



## TRADE SHOW REGULATIONS

### 1. ORGANIZING DATA

#### 1.1. Assembling, dismantling and exhibition period (data and hours)

- period of building stands by the Organizer: January 28<sup>th</sup>-29<sup>th</sup>, 2024 (from 7.00 a.m. to 12.00 p.m.)\*
- arrangement of the stands built by the Organizer: January 30<sup>th</sup>, 2024 (from 10.00 a.m. to 12.00 p.m.)\*
- building and arrangement for stands built by Exhibitor: January 28<sup>th</sup> - 30<sup>th</sup>, 2024 (from 7.00 a.m. to 12.00 p.m.)\*
- Exposition: January 31<sup>st</sup> – February 2<sup>nd</sup>, 2024
- Exhibition opening hours:  
for Exhibitors: Wednesday- Thursday 9.00 a.m. – 6.00 p.m.,  
Friday 9.00 a.m. – 5.00 p.m.  
for Visitors: Wednesday- Thursday 10.00 a.m. – 5.00 p.m.,  
Friday 10.00 a.m. – 4.00 p.m.
- Closing of the exhibition: February 2<sup>nd</sup>, 2024 at 4.00 p.m.
- Dismantling: February 2<sup>nd</sup>, 2024 (from 4.00 p.m. to 12.00 p.m.)\* and February 3<sup>rd</sup>, 2024 (from 7.00 a.m. to 3.00 p.m.)

*\*/After agreeing with the Organizer, it is possible to assemble the stands after 12.00 p.m.. This requires prior written notification.*

#### 1.2. ID CARDS

ID cards for Exhibitors will be given in the Organizer's office (hall 2 on EXPO XXI fairground) on January 30<sup>th</sup>, 2024, and in the Trade Show reception desk on January 31<sup>st</sup>, 2024, from 9.00 a.m. The quantity of ID cards depends on the quantity of rental space in the way written in point 6. of Conditions of Participation. Additionally payable ID cards should be ordered until December 8<sup>th</sup>, 2023 in Exhibitor's Panel or sending Form 4- Additional Services.

#### 1.3. PARKING SPACE – PARKING CARD

1.3.1. The EXPO XXI halls administrate parking space available by to the main building, as well as underground parking nearby. All the parking spaces are being charged for.

1.3.2. During the assembling and dismantling periods of the Trade Fair, goods delivering vehicles may unload and collect the materials after obtaining a parking permit upon entry to EXPO XXI complex. Those permits are payable in parking meters located in hall 2 and hall 4. As part of the registration fee, the Exhibitor shall receive one (1) parking card valid from January 30<sup>th</sup> till February 2<sup>nd</sup>, 2024. Parking cards are to be collected on January 30<sup>th</sup>, 2024 from the Organizer's office in hall 2 on EXPO XXI fairground.

### 2. STAND CONSTRUCTING AND DISMANTLING

#### 2.1. STAND BUILT BY THE ORGANIZER

The condition that must be fulfilled in order to start building the stand is for the Exhibitor to pay for renting exhibition space as well as for the construction of the stand according to the Conditions of Participation (p. 7).

2.1.1. Stands constructed by the Organizer are available to the Exhibitor one day before the opening of the Trade Show (on Tuesday, January 30<sup>th</sup>, 2024) from 10.00 a.m. Before visiting the stand, the Exhibitor is obliged to announce his presence to the Organizer.

2.1.2. Arrangement of goods and items on stands, prepared by the Organizer, are undertaken solely by the Exhibitor. Any works undertaken must not cause damage to the walls, floor or to the stand's equipment

2.1.3. The Exhibitor is obliged to remove all the empty packages before starting the Trade Show. If not, the packages will be removed by the Organizer. The relative expenses will be charged to the Exhibitor.

2.1.4. The stands must be arranged by the Exhibitor before the Trade Show opening.

2.1.5. The Exhibitor is fully responsible for all damages caused by his work.

2.1.6. The Exhibitor may not, without the consent of the Organizer, stick, fix or place graphic elements (posters, stickers, badges, adverts etc) around the EXPO XXI area. After obtaining such consent, the Exhibitor is obliged to remove all such graphic elements after the conclusion of the Trade Show. Any elements left behind will be removed by the Organizer at the Exhibitor's cost.

