

# TECHNICAL AND FIRE PROTECTION REGULATIONS

## for Exhibitors, Set-up Sub-Contractors and other Participants of Fair ENERGETAB 2017

### 1 General

The technical and fire protection regulations apply to Exhibitors, Set-up Sub-Contractors (stands and booths), freight forwarders, visitors, and other individuals who enter the grounds of the ENERGETAB 2017 Fair both when installation and dismantling work is underway and while the exhibition remains open to the public.

### 2 Booth erection rules

- 2.1 By July 10, 2017, Exhibitors or their duly authorized Set-up Sub-Contractors shall submit:
  - a) for the booths within the standard height of 2,5m – booth layout with specifying the location of technical equipment and specifications of the materials used,
  - b) for the booths exceeding the standard height of 2,5m – booth design: **horizontal projection** with electric switchboard location, location of water installation (if applicable) and **vertical projection** showing the height of every element plus basic description and specifications of the materials used, copies of their certificates of conformity with the Polish fire protection requirements,
  - c) **2-storey booths** – booth design, and additionally the design should include static calculations and clearly identify the location of all load-bearing structural components. All the documentation should be approved by a licensed construction specialist.
- 2.2 The booth design should comply with the Polish construction code, fire protection regulations, respective Polish standards and requirements as well as ZIAD Bielsko-Biala SA rules set forth in the "TERMS AND CONDITIONS FOR EXHIBITORS AT THE FAIR ENERGETAB 2017" and this "TECHNICAL AND FIRE PROTECTION REGULATIONS for Exhibitors, Set-up Sub-Contractors and other Participants of Fair ENERGETAB 2017".
- 2.3 Exhibitors and Set-up Sub-Contractors shall take into account technical parameters of the exhibition halls and outdoor areas, such as hall / booth height, floor capacity, entrance dimensions, outdoor area surface, etc.; the information is available on the Fair website or it can be obtained from the Fair Office.
- 2.4 By July 29, 2017, Exhibitors shall advise the Fair Office if they intend to exhibit heavy or out-size equipment in order to discuss additional specific arrangements. Heavy or out-size equipment should be brought onto the fairgrounds by September 08, 2017. Organizer reserves the right to refuse permission to exhibit heavy or out-size equipment in booths.

### 3 Technical and organizational requirements for booth set-up

- 3.1 By July 10, 2017, the Exhibitor who chose the exhibit space without a booth system is obliged to inform the Fair Office in writing about the Set-up Sub-Contractor details: company name, address, Tax ID, first and second name of the responsible person.
- 3.2 Within 14 days prior to the commencement of installation work, Exhibitor / Set-up Sub-Contractor shall agree with the Fair Office the technical and organizational requirements for the booth set-up, including: work schedule and deadlines plus a list of all the employees authorized to enter the fair grounds.
- 3.3 Before the setup begins, the Exhibitor / Set-up Sub-Contractor which chose the exhibit space without a booth system (especially constructed with gypsum-carton board, MDF, OSB) may be obliged to pay a deposit of 175 EUR per stand as specified in section 3.7 of "TERMS AND CONDITIONS FOR EXHIBITORS AT THE FAIR ENERGETAB 2017". The deposit covers any possible cleaning works (disposal of waste created during booth setup as well as disposal of any set-up elements left after booth dismantling,) and any damage made during stand setup and dismantling work.
- 3.4 The Set-up Sub-Contractor shall begin installation work only after the booth has been formally made available (by protocol) by the Fair Office and the Sub-Contractor has submitted a statement saying it assumes responsibility for the set-up, and that the technical installations will comply with the regulations in force; the statement form is available from the Fair Office.
- 3.5 The Sub-contractor's employees shall wear I.D. badges authorizing them to enter the fair grounds. The badges are available in the Fair Office.
- 3.6 When working on the booth, Exhibitors and Set-up Sub-Contractors shall perform only necessary installation and add some final touches. No cutting or polishing of wood and structural panels or performing other dust-producing operations shall be allowed, with the exception of minor grinding 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 **48 hours** prior to the Fair opening at the latest. Contractors whose work produces dust shall clean affected booths using their own devices after obtaining the booth owners' consent.
- 3.7 Under a separate agreement, Organizer may arrange for Set-up Sub-Contractor to use a workshop located on the fair grounds to perform more extensive woodworking or fitting work.
- 3.8 In the exhibition halls, tent pavilions and external pavilions the following shall not be allowed:
  - a) any activities that involve using open flames like welding, cutting, soldering, heating up, polishing, etc.
  - b) using air guns,
  - c) spray painting,
  - d) any intervention to the hall structures or its components and equipment without the Organizer's approval is not allowed
- 3.9 Installation work should be limited to the booth area.
- 3.10 Booth walls and other structural elements higher than 2,5m which face adjacent booths shall have neutral finish (white).
- 3.11 In the event the rented space is not fully utilized after the booth has been set up and decorated, Exhibitor shall arrange the empty space adjacent to the surrounding stands.
- 3.12 Set-up Sub-Contractor shall leave easy access to any technical equipment (e.g. switchboards, water valves, etc.).
- 3.13 After the booth has been set up and exhibits installed, Exhibitor / Set-up Sub-Contractor shall place any and all remaining waste and/or packaging materials in special containers provided by Organizers (#12.2, 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 charge all the related costs to the Exhibitor or the Set-up Sub-Contractor if:
  - a) booth setup does not correspond to the booth design sent to the Fair Office or if the Organizer's objections have not been taken into account,
  - b) booth setup 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 Sub-Contractor installed technical systems without approval or in breach of what the Organizers' 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 elements and height

