



## SPECIAL TERMS AND CONDITIONS OF USE

Technical and organizational rules in connection with events, exhibitions, and trade fairs in the building of the Representative Office of Deutsche Telekom AG in Berlin (hereinafter referred to as "HSR")

In the interest of our event organizers, exhibitors, and visitors, the highest level of security must be offered for the technical and design equipment of the event/exhibition. To ensure this the notes and rules listed below shall be complied with.

These rules apply to events of any type and size (e.g., conventions, conferences, galas, trade fairs, exhibitions, and special events). The hirer or event organizer (hereinafter referred to as the "Event Organizer") must observe and implement these provisions as they form an integral part of the contract.

The Event Organizer must ensure that all service providers and exhibitors contracted by him are bound by contract to apply as mandatory the present provisions.

The provisions take into account, in particular, the requirements of the Berlin "Verordnung über den Betrieb von baulichen Anlagen" [Regulations on the operation of structural works] dated October 10, 2007, last amended on June 18, 2010 (Operational Regulations, hereinafter referred to as "BetrVO"), the building permit notices for HSR, and the environmental legislation.

Compliance with the fundamental accident prevention regulations, work/fire protection/security regulations, and the German Working Hours Act (*Arbeitszeitgesetz – ArbZG*) shall be explicitly guaranteed and ensured by the Event Organizer.

Reference is made in particular to the importance of compliance with the special accident prevention regulations in the area of events (DGUV and BGI 810).

The legal regulations concerning working hours must be complied with. These are regulated in the ArbZG, last amended by the act of April 20, 2013 (Federal Law Gazette, Germany (*Bundesgesetzblatt – BGBI*) I p. 868).

As a rule, all legal provisions must be observed in the relevant applicable version.

If the Event Organizer or the service providers and subcontractors commissioned by him violate the Terms and Conditions of Use, HSR reserves the right to take the necessary action to counteract any risks and damage. Material, multiple, or deliberate violations may also result in being banned from the premises (right to impose house rules). The Event Organizer shall be liable for the indirect and direct consequences. HSR shall in so far be exempted by the Event Organizer from any demands and claims made by third parties as a result.

Due to the structural conditions (e.g., protection of monuments and buildings), HSR must comply with special requirements and the associated building inspection conditions.

It is essential to observe and comply with the various room heights, door dimensions, and floor load capacities. Floor plans (PDF/DWG/DXF/VWX), dimensions and measurements, and plans (including on the usable infrastructure) can be provided on request.

Please note that the start of live operation/opening of the event/trade fair/exhibition may be prohibited by HSR in full or in part in the interest of all event participants if identified security defects have not been eliminated by the start date of the event/trade fair/exhibition. In that case, the Event Organizer shall not be entitled to any claims for damages or claims to performance. The Event Organizer must indemnify HSR against all claims and demands made by third parties.



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## 1 Event and booth spaces:

Events: The Event Organizer must submit a seating and furniture layout plan to HSR no later than four weeks before installation is due to begin (as a hard copy and to scale at 1:200 or 1:100); this plan shall be subject to approval.

The plan may, by agreement, be submitted in electronic form (PDF/DWG/DXF/VWX file format) provided that it is to scale. Additional detailed drawings and plans may be requested by HSR if necessary. The content of plans in PDF format must be dimensioned conclusively.

The seating and furniture layout may, by agreement, also be drawn up by members of staff of HSR.

Basic approval shall be given by the responsible project manager and the responsible events technician at HSR.

Trade fairs and exhibitions: The Event Organizer must submit a booth plan to HSR no later than four weeks before the installation is due to begin (as a hard copy and to scale at 1:200 or 1:100); this plan shall be subject to approval.

The plan may, by agreement, be submitted in electronic form (PDF/DWG/DXF/VWX file format) provided that it is to scale. Additional detailed drawings and plans may be requested if necessary. The content of plans in PDF format must be dimensioned conclusively.

Basic approval shall be given by the responsible project manager and the responsible events technician at HSR.

