

# **BUILDING REGULATIONS, FIRE SAFETY AND OCCUPATIONAL HEALTH AND SAFETY RULES**

## **1. General provisions**

1. The regulations constitute an integral part of the Regulations for Trade Fairs organized by Ptak Warsaw Expo sp. z o.o. with its registered office in Nadarzyn (hereinafter referred to as the "Trade Fair Participation Regulations").

2. These Building Regulations apply to all external companies performing construction work during the installation and dismantling of equipment, as well as during the Trade Fair itself.

## **2. Principles of booth construction**

1. The exhibitor who has ordered exhibition space without construction is obliged to send to the Trade Fair Organizer (hereinafter also referred to as the "Organizer") the following information about the company responsible for construction at least 21 days before the start of the Trade Fair: name, address, tax identification number, certificate number allowing for the construction work to be carried out on the Organizer's premises, name and surname, and mobile phone number of the person responsible for the construction.

2. The exhibitor or the construction company authorized by them is obliged to present the booth construction design for approval by the Organizer at least 21 days before the start of the Trade Fair. The design should present the booth construction with the height of individual elements, the spatial orientation of the booth in relation to neighboring booths, the location of the distribution board, the location of the water connection (if ordered), and include a description and specification of the materials used along with copies of certificates attesting to compliance with Polish fire safety regulations. Booth designs with one or more walls adjacent to the communication route require separate approval from the Organizer for the construction of this type of booth.

3. The design should comply with building law, fire protection regulations, and relevant regulations and standards applicable in Poland.

4. Both the exhibitor and the construction company are obliged to take into account the technical parameters of the exhibition halls and outdoor areas designated for exhibition purposes: hall height, floor load capacity, entrance dimensions, external surface, and technical channels layout in the hall.

5. The exhibitor is obliged to report to the Organizer's Office the intention to exhibit heavy or large exhibits at least 21 days before the start of the Trade Fair. The Organizer reserves the right to refuse to place heavy or large exhibits on the booth in the event of technical difficulties or the exhibit exceeding the permissible pressure per square meter of the floor.

### **3. Rules for certifying companies performing work related to booth construction**

1. The purpose of issuing Certificates is to enable the Contractor to perform work related to the construction of a trade fair booth.

2. In order for the Contractor to receive the Certificate, they must provide the Organizer with the Application Form for Construction, including the attached design of the construction to be carried out, liability insurance policy, and confirmation of payment based on the invoice issued by the Organizer, 21 days before the start of the Fair.

3. The fee for issuing the certificate is 25 PLN per square meter of construction area.

4. The Contractor and the Exhibitor will receive the Certificate in electronic form to the email address provided in the Application Form.

5. The Contractor may not lend, copy or distribute the Certificate.

6. The Certificate is issued for the exclusive use of the Contractor.

7. The Contractor agrees to receive an invoice without a signature and in electronic form at the email address provided by themselves.

8. If the certification is refused, the requesting company will receive a written justification for the refusal.

9. The Certificate is issued separately for each trade fair event.

### **4. Organization and technical conditions for construction**

1. The Exhibitor or the construction contractor, within 21 days before the start of the installation work, is obliged to send to the Organizer's Office a list of employees authorized to enter the exhibition grounds.

2. Starting the installation work in the hall or on the external exhibition area is allowed only after the formal takeover of the stand area for construction

and signing a statement of responsibility for the construction in accordance with applicable regulations.

3. Persons carrying out the construction are obliged to have appropriate identification visible on them at all times during the construction, which entitles them to stay on the fairgrounds. Notification of readiness for the construction assembly, receipt of identification badges, and signing of appropriate documents take place at the registration located at the main entrance to the hall.

4. The dates of all installation and finishing work on the stand will be provided to the certified construction company 21 days before the start of the Fair.

