

## TERMS OF USE

### I. General

- (1) The organizer is obliged to inform all the companies of the requirement for compliance with the terms of use.
- (2) All prices cited are to be understood net plus the current valid VAT.
- (3) The organizer or a person designated by the same will be informed of the location at an agreed time by means of a protocol. The take-over of the location is carried out via a commission with the organizer or a person designated by the same and finalizes with the acceptance.
- (4) The instructions of the commissioners of the Wahre Werte Umspannwerk Alexanderplatz Betriebsgesellschaft mbH shall be adhered to.

### II. Entrance/ Outdoor Area

- (1) Both the public and the delivery entrances are located in Voltairestrasse 5. The width of the loading access is 4m. For deliveries via the stair tower a length and a width of 46.30m x 4.00m are given (all figures are approximate and are verified on site). For further deliveries via the ground floor a loading route of 4.00 - 10.00m width and 82.50m length (all figures are approximate and are verified on site) is given.
- (2) The organizer's staff is in charge of the correct operation of the delivery traffic.
- (3) The access to the site is to be kept free. The closure of parking lots for loading operations, shuttle service as well as bus journeys in the Voltairestrasse should be announced with four weeks anticipation.
- (4) The German Road Traffic Regulations (StVO) apply.
- (5) When using the external areas during the construction phase at least 2 security staff members are required. The security staff can be hired through Wahre Werte Umspannwerk Alexanderplatz Betriebsgesellschaft mbH.
- (6) When delivering to the Conference Hall on the second floor (dimensions of the door: height 2.11m x width 2.49 m, all figures are approximate and are verified on site) , the gallery on the third floor (dimensions of the door: height 2.11m x width 2.49 m, all figures are approximate and are verified on site) as well as the gallery on the first floor (dimensions of the door: height 2.11m x width 1.37 m, all figures are approximate and are verified on site) by means of the cargo lift (dimensions of the door: height 1.20m x width 1.2 m, all figures are approximate and are to be checked on site + maximum load 1,500 kg) a trained lift operator in the external area is to be hired through Wahre Werte Umspannwerk Alexanderplatz Betriebsgesellschaft mbH . Maximum distributed load platforms stair tower 500 kg / m2.

- (7) The loading of the ground floor is to be carried out exclusively via the loading zone in the main hall (dimensions of the door: height 2.23m x width 2.49m, (figures are approximate and are verified on site).The loading zone is equipped with a platform (dimensions: 1.82m x 2.98m, figures are approximate and are verified on site) as well as two ramps (dimensions per ramp: 1.67m x 0.53m, all figures are approximate and are verified on site). Loading via the main public entrance on the ground floor is not permitted.
- (8) Measures must be taken to protect the floor when moving heavy loads on the plateau surfaces of the stair tower.
- (9) A change in the bridge arches is not allowed. Should according to a contractual agreement with Wahre Werte Umspannwerk Alexanderplatz Betriebsgesellschaft mbH the use or change of the bridge arches be permitted, these should be returned in their original condition.
- (10) During tests, sound checks and shows, the doors to the exterior area should remain closed.
- (11) The practice of sound systems, live music or dancing is possible after 22 hours in the outdoor area at a moderate volume.
- (12) The provision of a banner in advertising space provided for this is carried out exclusively by Wahre Werte Umspannwerk Alexanderplatz Betriebsgesellschaft mbH.

### **III. Event Halls**

- (1) In the areas for events only, trolleys and hand carts with rubber tires are allowed to be used. The floor in the event areas can support loads of up to 500 kg per square meter.
- (2) The entire equipment (furniture, equipment etc.) must be masked in the storage area with felt pads. The floor under all bar and buffet areas must be equipped with water and stain protection mats.
- (3) None of the doors may be wedged open. The organizer is liable for any damage to the same.
- (4) It is strictly prohibited to place objects (e.g. candles, glasses, ashtrays) on the railings.
- (5) All affixed plastic films, transparencies and adhesive materials etc. should be removed by the organizer without leaving any residues and be previously agreed on with Wahre Werte Umspannwerk Alexanderplatz Betriebsgesellschaft mbH.
- (6) All resulting damages must be immediately reported to the staff of Wahre Werte Umspannwerk Alexanderplatz Betriebsgesellschaft mbH.
- (7) It is forbidden to use confetti inside the building or in the exteriors.
- (8) The costs of resulting damages are to be borne by the organizer.
- (9) When moving loads on the plateau surfaces of the stair tower, protection measures should be taken for the floor. The floors should be underlaid accordingly.