- 4.1 All the booth set-up elements shall comply with fire protection regulations.
- 4.2 All the booth set-up glazed elements (e.g. glass cases or show cases) must be made of safety glass (toughened float, laminated glass or wired reinforced). The lower base must be made of break-resistant material that is at least 30cm high, with chamfered edges and protected to prevent injury.
- 4.3 Standard booth set-up height measured from the floor level should be 2,5m.
- 4.4 Non-standard booth set-up with the height of over 6,5m measured from the floor level is not allowed.

### 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 the approval of the Fair Office by July 10, 2017 at the latest.
- 5.2 No earth moving work is allowed in the outdoor area (drilling wells, driving piles or flag masts, making foundations or anchoring) without Organizers' written consent.
- 5.3 All exhibits and equipment located outdoors must be positioned at least 0,5m 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.

### 6 Advertising elements and structures

- 6.1 Erecting advertising structures outside one's own booth – in halls, pavilions or outdoors – is subject to Organizer' approval and it's payable.
- 6.2 Organizer' consent to set up advertising structures which are susceptible to weather conditions (such as gusting winds) may be obtained after submitting necessary static and strength calculations.
- 6.3 No elements, banners, advertising and other decorations shall be mounted or glued to hall structures (girders, walls, handrails, railings, windows) or other fair infrastructure components without Organizer' consent.
- 6.4 Using drones (UAVs), balloons, airships (zeppelin), lasers for advertising purposes shall require Organizer' consent.
- 6.5 All forms of advertising, including audio and lighting advertising, must not present 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-C-S or TN-S 230/400V, 50Hz network. Power is supplied using a single-phase socket with a grounding pin for plug type E/F (2-pin+E) for 230V or a three-phase industrial type socket for 5-pin plug (3P+N+E) for 400V, according to the maximum power rating ordered.
- 7.2 Automatic disconnection of supply that complies with the Polish standard PN-HD-60364-4-41 must be used as enhanced (additional) protection against electric shock
- 7.3 Electric installation at the booth shall be equipped with an RCD (Residual Current Devices) rated at 30mA of differential current.
- 7.4 Organizer reserve the right to make electrical connections to all the Fair participants' booths.
- 7.5 All electrical installations on the Fair premises are subject to technical inspection. The electrical system in the booths shall be connected to the mains only after Set-up Sub-Contractor has submitted a report to Organizers attesting the system has undergone final testing by a duly licensed technician.
- 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' approval.
- 7.8 For safety reasons, Exhibitors and Set-up Sub-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 lighting (so-called technical lighting) of the halls is provided during installation and dismantling of the booths. The lighting is turned off during visiting hours. Organizers may switch on all or part of the general hall lighting on an as-needed basis.
- 7.10 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 Organizers' technical personnel shall make water and sewer installations at Exhibitor's expense.
- 8.2 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 exhibit spaces on the fair grounds.
- 9.2 Cable connections for the Internet is available for a fee and shall be made available only by the Organizers' technical personnel. The Internet cable is fitted with an RJ-45 plug (without any peripherals).
- 9.3 The Exhibitor shall receive only one dedicated line with an IP address. If Exhibitor creates its own Wi-Fi network in the 2.4GHz band, using channel 6 and higher is not allowed.
- 9.4 If Exhibitor installs its own WLAN router should inform the Organizer about data value of SSID of his WLAN.
- 9.5 If Exhibitor installs its own WLAN routers the following IP addresses may not be used: 192.168.0.1/24; 192.168.5.1/24; 10.168.0.1/24 and 192.168.28.1/24.
- 9.6 Failure to comply with above requirements may result in disconnecting the access to the LAN.

