

TECHNICAL AND FIRE SAFETY REGULATIONS
**BINDING FROM THE 15TH OF NOVEMBER 2024 ON THE GROUNDS OF MIĘDZYNARODOWE TARGI
POZNAŃSKIE SP. Z O.O.**

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1. GENERAL PROVISIONS

1.1. These Regulations are established by Międzynarodowe Targi Poznańskie sp. z o.o. with its registered office in Poznań, ul. Głogowska 14, 60-734 Poznań, entered into the register of entrepreneurs of the National Court Register by the District Court Poznań-Nowe Miasto and Wilda in Poznań VIII Commercial Division of the National Court Register, under KRS number 0000202703, NIP 777-00-00-00-488, REGON 004870933, hereinafter referred to as **"MTP"**. Correspondence address: Międzynarodowe Targi Poznańskie sp. z o.o., Kancelaria, ul. Głogowska 10, 60-734 Poznań.

1.2. The technical and fire safety regulations in force on the grounds MTP shall apply to:

- a) participants of fairs, exhibitions and other events (hereinafter referred to as fair participants) organized by MTP or co-organized by MTP with other entities,

- b) entities who are organizers of events (lessees of space),
- c) contractors of stands and other spatial arrangements (entities providing such services to exhibitors, fair participants who perform stand construction work on their own etc.).

1.3. Facilities and open areas belonging to the MTP head office in Poznań are deemed MTP premises.

1.4. MTP reserves the right to monitor whether the actions of fair participants, organizers of events and stand contractors/space arrangement are in compliance with these Technical and fire safety regulations (hereinafter referred to as: "**Regulations**"). Non-compliance with the Regulations may result in suspension of the operations; repeated non-compliance may be the basis for dissolution of the relevant contract by MTP.

2. GENERAL TECHNICAL CRITERIA FOR THE CONSTRUCTION OF STANDS AND OTHER SPATIAL ARRANGEMENTS

2.1. No later than 10 days before the commencement of stand construction/spatial arrangement installation inside halls or MTP open area, the stand/spatial arrangement contractor shall **submit for review to MTP (Technical Coordinator)** 2 copies draft construction plans for the exhibition area development/spatial arrangement. **The design** should present the stand construction/spatial arrangement, as a view and a section with the height specified. It should be in a transparent format and include **an architectural drawing**, a visualization if any, and a **necessary description**. The submitted design should cover the allotted space, be in compliance with the Construction Law and other regulations and standards applied in Poland, as well as with the technical and fire safety regulations in force on the MTP grounds (i.e. these Regulations).

Upon the design approval, statements in writing shall be received from the Contractor to the effect that:

- a) The Contractor has familiarized himself with the technical and fire safety regulations in force on the MTP grounds (i.e. these Regulations);
- b) The presented design has been developed in accordance with the Construction Law and other regulations and standards applied in Poland as well as these Regulations;
- c) The Contractor shall comply with these Regulations on the MTP grounds in the course of executing the design, i.e. in the performance of works involved in the stand construction/spatial arrangement;
- d) The Contractor has familiarized itself with the "Detailed Provisions" in the scope concerning the entry and access to the MTP grounds in the periods of assembly and disassembly as well as with the Terms and Conditions of Participation in the fair in the scope related to the fee for disposal of waste generated in connection with the assembly and disassembly;
- e) The Contractor undertakes to settle the fee for disposal of waste generated in connection with the assembly and disassembly.

Furthermore, the stand construction/spatial arrangement Contractor shall submit the following to the MTP Technical Coordinator:

- a) A statement in writing on the stability and resistance of the structures specified in the design – for exhibition stands and other structures up to 3.5m height, measured from the floor surface/foundation site – in the event of any uncertainty, and upon demand of the MTP Technical Coordinator;
- b) Static and structural resistance calculations, signed by an expert holder of a building license, or a statement on the stability and resistance of the structure, signed by an expert holder of a building license – for exhibition stands or other structures exceeding 3.5m height, measured from the floor surface/foundation site, and in any case of multiple-floor development,

irrespective of the total height of such structure.

MTP Technical Coordinators are enumerated in **Appendix 1** to these Regulations.

Data of the acceptable floor loads in MTP buildings can be found in a table – **Appendix 3** to these Regulations.

- 2.2.** Fair participants and contractors of stands/spatial arrangement shall **comply with basic technical parameters of MTP halls** specified in the tables in **Appendices 2 and 3** to these Regulations (e.g. maximum floor load capacity, hall height, hall entrance dimensions). The fair Participant shall inform MTP of his intention to exhibit **heavy and large size exhibits**, as referred to in 2.1.1 of the "Regulations for Trade Fair Participants" available at www.mtp.pl (in footer: regulations; for exhibitors). Introduction of equipment with unit weight greater than the maximum permitted in a given hall shall require special **permission** from **MTP (Technical Coordinator)**.
- 2.3.** If a particular exposition (e.g. production lines, co-joined stands) poses a potential threat to persons on the fair grounds, to neighbouring expositions, stand construction, or to the MTP infrastructure, the participant or contractor shall be required to conduct **additional detailed consultations with MTP (Technical Coordinator, or the MTP technical units nominated by the Technical Coordinator)**.
- 2.4.** Stand construction, equipment (exhibit) assembly, installation hook-up, as well as erection of any supports for advertisements should be performed and completed in such a way so as not to pose any threat to safety or public order, and specifically to the life and health of those present on the fair grounds.
- 2.5.** If stands are made of plaster boards, fibreboards, or particle boards, basic work involving processing these materials (such as cutting) resulting in large quantities of dust being produced should be performed outside the MTP area in designated workshops; the materials so prepared should be delivered to the MTP grounds as elements ready for assembly. Electrical tools with dust collecting containers must be used for performing other dust-generating works on the MTP grounds.
Works resulting in large quantities of dust shall be completed no later than 24 hours before the commencement of the fair, and the stand and its surroundings should be cleaned by the stand Contractor.
If this provision is not complied with, any construction work in progress shall be terminated and the cleaning will be performed by MTP at the cost and risk of the fair Participant / stand Contractor.
- 2.6.** Operations related to stand construction (e.g. painting, cutting, sanding) should be limited to the minimum and they should be carried out only within the boundaries of the participant's own area. Any work to be performed outside the boundaries of one's own stand shall require approval of MTP (Technical Coordinator).
- 2.7.** Walls of the stand and other structural elements on the stand's perimeter higher than 5 meters which face the neighbouring stands, and exposed back walls of the stand (e.g. on a mezzanine) must be neutrally finished (in white).
- 2.8.** If not all of the allocated space is utilized in the stand construction and arrangement, the visible and empty surfaces which border on the neighbouring stands or face the passageways shall be the responsibility of the participant to arrange.
- 2.9.** The stand contractor must leave unrestricted access to the MTP technical equipment (e.g.

electrical distribution boards, water supply system valves, telephone ends) for MTP technical staff.

2.10. Every fair participant should allow utilities for neighbouring stands to be routed through his stand, if necessary, in order to facilitate connection of neighbouring stands to the MTP utilities infrastructure mentioned above.

2.11. It is recommended that carpeting be laid on the floor in the stand area.

2.12. A stand tightly closed off by solid partition walls and ceilings does not guarantee uniform ventilation, air-conditioning and heating, which should be taken into account in the design/execution of exhibition stands/arrangements.

2.13. The maximum noise level at a stand generated during the demonstration of equipment, by advertisements, pre-recorded music, etc. may not exceed 70 dB. Loudspeaker columns may not be directed towards passageways or neighbouring stands. Participants who expect the maximum noise level of 70 dB to be exceeded at their stands should build or commission construction of a closed stand made of sound-absorbing materials. MTP takes measurements of the noise level from a passageway nearest to the stand being checked. In the case it is detected that the permissible noise level has been exceeded, if the fair Participant fails to reduce the noise threshold to the permissible level on request of the MTP or fails to suspend or reduce the frequency of operation of noisy equipment, as well as fails to apply the noise-proof housing of the stand, MTP shall be entitled to interrupt the presentation of equipment, broadcasting advertising materials, etc., even by disconnecting the supply of electricity or compressed air. In such a case, the fair Participant shall not be entitled to claim compensation from MTP for losses incurred or reduction of fees for the provision/rental of exhibition space, electrical connections or compressed air.

2.14. Construction of exhibition stands/spatial arrangement must be performed in compliance with the plans agreed with by MTP, other applicable codes and standards in force in Poland, as well as the technical and fire safety requirements binding on MTP grounds (i.e. these Regulations).

2.15. Detailed terms of spatial arrangement in Poznań Congress Center.

2.15.1. **Poznań Congress Center**, in view of its infrastructure and purpose to be used has limited usability for exhibition purposes and provision of related services (such as stand construction, advertising structures).

2.15.2. Before starting the design of spatial arrangement **Poznań Congress Center** (including, to a limited extent, the construction of stands and other structures), one should contact MTP to obtain location assumptions and arrangement guidelines:

- a) to the conference and congress organisation team - if the arrangement design is associated with events of this type organised by MTP (as accompanying events at fairs or organised on separate dates or independently of fairs);
- b) to the fair and conference service team - if the arrangement design is related to such events co-organised by MTP as a Professional Conference Organiser (PCO);
- c) to the team for cultural events and events - if the arrangement design is related to such events co-organised by MTP;
- d) design team – if the arrangement design is related to a trade fair event organised by MTP.

