

Checklist for Guest Events

We would like to offer you full support with the organisation of your events, therefore we ask you to inform the Guest Events' project team about all important matters well in advance.

Your contact in the Guest Events' project team:

<u>Contact</u>	<u>Telephone</u>	<u>Email</u>
Daniel Hille	+49 761/3881 3510	daniel.hille@fwtm.de
Isabelle Moßmann	+49 761/3881 3511	isabelle.mossmann@fwtm.de
Christoph Scherbarth	+49 761/3881 3512	christoph.scherbarth@fwtm.de
Sophia Feiler	+49 761/3881 3513	sophia.feiler@fwtm.de

- 1.) **Publishing your event on the Messe Freiburg website**
Please fill in and return this form without delay
- 2.) **Advance payment of contract fee:**
30 days prior to the start of the event, see Terms and Conditions for Events § 5
- 3.) **Event liability insurance**
20 days prior to the start of the event, see Terms and Conditions for Events § 14 (4)
- 4.) **Organisation plan** (time tables, staff requirements, rental inventory, technical equipment etc.)
20 days prior to the start of the event
- 5.) **Proof of all necessary official approvals**
20 days prior to the start of the event, see Terms and Conditions for Events § 13
- 6.) **GEMA (German Performing Right Society for Music)** (Proof of registration if this is relevant for your event)
20 days prior to the start of the event, see Terms and Conditions for Events § 12

For concert performances only

- 7.) **RVF KombiTicket logo on the admission ticket**
Before the start of ticket sales

Presentation of admission ticket including the RVF KombiTicket logo to the Regio-Verkehrsverbund Freiburg (Freiburg regional transport association)
20 days prior to the start of the event

Information of number of visitors to the Regio-Verkehrsverbund Freiburg
10 days prior to the start of the event
- 8.) **Mandatory information about the event**
30 days prior to the start of the event