rules and regulations.

By implementing these Accommodation Rules of ECC Leiden, ECC Leiden will also monitor compliance with the regulations. In special cases, such as those that clearly involve danger to human safety, ECC Leiden will not hesitate to stop the relevant dangerous activities or to have them stopped without delay.

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## **ACCOMMODATION RULES OF ECC Leiden**

### **I. DEFINITIONS USED IN THESE ACCOMMODATION RULES OF ECC Leiden**

#### **1. Article – Definitions**

Unless agreed otherwise in writing, the definitions used in these Accommodation Rules of ECC Leiden have the following meanings. Definitions in the singular include the plural and vice versa where the text so requires.

1.1 Accommodation Rules of ECC Leiden: the Accommodation Rules of ECC Leiden, which include a number of regulations and/or recommendations concerning activities (such as carrying out work) at, and the further use of, ECC Leiden.

1.2 ECC Leiden: ECC Leiden, situated at Haagse Schouwweg 10 in Leiden, the Netherlands, consisting of meeting and conference rooms, exhibition and other halls, foyers, and the related central entrance, corridors, staircases and other spaces, including the parking spaces and the grounds, unless explicitly agreed otherwise in writing.

1.3 Participant: the legal entity or private individual who participates in an Event as an exhibitor, sponsor or in another capacity.

1.4 Event: all conferences, fairs, exhibitions, presentations, meetings, theatre productions or other Events for which ECC Leiden is made available.

1.5 Hirer: a legal entity or private individual who forms the Hire Agreement with ECC Leiden in connection with an Event or, for example, in connection with business space.

1.6 ECC Leiden: Key Hotelmaatschappij B.V. registered with the Dutch Chamber of Commerce under number 28075086 (hereinafter referred to as 'ECC Leiden') situated in Leiden, the Netherlands.

1.7 Suppliers: the suppliers of products and/or services, engaged by ECC Leiden, the Hirer, the Participant or other parties, for an Event or to ECC Leiden, including other related activities.

### **II. GENERAL**

#### **2. Article – Applicability of the Accommodation Rules**

2.1 Accommodation Rules  
Unless explicitly agreed otherwise in writing, the Accommodation Rules of ECC Leiden apply to all Participants, Hirers, Suppliers and to other relevant legal entities and private individuals in relation to Events held at ECC Leiden.

2.2 Enforcement  
ECC Leiden will ensure that order is maintained in and around ECC Leiden. To that end, ECC Leiden will impose further rules and give further instructions insofar as ECC Leiden deems that necessary in the interest of order, safety, health, well-being and/or the environment.

2.3 Opening hours  
ECC Leiden will determine ECC Leiden's opening and closing times (in consultation with the Hirer).

2.4 Identification  
All persons on ECC Leiden's premises must be able to identify themselves at the request of ECC Leiden's staff (hereinafter referred to as 'Management') and must furthermore at all times observe and follow instructions given by Management.

2.5 Decision-making authority  
ECC Leiden will decide on all matters not provided for in these Accommodation Rules of ECC Leiden or where they are considered to be unclear.

2.6 Governing law  
The Dutch text of these Accommodation Rules of ECC Leiden prevails in the event of manifest inconsistencies or matters that are manifestly unclear. These Accommodation Rules of ECC Leiden and other

relevant documents can be consulted at all times, 24 hours per day, 7 days a week, on ECC Leiden's website ([www.eccleiden.com](http://www.eccleiden.com)).

### **III. LAWS AND REGULATIONS (NATIONAL, REGIONAL AND LOCAL)**

#### **3. Article – Safety, environment and working safely**

##### **3.1 Introduction**

This article addresses the laws and regulations that must be observed by Participants, Hirers, Suppliers and other relevant legal entities and private individuals in connection with their activities/work at ECC Leiden in relation to Events.

In the Netherlands, the following act, decree and regulations apply: the Dutch Working Conditions Act (*Arbeidsomstandighedenwet*) (rights and obligations of employers and employees with regard to working circumstances), the Dutch Working Conditions Decree (*Arbobesluit*) (a more detailed description of further rules that parties must observe to prevent work-related risks set out in the Dutch Working Conditions Act, plus deviating and/or additional rules for certain sectors and categories of employees) and the Dutch Working Conditions Regulations (*Arboregeling*), which all parties must observe at all times. With regard to work performed in and around ECC Leiden, the Handbook on Working Safely has been drafted, which handbook addresses all relevant aspects of working safely in and around ECC Leiden.

