



**ITR e.V. guidelines for installation and removal
of guest series facilities at all DTM race areas
during the season 2013**

Contact for installation of all objects at DTM races are

**Walter Mertes (Approval)
Joachim Franz (Engineering-Management)**

The planned installation of guest series including all facilities (teams, hospitality etc.) at the whole DTM area has to be applied in written to ITR e.V. (Walter Mertes, An der Wachsfabrik 3, 50996 Köln) or (Joachim Franz, Löffelstraße 40, 70597 Stuttgart).

Application deadline is **3 weeks before** event begin at latest. (Event start is always setup day, i.e. Monday before the particular DTM race). The application deadline for non-permanent race tracks as Norisring is **5 weeks before** the start of rigging **at latest**.

The required space and exterior impression of the planned guest series must clearly emerge from the application (by photo, high-quality digitalized drawing). These details serve ITR e.V. as base for planning the various areas. Layout edits that differ from the application details and are not already approved by ITR e.V. possibly cannot be implemented. This specially relates to the required space.

Filing the application for a guest series as well as its facilities (drawings) respectively by starting the installation, the applicant acknowledges the present policy and enters correspondent liability.

All structures (trucks, service tents, technical, scrutenering, etc.) are to be considered in the application. They have to be titled in particular, with exact dimensioning. Each Racing Team (as well as all racing services) can claim to only one specific space. This is ruled as following:

Teams with 1 race car	=	max width 09 m and 17,5 m depth.
Teams with 2 race cars	=	max width 11 m and 17,5 m depth.
Teams with 3 race cars	=	max width 13 m and 17,5 m depth.
Race-supplier of guest series	=	max width 13 m and 17,5 m depth.

Installations have to be planned by all teams vertical (non permanent series as well). Horizontal installations are not allowed. The carrier of the particular guest series is responsible that installation will be implemented as required. Claims to ITR e.V. for availability of more space then officially confirmed (or contracted) are not possible.

For space that is applied or used beyond the regulary entitled free contingent (based on ITR e.V. supplementary provisions or contract) ITR e.V. charges the causer/team of the particular support serie 26,00 € + VAT per square meter.

The representative in charge of the guest series is free to demand a specific location that will be considered according to possibility. Anyway the guest series may only be installed at the space that has been allocated by ITR e.V.

One representative of the guest series, who is responsible for all decisions concerning the installations of guest series or facilities, has to be defined to ITR. e.V. (full contact details including mobile number). This representative has to be imperatively present in the paddock during the whole time of installation/removal.

Gateway and setup of mobile homes and motorhomes 2013

Due to the board decision will come into operation following regulation:

All mobile homes and motorhomes are allowed to place only at the allocated area (planning from ITR) outside the paddock area for the respective race weekend. All mobile homes and motorhomes parked in this area must have a designated sticker of ITR.

The transfer of this sticker to non-active or non-registered persons is prohibited.

The setup of tents (or similar) is strictly prohibited.

Parking of all additional vehicles (e.g. cars, trucks etc.) is prohibited.

The allocated area for mobile homes and motorhomes is reserved for persons only, who are active participants of DTM (e.g. DTM drivers, employees of teams, team assistants, journalists etc.).

Mobile homes and motorhomes of the DTM drivers will be placed at the allocated area with all other motorhomes from 2013.

Application

The applicant must send his application via Email to the person in charge of ITR (j.franz@dtm.com and jfdtm@aol.com) till 2 weeks prior the respective event.

The application must contain mandatory: Name of the person / profession at DTM / confirmation of the applicant / vehicle or caravan with license plate

After checking through ITR all applicants receive an acceptance or a rejection of the application via Email.

Gateway

The mobile homes and motorhomes of the DTM drivers have got the right to enter the allocated area and to set up from **Thursday 4 pm** prior the race event.

Entrance is allowed till Friday 9 am.

Entrance and setup of all other mobile homes and motorhomes of all other parties is allowed from **Thursday 5 pm** prior the race event.

Entrance is allowed till Friday 9 am.

Setup and dismantling

Setup of all guest series takes place from **Thursday approx. 3 pm** before DTM event starts. The person in charge of a particular guest series will be informed about the exact entry time at least 1 week before the respective DTM event. No earlier entry to the race track area is allowed. Exceptions have to be discussed and approved with/by the person in charge (ITR e.V. Joachim Franz) at least 2 weeks before the respective DTM event. The schedule of setup will be defined by ITR e.V.

Parked utility vehicles that are needed for installation and removal, must not block way of the paddock lanes (see paddock plan). Also all trailers, which will be parked without towing vehicle, must have compensation plates under their pillar. The dimensions of the compensation plates must be a minimum of 30x30cm.

