

Registration Form – Guided Tours for pupils and students

Please return the completed registration form, preferably 3 weeks prior to your visit, by email: info@design-museum.de or by fax +49.7621.702.3590. If you have any further questions, please contact us at T +49.7621.702.3510

We would like to book the following options:

Museum

- Museum admission without guided tour
- Guided tour of current exhibition incl. museum admission

Vitra Schaudepot

- Schaudepot admission without guided tour
- Guided tour of current exhibition incl. Schaudepot admission

Vitra Campus

- Vitra Campus Architecture Tour (2 hours)
- Short Architecture Tour (1 hour)
- Garden and Architecture
- Tadao Ando: Conference Pavilion
- Japanese Architecture
- Production
- Walk »24 Stops« Rehberger-Weg

Architecture Tour + Museum/Schaudepot admission

- Vitra Campus Architecture Tour (2h) **and** admission museum **or** Schaudepot)

Have you visited the Campus before?

- yes no

Are disabled people joining the group?

- yes, number: no

Date Time

Language

Number of participants, age or school level

Name of institution

Last name / First name (contact person)

Street Country, Postal Code, City

Telephone E-Mail

Contact person during visit

Mobile contact number during visit

Comments

Date / Signature

Thank you for your registration. If you have any questions, please contact us by phone at +49.7621.702.3510

General information

Registration

Please return the completed registration form at least three weeks prior to the desired date of your guided tour via e-mail (info@design-museum.de) or fax (+49.7621.702.3590). This will help us to guarantee your guided tour on the preferred date.

Payment

Payment in cash or by credit card; invoices are issued for amounts upwards of € 300.00.

Opening hours

All publicly accessible buildings on the Vitra Campus are open daily from 10 am to 6 pm.

Arrival

We request your arrival at the meeting point 15 minutes before the tour is scheduled to begin. The parking lot has designated parking spaces for both coaches and vehicles with a disabled parking permit. Please follow the signs and use these reserved parking spaces. If you are travelling by coach, it is recommended that you leave your luggage there, since only a limited number of storage lockers are available on the Campus. While the members of your group wait for the guide in front of the Museum or in front of the Schaudepot, you can pay the tour fee at the reception desk in the Gehry building.

Delays

If you are delayed for any reason, please contact us immediately by telephone (+49.7621.702.3510). Due to our tour schedule, guides can wait no longer than 30 minutes for your group if you fail to inform us about your delay in advance. Please understand that we reserve the right to charge for the costs incurred by our personnel in the case of a delay, amounting to € 60.00 per group. If a group does not appear or if a delay results in the cancellation of a booked tour, the full fee will be charged.

Meeting point for architecture tours of the Campus

Please note the meeting point stated in the confirmation. Since our architecture tours take place mostly outdoors, we advise you to wear suitable clothing for the respective weather conditions.

Visiting the VitraHaus by Herzog & de Meuron

Please inform us if you are planning a self-dependent tour of the VitraHaus. We will provide this information to our colleagues, which will enable them to prepare for your group and to greet you at the Welcome Area upon your arrival.

Lunch on the Campus

We accept reservations at the VitraHaus Café for groups of up to 20 people. For groups of more than 10 people, we are not able to offer à la carte ordering; for such groups the daily special is available at a price of € 25.90 per person.

The Depot Deli serves a variety of internationally inspired delicacies as well as take-away. Again, we accept reservations for groups of up to 20 people.

On weekdays visitors can also purchase a meal in our canteen after 1 pm.

Please make reservations together with your tour booking.

The Vitra Campus does not offer facilities for groups providing their own lunch or for the consumption of lunch packages ordered on-site.

Cancellations

If you cancel your scheduled guided tour one week or more in advance, no fee will be charged. If a cancellation is made 48 hours before the scheduled date, 50% of the total amount will be charged (guided tour + admission). For cancellations within the 48 hour limit, you will be required to pay the total confirmed amount.

Self-guided tours

Please note that only guides affiliated with the Vitra Design Museum are authorized to conduct tours through the Vitra Design Museum and the Vitra Schaudepot. You are welcome to use the Vitra Campus Gallery in front of the Museum for the purpose of gathering your group and preparing for your visit. Safety and security issues are the reason for this guideline.

Public and private areas on the Vitra Campus

The Vitra Campus comprises a public and a private area. In the public space, you will find the Vitra Design Museum, the Vitra Schaudepot, the VitraHaus and the Vitra Slide Tower on the Álvaro-Siza-Promenade. The private area, where the production facilities are located, can only be accessed as part of an architecture tour. Please note that only guides of the Vitra Design Museum are allowed to conduct guided tours through the exhibition and on the Vitra Campus. Unaccompanied external persons are not allowed to enter either the private area of the Vitra Campus or the production facilities.

Safety Instructions

With your signature on the registration form, you acknowledge the attached Vitra Campus safety instructions.

Thank you for your cooperation!

If you would like to receive information about current and future events at the Vitra Design Museum, please go to our website and register for our newsletter with your name and e-mail address: www.design-museum.de/newsletter_en