Staff are responsible for their own working conditions and for the working conditions of colleagues and other persons on the work floor or in the staff's immediate vicinity. This means that staff must observe all applicable regulations, designations, instructions and procedures relating to safety in the broadest sense. In addition, staff must inform persons in their immediate vicinity about dangerous circumstances and the importance of complying with regulations, designations, instructions and procedures. The rules and regulations are subdivided as follows:

- Working conditions regulations, working safely
- Fire regulations
- HACCP rules concerning catering (food safety)
- Environmental regulations.

It is the responsibility of the Participant, Hirer, Supplier or other legal entity or private individual active in connection with Events at ECC Leiden to properly inform their employees or other legal entities or private individuals engaged by them about the laws and regulations and the rules that are part thereof, at a minimum insofar as they concern activities/work and/or a stay at ECC Leiden.

##### **3.2 Working conditions regulations**

All persons must comply with the working conditions regulations. ECC Leiden wishes to draw special attention to two aspects.

###### **3.2.1 Smoking policy**

ECC Leiden is a public building where a general ban on smoking applies pursuant to the Dutch Tobacco Act (*Tabakswet*). This ban on smoking applies to all of ECC Leiden. Posters and signs posted throughout ECC Leiden state that smoking is prohibited inside ECC Leiden. Any fines that ECC Leiden is given by the Netherlands Food and Consumer Product Safety Authority regarding a smoker inside ECC Leiden will be passed on as much as possible to the Hirer or to the individual in question who broke the law.

###### **3.2.2 Access policy (during the setting up and dismantling)**

ECC Leiden seeks to maintain a hospitable, high-quality and safe ECC Leiden. As such, ECC Leiden pays the greatest deal of attention to safety, and ECC Leiden must furthermore satisfy all statutory requirements (including the Dutch Act on the Employment of Foreign Nationals (*Wet arbeid vreemdelingen*)). The Participant, Hirer or other relevant legal entity or private individual is primarily responsible for ensuring compliance with said requirements, including in respect of their employees and third parties they engage.

**IMPORTANT:** a valid identification document is required upon registration and work permits will be required for persons not resident in the EU, this naturally also applies to on-site registrations. Persons who are not in possession of a valid work permit may not be and will not be allowed access by ECC Leiden.

### 3.3 Fire regulations

To prevent fire, a number of regulations must be observed (fire prevention) by all Participants, Hirers, Suppliers and other relevant legal entities and private individuals who perform activities/work at ECC Leiden in relation to Events.

The Fire Regulations pay detailed attention to various topics, including the following:  
general regulations concerning the design, construction and decorating of exhibition stands/spaces and the use of exhibition stand and other material, the unhindered use of fire safety facilities and fire-fighting equipment, general exhibition stand construction and decoration regulations, electrical installations and exhibitions stand lighting, gas bottles, toxic and other fire accelerating substances, welding, open fire and barbecues.

### 3.4 HACCP rules concerning catering (food safety)

In the Netherlands, high standards apply to processing, transporting and preparing food. To guarantee food safety, the catering at ECC Leiden is reserved for ECC Leiden. Drinks and/or foodstuffs may not be brought into, stocked, sold or provided free of charge at ECC Leiden, unless explicit written consent to that effect has been given by or on behalf of ECC Leiden.

ECC Leiden possesses the required liquor licence and licence for use as a catering establishment. The HACCP rules applicable in the Netherlands must be carefully observed where ECC Leiden has granted third parties permission in writing to provide certain catering services, or to arrange for certain catering services to be provided, without involving ECC Leiden. Without ECC Leiden's explicit written consent, it is forbidden to provide or to arrange for any catering.

### 3.5 ECC Leiden's environmental permit

Pursuant to the Dutch Environmental Management Act (*Wet Milieubeheer*), measures must be taken against all activities inside and around ECC Leiden that may have a negative impact on the environment. 'Activities' are understood to mean work that might cause damage to the environment such as surface water pollution, damage to the environment, harmful emissions or soil pollution.

The environmental permit granted to ECC Leiden contains a wide variety of rules that ECC Leiden and all relevant operating parties must observe in and around ECC Leiden.

