

**Technical Rules and Regulations of Trade Show  
Organized by Lentewenc Sp. z o.o. (LLC)**

**1. GENERAL PROVISIONS**

- 1.1. Technical Rules and Regulations of Trade Show along with fire safety regulations used during trade show and other accompanying events organised by Lentewenc Sp. z o.o. (hereinafter referred to also as the Organiser) in Warsaw Expocentre EXPO XXI shall apply to:
- 1.1.1. Entrepreneurs – hereinafter referred to as the Exhibitors, during trade shows organised by Lentewenc Sp. z o.o.;
- 1.1.2. Stand builders (entities constructing stands, Exhibitors building stands on their own).
- 1.2. Lentewenc Sp. z o.o. reserves the right to carry out controls to check whether the Exhibitors' and the stand builders' activities performed within the area of Warszawskie Centrum EXPO XXI are compliant with technical provisions and fire safety regulations. Failure to observe these provisions may cause the suspension of works, and in the event of recurrent failures it may result in the termination of relevant agreement by Lentewenc Sp. z o.o.

**2. ORGANISATION OF WORKS DURING THE EVENT EXECUTION**

2.1. Entrance badges

- 2.1.1. "EXHIBITOR" badges issued at the exhibitor's reception desk entitle their holders to enter the trade show area during the set-up and dismantling of the stands as well as throughout the duration of the trade show.
- 2.1.2. The Organiser allocates the "EXHIBITOR" badges in the amount depending on the space ordered by the Exhibitor. Organiser issue one "EXHIBITOR" badge on every 3m<sup>2</sup> of a stand space.
- 2.1.3. "BUILDER" badges issued to the members of the construction teams building the stands upon the written request of the Exhibitor entitle their holders to enter the trade show area during the set-up and dismantling of the stands. The badges ordered shall be collected at the exhibitor's reception desk.

2.2. Invitations

- 2.2.1. Along with the application for participation in the trade show, the Organiser can allocate to the Exhibitor invitations for visitors in the amount stated by the Exhibitor but not less than 50 pcs.. If Exhibitor wants to order more than 1000 pcs. Of invitations please contact our Marketing Department. Please note that invitations are valid after registration on-line or on-site.
- 2.2.2. The Exhibitor may order additional invitations for visitors using the on-line form in Exhibitor's Portal. Deadlines are stated in Exhibitor's Portal in "Informations" tab.

- 2.3. Upon the written request from the Exhibitor, the Technical Manager shall approve and organise performance of Works and services rendered by the Organiser, included in the Space Rental Order Form and Additional Services Order Form. At least 30 days prior to the trade show opening, the Organiser shall approve the initial plan and the type of construction, electrical connections, details related to the Event organisation, suspension plan and other matters.

- 2.3.1. In order to obtain approval for suspending a structure above the stand, the Exhibitor is required, prior to placing the order, to submit the following to the Technical Department:

- a design of the suspended element,
- exact dimensions,
- the height from the floor to the upper part of the suspended element,
- the suspension layout marked on the hall plan to determine its position in relation to other stands,