5. Welding work, the use of guns for driving pins, and spray painting are prohibited in the exhibition hall. Installation work should only take place on the designated area of the stand. During painting, all communication routes within the stand must be protected with foil. Grinding machines must be connected to vacuum cleaners. Carrying out forbidden works mentioned above, blocking passages, performing installation work outside the designated area of the stand, or failing to comply with the above guidelines and current instructions of the Organizer will result in the construction company being charged for the costs associated with returning the stand to its original state.

6. Cleaning and washing of tools is only allowed in the location specified by the Organizer. In the event of a violation of point 3.6 of the regulations, the Organizer may not allow the stand to be used. Additionally, the Organizer is authorized to impose a fine of PLN 1000.

7. Walls of the stand and other structural elements with a height exceeding 2.5 meters facing neighboring stands must be aesthetically finished uniformly with a white plate. Different provisions require the Organizer's consent. In the event of a violation of point 3.7 of the regulations, the Organizer may not allow the stand to be used. Additionally, the Organizer is authorized to impose a fine of PLN 5000.

8. If the ordered area is not fully used for construction, the Exhibitor is responsible for the aesthetic arrangement of the space adjacent to the communication routes and neighboring stands.

9. The constructed booth should allow for easy access to technical equipment (electrical switchboards, water valves, etc.) and fire protection system elements. In the event of a violation of point 3.9 of the regulations, the Organizer may not allow the stand to be used.

10. It is possible to suspend construction elements only with the written consent of the Organizer. Therefore, permission to suspend is granted after sending a detailed technical project (with precise construction and load) to the trade fair office. The project should be sent no later than 21 days before the start of the Fair. Suspension is only possible in the space located directly above the ordered exhibition area, taking into account the technical possibilities of the hall. The decision regarding permission or refusal to suspend is final.

11. There is a total ban on screwing, nailing, sticking, and attaching any construction, advertising, and display elements of the Event to the construction and structure of BCTW (ceilings, walls, handrails, balustrades, glass, roof structures, etc.), as well as using fastening elements (carpet tapes, etc.) leaving permanent traces on the infrastructure. Performing prohibited actions listed above, in particular, using carpet tapes that leave traces on the floor will result in the company responsible for constructing the booth being charged with costs associated with restoring it to its original state.

12. During construction, as well as after the assembly and disassembly, the stand construction contractor is obliged to remove all material waste and packaging. In the event of a violation of point 3.12 of the regulations, the Organizer is authorized to impose a cleaning fee of PLN 3000 for each identified and documented case.

13. Mechanical vehicles or devices with combustion engines may only be exhibited in the hall with the engine off. All fuel tanks must be securely closed and protected from unauthorized opening.

14. Any mounting, anchoring, drilling, and other installation works directly on the floor of the exhibition hall are prohibited. All the above-mentioned works require the use of appropriate underlays or an additional floor of the stand, after prior agreement with the Organizer.

15. The Organizer may suspend the construction of the stand or order the removal of elements at the expense of the Exhibitor or the contractor of the construction in the event that:

- The construction is carried out not in accordance with the project submitted and accepted by the Organizer's Office,
- The construction is carried out not in accordance with the assigned location specified in the Confirmation of Participation in the Fair,
- Technical installations have been made contrary to the order forms or without the consent of the Organizer's technical services,
- There is a concern about exceeding the permissible static or durability loads and power consumption,
- The elements of the construction are prepared outside the designated stand of the Exhibitor, or the elements of the construction impede access to other stands, block communication routes and fire exits.

#### **4. Elements and height of stand construction.**

1. All construction elements must meet the requirements of fire safety regulations. The materials and linings used should have a certificate of fire resistance, which must be shown at the request of the Organizer.

2. All devices used by the Organizer, subcontractors, or Exhibitors must have current technical tests (certificates, measurements, inspections, etc.) in accordance with the applicable regulations in Poland.

3. The standard height of the construction, measured from the floor, is 2.5 m. Non-standard constructions with a height exceeding 2.5 m must be reported to the Organizer 21 days before the start of the Fair.

4. In the case of multi-level construction, it is necessary to have complete technical documentation approved by persons authorized to design building structures.

