2013
REGULATION
FOR PARTICIPANTS OF FAIR
TECHNICAL AND FIRE
SAFETY REGULATIONS
# REGULATIONS FOR TRADE FAIR PARTICIPANTS

1. GENERAL PROVISIONS .............................................................. 3
2. PRINCIPLES OF PARTICIPATION ................................................ 3
3. TRADE FAIR SERVICES ........................................................... 5
4. LEGAL PROTECTION AND SAFETY STANDARDS REGARDING EXHIBITS .................................................. 6
5. GENERAL REGULATIONS .......................................................... 6
6. SECURITY .................................................................................. 7
7. LIABILITY AND INSURANCE ...................................................... 8
8. CUSTOMS DUTIES AND FORWARDING ..................................... 8
9. COMPLAINTS ............................................................................ 8
10. FINAL PROVISIONS ................................................................. 9

# TECHNICAL AND FIRE SAFETY REGULATIONS IN FORCE ON THE GROUNDS OF POZNAŃ INTERNATIONAL FAIR LTD.

1. GENERAL PROVISIONS .............................................................. 10
2. GENERAL TECHNICAL CRITERIA FOR THE CONSTRUCTION OF STANDS .................................................. 10
3. STAND STRUCTURE COMPONENTS ............................................. 11
4. CONSTRUCTION HEIGHT ........................................................... 11
5. ADVERTISEMENTS ..................................................................... 12
6. FIXED ELEMENTS IN HALLS ...................................................... 12
7. ORDER REGULATIONS ............................................................. 12
8. OUTDOOR EXHIBITIONS ............................................................ 13
9. TECHNICAL CRITERIA FOR THE INSTALLATION OF SYSTEMS .......................................................... 13
   9.1. Electrical wiring system ..................................................... 13
   9.2. Water supply and sewage disposal system ......................... 14
   9.3. Compressed air installation ................................................. 14
10. FIXING SUSPENDED ELEMENTS TO PERMANENT CEILING STRUCTURES IN HALLS ............................... 15
11. FIRE SAFETY REGULATIONS ..................................................... 15
12. HAZARDOUS MATERIALS TO HEALTH AND ENVIROMENT .......................................................... 17
13. OCCUPATIONAL SAFETY REGULATIONS ................................ 17

   IMPORTANT TELEPHONE EXTENSIONS FOR MTP TECHNICAL UNITS .................................................. 19
   MAXIMUM WEIGHT TOLERANCE LEVEL OF CEILINGS IN MTP PAVILIONS ........................................... 20
   TECHNICAL PARAMETERS OF PAVILIONS .......................................................... 21
REGULATIONS FOR PARTICIPANTS OF TRADE FAIRS
ORGANIZED AFTER 1 JANUARY 2013

1. GENERAL PROVISIONS

1.1. The following provisions apply to participants in fairs organised by Międzynarodowe Targi Poznańskie spółka z ograniczoną odpowiedzialnością [Poznań International Fair Ltd.] with its registered office in Poznań, hereinafter referred to as “MTP”.

1.2. Participants in fairs organised by MTP shall also comply with:
   a) Specific Provisions
   b) Terms of Participation
   c) Fair Thematic Scope
   d) Technical and Fire Safety Regulations.

1.3. Specific Provisions, Terms of Participation and Fair Thematic Scope are defined separately for each fair event and, together with these Regulations and Technical and Fire Safety Regulations, are an integral part of a fair participation agreement.

1.4. Participation in fairs is limited to business entities that present an offer consistent with the Fair Thematic Scope. Where an offer has no exact counterpart in the Fair Thematic Scope but is similar or comparable to it, consent from MTP shall be required for such offer to be presented at a fair.

2. PRINCIPLES OF PARTICIPATION

2.1. PARTICIPANT APPLICATION AND CONCLUSION OF AGREEMENT

2.1.1. In order to apply, prospective participants shall:
   a) send an application form to MTP headquarters, said form to be completed and signed by the applying entity’s authorised representative;
   b) pay the registration fee and the exhibition space rental deposit as referred to in Terms of Participation.

Participant application shall be deemed to be made on the date on which the conditions as aforesaid are satisfied.

2.1.2. Applications shall be made by the date specified as the application deadline. Any applications submitted after such deadline shall be considered by MTP if exhibition space is available.

2.1.3. Submission of a participant application shall be equivalent to tendering an offer for participation in a fair.

2.1.4. MTP shall inform the applicants if their offer of participation in the fair has been accepted and about concluding the participation agreement with them by sending the Confirmation of Participant Application. The Confirmation shall carry information about the size and type of allocated exhibition space and its location. The date of MTP’s Confirmation of Participant Application shall be considered to be the date of concluding the participation agreement.

2.1.5. MTP reserves a right to refuse acceptance of any fair participation offer (e.g. due to such offer being inconsistent with the fair’s thematic scope, or where no further space is available).

Where this is the case, MTP shall refund the exhibition space rental deposit to the payer’s account.

2.1.6. MTP shall assign exhibition space subject to its availability and, if possible, as requested by the participant. Should the size or type of exhibition space allocated by MTP in the Confirmation of Participant Application differ from that indicated in the application, the agreement should be based on the terms set out in the Confirmation of Participant Application.
2.1.7. MTP reserves a right to change the original exhibition space allocation indicated in the Confirmation of Participant Application. Should any such change be made, participants may not claim damages from MTP.

