

## 1. GENERAL PROVISIONS

1. The PTAK Warsaw Expo facility manager and administrator is PTAK WARSAW EXPO sp. z o.o., Al. Katowicka 62, 85-030 Nadarzyn, Wolica 114D, hereinafter referred to as the "Administrator".
2. The PTAK Warsaw Expo facility is used for fairs, shows, cultural and entertainment events, exhibitions and other, hereinafter referred to as the "Event".
3. Mass events must be organised in accordance with the Act of 20 March 2009 on the safety of mass events (Dz. U. of 21 March 2009, No. 62 item 504).
4. The provisions of the present Terms and Conditions apply to each and every entity taking part in events organised within PTAK Warsaw Expo.
5. All Fairs participants are also obligated to follow applicable facility regulations, exhibitors' terms and conditions and PTAK Warsaw Expo terms and conditions.
6. The PTAK Warsaw Expo is not available to the public.
7. The facility may be leased on the basis of an agreement entered into pursuant to applicable terms.
8. The facility is finished in a standard which affords event participants safety as long as the facility is used as intended.
9. Spectators' and construction users' safety and order can be ensured as long as the provisions set forth in the present terms and conditions as well as the law are observed.
10. It shall be deemed that every person entering the facility has read and accepts the provisions set forth in the present terms and conditions as well as the available safety rules and correct facility use regulations, as well as the recommendations of the facility owner and event organiser.

## 2. GENERAL TECHNICAL CONDITIONS

1. The contractor responsible for the stand / the Exhibitor shall provide a design for the leased structure within Ptak Warsaw Expo facility. The design shall include 2 views of the planned structure, specifying its height and actual dimensions. The design shall be submitted no later than 21 days prior to commencement of the construction to the Technical Coordinator.
2. If the structure is to be made using MDF sheets, chipboard or plasterboards, the works associated with the processing of these materials which result in dust emissions can only be performed using power tools with dust collection container. Works which generate dust shall be completed no later than 24 hours before commencement of the fairs and the stand location together with adjoining areas should be cleaned by the Contractor. Failure to observe this requirement may constitute a basis for suspending works at the stand and charging the contractor with cleaning costs.
3. Stand walls as well as other elements of the structure more than 2.5 m in height, on the side facing neighbouring stands should be neutral and painted white.
4. The stand Contractor shall ensure unobstructed access to technical equipment (electrical switchboard, sprinklers).
5. Actual stand has to match the submitted design and be approved by Ptak Warsaw Expo, building law as well as technical and fire safety regulations.
6. Ptak Warsaw EXPO reserves the right to suspend stand construction and to remove the structure at the Exhibitor's expense if:
  - a) the structure is being built without a design approved by Ptak Warsaw EXPO;
  - b) actual stand do not comply with the design approved by Ptak Warsaw EXPO and the regulations in force at the facility;
  - c) the stand is not erected in accordance with the assigned location or without a location being assigned, i.e. it extends beyond the location assigned to the Exhibitor and specified in the stand plan;
  - d) structure elements do not have fire-retardant certificates;
  - e) the Exhibitor or stand contractor installed technical systems without Ptak Warsaw EXPO approval;
  - f) there is a risk of exceeding permissible working, static or mechanical loads.

### **3. STAND CONSTRUCTION**

1. The standard height of the stand construction, measured from the floor is 2.5 m.
2. The stand structure, adverts, decorations, free standing elements etc., taller than 2.5 m require an appendix to the design, drawings, static and mechanical calculations or an appropriate declaration by an authorised person in order to obtain Ptak Warsaw EXPO approval.
3. A multi-storey construction shall apply to the following requirements:
  - a) Each level should be at least 2.4 m high;
  - b) The upper storey floor space shall not exceed 60% of the ground floor structure;
  - c) If the upper floor is to be used for office purposes, the minimum permissible load bearing of the second level floor must be 2.5 kN/sqm (2.5 kPa);
  - d) The distance from every accessible location on the upper floor to stairs or way down shall not exceed 20 m;
  - e) Stairs or access to the upper storey must be at least 1m wide.
4. All stand structure elements shall comply with fire regulations.
5. Structural, decorative and advertising elements of the stand and exhibits shall not exceed the assigned exhibition floorspace and the height of the structure as agreed and approved by Ptak Warsaw EXPO.
6. Glass elements of the stand structure (glass display cases, table display cases) shall include a full lower baseboard made out of shatterproof material, at least 30 cm high, and the edges of glass surfaces shall be ground smooth and protected so as to eliminate the risk of injury.
7. Ptak Warsaw EXPO permission is required for the use of advertising balloons.
8. The size and format of adverts, and in particular acoustic, optical or scent adverts, shall not constitute a safety hazard during the fair, shall not obstruct exhibits or prevent other exhibitors from promoting their wares and shall not disturb neighbouring stands in any way whatsoever.
9. Exhibitors and stand contractors are forbidden from interfering with floor, wall and floor-ceiling assembly structures and from making any other changes to Ptak Warsaw EXPO pavilions, such as: painting walls, laying carpeting along circulation spaces, hammering nails, punching pegs or using wall plugs.
10. Pillars within the boundaries of the stand may be panelled, up to the permissible stand height as long as it does not damage the pillars. However, access to Ptak Warsaw EXPO technical equipment should be left unobstructed (such as electrical switchgear, water valves, telephone heads, etc.) if such are found in the said pillars.
11. Welding works, use of peg guns and spray painting are forbidden within the pavilions.
12. After the fair and once the stand is dismantled, before handing back the stand location to Ptak Warsaw EXPO, the Exhibitor or the stand contractor shall ensure that the area is tidy (the stand structure is removed entirely together with carpeting, any remains of adhesive tapes, paint, etc.).
13. If the Exhibitor leaves behind foil, advertising materials or adhesive tape on walls or floor, the Exhibitor shall be charged EURO 200 for removing every sqm of foil or advertising materials. If adhesive tape is left behind, the Exhibitor shall be charged EURO 25 for removing every metre of such tape.

