



EXHIBITOR MANUAL

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PERSON TO CONTACT

Christopher Diaz Maceo
DECHEMA e. V.
Theodor-Heuss-Allee 25
60486 Frankfurt/Main
GERMANY
☎ +49 69 - 7564-24343
Fax +49 69 - 7564-176 E-
Mail: diaz@dechema.de

ASSEMBLY / DISMANTLING PERIOD

Assembly

05 June 2016 10.00 am - 02.00 pm

Dismantling

08 June 2016 01.00 pm - 06.00 pm (changes may apply)

Please inform DECHEMA, if you will arrive later. DECHEMA is entitled to make alternative arrangements for stand areas not occupied by 10.00 am on 06 June 2016.

The exhibition ends on 08 June 2016 at 01.00 pm

Exhibitors may begin to dismantle stand construction directly after the exhibition but **NOT** earlier.

DELIVERY / DELIVERY ADDRESS

All vehicles may only park within the loading area – access from “Sedanstraße” (see area map on page 10) **only loading/unloading** (NO PARKING!) within the assembly/dismantling.

Please label deliveries for your stand sent by post or forwarding agent with the following address

Konzerthaus Freiburg
Konrad-Adenauer-Platz 1
D – 79098 Freiburg

Deliveries must be marked with the congress title, the name of your company and the number of your booth, for example: Loss Prevention 2016, DECHEMA e. V., Booth A1

Due to lack of space, early deliveries can only be accepted from 03 - 05 June 2016.

The best time for resending deliveries will be the 08 June 2016 from 02.00 pm - 06.00 pm

For resending deliveries please mark it with address, company name and deposit it at the counter for deliveries (**Pforte**) of the Konzerthaus Freiburg.

ELECTRICAL INSTALLATION

The mains voltage on the exhibition ground is 220 V of AC, 50 Hz.

The basic stand package includes an electric main connection up to 3.0 kW, 1 socket for a stand 6 m².

The installations may be carried out solely by the authorized contractor.

The prices include electrical consumption.

For further electrical installations, please request a quotation: diaz@dechema.de

INSURANCE

The organizers cannot accept responsibility for loss or damage to the private property of participants and accompanying persons which may occur either during or arising from the congress. Participants should therefore take whatever necessary steps regarding insurance.

INTERNET

All exhibitors and visitors can use the free WLAN of the Konzerthaus during the opening hours of the exhibition. You will be asked for a password.

OPENING HOURS OF THE EXHIBITION (tentative)

Sunday, 05 June 2016, 05.00 pm - 08.00 pm
Monday, 06 June 2016, 09.00 am - 06.00 pm
Tuesday, 07 June 2016, 09.00 am - 09.00 pm
Wednesday, 08 June 2016, 09.00 am - 01.00 pm

PARKING SPACE

A multi-storey car park is integrated into the Konzerthaus Freiburg. Parking space is available at a charge of 24,50 € per day for passenger cars only (clear height 2.00 m).

Detailed prices at: <http://www.freiburger-stadtbau.de/parkhaeuser/konzerthausgarage.html>

SAFETY REGULATIONS (Please read the complete Konzerthaus regulations on pages 7-9)

The exhibitor is responsible for the safety and stability of all his exhibits, equipment and installations. All stand structures, lighting equipment and exhibits must satisfy nationally accepted safety standards, all statutory, official or other accident prevention regulations and the relevant laws and regulations on product safety. The house regulations and exhibition regulations of the Konzerthaus Freiburg apply to the outdoor areas and buildings belonging to the convention center. In general, stand design and demonstrations of all kinds shall be carried out in such a manner that they do not interfere with or disturb other exhibitors or visitors in any way.

The use and storage of hazardous materials and preparations requires approval of DECHEMA and Freiburg Wirtschaft Touristik und Messe GmbH & Co (hereinafter referred to as FWTM).

Storage or use of pressurised and liquid gases in exhibition halls and on outdoor exhibition areas is **strongly forbidden**. Spirits and mineral oils such as petrol, kerosene, etc. may not be used for cooking, heating or operating machinery. For safety reasons, any heat-emitting electrical devices (hot plates, spotlights and transformers) must be directly mounted on a nonflammable, heat-resistant, asbestos-free structure. Exhibitors should take into account the heat emitted by a device when placing flammable materials in its vicinity. Lights must not be attached to decorations or similar objects.