The booth spaces specified in the final plan are to be marked out on site by the Event Organizer. The booths must then be constructed on that floor area. Supports, wall projections, distribution boxes, fire extinguishing equipment, and other technical equipment are components of the assigned spaces. Distribution boxes and fire extinguishing equipment must be readily accessible at all times (planning-relevant).

Therefore, only the on-site measurements are definitive with regard to location, position, and dimensions.

Placing any exhibits, components of the booth, or other items/objects outside the booth area shall require the explicit, written approval from the Event Organizer and shall be possible with the consent of the project manager and the responsible events technician at HSR.

Open-flame work: any welding, cutting, soldering, grinding, and severing/separating activities as well as any other work producing open flames or sparks shall, as a rule, be prohibited in the exhibition and events area. Work which produces dust during the installation and dismantling of exhibitions and events may be approved in exceptional cases upon written request. For such work to be carried out, a fire guard will be made available, subject to a charge, who will be present on site from the start to the end of the work to supervise the activities and who will have the necessary means to extinguish a fire, if necessary.

Booth and event areas in halls fitted with sprinkler systems must generally be open at the top so as not to hinder the sprinkler protection system. Ceilings shall be deemed "open" if no more than 50 percent of the area in relation to each single m<sup>2</sup> is closed. Ceilings suitable for sprinkler systems with a mesh width of at least 2 x 4 mm or 3 x 3 mm are permitted up to an area size of 30 m<sup>2</sup>.

**2 Accessibility:** The event spaces must be designed so as to be accessible (no platforms/pedestals for the audience, steps/stairs, ramps on raised floors, etc.).

**3 Booth safety:** All objects, constructions, exhibition booths brought into the space, including equipment, exhibits, and advertising vehicles, must be set up so that they are structurally sound and safe and there is no risk to life and health, nor to security and order. The Event Organizer shall be responsible for, and provide evidence of, the structural soundness of the booth.

A structural inspection by a structural engineer or timber frame engineer must be submitted upon HSR's request (see Item 4).

Free-standing roll-up displays, banner displays, folded displays, and similar presentation walls in the audience area are not permitted.

**4 Special structures:** All special structures, constructions, ground supported truss systems, or mobile booths must be submitted to HSR by the Event Organizer for approval no later than four weeks before the event is due to start.

An inspection book or an inspected structure that includes a description of the execution and drawings to scale shall be submitted in this respect. Measures ensuring that the floors, walls, and equipment will not be damaged (e.g., protective covering/padding) must be provided for in respect of the special structure. This shall also apply to installation and dismantling.

**5 Booth construction material and ceiling structures:** Booth construction materials and decorations must comply with DIN 4102 (minimum B1) or at least class B, s2-d1 as per EN 13505-1. Evidence of this must be provided by the Event Organizer to HSR by way of a valid certificate. The certificates should be sent to the responsible events technician on the Event Organizer's own initiative one week before installation is due to begin.

Special requirements may be imposed for load-bearing parts of the structure in individual cases. Two or multi-level constructions are not permitted.

6 Structural specifics of HSR: The Lichthof courtyard is landmarked and has no suspension points. Suspension points may be provided in the Atrium for a charge upon agreement and subject to approval. A PA system and a lighting system suitable for daylight are also available in the Atrium and may be hired.

Image and audio signals can be transmitted between the Atrium and the Lichthof courtyard via the existing infrastructure; this will be subject to a charge.

For special HVAC related reasons, however, the following special features must be observed and complied with during planning and implementation:

- Partitions and movable walls placed in the Lichthof space which are to serve as rear walls along the window front (Atrium, Oberwallstrasse and Jägerstrasse) require either minimum distances of 0.60 m to the wall OR air vents in the lower part of the movable walls with a clearance of approx. 0.25 m over a length of no less than 60 percent of the overall length (Note: all windows can be closed with a white, translucent blind).
- The floor in the Lichthof space has been designed for a maximum load capacity of 500 kg/m<sup>2</sup>.
- Where large parts of the Atrium are to be covered by carpet, it must be ensured that this is only done where absolutely necessary; moreover, the carpet used must be breathable. Most of the protective film must be removed before the carpet is laid. (This is because the raised climate-controlled floor is crucial for keeping the room properly air conditioned).
- The stage space in the Atrium has been designed for the following load capacities:
  - a) static (not to be moved): 750 kg/m<sup>2</sup>
  - b) moving with loads: 200 kg/m<sup>2</sup> (only upon agreement with HSR)
 Maneuvering for staging/scenic purposes is not possible.  
 The parquet space in the Atrium has been designed for a maximum load capacity of 270 kg per parquet board (0.55 x 0.55 m).  
 All other spaces have a load capacity of 500 kg/m<sup>2</sup>.