### **4. FACILITY REGULATIONS**

1. All fair participants shall follow the generally applicable H&S, fire and sanitary standards and regulations as well as the present Terms and Conditions and other regulations applicable at the fair venue.
2. The Exhibitor shall observe facility instructions issued by the Administrator's representative.
3. This is a no-smoking facility except for the designated smoking places. Use of open fire and use of electrical heaters is also forbidden. Weapons, ammunition, explosives, corrosive substances or substances which constitute a fire hazard are not permitted at the fairs.
4. Do not obstruct escape routes or access to fire fighting equipment.

5. The Exhibitor and persons representing its rights shall wear, in a visible spot, ID badges issued by the Administrator, and shall make themselves available to inspections carried out upon the Administrator's request by a licensed close protection and property security agency responsible for safety of the fair.
6. All persons within the facility are responsible for order and cleanliness of the part of the facility handed over for their use.
7. Car park cards issued by the Administrator have to be displayed on the right hand side of the front windscreen. To be valid, the car park card issued by the Administrator has to show the vehicle registration number and include a hologram.

## **5. ELECTRICAL WIRING SYSTEM**

1. TNCS 230V/400V, 50 Hz electrical power supply system is used to power stands and displays during fairs at Ptak Warsaw EXPO. For power exceeding 3 kW a three phase supply shall be used. The power supply terminates at a stand with a CEE type socket: 3-pin, 230V/16 A; 5-pin, 400V/16 A; 5-pin, 400V/32 A; 5-pin, 400V/63 A; 5-pin, 400V/125 A according to specified power requirements. Protection is provided by C system circuit breakers for connections of up to 63A included and BM time-delay circuit breakers for connections exceeding 63A.
2. Automatic, fast breakers activated if the safe touch voltage is exceeded should be used as electric shock protection together with local equalising connections. Electrical installation at the stand should be protected with 30mA residual-current breakers.
3. Ptak Warsaw EXPO reserves the exclusive right to make electrical connections for all participants of the fair and other events organized at the Ptak Warsaw EXPO site. Establishing an unauthorised connection between the electrical wiring system and Ptak Warsaw EXPO's energy network, as well as modifying the electric installation in any way, is prohibited.
4. During assembly and disassembly of stands, fair participants and stand contractors may use the general lighting for halls and open areas, as well as power supply work sockets for power tools.
5. Pavilions lighting is switched on only during opening hours. In urgent, duly justified cases a part or whole lighting system may be switched on at Exhibitors' request, subject to Ptak Warsaw EXPO's consent.
6. Electrical wiring systems powering the stands during the fair are switched off every day after the pavilions are closed. Technical staff of Ptak Warsaw EXPO may – in justified cases – can provide a special, dedicated circuits connection to certain receivers (telecommunications, refrigerating) Using the round-the-clock sockets for lighting purposes and for connecting heating devices, rectifiers, etc., is prohibited. A B-type installation circuit breaker with a 30 mA differential module acts as a security measure.
7. Electrical wiring system of the stands is switched off 2 hours after the official closure of the Fair event.
8. If the fair participant detects any irregularities or disturbances in the functioning of the electrical wiring system, he should immediately notify the technical department of Ptak Warsaw EXPO about this fact.

## **6. WATER AND SEWAGE SYSTEM**

1. Exhibition pavilions are equipped with permanent, generally accessible water points. The water pressure at Ptak Warsaw EXPO is dependent on the supplier and amounts to approximately 4 bar.
2. Water and sewer connections are installed exclusively by Ptak Warsaw EXPO at the cost of the ordering party, in accordance with the order.
3. For safety reasons, fair participants are required to close water valves each time before leaving the stand.

