

## OVERVIEW OF SERVICES

Dear valued ewerk customer,

We are delighted that you have chosen ewerk as the location for hosting your event! The next step is for us to ensure that your event at ewerk is a success. Here, it is important for us that you achieve the objectives that you have set for your event. To facilitate this process, we have used our past experience to produce a catalog of services and additional room options: we hope it will help you plan and design your event, and we are of course available to help with any organizational aspects.

Our catalog of services contains:

**Core services**, which must be booked by every customer and which are therefore part of the contract. These include cleaning services for the event space used and the provision of essential security personnel.

**Optional services**, which you can select according to your priorities and needs. Here, we are happy to give you the benefit of our past experience, to help you choose the services that will complement your individual event.

**Additional room options**, whose individual modules can cover additional spatial and/or functional requirements.

**Advertising materials**, where we aim to ensure the perfect match between your marketing strategy and the event location, while ensuring the event is branded with your corporate identity.

Design services for creating a unique room ambience. These include e.g. the use of blackout drapes/blinds (matching your CI if required).

**Event support services**, to ensure your team can work efficiently.

Services ensuring your event has **adequate electrical power**.

We sincerely hope that our service portfolio matches your requirements. Please don't hesitate to contact us if you have any queries.

Sincerely,

The ewerk Event Team

	TYPE	DESCRIPTION
CORE SERVICES	<b>Security</b>	Security personnel required while the event is running and during setup/take-down, depending on the type of event. Euro 23.00 per person/per hour
	<b>Fire guard</b>	Patrol service for the event space in situations where the fire alarm system is deactivated due to cooking vapors or artificial fog, etc. Euro 25.00 per person/per hour (Deactivation for artificial fog, etc. also requires the presence of the building services fire guard; please ask for prices)
	<b>Final cleaning</b>	Mandatory final clean-up of the space used after the event: Euro 23.00 per person/per hour
OPTIONAL SERVICE	<b>WC attendants</b>	Provision of WC attendants during the event. Euro 21.00 per person/per hour
	<b>Interim cleaning</b>	Interim cleaning after take-down and before the event starts. Euro 23.00 per person/per hour
	<b>Cloakroom personnel</b>	Provision of cloakroom personnel during the event. Euro 20.50 per person/per hour
	<b>Hostesses</b>	Provision of hostesses during the event. Euro 20.50 per person/per hour
	<b>First aid/emergency response team</b>	Provision of first aid/emergency response team during the event (consisting of 2 people). Euro 66.00 per team/per hour
	<b>Technical event equipment specialist, Event Manager (as required)</b>	Provisioning of technical event equipment specialist. If the event's technical aspects will be handled by a foreign firm, a Technical Manager trained in Germany must also be present. The relevant level of expertise must be shown (certificate of competence). Rate per day Euro 750.00
	<b>Setup/take-down assistants</b>	Supply of setup/take-down assistants. Rate per day Euro 250.00
	<b>Creation of Safety Plan</b>	Creation of a custom Safety Plan for the event. Euro 100.00 per hour

		TYPE	DESCRIPTION
ADDITIONAL OPTIONS   ROOMS			
TENTS		<b>Catering tent</b>	Round-arch tent 3m x 6m, side height 2.30m, incl. wooden floor with PVC covering, white PVC sheeting, tent lighting. Please ask for prices (1-3 day hire period)
		<b>Cloakroom tent</b>	Round-arch tent 5m x 9m, side height 2.30m, incl. wooden floor with PVC covering, white PVC sheeting, tent lighting. Please ask for prices (1-3 day hire period)
		<b>Organization tent Marquee</b>	Round-arch tent 10m x 21m, side height 2.30m, incl. wooden floor with PVC covering, white PVC sheeting, tent lighting. Building inspection required if 75m <sup>2</sup> or larger Please ask for prices (1-3 day hire period)