7 Carpets and decorative materials: Carpets must comply with DIN 4102 (minimum B1) or at least class Bfl-s1 or Cfl-s1 as per EN 13505-1. Carpets or other decorative materials must be laid in such a way that they do not pose a risk of individuals sliding, tripping, or falling. Adhesive markings, carpet tapes, and similar may only be applied with special, removable adhesive tape that does not leave any residue. The adhesive tape must not damage the surface of the parquet floor. It must be verifiably suitable (as per the manufacturer's information) for oiled wooden parquet boards or terrazzo flooring. Double-sided adhesive tape must not be attached directly to the floor.

HSR recommends using the adhesive tape "3M 471"

(which can be obtained from: <https://www.kochundschroeder.de/kleben-und-verbinden/einseitiges-klebeband/pvc-polyethylen-klebebaender.php>).

For fixing larger areas of carpet HSR recommends using the product "Schuy 880M Haftgitter"

(Source: <http://www.schuy-klebetchnik.de/>).

Where large-scale floor markings and brandings are to be applied, HSR recommends using the film "Oracal Exhibition Cal 631"

(which can be obtained from: <http://www.orafol.com/gp/europe/de/produkte/farbfolien-produktdetails/items/oracal-631-exhibition-cal>).

All materials used must be removed without leaving any residue. Cleaning and repair costs incurred as a result of violations of these provisions shall be borne by the Event Organizer. Any and all work to the carpet itself, such as cutting using a carpet cutter, may be carried out only if an appropriate mat or underlay is used and never directly on the parquet or terrazzo floor.

Self-adhesive carpet tiles are prohibited. The floors must not be painted.

Decoration materials must comply with DIN 4102 (minimum B1) or at least class B, s2-d1 as per EN 13505-1, i.e., they must be highly flame-retardant.

Treating such materials subsequently with a flame retardant will only partly achieve the "highly flame-retardant" quality. The flame retardants used must be officially approved. The confirmation of high flame-retardancy or of proper impregnation carried out according to instructions (certificate) must be submitted to the responsible events technician on the Event Organizer's own initiative no later than when the installation work begins.

## 8 Open fire, explosive substances/ammunition:

Any events held must be compliant with all pertinent laws, provisions, and regulations. The planned use must be reported to HSR no later than four weeks prior to the start of installation and shall be subject to HSR's approval. The resulting conditions and chargeable measures (e.g., fire guards) shall be the responsibility of the Event Organizer.



Open fire in any form shall be prohibited for exhibitions and trade fairs.

Explosive substances/ammunition are governed by the German Explosives Act (*Sprengstoffgesetz*) and must, as a rule, not be used or exhibited.

9 Using balloons and flying objects: The use of balloons filled with safety gas and the use of other flying objects requires the prior written approval of HSR.

10 Trees, plants, and animals: Decoration made from natural plants may only be kept in rooms for as long as they are fresh. Bamboo, reed, hay, straw, bark-chip mulch, peat, (fir) trees without root balls, or similar materials do not meet the aforementioned requirements (risk of ignition). Exceptions to the above will be decided upon by HSR in consultation with the fire department. It is prohibited to bring along animals.

11 Spray guns, nitrocellulose lacquer: The use of spray guns and nitrocellulose lacquer is prohibited.

12 Refuse containers, recycling and residual waste bins: Refuse containers, recycling and residual waste bins used at HSR must not be made of combustible material. Refuse/recycling/residual waste bins used for catering and trade fair booths must be emptied at regular intervals and at least every evening after the event has ended. If larger volumes of combustible waste are accumulated, they must be disposed of several times a day. An appropriate waste collection service can be ordered through HSR up to eight days prior to the start of installation, for a charge (see also Item 32).

