

AGREEMENT TO THE RUNNING OF THE EVENT

1. GENERAL

- 1.1. The DZ BANK building is privately owned.
- 1.2. Affixing materials of any type (gluing, drilling, hanging, etc.) is not allowed in any part of the DZ BANK building.
- 1.3. The covering of glass surfaces is not permitted.
- 1.4. The escape routes must be kept clear in compliance with statutory requirements. Escape routes include all ground floor areas as well as the spaces between the individual wooden panels. Exceptions from this rule will, as a matter of principle, require AXICA's prior approval.
- 1.5. Putting up signboards, posters, etc., in the lobby and in front of the building will, as a matter of principle, require AXICA's prior approval.
- 1.6. Works on wood or metal (sawing, drilling, etc.) are only allowed outside the building. The power connection needed for this purpose should be ordered from and coordinated with AXICA in advance.
- 1.7. In connection with the delivery of exhibits it should be kept in mind that the maximum weight permitted throughout the building is 500 kilograms per m².
- 1.8. No later than 10 days prior to initial assembly works or the first day of the event, as the case may be, the following information must have been made available:
 - requirements concerning communications lines
 - additional technical equipment
 - non-gratuitous use of high-voltage power connections (for locations see Facts & Figures)
 - all deliveries to and from the building
 - number of vehicles
 - measurements and size of the vehicles
 - registration numbers
 - type of load
 - name of driver

2. GOODS ENTRANCE

- 2.1. The goods entrance is via the Behrenstrasse 73 (to the rear of the building). During the delivery of equipment (stage, audio / visual etc.) a security guard must be present which has to be pre-arranged and will incur a charge. The security personnel can only be booked for a minimum of 4 hours.
- 2.2. HGVs up to 12 tons and a maximum length of 11 metres (after being pre-registered) should drive up to the security barriers of the US Embassy and then onto the goods entrance of the AXICA / DZ BANK.
- 2.3. All materials delivered should be transported as soon as possible to the relevant event area. Intermediate storage in the goods delivery area is not permitted.
- 2.4. The goods delivery area at Behrenstrasse 73 is closed between 2200hrs and 0600 hrs Mon – Sat and is closed Sundays and Public holidays. Take down can be done overnight within the building, however loading-up can only be resumed after 0600 hrs.
- 2.5. Please consider by all loading and off-loading that noise levels should be kept at all times to a minimum.
- 2.6. For the delivery of objects or materials having a length of over 3 m it is strongly recommended that a pre-delivery site inspection of the goods entrance is carried out. The transporting of materials into the building via the front entrance is only possible when permission has been obtained in advance. Vehicles delivering to the front of the building can only approach 50m away from the entrance.

3. ASSEMBLY AND DISMANTLING

- 3.1. Before the event is staged the premises will be toured with the event organiser or the organiser's authorised representative, whilst conducting a written report to be formally agreed upon regarding the areas used for the event and for supplies, noting therein any damage which may have already been incurred. Immediately after the technical equipment has been dismantled the premises will be toured again by the persons referred to above to put down in writing any damage incurred after the first inspection tour, using the report drawn up on that occasion as a basis. Any damage caused during assembly and dismantling works is nevertheless to be reported directly to AXICA by the event organiser or the organiser's authorised representative. The event organiser will be liable for any damage incurred in the period between the first and final documented inspection tour concerning the event staged by the organiser.

- 3.2. In regards to the transportation of items to be brought into the building between the point of their arrival and the event premises, it should be ensured that the wheels of the means of transportation are made of rubber, are clean and do not cause damage to surfaces. The weight of the deliverables and safety precautions for their transportation ought to be duly considered in this context. The cost of removing dirt/damage within AXICA's premises as a result of such transportation will be invoiced to the event organiser. Furthermore, the staff members of AXICA will have the right to reject unsuitable or dirty transport trolleys.
- 3.3. Where sharp-edged items are involved, suitable materials should be put underneath for safety reasons, especially for purposes of building a stage (stage feet of any type) so as to avoid permanent dents to the carpet floor. Damage caused by non-observance of the foregoing will be invoiced to the event organiser.
- 3.4. During the assembly and dismantling works within the Forum premises attention should be paid to the fire alarm sensors. These are located in the front and rear part of the room on both sides, each of them being connected to an infrared beam from the right to the left. If this connection is cut, the security system will trigger fire alarm. Should the event organiser be unable to rule out that the system may be disrupted by mistake, it will be possible to switch the system off after prior consultation (at least 5 business days in advance). According to the legal regulations it will be necessary to engage a team for fireguard services on site against payment (minimum period of service 4 hours). This will have to be reported to and agreed with AXICA in the run-up to each event.
- 3.5. During the assembly and dismantling works within the Forum premises it will not be allowed to position any materials/cases in any area covered by the sensors integrated into the steel-and-glass gates. In case of non-compliance the cost of resultant repair works on the sensors will be invoiced to the event organiser. The steel-and-glass gates may only be opened and closed by staff members of AXICA.
- 3.6. Cable routes chosen for external equipment brought along by the event organiser need to be agreed with AXICA in the run-up to each event. All cables lying around on the floor should be covered and safely fixed. Obstructions and trip hazards on escape routes are not allowed, even if cable bridges are used. To avoid impairing the overall appearance of the event premises the event organiser may use the peripheral cable ducts in place, which should be locked again after use in the original condition. It is impermissible to use cable mats in inaccessible sections, except if this is agreed with AXICA in advance.

