

# Regulations/important information on delivery, assembly and dismantling

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## 1. Rules for delivery / collection

Clear arrival and departure times must be defined and enforced for the logistics journeys. A detailed concept for set-up and dismantling must be submitted to the lessor at least 10 working days before the event. This concept contains time slots and differently divided areas and must be submitted in writing. Authorisation will be granted in writing after review by the lessor.

### **Important:**

- Vehicles must switch off the engines during unloading and loading.
- Apart from the allocated loading zones, NO yellow-marked parking spaces or open areas around Halle 550 may be used as car parks. The city police patrol regularly. Illegally parked vehicles will be towed away for a fee.
- The car parks and traffic routes around Halle 550 / StageOne are not private property, so the regulations of the Road Traffic Act apply (no unjustified stopping or parking, no blocking of other road users, observance of driving directions, etc.).
- The lessor accepts no liability for any traffic fines or penalties.
- A business card or note with a contact should be placed behind the windscreen with an easily accessible telephone number for urgent enquiries.

All information regarding the positions of the loading zones and gates, gate sizes, delivery routes and parking facilities can be found in this document.

## 2. General set-up and dismantling times

Deliveries may only be made from Monday to Saturday (excluding public holidays). Special authorisations for deliveries on Sundays and public holidays via hall A must be submitted to the Lessor in writing and approved by the Lessor. Event deliveries and outdoor work must be carried out within the following times:

- Mornings between 07.00 and 11.30 a.m.
- In the afternoon between 1.30 and 8.00 pm

## 3. On-site coordination

To ensure efficient traffic control regarding deliveries, removals, consignments and entry to the loading zones as well as control of entrances/exits, it is strongly recommended that a traffic service be planned. It is possible to engage employees for this service via the landlord.

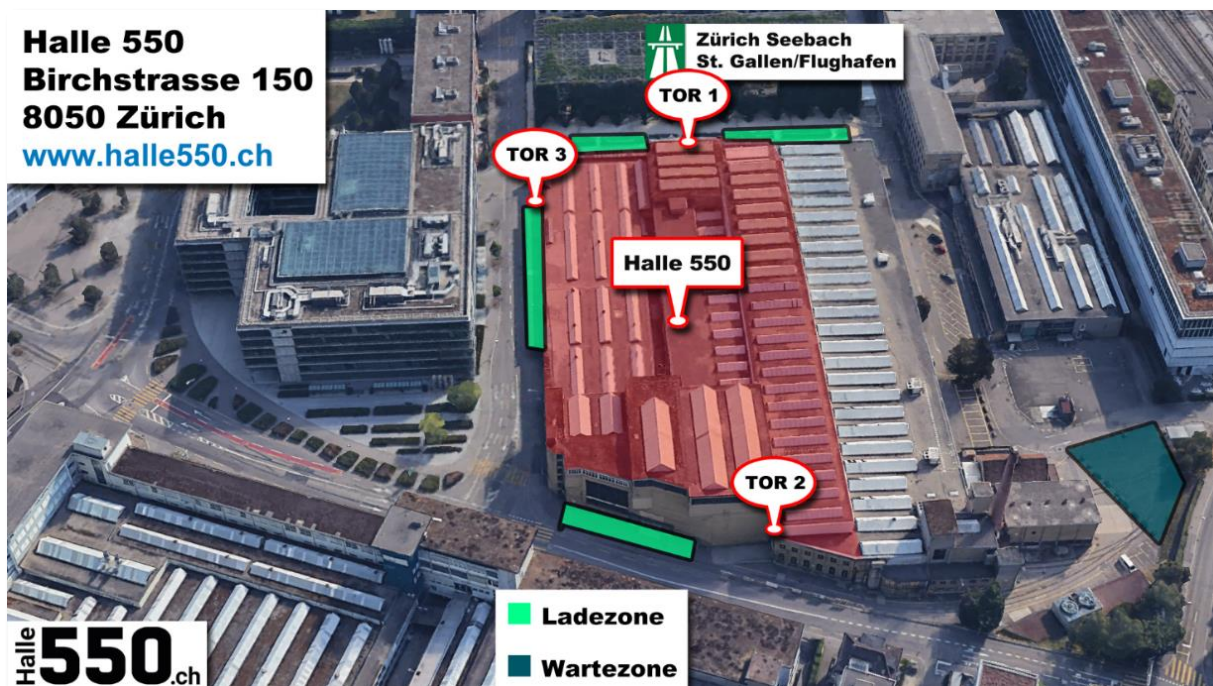
### **Important:**

- If a logistics partner has been commissioned for transport, please be sure to forward page 3 of this document.

#### 4. Plan loading zones / gates

The loading zones / gates must be observed and are only available for delivery and collection during the set-up and dismantling times communicated in advance.

- Delivery GATE 1 can be approached and left by delivery vans and lorries with a maximum total length of 20.00 metres and a maximum height of 4.00 metres.
- Delivery vehicles and lorries with a maximum overall length of 12.00 metres and a maximum height of 12.00 metres and a maximum height of 3.90 metres. Trucks with an overall length of over 12.00 metres up to a maximum of 15.00 metres can also drive backwards to GATE 2 to load and unload material, but not to drive into the hall.
- GATE 3 has a maximum height of 3.40 metres and a ramp gradient of 25%. Deliveries to hall D are possible by arrangement with the landlord.



## 5. Access routes

Halle 550 can be reached for delivery and collection via the access routes below.

Important:

- Access to the delivery TOR 1 is only permitted from Affolternstrasse (accessible via Birchstrasse). Access via Sophie-Taeuber-Strasse is not possible.
- Access to GATE 2 is only permitted from Birchstrasse, coming from the north.
- Gate 3 can be accessed directly via Sophie-Taeuber-Strasse.



## 6. Technical data

The technical data below on floor loading and door sizes must be observed:

Max. Floor load Halle 550: 2,000 kg/m<sup>2</sup> + 400kg point load

Door sizes Halle 550	Width (m)	Height (m)	Remarks
Gate 1 "Main entrance hall B"	6.90	6.00	
Door 1 "Single door hall B"	2.10	2.40	
Door 1 "Single door hall B"	2.10	2.40	
Gate 2 "Delivery hall A"	4.00	3.90	
Gate 3 "Delivery Hall D"	3.40	3.40	Ramp increase 25%
Door 3 "Single door hall D"	3.40	3.40	
Door 3 "Single door hall D"	1.90	2.30	



## 7. Car park housing r

Six multi-storey car parks are available around Halle 550.

The availability of the car parks can be viewed online:

<http://www.pls-zh.ch/parkraum.jsp?prid=3>

No vehicles may be parked directly in front of or next to Halle 550 (exception: allocated loading zones during set-up and dismantling). Vehicles parked incorrectly will be towed away immediately.



### Overview car parks

Car park	Address	Entrance height (m)
Accu	Otto Schütz-Weg, 8050 Zurich	1.90
Centre Eleven	Sophie-Täuber-Strasse 4, 8050 Zurich	2.00
Cityport	Affolternstrasse 56, 8050 Zurich	2.05
Jungholz	Jungholzstrasse 19, 8050 Zurich	2.20
Max Bill Square	Armin-Bollinger-Weg, 8050 Zurich	2.30
Octavo	Brown Boveri-Strasse 2, 8050 Zurich	2.10