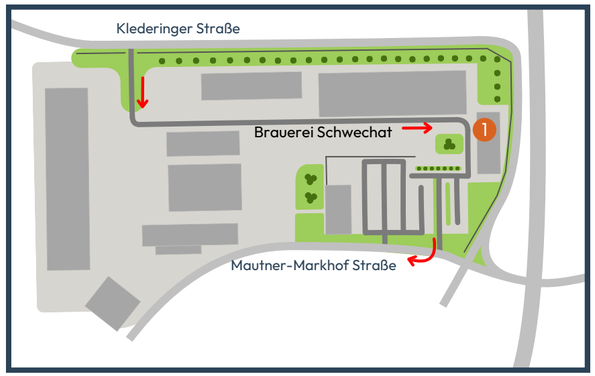Festkanzlei