2.15.3. Spatial arrangement design in **Poznań Congress Center** should take into account the location assumptions and guidelines received in 2.15.2 of these Regulations and shall require an arrangement with the Technical Coordinator or other MTP technical units identified by employees of teams as mentioned in 2.15.2.a-d) above;

- 2.15.4. When designing and constructing stands/spatial arrangements in **Poznań Congress Center**, the following restrictions should be taken into account:
- a) the height of the stand, other structures or arrangements must not exceed 3 m,
 - b) only ready elements, which do not require any preparatory work in the exhibition hall (system elements, foiled boards, roll-ups etc.) may be used during the construction of a stand / structure,
 - c) fitted carpet must not be glued to the floor – the floor in the exhibition hall is covered with fitted carpet tiles,
 - d) it is not possible to make water and sewage installations,
 - e) it is not possible to suspend elements of the arrangement to the ceiling (concerning levels 0 and 1 in exhibition hall Poznań Congress Center),
 - f) it is possible to connect electrical installations to kW (1x16A,230V); in the exhibition hall, the lighting power is at least 500 lx (applicable to levels 0 and 1 in exhibition hall Poznań Congress Center),
 - g) compressed air system cannot be connected,
 - h) it is strictly prohibited to carry out such assembly/installation works as cutting, grinding, painting, etc.

2.15.5 The following prohibitions and obligations apply in **Poznań Congress Center**:

- a) prohibition to use forklift trucks; elements of stands and spatial arrangement as well as exhibits should be transported to level 1 and 2 of the exhibition hall only in a freight elevator from level 0,
- b) obligation to move along marked passageways during installation and disassembly works in the exhibition hall for safety reasons,
- c) obligation to immediately remove packaging and other waste from the exhibition hall, as per the terms and conditions defined in 7.8 below,
- d) absolute prohibition of assembly work such as cutting, grinding, painting, etc.

2.16. MTP shall be authorized to suspend the construction of stands/spatial arrangement and remove structural elements/arrangement at the cost of the Participant/Contractor in charge of the stand/arrangement if:

- a) the construction works are performed without presenting the construction plan of the stand/spatial arrangement to MTP for approval, and without submission of the required statements and calculations, as required by point 2.1., 2.15.1. and 2.15.2.,
- b) the construction performed is not in compliance with the plans agreed with MTP and the regulations referred to in points 2.1., 2.14., 2.15.1. and 2.15.2.,
- c) the construction is carried out without space allocation or covers an area different than allocated (it goes beyond the area allocated to the Participant in the "Confirmation of Participant Application" and specified in stand allocation, or exceeds beyond the area limits provided on the basis of the lease agreement),
- d) structure/spatial arrangement components referred to in point 11.10. have not been certified as flame resistant,
- e) it is suspected that the maximum static or resistance operational load has been exceeded.

3. STAND STRUCTURE / SPATIAL ARRANGEMENT COMPONENTS

- 3.1.** All structural components should comply with the standards applicable in Poland and the fire safety regulations outlined in point 11.
- 3.2.** Constructional, advertising and decoration components of stands and exhibits may not exceed the exhibition space allocated by MTP.
- 3.3.** The base parts of glazed stand components (e.g. display cases, display windows) must be made of shatterproof material to a minimum height of 30 cm, and edges of glass panels must be finished (chamfered) or secured so as to prevent any risk of injury.

4. MULTIPLE-STOREY DEVELOPMENT

Multi-storey (two-storey) stand structures should comply with the following regulations:

- a) each storey must be at least 2.4 m in height,
- b) the upper storey area may not exceed 60% of the stand ground floor area,
- c) if the upper storey is to be used as an office, the minimum load of the upper storey floor must not be lower than 2.5 kN/m² (2.5 kPa),
- d) the distance from all accessible areas on the upper stand storey to the stairs or ramp may not exceed 20 m.

Any multi-storey development must conform to the formal requirements prescribed in 2.1 above; specifically, static and resistance calculations for the structure, signed by an expert holder of a building license, or a statement on stability and resistance of the structure, signed by an expert holder of a building license, must be presented to MTP (Technical Coordinator).

5. ADVERTISEMENTS

- 5.1. Revolving promotional elements must be situated at least 3 m from the floor. Revolving advertisements may not rotate faster than 10 rpm.
- 5.2. The use of flashing signs or moving texts requires the **consent of MTP (Technical Coordinator)**.
- 5.3. The use of balloons for promotional purposes on the fair grounds requires **MTP's consent (Fire Protection Inspector)**.
- 5.4. Sizes and forms of advertising used, particularly optical, acoustic or olfactory advertising, may not pose any threat to safety or public order, hide displays or prevent exhibitors' promotional activities, and may not cause any other disturbances at the neighbouring stands.
It is permitted to place advertisements within 1.0 m from the border of the adjacent stand.

6. FIXED ELEMENTS IN HALLS

- 6.1. Stand Contractors are forbidden to damage the structure of the floors, walls or ceilings or to make any changes to permanent structures of MTP halls/infrastructure (e.g. paint the walls or floors, place carpeting in passageways, insert nails, studs or screw fixings).
- 6.2. The pillars within the confines of the stand may be utilized to build structures of any height around them, provided that they are not damaged. However, access should be provided to MTP utilities (e.g. electrical distribution boards, water valves, telephone ends, etc.) located in these pillars.
- 6.3. It is prohibited to use any structural elements of the halls or elements located within the confines of neighbouring stands for support.
- 6.4. It is prohibited to affix stand elements, banners, advertisements or decorations to ceilings, walls, banisters, railings, windows, and other hall structures/MTP infrastructure or to suspend them from these structures without **arrangements with MTP (Technical Coordinator)**.

7. ORDER REGULATIONS CONCERNING THE INSTALLATION AND REMOVAL OF STANDS OR ARRANGEMENT OF OTHER AREAS

- 7.1. MTP provides uniform marking of all fair Participants stands according to the location plan for a given hall or outdoor area.
- 7.2. It is forbidden to produce elements for stand construction made of plaster boards, fibreboards, or particle boards on the MTP grounds (see point 2.5.).
- 7.3. Welding, use of nail guns and spray painting are prohibited in halls.
- 7.4. Ventilation and air-conditioning systems may be installed at stands only with MTP's individual consent.

7.5. Radio and satellite television aerials may be mounted only within the stand area. In certain justified cases MTP may grant permission for aerials to be mounted outside the stand and indicate a relevant location.

7.6. To be used on the MTP grounds, cordless, two-way and radio communication equipment, as well as equipment utilizing high frequencies, must have a permit from the Office of Electronic Communications for its use in the area.

7.7. Once the fair event is over and the stands have been dismantled, fair Participants or stand Contractors are required to return the exhibition area properly cleaned by their own effort and at their own cost (all structural elements, carpeting, remnants of tape, paint, etc., must be completely removed).

If the cleaning work is not done, MTP shall commission cleaning work to be done at the cost and risk of the fair Participant or stand Contractor.

7.8. Segregable waste generated in connection with the stand assembly and dismantling and during fair events should be disposed of into containers specially marked in accordance with the principles of selective waste collection and placed close to entrances into halls.

Large-size waste and non-segregable waste should be disposed of into containers intended for mixed waste, with the stipulation of the ban on disposing waste hazardous to human health and the environment, referred to in 12.2 hereof.

8. MTP OPEN AREAS

8.1. In MTP open areas it is prohibited to:

- 1) destroy of greenery and trees,
- 2) use of MTP infrastructure elements and "small architecture", which is the equipment of MTP open area, for fixing, stabilizing, loading, etc. elements of space arrangement or its rearrangement and use for space arrangement, without the consent of the MTP,
- 3) use of water and sewer connections for sanitary purposes,
- 4) building up, obstructing or impeding access to inspection chambers,
- 5) wrapping of MTP infrastructure elements and "small architecture" as well as installation of space arrangement elements on them, without the MTP consent,
- 6) obstructing or restricting access with space arrangement elements to technical equipment or elements of the fire protection system,
- 7) leave after the arrangement works performed packaging, garbage and other waste materials that do not constitute, according to the project, elements of the space arrangement,

8.2. In the case of:

- 1) erecting flagpoles without consent of **MTP (Technical Coordinator)**. In order to have flagpoles set up for the duration of a trade fair event, such a service needs to be ordered on-line via the Strefa Wystawcy/Exhibitor Zone portal. A separate agreement needs to be signed with MTP in order to set up flagpoles for any other purpose, or for a period exceeding the duration of the trade fair or another event held on the MTP grounds.
- 2) temporarily erected flagpoles, whether of generic design or as winders, should not exceed 8.0 m in height and they should not block MTP evacuation and fire safety routes.
- 3) setting up own advertising structures, the interested party will need to order the respective service / order advertising space from MTP and to obtain MTP's approval of setting out such structures outdoors. Any non-standard advertising structure design need to be **agreed with the MTP Technical Coordinator** and require compliance with certain formal requirements defined in

2.1 of these Regulations, notwithstanding point 8.4 below.

