Mandatory details to be provided about your event

Dear Sir/Madam,

We require a number of other important details to ensure the successful and secure staging of your event.
Please complete and return this form to us no later than 6 weeks prior to the event by faxing it to the following number:+49 (0) 30 - 30 39 30 39.

Responsible person acting on behalf of the organizer:
Mr. / Ms.: Company:
Mobile no.:

1. Details about the event: (If necessary include description)  
Mark with a cross

<table>
<thead>
<tr>
<th>Expected attendance:</th>
<th>Profile of attendees:</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>max. number at any one time:</td>
<td>moderate, quiet no. normal difficult no.</td>
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1.1 Erection of stages – areas with scenery – area in m² (approx.)…………………..  yes no
1.2 Erection of platforms – rostrums – risers - area in m² (approx.)…………………..  yes no
1.3 Erection of technical stage, studio and lighting installations  
1.4 Rigging suspended from ceiling (suspension and load plans must be submitted)  yes no
1.5 Erection / deployment of installations in or above auditorium  yes no
1.6 Installation of decorations in halls and foyers  yes no
1.7 Inclusion of equipment and props (on stages and scenery areas)  yes no
1.8 Miscellaneous:  yes no

Important:
1.1 to 1.5 Plans and stability tests / structural specifications to be submitted to. Messe Berlin no later than 4 weeks prior to event.
1.6 and 1.7 Fire protection categories must be confirmed by means of relevant certificate.

2. Taking place during the event:  yes no

2.1 Artistic performances in or above auditorium  yes no
2.2 Use of smoke machines  yes no
2.3 Activities involving fire risk (e.g. candles)  yes no
2.4 Use of pyrotechnical effects (mandatory registration with safety authority LAGeiSi)  yes no
2.5 Use of laser equipment (mandatory registration with safety authority LAGeiSi and approval by appointed laser expert)  yes no
2.6 Structural alterations on the stage or in the auditorium  yes no
2.7 Miscellaneous:  yes no

Important:
2.4 and 2.5: Copies of applications and approvals to be submitted to Messe Berlin within 4 weeks prior to event.

3. Organizer is bringing specially trained personnel:  yes no

3.1 Persons responsible for technical equipment for event / stage, studio, hall (§ 39 MVStättV)  yes no
3.2 Persons responsible for technical equipment for event / lighting (§ 39 MVStättV)  yes no
3.3 Skilled staff responsible for technical equipment for event (§ 40 [5]MVStättV)  yes no

Name of responsible person/skilled staff:
Mr. / Ms.: Certificate of competency no.: 
Mobile no.:

Please note:
Presence of responsible staff/skilled personnel is required in order to comply with §§ 33-34 BetrVO / §§ 39-40 MVStättV if the construction work involves stage, studio or lighting systems or other technical installations. This does not affect the organizer's responsibilities as defined by § 2.1 of the "SAFETY REGULATIONS".

4. Test certificate for guest performances and technical rehearsals in compliance with § 34 Section 6 BetrVO:  yes no

4.1 Performances are taking place on areas measuring > 200 m²  yes no
4.2 A guest performance is taking place with its own scenery  yes no
4.3 You already have a certificate for guest performances  yes no
4.4 You consider that a technical rehearsal is required  yes no

Please note:
Based on the details that you supply, Messe Berlin, acting in coordination with the construction supervisory authority and the fire service, will decide on the need for a technical rehearsal in their presence. Messe Berlin will notify you if this is necessary.

The organizer hereby confirms that the above details are complete and correct:

Place / Date  
Signature / Company stamp  
Lessee / Organizer

As of February 2014

☐ An enclosure comprising …… pages is included.