- the total weight of the suspended structure (including structural and graphic elements, lighting, connectors, etc.).
- 2.4. In the event of demand for non-standard services, high-power connections, permit for show requiring consent and other customized orders, the Exhibitor should report such demand to the Organiser as soon as possible. Failure to report the demand for such services in due time may render their performance impossible.
- 2.5. No later than 30 days before set-up, the Exhibitor is obligated to present the Organiser for approval relevant documents related to the Event, in 2 counterparts, and in particular:
  - 2.5.1. Architectural design of the construction of the rented space,
  - 2.5.2. Electrical system plan, with the power consumption, location of 3-phase devices, situation of special lines and ICT equipment.
  - 2.5.3. Water and sewage system plan.
  - 2.5.4. Relevant flame retardancy certificates and attestations for the materials used in the stand construction, if the Exhibitor uses the services of companies with whom the Organiser has not concluded a cooperation agreement.
- 2.6. Technical and organisational conditions of the stand construction:
  - 26.1. If the Exhibitor constructs the stand on his own or orders the construction to other entities with whom the Organiser Has not concluded a cooperation agreement, the Exhibitor shall obtain the consent of the Organiser for the construction and shall have to pay a licence fee for the construction works carried out on the area of Warszawskie Centrum EXPO XXI (Additional Services Form – attach 2).
  - 26.2. During set-up, the construction means the assembly of pre-fabricated elements of the stand.
  - 26.3. Standard maximum height of the trade show construction may not exceed 3.5 m.
  - 2.6.4. In the time provided for set-up and dismantling, the Exhibitor within his stand may carry out only necessary assembly works and final alterations. He is not allowed to carry out basic works (joiner's, painter's works, etc.) related to the preparation of stands or exhibits. In particular, the works connected with welding, wood sanding and plaster polishing, as well as other works causing dusting are prohibited.
  - 26.5. In the event when the Exhibitor or his subcontractor breaches the provision contained in the preceding clause, the Organiser shall have the right to break the set-up of the stand.
  - 26.6. The exposition stands along with the equipment and exhibits as well as the advertising carriers shall be installed in such a way that they would not pose a threat to the safety and public order, and in particular to the lives and health of people staying within the area of Warszawskie Centrum EXPO XXI.
  - 26.7. During set-up and dismantling, the Exhibitors and their subcontractors on their own are not allowed to connect electricity receivers to or disconnect them from the power grid of Warszawskie Centrum EXPO XXI (distribution boards in media channels and in the walls).
  - 26.8. Construction elements, in particular fascia panels, banners, awnings, descriptions of stands and exhibits as well as company signage and trademarks, may not exceed the allocated exhibition space and the approved height of the construction, or otherwise block passages and communication routes.
  - 26.9. It is not allowed, without prior consent of the Organiser, to hang or affix stand elements, banners, flags, advertisements, decorations or other things, to the hall construction elements (ceilings, walls, railings, balustrades, windows, etc.).
  - 26.10. Prior to the Event opening, the Exhibitors shall remove from the stand and adjacent area any rubbish and empty packages left after set-up. In the event of failure to carry out the said cleaning works, the Organiser shall have them performed at the cost and risk of the Exhibitor.
  - 26.11. Carrying out of assembly, loading, unloading and exhibits installation after the show

opening for the public is prohibited.

- 26.12. The Exhibitors who do not comply with the preceding point will be imposed the penalty of 2 000 PLN (in words: two thousand) by the Organizer.
  - 26.13. The Exhibitors shall maintain the stand clean and tidy throughout the Event. The cleaning shall be performed every day before the opening or after the closure of the Event for visitors.
  - 26.14. During the Event, the Exhibitors shall carry out set-up and dismantling works in accordance with previously approved architectural construction plan and observing safety rules in force, in particular those related to occupational health and safety and fire safety regulations, in accordance with good practices and with respect for the interiors of Warszawskie Centrum EXPO XXI.
  - 26.15. Stand walls and other construction elements with height more than 2,5 m, facing the neighboring stands, must be aesthetically finished uniformly in white.
  - 26.16. Exhibitors who bought space only stands, are obliged to cover the entire space of the stand with a minimum form of coverage, ie. carpet.
  - 26.17. An Exhibitor who commissions construction work to external entities with whom the Organizer has not signed a cooperation agreement shall assume full responsibility for contacting the selected subcontractor and for providing all required documents and information, including installation/dismantling schedules, price lists, technical regulations, H&S, etc.
- 2.7. Loading and unloading of goods:
- 2.7.1. Due to the safety reasons and organisational rules, loading, unloading and transportation of goods as well as set-up and dismantling of structures within the area of Warszawskie Centrum EXPO XXI with the use of mechanical equipment controlled by operator, such as cranes, fork-lift trucks, scissor-lift trucks, loading platforms, etc., may be performed only by persons and entities holding approval of the Organiser, including by the official freight forwarder of the Organiser,
  - 2.7.2. The use of mechanical equipment by persons or entities other than those specified above shall require prior written arrangement with the Organiser,
  - 2.7.3. The right to use manual transport trucks, pallet trucks, etc. within the area of Warszawskie Centrum EXPO XXI shall be vested only in the Exhibitors (for the purposes of their own stands) and in the companies authorized by the Organiser.
- 2.8. Exhibition outside the hall shall be governed by the same rules as the exhibition inside.
- 2.9. Exhibition dismantling:
- 2.9.1. Exhibition dismantling starts at the hour designated by the Organizer, not before the exhibition closed for the public. Earlier dismantling start will cause the penalty imposition of 2 000 PLN (in words: two thousand) by the Organizer.
  - 2.9.2. The Exhibitors shall finish dismantling within the time limit specified in the Appendix to the Additional Services Order Form – important dates and terms.
  - 2.9.3. In the event of exceeding the above-mentioned time limit, the Exhibitor shall be charged with the costs of prolongation of operation of Warszawskie Centrum EXPO XXI and then costs of removal of the abandoned exhibition elements as per the price list of the Organiser.
  - 2.9.4. The Exhibitor should hold relevant customs and freight forwarding documents related to the exhibits or materials imported from abroad for the period of the exhibition.
  - 2.9.5. Following the dismantling, the Exhibitor shall remove from the area of Warszawskie Centrum EXPO XXI any and all elements of stands, decorations and exhibition elements. For the elements of stands, decorations and parts of the exhibition left after the dismantling, the Organiser shall charge additional fees for waste disposal and management.

