

HOUSE RULES

1) Management / House Rules

The Kongresshaus Baden-Baden is managed by the Kongresshaus Baden-Baden Betriebsgesellschaft mbH – referred to hereinafter as "GmbH".

The house rules are exercised vis-à-vis the organiser and third parties by employees authorised by the GmbH. Their instructions and orders are to be obeyed.

2) Accessing and Vacating the Building

In general, access to the building may be obtained one hour prior to the start of the event; earlier access may be specially requested by the Lessee.

At the end of the event, the organiser has to ensure that the building has been vacated one hour after closing.

The starting and finishing time of the event will be defined in the event procedures (schedule). The "GmbH" must be informed immediately of any variations to these times.

3) Room Set-up / Seating

The hired rooms will be laid out according to the approved plans. Alterations to the set-up of the furniture and furnishings may only be carried out by the service personnel of the "GmbH" or with their understanding. The plans or the written agreement between the "GmbH" and the Lessee are definitive here.

It is expressly advised to observe the meeting place regulations of the state of Baden-Württemberg.

4) Technical Equipment and Systems

The technical equipment, such as the public address system, projection and lighting facilities may only be operated by appointees of the "GmbH". No electrical devices are to be connected to the Kongresshaus lighting or electricity supply without prior approval.

5) Decorations and Installations

a) Decorations and installations, etc. may only be put up with the approval of the "GmbH" in connection with the technical services, and the specially defined conditions for each individual case. The fireproof nature of such features is to be assessed by the fire authorities. The parameters are set by the appropriate fire protection orders of the Baden-Baden municipality.

b) All fire alarms, hydrants, smoke vents, power distribution points and switchboards, telephone distribution points, and heating and air vents must remain completely free and must not be blocked in any way. This also applies to the emergency exits. The personnel and authorised representatives of the "GmbH" as well as the surveillance authorities must have access at all times to all facilities and equipment.

c) It is strictly prohibited to bore holes, attach screws, and hammer nails or hooks into the ceiling, floors and walls, or to make any other physical alterations. The Lessee will be charged for any damage caused in this way.

d) At the end of the event all decorations and installations, etc. are to be removed in their entirety by the Lessee.

6) Guidelines for Trade Shows and Exhibitions

The separately listed Guidelines for Trade Shows and Exhibitions in the Kongresshaus Baden-Baden are to be observed and complied with.

7) Fire Safety Regulations

a) Specific regulations from the fire brigade, police or the state building regulators are to be observed and complied with.

b) Fireworks and other pyrotechnic products are not to be ignited in the Kongresshaus. It is forbidden to work with fire or naked flames.

c) All materials used for decoration purposes, according to the DIN standard 4102, must be flame resistant.

d) Crates, packaging material, paper and other easily combustible materials may not be stored in the rooms, walkways and foyers or on the exhibition stands.

e) Electrical and other heating devices may only be used if positioned on an incombustible base and at a sufficient distance from combustible materials.

f) Exit and emergency exit signs may under no circumstances be concealed.

8) Smoking

Smoking is prohibited in the entire Kongresshaus building.

9) Cloakroom

The cloakroom is compulsory depending on the type of event. Coats, umbrellas and walking sticks are to be handed in at the cloakroom. Walking sticks for people with mobility difficulties are exempt. A fee, in line with the current rates, will be charged for using the cloakroom.

10) Animals

Only guide dogs and animals for exhibition related demonstrations are allowed access to the Kongresshaus.

11) Catering

a) All catering within the Kongresshaus Baden-Baden is the sole responsibility of the catering service that holds the tenancy agreement with the Hirer.

b) It is forbidden to bring and consume your own food and drink on the Kongresshaus premises.

12) Lost Property, Personal and Material Damage.

Lost property is to be handed over to the caretaker on the ground floor. Personal or material damage originating on the premises is to be reported immediately to the on duty member of "GmbH" staff.

13) Wishes / Complaints

Wishes and complaints should be addressed to the on duty member of "GmbH" staff.