The rules concern:

- environmental care
- fire prevention and fire control
- noise restriction
- air pollution and odour nuisance
- storage and use of waste materials and hazardous waste/substances
- storage and use of gas bottles
- soil protection
- industrial waste water

ECC Leiden feels very strongly about Corporate Social Responsibility (CSR), the environment and the surroundings. All Participants, Hirers, Suppliers and other relevant legal entities and private individuals are expected to deal with energy, water, the environment and the surroundings in a conscientious and responsible manner.

### 3.6 Waste disposal

Participants, Hirers, Suppliers and other relevant legal entities and private individuals are personally responsible for disposing of waste created during the setting up, the decorating period, the Event and dismantling period.

## 4. Article – Permits, Licences and Approvals

### 4.1 Introduction

This article addresses in detail several examples of laws and regulations that must be observed by Participants, Hirers, Suppliers and other relevant legal entities and private individuals in connection with permits, licences and approvals.

The rules and regulations are divided into the following subcategories:

- General Municipal By-Laws
- legionnaires' disease/legionella bacteria

- danger of infection/epidemics
- lotteries
- disposal of certain substances
- copyrights
- Dutch Act on the Employment of Foreign Nationals (*Wet arbeid vreemdelingen*)

It is the responsibility of Participants, Hirers, Suppliers and other relevant legal entities and private individuals to observe Dutch laws and regulations concerning approvals, permits, licences etc.

### 4.2 General Municipal By-Laws

The General Municipal By-Laws apply in Leiden.

The General Municipal By-Laws concern rules, regulations and other provisions in respect of:

- order and safety
- the operation of hotels, restaurants, café establishments and amusement and gambling establishments
- the use of public spaces (parking, fly-posting and graffiti, advertising, work)
- the environment (including fireworks, explosives, nuisance (noise pollution), protection of green areas, et cetera.)

### 4.3 Legionnaires' disease/legionella bacteria

Open, flowing, spraying and/or atomizing liquids may not be used in exhibitions or otherwise at ECC Leiden. This may be the case with, for example, stand-alone air-conditioning systems, fountains, high-pressure cleaners, humidifiers, shower equipment, saunas and/or whirlpools.

ECC Leiden might under certain circumstances permit the functional use of 'open water'. In that case, said water must be taken from a water mains connection installed by ECC Leiden's certified water installer, which connection must furthermore carry a 'legionella-free certificate' issued by KIWA. ECC Leiden explicitly reserves the right to engage a certified certification body to verify compliance with the imposed conditions. The related costs will be for the expense of the relevant Participant, Hirer, Supplier or other relevant legal entity or private individual if they wish to use open, flowing, spraying and/or atomizing liquids. Written applications must be submitted in advance to ECC Leiden.

### 4.4 Danger of infection/epidemics

The Participant, Hirer, Supplier or other relevant legal entity or private individual must follow all ECC Leiden's reasonable guidelines and instructions in connection with preventing and combating danger of infection.

The cooperation that may be demanded in serious situations may consist of (I) providing to ECC Leiden the name and address details of exhibitors, Participants, and visitors of the Event, to enable ECC Leiden to approach said persons/bodies, naturally only in connection with the severity of the situation (serious danger of infection), or (II) the Hirer's obligation to approach all exhibitors, Participants and visitors directly with the notification prepared by ECC Leiden concerning the serious situation. In such a situation the Participant, Hirer, Supplier or other relevant legal entity or private individual must fully cooperate in actions and activities that are taken/conducted or that must be taken/conducted at the instruction or in consultation with the authorities to prevent and/or combat danger of infection, among other things.

### 4.5 Lotteries

Dutch law limits the number of games of chance (see the Dutch Betting and Gaming Act (*Wet op de kansspelen*) and further laws and regulations based on that act). In many cases, the organiser of a game of chance (where participants can compete for prizes or premiums) must be in possession of a licence/permit. The Participant, Hirer, Supplier or other relevant legal entity or private individual are personally responsible for complying with existing laws and regulations.

### 4.6 Disposal of certain substances

Participants, Hirers, Suppliers or other relevant legal entities or private individuals must be in compliance with laws and regulations concerning all types of waste, including, for example, biological waste such as anatomic remains.

