



TEC EVENT CAMPUS

Terms of use

I. General

1. The organizer is obliged to inform all companies of the requirement for compliance with the terms of use.
2. All prices are to be understood as net prices and exclusive of VAT.
3. The location will be handed over to the event organizer or a representative named by the event organizer at a set time by use of a protocol. The handing over of the location is performed by a site inspection by the event organizer or a representative. The rental period ends with the approval of the location which takes place right after the final cleaning.
4. The instructions of the TEC Event Campus GmbH must be followed.

II. Entrance/ Outside areas

1. Both the public and the delivery entrances are located at Wohlrabedamm 7.
2. The event organizer must manage the orderly process of delivery traffic with its own staff. Driving on the footpath or on green areas is not permitted.
3. Parking spaces and areas for loading activities as well as shuttle service can be provided on the rentable outdoor areas of TEC Event Campus.
4. Road traffic regulations are applicable. (StVo)
5. During the setup and dismantling at least 2 security staff members are required. The security staff must be hired through TEC Event Campus GmbH.
6. The goods elevator may only be operated by instructed staff.
7. Loading in event areas during construction and dismantling periods is carried out exclusively via the loading ramps and the elevator. During event times, loading is only permitted via the loading ramp on the railway side.
8. During tests, sound checks and shows, the doors should remain closed.
9. The use of sound systems, live music or dancing outdoors after 10 pm is allowed at a moderate volume.
10. The installation of a banner on its provided areas is exclusively done through representatives of TEC Event Campus GmbH.



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III. Function Rooms

1. The use of trolleys and sack trucks is only permitted with rubber tires.
2. The floor in the event areas can support loads of up to 1.500 kg per square meter.
3. All furniture must be fitted with felt protectors. The floor under all bar and buffet areas must be underlaid with chairmats.
4. It is not permitted to wedge any doors. The organizer is liable for any damage to the doors.
5. All foils and banners etc. must be removable without residues by the event organizer after previous consultation with the TEC Event Campus GmbH.
6. Any damage must be immediately reported to staff or a representative of the TEC Event Campus GmbH.
7. The use of confetti is prohibited on the entire site.
8. The organizer bears the costs of any damages.

IV. Fire Safety

1. During the event the fire alarm center of TEC Event Campus must be permanently manned with a fire security guard. In addition there must be at least one fire security guard patrolling.
2. The fire security guards must be hired through TEC Event Campus GmbH.
3. Smoking is prohibited throughout the entire building.
4. All escape routes must be kept clear at all times.
5. Work that creates smoke, steam or strong heat must be discussed with TEC Event Campus GmbH in advance. The use of a fireguard depends on the nature and the extent of an event. Open fires as well as gas are prohibited in all indoor areas.
6. The equipment placed in the function rooms must have fire protection classification B1.
7. Extinguishers with class F (fires involving oils) are kept in sufficient quantities by the caterer.
8. The deployment of vehicles in the location must be agreed on previously with TEC Event Campus GmbH under the following conditions: 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 must be hired through TEC Event Campus GmbH.



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V. Technical equipment

1. All domestic technical equipment must be operated by the staff of TEC Event Campus GmbH.
2. The provision and renting of the suspension points is performed by AMBION GmbH. The load capacity of the free suspension points is 100 kg.
3. When renting the AMBION GmbH truss system through a third party, a minimum of one event rigging expert from AMBION GmbH must be hired.
4. Power connections from 16A to 32A are available in the event areas of TEC Event Campus.

VI. Security & Staff

1. The organizer must present an event concept to TEC Event Campus GmbH at least 14 days before the event. This concept must include a true to scale seating plan, a list of all involved companies as well as a detailed time schedule including set-up and dismantling. An event manager as well as a person in charge of the technical equipment should be designated.
2. Special occurrences such as personal protection, public events, and processes with fire or pyrotechnics must be announced in advance and appropriate safety measures must be taken.
3. To ensure a smooth process, TEC Event Campus GmbH reserves the right to charge at least one additional Project Manager Fee of 580,00 € net in case the event concept is not managed in time or incomplete.
4. The minimum operating-time of all staff is 4 hours per person.
5. After review of the event concept or due to actual circumstances, it may be necessary to book additional security staff to ensure the security of the building, the neighborhood or the orderly execution of the event.
6. Costs for security and fire staff are compulsory and must be booked with the minimum number. An increase may be needed depending on the type and scope of the event. A minimum of three security staff and four fire security guards positions are mandatory.
7. Any adjustments to the number of staff required may only be made up to 72 hours before the event.



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VII. Waste disposal/ Toilet staff

1. If the event lasts 4 hours or more TEC Event Campus GmbH requires the organizer to book at least one person for lavatory support during the event.
2. One all-purpose container (1,100 l) is free of charge for the event organizer during the event. If there is increased demand the event organizer must let us know at least 7 days before the event. There is a charge of 150 EUR for every additional container required.

VIII. Internet & WiFi

All event areas are equipped with WiFi which is expandable.

1. The internet will be allocated as it is.
2. It is not the responsibility of WiFi-network whether a device can log in or not.
3. The liability of the usage of the internet and WiFi-network remains with the event organizer. It is his responsibility that all legal aspects of internet usage are maintained. (Copyright infringement, racist abuse, child pornography, data spying, illegal downloads/ uploads, etc.)
4. Fair use – no streaming, big downloads etc.

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