

## Regulations for the Use of Auditoria

### 1. Preparatory Measures

Assembly and modification plans for seating shall only be valid subject to the written approval of the International Congress Centre Dresden (ICD) and the Building Regulations Authority. The contact person during assembly work shall be notified to the ICD in the run-up to the event. Anticipated deliveries of stands, exhibition materials for events (brochures etc.) shall be notified to the ICD in advance and be accompanied with clear indication of the event. Delivery is possible no more than 2 days prior to the commencement of the event. Earlier delivery to the ICD is possible by arrangement with the ICD and an extra charge. The ICD shall only be liable for any loss or damage of stored materials up to the point of commencement of the event in the case of default or gross negligence.

The event organiser shall arrange movement of materials within the ICD. Trolleys or hand trucks within the building may be brought by the organiser or hired from the ICD at an additional charge. All stands, exhibition materials must be removed immediately after the event; any interim storage (e.g. over a weekend) is possible subject to an additional charge. This applies equally to interim storage of companies' transportation containers during the event. An alternative option is storage in a conference room additionally hired as a storage facility.

Precise details of electrical power supply connections with power ratings are necessary. These shall be notified at least 2 weeks prior to commencement of the event.

### 2. Delivery

The fire service access may only be used for goods vehicles following prior arrangement and shall be cleared again immediately following loading /unloading. Access to the fire service approach by cars is strictly prohibited. Unloading small trucks and vans etc. shall be restricted to the goods reception access. A goods lift is available. The event organiser undertakes to protect floors in the entrance area from soiling and damage. Deliveries deposited must be in a tidy state, i.e. material left lying such as cartons, cardboard boxes, brochures etc. shall be disposed of and charged. Deliveries in the ICD approach area and main entrance are basically forbidden. Bringing in goods with hand trucks or similar transportation means may not exceed a loading of 500 kg/m<sup>2</sup>. Forklifts may not on principle be used in closed areas.

### 3. Fire Service Conditions

The provisions of the Places of Assembly Ordinance apply. These state that for events a medical service must be in attendance if there is any likelihood of personal injury. This can be requested from the fire and civil protection authorities. Attendance of a fire safety team is necessary for events with over 350 persons attending if there is an increased fire risk or if considerably valuable items may be in danger. Arrangements shall be made by the ICD and costs borne by the event organiser.

Fire prevention installations must be freely accessible and able to function. Parking vehicles or placing other objects on escape routes, parking and movement areas reserved for the

fire service is forbidden. Fire doors and gates must not be blocked. In the case of exhibition vehicles the battery must be disconnected and the tank must contain no more than 3 litres of fuel. Protective matting must be placed under the engine compartment and tyres.

In the case of events using scenery flats only decorations and exhibition items must be used consisting of at least flame-resistant materials (as per DIN 4102). Vehicles may only be pushed into closed rooms and not driven. In the areas excepted in that regard (kitchen, corridors, stairwells, cloakrooms etc.) smoking is strictly forbidden. Use of fog machines, fireworks etc. is only permissible in event rehearsals following arrangement with building services.

In essence the organiser of events involving fireworks and measures which require switching off smoke alarms shall arrange for a fire team to be present. This can be arranged via the ICD. The organiser undertakes only to use materials highly resistant to fire in the furnishing and decorating the rooms concerned and in the construction of booths and similar fittings. Hanging room decorations must be at least 2.50 metres above floor level. Decorations from natural foliage or softwood may only be placed in the rooms if fresh.

### 4. Waste Disposal/Store Rooms

Waste disposal over and above the norm shall be arranged by the organiser, whereby at least one 1.1 m<sup>3</sup> container at a price of € 150.00 (additional amounts pro rata) will be invoiced; delivery of waste to the container shall be undertaken by the organisers (exhibitors) personally. On request this can be handled by the ICD for a charge.

### 5. Technical Information

All exhibition technical equipment shall be provided by the organiser. The ICD provides no exhibition technical equipment and only those items expressly agreed with the organiser prior to commencement of the event and confirmed in writing. Extension of or modification to fixed installation technical facilities may only be undertaken with the prior approval of the ICD and must be carried out by in-house building services (if no possible then by an external company at the cost of the organiser). In the event of damage to fixed technical items (CEE power points, push-plug sockets, spotlights, loudspeakers etc.) the organiser undertakes to bear any maintenance costs. Room lighting dimming is electrical in all rooms and manual operation is forbidden. Technical facilities used in the ICD including the applicable operating procedures must comply with relevant statutes and regulations, professional regulations and generally accepted technical, medical and hygiene regulations. Adhesive tapes for attaching cables and exhibition carpets etc. must be removed leaving no residues otherwise necessary cleaning costs will be charged.

