



## Info Sheet for Student Groups

### Date and Time

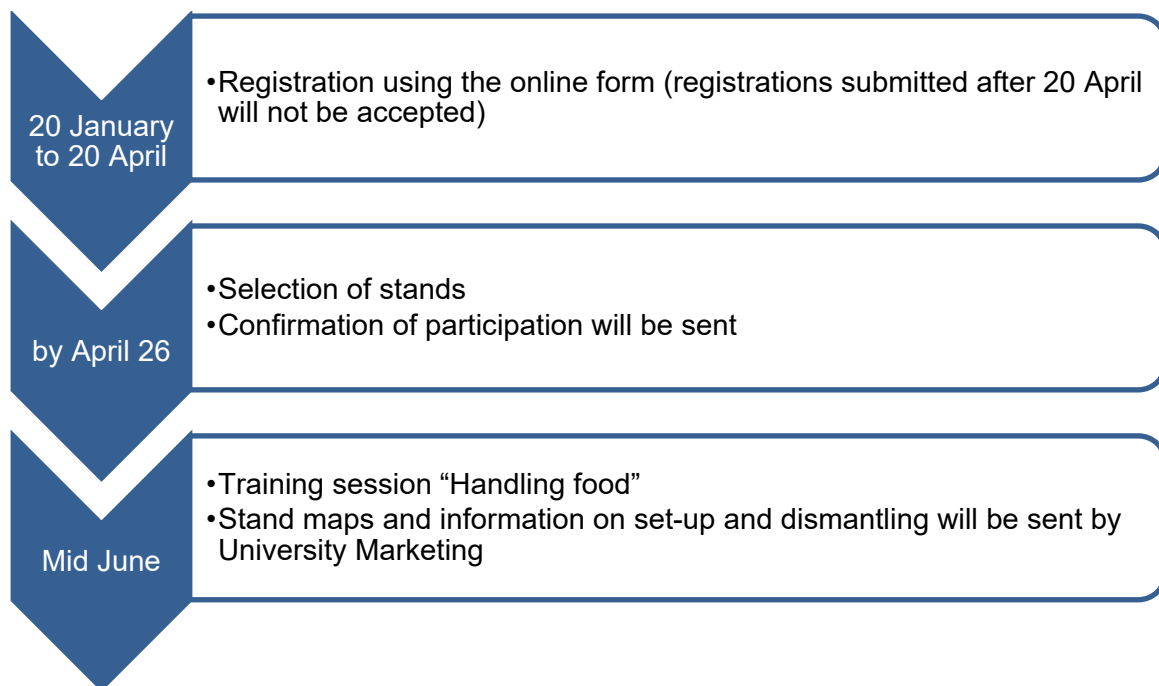
Fri, 4 July 2025, 12 noon – 12 midnight - **Dies academicus**

Sat, 5 July 2025, 12 noon - 5:30 p.m. – **Open Day**

### Conditions for participation

- All program items must be offered for the entire duration of the program
- Only Hohenheim students or institutions
- Only one stand per student group

### Timeline



### Your contacts

#### Eva Contzen

Event Manager

[hochschulmarketing@uni-hohenheim.de](mailto:hochschulmarketing@uni-hohenheim.de)

#### Elvira Schuster

Director, Marketing & Events

## Important information for all stand operators

### 1) Food and beverages

All stand operators offering food and beverages **must attend an obligatory hygiene training session** in mid-June. The names of those responsible will be forwarded to the Office of Public Order. The date will be announced in advance.

#### **Food**

- We ask for a **detailed description** of the food you will offer so we can make sure the food is as varied as possible.
- To showcase the university's diversity, international dishes should be offered by students. Additionally, up to four food trucks will be located in the food area. All student stands are requested to use the provided rental dishware (deposit system). To minimize competition with other offerings, a detailed description of the dishes is important.
- Please also plan an offering for Saturday (Open House Day, with a broad audience, including families).
- Gas must **NOT** be used. You may sell food if you fulfill the requirements for fire protection, general safety, and food safety regulations. For specific questions about these topics, please contact the Occupational Safety Expert ([j.hosseinzadeh@uni-hohenheim.de](mailto:j.hosseinzadeh@uni-hohenheim.de)) before registering.

The Stuttgart Food Control Office provides information on what regulations apply to certain foods (Tel. +49 711 216-88590/-591).

#### **Beverages**

- Only AStA may sell beer. Beer sales are **NOT** allowed at other stands (no foreign beer, either).
- Any group that wishes to offer alcoholic beverages must first submit an **application for the approval of a temporary restaurant**. An amount of **€ 35 is to be paid to the Office of Public Order** for each permit. To do so, please fill out the form in the registration process and upload it directly. The Marketing Unit will then send them to the Office of Public Order. The fee is paid by the stand operators **directly to the Office of Public Order**.
- Handing out glasses and glass bottles is **prohibited**. Small bottles (e.g., Feigling) may also not be sold. The security guards have the right to stop these sales and collect the beverages.
- We ask for a detailed description of the beverages you will sell so we can ensure the offer is as varied as possible. It makes sense to offer different/additional drinks (non-alcoholic) on Saturday.

