

1. General Basic Information

On whole Autostadt terrain, actual Autostadt house rules are valid. If there are any technical faults, damages or in case of emergency please contact 24/7:

- Autostadt Control Center (ACC) +49 (0) 5361/40-888
- Autostadt Security +49 (0)5361/40-2401
- Autostadt Emergency Number +49 (0)5361/40-555
- Project Manager Technical Event Management +49 (0)5361/40- 1748

Entry rules park

Summer event: 11 p.m. – 8 a.m.
 Winter event: 11 p.m. – 8 a.m.
 Non Event: 8 p.m. – 8 a.m.

Entry rules courtyard

Summer event: 11 p.m. – 8 a.m.
 Winter event: 11 p.m. – 8 a.m.
 Non Event: 8 p.m. – 8 a.m.

Exit from the park must be no later than 8:30 a.m..

Exit from the courtyard must be no later than 9 a.m..

Special permits can only be granted by the management USI and management Park in coordination with the Parkl / Eventl.

- Maximum payload on all routes may not be exceeded.
- During Autostadt opening hours, company vehicles with advertising print may only use parking places outside Autostadt terrain.

2. Work release / Access rules

Electronic work release (German: Elektronische Arbeitsfreigabe = ELAF)

- Electronic work release (ELAF) is sent by the department (German: Fachbereich = FB) in writing and via e-mail to the executing company no later than one week before the start of the work.
- At the latest three days before start of the activities, the completed and approved ELAF will be returned in writing and via e-mail to the FB (responsible person).
- Essential information, such as the description of the activities and separate areas, site managers with mobile numbers, the appointment of the working employees, the naming of the required machines and media, shutdown of fire detectors and vehicle traffic must be found in the ELAF.
- The post-company receives a release on the execution of the activities in writing via e-mail before the start of the work.

Access regulations and residence

1. Access is only permitted to persons with a valid access card.
2. Personal registration must take place before the start of the activities at the reception of the ServiceHaus.
3. Deviating from point 2, an external employee ID card can be issued in the context of event construction / events – via Technical Event Management office or Event ID – (issue via the project managers).
4. Further access or locking authorisations for separate areas, which were previously applied for by ELAF, are issued to the executing company against signature at the security control centre.
5. The temporary locking authorisations shall be returned to the security control centre after completion of the activities.
6. Staying in the guest area in work clothes during opening hours is allowed only in the agreed work area.
7. Care must always be taken on maintaining a clean and well-groomed appearance of the employees and on behaving with a restrained and considerate attitude.
8. Safety instructions of Autostadt Security must be followed.
9. Rescue routes and escape routes must always be kept clear.
10. The legal regulations, in particular with regard to occupational safety, fire safety and environmental protection, as well as the regulations of Autostadt GmbH in this regard, must be complied with without exception on Autostadt terrain.
11. Smoking is prohibited in all buildings and in the entire outdoor area of the Autostadt except at the designated smoking areas.

3. Approvals of motor vehicles Access

Driving behaviour in the outdoor areas of the Autostadt

- Only the paved areas may be used on the outdoor facilities.
All vehicles shall be moved in such a way as to avoid tyre abrasion.
Driving on both the vegetation and the coarse sand areas is expressly forbidden.
- If it is unavoidable to travel on vegetation and areas with coarse sand, these areas shall be protected by pressure distribution plates after consultation with the FB.

Maximum payload in the outdoor areas of the Autostadt

<p>SLW 10</p>	<ul style="list-style-type: none"> • Maximum vehicle width 03.00 m and vehicle length 06.00 m • Total load 100.00 kN (10 to) • For bridges / roads with low load
<p>SLW 30</p>	<ul style="list-style-type: none"> • Maximum vehicle width 03.00 m and vehicle length 06.00 m • Total load 300.00 kN (30 to) • Contact area 0.20 x 0.40 m • Replacement surface load 16.70 kN / m²
<p>SLW 60</p>	<ul style="list-style-type: none"> • Maximum vehicle width 03.00 m and vehicle length 06.00 m • Total load 600.00 kN (60 to) • Wheel load 100.00 kN • Contact area 0.20 x 0.60 m • Replacement surface load 33.30 kN / m² <p>The SLW 60 category applies to the areas of off-road courses and driving safety training.</p>

General access roads to the Autostadt

- A | Access to ServiceHaus
- B | Access via Autostadt KundenCenter (for event preparations)
- C | Access via Parkstraße
- D | Access from the canal side (exceptional cases - approval by the FB)
- E | Access via VW plant (special transports – approval by the VW plant and the FB)

4. Rules of Conduct

Work preparation and execution

- Work in the Autostadt may only be carried out after work has been approved.
- Work on safety-related systems (fire alarm system, extinguishing system, fire doors, etc.) is only permitted after prior agreement with the Autostadt Security.
- Additional safety instruction is required for work or access to the vehicle towers.
- Before starting work, the contractor must prepare a risk assessment with regard to the work to be carried out.
- During the execution of work, first-aiders are to be named and used by contractor.
- Before starting work, all contractor's employees are to be instructed regarding the valid safety regulations, the behaviours specified in the risk assessment as well as the personal protection and safety equipment (PPE) to be used.
- The contractor's employees are obliged to observe the operating instructions and to act in accordance with the specifications.
- The PPE shall be made available to the contractor's employees by the contractor.
- The contractor must be informed by the specialist planner or project manager about the location, collection points, escape routes, fire-extinguishing possibilities before starting the activity. The contractor is responsible for the instruction of its employees.
- The contractor shall ensure that all its employees have the necessary qualifications to carry out their activities on machinery and equipment.
- Proof of the qualification required for the activity, such as briefings, certificates, etc., must be presentable on request.
- Autostadt issues its instructions to the coordinator of the external company, who has been named as the contact person in advance. The contractor's employees are obliged to follow these instructions.
- Detected or caused defects or damage must be reported to the ACC immediately.
- When working at heights, suitable, approved and tested fall protection must be provided and used by the contractor.
- Electrical equipment and other work equipment must be subject to a valid safety test and be free of defects.
- Instructed and responsible personnel may only carry out operation of switchgear.
- Break and toilet areas are assigned by arrangement.

