

**CONSOLIDATED TEXT
RULES AND REGULATIONS
PTAK WARSAW EXPO**

Exhibition facility

Al. Katowicka 62, 85-030 Nadarzyn, Wolica 114D, Poland

1. General provisions

- 1.1. PTAK Warsaw Expo venue is governed and administered by the PTAK WARSAW
- 1.2. EXPO Ltd Partnership, Al. Katowicka 62, 85-030 Nadarzyn, Wolica 114D, furtherly referred to as „Licensor”.
- 1.3. PTAK Warsaw Expo physical premises serve as a venue to carry out: fairs, tradeshow, public or consumer events or other exhibitions of products, materials, services, furtherly referred to as „Event”.
- 1.4. Holding mass events must be carried out in full conformity with provisions of the Law of 20th March 2009 on safety provisions of mass events (Journal of law No 62 poz. 504 of. 21April 2009).
- 1.5. Provisions of this Rules and Regulations are binding for each entity taking part in Events organized at premises belonging to PTAK Warsaw Expo.
- 1.6. All Licensees taking part in Events are committed to abide by safety regulations and rules and regulations of Event and premises of PTAK Warsaw Expo.
- 1.7. The venue of PTAK Warsaw Expo is not generally available.
- 1.8. The lease of specific areas and spaces of the Venue is effected upon Licence Agreement entered into between Licensor and Licensee in conformity with binding principles.
- 1.9. The venue is built in standard, providing all Licensees with suitable level of safety in case it is used in compliance with its designation.
- 1.10. The condition to provide safety and protection to all visitors and exhibitors is to abide by all provisions set forth in this Rules and Regulations as well as general law obedience.
- 1.11. It is taken for granted that anybody entering the premises has been made familiar with provisions of this Rules and Regulations and has committed themselves to covenant with them as well as with all available safety instructions and precautions and with safety recommendations made by Licensor.

2. General technical conditions

- 2.1. Provider/Exhibitor of the stand is committed to submit for acceptance of Ptak Warsaw Expo the project of any dimensioned Scheduled Exhibition layout plans . The layout plan should contain 2 different section views of stands, temporary structures or custom built stands including its height and real dimensions. The layout plan should be submitted to Technical Coordinator not later than 21 days before the start of its erecting.
- 2.2. In case structures are erected in: fibreboard, chipboard or plasterboard technology and their processing causing dustiness – elctrotools equipped with dust bags can be applied only. Works causing dustiness should be completed not later than 24 hours before commencement of the Fairs and the area of the stand and adjacent space should be cleaned thoroughly by the contractor. Nonconformance to such requirement will make the base for suspending works on the site and charging contractor with suitable costs.

2.3. Walls of the stand and other elements of structure exceeding 2,5m in height facing the neighbouring stand should be painted in neutral white colour.

2.4. Contractor is committed to leave unrestricted access to technical facilities: power switchboards, sprinklers).

2.5. Erecting of structures must be effected in full conformity with Layout Plans submitted to Licensor and accepted by them, general provisions of construction law and fire regulations.

2.6. Ptak Warsaw EXPO is found entitled to suspend construction works and to remove structures at Licensee's cost in case when:

2.6.1. Structures are erected prior to submitting an appropriate Layout Plans for Ptak Warsaw EXPO acceptance;

2.6.2. Construction process is not compliant with Layout Plans already accepted by Ptak Warsaw EXPO and with other binding law regulations;

2.6.3. Construction is effected in different location than that assigned to Licensee or without having the location granted or exceeds the space granted;

2.6.4. Elements of structure do not have suitable fireproof attestation;

2.6.5. Licensee or contractor has made any installations without prior acceptance from Licensor.

2.6.6. There is a risk of exceeding the load; static either structural.

3. Construction of stands

3.1. The standard height of a stand measured from the floor level is 2,5m.

3.2. Construction of stand, display structures, decorations, other self-standing elements of over 2,5 height require suitable annexe to Layout Plans, , appropriate drawings and static/structural calculations and/or appropriate statement made by an authorized person in order to make necessary agreements with Licensor.

3.3. Multi-level construction would require the following conditions to be met:

3.3.1. The height of compartments at each floor should exceed the level of 2,4m;

3.3.2. The surface of first floor must not exceed 60% of a ground floor surface;

3.3.3. For an office purposes the max floor load of the second level should amount to 2,5 kN/m² (2,5 kPa);

3.3.4. The distance from any place on the first floor to the staircase must not exceed 20 m;

3.3.5. Stairs or other descents should be at least 1,0m wide.

3.4. All construction elements should meet binding fire regulations.

3.5. Elements of construction, decorations, and display stands should not exceed the square surface and the height assigned to the specific stand, as agreed with Licensor.

3.6. Glazed elements of stands (glass and show-window cabinets) must have a bottom toe-kick made of a solid, non-brittling material of a height at least 30cm and edges of glass panels should be polished and rounded in order to eliminate potential injuries.