### **3. EXHIBITS**

- 3.1. Motor vehicles and other devices with combustion engines may be displayed within the area of Warszawskie Centrum EXPO XXI only upon satisfying the conditions set out in the fire safety regulations.
- 3.2. The Exhibitor shall provide the Organiser with the information on technical parameters and features of the exhibits which even potentially may pose a threat to persons or property, and shall obtain the Organiser's consent to their bringing to the area of Warszawskie Centrum EXPO XXI.
- 3.3. The Organiser's permit and a written arrangement with the Organiser shall be required in the event of displaying:
  - 3.3.1. Machinery In motion,
  - 3.3.2. Stationary and steered balloons filled with gases,
  - 3.3.3. Other machines and systems which may pose a threat to persons or property.
- 3.4. Dimensions of gates in halls 1, 3 and 4:
  - 3.4.1. Height – 4.3 m
  - 3.4.2. Width – 4.6 m
  - 3.4.3. Additionally, special gate in hall 4 of the following dimensions: 4.6 m wide and 5.0 m high.
- 3.5. Allowable maximum usable load of the halls:
  - 3.5.1. Hall 1 – 800 kg/m<sup>2</sup>
  - 3.5.2. Hall 2 – 500 kg/m<sup>2</sup>
  - 3.5.3. Hall 3 – 3000 kg/m<sup>2</sup>
  - 3.5.4. Hall 4 – 6000 kg/m<sup>2</sup>
- 3.6. The exhibitor is obliged to clearly mark his items on the place of the rented area (hereinafter referred to as "exhibits")
- 3.7. Exhibits cannot be placed in communication routes and make it difficult or impossible to move participants and the audience safely around the fair grounds
- 3.8. It is forbidden to hang or stick any exhibits or other elements of stand equipment and advertising to the hall structure without the prior written consent of the organizer.
- 3.9. The Organizer reserves the right to refuse permission to install exhibits that he deems dangerous or burdensome, as well as requiring specific conditions.
- 3.10. Placing exhibits requiring special technical conditions or protections at the exhibition may take place only after submitting them and obtaining a written permission from the Organizer.

#### **4. ADVERTISING**

- 4.1. Any form of advertising within the area of the trade show requires the Organiser's consent, and its placement outside the space ordered is payable. Failure to obtain the said consent shall result in the advertisements removal at the cost and risk of the Exhibitor.
- 4.2. Advertising includes also advertisements on cars, mobile sale points and other types of promotion deemed by the Organiser breaching these regulations.
- 4.3. Forms of advertising, in particular visual and acoustic may not pose a threat nor breach binding regulations, rules of safety and public order, and may not cause any disturbances within the area of the trade show.
- 4.4. In the event of promotion outside the allocated stand, the Exhibitor should send to the Organiser for approval any promotional materials. Promotional campaign may not be held in direct vicinity of the main entrance to the exhibition hall (min. 20 metres away from the entrance).
- 4.5. Installation and suspension of advertisements for the given exhibition may be held only in the set-up period.
- 4.6. If the Exhibitor prints the advertising materials (banners, billboards, etc.) on his own, he shall deliver them to the Organiser no later than seven days before the set-up period (unless the further part of these regulations provides otherwise).
- 4.7. All advertising materials produced and delivered by the Exhibitor shall be made in accordance with the rules set out in the currently valid Additional Services Order Form,

appendices thereto, Technical Rules and Regulations of Trade Show and the guidelines provided by the Organiser, and they shall be approved by the Organiser.