- 3.7. The cables inside the cable duct are the property of AMBION GmbH and may not be removed for external productions. It should be ensured that these cables are neither damaged nor changed in position. An overview of the cable outlets is included in AXICA's CAD plan.
- 3.8. The lift used for assembly and dismantling works may not be kept open by any type of interference with the door. Only the buttons on the operating panel of the lift intended for this purpose may be used. In case of non-compliance the cost of resultant repairs will be invoiced to the event organiser.
- 3.9. A staff member of AXICA's engineering partner, the company AMBION GmbH, must be present during assembly and dismantling works as well as during the event itself. The fees charged amount to € 500.00 per day (8 hours) net of tax.

The following details should be submitted to AXICA for review no later than 21 days prior to initial assembly works or first day of the event, as the case may be, in writing:

- description of the event/event sequence
- time schedules / logistic schedule for assembly and dismantling works no later than 7 days prior to initial assembly works or the first day of the event, as the case may be:
- list of names of the team responsible for the event
- A technician, acting as the responsible contact person on site (during assembly/dismantling works and during the event), is to be nominated.

4. CREW CATERING

Should catering services for the crew in charge of assembly and dismantling works be wished, relevant requirements ought to be communicated to AXICA at an early stage. If so requested, we will be pleased to send you our proposals for crew catering. Please note that it is not allowed to bring along own food and drinks.

5. STORAGE

- 5.1. Please make provisions for storing your cases, etc., outside AXICA's premises.
- 5.2. Things brought along should be promptly carted away again after the event has ended.

6. WASTE DISPOSAL / CLEANING

- 6.1. Packaging materials and materials left over are to be duly disposed by the event organiser. If needed, AXICA will arrange for a container against payment. An order for such service should be placed with AXICA at least 10 days in advance.
In case of non-compliance the costs of disposal incurred will be invoiced to the event organiser.
- 6.2. Tough stains caused during an event will be removed by AXICA. The costs incurred thereby will be invoiced to the event organiser.
- 6.3. The event organiser is under the obligation to inform his employees and suppliers about the duties of care applicable in the building.

7. INSTRUCTIONS TO STAFF ENGAGED FOR THE EXTERNAL SERVICES PROVIDED BY THE EVENT ORGANISER

- 7.1. The crew is not allowed to smoke anywhere in the building during assembly and dismantling works. A smoking room is available at the 0A level.
- 7.2. The event organiser is requested to ensure that his staff members and agents (as engaged for special engineering and stage assembly works) wear clothes that – while suitable for work – take due account of the character of the building. According to the applicable dress code a man's/lady's suit or black trousers and black tops are preferred.

8. PARKING PLACES

- 8.1. AXICA is unable to provide parking places for events staged in the building. Participants and guests may park their cars in the car park of the "Adlon" hotel against payment. If so requested, AXICA will be pleased to assist you in contacting the operators of the car park to reserve parking space prior to the event. Taxi ranks are located directly on Pariser Platz. Please consult the directions sketch for more information.

9. SAFETY / GUARD SERVICE

- 9.1. The entrance area of the DZ BANK building is open to the public. This area may be closed for certain hours upon request. Such service is non-gratuitous and requires detailed prior consultation with AXICA.
- 9.2. It will be the event organiser's responsibility to ensure the safety of the items brought into the building for assembly/dismantling works and for the event. If an event takes several days, the rooms will be locked by staff members of AXICA after all guests have left. However, there is no insurance cover on the part of AXICA.