## 10 Fire protection

- 10.1 The entire booth set-up must comply with fire protection regulations. Materials and carpeting used should be non-flammable, flame-retardant or specially protected from fire. All respective certificates or declarations regarding the implemented fire protection measures must be kept at the booth ready for presentation to the Organizers' Fire Protection Inspector. If the aforementioned documents cannot be presented, Organizer, on the request of the Fire Protection Inspector shall command partial or complete dismantling of the booth or a special fire protection.
- 10.2 Booth setup and arrangement of exhibits shall always provide easy access to any aisles, paths and evacuation routes, electrical switchboards, power on/off switches, hydrants, and firefighting equipment.
- 10.3 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 Sub-Contractor or another Fair participant.
- 10.4 All the booths located outdoors (outside the pavilion/hall) shall be equipped with at least one portable Dry Powder Fire Extinguisher type GP-4x (for use on case of class A,B and C fires) with a total capacity of 4kg. All the restaurants / bars shall be equipped by their owners with one portable Dry Powder Fire Extinguisher type GP-4x (for classes A,B and C) with a total capacity of 4kg and one portable Foam Fire Extinguisher type GWG-2x AF.
- 10.5 The following **shall not be allowed** on the exhibition premises of ZIAD Bielsko-Biala SA:
  - a) using open flames in exhibition halls and outside stands;
  - b) smoking in exhibition halls, aisles, paths and corridors. Smoking is allowed exclusively in specially marked places furnished with ashtrays;
  - c) making fires or performing work requiring open flames;
  - d) using propane-butane gas;
  - e) using balloons filled with flammable gas and so-called Chinese lamps with open flame and pyrotechnics in halls and outdoors;
  - f) using flammable materials to enclose light fixtures;
  - g) storing of 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, of 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.
- 10.6 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.
- 10.7 The Exhibitors or the duly authorized Set-up Sub-Contractors are responsible for prior training of the employees involved in the booth service and booth installation / dismantling in compliance with fire protection regulations. The declaration confirming the employee training shall be submitted to the Fair Office.
- 10.8 Fair participants are obliged:
  - a) to refrain from any actions that could negatively affect fire protection readiness,
  - b) to make all the booths available for inspection of the fire protection system,
  - c) to immediately eliminate all the defects or irregularities pertaining to fire protection of the booth and perform the orders of the Organizers' fire protection management.
- 10.9 In case of fire, alert all the individuals in your immediate vicinity and call the Fire Station at **998, 112**, or the Police at **997**. Together with your colleagues, try to put out the fire using portable fire fighting equipment. Until the fire truck arrives, follow the instructions of the Organizers' representative in charge; after the fire truck arrives, 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, particularly the health and life of the people at the fair grounds.
- 11.2 Exhibitors / Set-up Sub-Contractors are liable for 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 installation 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 Miscelaneous

- 12.1 After the Fair has closed and booths have been dismantled, shall clear the space (by removing set-up elements, carpeting, any remaining tape, paint, etc.).
- 12.2 Waste and trash remaining after installation and dismantling works and during fair events should be segregated and disposed of into containers intended for this kind of waste.
- 12.3 Waste and trash which may be hazardous to health or the environment (such as gypsum-carton board, MDF, OSB oils, acids, enamels, etc.) shall not be disposed together with other waste or drained into the sewer system. Hazardous waste shall be properly handled at the Exhibitors' / Set-up Sub-Contractors' expense.
- 12.4 Costs of repairing mechanical or chemical damage to the hall floor, pavement, plaster, gate, roller blinds or doors, shall be invoiced to the party at fault.
- 12.5 In line with section 5.12 of the "TERMS AND CONDITIONS FOR EXHIBITORS AT THE FAIR **ENERGETAB 2017**", only Organizers' licensed freight forwarders shall offload and reload exhibits, auxiliary and other materials
- 12.6 The above regulations come into force and become binding as of **February 01, 2017**; they constitute an integral part of the "TERMS AND CONDITIONS FOR EXHIBITORS AT THE FAIR **ENERGETAB 2017**".

**ZIAD BIELSKO-BIALA SA**