#### **Food hygiene, additives, allergen labelling**

- The foodstuff inspectors would, among other things, like to point out that price lists must be visibly posted at the stand.
- Additives and allergenic substances must be labelled and clearly displayed at the stall to inform visitors about potential risks and ensure the safety of individuals with allergies or intolerances. (Legal requirement)
- A separate hygiene training session will take place, and participation is mandatory. The hygiene training will be conducted by the City of Stuttgart, Office of Public Order – Food Monitoring

Department. A list of participants will be provided to the city, which will use it to conduct inspections on the day of the event. If participation is not possible, Section 6 will apply. A **separate hygiene training session** for all international students will be held in **English**.

### **Sales hours**

- Friday, 4 July 2025, 12:00 noon - 11:30 p.m.
- Saturday, 5 July 2025, 12:00 noon - 5:30 p.m.

**On Friday 4 July 2025, nothing may be sold after 11:30 p.m. The event ends at midnight and the stands must be cleaned up and the palace courtyard must be cleared by 1 a.m.**

## 2) Dishes | Deposit | Waste disposal

### **Dishes**

University Marketing will provide **reusable cups (deposit system)** for all stands. 0.4l cocktail cups and 0.5l beer cups will be used. You **MAY NOT USE YOUR OWN** reusable cups for cocktails. Please **refrain from using disposable dishes** (plastic plates, plastic cutlery, plastic cups, aluminum foil). Reusable tableware such as cups, plates, cutlery, etc., can be ordered using the form. Please specify the desired quantity and contact the Marketing Unit separately. There will be **NO** dishwashing station this year. The water connections via the light shafts in the castle courtyard are for fresh water extraction only. Any dishwashing is **strictly prohibited** there. Violations of this rule must be avoided, as explained in the final section.

### **Deposit (Pfand)**

All student stands with drinks/food must "borrow" reusable cups (as well as plates, mugs, and cutlery) for a **deposit of €2 per item**. The required number of cups will be requested in advance and made available to you in the ordered quantity. The marketing unit reserves the right to adjust the ordered quantity.

The ordered cups can be collected in smaller quantities (minimum of 50 pieces). The deposit will be held by marketing unit and refunded upon return. For this, the used cups must be emptied and pre-sorted into stacks of 25 to ensure smooth inspection and reimbursement. The rented cups do **NOT** need to be washed. The return of deposits must be completed on **Sat, 5 July at 6:30 p.m.**

### **Waste disposal**

- Each group is responsible for its own stand space and the green space around it.
- The groups should make sure that as **little waste is produced as possible**, for example by avoiding packaging waste.
- The groups should close the waste bags as tightly as possible during the event and store them in their own stand space. In the evening, the garbage bags must be independently taken to the waste collection point and disposed of, following the instructions of the facility manager or the organization team.

### 3) Stand packages

To make it easier for you to meet the hygiene requirements and to provide you with a little extra service, we have come up with 2 booth packages that include the following items:

**1. Package (Basic) without food/drinks (no turnover)      Price: € 0**

- Pavilion (3x3m)
- 2 beer table sets (2 tables / 4 benches)
- Power
- Power connections
- Stand guard overnight

**2. Package (Premium) for food/drinks (turnover)      Price: € 100**

- Pavilion (3x3m)
- 3 beer table sets (2 tables / 6 benches)
- Testing of electrical appliances
- Solid ground (courtyard or lawn) (hygiene requirements)
- Washbasin (mulled wine kettle with bucket) (hygiene requirements)
- Reusable tableware / cups (deposit)
- Power
- Power connections
- Stand guard overnight
- 

### 4) Individual stand equipment

Groups are responsible for organizing their own furniture (tables, chairs), refrigerators, cooking equipment and other electrical appliances. The University **will not provide any** equipment.

#### **Electricity**

- When using electrical equipment, the "**Electrical Equipment**" form must be **completed and uploaded directly in the registration process**. The electrical devices mentioned in this form will be used during the event and require inspection.
- Electrical equipment should be marked with the **VDE label**. Broken equipment could lead to the shutdown of the entire electrical supply.
- A qualified electrician must test the electrical devices used. To make the implementation easier for you, there is an appointment organized by us with an external company (Thurs, 3 July 10 a.m. - 2 p.m. in the Palace) for the small electrical appliances (waffle iron, stove top, blender, coffee machine etc. and cable drums, power strips). Large electrical appliances such as refrigerators can be tested at the stand (Fri, 4 July 2025 between 9-11 a.m.). The devices to be tested must be handed in **by Wednesday 2 July 2025**. Devices that have not been tested are **NOT** permitted at the stands! The main persons responsible for the respective stand **must** be present at the stand on **Friday from 12:00 noon** for the checks by the Occupational Health and Safety Department

and the food inspection department of the Office of Public Order! A violation of the regulation must be avoided, otherwise Section 6 applies.