3.7. Making use of inflated promo-balloons requires prior consent of Licensor.

3.8. Dimensions and shapes of advertising gadgets, in particular acoustic, optical or fragrance related cannot pose the risk for safety during the Fairs, thus cannot block out exhibited items and pose a threat to exhibits of other Licensees.

3.9. It is forbidden for Licensees to infringe the structure of floors, walls and ceilings as well as to implement any modifications to existing pavilions belonging to Licensor e.g. through painting, laying floorcovering, nailing, inserting raw plugs and expanders.

3.10. Pillars which are situated within the frames of a stand can be built around up to permitted height. However, the access to technical facilities belonging to Licensor must be provide e.g. (power switchboards, water valves, phone hubs,) in case when they are installed inside these pillars.

3.11. It is found forbidden to carry out welding works in pavilions, using concrete guns to shoot raw plugs in and to do any paint spraying .

3.12. Licensee or their contractor commit themselves to disassemble at own cost all constructions after closing the fairs and to hand over the space rented in a proper shape and clean (removal of all fixtures, any floorcovering, adhesive tape, paints and similar)

3.13. In case when the rented space will be left with bits of sticking tape, foil, paint, posters and any other promo materials attached to walls, pillars and other structures – Licensee will be charged with PLN 200,- per square m. of any foil left and PLN 25,- per running meter of sticking tape left.

4. Order regulations

4.1. All Licensees are committed to abide by generally binding standards and regulations of Occupational Safety, sanitary, fire and this Rules and Regulations.

4.2. Licensee is committed to abide by order recommendations made by Licensor's representatives.

4.3. There is strict ban on smoking in all premises, except of the strictly marked places, using open fire is prohibited too as well as warming up using electrical heaters.. It is forbidden to bring in any weapons, explosives and hazardous substances.

4.4. All emergency aisles as well as passages to fire extinguishers must be left unobstructed.

4.5. Licensee and/or persons authorized and representing their rights must wear identity badges attached in visible place and be ready to become subjected to all necessary controlling procedures rendered by Licensor to authorized security agency.

4.6. All persons present on Fair's premises are committed to take a special care for cleanliness and tidiness on all premises.

4.7. Parking badges issued by Licensor must be attached to windscreen in a visible way on the right side of the car. The badge is valid if it has a hologram and refers to the car registration it is kept inside.

5. Electrical installation

5.1. All stands and exhibits are supplied with energy cabling TNCS 230V/400V, 50 Hz. For power of over 3 kW feeding is provided in 3-phase setting . installation is completed with external socket of the type CEE: 3 - run, 230V/16 A; 5 –run, 400V/16 A, 5 – run, 400V/ 32 A; 5 – run, 400V/63 A, 5 g – 400/125 A as for ordered power supply. Installation is protected by set of fuses C for electric hook-up to 63 A and set of fuses BM for electric hook-ups over 63A.

5.2. As protection against electric shock an automatic switch off should be applied – when extra low voltage value is exceeded. Electric installation at the stand should be protected by the set of anti-shock light switches of 30mA.

5.3. Licensor reserves the sole right to make all electric hook-ups for all Licensees for any event held on their premises. Making own electric connection to mains is considered illegal as well as implementing any modifications to existing cabling.

5.4. During assembling and disassembling of stands, Licensees and their contractors have access to general lighting of each hall and electrical sockets to operate electrotools.

5.5. Lighting of halls during visiting hours is turned off, however upon special requests of Licensees and at consent of Licensor – a partial or full lighting maybe turned on.

5.6. Electric installation feeding stands during fairs are turned on every day after the halls are closed. Technical personnel of Licensor in well-grounded cases can express their consent for all-day-long connecting of some power receivers (telecom and cooling devices) using special circuits. Making use of special sockets for lighting, charging batteries, heating devices is found forbidden. It is protected by circuit breaker of B characteristics with RD - 30mA.

5.7. Electrical installation of stands is turned off 2 hours after the official closing down of the event.

5.8. In case any malfunctioning of electrical installation is spotted Licensee should urgently report such case to Licensor's technical personnel.

6. Running water – sewage installation

6.1. All exhibition halls are equipped with fixed, generally available water intake points. The regular pressure varies slightly but generally fluctuates around 4bar.

6.2. Water-sewage system connection is made solely by Licensor at Licensee cost, following order placed.

6.3. For the sake of safety Licensees are committed to close water valves every time before leaving the stand.

7. Compressor installation

7.1. The F Hall is equipped with a regular compressed air installation of following parameters: pressure in range of 6,0-8,5 bar (median values are possible to obtain having own reductors), max joint outflow 1000 l/min.

7.2. In other halls Licensees can provide compressed air source at own discretion. Max noise output of compressor cannot exceed 70db.

7.3. Licensees are committed to provide at own discretion additional air filters, dewaterers needed for exhibits requiring special humidity and temperature values.

