

Extract from the Fire Safety Manual

PTAK WARSAW EXPO

All organizers and participants of fairs are required to strictly observe the rules of conduct that guarantee full fire safety.

1. At the PTAK WARSAW EXPO site, it is forbidden to:

- 1.1. Use open fire in halls and on outdoor stands,
- 1.2. Smoke tobacco,
- 1.3. Keep any kind of packaging, paper and other materials that can pose a fire risk outside the stands,
- 1.4. Block access to switchgears, hydrants, portable firefighting equipment, fire alarm buttons, power switches etc.,
- 1.5. Block (in particular with parked vehicles) fire access roads leading to PTAK WARSAW EXPO (fire access roads designated in accordance with the Fire Safety Manual) and block roads, passages, emergency exits, and circulation routes,
- 1.6. Collect and store flammable materials and use flammable or potentially explosive liquids as cleaning agents,
- 1.7. Leave machinery and technical equipment that has not been cleaned to remove any liquids, dust, grease, oil, and production waste after completed work or demonstration,
- 1.8. Leave greasy, oiled rags or cleaning cloths without properly securing any substances whose interaction can cause self-ignition or explosion,
- 1.9. Use balloons inflated with combustible gases in halls and in open grounds,
- 1.10. Bring and use any cylinders with combustible gases, including of tourist type, without separate agreement with PTAK WARSAW EXPO.

2. The method of and place for safe storage of flammable and poisonous materials must always be agreed with PTAK WARSAW EXPO.

3. Mechanical vehicles or other equipment with internal-combustion engines may be exposed in halls only if the following conditions have been met:

- 3.1. The fuel tank may only contain the amount of fuel necessary to leave the hall,
- 3.2. The fuel tank must be closed,
- 3.3. The battery must be permanently disconnected.

4. Equipment whose surfaces may heat up to temperatures exceeding 100 °C must be situated at a safe distance from the housing and from any flammable materials; such safe distance must always be agreed upon with PTAK WARSAW EXPO.
5. Users of equipment supplied with electricity or combustible gases are forbidden to perform any modifications or repairs on their own.
- 6. It is forbidden to:**
 - 6.1.** Use faulty electric or gas systems.
 - 6.2.** Use electric or gas systems that do not comply with the design agreed upon with PTAK WARSAW EXPO.
 - 6.3.** Leave switched on electrical appliances, such as heaters, cookers, irons, kettles, etc., unattended. Prior to leaving the stand, each user must always switch off the power supply connected to his or her equipment.
 - 6.4.** Set heating devices on combustible ground.
 - 6.5.** Cover light bulbs and other light sources with flammable materials.
7. Only non-combustible or fire-retardant materials or materials protected against fire may be used for construction of stands. It is forbidden to use materials that explode while burning.
8. It is forbidden to use flooring made of combustible materials in circulation paths, escape routes, in staircases. In exceptional and justified cases, upon agreement with PTAK WARSAW EXPO, it is allowed to use flooring that complies with the requirements for fire-retardant materials in circulation paths and escape routes (except for staircases).
- 9. It is forbidden to organize pyrotechnic shows.**
- 10.** It is forbidden to conduct any activities that are likely to reduce the fire safety level. In case of specific exhibitions that pose a fire risk, the fair organizers are responsible for providing extra fire protection, in the manner agreed upon with PTAK WARSAW EXPO.
- 11.** It is forbidden to use portable firefighting equipment for purposes other than rescue and firefighting operations.
- 12. The contractors building indoor and outdoor stands must:**
 - 12.1.** Strictly observe fire-protection regulations and other special regulations issued by PTAK WARSAW EXPO in this respect.
 - 12.2.** Acquaint themselves with the location of portable firefighting equipment, alarm push buttons, indoor and outdoor hydrants, and the method of their operation in the event of a fire.
 - 12.3.** Immediately perform any orders issued at the time by PTAK WARSAW EXPO staff and referring to fire safety at indoor and outdoor stands.
- 13. Any identified defects and irregularities in fire protection in halls or at outdoor exhibitions must be reported immediately to PTAK WARSAW EXPO staff.**

14. In the event of a fire at the PTAK WARSAW EXPO site, immediately **notify the Fire Brigade by calling the emergency number 998 or 112** or by pressing an alarm push-button. Until arrival of the State Fire Brigade, strictly follow the orders of an employee of PTAK WARSAW EXPO responsible for the rescue and firefighting operation and after the arrival of the State Fire Brigade, follow the orders of the commander of the rescue and firefighting operation.

15. All devices emitting ionising (radioactive, X-ray) **radiation**, as well as laser equipment at the PTAK WARSAW EXPO site **must have a permit** to operate under the trade fair conditions, issued by the State Nuclear Safety and Radiation Protection Supervision Authority.

16. It is forbidden to dispose waste that is hazardous to health and the environment (oils, emulsions, acids, fats, varnishes, etc) with other waste or into sewers. Such waste must be disposed at the user's expense (the services shall be commissioned via PTAK WARSAW EXPO)