- 4) advertising structures, which are exposed to weather conditions, static and resistance calculations shall be signed by an expert holder of a building license and shall be submitted to **MTP (Technical Coordinator)** before commencement of assembly works.
- 5) setting up of temporary kiosks or exhibition halls, exclusively for exhibition purposes, shall

require **submission of the requisite designs to MTP (Technical Coordinator)** for approval, complete with any other required documents as per the principles prescribed in point 2.1 of these Regulations.

- 6) any earthworks to be done outdoors (boring holes, driving in piles, digging foundations or putting in anchors, etc.) shall require consent of **MTP (Technical Coordinator)**.
 - 7) building structures and exhibits which, by their location or means of utilization, are subject to atmospheric discharges must be equipped with an earth rod of 10Ω maximum.
 - 8) exhibits and all equipments in the MTP open areas it should be positioned not less than 0.5 m from the edge of any road or passageway.
- 8.3. Special conditions applicable to the open area – the square of the Polish General Exhibition (hereinafter: the Square).**

8.3.1. On the Square:

- 1) it is mandatory to limit the bearing capacity of the slab of the Square in the part made of granite to 40 kN/m², marked on the plan of the Square with the symbol "G",
- 2) it is forbidden to enter the pedestrian route, marked on the plan of the Square with the symbol "CP", vehicles exceeding the weight of 500 kg with the load carried, taking into account the provisions of points 3), 5) and 7) below,
- 3) the movement and parking of all motor vehicles, slow-moving vehicles, agricultural tractors, battery carts is prohibited, with the following exceptions:
 - a) with the consent of MTP - it is allowed to move the above vehicles on the Square on the terms determined each time individually by the technical services of MTP and only on the surface made of granite slabs,
 - b) element of the arrangement - it is allowed to enter the Square and park for the duration of the event the vehicles specified in this point 3), which are an element of the arrangement (exhibit or utility element), subject to the general rules set forth in point 8.1 4) - 5), 8.3.1(1), (2) and (6), and 8.3.2.(1)(1) of these Regulations,
 - c) it is permissible for vehicles specified in this point 3) to enter the Square for the purpose of delivery and collection of materials used in the arrangement of the allotted space, as well as their short-term parking only for the duration of the ongoing unloading and loading work,
- 4) it is prohibited to drive handcarts with hard wheels (steel, plastic, etc.), without tires, on the surface of granite slabs, marked on the plan of the Square with the symbol "G", on the pedestrian route, marked with the symbol "CP" or of planks, marked with the symbol "D",
- 5) it is mandatory to completely exclude the pavement made of planks, marked on the plan of the Square with the symbol "D", from storing materials on them, placing objects and elements of space arrangement, as well as from the movement of vehicles and carts, as defined above in point 3), with the exception of hand carts, weighing no more than 150kg including the load, equipped with rubber, pumped wheels,
- 6) it is prohibited to store in the entire area of the Square materials and sleepers, the displacement or depositing of which may cause permanent damage to the pavement by scratching, staining or entering into chemical reactions,
- 7) it is prohibited to use construction equipment such as loaders, backhoe loaders, snow plows, etc. for snow removal,
- 8) it is mandatory to use for snow removal:
 - hand equipment in the form of snow shovels, wooden or plastic,
 - mechanical equipment, lightweight, equipped with a blade with a rubber or plastic strip,
- 9) it is prohibited to use ice crushers when de-icing pavement made of granite slabs, marked on the plan of the Square with the symbol "G", and of planks, marked with the symbol "D", as well as to use road salt or other chemical compounds CaCl for de-icing mineral pavement, marked with the symbol "M", unpaved pavement, marked with the symbol "N", and of planks, marked with the symbol "D". In order to ensure anti-slip properties, it is recommended to use sand or 2-5mm wedge,

- 10) it is prohibited to use any chemicals, organic solvents, alkaline compounds, salt preparations and their solutions for cleaning the surface of the Square,
- 11) it is prohibited to use of the fountains, marked on the plan with the symbol "F" by staying in the pools, running on the walls, washing and bathing, introducing animals, riding rollerblades, bicycles, scooters, drinking water, etc.
- 12) it is prohibited to locate, build and arrange expositions along the entire linear drain as described on the Plan of the Square "Odpływ liniowy" ("Linear drain"), and in particular at the locations of the storm drain inlets with removable catch basin, marked on the Plan of the Square with the symbol

W

The Plan of the Square is attached as Appendix No. 4 to these Regulations.

8.3.2. During the work performed on the Square related to the assembly, disassembly and during the event itself, it is necessary to:

- 1) use ready-made semi-finished products and products for arranging the space, keeping to a minimum the work involved in their manufacture, such as cutting, welding, grinding, forging, painting, etc.,
- 2) protect the surface on which work is carried out in a manner appropriate and suitable to the work and activities carried out, including when carried out outside the assigned display space,
- 3) protect with wooden, wood-like, rubber, plastic, etc. underlays the places of contact of the structures of objects, including exhibits, seated on the surface of the Square taking into account point 8.3.1.(6) of these Regulations,
- 4) use, for the purposes of the works performed and the functioning of the arranged space, the electrical and water-sewer connections provided by MTP, in accordance with the rules set forth in the Technical and Fire Regulations dedicated to electrical and water-sewer installations. In justified cases, with the consent of MTP, it is possible to connect the electrical system directly to the switchboards, marked on the plan with the symbol "E", and water and sewage systems to the manholes marked on the plan with the symbol "WK";
- 5) protect the distributed electrical, water or sewage installations running on the surface of the Square with specialized protective cable enclosures allowing pedestrian or vehicular traffic over them,
- 6) use equipment for cleaning the exhibition space or work site:
 - mechanical, light, equipped with soft brushes,
 - manual, such as street sweeping brushes with plastic bristles, soft or medium hard, which do not cause scratches to the cleaned pavement,
- 7) to adequately protect the surface of the Square, where the vehicles are positioned, referred to in point 8.3.1.(3)(b) and (c) above, from the effects of leakage of operating fluids from the vehicles and the impact of their driving and load-bearing components on the surface of the Square.

8.3.3. In addition to the prohibitions indicated in point 8.1, on the Square it is prohibited to:

- 1) drill holes in the pavement of MTP open spaces throughout its area, paint the pavement, draw and stick objects to it,
- 2) use of unpaved surfaces, marked "N" on the Square plan, for driving anchors, lashings, etc., as well as for storing materials, packaging and other objects on it,
- 3) use of sewer drains for dirty water, marked on the Square plan with "WK" for pouring faecal matter and excrements and catering grease,
- 4) use of line drains, drainage manholes and fountains, marked on the Square plan with the symbol "F", for the pouring of liquid waste, construction waste (paint, water with residues of masses, adhesives, etc.) and sanitary waste, as well as the use of fountain pools for washing tools, containers, dishes, pots, etc.,
- 5) use expansion gaps between granite pavement blocks of open areas to place or fix any objects in them, including anchors, pins, sheets, wedges, etc.

- 6) anchor the elements of the arranged space to the ground. In situations requiring this, alternative solutions equivalent to anchoring, such as ballasts, should be used,
- 7) building over, obstructing or impeding access to the sewer inspection chamber, marked on the plan with the symbol "R",
- 8) use heavy equipment for arranging the space, the point pressure of which on the slab of the open areas will exceed the permissible load capacity of the slab, as specified in point 8.3.1.(1), taking into account the weight of the arrangement elements to be lifted, place any objects, materials, arrangement elements, exhibits, etc. throughout the fire road, marked on the open areas plan with the symbol P.

8.3.4. Formal requirements

- 1) Prior to commencement of any work on the Square, the Contractor of such work shall submit to the MTP technical services, with confirmation, the following documents:
 - a) signed, by a duly authorized person, design of the space arrangement of the Square/separated space of the Square, taking into account the location assumptions, together with a plan of point loads for all objects erected as part of the arrangement,
 - b) a statement signed by the Space Arrangement Contractor that all objects designed as part of the arrangement have the documents required by the construction law, both formal and structural-technological. A model of the aforementioned statement is attached as Appendix No. 5 to these Regulations.
- 2) The design of the space of the Square must take into account the general and specific rules for the use of MTP open areas specified in these Regulations.
- 3) The commencement of arrangement work is possible only after written confirmation by the MTP technical services of receipt of the above-mentioned documents and their acceptance of the point load plan referred to in point 1(a) above. In the event of non-receipt of the documents, the MTP technical services may refuse to allow entry into the MTP open area to carry out the work or suspend its execution. The refusal to allow entry or halt the execution of the work shall be the fault of the Contractor in such a case.
- 4) MTP technical services may stop arranging, installation or dismantling of an object/equipment if they consider that the localized object/equipment during the installation or dismantling phase poses a threat to the life or health of the occupants or those in the vicinity, or there is a danger of damage or destruction of MTP property.
It will be possible to continue the work only after obtaining a written statement from an authorized person on behalf of the Contractor (a person authorized to represent in accordance with the rules of representation, holding an appropriate power of attorney) that the danger has been eliminated, and the work is being carried out properly, in accordance with the art of construction, and does not pose any of the aforementioned risks.
- 5) Upon completion of the arrangement (assembly) work, but no later than 12 hours before the start of the event for which the work has been done, the Contractor of the work shall be required to submit to the MTP technical services a signed statement that all the objects and equipment that he has founded have been made in accordance with the design documentation, are technically efficient, are suitable for operation and have all the necessary documents allowing them to be used.
- 6) A model of the aforementioned statement is attached as Appendix 6 to the Regulations. Failure to provide the statement will be the basis for not allowing the MTP Technical Services to use the arranged space.
- 7) MTP technical services may order the dismantling of objects and equipment located in the arranged space due to the fault of the Contractor, in the case of:
 - a) absence of the written statement referred to in subsection 5 above,
 - b) the danger of weather phenomena and other factors threatening the safety of persons and property,
- 8) If the Contractor fails to comply with the dismantling order, MTP will have the dismantling performed at the expense and risk of the Contractor (so-called substitute performance).
- 9) MTP shall not be liable in any way to the entity for the benefit of which the space is made

available (including, in particular, the exhibitor or organizer of the event), or the entity carrying out the work in the open space on behalf of the aforementioned entity (including, in particular, the contractor and subcontractor), for any delays or damages that have arisen or could arise in connection with the violation of the Regulations, including, in particular, in connection with the suspension of work, the obligation to leave the MTP area or a commitment to dismantle or disassemble under so-called substitute performance.