2.1.8. To be valid, any changes in exhibition space order and participation agreement shall be in writing.

2.1.9. The entity applying for participation in a trade fair organized by MTP shall be obliged to pay a registration fee, which includes handling charges related to exhibitor registration and reservation of exhibition space, as well as additional services provided to the exhibitor.

The amount of the registration fee, the scope of services to be covered by that fee and the terms of payment are defined in Terms of Participation.

2.1.10. Exhibition space shall be made available subject to payment of amounts due under a participation agreement.

Where the amounts as aforesaid are not paid prior to commencement of a given fair, MTP shall have a right not to provide exhibition space until such amounts have been paid.

2.2. CANCELLATION OF PARTICIPATION

2.2.1. Cancellation of participation offer or withdrawal from the participation agreement shall be in writing otherwise being null and void.

2.2.2. Registration fee is due and payable notwithstanding cancellation of participation offer or withdrawal from participation agreement, and it shall not be reimbursed when paid.

2.2.3. The entity which cancelled its offer of participation in the fair or withdrew from the participation agreement within 14 days of the date the agreement was concluded, i.e., the date on which MTP issued Confirmation of Participant Application, shall be refunded the deposit for exhibition space rental as referred to in point 2.1.1.

2.2.4. Withdrawal from the fair participation agreement after the period of 14 days from the date the agreement was concluded, i.e., the date on which MTP issued Confirmation of Participant Application, shall result in forfeiture of the deposit as referred to in point 2.1.1.

2.2.5. Entities which have cancelled their participation offer or withdrawn from participation agreement shall not be entitled to services covered by the registration fee. Exhibitor’s cards authorizing entry to the fair grounds and invitations to accompanying events received with the Confirmation of Participant Application shall be returned.

2.3. CO-EXHIBITORS AND REPRESENTED COMPANIES

2.3.1. Exhibitors shall use a relevant form to apply for participation, as co-exhibitors, of other entities which will use part of the exhibitor’s stand to display their own products or services and which delegate their own employees to the fair for that purpose.

2.3.2. MTP shall charge the exhibitor applying for participation of a co-exhibitor a fee for the acceptance of such a co-exhibitor’s application. The fee for co-exhibitor’s application shall include handling charges related to the registration of a co-exhibitor, as well as additional services provided to the co-exhibitor.

The fees for co-exhibitor’s application, the amount of which varies depending on the scope of services to be covered by such fees, are specified in Terms of Participation together with the terms of payment.

2.3.3. MTP shall express its consent to participation of co-exhibitor(s) in the Confirmation of Participant Application. Exhibitors may not sublease their stands (or parts thereof) to other entities, or give such stands (or parts thereof) to other entities for use on free-of-charge basis, unless with consent of MTP.

2.3.4. Co-exhibitors shall have all privileges and obligations of exhibitors, as specified herein.
2.3.5. Exhibitors/co-exhibitors shall use a relevant form to apply for participation, as represented companies, of other entities whose products or services will be displayed at the exhibitor’s stand but whose employees will not be delegated to the fair. The data related to represented companies will be disclosed in a fair catalogue as represented companies, with exhibitors/co-exhibitors acting as their representatives also to be identified. No additional fees shall be charged on application for participation of represented companies.

3. TRADE FAIR SERVICES

3.1. Services related to fair participation shall be ordered with the use of relevant order forms. Order forms, completed and signed by a person authorized to represent the ordering entity, should be sent to MTP or to the fair co-organizer at the address provided.

3.2. Trade fair services should be ordered by the date specified in a form as the order submission deadline.

3.3. Prices for trade fair services shall be fixed separately for each fair event. Detailed information is to be found in application forms, services order forms and Terms of Participation.

3.4. Exhibitors and co-exhibitors are under the obligation to submit, with the use of separate application forms, the data related to their companies. Such data will be necessary for MTP to make suitable entries to the list of exhibitors in the catalogue (in paper and/or electronic and/or on the Internet) in alphabetical order and by industry branches (according to the thematic scope of a given fair).

3.5. MTP guarantees the insertion of data into the catalogue. The exhibitor’s data shall be inserted within the scope covered by the registration fee (name, address, etc.) and the co-exhibitor’s data – within the scope covered by the fee for co-exhibitor’s application.

3.6. Exhibitors and co-exhibitors have the right to order, with the use of suitable forms, additional entries as well as advertisements in the catalogue. Such an option is part of the services offered by MTP.

3.7. For those fair events where the catalogue takes the form of a printed copy, submission of an order for an additional catalogue entry after the deadline for sending the catalogue to press will result in MTP’s publishing of such an entry on the Internet only.

3.8. MTP shall not be liable for the contents of trade offers and advertisements submitted for insertion in the catalogue or for any consequences of editing errors or omissions in the catalogue.

3.9. MTP does not guarantee the fulfilment of orders for catalogue advertisements sent after the deadline (advertisements are placed in the printed version of the catalogue and/or on CD/DVD).