Use of existing suspension facilities is only permissible by arrangement with building services and must be within the maximum permissible loads. When using transportation trucks these may only be parked at the parking locations provided. Cabling in the respective rooms must be via the cable ducting provided. During major events the air conditioning system may not be turned off.

#### **6. Conditions regarding Exhibition Structures**

The provisions of the Places of Assembly Ordinance shall apply. Seating in rooms shall be arranged in accordance with statutory fire regulations and overcrowding is therefore not permissible. Exhibition structures must be at least 50 cm away from the wall and may not exceed a specific loading of 500 kg/m<sup>2</sup>. Exhibition plans indicating escape routes shall be strictly observed and submitted to the ICD at the latest three weeks prior to commencement of the event. Approval from the competent building regulations authority and the ICD is absolutely essential. Fire Service conditions shall apply (see 3. Fire Service Conditions). In the case of exhibition stand structures on marble floor areas a protective underlay e.g. carpet, protective mats or similar) must be ensured. Damage of any nature whatsoever, in particular to flooring (carpet, stone and marble floors, stages and dance floor) is forbidden. The organiser shall be liable for any instances of damage caused by his exhibitors, persons contracted by the organiser in the context of trader fairs and exhibitions.

In the case of exhibitions with more than 5 exhibitors the organiser shall place security and briefing personnel in the vicinity of goods lifts in order to guarantee unrestricted access to the fire service for loading and unloading.

Exhibitors may not on principle provide any meals and drinks (this includes pastries, non-alcoholic drinks, coffee etc.) for events, trade fairs or exhibitions. In exceptional cases (e.g. national specialities) a written agreement may be concluded; at least a service charge or corkage, will be invoiced.

#### **7. General Conditions**

Sticking items on columns, walls, screens and mirrors etc. is forbidden in the entire International Congress Centre Dresden. Hammering in nails or decorative pins in columns, curtains and walls is forbidden. Damage caused by the event shall be notified to the ICD immediately. Handover of rented rooms after the event shall be subject to joint inspection with **MARITIM** Building Services or the Events Department. Placing items against walls, columns and mirrors is prohibited and individual direction signs of the organiser may only be placed on the stands provided for that purpose. Transporting heavy items in the area of stone and carpet flooring may only be carried out using roller sets. Gathering room curtains may only take place following prior agreement with the ICD. The organiser shall instruct his employees regarding use of the waste bins provided. The organiser expressly declares that he will assume all maintenance costs resulting in the event of non-compliance. Dismantling work must be completed within the period agreed. Deliveries for events may take place two working days prior to the commencement of the event at the earliest in the absence of express agreement to the contrary (see 1 above). The ICD shall be notified regarding the scope of anticipated decoration work including technical structural work. Last-minute alteration to the sequence of the event (personnel numbers, time schedule, seating etc.) may only be entertained under certain circumstances. The ICD is not obliged to provide exhibitors with chairs, tables or the like,

but is prepared to rent tables and chairs. For any damage to forklifts or lift trucks etc. the organiser is fully liable. Introduced objects are in the ICD at the own risk of the organiser.

**8.** GEMA fees shall be notified and settled directly by the organiser.

**9.** These Regulations for the use of auditoria constitutes a component part of the Event Agreement. The provisions of the Places of Assembly Ordinance and the General Terms and Conditions of **MARITIM** Hotels for Events apply.

#### **10. Hygiene Precautions for Banquet Events:**

Statutory provisions governing food hygiene safety provide the following safety regulations in the interest of the customer:

- minimum cooked temperature of 80°
- hot dishes shall be kept warm at a minimum of 60°C
- highly perishable foodstuffs which are perishable in a short time from a microbiological viewpoint and whose marketability may only be maintained by compliance with certain temperatures should be removed from the buffet at the latest 2 hours from assembly. This applies in particular to raw minced meat products, fish and seafood in either raw or cooked condition.
- Highly perishable dishes may only be used immediately prior to opening the buffet. It is incumbent upon the organiser to notify the kitchen opening of the buffet on time.

Irrespective of the duration of an event the kitchen is entitled to clear away highly perishable foodstuffs 2 hours after setting out and – if desired by the organiser – to replace it by fresh or alternative dishes.

Acknowledged:

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Stamp and dated signature of Organiser.