- 10) MTP technical services are indicated each time by the coordinator of a given event/project from the MTP's site.
- 11) In the event that the entire area of the Square is given for use for the lessee's own event, the provisions of these Regulations shall apply. In addition, the lessee of the Square shall be fully responsible for the safety of persons and for any damage to MTP property in connection with the works performed in the MTP open area.
- 12) Failure to notify the lessee of the comments of the MTP technical services shall not relieve or limit the lessee's liability in any way.

9. TECHNICAL CRITERIA FOR THE INSTALLATION OF SYSTEMS AND THE PROVISION OF SERVICES RELATED TO ELECTRICITY, WATER AND SEWAGE, COMPRESSED AIR, ICT ETC.

9.1. Electrical wiring system

- 9.1.1. Electricity is supplied to stands and exhibits on the MTP grounds by means of a TNCS power network, voltage 230V/400V, frequency 50 Hz. A three-phase system will be provided to stands with power consumption greater than 3 kW. Power supply network is terminated at the stand with a socket type CEE: 3-pole, 230V, 16 A; 5-pole, 400V, 16 A; 5-pole, 400V, 32 A; 5-pole, 400V, 63 A; 5-pole, 400V, 125 A, according to the ordered power. Protection consists of circuit breakers with C characteristics for connections up to 63A and of BM time-delay power circuit breakers for connections above 63A.
- 9.1.2. All electrical equipment and installations on the MTP grounds must comply with the Polish Standards and must be made and used in accordance with the legal regulations in force in Poland.
- 9.1.3. For equipment with electrical parameters other than specified in 9.1.1 and 9.1.10 it is necessary to use a suitable device (to be provided by participants themselves). Motors with power rating greater than 20 kW may only be activated with the use of starter devices.
- 9.1.4. To provide additional protection against electrical shock it is necessary to install quick automatic circuit breakers, along with additional equalizer connections in the event of contact voltage exceeding safe levels. Electrical systems at the stand must be protected with the use of 30 mA anti-shock residual current devices.
- 9.1.5. MTP reserves the exclusive right to make electrical connections on behalf of all Participants of fairs and other events organized on the MTP grounds. It is forbidden to connect electrical systems to the MTP power network without MTP's consent. It is also forbidden to make any changes to the existing MTP electrical network.
- 9.1.6. Fair participants may:
 - a) commission MTP to install the electrical system as part of the stand construction order,
 - b) install the electrical system at the stand themselves and commission MTP to provide service connections to the stand.
- 9.1.7. All electrical installations made on the MTP grounds shall be subject to technical acceptance. Power supply shall be connected once the electrical system is reported for operation and all the services carried out by MTP are confirmed to have been carried out as specified in the order.
- 9.1.8. During the assembly and dismantling periods, fair Participants and stand Contractors have at their disposal the overhead illumination of the halls and outdoor space, as well as the existing electrical outlets to which they can connect power tools.

- 9.1.9. Lighting in halls is turned off during the fair opening hours for visitors. In justified cases at the request of fair Participants and with permission of MTP all or part of the hall general lighting may be turned on.
- 9.1.10. The electrical systems of stands are switched off every day after the halls have been closed. In justified cases the MTP technical staff may agree to supply electricity around the clock to certain equipment (e.g. refrigerating devices, telecommunications equipment, etc.) from special dedicated circuits provided in halls. Use of around-the-clock sockets for lighting, heating units, rectifier units, etc. is forbidden. Protection consists of a circuit breaker with B characteristics and with 30 mA differential part.
- 9.1.11. For safety reasons, fair Participants are required to disconnect the electrical power each time they leave their stand.
- 9.1.12. Electricity to stands is disconnected two hours after the official closing of a fair event.
- 9.1.13. If a participant finds out any sort of irregularity or interference in the functioning of the electrical system, they must immediately inform the **MTP Technical Coordinator**.

9.2 Water supply and sewage disposal system

- 9.2.1. Fair exhibition halls are equipped with fixed, generally accessible water supply and sewage discharge points. Water pressure in the MTP water supply network is dependent on the supplier and fluctuates within the range of 2.5-3.0 bar.
- 9.2.2. Water supply and sewage services are provided exclusively by MTP at the fair participant's cost.
- 9.2.3. In exceptional cases MTP may permit fair Participants to execute specific technological installations on their own and within their own stand (e.g. steam, gas or similar installations) on the basis of:
 - a) technical specifications agreed,
 - b) technical documentation,
 - c) a necessary permit, described below.
- 9.2.4. Fair participants intending to operate boilers, pressure vessels and systems, acetylene generators or lifting equipment on their stands shall be required to hold:
 - current documents confirming that the equipment has been approved for use by the Technical Supervision Office,
 - certificates confirming that operators of the said equipment are qualified to operate it.
- 9.2.5. For safety reasons, fair Participants are required to shut off the valves to water supply systems prior to leaving their stands.

9.3 Compressed air installation

- 9.3.1. Halls 1, 2, 3, 3A, 4, 5 (sectors A-G), 5A, 6 (sectors A-C), 7, 7A, 8 and 8A are equipped with a permanent compressed air system of the following parameters: pressure between 6.0 and 8.5 bar (in order to obtain intermediate values, fair participants must provide equipment with their own reducers), maximum air flow 1000 l/min.
- 9.3.2. In the remaining halls (other than specified in 9.3.1) trade fair Participants should equip themselves with a compressed air source whereby maximum noise level of a compressor at a stand must not exceed 70 dB.
- 9.3.3. Compressed air connections, terminated with a quick-disconnect coupling DN 7.2 as a standard, are performed solely by the MTP technical staff at the fair participant's cost, as specified in the order placed.
- 9.3.4. In order to supply with compressed air any exhibits having special requirements, fair participants must on their own provide additional filters, dehumidifiers, etc.
- 9.3.5. Trade fair Participants intending to use pressure installations that require technical supervision at their stands shall be obliged to hold:
 - current documents proving that the equipment has been commissioned by the Technical Supervision Office,
 - certificates confirming that operators of the equipment are qualified to operate it.
- 9.3.6. For safety reasons, fair Participants are required to shut off the main supply valves prior to leaving their stands.
- 9.3.7. If any installation is made by fair Participants without MTP's consent, they will be cut off from the mains and the participant will be charged for any damages resulting from that action.

9.4 Telecom installations and ICT services

- 9.4.1. It is prohibited to perform telecom installations without **MTP's approval (Technical Coordinator or other technical services designated by him/her)**.
- 9.4.2. Starting the use of ICT networks made available by MTP is tantamount to starting the provision of ICT services according to the provisions of the Law of 16 July 2004 Telecommunications Act (i.e. Journal of Laws of 2022, item 1648, as amended)..
- 9.4.3. The User is solely responsible for the way he/she uses the ICT service, including the content of messages sent, and is subject to criminal responsibility for acting against the law.
- 9.4.4. The user is not allowed to use the ICT network for the following purposes:
 - a) to provide other ICT and telecommunication services on the grounds of MTP without MTP's consent,
 - b) to build wireless networks,
 - c) to build permanent subnetworks,
 - d) to send and publish content, which is incompliant with the law or is subject to intellectual property protection which does not cover the user,
 - e) to send and publish content that might infringe upon anyone's personal rights;
 - f) to send advertising content the recipients had not ordered ("spam") in masses,
 - g) to transmit IP packets with false sender address,
 - h) to illegally access the resources of IT systems owned by other network users,
 - i) to spread computer viruses and other programmes that might damage the computers of other network users,
 - j) to make the Internet connection available to other network devices,
 - k) to disturb or hinder the functioning of the network in any other manner.
- 9.4.5. MTP reserves the right to register and filter network traffic and to process personal data of users only with the purpose of ICT service provision.