### 4.7 Copyrights

In the Netherlands, the Dutch Copyright Act (*Auteurswet*) applies, which prescribes who enjoys what protection in the event of infringement of copyrights to literary or scientific work or works of art. Numerous statutory rules also apply in respect of patents, drawings and design rights, plant breeders' rights, brand and trade names (i.e. intellectual property rights) that must be respected by the Participant, Hirer, Supplier or other relevant legal entity or private individual. In particular, we refer the Participant, Hirer, Supplier or other relevant legal entity or private individual to the rules imposed by Buma/Stemra and Sena.

Buma/Stemra, Sena and Videma

In addition to the mandatory licence issued by Buma/Stemra (the Dutch performance rights organisation), you must also submit an application to Sena (the foundation for the exploitation of neighbouring rights) for a licence for the use of the same music. Whereas the former party ensures payment to the composer/lyricist, Sena ensures payment to the artist or artists and the record producer. Using copyright-protected music and/or visual material constitutes communication to the public, recording and/or reproduction, for which you must have prior approval from the author or the collecting society with which the author is affiliated.

Buma/Stemra represents the interests concerning said use of Dutch music authors and foreign music authors who are affiliated with a foreign sister collecting society. Music authors give consent for said use if a contract is formed with them and they receive payment for the use of their copyright-protected work. For prior approval or for more information, you can contact Buma/Stemra. Besides copyrights, you might have to deal with neighbouring rights if you use images and/or music.

Sena is the organisation in the Netherlands that represents the interests of performing musicians and record producers relating to neighbouring rights. If you show films or fragments of films you might also require approval from Videma, which is an organisation that represents the interests of affiliated film and TV studios, public and commercial broadcasters, film and video distributors and thousands of local and international TV producers.

#### 4.8 Dutch Act on the Employment of Foreign Nationals

- 4.8.1 Throughout the duration of the contract with ECC Leiden and, if no contract has been formed, for the duration of the work carried out or the stay in/at ECC Leiden, the Participant, Hirer, Supplier or other relevant legal entity or private individual bears full responsibility and is liable for correct compliance with the Dutch Act on the Employment of Foreign Nationals with regard to staff and other persons who in any way work for him or at his instruction.
- 4.8.2 The Participant, Hirer, Supplier or other relevant legal entity or private individual certifies that he (I) has established the identities of his staff and other persons who in any way work for him or at his instruction, based on an original identification document within the meaning of section 15(1) Dutch Act on the Employment of Foreign Nationals read in conjunction with section 1(1) of the Dutch Compulsory Identification Act (*Wet op de identificatieplicht*) and (II) has copies of these documents on file.
- 4.8.3 At the request of ECC Leiden and/or a representative from a government authority, the Participant, Hirer, Supplier or other relevant legal entity or private individual will forthwith provide copies of the identification documents meant in paragraph 2 of this article for his staff and/or other persons who in any way work for him or at his instruction to ECC Leiden and/or a representative from a government authority.
- 4.8.4 The Participant, Hirer, Supplier or other relevant legal entity or private individual certifies that he has informed his staff and other persons who in any way work for him or at his instruction, that they must carry a valid identification document within the meaning of paragraph 2 of this article with them while carrying out work at ECC Leiden.

- 4.8.5 Only if and insofar as required pursuant to the Dutch Act on the Employment of Foreign Nationals, will ECC Leiden verify, based on the copies of the identification documents meant in paragraph 2 of this article, whether the person in question is in fact the person to whom the identification document belongs and whether the document is valid. If ECC Leiden has any reason to doubt that that is the case, it will not be able to establish the identity of the person in question and the Participant, Hirer, Supplier or other relevant legal entity or private individual will not be allowed to have the person in question carry out work. ECC Leiden will promptly notify the Participant, Hirer, Supplier or other relevant legal entity or private individual if this is the case.
- 4.8.6 Only if and insofar as required pursuant to the Dutch Act on the Employment of Foreign Nationals, will ECC Leiden furthermore verify, based on the copies of the identification documents meant in paragraph 2 of this article, whether the person in question may work in the Netherlands and, whether a work permit is available where required. If that is not the case, the Participant, Hirer, Supplier or other relevant legal entity or private individual will not be allowed to let the person in question carry out work and – insofar as required – the person in question will be denied access to the work at ECC Leiden, of which ECC Leiden will promptly notify the Participant, Hirer, Supplier or other relevant legal entity or private individual verbally and in writing (by email).
- 4.8.7 Only if and insofar as required pursuant to the Dutch Act on the Employment of Foreign Nationals, will ECC Leiden include copies of the identification documents meant in paragraph 2 of this article in its records and keep them until five (5) years after the work has ended.
- 4.8.8 If throughout the duration of the contract and, if no contract has been formed, for the duration of the work carried out or the stay in/at ECC Leiden, changes occur with regard to the deployment of staff of the Participant, Hirer, Supplier or other relevant legal entity or private individual and/or other persons who in any way work for him or at his instruction, paragraphs 1 to 7 of this article will apply without restriction.
- 4.8.9 The Participant, Hirer, Supplier or other relevant legal entity or private individual indemnifies ECC Leiden against all fines and/or actions imposed on or instituted against ECC Leiden under the Dutch Act on the Employment of Foreign Nationals, regardless of whether or not these fines and/or actions are justifiable. The Participant, Hirer, Supplier or other relevant legal entity or private individual bears the full risk and the full responsibility and liability for such fines and/or actions in its relationship with ECC Leiden, and, to the extent possible, also directly in relation to the party or parties imposing or instituting said fines and/or actions.