Vehicles (mainly race trucks) which will be parked at such a designated area, have to have an ITR e.V. parking ticket (P - sticker). This sticker authorises to a one-time entry into the paddock area till **Friday 9 am (-1 hour)** at the respective DTM event. Late **arrival (after Friday, 9 am (-1 hour))** of vehicles means loss of the right to park within the paddock area.

The car pass (sticker) P is no pass through pass (see ticket guide 2013).

With the start of setup the whole **paddock speed limit of 10 km/h** except rescue vehicles in emergency case (ambulance, fire engine, police, RTW) **may not be exceeded**. Contravention may induce serious penalties up to exclusion of the event.

If a vehicle – regardless which kind of vehicle – will not respect the speed limit after its first warning, the parking and access passes will be withdrawn and locked for the rest of the season. If this vehicle is a two wheeler the drive on will be prohibited. If the driver will not accept the rules a penalty of 150 € will be declared or a ban on the entering area will be pronounced.

Final inspection will be performed by a representative of ITR e.V. (Joachim Franz). Based on the inspection, the investigated parameters must be signed by a guest series representative.

Vehicles (Racetrucks, Race Services, etc.) that necessarily have to be parked in the paddock, must appear optically perfect and totally clean.

Parked utility vehicles that are needed for installation and removal, must not block way of the paddock lanes (see paddock plan). Each vehicle (even passenger cars) parked on the DTM area must display the drivers company name, address and mobile number clearly visible and readable. Vehicles of which the driver cannot be contacted on request, will be **removed at the owner`s expense**.

Vehicles within the race track area

Every vehicle which has to carry a licence plate according to STVO and which moves within the race track area needs to be insured properly. Vehicles which are not insured are not allowed to move within the whole area.

Driving within paddock

The rules of road traffic regulations STVO apply also within the race areal from the beginning of each DTM event (**usually Friday 9 am**) on. Every driver of a motorised vehicle needs to have a valid driving licence and needs to carry it at all time. ITR advises every driver of a two-wheeler, motorcycle, quad or similar to wear a helmet.

For people 15 years or younger it is absolutely not allowed to ride any two-wheeler, no matter which size. A breach of these rules as well as speeding will be punished with a monetary fine. The fine has to be paid immediately after receipt of the bill, latest before the next DTM event. ITR e.V. preserves its right to exclude people from the event who do not accept these rules.

The use of "Segways" is prohibited by ITR e. V. within the complete race track venue. The disrespect of this rule causes a penalty of 500,00 € or an order to stay away from the race track for all following DTM races in the season 2013.

Catering

Installation of an own hospitality service for team guests is **strictly restricted !!**

Only small supply facilities for team members are permitted and must be integrated into the allocated space related to the ITR e.V. plan. After application for permit only the carrier of partner series themselves may establish **one hospitality** service. This must be integrated into their allocated space.

Related to the Hospitality Guidelines 2013 each supply facility carrier is responsible for the fulfilment of legal provisions (of public health department, trade office, etc.) in the catering area (kitchen, cooling, fresh water, sewage, buffet, etc.) See regulations for food hygiene.

If provisions are not fulfilled ITR e.V. can veto the catering service.

Cost for water and waste removal

Removal of water and waste (side costs) is regulated through costs-by-cause principle. Electricity is free of charge for the installation. The operator of a facility will be billed maximum the following flat rates for water (supply & removal) and waste per m² (the whole base counts)(not DTM paddock).

The waste removal costs within the energy-cost flat rate count for the waste removal occurring during the normal operating of the facility. The removal of waste/ recycling material occurring during the phase of installation or dismantling (plastic foils, carpets, oil, pallets, glas etc.), can be charged extra according to effort by the organiser or the race track. This applies to waste left behind as well. The invoicing party sends a copy of the invoice to ITR e.V. Mr. Joachim Franz. Either case the space assigned has to be left as it was handed over.

<u>Permanent race tracks</u>	<u>= 5,75 € per m²</u>
<u>Not permanent race tracks</u>	<u>= 7,45 € per m²</u>

Installation of own electricity generators reduce the cost of the energy-cost flat rate by 1,10 € per m². All amounts are without VAT. It counts German VAT (for races abroad the local VAT). If the operator has no own electricity generator, normally the necessary access will come directly from the transformer station on cost of the operator.

Electricity needed for installation and removal form the permanent or not permanent network stays without costs.

This counts for Monday morning 9 am till Friday **morning 9 am** before the respective DTM event. Also it counts for Sunday (removal) 6.30 pm till Wednesday **6.30 pm**.

