



## TASKS OF EVENT MANAGER

## DELIMITATION TO OPERATOR TASKS

### 1. Set-up / dismantling

1.1. Set-up / dismantling (according to plan)	-
---	---

### 2. Occupational safety and traffic safety

2.1. Occupational safety own trades	Occupational safety own trades
2.2. Responsibility / traffic safety for own / provided infrastructure and technology	Traffic safety at the place of assembly Escape routes and rescue routes / operational monitoring of the existing structural / safety-relevant facilities and systems (such as automatic fire detection system, emergency exits, EAS, locking system, etc.)

### 3. Preventive fire protection / visitor safety

3.1. Control of the use of fire protection-permitted materials / control of the proper storage of hazardous materials / pyrotechnics	Coordination of fire safety watch
3.2. Registration and implementation pyrotechnics / laser etc.	-
3.3. Checking of all safety-relevant and critical equipment for event operation on the event day	Checking of all safety-relevant and critical equipment for event operation on the event day
3.4. Checking escape routes / aisle widths in accordance with the approved seating plan	-
3.5. Installation and conception of barrier systems / visitor guidance system / barriers in front of the stage	Installation and conception and monitoring of barrier systems / visitor guidance system / barriers - except for stage area

### 4. Coordination tasks / management interfaces

4.1. -	Coordination of security service
4.2. -	Coordination of medical service
4.3. -	Coordination of all service providers with authorities / interface to approval authorities
4.4. -	Coordination of cleaning services

### 5. Routines in hall operation

5.1. Compliance with house rules / safety regulations / official requirements	Exercise of domiciliary rights and implementation
5.2. Execution of the hall operation under consideration of all safety aspects and regulations	Planning and supervision of the hall operation, taking into account the safety aspects and regulations.

### 6. Event security during operation

6.1. Decision on hall opening and hall closing / outlet stop (also early hall opening in case of imminent danger)	Execution / enforcement of hall opening and hall closing / outlet stop (also early hall opening in case of imminent danger)
6.2. Compliance with approved visitor capacity / seats and compliance with approved set-up (stand construction, stage, etc.)	Specifications and control of the approved visitor capacity / places and their arrangement within the scope of the approval
6.3. Adherence to time schedule and contents according to event description / stage direction	-

### 7. Fault management / emergency / show-stop

7.1. Notification / information to operator in case of development of hazards or non-compliance / assurance of enforcement to operator.	Triggering of an emergency scenario
7.2. Implementing and enforcing the operator's decision to cease / suspend / resume / evict (including show-stopping).	Decision on discontinuation / interruption / resumption of event operation, as well as evacuation of meeting place if necessary (in consultation with organizer)