#### IV. USE AND LAYOUT OF SPACES AT ECC Leiden

##### 5. Article – Building-specific rules

###### 5.1 Introduction

Each building has its own characteristics, possibilities but also its limitations. The Participant, Hirer, Supplier or other relevant legal entity or private individual must be clearly informed about the specific characteristics, possibilities and limitations, not only based on ECC Leiden's buildings/spaces, but also on the surrounding grounds that form part of ECC Leiden. This article sets out how the Participant, Hirer, Supplier or other relevant legal entity or private individual may use ECC Leiden during the hire period for the Event and what rules apply in that regard.

This article addresses the following rules and regulations:

- general building-specific rules regarding use
- building-related loads (floor, roof and ceiling loads)
- outdoor pavilions/tents
- stand and other construction and other layouts
- stand and other decoration

## 5.2 General building-specific rules regarding use

This article deals with the general building-specific rules that the Participant, Hirer, Supplier or other relevant legal entity or private individual must observe when using ECC Leiden.

Unless explicitly stated otherwise in writing by ECC Leiden, the Participant, Hirer, Supplier or other relevant legal entity or private individual will only have access to ECC Leiden to set up, decorate, use and dismantle stands and other 'structures', or to have the foregoing done, during the period or periods specified in the Hire Agreement between the Hirer and ECC Leiden (also included in the Specific Terms and Conditions for Participating in Events for the relevant Event);

- must strictly follow instructions given by or on behalf of ECC Leiden, the Municipality, the Fire Brigade and/or other authorities regarding the use of the stand space and other space(s) at ECC Leiden;
- must at all times keep fire-fighting equipment fully accessible and only use them for extinguishing (this among other things to prevent legionella infection).

Unless explicitly stated otherwise in writing, the Participant, Hirer, Supplier or other relevant legal entity or private individual may not:

- 5.2.1 develop activities which in ECC Leiden's opinion cause damage or are detrimental to the Event as such, to one or more Participants, visitors or groups of visitors, or third parties;
- 5.2.2 develop activities that cause ECC Leiden, a Participant, Hirer, Supplier or other relevant legal entity or private individual to suffer loss or damage or nuisance in the form of odour or noise nuisance, obstruction of incidence of light or view, or nuisance in any other form;
- 5.2.3 to amplify spoken words by means of loudspeakers, to play live or other music and/or to cause noise that results in the limit of seventy-five (75) decibels being exceeded (measured at the edge of the bar);
- 5.2.4 to place, install or hand out goods and/or means of advertising of whatever nature outside the space taken up/made available;
- 5.2.5 to damage floors, walls, roofs or other parts of ECC Leiden for purposes of setting up stands, installations or finishing by means of drilling, nails, screws, glue, paint, cello tape or other adhesive materials. As such, stands, stand panels and/or stand parts and other structures must be constructed as a freestanding structure. Any loss or damage resulting from setting up stands will be for the expense of the relevant Participant, Hirer, Supplier or other relevant legal entity or private individual;
- 5.2.6 to place vehicles, watercraft, equipment, etc. having fuel engines that are permitted at the Event while their engines contain fuel. The aforementioned tangible property may only be brought into/to ECC Leiden as exhibition goods with fuel reservoirs and pipes that are as empty as possible and reservoirs that will remain properly closed. Battery terminals must be loosened and plastic must be laid under the crankcase in connection with possible oil leakage. If the aforementioned measures might lead to damage to electric circuits of the tangible property exhibited, an explicit written exception to this article may be requested from the ECC Leiden's Facilities Manager;
- 5.2.7 to use passenger lifts and staircases to transport goods;
- 5.2.8 to disregard safety measures. Besides ECC Leiden's Management and the representative from Leiden's Fire Brigade, the Labour Inspectorate may check every Event for safety. Therefore, everyone is urgently requested to take all prescribed safety measures – in accordance with the working conditions legislation – when carrying out their work. ECC Leiden reserves the right to hold parties liable and to request safety plans;
- 5.2.9 to use or hand out balloons filled with a gas lighter than air, for example helium.