- 9.4.6. MTP does not guarantee the proper functioning of all ICT network technologies, such as certain tunneling solutions (VPN) or video streaming to the Internet.
- 9.4.7. MTP shall not be responsible for:
- a) technical breaks in providing the ICT service caused by reasons beyond MTP control, which resulted in temporary failure in covering the area on which the service is provided, lower connection throughput, operation failures or other difficulties in using the service;
 - b) illegal use of software or other work subject to intellectual property protection, available on the Internet;
 - c) damages caused by software provided by third parties;
 - d) the User's activity online, including the damages caused as its result;
 - e) data collected or transferred by the User;
 - f) damages that the User may incur in relation to using the service, particularly for:
 - the loss of data or destruction of the User's software;
 - the disclosure of the User's data;
 - delays in receiving or sending data caused by transmission break, incorrect transmission, delays or breaks in access to the network.
- 9.4.8. Claims related to using the ICT service should be filed in writing to Technical Service Reception points.
- 9.4.9. Compensatory claims related to service availability failures may concern only the actual time when it was unavailable.
- 9.4.10. If the User fails to abide by the terms of using MTP telecom installations and uses the service in

a way which is inconsistent with its purpose, MTP has the right to block his/her access to the network. In such cases, the User is not entitled to any compensatory claims, including claims for payment refund.

9.5. LAN networks

- 9.5.1. Connection to the Internet is installed in an Ethernet standard. One UTP cable with a RJ45 plug is led to a spot indicated by the Client. To connect the computer to the network, one must equip it with an Ethernet network card (or FastEthernet, or GigabitEthernet), also defined as a LAN outlet.
- 9.5.2. A Client who orders the service is obliged to include the information about the place of connection in the stand development plan. The plan must be attached to the Service Ordering Form. If such information is not attached, the UTP cable with an RJ45 plug will be led to the back of the stand or left by its back wall. The cable will have a spare length of 3-5 metres.
- 9.5.3. In the case of conference facilities, the service is made available to the Client by means of existing LAN outlets.
- 9.5.4. To connect to the Internet, proper settings in computer's operating system's configuration are required. In concerns:
- a) IP address – automatic obtaining of IP address and DHCP server should be set. Assigned IP address belongs to a private pool (address from 10.0.0.0 network). Communication with the Internet takes place owing to dynamic address translation (NAT/PAT) with the use of public addresses 193.23.51.59, 193.23.51.60, 193.23.51.61 and 193.23.51.62 as source addresses.
 - b) Disabling the network authentication service (according to the IEEE 802.1x protocol). Using the Internet is therefore anonymous, providing use ID or password is not required, and there is no server that identifies users.

9.6. WLAN networks

- 9.6.1. WiFi connection is installed in the IEEE 802.1b/g/n standard. To connect a computer to the network, one must equip it with a wireless network card.
- 9.6.2. WiFi connections:
- a) WiFi – mtp24
 - the network is available inside MTP exhibition halls and in the open space in sector 3 and 10, as well as in the garden by exhibition hall Poznań Congress Center;
 - to access the Internet, one must enter access codes in an Internet browser <user name, password>;
 - b) WiFi – PCC24
 - the network is available in the Poznań Congress Center (PCC) – in MTP exhibition halls 7 (1 floor), 10, 14, Poznań Congress Center (including the Earth Hall and conference rooms), the Green and Blue Hall in the Eastern Hall and in the garden by exhibition hall Poznań Congress Center;
 - to access the Internet, one must enter conference access codes in an Internet browser <user name, password>.
- 9.6.3. WiFi service – mtp24 is sold to one computer and one user. After making the payment, the User receives an access code (login and password) that enables him/her to use the service. The computer undergoes identification on the first login. Access to MTP websites and websites of entities related to MTP (such as WTC) is open.
- 9.6.4. In the event of making a payment for temporary service access, the term runs continuously from the first logging in, regardless of the actual service use.
- 9.6.5. The WiFi – PCC24 service is available as part of the lease of area for conference purposes etc. The access code allows using the service by multiple users.

9.7. Installation of cameras on stands / provided areas

- 9.7.1. Video camera, IP camera or other video recorder installation at stands or other areas made available to trade fair Participants, where the construction/arrangement is done by any other party than MTP, must be approved by MTP (Technical Coordinator or other MTP technical units). The contractor in charge of any such camera/video recorder installation should be notified to MTP by the respective trade fair participant (exhibitor) using the relevant form. MTP's approval shall not be required if cameras constitute a part of exposition on the trade fair of which the Subject-Matter Range includes such displays.
- 9.7.2. A contractor of camera installation at a stand/provided exhibition area should carry out the installation so that the cameras are not focused on the adjacent stands (for competition protection reasons), nor on any MTP infrastructure components protected for corporate safety reasons. Relevant graphic information should be displayed on the stand/area where such camera is installed.
- 9.7.3. Trade fair participants/lessees of exhibition area can hire MTP to carry out such service, within the framework of comprehensive stand/spatial arrangement construction or separately (outside the integrated development).

10. FIXING SUSPENDED ELEMENTS TO PERMANENT CEILING STRUCTURES IN HALLS

- 10.1. Fixing and suspending structural and advertising elements to hall ceilings within the area of the stand is allowed in halls (whilst observing the guidelines concerning winter and summer periods and the weight of the suspended element, and not exceeding the maximum suspension height of the elements) specified in the table of maximum weight tolerance level of ceilings, constituting

Appendix no. 2 to these Regulations.

10.2. In order to fix a suspended element, documentation including the following information should be submitted to MTP for arrangement:

- a) type of suspended structure,
- b) dimensions, total weight, specified points of suspension on the element being suspended,
- c) manner of suspension (number of cords),
- d) location of the structure in reference to the stand, height.

10.3. MTP reserves the exclusive right to offer suspension services and defines the scope of responsibility as follows:

- a) when the service consists in suspending and attaching to the permanent structure of the hall a steel cord of maximum load 50 kg (owned by MTP) **without** suspending any exhibitor- owned structures:
 - MTP is responsible for the manner of suspension of the cord from the permanent structure of the hall,
 - the exhibitor / ordering party is responsible for fixing their structure to the steel cord prepared by MTP, using certified elements.

It is strictly forbidden to leave any structures on hoisting elements (manual or electrical hoist). A suspended structure must be protected using the steel cord prepared by MTP.

- b) when the service consists in suspending and attaching to the permanent structure of the hall a steel cord of maximum load 50 kg (owned by MTP) **together with** suspending exhibitor's structures:
 - MTP is responsible for the manner of suspension of the cord from the permanent structure of the hall,
 - MTP is responsible for the manner of attaching the cord to the points of suspension of the structure, specified by the exhibitor / ordering party,
 - exhibitor / ordering party is responsible for correct preparation of the points of suspension of the structure being suspended,
 - exhibitor/contractor shall be responsible for the suspended structure.

10.4. Suspended elements must hang freely on the suspension points. A hanging element cannot be connected to any structure standing on the ground (floor) and cannot come into contact with the ground (floor).

10.5. MTP reserves the right to refuse the suspension service due to safety requirements and technical possibilities in exhibition facilities.

10.6. For safety reasons, no persons may be present at the work site within the stand during the execution of works at height.

11. FIRE AND SAFETY REGULATIONS

11.1. MTP's development of its grounds is subject to the following principles:

- a) during each fair or any other type of event MTP designates fire zones which cover permanent structures (including halls) and adjacent outdoor areas,
- b) the distance between designated fire zones may not be less than 10 m,
- c) flammable structures outdoors which are adjacent to the glass walls of existing halls should be located at a distance no less than 5 m,
- d) a single complex of commercial and service premises may not exceed 1000 m² and the distance between such complexes may not be smaller than 10 m,
- e) stands of the area exceeding 150 m² or length exceeding 20 m must have at least two separate entrances, preferably at opposite ends.

In cases when the above conditions may not be met, a written consent must be obtained from the MTP Fire Officer.

11.2. Designated passageways and evacuation routes must be kept clear at all times. It is prohibited to park vehicles or store goods in these routes. Vehicles and goods left in these routes will be removed at the cost and risk of the fair Participant or stand Contractor.

Pedestrian and vehicle movement on traffic and evacuation routes, whether inside the exhibition halls or outdoors and whether during assembly/disassembly or during the trade fair event, requires special care and awareness, particularly from pedestrians who should be alert to sound and light signals from vehicles (e.g. forklift trucks) used for assembly, disassembly, transport and maintenance works.

11.3. All fire equipment, such as manual call-points, fire alarm devices, extinguishers, hydrants, emergency exit doors and signs indicating their presence (emergency exit pictograms), as well as telephones available to general public should be accessible and visible at all times. Consequently, actions which could restrict access to or interfere with the operation of such devices are forbidden, and specifically:

- a) suspending elements or placing exhibits in halls in places where linear smoke detectors (BEAMS) are located,
- b) obstructing access to electrical distribution boards, indoor hydrants, manual fire extinguishing equipment, manual call-points, etc.,
- c) obstructing or blocking passageways, emergency exits, fire curtains (in halls 3/3A and hall 6 sectors A-C) and fire doors (hall Poznań Congress Center),
- d) obstructing access to external hydrants by parking vehicles outdoors in places marked with the horizontal "No stopping/No parking" sign.