3.10. Any advertising outside of a stand shall be paid for and shall be approved by MTP. No such approval shall result in the removal of advertisements at the exhibitor’s risk and expense.

3.11. Exhibitors who order stand construction and furnishing services from MTP shall sign a separate agreement for stand construction and furnishing services. MTP shall commence work on any such order provided that the exhibitor makes an advance payment as specified in the agreement on stand construction and furnishing services, and that the prospective participant pays any such required amounts as are due under a participation agreement.

3.12. If electrical connections are to be executed as part of the order for stand construction and furnishing services (referred to above) or upon a separate order for electrical connections, MTP shall charge the ordering entity for the power network use. For exhibitors who order exhibition area/display stands already equipped with electrical connections (sockets, lighting, etc.) from the offer presented in the application form (referred to in 2.1.1), the charge for using the power network is included in the prices for such area/stands.

3.13. The amount of the fee for using MTP’s power network will depend on the connection power and network usage time (fair duration).
Fees for use of MTP’s power network and the terms of payment shall be specified in Terms of Participation.

3.14. Electrical, water supply and sewage connections, compressed air connections, IT network connections, services related to the suspension of parts to the ceilings in halls, as well as other services provided on MTP grounds shall be performed exclusively by MTP.

3.15. Documents to allow entry and vehicle entry onto MTP grounds shall be specified in Specific Provisions.

4. LEGAL PROTECTION AND SAFETY STANDARDS REGARDING EXHIBITS

4.1. Products exhibited at trade fairs (including, but not limited to, machinery and equipment) should have conformity assessment certificates as required by law, including in particular those relative to safety standards.
If a product presented at a trade fair has not undergone conformity assessment as required by law, relevant information must be visible at a stand where any such product is displayed.

4.2. It is recommended that, prior to their presentation at fairs, any new products (goods, solutions, trademarks, etc.) which are to be afforded legal protection be earlier filed with a patent office so that they are not subject to a challenge of earlier public disclosure or lack of novelty.
In accordance with international legal conventions, patent offices do not allow applications for products (solutions) which are earlier displayed at fairs, except at official or officially recognised exhibitions falling within the terms of the so called Paris conventions.

4.3. MTP shall ensure that exhibitors at fairs can obtain detailed information on industrial property and copyright protection and on unfair competition laws. To that end, MTP shall set up a consultation centre on the fair grounds at which to get assistance from patent attorneys.

4.4. In case of public presentation or public broadcasting of musical compositions or compositions involving lyrics and music, fair participants must undertake to obtain permission of the collective rights management organisations and pay royalties to such organisations.
Trade fair participants shall respect copyright and related rights protection laws included in the EU acquis and the domestic regulations of the Republic of Poland.

4.5. MTP shall not be liable for any violation of rights of exhibitors and other fair participants, said liability to arise under protection afforded to such exhibitors or participants in respect of inventions, utility designs, industrial designs, geographical indications, integrated circuit topographies or trademarks, and any copyright, rights under license agreements or assignments, know-how, etc.

5. GENERAL REGULATIONS

5.1. Dates and hours for commencement of the fair, stand construction and dismantling periods and opening hours of halls and the fair grounds are described in Specific Provisions.

5.2. During the fair opening hours stands shall be available to visitors. Temporary closing of stands shall be subject to prior approval from MTP.
In justified cases (e.g. protection of a utility design from competition) and with prior approval from the MTP, an exhibitor may restrict access of general public to a part of the stand and allow entrance only to the holders of a relevant invitation. However, the exhibitor should secure stand personnel to provide visitors with appropriate information.

5.3. No offer of goods and services shall be exhibited or presented at a stand that is inconsistent with the thematic scope of a given fair event.
At MTP’s request, a fair participant shall discontinue presentation of any such offer and shall at its own expense remove exhibits from the stand, failing which MTP shall have such exhibits removed from the stand or close the stand at the fair participant’s risk and expense.

5.4. Participants may not display prices on exhibits or conduct retail sales from exhibition stands for the duration of the fair, unless Specific Provisions state otherwise.
At MTP’s request, a fair participant should at his own expense cease unauthorised display of prices or conduct of retail sales from exhibition stands, failing which MTP shall have such prices and goods removed from the stand or close the stand at the fair participant’s risk and expense.

5.5. The maximum noise level at the stand resulting from equipment presentation, advertising techniques employed, broadcasting pre-recorded and live music, etc., may not exceed 70 dB. Loudspeaker columns shall not be directed towards passageways and the neighbouring stands.

At MTP’s request, a fair participant should reduce noise to the required level and properly position his stand equipment or amplification system, failing which MTP shall discontinue power or compressed air supply to the stand or close the stand at the fair participant’s risk and expense.

5.6. Stand closure by MTP in cases described in points 5.3-5.5 may be temporary in nature and continue until such time as MTP’s instruction is complied with, or it may be permanent, i.e. it shall continue to the end of the fair. Permanent stand closure shall be treated as a sanction for exhibitor’s failure to perform under the participation agreement. In such a case, the exhibitor shall not be reimbursed for his registration fee or exhibition space rental, stand construction and other fair service fees. Moreover, the exhibitor concerned shall not be entitled to any compensation, with stand closure being a sanction for his default.