5. Notes Rules of Conduct

- Emergencies must be reported immediately to the emergency number.
- In case of an emergency, evacuation is arranged via the Autostadt public address system.
- Fires and accidents must be reported immediately via the emergency number.
- Accidents at work that result in a visit to the doctor must be reported to the ACC asap.
- The contractor must keep first aid kits ready.

6. Fire protection

Fire protection technology

- All buildings of the Autostadt are monitored with fire alarm systems (German: Brandmeldeanlage = BMA).
- If fire alarm systems (BMA) and extinguishing systems have to be taken out of operation for more than 24 hours, replacement measures must be determined in consultation with the Autostadt Fire Protection Officer at least five working days before the start of work.
- Sprinkler systems are available in all areas / buildings required by law.
- The notification of the shutdown of fire detectors takes place via the electronic work release at least one week before the start of work.
- Selected technical rooms are protected with gas extinguishing systems; an additional safety instruction is required before entering, which must be registered with the client (AG) at least five working days before the start of work.
- No powder fire extinguishers may be used in the Autostadt.

Working with open fire or dust

- Before carrying out activities with open fire or spark release, the contractor must apply to the client for a fire permit.
- Before activities causing smoke or dust, individual smoke detectors of the fire alarm system (BMA) in the area of activity can be taken out of operation in coordination with the Autostadt Security so that false alarms are avoided. After completion of the work, the BMA must be put back into operation; the contractor must communicate this to the Autostadt Security.

7. Handling of hazardous substances

- A condition for the use of hazardous, harmful or environmentally hazardous substances is the approval of the use by the occupational safety specialist and the environmental protection officer of the Autostadt. The following should be noted:
 - For all hazardous substances to be used by external companies in the Autostadt, the form „Anmeldung von Gefahrstoffen zur Verwendung in der Autostadt durch Fremdfirmen (Notification of hazardous substances for use in the Autostadt by external companies)" must be completed as an attachment to the work release and submitted seven working days before the start of work.
- Safety data sheets for hazardous substances must be submitted to the occupational safety specialist and the environmental protection officer for examination at least five working days before the start of work.
- Hazardous substances (e.g. paints, floor coatings, adhesives, cleaners, etc.) may only be selected or processed that do not produce gases or vapours leading to health hazard for employees or to an environmental impact.
- Storage of hazardous substances in the Autostadt is generally not permitted. Exceptions can be granted to companies that are involved in the processes of hazardous substances management in the Autostadt.
- A maximum of one daily consumption quantity may be brought into the Autostadt. Leftovers must be removed from the Autostadt every working day after the end of work.
- When providing the consumption quantity of a day, the following requirements apply:
 - Substances hazardous to water may only be stored in sealable containers and must be provided in media-tight drip trays.
 - The provision of the hazardous substance in escape routes, such as emergency exits, passages and in stairwells, is prohibited.

8. Environmental protection

- Waste generated in connection with the execution of the order must be disposed of on one's own responsibility.
- The contractor is responsible for ensuring that all relevant regulations are complied with and that the waste is properly disposed of. Disposal on the premises of the Autostadt is not permitted.
- The use of Autostadt's collection containers by employees of the contractor is not permitted. Deviating regulations require the approval of the client.

- After completion of the work, workplace must be left "swept clean".
- Substances hazardous to water (e.g. paint or varnish residues, adhesives, oils) may not enter the sewage system, water or ground.
These are to be recycled or disposed of in accordance with the statutory requirements.
The pouring of residual chemicals (acids, alkalis, solvents, cleaning media, etc.) into sinks or floor inlets is prohibited. If, for example a medium fails due to hydraulic hose damage, countermeasures must be taken immediately and the ACC must be informed immediately.
- Containers with liquids hazardous to water may only be placed, handled and filled on suitable surfaces provided for this purpose. Coordination with the client or external company coordinator is required.
- The work shall be carried out in such a way as to avoid soil and groundwater contamination.
- Wastewater generated during the work may only be discharged in coordination with the Autostadt.
- Environmental damage must be reported to the ACC immediately.

9. Handling of resources and energy efficiency

- The contractor's employees are obliged to handle resources such as water and energy as well as the products and aids used carefully, proactively and sparingly.
- When using electrical systems and equipment, the contractor's employees have to be informed how to use them in an energy-efficient manner.
- If damage is discovered or caused that leads to energy losses, this must be reported to the customer immediately.
- If damage is caused to Autostadt inventories, these must be reported to the customer immediately.

Confirmation of knowledge by the contractor

I have taken note of and understood the requirements of these guidelines.

I undertake to comply with the above-mentioned requirements. I will instruct the employees of my company and commissioned subcontractors working in the Autostadt about the special requirements, and ensure their observance or implementation of the guideline. I will communicate and provide my employees with the guidelines for the execution of the order. In addition, I will repeat the instruction regularly, at least annually. I agree to a review of the briefing and implementation.

Date/Signature

Company stamp

To sign your consent, please send the document signed back to:
Autostadt GmbH, Leitung Infrastrukturmanagement, Stadtbrücke, D-38440 Wolfsburg.