

STANDARD TERMS AND CONDITIONS FOR EXHIBITIONS

1. Set-Up/Breakdown Times

The dates for set-up/breakdown are coordinated with the Hotel and must be within the set-up times booked in the contract.

Set-up activities are prohibited in the Conservatory/Wintergarten and the Gardenlounges during the breakfast opening hours (6:30 – 11:00 a.m.) of our restaurant.

Exceptions may be coordinated with the Hotel on an individual basis, according to availability.

2. Accreditation of Non-Hotel Personnel/Badges

The number of non-Hotel personnel, including set-up crews and suppliers of booth materials, must be provided to the Hotel 14 calendar days prior to the scheduled set-up date. These individuals must be accredited by the Hotel's security personnel upon their first visit.

The Organiser is obligated to provide the Hotel with the following information:

- Company
- Number of people
- Arrival time
- On-site contact person
- Copy of liability insurance, if applicable

Non-Hotel personnel will receive a coloured badge upon accreditation that must be worn and visible at all times while they are at the Hotel. If set-up takes several days, the badges will be a different colour each day. The members of the set-up crew are responsible for obtaining the correct badge for the day from the security manager. Non-Hotel personnel will be asked to leave the premises if they are not properly accredited. This provision also applies expressly to set-up and breakdown days.

Accreditation can also be carried out by the Organiser instead of by the Hotel. In that case the Hotel must be provided with a sample badge and the list of names. The Hotel reserves the right to check the badges issued by the Organiser and ask non-accredited individuals to leave the Hotel.

3. Delivery and Pick-Up of Materials and Packages/Storage

3.1 Delivery/Pick-Up

Deliveries of more than 1 cubic metre in volume must be coordinated with the Hotel. Deliveries will be accepted 5 calendar days prior to the start of the event at the earliest. Please observe our regular delivery times. Monday to Friday 7:00 a.m. – 3:00 p.m.

Delivery address:

InterContinental Hotel Berlin
EVENT NAME **EPCA Annual Meeting**
Budapester Straße 2
Warenannahme via Katharina-Heinroth-Ufer
10787 Berlin

The following must be clearly visible on the delivered items/packing list:

- name of the conference/event **EPCA Annual Meeting**
- Booth name or number (if available)
- Number of packages
- Sender
- Name and contact details of the person who is on site for pickup

We recommend the use of the package form in the attachment. This can be filled out directly on the computer.

We will not accept any deliveries that cannot be clearly assigned to a specific event or purpose. The Hotel's delivery entrance is on the ground floor. There is no loading ramp. There is no unloading equipment, such as forklifts or pallet trucks, on the Hotel's premises, however, upon request the equipment can be ordered from a third party by the Hotel.

The Hotel is not liable for the completeness and condition of delivered items. The same applies to damage that occurs during storage at the Hotel, unless the damage is the result of intent or gross negligence on the part of the Hotel.

3.2 Storage

Due to our limited storage capacity the Hotel must be informed of the estimated volume of the goods to be stored no later than ten calendar days prior to delivery. A separate, lockable room will be provided for an additional, based on availability. The goods are not considered to be items brought in by guests and must therefore be insured by the Exhibitor. There is no custody relationship under public law. All items brought in for the event must be removed immediately after the event, unless different pick-up times have been agreed with the Hotel in advance and in writing.

If unexpected materials remain at the Hotel after the event, the Hotel reserves the right to either store these materials at the owner's expense or to dispose of them at the owner's expense. The storage fee is € 104.50 per day and per m³. It is up to the Hotel to decide whether to store the items or dispose of them.

4. Loading and Unloading Zone

Due to our limited loading and unloading space the Hotel recommends reserving a loading and unloading zone for an additional fee at least 30 calendar days in advance.

Costs: € 550.00 per 50 m of loading and unloading zone

If the Hotel takes care of the application the Organiser is responsible for the associated costs. This needs to be ordered 6 weeks' prior the event.