## **7. COMPRESSED AIR SYSTEM**

1. Pavilions 16,17 and 18 are equipped with permanent compressed air system characterised by the following parameters: pressure in the range of 6.0–8.5 bar (fair participants may obtain intermediate values by installing their own pressure regulators), maximum total output of 1000 l/min.
2. In the remaining pavilions participants shall be responsible for making their own arrangements with regard to air sources. The maximum level of noise generated by the compressor installed at the stand cannot exceed 70dB.
3. Fair participants are required to provide, at their own expense, additional filters, dehydrators etc. used for the purpose of supplying compressed air to exhibits with special requirements.
4. The compressed air connections shall only be installed by the Ptak Warsaw EXPO technical employees and they are normally terminated with a 1/2 x 1/2" valve quick connection, at the ordering party's cost, in accordance with the order.
5. For safety reasons, fair participants are required to close main supply valves each time before leaving the stand.
6. Installing any system without the consent of Ptak Warsaw EXPO will result in the system being cut off from the general network and the fair participant charged for damages resulting from this.

## **8. TECHNICAL SYSTEMS AND ICT SERVICES**

1. It is forbidden to install teletechnical systems without the consent and supervision of Ptak Warsaw EXPO employees.
2. The user bears full responsibility for the manner in which they use ICT services, including content and other content of sent messages, including criminal liability for illegal activity.
3. The user shall not use the shared ICT network for the following purposes:
  - a) provision of ICT and telecommunication services within the territory of Ptak Warsaw EXPO without prior consent;
  - b) creating wireless networks;
  - c) creating permanent subnetworks;
  - d) bulk sending of unsolicited advertising materials;
  - e) providing internet connection to other network devices.
4. Ptak Warsaw EXPO reserves the right to register and filter the network traffic and process personal data of users solely for the purpose of performing the ICT service.
5. Ptak Warsaw EXPO shall not be responsible for:
  - a) technical breaks in the operation of ICT services caused by independent events, which Ptak Warsaw EXPO has no influence over, causing a temporary lack of coverage of the site on which the service is provided, reduction of the bandwidth, breaks in service or other difficulties in using the service;
  - b) unauthorized use of software or other intellectual property available on the Internet;
  - c) the damage that the user may incur in connection with the use of the service, in particular for:
    - i. loss of data or destruction of the user's software;
    - ii. delay in receiving or transmitting data due to lack of transmission, improper transmission, delays or interruptions in network access;
    - iii. disclosure of the user's data.

## **9. SUSPENDING ELEMENTS**

1. Suspension from the pavilions floor-ceiling assembly structures of construction and advertising elements within the stand is possible in the exhibition halls.
2. In order to make such operation, Ptak Warsaw EXPO must receive layout plan with suitable drawings showing:
  - a) A type of structure to be suspended;
  - b) A manner of suspension (number of ropes)

- c) Positioning of structure against the stand, its height;
  - d) Dimensions, weight, marked points of suspension on the suspended element.
3. Ptak Warsaw EXPO reserves the sole right to perform the service of suspension and bears responsibility for such operation:
- a) 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 Ptak Warsaw EXPO) without suspending the Exhibitor's elements:
    - Ptak Warsaw EXPO is made responsible for the manner the rope is attached to solid construction
    - The Exhibitor is responsible for fixing their own elements to the rope provided by Ptak Warsaw EXPO.Elements are not allowed to be hoisted and left at winch unattended (electric and manual hoisting winch).  
Suspended construction must be protected by a steel rope provided by Ptak Warsaw EXPO.
  - b) In case suspension and attachment service is provided by a steel rope of a max. hoisting capacity of 50 kg (property of Ptak Warsaw EXPO) together with suspending the Exhibitor's elements:
    - Ptak Warsaw EXPO is responsible for the manner the steel rope is attached to solid element of construction
    - Ptak Warsaw EXPO is responsible for the manner the rope is attached to suspension points of construction, marked by the Exhibitor.
    - The Exhibitor is responsible for the suspended element.
4. Ptak Warsaw EXPO reserves the right to refuse the request to suspend elements due to safety precautions and specific technical parameters of exhibition halls.
5. Due to safety precautions nobody is allowed to remain at the stand area during suspension constructing.

## **10. ADVERTISEMENT**

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1. The Exhibitor has the right to display and advertise its products (goods and / or services) only within the allocated exhibition space, provided that its exhibits do not cover neighbouring exhibitions and do not disturb the normal course of work of other Exhibitors. The Exhibitor does not have the right to use sound equipment, additional lighting, etc., which may disrupt the normal course of work of other Exhibitors.
2. Placing the Exhibitor's advertisements outside the purchased stand for an additional fee is possible only after agreeing with the Administrator and receiving a written permission.
3. Distribution of advertising materials, advertising items, leaflets, folders, correspondence etc. within the premises of PTAK Warsaw Expo requires prior consent of the Administrator.

## **11. MISCELLANEOUS PROVISIONS**

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1. Traffic and road transport regulations are in force within the facility.
2. Vehicles may only be parked in designated parking spots.
3. In all matters where justified doubts related to the functioning of the facility arise, please contact the PTAK Warsaw Expo administration.
4. It is forbidden to consume alcohol within PTAK Warsaw Expo premises, except for facilities with the required license. Consumption of alcohol outside designated places may result in removal from the facility by PTAK WARSAW EXPO.
5. Running commercial or service activities in the industries requiring additional authorizations, permits or concessions is possible only after prior arrangement with the facility's administrator.