All technical equipment and machinery exhibited shall comply with the provisions of the Equipment and Product Safety Act („Geräte- und Produktsicherheitsgesetz“ [GPSG]). Do not use containers for general or recyclable waste in the stands if the container is made of a flammable material. General and recyclable waste material containers must be emptied regularly.

It is not permitted to bring animals into the convention center. Smoking is not permitted anywhere in the convention center.

SECURITY

DECHEMA is in charge of general security. The exhibitor is liable for all exhibition goods on his stand. The exhibition area are closed during the night. If required a quotation of stand surveillance can be solicited by DECHEMA. DECHEMA does not accept any liability for damage or loss to any items.

STAND PACKAGES

The general stand package includes

- Exhibition space (6 m²) for the duration of the conference
- Basic equipment: 1 table, 2 chairs (pictures on the next page)
- Main electricity connection up to 3.0 kW incl. 1 socket, 230 V
- Listing in the exhibitor list on the Website and in the final programme
- Free Wi-Fi
- 1 Free congress ticket for 1 delegate and option to buy 2 more tickets at a reduced rate (500,-€ per Ticket)

STAND CONSTRUCTION

It is possible to use your own display wall system with a maximum height of 2.50 m. Booth construction materials and decorations must be flame-resistant – at least B1 in accordance with standard DIN 4102! Please return the equipment and the stand area in good condition.

Foyer floors and foyer walls may not be damaged. Interventions in the structure and equipment of buildings components and technical facilities shall not be damaged, dirtied or otherwise altered, e. g. by drilling into same or driving nails or screws into same. Painting, wallpapering, or affixing items are also prohibited.

STAND PACKAGE INCLUDED ITEMS

Please see blow pictures of the mobilar included in the stand packages. (Detailed information about the messurements on page 7)



STORAGE OF EMPTIES

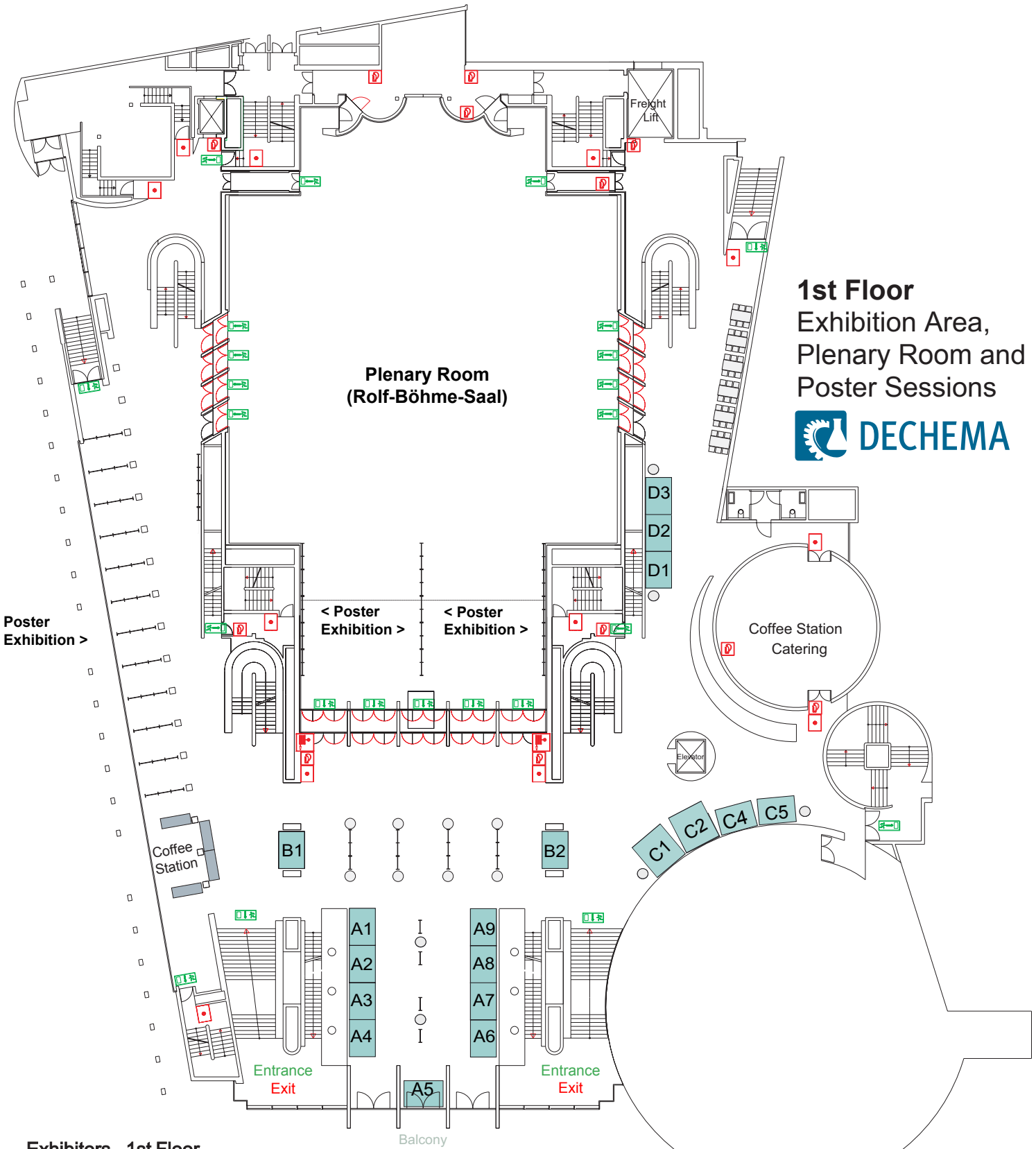
The storage of stand materials or empties in the exhibition area during the exhibition is not possible. We will provide a store room located in the 2nd floor for the duration of the exhibition only for an appropriate quantity of stand materials or empties.