- 4.8. In the event when the Exhibitor orders printing of the advertising materials to the Organiser, he shall deliver the design made in accordance with the rules set out in the currently valid Additional Services Order Form, appendices thereto, and Technical Rules and Regulations of Trade Show. If the design is not compliant with these rules, the Organiser shall have the right to refuse producing the advertising materials. Duly prepared design should be delivered to the Organiser no later than 1 month before the set-up period of the trade show.
- 4.9. Any advertising materials (banners, flags, posts, etc.) not collected after the Event closure (stand dismantling) shall be disposed of by the Organiser at the cost and risk of the Exhibitor.
- 4.10. Use of balloons for advertising purposes within the area of Warszawskie Centrum EXPO XXI shall require the permit of the trade show Organiser.

## **5. ADDITIONAL PROVISIONS**

- 5.1. Without the prior written consent of the Organiser, within the area of Warszawskie Centrum EXPO XXI the Exhibitors and Co-Exhibitors shall not pursue any commercial activity other than that resulting from the Agreement concluded.
- 5.2. Bringing alcohol to the area of Warszawskie Centrum EXPO XXI without prior written consent of the Organiser is prohibited.
- 5.3. Within the area of Warszawskie Centrum EXPO XXI, consumption of alcohol is allowed only in places designated for this purpose (bars, restaurants).

## **6. ADDITIONAL SERVICES**

- 6.1. Stand cleaning
  - 6.1.1. Cleaning of the exhibition hall as well as passages and communication routes shall be performed everyday before the opening for visitors. Small amounts of rubbish from the stands may be collected, if they are left in plastic bags in the passages after the closure of the exhibition for visitors.
  - 6.1.2. The Exhibitor may order individual stand cleaning services including: stand vacuum-cleaning and emptying dustbins. To order individual cleaning services, the page 2 constituting an integral part of Additional Services Order Form shall be used.
- 6.2. Security guards
  621. Grounds and buildings are protected by the security guards of Warszawskie Centrum EXPO XXI and property protection agencies cooperating with Warszawskie Centrum EXPO XXI on an exclusive basis.
  622. During the period of set-up and dismantling of the exhibition, pavilions will be locked and protected by security guards from 22:00 to 8:00. During the trade show, pavilions will be locked and protected by the security guards from 18:00 to 9:00.
  623. The Exhibitors are responsible for providing stand attendance during opening hours of the exhibition for visitors as well as for the protection of exhibits (if required).
  624. In accordance with clause 10.2 of the Rules and Regulations of Trade Show, the Exhibitors are obliged to insure their property at their own expense and on their own account.
  625. Individual security guard services during opening hours of the Event may be ordered on the Form "A".
- 6.3. Auxiliary personnel
  - 6.3.1. Services of interpreters, hostesses as well as security guards may be ordered on the Form "A".
  - 6.3.2. If the Exhibitor provides auxiliary personnel on his own account, he must add this personnel to badge list in Exhibitor's Portal.
  - 6.3.3. Security guards ordered on the Form "A" or provided by the Exhibitor on his own are

not allowed to stay within the area of the trade show after the Event closure from 22:00 to 8:00 in the period of set-up and dismantling, and from 18:00 to 9:00 during the Event.

#### 6.4. Car passes

641. Parking space in the vicinity of Warszawskie Centrum EXPO XXI is limited. Car passes ordered on the Form "A" allow for parking in the open or underground car park. Car pass for parking does not allow anyone to visit goods loading and unloading zone.
642. During the trade show the car park may be used on a commercial basis set up by Warszawskie Centrum EXPO XXI.
643. In the period of set-up and dismantling, the car park is operated on a commercial basis set up by Warszawskie Centrum EXPO XXI. Entering car park as well as goods loading and unloading zone is possible upon collecting parking ticket at the entrance and against payment of a relevant fee at the departure.
644. In connection with the organisation of car park operation, the Organiser reserves the right to introduce deposit for passes for trucks above 3.5 tonnes, allowing for the entrance to the set-up/dismantling zone.

