

Technical Fact Sheet

In order to guarantee you a smooth event we have created the following technical Fact Sheet. The information listed in this Fact Sheet will help you in executing your work. Furthermore, it contains legal requirements which must be upheld by both parties.

1. Addresses:

Venue: Hotel Palace Berlin
Budapester Strasse 45
10787 Berlin

Delivery: Nürnberger Strasse 7-9
10787 Berlin

Please sign the deliveries with the Name of Event

2. Hours of delivery:

Delivery hours are from 7:00 am to 2:00 pm.
If your delivery varies, please contact the hotel in advance

3. Arrival and departure:

- **Valet Parking:** We are happy to park your car for you at the lockable parking area. The price for a one-day ticket is EUR 27,50.
- **Delivery:** Entry via our goods receiving department, Nürnberger Strasse 7-9.
 - For security reasons please register at the switch room and fill out a delivery slip.
 - Pass through the gate and turn left.
 - You may enter the hotel through the second door on the left hand side. The door is 1.96 m (77.166 inches) tall and 0.92 m (36.22 inches) wide.
 - The access roadway clearance is **2.60 m**.
- For larger objects please use the outside staircase in the Budapester Strasse. Via this staircase you can reach the function rooms “Burgund I, II, II “ and “Bordeaux I & II”.

The Hotel Palace Berlin will assist you with your delivery planning.

4. Set up:

- After set down any empty containers and building materials must be removed.
- Waste containers must be booked through the Hotel Palace or the organiser.
- A licence from the responsible authority is required when the building area is more than 75 m² (807.23 ft²).
- According to the DIN 4102, all materials must be at least flame resistant (B1). The organiser must provide a legal certificate proving this.
- The floor's capacity of maximum 500 kg per m² must not be exceeded. Please make sure that the weight of the load is evenly distributed.
- The hotel's convention area is equipped with carpets and marble. Please take care not to damage the flooring. The organiser is fully liable for all damages incurred, in the case of the freight carrier's liability then directly.
- The mounting of posters is prohibited.

5. Building code compliance:

The structural procedures, the police procedures as well as other legal requirements must be followed during set up according to approved German standards. (i.e. TÜV, VDE, DIN). All technical equipment used must be adequately tested and marked with the CE sign.

When using the hanging points, the safety regulations must be followed. Only the Hotel Palace Berlin can give permission for the handling the hoists. The maximum weight for each hook is 500 kg.

Fire detectors, hydrants, fire extinguishers as well as their indicating labels may not be removed or covered. Emergency exits, escape routes, and access to the technical support rooms may not be blocked or narrowed. Terminal boxes, sockets for telephone extensions as well as all other access points must remain accessible. Use of fire and light for the purpose of cooking and heating as well as the use of a cooker without a safety circuit for thermal overload (boil dry protection) is prohibited.

Any act that can be considered a fire hazard (such as pyrotechnics) must be preceded by legal permission. This must be presented to the Hotel Palace and approved by the hotel. We need information about your intentions in advance so that we may switch off our smoke detectors in the function room if necessary.

Technical equipment which belongs to the Hotel Palace Berlin may only be used and operated by trained staff members. The Hotel Palace Berlin takes no responsibility for any disfunction through no fault of the hotel's own.

Our Convention Sales staff will be glad to answer your questions.

6. Registration and acceptance of installations:

Any desired installations should be reviewed with the hotel in advance.

7. Electricity:

AC 230 volts and three-phase current 400 volts are available. The organiser is liable for all damages accrued by the unauthorised use of electricity. The power supply must be arranged with the Hotel Palace Berlin in writing.

8. Technical guidelines:

The organiser is obliged to follow the legal terms for technical work equipment (Equipment Safety Law).

9. Storage of empty containers:

Storage of empty containers and other material needed for the event or additional packaging must be coordinated with the Hotel Palace in advance. A storage room can be reserved if necessary.

10. Use of lasers:

The use of lasers must always be registered at the State Office for Employment Protection (LafA). The lasers must be tested and approved (at a cost) by a legal appraiser. All permissions have to be obtained by the lessee at his or her own expense.

Freight elevators 2nd / 4th floor Elevator Measurements

New freight elevator at “Bordeaux”:

Height of door: 1.80 m (82.68 inches)
Width of door: 1.20 m (46.80 inches)
Maximum passenger cab weight: 1600 kg / 21 persons
Inside of the elevator:
Height: 1.80 m (86.62 inches)
Width: 2.15 m (83.46 inches)
Depth: 1.60 m (62.20 inches)

To use the elevator you need a special key card. You or the set up crew may obtain this from the concierge.

Staff elevator:

Height: 2.00 m (78.74 inches)
Width: 80 cm (31.5 inches)
Maximum passenger cab weight: 1000 kg / 13 persons
Width: 1.03 m (40.55 inches)
Depth: 2.09 m (82.28 inches)

Elevator in the access roadway:

Height: max.: 1.15 m (45.27 inches)
Width: max.: 2.05 m (80.70 inches)
Maximum passenger cab weight: 1600 kg
Width: max.: 1.50 m (59.06 inches)
Depth: max.: 2.10 m (82.68 inches)

Room service elevator:

Height: 2.00 m (78.74 inches)
Width: 80 cm (31.50 inches)
Maximum passenger cab weight: 400 kg / 5 persons
Height: 2.08 m (81.89 inches)
Width: 1.10 m (43.31 inches)
Depth: 95 cm (37.40 inches)