13 Empties, packaging: As a rule, it is not permitted to store empties, packaging, and packaging materials of any kind in any of the rooms at HSR. Any empties, packaging, and packaging materials must be removed immediately. An appropriate waste collection service can be ordered through HSR up to eight days prior to the start of installation, for a charge (see also Item 32). It is not possible to store any empties (including wooden boxes, flight cases) until the booth is dismantled.

14 Smoking ban: There is a general smoking ban throughout the building. "Smokers' shelters" may be set up outside the building upon agreement.

15 Fire extinguishers: Fire extinguishers are provided in defined places throughout the premises (see emergency exit and escape route plans on the notice boards) in wall boxes that are labeled accordingly. These must be readily accessible at all times. HSR or the fire department may require the Event Organizer to use additional extinguishing agents or fire guards at the Event Organizer's expense.

16 Emergency exit and escape routes: All emergency exit and escape routes must be kept clear of all obstructions across their entire width at all times (including during the installation and dismantling periods). Corresponding emergency exit and escape route plans are posted in several places. Announcements and/or instructions issued by the security staff and the events technician must be followed immediately and without exception.

17 Exits from enclosed spaces: Booth spaces with a floor area of more than 50 m<sup>2</sup> or with complex structures must have at least two separate exits/emergency exits/escape routes opposite each other. The walking distance from anywhere within the exhibition space to a corridor must not exceed 10 m.

18 Railings/balustrades to guard podiums: Publicly accessible spaces adjoining lower-level areas where the difference in height is more than 0.20 m must be secured by railings conforming to standards and/or have stairs/steps conforming to standards.

19 PA systems and noise protection: The operation of acoustic systems and audiovisual performances of any kind carried out by the Event Organizer, exhibitor, or service provider require HSR's approval.

The noise level for musical performances (two-hour time limit) shall not exceed 99 dBA (or 60 dBA as sound system for a booth) (measured at the place of immission).

As a generally accepted rule of engineering, [DIN 15 905-5](#) "Event-Technology - Sound Engineering - Part 5" contains measures to prevent the risk of hearing loss of the audience by high sound exposure from electro-acoustic sound systems. The rule shall be implemented by the Event Organizer and evidence of compliance may need to be provided in the form of measurement logs upon prior request.



20 Musical reproductions (GEMA): In accordance with legal provisions (German Copyright Act [*Urheberrechtsgesetz*]), musical reproductions of any kind require permission from the German Society for Musical Performing and Mechanical Reproduction Rights (*Gesellschaft für musikalische Aufführungs- und mechanische Vervielfältigungsrechte* –

*GEMA*). Musical reproductions not notified to GEMA may result in claims for damages by GEMA. The Event Organizer is responsible for notifying GEMA. The Event Organizer must in so far indemnify HSR against all claims and demands made by GEMA.

21 Electrical installations, network, water, waste water: Connections to the existing supply network are only available in specific areas and may, for security reasons, only be made by authorized staff or specialist companies familiar with HSR's special features.

The relevant and required supply connection points must be agreed with HSR as early as in the planning phase. The laying of any cabling from the HSR transfer point onwards shall be the sole responsibility of the Event Organizer and must be done in compliance with the applicable standards. The Event Organizer may commission specialist companies (subcontractors) to undertake this work. The final requirements must be notified in writing no later than four weeks prior to the start of installation work. An accurate plan of the exact point of transfer, the type of connections required and the maximum output requirements for the individual connections is mandatory.

All technical equipment must comply with the generally accepted rules of engineering. Electrical equipment must be set up in accordance with the latest security regulations of the German Association of Electrical Engineering, Electronic Information Technology, and all associated companies (*Verband Deutscher Elektrotechniker – VDE*). The following regulations must be complied with, in particular: VDE 0100, 0128, and ICE 60364-7-711.