#### 6.5. Power systems

- 6.5.1. The Organiser shall provide access to electricity during the whole period of the trade show (including the stand set-up and dismantling period) only in the opening hours of the exhibition halls. If the Exhibitor has machines or exhibits which require electrical connection 24 h/day, he may order such service on the Form "B".
- 6.5.2. During the stand set-up and dismantling period, the Organiser shall provide temporary electrical connection in specified locations.
- 6.5.3. Access to electricity is not included in the price of standard internal stand and external stand. Electrical connection may be ordered on the Form "B". Works related to electrical connection of the individual Exhibitor's stand should be performed in accordance with the provisions of these Regulations and the OSH rules by persons with adequate qualifications.
- 6.5.4. Access to electricity along with the connection and 1 double socket is included in the price of internal equipped stand.
- 6.5.5. The Exhibitor is obliged to inform the Organiser of actual electrical load of the stand and to order electrical connection with sufficient power. In the event of overcharge or damage to the electrical network, the Exhibitor shall be held liable for the failure of the power supply and charged with the costs of its recovery.

#### 6.6. Water and sewage system

- 6.6.1. When ordered by the Exhibitor (on the Form „B”), the Organiser shall provide water and sewage connection to the stand. The intake water pipes have diameter of ½” (15 mm), the outlet water pipes have diameter of 50 mm. All other elements required for the connection of machines or exhibits shall be provided by the Exhibitor. Water heater with sink and sinkboard may be ordered on the Additional Services Form - page C2.

#### 6.7. ICT services and audiovisual equipment

- 6.7.1. Installation of a telephone line, fax or Internet access within the area of Warszawskie Centrum EXPO XXI may be ordered on the Additional Services Form - page A. If any service is not included in Additional Services Form, please contact our Technical Department.

6.7.2. Using the page D, additional audiovisual equipment may be also ordered. In case of customized orders, please contact the Technical Department at phone: +48 22 395 66 91 or e-mail: [technical@lentewenc.com](mailto:technical@lentewenc.com)

#### 6.8. Graphic services

- 6.8.1. If the Exhibitor orders internal equipped stand, he should fill in the entry form on Exhibitor's

Portal in order to specify company name to be placed on the fascia panel. You may also order placing logo on the fascia panel and other graphic services on the walls of the equipped stand (page D). Logo should be provided to the Organiser in an electronic form, in \*.crd, \*.eps or \*.ai format with proper resolution. In case of all other graphic services \*.psd or \*.png formats are also possible.

6.8.2. Size of printouts and detailed specifications of graphic files shall be communicated to the Exhibitor upon each order. Any information may be obtained from the Technical Manager at phone: +48 22 395 66 91 or e-mail: technical@lentewenc.com

#### 6.9. Additional equipment of the stand

6.9.1. To avoid re-ordering elements which are already included, please check the contents of your stand order before applying for additional equipment.

6.9.2. The more space of the standard equipped stand, the more elements of the equipment (tables and chairs) – proportionally to the dimensions:

6-9 m<sup>2</sup> - 1 table, 2 chairs

12 m<sup>2</sup> - 2 tables, 4 chairs

18 m<sup>2</sup> - 3 tables, 6 chairs, etc.

6.9.3. Additional equipment of the stand and additional construction elements may be ordered on the page C1 and C2.

6.9.4. Other equipment elements not specified in the page C1 and C2 may also be ordered. Please, contact the Technical Manager for details.

#### 6.10. Additional services ordering rules

6.10.1. To execute the order, the signed and stamped Additional Services Order Form along with appendices thereto should be delivered to the Organiser no later than by the lapse of the time limit specified in the upper part of the Form (30 days prior to the trade show opening). If printing services were ordered, Exhibitor is obliged to send graphic files according to specification delivered by Technical Manager. The condition for the order execution is payment of full amount in accordance with pro-forma VAT invoice issued.

6.10.2. Orders on the forms-appendices delivered without the properly filled-in Additional Services Order Form shall not be executed!