## 5.3 Building-related loads (floor, roof and ceiling loads)

When using ECC Leiden, the Participant, Hirer, Supplier or other relevant legal entity or private individual must take into account the building-related loads in respect of floors, roofs and ceilings; use may not lead to the established values being exceeded. This article distinguishes between floor loads and roof/ceiling loads.

### Floor loads/floors

The floors of meeting and conference rooms, the lounges and/or foyers of ECC Leiden are finished with carpeting or bluestone and given their nature and location are subject to a number of additional conditions regarding use.

Problems that arise during setting up and/or decoration must be notified immediately to ECC Leiden's Event Manager on duty at the time.

### Roof and ceiling loads (see also rigging Article 7.4)

With a view to ensuring safety at ECC Leiden, hanging up guy wires and installing suspension points (rigging or pre-rigging) on/from ECC Leiden's roofs or ceilings is only permitted as described in Article 7.4 of these Accommodation Rules of ECC Leiden. The permitted loads regarding ECC Leiden's roofs and ceiling vary per type of space and may be requested from the Account Manager.

## 5.4 Outdoor pavilions/tents

Pavilions or tents may be placed if additional covered space is needed on the grounds around ECC Leiden; this may only be done after receiving written approval, to be requested from ECC Leiden's Facilities Manager.

## 5.5 Other structures

Per Event, it must be established in the relevant Specific Terms and Conditions for Participating in Events, to be drafted by the Hirer, what special conditions must be satisfied with regard to stand and other space(s) at the Event. Said conditions must be strictly observed at all times.

## 6. Article – Special rules

### 6.1 Introduction

Each year, many Events are organised at ECC Leiden. Proper planning is essential to ensure that all activities such as setting up, decorating and dismantling theatre productions, fairs and sports events, for example, run smoothly. In this connection, the Participant, Hirer, Supplier or other relevant legal entity or private individual must be aware of several important do's and don'ts. Additional rules might apply per Event. This article includes the following rules and regulations. You are requested to pay special attention to the following:

- general
- emergencies and evacuation
- safety and access policy
- fair logistics (internal transport, storage and customs facilities)
- traffic, parking and loading/unloading.

### 6.2 General

#### Identification

At Management's request, everyone who has reached 12 years of age must show their identification document. Refusal may result in the person in question being removed from ECC Leiden's premises.

#### Young persons and mandatory identification

Persons under 16 years of age may not be allowed access during the setting up, decorating or dismantling of Events. Young staff who have not yet reached 18 years of age may only carry out work that does not pose any health dangers. If the work may potentially pose a danger to health, expert supervision must be exercised while the work is carried out. At the request of the Event Managers or Management, everyone must show their identification document. Refusal may result in the person in question being removed from ECC Leiden's premises.

#### Alcohol and drugs

Bringing alcoholic drinks or hallucinogenic or other drugs into ECC Leiden and using them while carrying out work or otherwise is not permitted. Working under the influence of these stimulants is not permitted either.

Following ECC Leiden's instructions

Instructions or orders given by authorised ECC Leiden staff must be followed.

#### Keeping circulation spaces obstacle-free

The communal areas at ECC Leiden must be kept obstacle-free. In consultation with ECC Leiden, it may be decided that a part may be used temporarily, while the communal area or areas continue to fulfil or are able to continue to fulfil their purposes. Fire passages, staircases, emergency and other exits and escape routes must be kept obstacle-free at all times. Blocking fire-fighting equipment and other safety facilities is not permitted either.