TRANSPORTATION OF GOODS

The ground floor (natural stone) in the Foyer only allows the use of trolleys with clean rubber tyres. The floor conditions in the 1st floor with wooden and carpet floor and 2nd floor with carpet floor only allow the use of hand lift trucks and trolleys with clean rubber tyres.

At the Konzerthaus Freiburg the maximum permissible load-bearing capacity of the floor is 5 kN/m². It is not possible to drive forklift trucks through the foyers. The transportation of pallets and similar articles with a lifting truck is subject to agreement by Freiburg Konzerthaus Management.

15th International Symposium on Loss Prevention and Safety Promotion in the Process Industries and accompanying exhibition,
05-08 June 2016, Konzerthaus Freiburg/GERMANY



1st Floor
Exhibition Area,
Plenary Room and
Poster Sessions

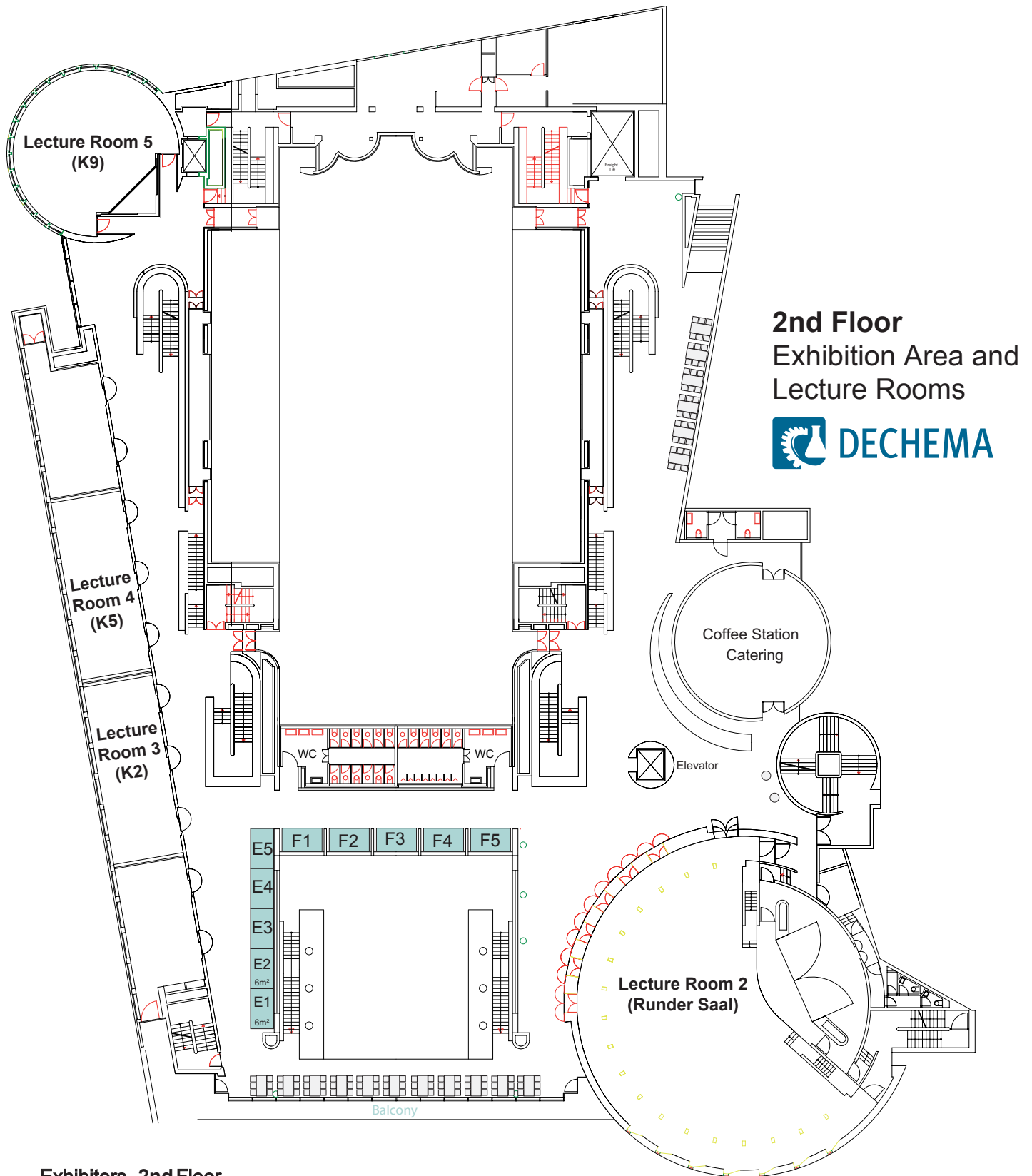


Exhibitors - 1st Floor

- A1 - consilab gesellschaft für Anlagensicherheit mbH
- A2 - horst weyer und partner gmbh
- A3 - Fraunhofer Institute for High-Speed Dynamics, EMI
- A4 - Ecolntense GmbH
- A5 - AKTS AG
- A6 - Gexcon AS
- A7 - HIMA Paul Hildebrandt GmbH
- A8 - Berufsgenossenschaft Rohstoffe und chemische Industrie
- A9 - INERIS

- B1 - DNV GL – Oil & Gas
- B2 - Chilworth, a DEKRA Company
- C1+C2 - TÜV SÜD
- C4+C5 - Stöcklin Logistics Ltd.
- D1 - REMBE GmbH Safety + Control
- D2 - TÜV NORD Systems GmbH & Co. KG
- D3 - SIEMENS AG

15th International Symposium on Loss Prevention and Safety Promotion in the Process Industries and accompanying exhibition, 05-08 June 2016, Konzerthaus Freiburg/GERMANY



Exhibitors - 2nd Floor

- E1 - AVAILABLE
- E2 - AVAILABLE
- E3 - European Process Safety Centre
- E4 - ComputIT
- E5 - Emerson Process Management