5. Food and Service/Corkage Fee/Catering/Ordering Equipment

Exhibitors can order food, beverages and equipment from the Hotel. Orders must be placed no later than 14 calendar days prior to the start of the event.

Bringing in food and beverages from outside is not permitted without the Hotel's prior approval. That includes the use of Exhibitors' own coffee makers in the booth. If it turns out during the event that these rules are not adhered to the Hotel reserves the right to charge a corkage fee and to expel the Exhibitor from the premises.

All food items and beverages brought in from outside must be reported to and approved by the Hotel no later than 14 calendar days prior to the start of the event. All food must be purchased, stored and transported in accordance with German HACCP guidelines. The Organiser guarantees adherence to these guidelines by confirming the enclosed agreement.

The Hotel charges the following corkage fees for outside food and beverages:

- Wine: € 40.00 per 0.75 l bottle
- Sparkling wine: € 45.00 per 0.75 l bottle
- Champagne: € 60.00 per 0.75 l bottle
- Liquor: € 60.00 per 0.75 l bottle
- Beer: € 20.00 per litre
- Soft drinks/water: € 15.00 per litre
- Coffee/tea/coffee specialties: € 10.00 per cup

The corkage fee for items not listed here will be calculated by the Hotel on an individual basis.

6. Safety

6.1 Safety

The Organiser/Exhibitor is solely responsible for the safety of any items brought in. A security contractor may be hired through the Hotel for an additional fee at least 14 calendar days prior to the start of the event.

- 6:00 a.m. – 8:00 p.m.: € 50.00 per person/per hour
- 8:00 p.m. – 6:00 a.m.: € 60.00 per person/per hour

The Organiser is responsible for ensuring that the event area is securely locked. Exterior doors may only be opened for loading and unloading and must be closed immediately after loading/unloading.

6.2 Escape and Emergency Routes

All escape and emergency routes in the InterContinental Berlin must be kept clear at all times, including during set-up and breakdown. In the event of non-compliance, the Hotel shall exercise its property rights.

An official escape and rescue plan can be found in the attachment.

6.3 Behavior in Case of Accidents and Fire

Verhalten bei Unfällen

Ruhe bewahren

1. Unfall melden  **Rezeption/ Telefon: 1299 oder 112**

Wo ist es geschehen?
Was ist geschehen?
Wie viele Verletzte?
Welche Verletzungen?
Warten auf Rückfragen!

2. Erste Hilfe Absicherung des Unfallortes



Versorgen der Verletzten

Anweisungen beachten

3. Weitere Maßnahmen Rettungsdienste einweisen
Schaulustige entfernen

Verhalten im Brandfall

Ruhe bewahren

1. Brand melden  Brandmelder betätigen oder

 **Rezeption/ Telefon: 1299 oder 112**

Wo brennt es?
Was brennt?
Wie viel brennt?
Welche Gefahren?
Warten auf Rückfragen!

2. In Sicherheit bringen Gefährdete Personen mitnehmen
Türen schließen



Gekennzeichneten Rettungswegen folgen

Aufzug nicht benutzen

Anweisungen beachten

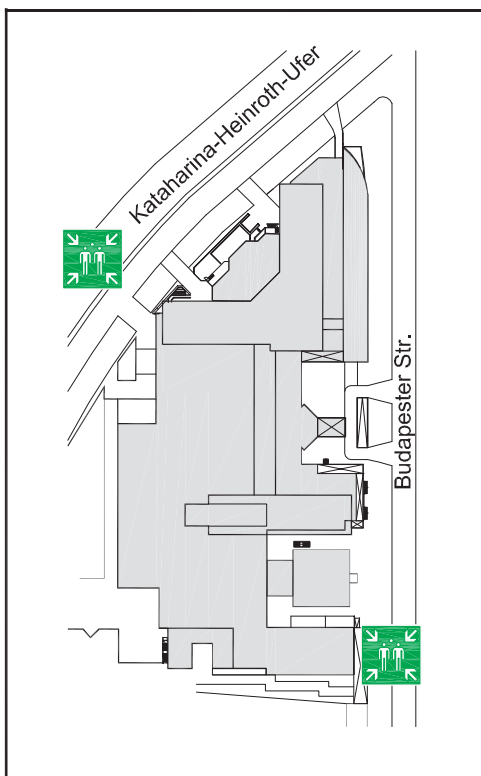
3. Löschversuch unternehmen  Feuerlöscher benutzen