#### 6.11. Delayed orders and orders executed within the area of the trade show

6.11.1. Orders received after the lapse of the time limit specified in the Additional Services Order Form shall be charged with additional costs in the amount of 50% of the price given in the Form.

6.11.2. Orders placed within the area of the trade show (during set-up period and the Event) shall be charged with additional costs on the amount of 100% of the price given in the Form.

6.11.3. Please be informed that due to technical reasons not all services may be available after the lapse of the time limit for submitting the Additional Services Order Form.

### 7. FIRE SAFETY REGULATIONS (Extract from the Fire Safety Instruction for EXPO XXI)

7.1. The Organiser shall manage the grounds of Warszawskie Centrum EXPO XXI observing the following rules:

7.1.1. For particular Events, the Organiser shall specify fire zones covering permanent facilities and adjacent open spaces.

7.1.2. Distance between specified fire zones shall not be less than 10 m.

7.1.3. Flammable facilities located in open spaces at glass walls of the permanent halls should be located in the distance no less than 5 m.

7.1.4. Complex of service and commercial facilities shall not exceed 1000 m<sup>2</sup>, the distance between these complexes shall not be less than 10 m.

7.1.5. Stands of the area above 150 m<sup>2</sup> or length more than 20 m have to be equipped with minimum two independent entrances, possibly on two independent sides.

7.1.6. In particular cases, when these conditions cannot be satisfied, a written consent from the fire safety authorities is required.

- 7.1.7. Indicated communication and evacuation routes have to be always free. Parking vehicles and storing goods there is strictly prohibited. Vehicles and goods left in these routes shall be removed against payment.
- 7.1.8. All fire-fighting equipment (fire extinguishers, alarm buttons, hydrants, smoke and fire sensors) as well as general telephone lines, evacuation doors and their signage must be accessible and visible at all times; blocking them is strictly prohibited.
- 7.1.9. Within the area of Warszawskie Centrum EXPO XXI, it is prohibited to:
  - 7.1.10. Use open fire.
  - 7.1.11. Smoke outside specified areas.
  - 7.1.12. Store any packaging, papers and other materials posing fire safety threat outside stands.
  - 7.1.13. Block access to distribution boards, hydrants, manual fire-fighting equipment, fire safety alarm buttons, power switches, etc.
  - 7.1.14. Block (especially with cars parked) fire routes leading to Warszawskie Centrum EXPO XXI (fire route denoted in accordance with fire safety documentation of Warszawskie Centrum EXPO XXI) and block routes, passages, evacuation exits and communication routes.
  - 7.1.15. Collect and store flammable materials as well as use flammable or explosive liquids as cleaning agents.
  - 7.1.16. Leave after operation or demonstration machines and technical devices covered with liquids, dust, lubricants, oils or production waste.
  - 7.1.17. Leave rugs and cleaning cloths covered with fat or oil without proper protection, or substances whose mutual reaction may result in self-ignition or explosion.
  - 7.1.18. Use balloons filled in with flammable gas.
  - 7.1.19. Bring and use without separate arrangements with fire safety authorities of Warszawskie Centrum EXPO XXI any containers with flammable gases, including camping gas cylinders.
- 7.2. The way of and place for safe storage of flammable and poisonous materials shall be each time arranged with fire safety authorities of Warszawskie Centrum EXPO XXI.
- 7.3. Motor vehicles and other devices with combustion engines may be displayed in the halls only upon satisfying the following conditions:
  - 7.3.1. The fuel tank may contain only the fuel necessary to leave the hall;
  - 7.3.2. The fuel tank must be locked;
  - 7.3.3. The battery must be permanently disconnected.
- 7.4. Devices which may heat over 100°C must be situated away from the casing and any flammable materials in a safe distance, specified each time with fire safety authorities of Warszawskie Centrum EXPO XXI.
- 7.5. The users of devices powered by electricity or flammable gas shall not make any alterations or repairs on their own, and also it is prohibited to:
  - 7.5.1. Use damaged power systems and gas systems,
  - 7.5.2. Use power and gas systems incompliant with the design agreed with the Organiser,
  - 7.5.3. Leave electric receivers connected to the power grid unattended (e.g. heaters, cookers, irons, kettles, etc.). Each user, and in particular the Exhibitor shall each time before leaving his stand turn off the electricity supplying his stand.
  - 7.5.4. Set heaters on flammable surfaces,
  - 7.5.5. Put covers made of flammable materials on halogens and other lighting points.
- 7.6. For the construction of stands, only materials which are inflammable, flame retardant or protected against flames shall be used. Use of materials which explode while on fire is strictly prohibited.
- 7.7. It is prohibited to use carpets made of flammable materials on communication and evacuation routes as well as in staircases. In exceptionally justified cases, in agreement with fire safety authorities of Warszawskie Centrum EXPO XXI, it is allowed to use carpets made