- F1 - Inburex Consulting GmbH
- F2 - MIOsoft Deutschland GmbH
- F3 - Dr. Krause GmbH
- F4 - Institution of Chemical Engineers
- F5 - RESERVED

EXHIBITION REGULATIONS AT KONZERTHAUS FREIBURG

1. Areas of application: These Exhibition Regulations apply to the construction and use of exhibition booths at Konzerthaus Freiburg. In addition to important information, they contain binding organisational and safety-related guidelines for all exhibitors.

2. Set-up and dismantling times, deliveries:

The set-up and dismantling times for exhibition booths shall be determined individually for each event and contractually agreed between Freiburg Wirtschaft Touristik und Messe GmbH & Co (hereinafter referred to as FWTM) and the respective organiser. Exhibitors can find these out from the organiser. Set-up and dismantling in the Konzerthaus is not possible outside of these times.

Deliveries and collections of exhibition booths and exhibits are likewise only possible within the agreed times. Exhibits may not be delivered or stored outside of these times. If any objects brought in are delivered early or collected late, storage/disposal fees shall be charged where applicable.

Delivery address for exhibitors: Konzerthaus Freiburg
Konrad-Adenauer-Platz 1
D - 79098 Freiburg

All deliveries must be marked with the event name and, where applicable, booth number and exhibiting company.

3. Access, parking:

Access for the delivery of exhibition booths and exhibits is invariably via the courtyard entrance on Sedanstraße. The covered delivery zone has a goods lift without a ramp accessible from street level (width 200 cm, depth 480 cm, height 300 cm, max. load 7,000 kg). The goods lift is operated by Konzerthaus Freiburg staff.