7. Technical Requirements/Information

To guarantee a smooth process the Hotel must be informed of the requirements for electrical connections, phone lines, Internet access and other services no later than 14 calendar days prior to the first set-up day. Use of the Exhibitor's own technical equipment in combination with the Hotel's power supply must be agreed in writing by the Hotel.

7.1 Delivery Zones

Delivery Zone Katharina-Heinroth Ufer	Height	Width
Door dimensions service yard	2.90 m	3.50 m
Door dimensions to Potsdam I-III area	2.24 m	2.40 m
Door dimensions to Potsdam foyer area	2.70 m	1.65 m
Delivery Zone Budapester Straße	Height	Width
Door dimensions Pavillon	2.90 m	2.50 m
Door dimensions smoking lounge	2.65 m	2.50 m



7.2 Floor Coverings and Ceiling Heights

Room	Floor covering	Ceiling height
Potsdam I	Carpet	5.20 m
Potsdam II	Carpet	3.70 m
Potsdam III	Carpet	5.20 m
Potsdam Foyer	Granite, natural stone	2.85 – 3.69 m
Pavillon	Porcelain stoneware tiles	4.60 m
Wintergarten	Granite, natural stone	3.90 m

All booths must maintain a distance of 1 m from any smoke alarms/sprinklers in the room.

8. Size/Weight of Erected Structures

Please note that the Organiser/Exhibitor must obtain the Hotel's written consent if the event area is to exceed a floor load allowance of 250 kg/m².

9. Cleaning/Waste Disposal/Booth Cleaning

The Organiser is responsible for the correct and appropriate disposal of packaging and residual materials. If required, the Hotel can provide a container for an additional fee. In the event of noncompliance the Organiser will be billed for any incidental cleaning and disposal costs. It is the Organiser's responsibility to ensure that its Exhibitors exercise due care in this regard. After the event, all event rooms must be returned in the condition they were found in.

9.1 Waste Disposal

Custodial staff fees: € 55.00 per person per hour plus container fees.

- Container 13 m³: € 860.00
- Container 25 m³: € 1200.00

Fees are charged each time a container is emptied.

9.2 Booth Cleaning Service Provided by Hotel

(for exhibition booths/special cleaning):

- € 18.00 per square meter cleaned (waste disposal, hoovering)
- € 24.00 per square meter cleaned (waste disposal, hoovering, mopping)

Booth cleaning services must be ordered no later than 14 calendar days prior to the start of the event. The ordered cleaning costs include VAT and per day (depending on the order).

10. Use of Pallet Trucks

The use of non-Hotel pallet trucks and forklifts inside the Hotel must be coordinated with the Hotel.

11. Exhibition of Cars

The exhibition of a car inside the Hotel is subject to approval by the Hotel.

When exhibiting a car, all fluids must be removed, the tank must be filled with nitrogen and an oil sump must be placed underneath the car. The Hotel must be provided with a corresponding certificate. The car may only be pushed inside the Hotel. In addition, delivery details must be coordinated separately with the Hotel.