#### **5. Outdoor exhibition**

1. Any earthworks on the outdoor exhibition area (drilling holes, driving in piles or flagpoles, building foundations or anchoring) are prohibited without the written consent of the Organizer.

2. Exhibits and all devices in the outdoor area should be placed at least 0.5 m away from the communication route.

3. Building structures and exhibits exposed to atmospheric discharges must be grounded.

#### **6. Advertising elements and constructions.**

1. Placing advertising structures outside of the booth area at the fairgrounds is only possible with the Organizer's approval.

2. The use of balloons for advertising purposes requires the Organizer's permission.

3. Hanging and sticking banners, advertisements, and decorations on hall structures (beams, ceilings, walls, doors), as well as other infrastructure elements, is prohibited.

4. All forms of advertising used by Exhibitors must not pose a threat to public safety and order and must not cause any disturbances.

## **7. Technical conditions for the execution of electrical installations**

1. The electrical network (excluding connections for stands located near the hall walls and under the mezzanine) runs exclusively in technical channels in the halls, and its layout must be taken into account when designing a stand.

2. Unauthorized connection of electrical installations to the network is not permitted.

3. Any changes to the electrical installation are prohibited without prior agreement with the Organizer's technical services.

4. An Exhibitor with their own construction is obligated to check the differential circuit breakers at their stand and provide a protocol from the aforementioned inspection upon request from the organizer.

5. For safety reasons, Exhibitors and construction contractors are required to turn off the power before leaving the stand.

6. During the assembly and disassembly of stands, the Organizer provides technical lighting for the exhibition halls. During the exhibition, this lighting is turned off, but the Organizer may turn it on in justified cases.

7. In case of any irregularities or disturbances in the operation of the electrical installation, the Organizer must be notified immediately.

## **8. Technical conditions for the execution of water installations**

1. Water and sewage connections are made according to the order and at the expense of the Exhibitor solely by the technical services of the Organizer.

2. The water and sewage installation runs exclusively in technical channels in the halls, and its layout must be taken into account when designing a stand.

3. For safety reasons, the Exhibitor is obliged to close the water valves each time before leaving the stand.

## **9. Fire safety regulations**

1. All construction elements must meet the fire safety requirements included in the Technical and Fire Safety Regulations, the Fire Safety Instruction, and relevant legal regulations. The used materials and coverings should be non-flammable. In the absence of appropriate certificates, attestations, or certificates, the Exhibitor is obliged to submit a relevant declaration to the Organizer.

2. On the exhibition grounds, the principle of not blocking roads, communication paths, and exits must be strictly observed. Evacuation. Parking vehicles and storing materials and exhibits on them is prohibited.

3. The arrangement of the booth must ensure free and constant access to communication corridors, evacuation exits, electric control panels and power switches, fire walls, hydrants, and fire-fighting equipment.

4. The following activities are prohibited on the Fairgrounds:

- Using open flames in exhibition halls and outdoor booths,
- Smoking tobacco in exhibition halls (including communication corridors) and pavilions in the outdoor area,
- Using flammable gases, Using balloons filled with flammable gas in halls and on the outdoor area,
- Using flammable materials to cover lighting points,
- Storing combustible materials, pyrotechnic materials, and dangerous chemicals at booths and backstage areas,
- Storing flammable materials and objects less than 0.5m away from heating devices and power lines,
- Performing repairs and modifications to electrical installations on your own, and using damaged installations of all types,
- Leaving electrical equipment on unattended,
- Leaving machines and technical equipment uncleaned from dust, dirt, smudges, grease, oil, and other waste after work or presentation,

- Leaving greasy, oily rags and cleaning agents unprotected in tightly closed containers made of non-combustible materials,
- Storing substances in immediate vicinity whose mutual interaction may cause spontaneous combustion or explosion,
- Using floor coverings made of flammable materials in booths, communication corridors, and evacuation routes,
- Using portable fire-fighting equipment for purposes other than search and rescue operations.