Deliveries of displays etc. transported by passenger cars, and deliveries for exhibitors on the ground floor and the intermediate levels are possible via the main entrance (door staff must be paid for); this side of the building only has a passenger lift (width 105 cm, depth 190 cm, height 230 cm, max. load 1,500 kg). Accessing the main entrance of the Konzerthaus by road is only permitted for loading and unloading (pedestrian zone); the entire square in front of the building is subject to prohibition of waiting. The cobbled section of the square in front of the building may only be driven on to a limited extent. Please ask FWTM for information on maximum loads in this area.

Parking spaces are available in the underground car park of Konzerthaus Freiburg. The maximum headroom here is 200 cm. Parking spaces are also available in the city's public car parks. Vehicles must not be parked in Konzerthaus Freiburg's delivery zone!

4. Booth areas:

FWTM shall establish the amount of floor space available for the event with the organiser. The booths shall be set up in these areas. Exhibits, booth items or similar may only be set up outside of the booth space under the express authorisation of FWTM. Pillars, wall protrusions, beams, partition walls, power distribution boxes, fire extinguishing equipment and other technical equipment form part of the allocated booth spaces.

5. Floor load capacity: The floor's load bearing capacity in the entire exhibition area is a maximum of 500 kg/sqm (evenly distributed load). Bringing in heavier loads, such as machines on wheels with a heavy point load, is subject to agreement by FWTM.

6. Booth height, booth safety: The maximum overall height for the construction of exhibition booths is 250 cm. Deviations require prior authorisation from FWTM. The exhibitor is responsible for the structural safety of the booth.

7. Exhibition booths and special constructions requiring authorisation: Special constructions and all two-tiered booths are only permitted in exceptional cases. They must be submitted first to the organiser and then to FWTM for authorisation. FWTM shall decide whether authorisation can be granted in consultation with the construction supervisors.

8. Booth construction materials and ceiling constructions:

Booth construction materials and decorations must be flame resistant – at least B1 in accordance with standard DIN 4102 or at least class C in accordance with EN 13501-1. The exhibitor must provide verification of this on request of the organiser and FWTM. Materials that are easily flammable or of normal flammability, that drip or produce toxic gases when burning, may not be used for booth construction. As the foyers in the Konzerthaus are equipped with sprinkler systems, any type of ceiling or roof constructions that obstruct or repel water, including opened parasols or umbrellas, are not permitted.

9. Railings/fences for platforms Accessible areas directly bordering spaces that are more than 0.2 m lower must be fenced off by railings.

10. Electrical installations/connections, booth installations, rental furniture:

For safety reasons, connections to the existing power supply network may only be made by FWTM or by FWTM's approved service partners. Any electrical installations made at a booth, either by the exhibitor's service providers or by the exhibitor him/herself, must exclusively be made by electrical engineers. The provisions of section 3 of the accident prevention regulation "Electrical installations and equipment" (UVV BGV A3) must be observed. Electrical (switch) equipment must not be accessible to visitors, must be constructed in accordance with DIN VDE 0100-711 and must be checked by the exhibitor in accordance with DIN VDE 0100-610 before being put into operation. When in doubt, a technical check by an electrical engineer shall be ordered at the exhibitor's expense. The exhibitor shall disconnect any electrical devices at the booth overnight. Unless the devices can be switched voltage free, the exhibitor shall be responsible for ensuring that no damage is incurred and that a technical check is carried out.

Exhibitors must notify the organiser of any technical requirements for individual booths (electricity, furniture, etc.) in good time prior to the event. The organiser shall coordinate the requirements of all exhibitors together with FWTM.

The following rental furniture is available (in a limited quantity) from FWTM:

Tables: 180 x 80 cm, 120 x 80 cm, 180 x 45 cm, 120 x 45 cm, height 72cm, colour grey
Chairs: Silver stainless steel frames with dark blue fabric lining and upholstered seats.

All technical equipment brought in by the exhibitor must comply with the generally acknowledged technical standards.

11. Carpets: Any carpets or other decorative materials to be laid directly on the existing floors must be laid in such a way that no danger of slipping, tripping or falling is posed to individuals. Carpets and other floorings shall be laid in such a way that they are accident proof and do not protrude beyond the edges of the booth space. Connecting booth spaces with floor coverings is subject to approval and must not cause any danger of tripping or other accidents in the aisles. Adhesive markings, carpet fixings and similar may only be affixed using special carpet-laying tape that does not leave a residue upon removal. Self-adhesive carpet tiles are not permitted. All materials used must not leave a residue upon removal. The same applies for substances such as oil, fats, colours and similar. Hall floors must not be painted. Any cleaning costs incurred as a result of violating these regulations are to be paid by the person responsible.