11.4. For safety reasons it is prohibited on the MTP grounds to:

- a) use naked flame in halls or at outdoor stands,
- b) store and use explosives inside the halls,
- c) accumulate and store in the halls and in outdoor space, within or outside stands, any type of flammable materials combustible or explosive chemicals, and of packaging, paper or any other materials that pose a fire hazard,
- d) use flammable or potentially explosive chemical mixtures as cleaning agents,
- e) leave machinery or equipment not cleaned of dust, seepage, grease, oil or waste products after completing work or operating demonstrations,
- f) leave greasy, oily rags or cleaning materials without securing them in closed containers made of non-flammable materials,
- g) store together substances which may interact, resulting in spontaneous ignition or explosion, without first properly securing them.

11.5. The method and place for safe storage of any flammable or poisonous material must be in each case **agreed with the MTP Fire Officer**.

11.6. Motor vehicles and other equipment fitted with internal combustion engines may be exhibited in halls only with the engine off, fuel tank closed and disconnected battery (if technically possible).

11.7. Equipment whose surfaces may heat up to a temperature exceeding 100°C should be kept at a safe distance from the housing and all flammable materials, as **agreed in each case by the MTP Fire Officer**.

11.8. Users of electrical equipment are prohibited to:

- a) make any modifications or repairs of this equipment on their own,
- b) use faulty electrical systems,
- c) use electrical supply systems that do not comply with the plans agreed with MTP,
- d) leave electrical devices (e.g. heaters, cookers, irons, kettles, etc.) connected to the mains without supervision,
- e) place heaters directly on flammable surfaces,
- f) mount shades made of flammable materials on bulbs and other illumination devices.

Each user is obliged to switch off the power supply before leaving and closing the stand/room.

- 11.9. It is prohibited to bring, store or use balloons, gas cylinders or other devices filled with flammable gas in halls and outdoors without the prior consent of the MTP Fire Officer. The consent of the MTP Fire Officer may be granted in particularly justified cases only, with taking into account the public safety and location possibilities.
- 11.10. Only materials that are non-flammable, flame-resistant or have been made flameproof may be used in the construction of stands. Appropriate certification of such materials should be available at the stand.
- 11.11. It is forbidden to use carpeting made from flammable materials in passageways, evacuation routes or on stairways.
- 11.12. Organizing firework displays is admissible only outdoors and requires the consent of the MTP Fire Officer, such consent to be granted in particularly justified cases only with taking into account the fire safety and location possibilities offered by MTP.
- 11.13. Use of any equipment inside the exhibition halls which could interfere with the service of the Fire Alarm System, such as: smoke generators, steam generators, barbecues, ovens, drones, airships, balloons, etc. must be **approved** in each specific case by the **MTP Fire Officer**. Use of any aircraft (among the types enumerated above) outdoors requires not only the **approval of the MTP Fire Officer** but also the Polish Air Navigation Services, which is discussed in detail in point 14 of these Regulations.
- 11.14. Users of MTP fair halls and MTP open area are prohibited from engaging in any activities which may compromise the level of fire safety. If an exhibit should pose a serious fire hazard to the participants in the event held on the MTP grounds, the Participant responsible must undertake additional fire safety measures as directed by the MTP Fire Officer.
- 11.15. It is prohibited to use hand-operated firefighting equipment for any purpose other than connected with the fire extinguishing operation.
- 11.16. Contractors responsible for the construction of stands in fair halls and outdoors are required to:
 - a) follow fire safety regulations as well as special regulations issued by MTP,
 - b) acquaint themselves with the location of hand-operated firefighting equipment, manual call- points, indoor and outdoor hydrants, as well as learn how to use them in the event of fire,
 - c) immediately carry out orders issued by the MTP Fire Officer concerning fire safety at stands inside the halls and outdoors,
 - d) comply with the prohibition on smoking cigarettes or other tobacco products, the prohibition on consuming alcohol or intoxicants, and the prohibition on appearing to perform work while under the influence of alcohol or intoxicants. In the event of a suspected violation of the aforementioned prohibition, MTP may call the person in respect of whom a suspected violation has been found to submit to a breathalyzer or drug test, and in the event of refusal – to call the appropriate services to perform the aforementioned test. If a violation is found – MTP may order the person to stop further work and order him to leave the area of MTP.
- 11.17. All faults or defects in fire safety detected in the halls or outdoors should be **reported** immediately to the MTP Fire Officer or any other employee of the MTP Fairground Security and Maintenance Department by dialling the emergency number 61 869 2112 or calling the monitoring centre at 61 869 2424, or directly to the first available Technical Coordinator (Area Manager) or employee of the Fair Organizer's Office.
- 11.18. If a fire, dangerous item (weapon, pyrotechnic substance) or substance (e.g. stain of caustic chemical substance), or any other safety hazard (i.e. unattended luggage or abandoned package) is detected inside the halls or outdoors, the **MTP Fire Officer** or any other employee of the MTP Fairground Security and Maintenance Department must immediately be informed. This can be done by dialling the emergency number 61 869 **2112** or calling the monitoring centre at 61 869 2424; alternatively,

one may call the **State Fire Brigade** by using a manual call-point or by dialling the emergency numbers **112** or **998**.

Until the arrival of the State Fire Brigade all persons must follow the orders of the MTP Fire Officer, Head or any other employee of the MTP Fairground Security and Maintenance Department in command of firefighting and rescue operations. Upon the arrival of the State Fire Brigade, the orders of the fire scene commander must be followed.

11.19. It is forbidden to leave unattended any items, including luggage or other property. Items left unattended outside the stand or other exhibition space as well as items lost on the MTP grounds during the assembly, trade fairs and disassembly may be removed or destroyed for security reasons by MTP or specialist services at the expense of the exhibitor / co-exhibitor, lessee of an area, stand contractor or other person who has left the items, unless that person cannot be identified. MTP shall not be held liable in this respect.

9.2. If evacuation is required for safety reasons, it is essential to follow the instructions of MTP services or specialised services requiring to leave the hall or MTP fairgrounds. Evacuation costs will be charged to the person that caused the threat (e.g. caused a fire, spilled caustic chemical, left a dangerous package).

12. MATERIALS AND SUBSTANCES HAZARDOUS TO HEALTH AND ENVIRONMENT

12.1. All equipment emitting ionizing (radioactive, x-ray) radiation as well as laser equipment presented or used on the MTP grounds should comply with the requirements specified in generally binding regulations concerning protection of human life and health, protection of property, and protection of environment.

12.2. For safety reasons, it is prohibited to collect and store in the halls and MTP open areas, within and outside the stands any harmful chemicals (any flammable, explosive, radioactive, caustic, toxic, causing shortness of breath, tearing substances, etc.).

12.3. Waste hazardous to health and environment (oils, emulsions, acids, fats, paints, sources of light, bulbs, etc.) may not be disposed of together with other waste to the bins placed on the MTP grounds. Hazardous liquid waste may not be disposed into the sewage system.

Users of MTP halls and MTP open area (lessees, fair Participants, stand Contractors and providers of other services) are bound to remove in their own capacity hazardous solid and liquid waste and spillage of substances hazardous to health and the environment.

If cleaning of spilt hazardous substances is not performed by a user in his own capacity, such a user should inform MTP staff (Technical Coordinator/employee of the Fair Organizer's Office), who shall commission spillage cleanup at the cost and risk of the MTP grounds user.

13. OCCUPATIONAL SAFETY REGULATIONS

13.1. Fair Participants, other lessees of MTP space in halls and/or outdoors and stand Contractors bear full responsibility for the occupational health and safety of their employees performing work on the MTP grounds and are liable for any accidents resulting from lack of supervision or negligence in regard to the requirements and standards of work safety during the period of space lease/construction, assembly, use and dismantling of fair exhibitions.

13.2. Machines, engines, tools and other equipment can be connected to electrical power supply only after they have been equipped with all required safety elements, especially shields and barriers which prevent access by unauthorized persons.

13.3. It is forbidden to run machines and equipment which do not meet safety requirements. It is forbidden to operate machines and equipment by unauthorized personnel.

13.4. Areas used to demonstrate machinery or equipment in operation must be delimited and properly protected.

13.5. Edges of glass panes that can be easily accessed at the stand must be ground in order to eliminate the risk of injury.

13.6. The occupational health and safety regulations in force in Poland shall apply to all matters not

specifically mentioned above and should be observed by fair Participants, other lessees of area in halls/MTP open spaces and by stand Contractors.

14. USE OF DRONES AND OTHER REMOTELY CONTROLLED AERIAL VEHICLES AND LASERS

- 14.1. Use of drones or other remotely controlled aerial vehicles inside the exhibition halls or MTP open area must be approved by MTP, and MTP shall specify the permitted height and route of flight in each particular case, according to the technical parameters of the respective building and duration of use. Such an approval shall be given by the **MTP Fire Officer** upon request of a trade fair Participant (exhibitor, co-exhibitor) or lessee of exhibition space (for contracts executed with PCC).
- 14.2. Use of drones or other remotely controlled aerial vehicles outdoors must be approved by the **MTP Fire Officer**, such approval being issued upon notification to the **Polish Air Navigation Services** of the intention to fly.
- 14.3. Any damage caused in connection with the use of drones or other remote-controlled flying devices shall be the responsibility of the fair Participant on whose order the flight was performed and the operator of the drone / remote-controlled flying device on an in solidum basis. In the case of individual performance of the flight - the operator of the drone / remotely controlled flying device shall be liable for damages.
- 14.4. Use of lasers in the exhibition halls (e.g. during equipment presentation at a stand, during a concert held inside an exhibition hall) must be approved by the **MTP Fire Officer**.
- 14.5. Organization of laser shows in MTP open area and any use of reflectors/searchlights (e.g. at a concert, public performance) must be approved by the **MTP Fire Officer**, who shall give his approval upon presentation of **permission from the Polish Air Navigation Services**.
- 14.6. MTP reserves the right to refuse to give the approvals referred to in points 14.1 through 14.5 above, for safety reasons (considering the infrastructure of the specific exhibition hall or any stand/spatial arrangement development items installed therein, or for reason of height of exhibition halls or other objects, such as antennas, located outdoors), or for organizational reasons, or in view of the character of the specific trade fair or another event.