Unauthorised usage of the electricity network of the race track, especially the ones of the pits, **is forbidden** for the operating of a facility! An respective application has to be placed to ITR e.V. and will only be allowed if the is no risk of overloading the network. For electricity and water from the pits the normal tariff rate (see above) applies.

Regulation during all DTM races

Every team of all partner series is obliged **to keep their service tents open for the spectators during the official event time (see timetable)**. Closing of tents during this time requires the official permission of ITR e.V.

Removal

All guest series may not start removal **until the finish of the DTM race and the related podium ceremony**.

In case that a support serie race starts after the DTM race, the removal will be delayed by agreement with ITR e.V. (Joachim Franz) until the finish of the guest series race.

In case a team is caught by an inspector whilst removing the service tent during the DTM race, the causer **will be imposed by penalty of € 1.000,00**. This penalty has to be settled until the next DTM race. The inspector will report the contravention by photograph and protocol.

All damage that has been caused during insallation and removal by guest series (pavement or ground, holes of driven in tent pins or of the fixation material, cables, electric environment etc.) will be fully charged to the causer/team by the circuit carrier.

Advertising and promotion of guest series and support serie sponsors

The ITR e.V. has no series rights assigned to guest series teams. In so far promotion (on-site sampling, etc.) and further / additional advertising placements are not allowed – besides advertisings on teamtrucks, racecars and service tents.

In general the following regulations are valid

1. Promotion people and items may be integrated at the particular team areas (mapped by ITR e.V.) – in no case in front or outside of these areas or tents.
2. Additional advertising out of team areas is **not permitted**
3. In general, sampling actions as well as the distribution of team promotion material out of team areas is **not permitted** at the whole circuit premises.
4. Promotion people may only move at the whole circuit unbranded (for example neutral clothing, no visible promotion).

Within the guest series own hospitality zones, the presence of sponsors and sponsoring actions of course may be undertaken.

Sale of Merchandising

The sale of merchandising products can only take place by using a selling booth which must be integrated within the origin hospitality construction. Separated selling stations in the paddock (e. g. small truck or stand) are not allowed. These stations can be positioned within the area of co-operation partners after providing an appropriate request and after the approval of ITR Cologne (Walter Mertes). Normally this partner area is located beside the DTM-Brand World. The positioning requires a separate agreement with ITR Cologne (Walter Mertes).

Deviations to the above mentioned rules could involve sanctions like entering interdiction, penalty or even exclusion of the particular race. We ask you to observe this regulation, so there will be no sanctions

Pass/Tickets

From Friday, app. 9 am till the official finish of the DTM event on Sunday, all guest series staff must wear a valid permanent staff ticket of ITR e.V. or the particular guest series, depending on the agreement. We are careful to point out, that ITR representatives will perform intensive ticket checks this season. At request, the ticket has to be shown to the representative.

All tickets have to be collected by the person in charge of the guest series.

Tickets for personnel of a guest series:

A team with one race car receives **max. 10 tickets for all personnel (incl. Driver).**

A team with two race cars receives **max. 15 tickets for all personnel (incl. Driver).**

The different ticket category allocation will be sent (per email) to ITR (Joe Franz) by the person in charge of the guest series latest 4 weeks prior to the start of setup of the DTM event.

Parking and Entrance Tickets of an guest series organization

ITR e.V. will supply each guest series organization with a certain contingent of parking and access tickets.

Listing

5 x W / 3 x C / 2 x V / 1 x ST (leading car, only in case it will be used)

Please look up the validation of these tickets within the ticket guide 2013.

Park- and Entrance Tickets of (race) teams

ITR e.V. will supply each guest series team with a certain contingent of parking tickets.

Listing/Example fro one team with 2 racecars)

team	=	1 x W
team	=	1 x C
driver 1	=	1 x W
driver 2	=	1 x W

Please check the validation of these tickets within the ticket guide 2013.

Team members will be provided with tickets by the person in charge from the guest series.

Racing services will be provided with park-, entrance and personnel tickets by the responsible guest series representative.

Parking of any camping vans (caravans, camping motorhome, camping trailers etc.) in the paddock area is **strictly prohibited!!** The exception is a special area for DTM race drivers.

Vehicles of this typ located at the paddock without particular valid ticket or out of permitted delivery times, will be towed at the owner´s expense. (see ticket guide 2013). In addition the relevant ticket will be cashed and the relevant barcode locked.

Once again we woud like to point out that relevant controls will be effected!

ITR e.V. has all rights reserved for guideline modification during the season 2013 if necessary.