#### Dogs and cats

Dogs, acts and other pets and animals are prohibited at ECC Leiden, unless explicitly stated otherwise in writing.

#### 6.3 Emergencies and evacuation Company contingency plan (emergency)

In the event of emergencies such as accidents, fire, theft (caught in the act), public unrest and/or in other urgent situations, ECC Leiden's Management must be phoned immediately; the person reporting the incident will be in contact with ECC Leiden's Management and must immediately follow Management's instructions.

If you are requested in another manner by or on behalf of ECC Leiden to leave ECC Leiden or parts of ECC Leiden, these instructions must be followed immediately. Upon hearing the evacuation signal, everyone must leave the premises immediately via the nearest emergency door. The evacuation signal is tested at midday on every first Monday of the month. Plans showing the escape routes are posted throughout ECC Leiden. Emergency doors may not be locked. Emergency doors may not be used for purposes other than in relation to emergencies.

#### Accidents

- Phone the Event Manager;
- State your name;
- Explain what happened;
- Where it happened;
- State the number of casualties.

Stay with the injured person or persons and administer first aid where possible while you wait for expert help.

#### Fire

In the event of fire, break the glass of one of ECC Leiden's manual call points. The fire must subsequently be reported immediately stating the location and nature of the fire.

#### Theft

If you discover a theft (or catch thieves in the act), contact the Event Manager. Where possible, stay close to the person or persons in question. If you discover a theft that has already occurred, contact ECC Leiden's Management.

#### 6.4 Management and access policy

##### General building and grounds security

ECC Leiden is neither aware of, nor responsible for, the security of the Event and/or the stands. As regards Event or stand security, the Participant, Hirer, Supplier or other relevant legal entity or private individual must take relevant measures themselves. This can be done through ECC Leiden's Facilities Manager.

##### Access policy (during setting up and dismantling)

ECC Leiden seeks to maintain a hospitable, high-quality and safe ECC Leiden. As such, ECC Leiden pays the greatest deal of attention to safety, and ECC Leiden must furthermore satisfy all statutory requirements (including the Dutch Act on the Employment of Foreign Nationals (*Wet arbeid vreemdelingen*)). The Participant, Hirer or other relevant legal entity or private individual also bears responsibility for ensuring compliance with said requirements, including in respect of their employees and third parties they engage. The access policy during setting up and dismantling is set out in Article 3.2.3 of these Accommodation Rules of ECC Leiden.

##### Camera supervision

To protect persons and property, cameras are installed throughout ECC Leiden. This is also clearly indicated by means of pictograms. In cases

where offences are suspected of being committed, ECC Leiden reserves the right to temporarily use hidden cameras.

#### V. Special products, services and suppliers

##### 7. Article 7 Special products, services and suppliers

###### 7.1 Special rules and regulations

Special rules and regulations apply to a number of products and services that are needed at ECC Leiden in relation to Events. In general, it concerns products/services that directly affect ECC Leiden's infrastructure. This article further addresses the topics listed below per product, service and/or supplier:

- general
- catering
- rigging
- surveillance
- ICT and telephony
- waste disposal

###### 7.2 General

Without prejudice to the provisions of parts I to IV of these Accommodation Rules of ECC Leiden, the following provisions apply to Participants, Hirers, Suppliers or other relevant legal entities or private individuals associated with Events held at ECC Leiden:

Article 6.3 of the General Venue Hire Conditions of ECC Leiden and the General Terms and Conditions for Participating in Events (applicable to participating in fairs, exhibitions and other Events organised by or in collaboration with ECC Leiden) state that the work to be carried out in the hired spaces in terms of temporary connections to ECC Leiden's infrastructure for electricity, water, water discharge, gas, flue gas discharge, the central antenna system, media communication, telephone and other means of data communication, as well as with regard to pre-rigging and rigging (hanging up guy wires and installing suspension points) may only be carried out by the Suppliers designated by ECC Leiden;

- as regards other services, the Participant, Hirer, Supplier or other relevant legal entity or private individual may designate Suppliers as it sees fit. Upon request, ECC Leiden can recommend Suppliers who have frequently done work at ECC Leiden, as a consequence of which competence can be guaranteed;
- all Suppliers must satisfy all statutory and other requirements;
- ECC Leiden reserves the right to at all times refuse incompetent Suppliers access to ECC Leiden in order to safeguard order, safety, wellbeing and the environment.