15. FINAL PROVISIONS

- 15.1. MTP reserve the right to change and undertake to inform of any changes to the Regulations and to publish them in a consolidated form on the internet at mtp.pl and on the websites of particular exhibitions / events sufficiently in advance of the date of the beginning of the exhibitions / events.
- 15.2. All matters not covered by these Regulations shall be governed by the mandatory legislation of Poland, particularly the Construction Law, health & safety regulations (including Regulations of the Minister of Culture concerning health & safety in organization and proceeding of performances), the Civil Code and the Regulations for Participants of Fairs organized by Międzynarodowe Targi Poznańskie sp. z o.o. Furthermore, the applicable community legislation of the European Union must be duly complied with.
- 15.3. Any disputes that may arise between MTP and any of the parties specified in point 1 of these Regulations, related to the application of these Regulations, which cannot be resolved through amicable negotiations, shall be resolved by a public court in Poznań of competent subject-matter jurisdiction.
- 15.4. The wording of these Regulations in the Polish language shall govern any resolution of disputes with foreign participants of trade fairs, and the law of Poland shall be the governing law in the construction of these Regulations.

EMERGENCY PHONE NUMBERS

State Fire Service phone number: **112, 998 MTP**

emergency phone number 61 869 **2112**

PHONE NUMBERS OF MTP TECHNICAL SERVICES AND SECURITY SERVICES

The phone numbers listed below are active during the fair and during the time specified for booth assembly and disassembly.

Facilities Management Division

phone number: 61 869 2434

Technical Coordinators:

area I - pavilions: 7,7A,8,8A, Poznań Congress Center (PCC)

.....phone numbers: 691023662
..... 691023680

area II - pavilions: 1,2,3,3A,4,11,12

.....phone numbers: 691030752
..... 691024309

area III - pavilions: 5 (sectors A-G), 5A, 6 (sectors A-C), 10

..... phone numbers: 691024328
..... 691024335

Technical Services Fair Sales Section:

Technical Services Reception, including ICT services

phone number: 61 869 **2333**, fax: 61 869 **2330**

ICT Support Division: Event Services Section

IT Hotline phone number: 618692191

Technical Division:

On-Call Electrician phone number: 618692277

Site Security and Maintenance Division:

emergency phone number.....61869**2112**

video surveillance office..... phone number: 61869**2424**

Fire Safety Inspectorphone numbers: 691017572 691 017 645

The numbering and location of pavilions and areas is shown on the maps of the MTP premises available on the MTP website.

Appendix no. 2 to the Regulations

Maximum weight tolerance level of ceilings in HALLS ON MTP GROUNDS

Hall	Description	Max. Load
1	It is forbidden to suspend any weight from the ceiling structure	-
2	It is forbidden to suspend any weight from the ceiling structure	-
3 old part	Winter - load per upper node	0.50kN/node
	Summer - load per upper node	1.00 kN/node
3 new part	Winter - load of transom	0.25 kN/m
	Summer - load of transom	0.50 kN/m
3A new part	Winter – load per roof module 9x9m	2,00 kN
	Summer - load per roof module 9x9m	15.00 kN
3A old part	It is forbidden to suspend any weight from the ceiling structure	-
4	It is forbidden to suspend any weight from the ceiling structure	-
5 sectors A-G	Winter - load of transom	0.15 kN/m
	Summer - load of transom	0.30 kN/m
5A	Winter - load of the bottom lattice girder	1.0 kN/node
	Summer - load of the bottom lattice girder	2.0 kN/node
6 sector A	Winter - suspending prohibited	-
	Summer - load of the bottom lattice girder	0.50 kN/node
6 sector B	Winter - load of transom	0.25 kN/m
	Summer - load of transom	0.50 kN/m
6 sector C	Summer – loading of the point recommended for suspending	1.00kN
	Winter – loading of the point recommended for suspending	0.50kN
7	Winter - suspending prohibited	-
	Summer - load of the bottom lattice girder	0.50 kN/node
7A	Winter - load of grinder	0.50 kN/m; axes: 9, 12 and 17 – 0.10 kN/m
	Summer - load of grinder	1 kN/m; axes: 9, 12 and 17 – 0.50 kN/m
8	Winter - load of the bottom lattice girder	0.50 kN/m
	Summer - load of the bottom lattice girder	1.00 kN/m
8A	Winter - load of grinder	0,75 kN/m
	Summer - load of grinder	1,50 kN/m
12	It is forbidden to suspend any weight from the ceiling structure	-
Poznań Congress Center	It is forbidden to suspend any weight from the ceiling structure	-

Notes:

1. Wintertime is defined as the period between 1st November and 21st March and the days of inclement weather conditions (e.g. snow).
2. Principles for suspending structural and advertising elements from ceiling

structures are regulated in point 10 of these Technical and Fire Safety Regulations.

3. 1 kN = 100 kg
4. Poznań Congress Center Hall 15, due to the infrastructure has a limited use for exhibition purposes and for realisation of services related to these purposes.

SUSPENSION HEIGHT FOR ELEMENTS IN THE HALLS ON MTP FAIRGROUNDS

Hall No.	Description	Maximum suspension height in metres
1	It is forbidden to suspend any weight from the ceiling structure	-
2	It is forbidden to suspend any weight from the ceiling structure	-
3 old part	Suspending allowed	8 m
3 new part	Suspending allowed	6 m
3A new part	Suspending allowed	7 m
3A old part	It is forbidden to suspend any weight from the ceiling structure	-
4	It is forbidden to suspend any weight from the ceiling structure	-
5 sectors A-G	Suspending allowed	7 m
5A	Suspending allowed	8 m
6 sector A	Winter - suspending prohibited	-
	Summer - suspending allowed	8 m
6 sectors B-C	Suspending allowed	5,5 m
7	Winter - suspending prohibited	-
	Summer - suspending allowed	8 m
7A	Suspending allowed	7,5 m
8 old part	Suspending allowed	6 m
8 new part	Suspending allowed	8,5 m
8A	Suspending allowed	7 m
12	It is forbidden to suspend any weight from the ceiling structure	-
Poznań Congress Center	It is forbidden to suspend any weight from the ceiling structure	-