5. Fair participants are obliged to refrain from any activities that may reduce the degree of fire safety.

6. Malfunctions and irregularities related to fire protection in exhibition halls and outdoor areas should be reported to the Organizer's Office immediately after being discovered.

7. In the event of a fire on the exhibition grounds, the nearest persons and Fire Department (tel. 998), Command Center (tel. 112), or Police (tel. 997) should be immediately notified. In the meantime, efforts should be made to extinguish the fire using appropriate firefighting equipment. The purpose of portable firefighting equipment should be subordinated to the rescue and firefighting action coordinator of the Organizer's representative until the Fire Brigade arrives.

## **10. Occupational safety regulations**

1. The construction and installation of stands, exhibits, advertising media, and all installations should be carried out in such a way as not to pose a threat to public safety and order, in particular to the life and health of persons staying on exhibition grounds.

2. The exhibitor or the company carrying out the construction on its behalf is fully responsible for the safety of its employees and is liable for any accidents resulting from the lack of supervision or neglect of occupational safety requirements and standards during the installation and dismantling of stands.

3. Employees constructing stand structures are obliged to wear safe work footwear throughout the installation and dismantling period and to have a first aid kit at the stand. In the event of a violation of point 10.3 of the Organizer's regulations, a penalty of PLN 1000 may be imposed.



4. When presenting machines and equipment that are exhibits, the area should be properly secured for this purpose.

5. General regulations applicable in Poland for safety and hygiene matters not included in these regulations apply, and compliance with them is the obligation of all persons staying on exhibition grounds.

## **11. Final provisions**

1. After the fair and dismantling of the stand, the exhibitor or the construction contractor is obliged to tidy up the exhibition area, including completely removing the elements of the construction, flooring, remnants of adhesive tapes, paint traces, etc. In the event of a violation of point 11.1 of the Organizer's regulations, a penalty of PLN 1000 may be imposed, and the exhibitor or contractor may be charged with the costs associated with restoring the original state.

2. The stand handover after the fair and dismantling occurs after signing the appropriate protocol in the presence of the Organizer's representative. In the event of a violation of point 11.2 of the Organizer's regulations, a penalty of PLN 10,000 may be imposed.

3. Hazardous waste to health and the environment (e.g., oils, acids, varnishes, etc.) should only be thrown into containers or containers designated for this purpose, and they should not be discharged into the sewage system. These wastes are subject to disposal at the user's cost, after prior commissioning to the Organizer.

4. These regulations constitute an integral part of the Fair Regulations and Ptak Warsaw Expo Facility Regulations.

5. Exhibitors, construction contractors, forwarders, trade fair visitors, and all persons staying on the Exhibition Grounds during the Fair and during the installation and dismantling work are also subject to Ptak Warsaw Expo's internal regulations.

6. The use of open flames in exhibition halls and on outdoor stands, smoking in exhibition halls (including in communication corridors) and in pavilions on the external premises, will result in the company responsible for the installation being charged a fee of 1000 PLN for each identified and documented case.

7. Smoking is only allowed in the area designated by the organizer outside of the hall. In case of violation of point 11.8 of the regulations, the Organizer is authorized to impose a penalty of 1000 PLN for each identified and documented case.

8. On days designated for the assembly and disassembly of the exhibition, consuming any alcohol on the exhibition grounds is prohibited. Any person who has consumed alcohol will be expelled from the exhibition grounds. In case of violation of point 11.9 of the regulations, the Organizer is authorized to impose a penalty of 1000 PLN for each identified and documented case.

9. Causing mechanical or chemical damage to the floors, pavements, cobblestones, gates, doors, surfaces, or exhibition halls will result in the company responsible for the installation being charged the cost of repair, increased by 25%.

10. In each vehicle on the exhibition premises, a note with the driver's name, mobile phone number, company name, and booth number must be placed in a visible place behind the front window. Otherwise, the vehicle will be towed at the owner's expense.