All constructions with electrical conductivity must be connected to potential equalization. This must be requested from HSR no later than four weeks prior to the start of installation. Network connections, DSL lines, and WiFi access must also be requested no later than four weeks prior to the start of installation. Water and waste water access points are only available in the kitchen area and must be requested no later than four weeks prior to the start of installation. Cables and lines must be laid in such a manner that they do not create a trip hazard. Where necessary, suitable cable bridges must be used and laid securely.

22 Heat-generating electrical devices: All heat-generating and heat-developing electrical equipment must be firmly installed on a non-flammable, heat-resistant, asbestos-free base for special protection. Depending on the heat developed by the equipment, it must be placed at an appropriate distance from any flammable substances. Lighting appliances must not be attached to decorations or similar. Electrical cooking appliances and other equipment which may pose risks during uncontrolled operation must be switched off at the end of the daily opening hours.

23 Flammable liquids and fuel pastes: These must neither be used nor stored without the approval of HSR.

24 Ethyl alcohol and mineral oils: Ethyl alcohol and mineral oils must not be used. The use of flammable gases and their consumption (e.g., gas burners) of any kind are prohibited.

25 Vehicles: Vehicles may be exhibited on the HSR premises if the following conditions are met:

- Approval by HSR
- Compliance with maximum door widths and with the maximum floor load capacity for the location and transport route
- Use of a suitable base material across the whole length of the transport route to protect the floor against tire marks (e.g., tire covers)
- Use of a suitable base material under the vehicle to protect the floor against stains (oil/fat, etc.)
- Disconnected battery/batteries
- Vehicles with a combustion engine and manufactured after 2000: full tank
- Vehicles with a combustion engine and manufactured prior to 2000: tank to be filled with nitrogen on site
- Suitable fire extinguisher next to the vehicle (Class AB; powder, foam, CO<sub>2</sub>)
- No ignition key in the vehicle

26 Catering: For catering services brought into the venue and approved by HSR the following points must also be observed and complied with:

The floor must be protected with suitable covering in areas where liquids (e.g., drinks) are handled and/or food of any kind is prepared. These must be laid securely and without creating a trip hazard. Compliance with DIN 4102 (B1) or class Bfl-s1 or Cfl-s1 as per EN 13505-1 is required here as well. The position, type, number, and relevant connection values of electrical equipment



must be communicated to HSR no later than four weeks prior to the start of installation. This should be done in the form of an Excel table.

The power supply from the transfer point shall be the responsibility of the Event Organizer and/or his service provider. The power consumption of the individual devices shall be taken into account in the cabling. Overload of the relevant transfer points must be prevented under any circumstances. Any downtime caused by overloading and its consequences shall be at the expense of the Event Organizer. Cables and lines must be laid in such a manner that they do not create a trip hazard. Where necessary, suitable cable bridges must be used and laid securely.

27 CE mark on products: Products which have no CE conformity certificate and do not meet the requirements in accordance with § 4 (1) or (2) of the German Equipment and Product Safety Act (*Gesetz über technische Arbeitsmittel und Verbraucherprodukte – GPSG*) may not be used or exhibited.

28 Projects requiring approval (laser, pyrotechnics, fog, etc.): The use of pyrotechnics, fog machines, pressure gases, radioactive substances, laser systems, high frequency systems, radio systems, and X-ray systems shall only be possible subject to prior agreement and advance written approval by HSR and any responsible authorities.

29 Tools and aids used during events or during installation/dismantling: Any chain pulls, cherry pickers, elevators, ladders, and similar aids must have a valid inspection certificate (e.g., TÜV).

30 Changes to non-compliant special structures: Structures, equipment, fittings, decorations (materials) brought in by the Event Organizer which are not approved and/or do not comply with these regulations or the Berlin Operating Regulations (*BetrVO*) (Section 4) are not permitted to be installed in the venue and must be removed or changed at the expense of the exhibitor if required. This shall also apply in the event of any substitute performance by the Event Organizer. Partial or full closure of an area may be ordered for good cause, in particular in the case of serious security defects.

31 Dismantling after the event: Following the dismantling of the booth, the areas must be restored to their original state. The exhibitor shall be liable for any damage caused to the ceilings, walls, doors, windows, floor, and installation equipment. Adhesive tape must be removed without leaving any residue.