		TYPE	DESCRIPTION
ADDITIONAL OPTIONS   ROOMS			
YARD CANOPY		UFO Walk (single-circuit)	<p>1 x round aluminum truss frame, transparent domed roof, offers rain cover, can also be used as ground support for lighting and sound systems, comes equipped with a 32 A junction box and a pressure controller with compressor.</p> <p>Base hire Euro 4,000.00 (1-3 day hire period)</p>
		UFO Walk (twin-circuit)	<p>Forms a connection between event space in Hall C, Hall F and A9 with roof access;</p> <p>2 x round aluminum truss frames, transparent domed roof, offers rain cover, can also be used as ground support for lighting and sound systems, comes equipped with a 32 A junction box and a pressure controller with compressor.</p> <p>Base hire Euro 7,000.00 (1-3 day hire period)</p>
		Inter-hall passageway	<p>Connects event space in Hall C, Hall F and A9 (with roof access), transparent walls and ceiling,</p> <p>1 x inter-hall passageway incl. 4 door units, fire service accessway, pneumatic membrane cushions, weatherproof, can be heated.</p> <p>Base hire Euro 7,000.00 Hot air heating Euro 780.00 (1-3 day hire period)</p>
		Sonnenschirme	<p>Connects up event space with shades</p> <p>Please ask for prices Euro 250.00</p>

		TYPE	DESCRIPTION
OUTDOOR		Patio heaters	<p>Patio heaters incorporated in outdoor event space design</p> <p>Euro 50.00 per heater</p> <p>Euro 21.00 per propane bottle (returnable)</p>
	ADVERTISING MATERIALS		
		Advertising tarpaulins	<p>Building segment C and/or F, 1-2 tarpaulins using standard installation on west facade, height to 20 m, width 4 m, portrait alignment, facade background color RAL 7016, including setup and take-down.</p> <p>Installation and removal Euro 500.00</p> <p>Ad tarpaulin Euro 25.00 per m<sup>2</sup></p>
		Banner production	<p>Production of banners from supplied digital print copy on glossy or mesh vinyl, 4C printed over entire surface, finishing, hem/eyelets around edge.</p> <p>Mesh finish Euro 28.50 per m<sup>2</sup></p> <p>Glossy finish Euro 37.50 per m<sup>2</sup></p> <p>Print copy Euro 350.00</p> <p>Delivery Euro 95.00</p>
		Flagpoles	<p>Use of 1-6 flagpoles, inclusion of hoisted flags for outstanding advertising impact, long side on flagpole, unfurls on short side, including setup and take-down.</p> <p>Flagpole use Euro 300.00</p>

	TYPE	DESCRIPTION
	<b>Ad flags</b>	Production of 1–6 units in portrait format as hoisted flags 120 cm x 300 cm Euro 95.00/unit 150 cm x 300 cm Euro 164.00/unit Print copy Euro 350.00
<b>ROOM AMBIENCE</b>		
	<b>Blackout drapes/blinds</b>  <b>Blackout drapes/blinds (partial)</b>  <b>Blackout drapes/blinds (full)</b>  <b>Blackout drapes/blinds (full)</b>  <b>Blackout drapes/blinds using CI</b>	Blackout drapes/blinds system for hall windows, in anthracite satin fabric, 100% opaque, each for stage side in Hall C or F Euro 750.00 exclusive boom lift Hall C or Hall F; Euro 1.600,00 excl. boom lift Hall C AND Hall F; Euro 3.000,00 excl. boom lift Production and installation of blackout drapes/blinds you provide to us. Please ask for prices
	<b>Stage platform</b>	Partial or complete stage platform installation Partial installation Euro 590.00 Complete installation Euro 790.00
	<b>Cloakroom</b>	Cloakroom module incl. cloakroom personnel Personnel Euro 20.50 per person/per hour Cloakroom bar Euro 190.00 Equipment (coat racks, coat hangers, chips) Euro 1.00 per person

TYPE	DESCRIPTION
PRODUCTION ASSISTANT	
<b>Boom lift</b>	Mobile staff work platform, incl. transportation. Euro 498.00 per 3-day hire period
<b>Rolling scaffold</b>	Scaffold for working at height. Please ask for prices
<b>Crowd barrier</b>	Provision of crowd barriers for the event space used. Euro 12.00 per unit
<b>Site fencing</b>	Provision of sight screening for the event space used. Euro 16.00 per unit
STROMVERSORGUNG	
<b>Generator units</b>	Use of additional power sources. Please ask for prices
<b>Power planning audit</b>	Audit of event power supply plan by specially commissioned electrician Please ask for prices
INTERNET	
<b>Internet upgrade</b>	Use of WLAN during the event. Please ask for prices