10. TECHNICAL REQUIREMENTS / GENERAL

- 10.1. To avoid any impairment of the overall impression of the premises where the event is staged, the equipment used and related installations ought to be adjusted to the high demands placed on appearance.
- 10.2. The electrical equipment used should conform to the relevant regulations (DIN/VDE guidelines, occupational safety regulations, etc.) and to the generally acknowledged rules of technology and be in perfect technical condition. Reference is specifically made to compliance with the occupational safety regulation "Electrical Facilities and Equipment" (DGUV Vorschrift 3).
- 10.3. The use of inflammable liquids (e.g. paint, solvents and coatings) or gases (e.g. pressurised gas cylinders, cartridges and spray bottles) will only be permissible upon prior request and with AXICA's explicit approval.
- 10.4. Reference is specifically made to compliance with the occupational safety regulations "Rules for the avoidance of accidents" (DGUV Vorschrift 1) and "Locations and production sites for scenic presentation" (DGUV Vorschrift 17).
- 10.5. Electrical equipment not conforming to the relevant technical standards (DGUV Vorschrift 3; inspection plate) or having obvious deficiencies must not be used. Reference is specifically made to the deadlines fixed for the inspection of non-stationary electrical equipment.
- 10.6. The attachment of electrostatically charged polypropylene films for branding and decoration purposes on the wood panels is possible, the production and execution may only be carried out by our technology partner AMBION.
- 10.7. There are no hanging points anywhere on the premises used for the event. For this reason the equipment used (sound, light, video, etc.) must be put on the ground.
- 10.8. The use of tripods, windups, etc., is not allowed.
- 10.9. There is a wire rope on the fair-faced concrete wall within the Forum premises which has a maximum load-bearing capacity of 200N (vertical traction).
- 10.10. The in-house equipment may only be operated by trained personnel for warranty reasons. Instructions on how to operate the in-house equipment may only be given by AXICA or its representatives. However, the presence of an in-house technician is fundamentally required for this purpose in any case.

10.11. To ensure that everything runs smoothly the following details ought to be submitted to AXICA for review sufficiently in advance, no later however than 10 days prior to initial assembly works or the first day of the event, as the case may be, in writing:

- Layout of the areas used for the event, including the stages, crossbeams, proposed electrical installations and, if required, escape routes, as well as video, audio and sound equipment
- An adequate description of the equipment used (e.g. cargo list) is to be attached
- Proof of feasibility by a structural engineering expert
- (auditable) records should be submitted, including but not limited to proof of stability for all crossbeam structures.
- Complete documentation of proposed decoration and stand materials. Exclusively flame-retardant materials (building material class B 1 according to DIN 4102) or non-inflammable materials may be used.

11. OPERATING EQUIPMENT / VIDEO EQUIPMENT

11.1. When events at AXICA's Forum are staged during the day it should be noted that it is impossible to black the room out. For this reason at least 2000 Lumen per square meter of illuminated floor space ought to be envisaged for projection purposes.

11.2. The Forum premises feature a high-resolution LED wall owned by the engineering partner AMBION. To avoid any damage thereto, a minimum distance of 30 cm must be kept between the rear parts of items brought in for stage setting purposes and the LED wall. This corresponds to the breadth of the peripheral cable duct.

12. ACOUSTICS / SOUND EQUIPMENT

12.1. By reason of its architecture the building is highly demanding as far as electro-acoustic conditions are concerned. The large number of non-absorbent surfaces speak against the installation of conventional loudspeakers. A minimum speech transmission index (STI) of 0.65 for all seats should be achieved. If need be, this is to be demonstrated by simulation.

12.2. The putting up of tripods is not allowed. Stands for sound may be used in exceptional cases with the operator's approval (microphone tripods are naturally excluded from this).

13. LIGHT

- 13.1. The premises used for the event are equipped with an in-house system for artificial lighting, which is partly dimmable. There are no hanging points for additional lighting installations (see Technical Requirements – General).
- 13.2. The use of conventional spotlights (e.g. halogen headlights) on the floor (e.g. PAR floor spots) and coloured films in general (except for CTB / CTO) is prohibited. If RGB LED spotlights are used, the colour mixing process must take place behind the lens. In addition, it should be ensured that the heat generated will not cause any damage to equipment and the building or injury to persons.
- 13.3. It is not allowed to put up tripods for lighting purposes.

14. EFX

The use of EFX equipment (e.g. fog machines) will only be permissible after obtaining AXICA's approval.