- The electrician's instructions must absolutely be followed, especially if it rains. In this case, make sure that the power connectors are not in a rain puddle.
- Cable reels must be designed for outdoor use. Always **unwind** the cable drum **completely** and untangle an extension cord completely before connecting electrical equipment. **IMPORTANT: Please use only 1 cable reel per power connection and connect a maximum of 2 large electrical appliances here** (waffle iron, electric stove, refrigerator, overheating protection)
- It makes sense to order 2 power connections if you have several electrical devices so that no fuse blows out. There are no additional costs.

### **Water**

- We provide "running water" in the form of mulled wine kettles for every stand with food/beverages. Liquid soap and disposable towels must be provided by the students.
- There are 2 water connections in the east and west of the Palace courtyard for refilling containers. Dirty water may only be dumped into the drain gutters in the sidewalks, NOT on the lawn. The water connections are only used to **withdrawal fresh water** and are not to be used as flushing points. Violation of the regulation must be avoided, as explained in the last section

### **Music**

- When registering, you must indicate whether music will be played at the stand. Here we ask you to describe the offer in detail: is the music/DJ also intended for visitors or just run for the stand staff as background music. How big are the speakers? Do you have a DJ? This is very important because of course we will try not to place 2 stands that will play music right next to each other. The placement and distribution of the music will be similar to last year.
- There must be **NO** music during the keg tapping (Fri, 4 July 2025 approx. 4 p.m.)
- You must comply with the regulations in Baden-Württemberg's noise protection and recreational noise directive (70 dB(A) until midnight). Before the event you must legally confirm that you will comply with these. If the project management, a member of the project team, or the security service ask you to turn down the volume or stop the music, you must follow their instructions.

### **Other information**

- The groups must ensure there is sufficient light for the evening hours.
- Open fire is not allowed.
- No oil or food containing oil should be dumped on the lawn.

### **Stage**

The stage will be used for the music program on Friday: band @blue and DJ. The stage is optionally available on Saturday for an open programme of student groups. Short contributions or cabaret (e.g. dance, poetry slam, magicians, etc.) are welcome. Separate registration is required. The planned programme items must be communicated in advance to Marketing Unit, which will coordinate the timetable and schedule.

Artistic freedom is expressly desired, as long as it is in accordance with the University of Hohenheim's house rules and the applicable legal regulations.

## 5) Stand fee and deposit

### **Stand fee:**

1. Stand Package (Basic): € 0
2. Stand Package (Premium): € 100

In order to give you the same standard as last year, we will again charge a stand fee for food/drinks providers of € 100 this year. For this we will provide you transparently what you get in the packages (see above). We will only use this to cover some of the additional costs. The price also applies to stands with their own wagon/pavilion, as parts of the package are also used. Stands that are not selling food/beverage do not pay a stand fee. We thank you for your continued support and great commitment.

### **Deposit (Pfand):**

To ensure that as many cups/dishes as possible are returned, a **deposit of €2 per cup/dish** will be charged. The deposit amounts at a glance:

- 50 cups = 100 €
- 100 cups = 200 €
- 250 cups = 500 €
- 500 cups = 1,000 €

The cups/ tableware can be collected in smaller quantities of 50 or more. Used, emptied and stacked cups can be exchanged for clean cups at the Marketing Unit.

The return process is made easier for visitors: cups/dishes (**including €2 deposit and chip**) can be returned **at any food and drink stand** (except food trucks).

At the end of the event, the dirty cups must be emptied, stacked (**25 cups per stack**) and returned to the Marketing Unit in the boxes provided to enable the deposit to be refunded.

## 6) Disclaimer & Measures in case of violations

The University of Hohenheim accepts no liability for the stands set up, damage to the stands, theft, vandalism by third parties, or any kind of personal injury.

The responsibility for the stands and their contents lies solely with the stand operators. Each stand operator is responsible for closing and securing the stand properly after the event (e.g. in the night from Friday to Saturday) to prevent theft.

Violations of the rules and conditions during the event will have immediate consequences. These may include immediate exclusion from participation. The event management reserves the right to hold stand operators or those responsible for them accountable and to close the stand concerned if necessary.

Any offences detected may also result in further measures, such as

- A written warning.
- Refusal to refund stand fees or deposits.
- The obligation to pay for any damage caused or additional cleaning costs.

Repeated or serious offences may result in a ban of at least one year from participating in future events. The event management asks for your understanding that these measures are necessary to ensure the smooth running of the event.

X

---

Date

X

---

Responsible person for stand