7.4. Compressed air connectors are installed by Licensor's technical personnel only. By the rule they are completed with quick-fit valve 1/2x1/2" GW, at Licensee cost.

7.5. Because of safety precautions Licensees are committed to close main valves each time before they leave the stand.

7.6. Making additional installations at own discretion without obtaining a prior Licensor's consent would end up with cutting the stand off the mains and charging Licensee with incurred costs.

8. Technical installation and ICT services

8.1. It is forbidden to make any telecom installations without supervision of Licensor's technical personnel.

8.2. The Licensee bears a full liability for the way they use ICT services, including the content and manner of sent messages, jointly with penal liability for any illegal actions taken.

8.3. Licensee is not allowed to use ICT network for the following purposes:

8.3.1. Rendering telecom services from Licensor's premises without prior obtaining of Licensor's consent;

8.3.2. Developing wi-fi networks

8.3.3. Developing regular sub-networks;

8.3.4. Mass sending spam emails;

8.3.5. Provision of connection to and use of internet link to other network devices;

8.4. Licensor reserves the right to register and filter the movement in network to process personal data of other users solely in purpose of rendering ICT services. .

8.5. Licensor does not bear responsibility for:

8.5.1. Technical breakdowns in ICT service provision due to events beyond Licensor's capability, i.e. temporary lack or slowing down of speed of service or other malfunctioning

8.5.2. Not authorized use of software or other works which are the subject to intellectual property protection; available in internet.

8.5.3. Damages which Licensee can bear in connection with making use of services, particularly for:

8.5.3.1. Loss of data or damage done to Licensee's software;

- 8.5.3.2. Delay in receiving or sending of data caused by lack of transmission, incorrect transmission, delays and breaks in access to network;
- 8.5.3.3. Disclosure of Licensee's personal data.

9. Suspended elements

- 9.1. Suspending to existing ceiling elements of construction and decorations is found acceptable.
- 9.2. In order to make such operation, Licensor must receive layout plan with suitable drawings showing:
 - 9.2.1. A type of structure to be suspended;
 - 9.2.2. A manner of suspension (number of ropes)
 - 9.2.3. Positioning of structure against the stand, its height;
 - 9.2.4. Dimensions, weight, marked points of suspension.
- 9.3. Licensor reserves the sole right to perform the service of suspension and bears responsibility for such operation:
 - 9.3.1. In case when the steel rope is attached to solid element of the hall and its max hoisting capacity amounts to 50 kg (property of Licensor) without suspending Licensee's elements:
 - 9.3.1.1. Licensor is made responsible for the manner the rope is attached to solid construction
 - 9.3.1.2. Licensee is responsible for fixing own elements to the rope provided by Licensor.
 - 9.3.1.3. Elements are not allowed to be hoisted and left at winch discretion (electric and manual hoisting winch).
 - 9.3.1.4. Suspended construction must be protected by a steel rope provided by Licensor.
 - 9.3.2. In case suspension and attachment service is provided by a steel rope of a max. hoisting capacity of 50 kg (property of Licensor) together with suspending Licensee's elements:
 - 9.3.2.1. Licensor is responsible for the manner the steel ropes attached to solid element of construction
 - 9.3.2.2. Licensor is responsible for the manner the rope is attached to suspension points of construction, marked by Licensee.
 - 9.3.2.3. Licensee is responsible for suspended element.
- 9.4. Licensor reserves the right to refuse the request to suspend the Licensee's element because of safety precautions and specific technical parameters of exhibition halls.
- 9.5. Because of safety precautions, nobody is allowed to be within the size of the stand once suspension works are carried out.

10. Advertising

- 10.1. Licensee has the right to display and promote own products (goods and/or services) solely on the space assigned to them, providing that their exhibits do not overshadow neighbouring displays and they do not interfere with due course of work of other Licensees. Licensee is not allowed to make use of loud speaking devices and additional lighting as they can interfere with normal course of work of other Licensees.
- 10.2. Placing advertising elements outside the space rented would require making additional payment once such request is approved by Licensor and suitable permission in writing is obtained.
- 10.3. Distributing advertising and promotional materials, handouts, flyers, folders and correspondence at Licensor's premises require prior consent from Licensor.

11. Final provisions

- 11.1. Suitable traffic and road transport regulations are binding on the venue.
- 11.2. Parking of vehicles can be done at specifically selected and marked areas.
- 11.3. At all matters causing well-grounded doubts referring to manner the venue is operated and manned – Licensor's administration must be contacted.
- 11.4. Consumption of any alcohol beverages is prohibited except for the objects possessing the necessary licence. Consuming alcohol outside of those objects may end up with denying access to premises by security agency representing the Licensor.
- 11.5. Running any commercial or servicing operations which require additional eligibility and authorizations on Licensor's premises is possible only after obtaining a suitable consent from Licensor.