EXHIBITION REGULATIONS AT KONZERTHAUS FREIBURG

12. Information, advertising and decorative materials: The use of adhesives on walls, doors, columns and ceilings is generally forbidden. Decorative materials must be flame resistant – at least B1 in accordance with standard DIN 4102 or at least class C in accordance with EN 13501-1. “Flame resistance” can only be achieved retrospectively for some of these materials by treating them with a fireproofing agent. The fireproofing agents used must be officially approved. Confirmation of flame resistance or of the materials having been proofed according to the regulations (certificate) must be presented to FWTM on request.

13. Using balloons and flying objects: The use of balloons filled with safety gas and other flying objects must be authorised by FWTM. The use of these objects must not hinder or damage safety-related equipment at any time.

14. Trees, plants and animals: Decorations made from natural plant materials may only be used in the rooms when fresh. Bamboo, reeds, hay, straw, bark-chip mulch, turf, (pine) trees without roots or similar materials do not meet the aforementioned requirements (fire hazard). FWTM shall consult with the fire service on any exceptions. Bringing animals is generally not permitted.

15. Spray guns, nitrocellulose paint: The use of spray guns or nitrocellulose paint is forbidden.

16. Containers for waste, recyclable materials and remnants: Containers for recyclable, non-recyclable and residual waste are to be emptied regularly, every evening after the exhibition at the latest. If larger amounts of flammable waste are generated, these must be disposed of several times throughout the day.

17. Empties, packaging: It is forbidden to store empties and packaging of any kind on the premises, in or outside of the booths. Any empties or packaging that accumulate must be promptly removed.

18. Smoking ban: There is a general smoking ban in the Venue. Each exhibitor must adhere to the smoking ban and ensure that visitors to his/her booth also comply.

19. Fire extinguishers: If an exhibition booth has a heavy fire load, FWTM, the building supervisory authority and the fire service may require the provision of fire extinguishers and a fire guard at the exhibition booth.

20. Glass and acrylic plastic: Constructions made from glass must comply with the requirements under the “Technical rules for the use of safety glass (TRAV)”. Only laminated safety glass may be used. Glass edges shall have been finished, or shall be protected in such a way as to not pose any risk of injury. Structural elements made entirely of glass must be marked at eye level from the beginning of setup.

21. Printed material/advertising material/advertising: Exhibitors may not run independent advertising campaigns beyond their own booths (e.g. handing out brochures, displaying promotional signs) without the organiser’s authorisation.

Printed materials, advertising materials and other flammable materials may only be stored at booths in quantities needed for the day.

22. Acoustic and visual presentations: The use of acoustic systems or audiovisual presentations of any kind must be authorised by the organiser. The noise levels of musical presentations must not exceed 60 dB(A). If the exhibitor repeatedly fails to observe this regulation, the electricity supply to the booth may be interrupted, regardless of the resulting loss of supply to the booth.

23. Heat-generating and releasing electrical appliances: All heat-generating electrical appliances are to be reported to the organiser and must be authorised by FWTM before use. Flammable materials must be kept at a sufficient distance according to the amount of heat generated. Heat-generating lighting fixtures may not be attached to decorations or similar. Electrical cooking appliances and other equipment that may be dangerous if left unattended must be switched off at the end of the day’s opening hours.

24. Flammable liquids and lighting gels must not be used or stored in the booths without the authorisation of FWTM. The use of combustibles (e.g. in gas burners) or **spirits** is generally forbidden.

25. Hazardous substances: It is forbidden to bring in hazardous materials, preparations or objects that are explosive, oxidising, easily flammable, poisonous, or otherwise damaging to health or the environment.

26. Plans that require authorisation: The use of pyrotechnics, smoke machines, compressed gas, radioactive materials, lasers, high frequency systems, radio devices and x-ray units is only permitted on prior authorisation of FWTM and upon presentation of official authorisation where necessary. Laser devices and systems of class 3b and higher are forbidden.

27. Entertainment, catering: Catering at the booths may only be provided by the catering company to whom the organiser has granted exclusive catering rights for the entire event.

28. Musical reproduction (GEMA): In accordance with copyright legislation, musical reproduction of any kind requires the permission of the German Society for musical performing and mechanical reproduction rights (GEMA). Unapproved musical reproduction may result in compensation claims being made by GEMA.