5.7. During fair events, stand cleaning is performed before or after opening hours.

5.8. The exhibitor/stand contractor shall perform the following:

a) before the commencement of the fair, remove from the stand and its immediate surroundings any packaging and waste left after the stand construction and furnishing;
b) after the end of the fair, remove exhibits from the stand, dismantle the stand structure and furnishings and restore the occupied exhibition space to the original condition no later than by the last day of the dismantling period.

The waste generated in connection with the stand assembly and dismantling and during fair events should be segregated and 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 of the Technical and Fire Safety Regulations.

Exhibitors building their own stands and stand contractors shall be charged a waste removal fee by MTP. The amount of the said fee is fixed in the Terms of Participation.

5.9. Fair participants may not remove exhibits from stands and dismantle stands before the closing time. Removal and dismantling may be commenced only after the fair grounds have been closed to visitors on the fair’s last day.

5.10. Stand components and equipment left behind without MTP’s approval and not removed within the dismantling period shall be considered abandoned property.

5.11. Taking photographs, filming and drawing of stands and exhibited goods should be agreed with the fair participant. Should the above mentioned actions interfere in the organisation of the trade fair, they should be agreed with the MTP.

5.12. No weapons, ammunition, explosives or other objects may be brought onto the MTP grounds which might endanger safety of persons present on the fair grounds.

5.13. No animals may be brought to the MTP grounds unless such animals are part of an exhibition that is consistent with a thematic scope for a given fair or exhibition.

5.14. Exhibition halls, conference halls and other MTP facilities are non-smoking areas.

6. SECURITY

6.1. Fair grounds are guarded by MTP security service personnel.

6.2. The exhibitor shall, both during the trade fair and in the stand assembly and dismantling periods, at his own expense and risk, secure exhibits and equipment against possible damage or losses.
6.3. Stand guarding services may be obtained for the stand assembly and dismantling periods or the fair duration provided that the interested party (exhibitor, stand contractor, etc.) informs MTP (Technical Co-ordinator/employee of the Fair Organizer’s Office) about this intention with due notice.

Stand guarding personnel may be hired from MTP following the submission of a relevant form.

6.4. For the duration of the fair halls are opened, closed and sealed in the presence of a committee. Exhibitors are entitled to have their own representatives included on that committee.

6.5. Exhibitors shall make all of the exhibition space available to the committee for the purpose of fire safety checks.

7. LIABILITY AND INSURANCE

7.1. MTP shall not be liable for any damage or shortages of the property of fair participants caused by third parties or solely through the fault of the party which suffered losses.

7.2. MTP shall not be liable for any damage to the property of fair participants caused by force majeure such as fires, explosions, lightning, high winds, floods or power and gas (compressed air) supply failure, which are beyond the control of MTP.

7.3. Any increased security measures taken by MTP, as referred to in point 6, shall have no effect on MTP’s exemption from liability for the aforementioned damage.

7.4. Fair participants shall take out civil liability insurance policy and shall insure all of their property located on the fairgrounds (exhibits, equipment and hardware on the stand, stand structural elements and furnishing, private belongings, company cars, etc.), both during the fair and during stand construction and dismantling periods, unless Terms of Participation provide otherwise.

7.5. Fair participants shall be financially liable for any damage to MTP property (damage, destruction, or shortages). The liability as aforesaid shall also apply to stand construction companies. Damages shall be assessed by MTP in the presence of a fair participant’s or exhibitor’s representative, which shall be confirmed in a proper protocol.

7.6. Fair participants shall report the occurrence of any damage to MTP and the fair police station in writing immediately after it has been discovered.

8. CUSTOMS DUTIES AND FORWARDING

8.1. Transport of goods performed by the trade fair participants from (and into) the countries which are not Member States of the European Union means that the goods have been transported into (and from) the customs area of the European Community. This means that the obligations specified in the customs law are applicable, unless international agreements stipulate otherwise. Trade fair participants from countries which are not Member States of the European Community should learn about the provisions of the European Union acquis (the European Community Customs Code, Common Customs Tariff, regulations) and the internal legal regulations of the Republic of Poland (Customs Law and executive orders).

8.2. The transportation and forwarding of exhibits and other merchandise shall be performed at the fair participant’s risk and expense.

8.3. Forwarding services on the fair grounds, including transportation and unloading/loading services, shall be provided exclusively by MTP and MTP official forwarding companies with which MTP concluded appropriate agreements. Official MTP forwarders shall provide their services having regard to Uniform Pricelist for Forwarding Services.

9. COMPLAINTS

9.1. Any complaints of the fair participants shall be submitted to MTP in writing.
9.2. Exhibitor’s complaints pertaining to stand construction by MTP, stand location (location of presentation) and the size of the space actually occupied will be reviewed by MTP providing that they have been filed no later than on the last day of the fair (before the dismantling period).

9.3. Other complaints of exhibitors should be submitted no later than within one month from the last day of the fair.

9.4. No complaints filed after the aforementioned time shall be considered.

10. FINAL PROVISIONS

10.1. Should circumstances beyond its control occur, MTP reserves the right to cancel, partially close, shorten or reschedule fair events.

In such cases exhibitors may not claim damages or partial refunds of exhibition space rent.

10.2. Trade fair participants should comply with the binding regulations of the EU acquis and internal regulations of the Republic of Poland.

10.3. All disputes arising in connection with the participation in fairs organised by MTP as well as services outsourced to MTP by fair participants shall be settled by a proper common court of law in Poznań.

10.4. For the purposes of dispute resolution, the Polish version of the Regulations shall prevail.

10.5. Polish law shall govern interpretation of these Regulations.
TECHNICAL AND FIRE SAFETY REGULATIONS
BINDING AS OF 1 JULY 2012 ON THE GROUNDS OF MIĘDZYNARODOWE TARGI POZNAŃSKIE SP. Z O.O.

1. GENERAL PROVISIONS

1.1. The technical and fire safety regulations in force on the grounds of Międzynarodowe Targi Poznańskie sp. z o.o. (hereinafter referred to as MTP) shall apply to:
   a) participants of fairs, exhibitions and other events, hereinafter referred to as fair participants, organized by MTP or other entities,
   b) entities who are organizers of events held on the MTP grounds,
   c) stand contractors (stand construction companies, fair participants who perform stand construction work on their own).

1.2. MTP reserves the right to monitor whether the actions of fair participants, organizers of events and stand contractors are in compliance with technical and fire safety 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

2.1. No later than 10 days before the commencement of stand construction, the contractor shall submit for review to MTP (Technical Coordinator/employee of the Fair Organizer’s Office) duplicate copies of construction plans for the leased exhibition area inside halls or outdoors. The plan should present the stand construction in two views with the height specified. It should be transparent and include a necessary description. The plans submitted should refer to allotted space, be in compliance with the Construction Law and other regulations and standards in force in Poland, as well as with the technical and fire safety regulations in force on the MTP grounds.

2.2. Fair participants and stand contractors shall comply with basic technical parameters of MTP halls specified in the table in the appendix to these technical & fire safety 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 on the application form referred to in 2.1.1 of the “Regulations for Trade Fair Participants” (hereinafter referred to as Regulations). Introduction of equipment with unit weight greater than the maximum permitted in a given hall shall require special permission from the MTP technical unit.

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 the MTP technical staff.

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 arrangements with MTP (Technical Coordinator/employee of the Fair Organizer’s Office).
2.7. Walls of the stand and other structural elements on the stand’s perimeter higher than 2.5 meters which face the neighbouring stands, and exposed back walls of the stand (e.g. on a mezzanine) must be neutrally finished (in white). It is permitted to place advertisements within 1.0 m from the border of the adjacent stand.

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 maintenance 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.

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 case the participant is found to have exceeded the aforementioned maximum noise level, MTP reserves the right to suspend the presentation, including the disconnection of electrical power supply to a stand. Participants shall not be entitled to compensation for losses incurred, or any reductions in fees for the exhibition space leased or electrical connection made as the result of the suspension of a presentation.

2.14. Construction of exhibition stands must be performed in compliance with the plans agreed with by MTP, as well as the Construction Law and technical and fire safety requirements binding on MTP grounds.

2.15. MTP shall be authorized to suspend the construction of stands and remove structural elements at the cost of the participant if:
   a) the construction works are performed without presenting the construction plan to MTP for mutual arrangements, as required by point 2.1.,
   b) the construction performed is not in compliance with the plans agreed with MTP and the regulations referred to in points 2.1. and 2.14.,
   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),
   d) the participant or stand contractor has performed work on technical installations without obtaining MTP’s approval,
   e) structure components, referred to in point 11.10., have not been certified as flame resistant,
   f) it is suspected that the maximum static or resistance operational load has been exceeded.

3. STAND STRUCTURE COMPONENTS

3.1. All structural components should comply with the fire safety regulations outlined in point 11.

3.2. Constructional, advertising and decoration components of stands and exhibits may not exceed the allocated exhibition space or the construction height agreed with 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.

3.4. Glass components of stand walls are not permitted outdoors.

4. CONSTRUCTION HEIGHT

4.1. The standard height for the construction of a stand measured from the floor shall be 2.5 m.

4.2. For stands, free-standing elements, advertising, decorations, etc. of non-standard height exceeding 2.5 m, structural drawings and static and resistance calculations or an appropriate certificate from an
authorized person should be enclosed to the construction plan mentioned in point 2.1 in order to make arrangements with MTP (Technical Coordinator/employee of the Fair Organizer’s Office).

4.3 Multi-storey (two-storey) 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 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 storey to the stairs or ramp may not exceed 20 m,
   e) stairs or ramps must be at least 1 m wide.

The calculations proving that the stand support pillars do not carry load greater than permitted for the floor of a given hall should be provided to MTP (Technical Coordinator/employee of the Fair Organizer’s Office). The data on maximum floor load capacity in MTP exhibition halls is listed in the table in the appendix to these Technical & Fire Safety Regulations.

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 MTP’s consent.

5.3 The use of balloons for promotional purposes on the fair grounds requires MTP’s consent.

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.

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 (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/fair infrastructure or to suspend them from these structures without arrangements with MTP.

7. ORDER REGULATIONS

7.1 MTP provides uniform marking of all 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. OUTDOOR EXHIBITIONS

8.1 Flagpoles should not be erected without MTP’s consent.
8.2 Temporarily erected flagpoles should not exceed 8.0 m in height and they should not block MTP evacuation and fire safety routes.
8.3 If temporary stands and kiosks serving exclusively as elements of the trade display are placed, designs (for construction and installations) as well as static and resistance calculations shall be submitted to MTP for review and approval. If any other temporary structure which is not an element of a display is planned to be built, a building permit shall be obtained from an appropriate office in accordance with the Polish law.
8.4 All earthworks to be done outdoors (boring holes, driving in piles, digging foundations or putting in anchors, etc.) shall require MTP’s consent.
8.5 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.
8.6 Exhibits and all equipment outdoors should be positioned not less than 0.5 m from the edge of any road or passageway.
8.7 Advertising structures exposed to atmospheric conditions must come with static and resistance calculations which should be submitted to MTP (Technical Coordinator/employee of the Fair Organizer’s Office) before commencement of assembly work.

9. TECHNICAL CRITERIA FOR THE INSTALLATION OF SYSTEMS

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:
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 staff.

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 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, 6, 6A, 7, 7A, 8 and 9 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. Maximum noise level of a compressor at a stand is 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.

9.4. If any installations are 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.

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) specified in the table of maximum weight tolerance level of ceilings, constituting Appendix no. 1 to these Technical & Fire Safety Regulations.

10.2. In order to fix a suspended element, documentation including the following information should be submitted to MTP for approval:
   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. MTP reserves the right to refuse the suspension service due to safety requirements and technical possibilities in exhibition facilities.

10.5. For safety reasons, no persons may be present at the strand during the execution of works at height.

11. FIRE 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.

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, 6 and 6A) and fire doors (hall 15),
   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 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 determined 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. Users of MTP fair halls and outdoor space 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.

11.14. It is prohibited to use hand-operated fire fighting equipment for any purpose other than connected with the fire extinguishing operation.

11.15. Contractors responsible for the construction of stands in fair halls and outdoors are required to:
   a) observe fire safety regulations as well as special regulations issued by MTP,
   b) acquaint themselves with the location of hand-operated fire fighting 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.

11.16. 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 Area Coordinator or employee of the Fair Organizer’s Office.

11.17. If a fire or any other safety hazard 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 fire fighting and rescue operations. Upon the arrival of the State Fire Brigade, the orders of the fire scene commander must be followed.

12. MATERIALS 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. 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 outdoor space (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/outdoors and by stand contractors.
EMERGENCY PHONE NUMBERS

State Fire Brigade 112, 998
MTP emergency phone number 61 869 2112

TELEPHONE EXTENSIONS FOR MTP TECHNICAL & MAINTENANCE UNITS

To call specific MTP technical staff, dial 61 869 followed by a four-digit extension number, according to the list below.
When using yellow phones located on MTP grounds it is enough to dial the four-digit extension number.
The phone numbers listed below are active during trade fairs and during the stand construction and dismantling periods.

Facility Management Department
phone 2183, fax 2684

Area Coordinators:
Area I ...................... phone 2271, 2811, fax 2272
Area II ...................... phone 2228, 2813, fax 2082
Area III ...................... phone 2663, 2815, fax 2601

Hall Managers:
Hall no. 1 ...................... phone 2274, 2841
Hall no. 2 ...................... phone 2221, 2842
Hall no. 3 ...................... phone 2327, 2843
Hall no. 3A ..................... phone 2372, 2844
Hall no. 4 ...................... phone 2382, 2845
Hall no. 5 ...................... phone 2410, 2780, 2781
Hall no. 6 ...................... phone 2545, 2871
Hall no. 6A ..................... phone 2545, 2873
Hall no. 7 ...................... phone 2582, 2875
Hall no. 7A ..................... phone 2283, 2876
Hall no. 8/8A .................. phone 2572, 2786
Hall no. 9 ...................... phone 2553, 2774
Hall no. 11 .................... phone 2481, 2790
Hall no. 12 .................... phone 2276, 2872
Hall no. 14A ................... phone 2498, 2702
Hall no. 14B ................... phone 2308, 2708
Hall no. 15A ................... phone 2315, 2877
Hall no. 15B ................... phone 2316, 2878
Hall no. 15C ................... phone 2317, 2879

Technical Service Sale Department
Technical Service Desk ............... phone 2333, fax 2330

Power Department
Electrician on duty ....................... phone 2277

Fairground Security and Maintenance Department:
Monitoring Centre ....................... phone 2424
Fire Officer ......................... phone 2222, 2822

Halls and areas are numbered in accordance with the attached map.
### MAXIMUM WEIGHT TOLERANCE LEVEL OF CEILINGS IN HALLS ON MTP GROUNDS

<table>
<thead>
<tr>
<th>No.</th>
<th>Hall</th>
<th>Description</th>
<th>Max. Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>It is forbidden to suspend any weight from the ceiling structure</td>
<td>–</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>It is forbidden to suspend any weight from the ceiling structure</td>
<td>–</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>Winter - load per upper node</td>
<td>0.50 kN/node</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer - load per upper node</td>
<td>1.00 kN/node</td>
</tr>
<tr>
<td></td>
<td>3A</td>
<td>Winter - load of transom</td>
<td>0.25 kN/m</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer - load of transom</td>
<td>0.50 kN/m</td>
</tr>
<tr>
<td>4</td>
<td>3A</td>
<td>Winter - load per roof module 9x9m</td>
<td>3.00 kN</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer - load per roof module 9x9m</td>
<td>15.00 kN</td>
</tr>
<tr>
<td></td>
<td></td>
<td>It is forbidden to suspend any weight from the ceiling structure</td>
<td>–</td>
</tr>
<tr>
<td>5</td>
<td>4</td>
<td>It is forbidden to suspend any weight from the ceiling structure</td>
<td>–</td>
</tr>
<tr>
<td>6</td>
<td>5</td>
<td>Winter - load of transom</td>
<td>0.15 kN/m</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer - load of transom</td>
<td>0.30 kN/m</td>
</tr>
<tr>
<td>7</td>
<td>6</td>
<td>Winter - suspending prohibited</td>
<td>–</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer - load of the bottom lattice girder</td>
<td>0.50 kN/node</td>
</tr>
<tr>
<td>8</td>
<td>6A</td>
<td>Winter - load of transom</td>
<td>0.25 kN/m</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer - load of transom</td>
<td>0.50 kN/m</td>
</tr>
<tr>
<td>9</td>
<td>6A</td>
<td>Summer – loading of the point recommended for suspending</td>
<td>1.00 kN</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Winter – loading of the point recommended for suspending</td>
<td>0.50 kN</td>
</tr>
<tr>
<td>10</td>
<td>7</td>
<td>Winter - suspending prohibited</td>
<td>–</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer - load of the bottom lattice girder</td>
<td>0.50 kN/node</td>
</tr>
<tr>
<td>11</td>
<td>7A</td>
<td>Winter - load of grinder</td>
<td>0.50 kN/m; axes: 9, 12 and 17 – 0.10 kN/m</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer - load of grinder</td>
<td>1 kN/m; axes: 9, 12 and 17 – 0.50 kN/m</td>
</tr>
<tr>
<td>12</td>
<td>8</td>
<td>Winter - load of the bottom lattice girder</td>
<td>0.50 kN/m</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer - load of the bottom lattice girder</td>
<td>1.00 kN/m</td>
</tr>
<tr>
<td>13</td>
<td>8A</td>
<td>It is forbidden to suspend any weight from the ceiling structure</td>
<td>–</td>
</tr>
<tr>
<td>14</td>
<td>9</td>
<td>Winter - load of the bottom lattice girder</td>
<td>1.00 kN/node</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer - load of the bottom lattice girder</td>
<td>2.00 kN/node</td>
</tr>
<tr>
<td>15</td>
<td>12</td>
<td>It is forbidden to suspend any weight from the ceiling structure</td>
<td>–</td>
</tr>
<tr>
<td>16</td>
<td>15A, B</td>
<td>It is forbidden to suspend any weight from the ceiling structure</td>
<td>–</td>
</tr>
</tbody>
</table>

**Notes:**

1. Wintertime is defined as the period between 1st November and 31st 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. Hall 15, due to the infrastructure and to its assignment as the Congress Centre, has a limited use for exhibition purposes and for realisation of services related to these purposes.
# Appendix no. 2 to the Technical & Fire Safety Regulations

## Basic Technical Parameters of MTP Halls

<table>
<thead>
<tr>
<th>Hall No.</th>
<th>Level</th>
<th>Exhibition area m²</th>
<th>Height m</th>
<th>Entrance Dimensions of goods lifts</th>
<th>Max. floor load kPa</th>
<th>Service penetration sleeve through the floor</th>
<th>Floor type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Ground floor</td>
<td>3,869.00</td>
<td>2.50-10.00</td>
<td>3.00</td>
<td>E, W&amp;S, CA, T</td>
<td>Concrete</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>Upper floor</td>
<td>2,094.20</td>
<td>2.50</td>
<td>3.00</td>
<td>E, W&amp;S, T</td>
<td>Concrete</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>Ground floor</td>
<td>2,478.50</td>
<td>2.90-10.00</td>
<td>3.00</td>
<td>E, W&amp;S, CA, T</td>
<td>Concrete</td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>Upper floor</td>
<td>2,602.30</td>
<td>2.50</td>
<td>5.00</td>
<td>E, W&amp;S, T</td>
<td>Concrete</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>Ground floor</td>
<td>6,626.30</td>
<td>3.20-9.74</td>
<td>3.00</td>
<td>E, W&amp;S, CA, T</td>
<td>Concrete</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>Upper floor</td>
<td>2,361.80</td>
<td>4.53-5.50</td>
<td>5.00</td>
<td>E, W&amp;S, T</td>
<td>Concrete</td>
</tr>
<tr>
<td>3A</td>
<td>3A</td>
<td>Ground floor</td>
<td>7,555.10</td>
<td>3.40-10.25/3.40-7.10-old part</td>
<td>3.00</td>
<td>E, W&amp;S, CA, T</td>
<td>Concrete</td>
</tr>
<tr>
<td>3A</td>
<td>3A</td>
<td>Upper floor</td>
<td>2,604.00</td>
<td>3.80</td>
<td>10.00</td>
<td>E, W&amp;S, CA, T</td>
<td>Concrete</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>Ground floor</td>
<td>4,010.90</td>
<td>3.89-8.0</td>
<td>3.00</td>
<td>E, W&amp;S, CA, T</td>
<td>Concrete</td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td>Upper floor</td>
<td>641.00</td>
<td>2.90-3.00</td>
<td>3.00</td>
<td>E, W&amp;S, T</td>
<td>Concrete</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>Ground floor</td>
<td>13,039.20</td>
<td>3.70-8.20</td>
<td>3.00</td>
<td>E, W&amp;S, CA, T</td>
<td>Concrete</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>Upper floor</td>
<td>1,411.20</td>
<td>3.80</td>
<td>10.00</td>
<td>E, W&amp;S, T</td>
<td>Concrete</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
<td>Ground floor</td>
<td>2,588.70</td>
<td>3.40-9.00</td>
<td>3.00</td>
<td>E, W&amp;S, CA, T</td>
<td>Concrete</td>
</tr>
<tr>
<td>6</td>
<td>6</td>
<td>Upper floor</td>
<td>475.00</td>
<td>4.30</td>
<td>5.00</td>
<td>E, W&amp;S, T</td>
<td>Concrete</td>
</tr>
<tr>
<td>6A old part</td>
<td>Ground floor</td>
<td>2,806.90</td>
<td>4.10-9.00</td>
<td>3.00</td>
<td>3.00</td>
<td>E, W&amp;S, CA, T</td>
<td>Concrete</td>
</tr>
<tr>
<td>6A old part</td>
<td>Upper floor</td>
<td>593.00</td>
<td>3.80</td>
<td>3.00</td>
<td>E, W&amp;S, T</td>
<td>Concrete</td>
<td></td>
</tr>
<tr>
<td>Hall No.</td>
<td>Level</td>
<td>Exhibition area m²</td>
<td>Height m</td>
<td>Entrance Dimensions of goods lifts</td>
<td>Dimensions of goods lifts</td>
<td>Passenger lift</td>
<td>Smoke detector</td>
</tr>
<tr>
<td>---------</td>
<td>-------</td>
<td>--------------------</td>
<td>---------</td>
<td>-----------------------------------</td>
<td>--------------------------</td>
<td>---------------</td>
<td>---------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>max width m</td>
<td>max height m</td>
<td>width m</td>
<td>height m</td>
</tr>
<tr>
<td>6A new part</td>
<td>Ground floor</td>
<td>3,211.00</td>
<td>4.10-9.00</td>
<td>6.00</td>
<td>6.20</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Upper floor</td>
<td>392.90</td>
<td>3.80</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>7</td>
<td>Ground floor</td>
<td>3,792.20</td>
<td>2.80-10.00</td>
<td>5.40</td>
<td>3.30-3.60</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>7A</td>
<td>Ground floor</td>
<td>3,743.00</td>
<td>9.00</td>
<td>4.80</td>
<td>4.30</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>8</td>
<td>Level B</td>
<td>2,425.30</td>
<td>4.30</td>
<td>4.70</td>
<td>4.20</td>
<td>3,200</td>
<td>1.90</td>
</tr>
<tr>
<td>9</td>
<td>Ground floor</td>
<td>3,079.50</td>
<td>8.00</td>
<td>4.90</td>
<td>4.60</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>11</td>
<td>Ground floor</td>
<td>2,041.90</td>
<td>4.00-10.25</td>
<td>2.10</td>
<td>2.10</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>11</td>
<td>Upper floor</td>
<td>1,351.90</td>
<td>2.26-5.00</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>12</td>
<td>Ground floor</td>
<td>3,654.20</td>
<td>3.30/3.80/8.00</td>
<td>3.50</td>
<td>3.50</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>12</td>
<td>Upper floor</td>
<td>2,555.00</td>
<td>3.20/3.80</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>15</td>
<td>Level 0</td>
<td>3,884.94</td>
<td>3.80</td>
<td>4.40</td>
<td>4.30</td>
<td>3,200x2</td>
<td>1.70</td>
</tr>
<tr>
<td>15</td>
<td>Level 1</td>
<td>4,150.33</td>
<td>3.80</td>
<td>4.40</td>
<td>4.40</td>
<td>3,200x2</td>
<td>1.70</td>
</tr>
<tr>
<td>15</td>
<td>Level 2 Congress Room</td>
<td>1,940.86</td>
<td>8.5</td>
<td>1.80</td>
<td>2.20</td>
<td>3,200x2</td>
<td>1.70</td>
</tr>
<tr>
<td>15</td>
<td>Level 2 Lobby</td>
<td>2,261.56</td>
<td>4.2</td>
<td>1.80</td>
<td>2.20</td>
<td>3,200x2</td>
<td>1.70</td>
</tr>
</tbody>
</table>

W&S – water + sewage  E – power supply  CA – compressed air  T – telephone  I – Internet

X – fitted carpet, covering the floor in Hall 15
XX – system stand construction - lightweight, acceptable in Hall 15 after detailed arrangements with MTP if location conditions permit