

## NOTES ON PROCEDURE

### 1. GENERAL

- 1.1. The placement of signs, posters and other advertising material in the entry area of the event location and in front of the building with the address Pariser Platz 3 / Behrenstraße 73, 10117 Berlin (“building”) shall be subject to the express advance consent of Service Provider. The same shall apply to affixing signs, posters, and other advertising material inside the building.
- 1.2. When delivering exhibition items please note that the maximum permissible load in the entire building is 500 kilograms per m<sup>2</sup>.

### 2. DELIVERY

- 2.1. Delivery of material for the event shall take place exclusively through the area identified as delivery zone at Behrenstrasse 73 (“delivery zone”). Delivery via the entrance to the building at Pariser Platz 3, (“main entrance”) is allowed only upon the express prior consent of the Service Provider. Vehicles may come no closer than approx. 50 m to the main entrance.
- 2.2. All deliveries may be driven into the delivery zone only after prior registration, which must take place at least 5 calendar days before the delivery, via the security gate of the US Embassy to the receiving department in the delivery zone. No delivery may be made without prior registration.
- 2.3. Event Organizer may use the delivery zone in accordance with no. 2.2 on workdays that are not holidays at the event location before 10:00 pm and after 6:00 am.
- 2.4. Event Organizer must immediately transport delivered material from the

delivery zone into the room it has rented. Storage in the delivery zone is not allowed. If material with a total length of more than 3 m (“bulky goods”) is to be delivered, Event Organizer is responsible for inspecting the delivery zone to make sure that such delivery is possible.

### 3. SET-UP AND DISMANTLING

- 3.1. When setting up and dismantling in the building’s forum, Event Organizer must take into account the height of the fire alarms. These are located at the front and back of the forum on both sides and in each case are connected from right to left by an infrared beam. If this connection is broken, the security system will trigger the fire alarm. If Event Organizer cannot exclude with certainty an accidental interruption, it must coordinate the switching off of the system with Service Provider at least 5 calendar days before the start of set-up. In such case Event Organizer must provide a fire guard on site at its own expense (minimum booking period of 4 hours).
- 3.2. Event Organizer may not remove, damage or change the position of cables that run through a cable channel. An overview of the outlet areas of the cables is marked on the plan.

### 4. EXTERNAL SERVICE PROVIDERS

External Service Providers are prohibited from smoking throughout the building.

### 5. SECURITY

- 5.1. The entry area of the building is publicly accessible.
- 5.2. Event Organizer shall be responsible for the items it brings in and those of the participants in the event, before, during

and after the event. Should an event take place over multiple days, Service Provider shall lock the rooms at the end of each day's events.

- 5.3. Event Organizer shall be responsible for insuring itself against the risk of the loss of the items brought in by it or its participants.

## **6. TECHNICAL REQUIREMENTS**

- 6.1. The electrical devices, systems and wiring used by Event Organizer must comply with the respective current provisions (DIN/VDE [=German Industrial Standards/Assoc. of German Electrical Engineers] conditions, BG [= Employers' Liability Insurance Assoc.] provisions, etc.) and the recognized state of the art and must be in flawless technical condition.
- 6.2. Service Provider makes reference to the auf die BG provisions "Electrical Installations and Equipment" (DGUV [=German Social Accident Insurance] Provision 3), "Accident Prevention Provisions" (DGUV Provision 1) and "Accident Prevention Regulation for

Staging and Production Facilities for the Entertainment Industry (DGUV Provision 17).

- 6.3. The use of flammable liquids (e.g. paints, solvents and lacquers) or gases (e.g. pressurised gas cylinders, cartridges and spray cans) is not allowed.
- 6.4. There are no suspension points available in the building. Event Organizer must therefore set up and attach the operating equipment (sound, light, video, etc.) on the floor. The use of tripods, windups, etc. is not permitted.
- 6.5. The building's technical systems may be operated only by persons trained by Service Provider. Nevertheless, the presence of an in-house technician is essentially required.

## **7. EFX**

The use of EFX equipment (e.g. fog machines) will trigger the building's alarm system and an intervention deployment subject to a charge and is therefore allowed only upon express prior consent of Service Provider.