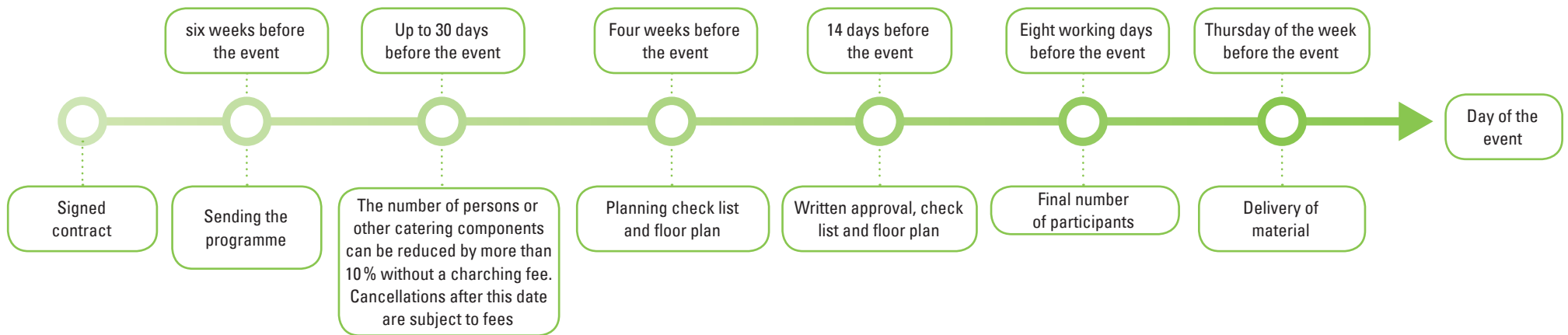




Important information for your event

Please inform us as early as possible about your programme schedule at your event and give us a running order or programme. We will provide you with a floor plan and event check list with all relevant information. You must confirm these documents at least 14 days before your event.



Deliveries to the event venue

You are welcome to have packages delivered and picked up by a courier during your booked event time. For deliveries and pick-ups **outside of your booked event time**, please notice the following applies:

- All deliveries must be arranged with us.
- Deliveries by post mail must be delivered to our company headquarters (Umweltforum, Pufendorfstraße 11, 10249 Berlin).
- Packages must be clearly labeled with: **event date, location, title of event** and **contact person of BESONDERE ORTE**.
- We will charge you for the onward transport of the packages to the corresponding location.
- Packages must arrive latest on **Thursday of the previous week**.

Commercialization of your event

Maps and directions to our venues can be found at: www.besondere-orte.com/downloads

Phone and/or fax numbers or any photo material from BESONDERE ORTE Umweltforum Berlin GmbH may only be given out with our prior permission.

WLAN

BESONDERE ORTE provides WLAN access as a service for the duration of an event.

Should your event require the intensive use of WLAN, or should the use of WLAN be a significant part of your event, please inform us well in advance.