Any damage to and contamination in the rooms, the equipment, including external areas, by exhibitors or their contractors must in any case be reported to the HSR project manager.

Any remaining waste, packaging, and objects shall be disposed of for a charge at the Event Organizer's expense.

32 Waste disposal/separation: The exhibitor shall ensure that any and all packaging materials and waste will not be stored in the event rooms during the event.

In accordance with the principles of the German Closed Substance Cycle and Waste Management Act (*Kreislaufwirtschafts- and Abfallgesetz – KrW-/AbfG*), the build-up of waste during the installation/dismantling and during the event must be kept to a minimum. Waste that cannot be avoided shall be disposed of in an environmentally friendly way (recycling takes priority over disposal). The Event Organizer undertakes to contribute effectively to achieving this objective.

The Event Organizer must ensure that all materials (ornamentation, packaging, decorations, fittings, and structures) which are brought onto the venue's premises by him, his service providers, exhibitors, or their contractors will be removed in full after the event.

Substances and materials that cannot be re-used and become waste material can be disposed of by HSR for a charge. The relevant sorting in accordance with the usual criteria (paper/cardboard, plastic, and residual waste) shall be performed by the Event Organizer in a safe and secure manner. Hazardous waste (waste requiring monitoring) shall be disposed of separately. This may also be performed via HSR at the expense of the Event Organizer.

33 Specifics relating to delivery and collection: Delivery and collection can take place via the following access routes:

- Main entrance, Französische Strasse
- Staff entrance, Französische Strasse
- Side entrance, Oberwallstrasse
- Entrance to Lichthof space, Jägerstrasse
- via Französische Strasse to the courtyard → ramp to the kitchen





The vehicle must leave the delivery zone again immediately after loading or unloading (applies to all delivery zones). There is no parking available. Important: all access routes (excluding staff entrance) may be used only upon prior agreement (two weeks before the start of installation) and subject to successful accreditation of the user.

The access route to the Lichthof space via Jägerstrasse can generally be used only on working days between 6:00 a.m. and 10:00 p.m. (not at night and not on Sundays and public holidays).

The courtyard cannot be accessed by trucks exceeding 3.5 metric tons (max. entrance height: 3.20 m).

The following details must also be taken into account:

- Clear dimensions of the doors
- The various levels (height differences) in the individual rooms
- Dimensions of the elevators between the levels
- The glass elevator (entrance Oberwallstrasse) must not be used for loads

A corresponding layout schedule can be provided.

**34 Logistics:** The Event Organizer undertakes to plan and monitor the logistics of the installation and dismantling process. He shall be fully responsible for smooth installation and dismantling, including unloading and loading. The colleagues at HSR will be happy to assist the Event Organizer with the planning of the logistics.

**35 Public space:** All spaces adjacent to the HSR building (footpaths and roads) are part of the public space. The German road traffic regulations and the regulations and decisions of the City of Berlin shall apply in full. Special structures (tents/walkways/stand-up displays) and any special uses must be applied for to the competent district authority of the City of Berlin. The staff at HSR will be happy to assist if an application needs to be made for standing/stopping in a 'no standing/stopping' zone (for the purposes of getting in or out of a vehicle, loading/unloading) immediately adjacent to the building; this will incur a charge. HSR shall accept no responsibility for compliance with the 'no standing/stopping' restrictions in the zones marked accordingly.

**36 Accreditation:** ALL visitors to the building must be accredited, as a rule. Apart from actual visitors, this rule shall also apply to all employees, technicians, helpers, etc. Installation and dismantling times must be taken into account. Accreditation shall also be required for short visits.

Compliance with the data privacy provisions shall be ensured by HSR.

The Event Organizer must ensure, in consultation with HSR, that the required information for registration is available for all visitors no later than 24 hours before installation is due to begin. It is recommended to create a day-by-day list.

The following information must be included for each person in a written list (Excel sheet with the following separate fields):

- Name
- First name
- Planned time of stay (date and time)
- Vehicle and license plate number, if applicable

For registration: presentation of photo ID; without such ID, access shall NOT be granted for security reasons.

Berlin, March 29, 2018