Cars can be placed in the following rooms:

- Pavillon and smoking lounges
- Potsdam and Potsdam foyer
- Conservatory

12. Decorations/Display

Materials used for decoration and other items may only be set up and/or attached with the Hotel's written permission. All materials used must meet fire inspection guidelines. The use of adhesives, adhesive tape, furniture staple guns, nails, screws etc. for attaching material to walls, floors or ceilings is prohibited. The Organiser/Exhibitor is prohibited from using glue, paint or spray paint and any other damaging materials on the walls and floors.

13. Damage/Insurance

The Organiser is responsible for leaving the event site in good order and condition. If any damage has occurred, it must be reported to the Hotel immediately. The Organiser is liable for any damage caused, including damage due to slight negligence. The Hotel is only liable for lost or damaged items and other damages if it can be verified that the loss or damage was caused by intentional or grossly negligent dereliction of duty on the part of the Hotel.

Damage to furnishings, rooms, technical equipment and other items must be reported immediately.

14. Rules of Conduct/House Rules

The InterContinental Berlin is an upscale Hotel. All technical crews are required to comport themselves accordingly. The following rules of conduct must be observed by all non-Hotel personnel, such as setup crews, suppliers, etc:

- The escape and emergency routes (see Item 7) in the InterContinental Berlin must be fully accessible at all times. The legal regulations of the BetrVO/SoBeVO/BauOBl (ordinances for buildings and special buildings and the building code) are in effect.
- For fire safety reasons the storage of equipment inside the Hotel is prohibited without the Hotel's prior consent.
- All traffic corridors inside the Hotel, especially those leading to the restaurants, must remain accessible at all times. Waste and packaging materials must be disposed of at once.
- Deliveries will not be accepted at the Hotel's main entrance.
- Smoking is only permitted in the Hotel's service yard.
- The use of lavatories in the guest areas is not permitted. All vendors, workmen and set-up crews must use the staff lavatories in the back area of the Hotel.
- Technical crews are not allowed to eat in the Hotel's guest areas.
- Any work that creates dirt and noise is prohibited inside the Hotel.

- Outside technical crews hired to work in the Hotel are required to wear clearly visible badges. Workers found without proper accreditation will be asked to leave the Hotel (see Item 2).
- It is important to ensure that rooms are securely locked and that personal property and exhibition equipment is properly secured. The Hotel is not liable for lost items.
- Please note that suppliers, set-up crews and technical crews must comply with the InterContinental Berlin's dress code. A well-groomed appearance must be maintained at all times. Outerwear featuring bright or flashy designs is prohibited.
- The instructions of the Hotel's staff or security personnel must be followed.
- The Exhibitor is obligated to conserve energy. All electrical devices in a booth must therefore be switched off every day until the end of the exhibition.

15. Statutory Regulations

The Organiser is obligated to adhere to the following statutory provisions.

German Ordinance on the Operation of Special Constructions (SoBeVO) and Model Venue Regulations (MVStättV):

Fire Prevention:

(1) Furnishings must be made of flame-resistant materials or better. For stages or sets with automatic fire-extinguishing systems furnishings made of normally flammable material are permitted. Props must be made of normally flammable materials or better. Decorations must be made of flame-resistant materials or better. Decorations in essential corridors and essential stairwells must be made of noncombustible material.

(4) Combustible material must be located far enough from ignition sources, such as spotlights or radiant heaters, to prevent the material from being ignited.

16. Ordering Furniture/Electricity/IT Services/Flowers

Exhibitors can order furniture, electricity, IT services, flowers, food and beverages as well as equipment from the Hotel. The Organiser and the Exhibitors are prohibited from installing local networks without the Hotel's consent.

Requirements must be communicated to the Hotel no later than 14 calendar days prior to the start of the event. Please use the attached order form.

17. Pricing

All prices quoted in this addendum are valid for 2023. Prices are subject to an annual increase of 5 %.



Name of organiser/exhibitor:
(please print)

Name of owner/legal representative:
(please print)

Job title of owner/legal representative:
(please print)

Date

Signature of owner/legal representative:

For the Hotel:

Date

Signature of hotel's representative: