

ENERGETAB 2018 FAIR TECHNICAL AND FIRE REGULATIONS

(appendix to the Terms and Conditions For ENERGETAB 2018 Exhibitors)

1. General

The technical and fire regulations apply to Exhibitors, Contractors (booths and pavilions), freight forwarders, visitors, and other individuals who enter the grounds of the **ENERGETAB 2018** Fair both when installation and dismantling work is underway and while the Fair remains open to the public.

2. Booth Erection by Exhibitor

2.1 **By July 20, 2018**, Exhibitors or their authorized Contractors shall provide following information:

- a) For booth less than 2.5m high - booth layout (with the ordered utility hookups marked) and specification of the materials used;
- b) For booths higher than 2.5m – a **floor plan** showing the location of the electric control board and water hookup (if any), and a **vertical projection** showing the height of every item. The design must also include basic description and specification of the materials used.
- c) For two-story booths – the booth design (as per section 2.1/b) plus static analysis and clear identification of the location of all load-bearing structural components. All the documentation must be approved by licensed construction professionals specializing in construction design.
- d) For outdoor booths – see provisions in sections 2.1/b and 2.1/c.
- e) For booths listed in sections 2.1/a, 2.1/b, 2.1/c, and 2.1/d – Contractor's statement of liability for erecting the booth and systems in compliance with applicable regulations; using materials set forth in section 10.1; and training referred to in section 10.7.

2.2 The booth design should comply with the Polish construction code, fire regulations, respective Polish standards and requirements, as well as ZIAD Bielsko-Biala SA rules set forth in the Terms and Conditions for ENERGETAB 2018 Exhibitors and this ENERGETAB 2018 Fair Technical and Fire Regulations.

2.3 Exhibitors and Set-up Contractors shall take into account technical parameters of the exhibition halls and outdoor areas, such as hall/booth height, floor capacity, gate dimensions, outdoor area surface, etc.; The information is available at www.energetab.pl and from the Fair Office.

3. Technical and Organizational Requirements for Booths Set up by Exhibitor

3.1 **By July 20, 2018**, Exhibitor shall advise the Fair Office in writing about the name of the company they plan to use for booth set-up, hereinafter Set-up Contractor. The data shall include the company name, address, tax ID No (NIP), first name and surname, telephone no, and email address of the contact person.

3.2 Prior to starting erection, Exhibitor / Set-up Contractor shall post a deposit of **175 €** per booth, as stipulated in the Terms and Conditions for ENERGETAB 2018 Exhibitors section 3.8. The deposit is intended to cover cleanup costs (disposal of waste remaining after booth erection, structural components left after dismantling, and cost of repairing any damage caused during booth installation or dismantling). The deposit shall be paid either by means of a wire transfer to the bank account listed at www.energetab.pl or directly to Organizer's ticket-office.

3.3 Prior to starting work, Set-up Contractor shall report to the Fair Office to:

- a) Register its company,
- b) Pick up a Booth Erection badge,
- c) Pick up car passes,
- d) Draw up an exhibition space acceptance report together with a representative of the Fair Office.

3.4 Set-up Contractor personnel shall always carry their Booth Erection badges at work. Car passes shall be clearly displayed on the car windshield.

3.5 During erection, Exhibitor and Set-up Contractor shall perform only necessary installation and some finishing work. No cutting or grinding/polishing of wood and structural panels, including any other dust-producing operations shall be allowed, with the exception of some minor grinding/polishing work; provided, however, the tools used are fitted with efficient dust containment devices. It is recommended to drape the booth with foil sheets before proceeding with this type of work. Dust-producing operations should be completed **24 hours** prior to the Fair opening at the latest.

3.6 Exhibitor / Set-up Contractor whose erection work produces dust shall clean any affected neighboring booths.

3.7 Under a separate agreement, Organizer may arrange for Set-up Contractor to use a workshop located on the fairgrounds to perform more extensive woodworking or fitting work.

3.8 The following work shall not be allowed in booths and pavilions:

- a) Operations requiring open flame, such as welding, cutting, soldering, heating, polishing, etc.,
- b) Use of bolt and nail guns,
- c) Spray painting,
- d) Interference with pavilion structural components or fittings without Organizer's consent.

3.9 Installation work must be limited to the booth area.

3.10 Booth set-up shall be Exhibitor's and Set-up Contractor's sole responsibility.

3.11 Booth walls and other structural elements higher than 2.5 m which face adjacent booths shall have neutral white finish.

3.12 In the event the rented space is not fully utilized after the booth has been set up and furnished, Exhibitor shall arrange the empty space adjacent to the surrounding booths.

3.13 After the booth has been set up and exhibits installed, Exhibitor or Set-up Contractor shall place any and all remaining waste and/or packaging materials in special containers provided by Organizer (cf. sections 12.2 and 12.3).

3.14 The entire booth set-up shall be completed **24 hours** prior to the Fair opening ceremony at the latest.

3.15 Organizer may order the booth set-up to be suspended or have all the set-up components removed and all the related costs shall be to the Exhibitor's or Set-up Contractor's account if:

- a) Booth set-up does not correspond to the booth design approved by Organizer or the design does not take into account Organizer's reservations;
- b) Booth set-up is erected in a different location than the one specified in the fair participation confirmation and identified at the time the space was made available for set-up;
- c) Set-up Contractor installed technical systems without approval or in breach of what the Organizer's technical management has approved;
- d) Combustible elements of the set-up lack certificates of fire retardancy;
- e) Maximum allowable useful static load capacity or strength parameters may have been exceeded.

4. Booth Set-up Components and Height

4.1 All the booth set-up components shall comply with fire regulations.

4.2 Booth glazed components (e.g. display cases or boxes) must be made entirely of break-resistant safety glass (toughened float, laminated, tempered or armored glass) with the bottom base made of break-resistant material at least 30 cm high, with edges ground and protected to prevent injury.

4.3 Standard booth set-up height measured from the floor level should be 2.5 m.

4.4 Maximum non-standard booth structure height measured from the floor level must not exceed 6.5 m.

5. Outdoor Space Rental

5.1 Exhibitors may rent outdoor space to erect structures which will become exhibits. Should Exhibitor elect to erect a temporary structure on the outdoor rental space, as defined in the construction law, it must submit respective documentation and obtain Organizer's approval by **July 20, 2018** at the latest.

5.2 No earth moving work is allowed in the outdoor area (drilling wells, driving piles or flag masts, pouring foundations or anchoring) without Organizer's written consent. Organizer shall arrange for a special mounting system in selected locations for Set-up Contractor to use for fastening the booth structure. Set-up Contractor shall be solely responsible for securing the structure to Organizer's system.

5.3 All exhibits and equipment located outdoors must be positioned at least 0.5 m away from the aisle/path curb.

5.4 Structures and exhibits exposed to lightning strikes must be grounded with an earth rod of appropriate resistance, in compliance with PN-EN 62305 standard.

5.5 The Fair compound is located in the III wind load zone (cf. PN-EN 1991-1-4 standard), with strong, gusting winds expected; a fact that must be accounted for when designing and later using fair structures in order to prevent any risk to people and property inside or close to the booth.

5.6 Organizer may approve erection of a booth or advertising structure exposed to weather conditions (strong gusting winds) provided adequate static and strength analyses signed by a construction engineer licensed to design building structures.

5.7 Maximum booth height plus advertising structure exposed to weather conditions measured from the floor level must not exceed 3.2 m. Organizer's written approval is required for any higher structures.

6. Advertising Structures and Components

- 6.1 Erecting advertising structures outside one's own booth – in halls, pavilions or outdoors – is subject to Organizer's approval.
- 6.2 Advertising structures and components mounted outdoors shall meet the requirements set forth in sections 5.5, 5.6, and 5.7.
- 6.3 No signs, banners, advertising and other decorations shall be mounted or glued to hall structures (girders, walls, handrails, railings, windows) or other fair infrastructure components.
- 6.4 Using drones, balloons, airships, or lasers for advertising purposes shall require Organizer's consent.
- 6.5 All forms of advertising, including audio or light advertising, must not pose any hazard to public safety and order or cause any disruptions.

7. Technical Conditions for Electrical Installations

- 7.1 Power supply for booths and exhibits is provided from a TN-S 230/400V, 50 Hz mains. Power is supplied using a multi-contact socket-outlet with an earth: 3-contact for 230 V or a 5-contact 32A for 400 V, according to the maximum power rating ordered. For safety reasons, Exhibitors and Set-up Contractors shall disconnect their booths from power supply before leaving the place, with the exception of a round-the-clock special line used for refrigerators, alarm system, etc.
- 7.2 An automatic fast-disconnect system to prevent electrical shock which is PN-HD-60364-4-41 compliant is required as additional protection.
- 7.3 The electric installation at the booth shall be equipped with a 30mA residual current circuit breaker.
- 7.4 Organizer reserves the right to make electrical connections in all the Fair participants' booths. The ordered connection shall be installed closest to the service duct inside the booth. When there is no connection close to the booth, it shall be provided at another agreed location.
- 7.5 All electrical installations on the Fair premises are subject to technical inspection. The electrical system in the booths shall be carried out only by duly licensed professionals.
- 7.6 Exhibitors shall not connect any electrical installation to the Fair network on their own.
- 7.7 No changes shall be made to the existing electrical installation without Organizer's approval.
- 7.8 For safety reasons, Exhibitors and Set-up Contractors shall disconnect their booths from power supply before leaving the place, with the exception of a round-the-clock special line used for refrigerators, alarm system, etc.
- 7.9 General power supply – 230V/3kW (so-called technical power) - for the halls and outdoor areas is provided during installation and dismantling of the booths.
- 7.10 Any ordered connection shall be available 24 hours prior to the Fair opening ceremony at the earliest and when the grounds are open to the Exhibitors – as stipulated in the Terms and Conditions for ENERGETAB 2018 Exhibitors section 1.5/a.
- 7.11 General lighting (so-called technical lighting) for the halls and booths is provided during installation and dismantling of the booths. The lighting is turned off during opening hours. Organizer may turn on all of part of the hall general lighting as needed.
- 7.12 Any problems or irregularities in the operation of the electrical installation shall be promptly reported to the Fair Office.

8. Technical Conditions for the Water System

- 8.1 Only Organizer's technical personnel shall make water and sewer hookups at Exhibitor's expense.
- 8.2 Any ordered hookup shall be available 24 hours prior to the Fair opening ceremony at the earliest and when the grounds are open to the Exhibitors – as stipulated in the Terms and Conditions for ENERGETAB 2018 Exhibitors section 1.5/a.
- 8.3 For safety reasons, Exhibitors shall always close water valves before leaving their booths.

9. Technical Conditions for Internet Connection

- 9.1 Wireless Internet is available free of charge in most locations throughout the fairgrounds.
- 9.2 Fee-based Internet cable connections may be available in booths but only Organizer's technical personnel shall perform the hookups.
- 9.3 A cable Ethernet connection fitted with an RJ-45 plug (minus any peripherals) will be installed at the location selected by Exhibitor / Set-up Contractor who must mark the line location on the booth layout; otherwise, the line shall be brought to the facility or left at the booth back wall. Organizer shall also supply an additional cable length of approximately 5 m.
- 9.4 The ordered Internet line will be available for use 24 hours prior to the Fair opening at the earliest and when the grounds are open to the Exhibitors – as stipulated in the Terms and Conditions for ENERGETAB 2018 Exhibitors section 1.5/a.

- 9.5 All computers must feature Ethernet cards to be connected to the network. Organizer shall not configure Exhibitors' network devices but may provide such a service upon request. The Internet cable must be connected to WAN interface (when using a router).
- 9.6 Exhibitor shall receive only one dedicated line with an IP address and will be notified by email or prior to the Fair opening about the line parameters (IP, mask, gate). Exhibitor may opt to use a DHCP Reservation for their Internet connection; however, a static IP address is preferred.
- 9.7 When installing its own WLAN router, Exhibitor is requested to advise Organizer its name (SSID).
- 9.8 Exhibitor must not use the following IP addresses when installing its own WLAN routers: 192.168.0.1/24; 192.168.5.1/24; 10.168.0.1/24, and 192.168.28.1/24.
- 9.9 Users of Organizer's Internet network shall not:
 - a) Provide voice and data services within the fairgrounds;
 - b) Send or provide contents which is illegal or protected under the intellectual property rights laws when the user is not the object of such copyright;
 - c) Send and provide contents potentially infringing upon any third-party moral rights;
 - d) Do mass mailings of advertising materials which have not been ordered by addressees (spam);
 - e) Create IP packets with a false source IP address (IP spoofing);
 - f) Gain illegal access to other network users' IT resources;
 - g) Send computer viruses or other types of malware potentially harmful to other network users' devices;
 - h) Allow other network devices access to the Internet line;
 - i) Interfere with or hamper network operation in any other way;
 - j) Use channels higher than 6 when installing its own 2.4GHz Wi-Fi networks.
- 9.10 Failure to follow the above instructions may result in Organizer blocking Exhibitor's access to the LAN network.

10. Fire Protection

- 10.1 The entire booth set-up must comply with fire regulations. All respective certificates or declarations regarding the implemented fire protection measures must be kept at the booth ready for presentation to prove that:
 - a) Ceiling or false ceiling cladding is made of non-flammable or flame-retardant materials, producing no flaming drops and not falling off under fire;
 - b) Flooring and floor covering is made of non-flammable or flame-retardant materials;
 - c) No combustible materials have been used for interior finishing which give off a lot of heat or clouds of toxic smoke;
 - d) No combustible partitions, fixed furnishings or interior décor have been used.The certificate confirming all the above requirements have been met must be kept at Exhibitor's booth at all times to present to Organizers' Fire Protection Inspector or other inspection bodies. Failure to present such a certificate may result in Organizer – upon a motion of the Fire Protection Inspector or other inspection bodies – may order the entire or part of the booth removed or order the non-conforming materials replaced with conforming ones.
- 10.2 Exhibitor / Set-up Contractor must identify and be familiar with the location of fire-fighting equipment, inside and outside fire hydrants in the booth vicinity, and how to use them in case of fire.
- 10.3 Booth setup and exhibit arrangement shall always provide easy access to any aisles, paths and evacuation routes, electrical switchboards, power on/off switches, hydrants, and firefighting equipment. Never block any aisles, paths, entrances or evacuation routes; never park vehicles or store any goods there. Vehicles or goods left in such places shall be removed at the cost and risk of Exhibitor, Set-up Contractor or another Fair participant.
- 10.4 Booth setup shall always provide easy access to any technical equipment (e.g. electrical switchboards, water valves, etc.) within other facilities and fairgrounds. Exhibitor shall be fully liable for erecting a booth that does not comply with the approved design, does not meet construction, firefighting, or occupational safety regulations. Organizer reserves the right to inspect booth erection site. Failure to follow the above instructions may result in suspension of work, barring Exhibitor from entering the booth, or even ordering the booth be dismantled at Exhibitor's cost and expense.
- 10.5 Owners of outdoor booths must provide one 4kg GP-4x ABC dry powder extinguisher per booth. Owners of food stands / restaurants must provide one 4kg GP-4x ABC dry powder extinguisher and one wet chemical GWG-2x AF fire extinguisher per outlet.
- 10.6 The following **shall not be allowed** on the exhibition grounds of ZIAD Bielsko-Biala SA:
 - a) Using open flames in exhibition halls and outdoor stands;
 - b) Smoking in exhibition halls, aisles, paths and corridors. Smoking is allowed only in specially marked locations furnished with ashtrays;
 - c) Making fires or performing work requiring open flames;
 - d) Using propane-butane gas or other flammable or explosive gases;

- e) Using balloons filled with flammable gas or so-called Chinese paper lanterns with open flame or firework in halls and outdoors;
 - f) Using flammable materials to enclose light fixtures;
 - g) Storing any flammable and pyrotechnic materials or chemical substances posing fire hazard at the back booth facilities;
 - h) Storing or placing flammable materials and objects less than 0.5m away from heating equipment, lighting protection systems, and electrical and power cables;
 - i) Introducing any changes or making repairs of electrical, heating or other equipment and installations;
 - j) Using damaged electrical, heating or other installations;
 - k) Leaving live electrical equipment unattended;
 - l) Placing heating equipment on a flammable floor without the protection of non-combustible materials;
 - m) Leaving machinery and equipment after work or demonstration without first cleaning them from dust, leaks, lubricants, oils or similar pollutants;
 - n) Leaving greasy or oily rags and paper behind rather than placing it in tightly closed containers made of non-combustible materials;
 - o) Storing, in direct proximity, substances whose interaction may cause spontaneous combustion or explosion when insufficiently protected;
 - p) Laying flammable carpeting in booths, aisles or evacuation routes;
 - r) Using portable firefighting equipment for purposes other than fighting fires or rescue operations
 - s) Demonstrating mechanical vehicles or other equipment with the internal combustion engine running in halls or pavilions. The tank must contain only a small amount of fuel required to leave the pavilion, be closed, and the battery safely disconnected.
- 10.7 No combustible fluids shall be used on the fair premises, other than in specially marked and duly protected areas where oil stoves are installed to heat the air in the halls.
- 10.8 Exhibitor / Set-up Contractor shall instruct the personnel they hire to erect and dismantle the booth, as well as the booth staff about any binding fire regulations.
- 10.9 Fair participants shall:
- a) Refrain from any actions that could negatively affect fire protection readiness;
 - b) Allow inspection of all the booths and facilities for proper fire protection;
 - c) Promptly remove all defects or irregularities found in fire protection of the booth and carry out any *ad hoc* instructions of Organizer's fire services.
- 10.10 In case of fire, alert all the individuals in your immediate vicinity and call the Fire Station at **998**, emergency services at **112**, or the Police at **997**. Together with your colleagues, try to put out the fire using portable firefighting equipment. Until the firefighters arrive, follow the instructions of the Organizer's representative in charge; after the fire-fighters have arrived, follow the instructions of the firefighter in charge.

11. Occupational Safety Regulations

- 11.1 Erection of booths, setting up of exhibits, installations, and advertising media shall be performed in a way that does not endanger public safety and order, and particularly the health and life of individuals at the fairgrounds.
- 11.2 Exhibitor / Set-up Contractors shall be solely liable for the safety of their employees and for any incidents resulting from lack of supervision or negligent practices under the binding occupational safety and health regulations during booth erection and dismantling.
- 11.3 Make sure to fence or otherwise prevent access to any area where operating machinery and equipment are displayed.
- 11.4 Generally binding Polish regulations shall apply to any occupational safety and health aspects not covered herein.

12. Miscellaneous

- 12.1 After the Fair has closed and booths have been dismantled, Exhibitor / Set-up Contractor shall clear the space (by removing set-up components, carpeting, any remaining tape, paint, etc.).
- 12.2 Waste produced during booth erection / dismantling and over the entire time the Fair was open must be sorted and placed in specially marked containers.
- 12.3 Waste and trash which may be hazardous to health or the environment (such as drywall, MDF, OSB, oils, acids, paints, etc.) shall not be disposed together with other waste or drained into the sewer system. Hazardous waste shall be properly handled at the Exhibitor's / Set-up Contractor's expense.
- 12.4 Costs of repairing mechanical or chemical damage to the hall floor, pavement, façade, gate, roller blinds, doors, etc. shall be charged to the party at fault.
- 12.5 In line with the Terms and Conditions for ENERGETAB 2018 Exhibitors section 5.4, only Organizers' licensed freight forwarders shall offload and reload exhibits, auxiliary and other materials.
- 12.6 The above regulations shall come into force and become binding as of February 01, 2018; they constitute an integral part of the Terms and Conditions for ENERGETAB 2018 Exhibitors.

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