

## General Information Regarding Events in the Konzerthaus Freiburg

- Set-up and dismantling times must be agreed with the project manager and will be recorded in the event contract. The organiser will inform exhibitors of the set-up and dismantling times.
- Deliveries and collections may be made during agreed periods only. Equipment must not be delivered or stored outside of these times. In the event of early deliveries or collections outside of these times, storage/removal charges may apply.
- Delivery address for exhibitors:  
Konzerthaus Freiburg  
Konrad-Adenauer-Platz 1  
79098 Freiburg  
Germany  
All mail must include the event name, stand number (where appropriate), and the name of the exhibiting company.
- If the opening times for exhibitors differ from the event's general opening times, they must be agreed with the project manager.
- Access for deliveries is via an entrance on Sedanstraße, as indicated on the map (map also available in electronic form).
- A goods lift (without ramp) is available in the covered delivery area and is accessible at ground level (width 200cm, depth 480cm, height 300cm, max. load 7,000kg). The goods lift is operated by staff of Konzerthaus Freiburg.
- Against charge, admission staff will grant access via the main entrance to passenger cars delivering display stands and similar equipment as well as to exhibitors with stands on the ground floor or steps. Only a passenger lift is available (width 105cm, depth 190cm, height 230cm, max. load 1,500kg).
- The Konzerthaus Freiburg main entrance is accessible for loading and unloading only (pedestrian zone). Stopping is not permitted on the forecourt at any time. Access for vehicles on the cobbled forecourt area is restricted. Details of the maximum total loads permissible in this area must be discussed with the project manager in advance.
- Underground parking is available at Konzerthaus Freiburg (entrance height 2m). Designated parking is also available in the town. Note: There is no parking in the delivery area of Konzerthaus Freiburg.
- Stands may have a maximum height of 250cm. The project manager may approve higher stands in certain areas.
- The foyers are fitted with a sprinkler system; no sprinkler-resistant covers/canopies of any kind, including parasols/umbrellas, may be used.
- The maximum weight-bearing capacity of the floor in the entire exhibition area is 500kg/m<sup>2</sup> (evenly distributed weight). Please check before bringing in large loads, such as equipment with a lumped load on wheels.
- Layout plans for the industry exhibition must be approved by management. Emergency exits and signs, fire alarms, extinguishers, etc. must not be obstructed.
- The organiser will gather all technical requirements from exhibitors (regarding power, furniture, etc.) and pass on the information to the project manager. All usage, including that of facilities ordered on site, will be settled through the organiser.

- Note that objects must not be pasted to walls or doors. No materials may be used to cover/mask the flooring (parquet) or carpet (grey) that may cause damage when removed, such as double-sided carpet tape. The organiser is liable for any damage in cases where the cause of the damage is unknown.
- Exhibitors can apply for temporary connections (ISDN, Internet, etc.) through BreisNet (charges apply). Application forms are available on request.
- All equipment must be disconnected from the mains overnight. The organiser/exhibitor must ensure that no damage is caused by equipment that has to remain connected. Permission must be obtained in advance from the project manager.
- The organiser can book cleaning services for stands (charges apply) through the project manager. The organiser will find out which services are required and pass on the information to the project manager accordingly.
- Dimensions of furniture for rental:  
Tables: 180x80cm, 120x80cm, 180x45cm, 120x45cm; table height: 72cm; colour: grey  
Chairs: Silver steel tube with dark blue upholstery; padded seats
- Catering at stands must be arranged through one of Konzerthaus Freiburg three catering partners. The organiser must inform exhibitors which catering partner has been granted exclusive catering rights for the event in question.

**Please refer to the General Terms and Conditions and the House Rules regarding exhibitions in Konzerthaus Freiburg.**

**We recommend that you forward all or some of this general information to the respective exhibitors.**

Status 25.07.2008

Subject to alterations