Hirers cannot order the services needed for the Event that are to be provided by Suppliers designated by ECC Leiden directly from these Suppliers but must discuss and place their orders for the services with ECC Leiden's Account Manager. Stand holders can place their orders for services to be provided at their stands or in the rooms at ECC Leiden by Suppliers designated by ECC Leiden. These orders cannot be placed directly with the Supplier designated by ECC Leiden.

###### 7.3 Catering

ECC Leiden is ready to provide catering for receptions, lunches, dinners and other gatherings in the rooms or elsewhere in and/or around ECC Leiden. Hirers can discuss the catering for the Event and place orders with ECC Leiden's Account Manager. Owing in part to the fact that ECC Leiden holds a hotel, restaurant and catering establishment licence, including related regulations, a number of matters are reserved for ECC Leiden's Catering for which reason drinks and/or foodstuffs may not be brought into or stocked at ECC Leiden by or on behalf of the Participant, Hirer, Supplier or other relevant legal entity or private individual, unless they are ordered through ECC Leiden's Catering contact. Food and drinks may not be sold for on-site consumption either. The HACCP rules (concerning food safety during preparation, transport and storage) are available upon request via ECC Leiden.

###### 7.4 Rigging

ECC Leiden has exclusively engaged a preferred Supplier for rigging and pre-rigging work (i.e. preparations for, and the realisation of, suspension points and lifting work at fairs and Events) to ECC Leiden's roof. In special cases, a third-party supplier (rigger) may be engaged, in which case timely written consent from ECC Leiden's Technical Department is required. If ECC Leiden approves the use of a different

supplier, the Participant, Hirer, Supplier or other relevant legal entity or private individual must submit a rigging plan to ECC Leiden's Account Manager. ECC Leiden's Technical Department must approve a rigging plan. The loads permitted for ECC Leiden's roofs and ceilings differ per space.

#### 7.5 Surveillance

ECC Leiden offers the Participant, Hirer, Supplier or other relevant legal entity or private individual the possibility to order surveillance services for the Event or the stand through its recommended Supplier. This Supplier is fully familiar with ECC Leiden's procedures, infrastructure and staff. If the Participant, Hirer, Supplier or other relevant legal entity or private individual chooses to organise the surveillance for the Event itself, that is possible on the conditions that the company hired by the Participant, Hirer, Supplier or other relevant legal entity or private individual is certified and that the supervisor make his or her name and telephone number known to ECC Leiden's Account Manager. If the Hirer wishes to arrange the security/surveillance itself or wishes to outsource this task, the security/surveillance must be carefully coordinated with ECC Leiden in a timely fashion. In that scenario, the Hirer must bear in mind that he must contact at least one (1) of ECC Leiden's Key Men. This person carries the keys to ECC Leiden and will work together with the contact of the security company hired by the Hirer.

ECC Leiden's written consent is needed for gatherings (presentations, receptions and suchlike) held at the stands outside the opening hours of the Event. This in connection with surveillance, the lighting in corridors and keeping toilets and cloakrooms open, the costs of which services will be passed on. A gathering or reception must end no more than two (2) hours after closing time of the Event.

#### 7.6 ICT and telephony

At ECC Leiden, it is possible to have ECC Leiden install one or more telephone connections or wired Internet connections. Upon request, for Hirers through the Account Manager, various data connection solutions are possible, including bandwidths above 10 Mb/s, fibre optic connections such as streaming videos or special functions such as 'landlines' over the Internet, Skype and conferencing.

The ICT and telephony services are supplied under the following conditions:

- all ICT services are active at 9:00am on the last setting up/decorating day;
- on the last day, the services will be shut down ten (10) minutes after the closing time of the Event;
- the Participant, Hirer, Supplier or other relevant legal entity or private individual may not use their own wireless Access Points in connection with interference;
- the Participant, Hirer, Supplier or other relevant legal entity or private individual may not provide commercial telephone services, or make such services available to others, unless a written buy-off arrangement regarding this matter has been reached with ECC Leiden.

#### 7.7 Waste disposal

The Participant, Hirer, Supplier or other relevant legal entity or private individual must separately dispose of or arrange for the separate disposal of waste that arises during the setting up, decorating and dismantling periods. Any waste you leave behind on site will be disposed of at the expense of the Participant.