Appendix no. 3 to the Regulations

BASIC TECHNICAL PARAMETERS OF MTP HALLS

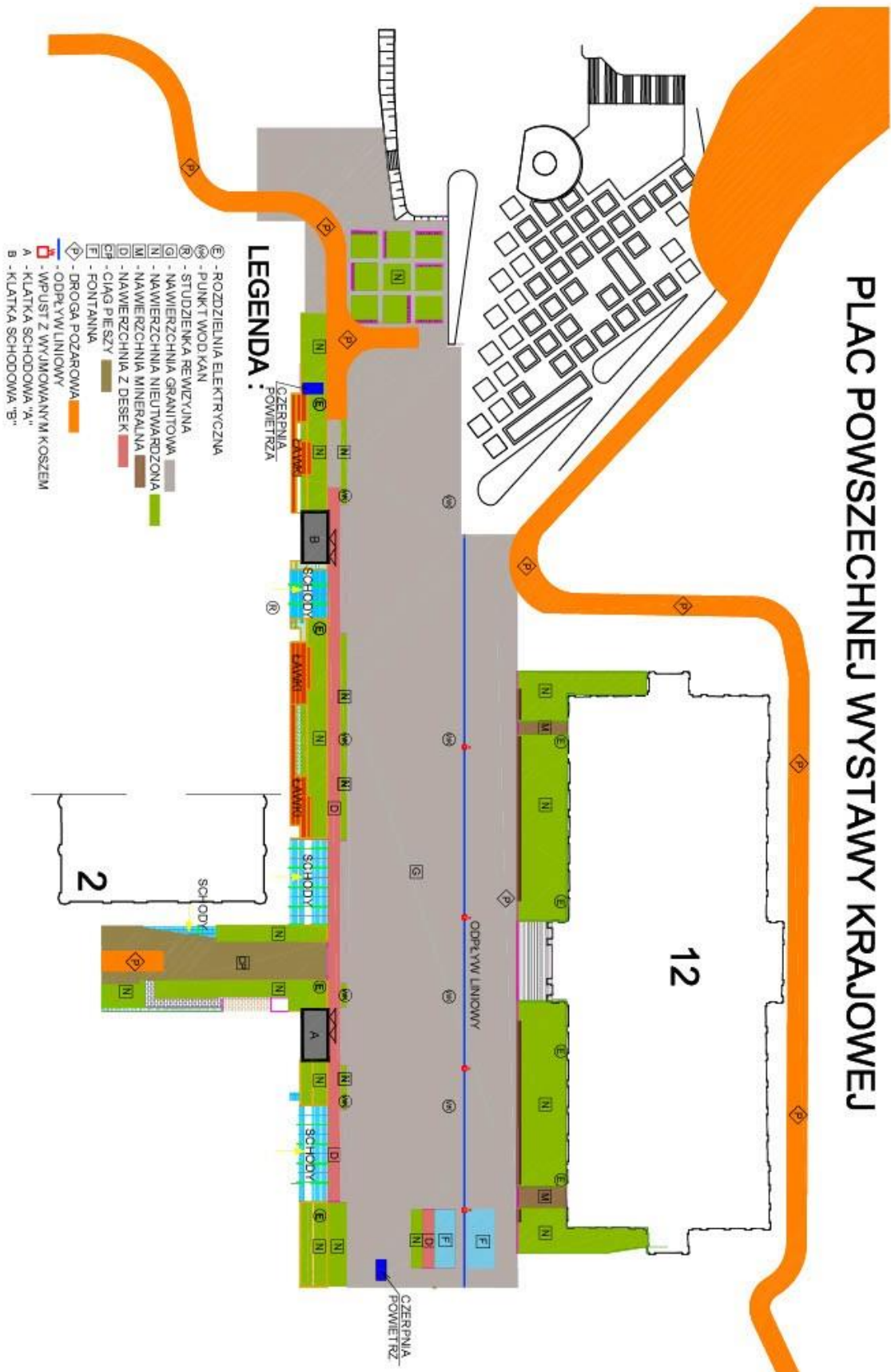
Hall No.	Level	Exhibition area m ²	Height m	Entrance		Goods lift kg	Dimensions of goods lifts			Passenger lift	Smoke detector	Max. floor load kPa	Service penetration sleeve through the floor	Floor type
				max width m	max height m		width m	height m	depth m					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Ground floor	2,599.80	2.50-10.00	4.25	4.40	-	-	-	-	-	YES	30.00	E, W&S, CA, T	Concrete
1	Upper floor	850.59	2.50	-	-	-	-	-	-	-	YES	3.00	E, W&S, T	Concrete
2	Ground floor	2,478.50	2.90-10.00	4.10	4.20	-	-	-	-	-	YES	30.00	E, W&S, CA, T	Concrete
2	Upper floor	2,398.80	2.50	-	-	-	-	-	-	-	YES	5.00	E, W&S, T	Concrete
3	Ground floor	6,626.30	3.20—9.74	4.30	3.92	-	-	-	-	-	YES	30.00- variable	E, W&S, CA, T, I	Concrete
3	Upper floor	2,361.80	4.53-5.50	-	-	Trolley conveyor	-	-	-	-	YES	5.00	E, W&S, T, I	Concrete
3A	Ground floor	7,555.10	3.40-10.25/ 7.10- old part	3.40 4.20	3.90	3,300	1.75	2.50	3.28	Escalator	YES	30.00-variable	E, W&S, CA, T, I	Concrete
3A	Upper floor	2,604.00	3.80	-	-	-	-	-	-	-	YES	10.00	E, W&S, CA, T, I	Concrete
4	Ground floor	3,626.50	3.89-8.0	5.20	4.50	-	-	-	-	Escalator	YES	30.00	E, W&S, CA, T	Concrete
4	Upper floor	641.00	2.90-3.00	1.50	2.15	-	-	-	-	-	YES	-	E, W&S, T	Concrete-resin
5 sectors.A-G	Ground floor	13,469.20	3.70-8.20	4.46	4.48	-	-	-	-	Escalator	YES	30.00	E, W&S, CA, T, I	Concrete
5 sectors A-G	Upper floor	1,411.20	3.80	-	-	-	-	-	-	Escalator	YES	10.00	E, W&S, T	Concrete
5A		3,079.50	8.00	4.90	4.60	-	-	-	-	-	YES	10.00/30.00	E, W&S, CA, T	Concrete
6 sector A	Ground floor	2,588.70	3.40 – 9.00	4.50	4.28	-	-	-	-	-	YES	30.00	E, W&S, CA, T, I	Concrete
6 sector A	Upper floor	475.00	4.30	-	-	-	-	-	-	-	YES	5.00	E, W&S, T	Concrete
6 sector B	Ground floor	2,806.90	4.10 – 9.00	4.50	4.28	3,500	2.10	2.50	3.10	YES	YES	30.00	E, W&S, CA, T, I	Concrete
6 sector B	Upper floor	593.00	3.80	-	-	-	-	-	-	-	YES	5.00	E, W&S, T	Concrete
6 sector C	Ground floor	3,211.00	4.10 – 9.00	6.00	6.20	-	-	-	-	-	YES	50.00 (20.00 in basement area)	E, W&S, CA, T	Concrete
6 sector C	Upper floor	392.90	3.80	-	-	-	-	-	-	-	YES	5.00	E, W&S, T	Concrete
7	Ground floor	3,792.20	2.80-10.00	5.40	3.30- 3.60	-	-	-	-	-	YES	5.00/30.00	E, W&S, CA, T, I	Concrete
7A	Ground floor	3,743.00	9.00	4.80	4.30	-	-	-	-	-	YES	30.00	E, W&S, CA, T, I	Concrete
8	Ground floor	2,481.00	7.00-9.00	4.20	4.70	-	-	-	-	-	YES	30.00	E, W&S, CA, T, I	Concrete
8A	Ground floor	2801,00	10,00	4.70	4.20	-	-	-	-	-	YES	50,00	E, W&S, T, I	Concrete
11	Ground floor	2,041.90	4.00-10.25	2.10	2.10	-	-	-	-	YES + Escalator	YES	30.00	E, W&S, T	Concrete
11	Upper floor	1,351.90	2.26-5.00	-	-	-	-	-	-	-	YES	3.00	E, W&S	Concrete
12	Ground floor	3,045.70	3.30/3.80/8.00	3.50	3.50	-	-	-	-	-	YES	30.00	E, W&S, T	Concrete
12	Upper floor	2,555.00	3.20/3.80	-	-	-	-	-	-	-	YES	5.00	E, W&S, T	Concrete
Poznań Congress Center	Level 0	3,884.90	3.80	4.40	4.30	3,200x2	1.70	2.50	2.70	YES	YES	X	-	Concrete with fitted carpet

Poznań Congress Center	Level 1	4,150.33	3.80	4.40	4.40	3,200x2	1.70	2.50	2.70	YES	YES	X	-	Concrete with fitted carpet
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X – system stand construction (lightweight) – acceptable in Poznań Congress Center after detailed arrangements with MTP, if location conditions permit.

Poznań Congress Center, due to the infrastructure has a limited use for exhibition purposes and for realisation of services related to these purposes.

Plan of the square of the Polish General Exhibition (referred to as the Square)



Appendix no. 5 to the Regulations

Statement of the space arrangement contractor

STATEMENT OF COMPLETENESS OF DOCUMENTATION OF OBJECTS

Date	
Name of the entity ("Contractor")	
Address	
NIP no.	
KRS no.	
Name of the person authorized to represent with the basis of authority (KRS / power of attorney)	
Equipment/objects to which this statement applies ("Objects")	
Date of installation of the Objects	

Acting as the Contractor / person authorized to represent the Contractor*, I hereby declare that:

- 1) all Objects located within the project in the area of the exhibition space, marked on the map attached to this statement, have all documents allowing them to be built and/or founded on the ground,
- 2) technical and structural calculations have been made for the aforementioned Objects, as required for this type of object, also taking into account the location of their foundation and the impact of atmospheric conditions on them, guaranteeing the safety of users and people in the vicinity of the Object,
- 3) I have familiarized myself with the technical and fire safety regulations in effect at Międzynarodowe Targi Poznańskie sp. z o.o. areas especially the provisions on the use of the Square,

.....
signature

Appendix:

- 1) Map of the area with the designation of the exhibition parcel

*delete as appropriate

Appendix no. 6 to the Regulations

Statement of the Contractor of the works

STATEMENT OF TECHNICAL EFFICIENCY OF FACILITIES

Date	
Name of the entity ("Contractor")	
Address	
NIP no.	
KRS no.	
Name of the person authorized to represent with the basis of authority (KRS / power of attorney)	
Equipment/objects to which this statement applies ("Objects")	
Date of installation of the Objects	

Acting as the Contractor / person authorized to represent the Contractor*, I hereby declare that:

- 1) all Objects located in the area of the exhibition space have been made and founded in accordance with the project and the conditions of their foundation, are technically efficient and have all necessary documents allowing them to be used,
- 2) the aforementioned Objects have been constructed and/or founded in accordance with the art of construction and the provisions of the law, including, in particular, the Construction Law,
- 3) the founded Objects do not threaten the safety or life of persons using them and staying in their vicinity,
- 4) the area of the exhibition arrangement has been cleaned up after the works.

.....
signature

Appendix:

- 1) Map of the area with the designation of the exhibition parcel

*delete as appropriate