29. Modification of booth constructions/special structures that do not meet requirements: Exhibition booths, structures, equipment, sets, costumes or decorations (materials) that do not comply with these regulations or are not authorised in a given case are not approved for construction in the Konzerthaus and must be removed or modified wherever necessary at the exhibitor’s expense.

30. Dismantling the exhibition booths: After dismantling, the exhibition space is to be left in its original condition. Each exhibitor is liable for any damages to ceilings, walls, floors and installed equipment, in addition to the organiser. Adhesive tape must be removed without leaving a residue. Damage of any kind must be promptly reported to FWTM.

May 2013

HOUSE REGULATIONS

Konzerthaus Freiburg, Messe Freiburg, Historisches Kaufhaus and Rottecksaal (hereinafter referred to as the venues) are operated by Freiburg Wirtschaft Touristik und Messe GmbH & Co.KG (hereinafter referred to as FWTM). The House Regulations apply to the venues and the associated outside areas. They apply to all persons entering, or present at, the venues or the premises.

FWTM and any third parties appointed by it (organisers) shall have **domiciliary rights**.

FWTM shall be entitled to limit access to the venues and the outside areas for visitors, exhibitors and other third parties by, for example, only allowing access against presentation of an **entrance pass or entrance ticket**, and to check that the access rules are observed.

Children and young people aged 14 and under shall only be granted access when accompanied by adults. Any rules deviating from this shall be published separately. Young people aged 15 and over have the same unlimited access as adults. Any event-specific, special regulations such as "expert visitors only" shall remain unaffected.

FWTM staff and staff of the security services under contract with FWTM shall be entitled to carry out **identity checks** on the premises. Persons found without valid entrance passes or who are not authorised to be in the hall or on the premises for any other reasons shall have to leave the premises immediately.

Bags, containers and clothes such as coats, jackets and shawls may be searched. Visitors who do not agree with objects that may jeopardise the event or pose a risk to visitors being confiscated by the visitor management service shall not be permitted to enter the event. Rejected visitors shall not be entitled to have their entrance fees reimbursed. Depending on the type of event, carrying coats, jackets, umbrellas, bags and similar containers may be prohibited.

Persons who are obviously under the **influence of alcohol or drugs** may be excluded from the event.

All equipment at the event shall be treated **with care**. Inside the venue, everyone shall behave in such a way as not to harm, endanger, hinder or bother others more than is unavoidable in the circumstances.

Smoking is not permitted at the venue. Instructions concerning smoking must be observed.

Any behaviour that may disturb the normal course of the event, or which violates the justified interests of FWTM in some other way **must be refrained from, in particular**:

- accessing non-public areas;
- carrying out any unauthorised commercial activity on the premises (in particular offering objects and services of any kind with or without charge);
- the unauthorised distribution or putting up of flyers, advertising leaflets, posters, magazines, etc. and applying stickers of any kind;
- bringing animals; exceptions: guide dogs for the disabled or blind and dogs used for police or security work;
- dirtying the halls or the outside areas as well as any behaviour which may harm the environment or put it at risk;
- using bicycles, scooters, kickboards, roller skates, inline skates, skateboards and similar means of transport inside the venue and on the premises;
- holding unauthorised meetings and rallies of all kinds.

It is not permitted to bring in the following objects:

- weapons or dangerous objects which may injure people if thrown;
- laser pointers;
- gas spray bottles, acid or colouring substances or pressurised containers for highly flammable or hazardous gases, excluding standard pocket lighters;
- containers made of breakable or splintering material;
- fireworks, rockets, Bengal lights, smoke powder, flares and other pyrotechnic objects;
- flags and banners;
- mechanical and electrical noise-producing instruments;
- food and drinks, disposable crockery and bottles;
- racist, xenophobic or radical propaganda material;
- video cameras and other devices for making audio or video recordings (unless permitted by the organiser);
- umbrellas and walking sticks must be deposited in the cloakroom (except walking sticks for the disabled)

Rights to one's own image: If FWTM staff, the organiser or companies acting as their agents take photos or make film and/or video recordings at the venue for reporting or advertising purposes, such activities may not be obstructed or adversely affected in any other way. All persons entering or present at the venues shall be informed of the rules pertaining to photographs, film and video recordings at the venue as laid down in the House Regulations. These recordings may be used for both reporting and advertising. The "right to one's own picture" is limited by the participation in a public event.

Noise levels at music events: In order to reduce the risk of health damage due to loud noise at music events, we particularly recommend using hearing protection aids. On request, visitors may obtain hearing protection aids free of charge from the cloakrooms.