of flame retardant materials on the communication and evacuation routes (except for staircases).

- 7.8. Organising fireworks shows is not allowed.
- 7.9. The Exhibitors shall cease any activities which may lower the level of fire safety. In the case of specific exhibition posing a serious threat to fire safety, the Exhibitors shall provide additional fire protection on their own, in the manner agreed with fire safety authorities of Warszawskie Centrum EXPO XXI.
- 7.10. The use of manual fire-fighting equipment for the purposes other than rescue and fire-fighting action is strictly prohibited.
- 7.11. The builders of internal and external stand constructions of Warszawskie Centrum EXPO XXI shall:
  - 7.11.1. Strictly observe regulations on fire safety protection and special provisions in this domain issued by the Organiser,
  - 7.11.2. Get acquainted with the situation of manual fire-fighting equipment, alarm buttons, internal and external hydrants and the mode of their operation in case of fire,
  - 7.11.3. Promptly execute provisional orders issued by fire safety authorities of Warszawskie Centrum EXPO XXI, related to fire safety in the internal and external stands.
- 7.12. Any detected failures and irregularities in the fire protection within the area of Warszawskie Centrum EXPO XXI shall be immediately reported to fire protection authorities or other personnel of the Organiser.
- 7.13. In the event of the fire within the area of Warszawskie Centrum EXPO XXI, the State Fire Brigade should be immediately alarmed at phone 998 or using an alarm button. Until the arrival of the State Fire Brigade, everybody shall absolutely subject to the representative of the Organiser or employee of Warszawskie Centrum EXPO XXI managing the rescue and fire-fighting action, and following the arrival of the officers of the State Fire Brigade, to the commander of the rescue and fire-fighting action.

## **8. PROVISIONS ON THE MATERIALS HARMFUL TO HEALTH AND ENVIRONMENT**

- 8.1. Any machines emitting ionizing radiation (radioactive radiation, X-rays) as well as laser devices with the area of Warszawskie Centrum EXPO XXI shall hold the consent for their exploitation in the trade show conditions issued by the State Supervision over the Nuclear Safety and Radiological Protection.
- 8.2. Waste harmful to health and environment (oils, emulsions, acids, fats, lacquers, etc.) shall not be managed together with other waste nor disposed to the sewage system. Such waste shall be managed at the expense of the user (the service shall be ordered to the Organiser)

## **9. OCCUPATIONAL HEALTH AND SAFETY PROVISIONS**

- 9.1. The Exhibitors shall be fully responsible for the occupational health and safety of their employees carrying out works within the area of Warszawskie Centrum EXPO XXI and they shall be held liable for any accidents resulting from the lack of supervision or neglecting the occupational safety requirements and standards in the period of the exhibition set-up, exploitation and dismantling.
- 9.2. Machines, motors, tools, apparatuses and other devices may be connected only when equipped in all prescribed protective elements, in particular in shields and railings against unauthorized access of third parties.
- 9.3. Start-up of machines and devices incompliant with the safety requirements and their operation by unauthorized personnel is prohibited.
- 9.4. While displaying machinery and devices in motion, a relevant area for that purpose should be separated and secured properly.
- 9.5. Any persons and entities erecting constructions during the Event on behalf of the Exhibitor must hold valid certificates on OHS training completed.
- 9.6. Accessible glass edges in the stands must be polished so as to eliminate the threat of injury.

9.7. In matters of occupational health and safety not regulated herein, general provisions in force in Poland shall apply, to be observed by all users of Warszawskie Centrum EXPO XXI.