#### **IV. Fire Protection**

- (1) For the duration of the event, the house alarm system must provide a fire security guard on each registered level. Additionally at least one fire security guard should patrol the building.
- (2) The fire security guards must be hired through Wahre Werte Umspannwerk Alexanderplatz Betriebsgesellschaft mbH.
- (3) Smoking is prohibited throughout the entire building.
- (4) The staircase, the stair tower as well as all escape routes must be kept free of objects and fire loads.
- (5) Jobs producing smoke, mist as well as heat should be agreed upon with Wahre Werte Betriebsgesellschaft mbH. Depending on the nature and size of the event, it may be necessary to hire additional fire security guards. Furthermore an open fire or gas powered equipment is prohibited in the location.
- (6) All fittings in the event areas must belong at least to the fire protection class B1.
- (7) Class F fire extinguishers (for fires of oils in frying appliances and other kitchen equipment) must be provided in sufficient quantities by the caterer.
- (8) The deployment of vehicles in the location must in principle be agreed on previously with Wahre Werte Umspannwerk Alexanderplatz Betriebsgesellschaft mbH and the following be observed: The tank should be largely emptied and inertized, i.e. filled with nitrogen. The battery must be disconnected and depending on the vehicle a small bypass battery should be installed in order to ensure functions such as the door opening, the alarm etc. An additional fire security guard should be hired through Wahre Werte Umspannwerk Alexanderplatz Betriebsgesellschaft mbH.

#### **V. Technical Equipment**

- (1) All domestic technical equipment must be operated exclusively by the personnel of Wahre Werte Umspannwerk Alexanderplatz Betriebsgesellschaft mbH.
- (2) The provision and rental of the suspension points will be carried out by AMBION GmbH. The load capacity of the free suspension points is 500 kg.
- (3) When the rental of the AMBION truss system is through a third party, a minimum of one event rigging expert from AMBION GmbH should be hired.
- (4) In the outdoor area, ground and first floors a maximum of 160 A per phase should be available. In the second and third floors a further 160 A per phase should be available.

## **VI. Security & Personnel**

- (1) The organizer must present its event concept to Wahre Werte Umspannwerk Alexanderplatz Betriebsgesellschaft mbH up to 14 days prior to the event. This concept must contain a seating plan drawn to scale, a list of staff of each group of disciplines and a detailed schedule of the event. An event manager as well as person in charge of the technology should be designated.
- (2) Special events such as personnel protection, public events, sequences with fire or the use of pyrotechnics should previous be announced accordingly and be specially insured.
- (3) Wahre Werte Umspannwerk Alexanderplatz Betriebsgesellschaft mbH reserves the right, in order to ensure the smooth running of the event, to hire an additional Project Manager at a daily rate of 350.00€ net, should the event concept not be ready on time or be submitted incomplete.
- (4) The minimum occupation of the total personnel is 4 hours per person.
- (5) Should, following the review of the organizer's event concept or due to actual circumstances, it still be necessary to secure the building or the neighborhood or the orderly execution of the event – insofar as required – further security personnel will be hired.
- (6) The security personnel and the fire security guards calculated in the signed offer are binding. An adjustment of the line-up of the security and fire security personnel depending on the nature and size of the event is required. The manning of the following positions is obligatory: emergency exits of the recorded levels on the stair tower, the gate entrance, one security post per recorded level as well as one team leader and an additional patrol.
- (7) 72 hours before the event the number of personnel calculated for the event is binding. Adjustments may only be made 72 hours before the event.

## **VII Toilet Attendants / Rubbish Disposal**

- (1) At least one toilet attendant must be hired for guest numbers exceeding 200.
- (2) Wahre Werte Umspannwerk Alexanderplatz Betriebsgesellschaft mbH will provide a container for rubbish disposal free of charge for the organizer.
- (3) A further container (1 m<sup>3</sup>) residual rubbish, 2 containers (1 m<sup>3</sup>) cardboard, 1 container (1 m<sup>3</sup>) clear glass, 1 container (1 m<sup>3</sup>) colored glass are also available for the customer to fill. 150.00€ net will be charged for emptying each container.
- (4) Should there be a greater demand, the expected number and type of rubbish containers must be announced with sufficient notice. In the case of incorrect filling of the containers or should be amount of rubbish have been miscalculated and be greater than the above mentioned capacities, the organizer will be liable for the additional costs.

## **VIII Internet & Wifi**

- (1) In the event areas, Wifi is available via a 25 VDSL line which is extensible up to 100 MBit/s.
- (2) An express surcharge of 25% will be charged for bookings made less than 72 hours before the start of the event.
- (3) A flash surcharge of 50% will be charged for bookings made less than 24 hours before the start of the event.
- (4) If the package volume is exceeded by 20%, the booking will automatically be changed to the next higher package with a 10% surcharge.
- (5) Wifi and Internet will be left as they are.
- (6) It is not the responsibility of the Wifi network whether a device can connect or not.
- (7) When using internet and Wifi, the organizer is responsible for maintaining the legal aspects of internet usage during his event. (Copyright, racist abuse, child pornography, illegal downloads / uploads, etc.)
- (8) Fair use – no streaming, large downloads, etc.