Bans on entering the premises issued by FWTM shall be valid for all ongoing and future events organised at the venue. FWTM may lift the ban on entering the premises at its own discretion.

Traffic Map to Konzerthaus Freiburg

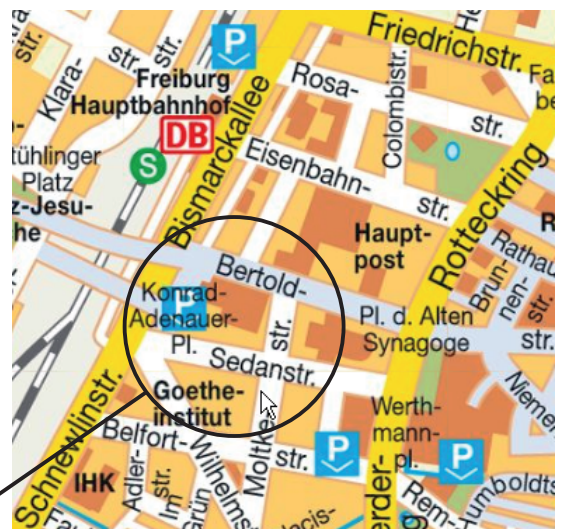
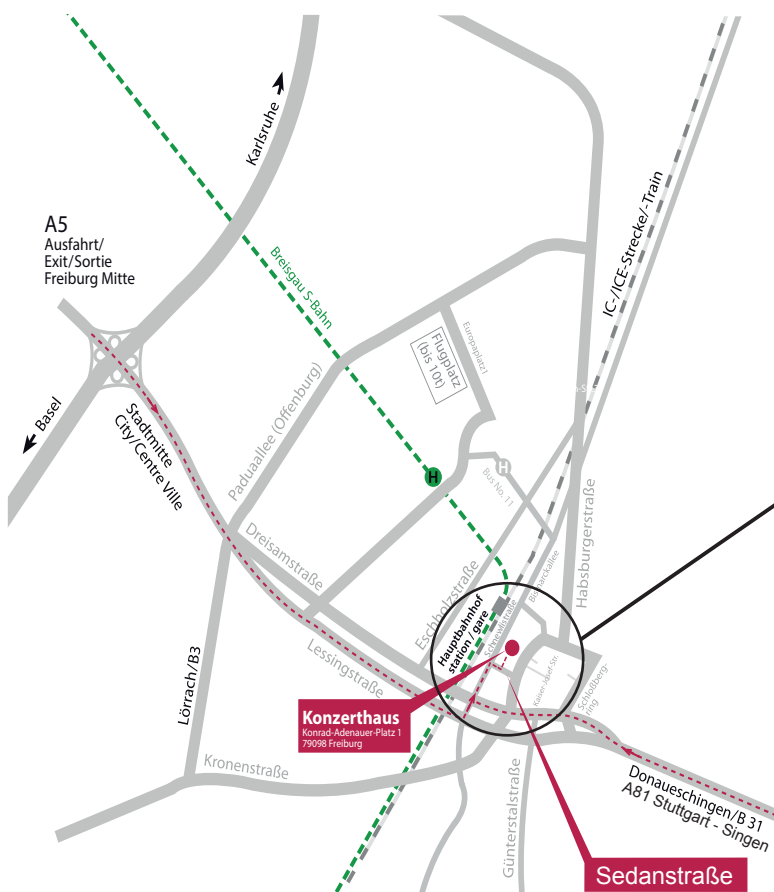
From North and South via Rheintal - Autobahn A5 Frankfurt-Basel, take the exit Freiburg Stadt-mitte. About 10 min. from the freeway feeder road "Mitte" to the Konzerthaus Freiburg, following the signs to Konzerthaus Freiburg.

Exhibitor take the access for delivery in the „Sedanstraße“ (around corner at Novotel)!

A81 Stuttgart - Singen or B31 (Höllental), Donaueschingen, Titisee-Neustadt. Pass by Freiburg on the Schwarzwaldstraße, passage to the Schreiberstraße, direction of the freeway feeder road Mitte, following the signs to Konzerthaus Freiburg.

Connections to the French and Swiss freeway network.

950 car parking spaces in the underground parking of the Konzerthaus and the main station Freiburg.



Freiburg Wirtschaft Touristik und Messe GmbH & Co. KG
Konzerthaus Freiburg
Konrad-Adenauer-Platz 1
79098 Freiburg
Telefon +49 (0)761 3881 2150
Telefax +49 (0)761 3881 2199
www.konzerthaus.freiburg.de