#### 2.2. STAND BUILT BY THE EXHIBITOR

2.2.1. The Exhibitor is obliged to submit measured stand design to be confirmed by the Organizer no later than December 8<sup>th</sup>, 2023, together with all the technical documentation which should contain:

- accurately measured drawings (upwards view, elevation view with the specification of all the elements)
- an indication as where to the switchboard should be fitted (near appropriate locations which are set into the floor)
- an indication as where to connect the water supply (if present- near appropriate locations which are set into the floor)
- in the case of multi-storey stands, static calculations should be provided together with clear markings for the positioning of the load-bearing elements (putting load-bearing elements on cables, wires, or any type of electric or electronic distribution hardware is not allowed).

The Exhibitor may provide this information in the Exhibitor's Panel from the "MY CONTRACT" level.

2.2.2. Each Exhibitor is obliged to have the full technical specification during the build up and exhibition period, which should consist of:

- stand project described in Trade Show Regulations, point 2.2.1.,
- copies of **up-to-date** certificates or safety protocols describing the flammability of materials used to build the stand. Those documents shall be in accordance with the Polish fire prevention standards. **NOTE!** If Exhibitor doesn't have the copies of up-to-date certificates or safety protocols, the fire prevention services might order the break down of the stand or order to secure the stand's elements on site. Costs of such works as well as drawing up the safety protocols will be covered by Exhibitor.

2.2.3. Elements higher than 2.50m and those bordering other stands should have on those sides a white finish. Any trademarks are not allowed to fix on the bordering sides. **Stand's indication must relate only to name or brand of applying company. Derogation from this rule will result in the stand being closed by the Organizer.** The Exhibitor performing his own stand construction should make all markings, including the stand number, on his own.

2.2.4. The Exhibitor is obliged to inform the Organizer no later than till December 8<sup>th</sup>, 2023, who is his representative supervising the construction, along with the name of the firm doing the construction and the mobile phone number of the manager of the contractors. The



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Exhibitor may provide this information in the Exhibitor's Panel from the "MY CONTRACT" level.

2.2.5. Exhibitors carrying out their own construction or having it done by contractors are fully responsible for ensuring that all parties concerned obey the regulations.

2.2.6. Fixing stand elements to the floor and walls of the EXPO XXI halls is forbidden. Fixing to the ceiling demands Organizer's permission and is payable.

2.2.7. The Exhibitor is obliged to promptly inform the Organizer about any damage caused by building work. In such case, the Organizer will produce a protocol of the incident detailing the nature of the damages. The Exhibitor is obliged to repair such damages, and if this is not amenable or possible, then he is obliged to pay for the repairs.

2.2.8. Due to the fire protection rules, in case of multi storey stands or partial/complete built up ceiling, the assembly of fire signaling system is obliged. The service is payable (38 € + VAT per sensor) and installing by EXPO XXI authorized person.

2.2.9. The Exhibitor, executing the building on his own or commissioning it to the contractor, should obtain his own electrical switchboard.

### BEGINNING OF A STAND BUILDING

The condition that must be fulfilled in order to start building the stand is for the Exhibitor to pay for renting exhibition space according to the Conditions of Participation (p. 7) and to deliver technical documentation follows Trade Show Regulations (p. 2.2.1).

2.2.9. Before beginning to unload materials and start work, the group manager is obliged to contact the Organizer in order to:

- report his arrival on the premises
- establish the exact stand location

2.2.10. While unloading and assembling, it is forbidden to:

- drive a vehicle into the exhibition hall
- leave materials and tools outside own stand or on communication pathways
- do any type of spray painting
- use paint, varnish and/or any solvent which emits vapors that are dangerous to the surrounding persons and environment
- connect or install own electrical appliances to the EXPO XXI net (such as switchgear in the medium ducts and in the walls). These works are to be made by authorized EXPO XXI staff only.

2.2.11. During the build up and break down period the Exhibitor may carry out only necessary assembly works and final retouching. The Exhibitor may not carry out basic work (carpentry, painting, etc.) needed for the preparation of stands or exhibits. Welding, wood, plaster polishing and any other dust inducing works are specifically forbidden. The exception to this is small grinding works, on the condition that the tools used are equipped with effective dust-preventing accessories. It is recommended that before any such works take place, the stand is covered with a foil curtain. The contractor of such work is obliged to remove any dust and dirt that might have spread to neighboring stands, but with the agreement of their owners.

2.2.12. The stand contractor is obliged to remove all remaining debris and generally tidy-up both during and after construction. It is strictly forbidden to remain any materials, packages or other elements of stand equipment on communication pathways.

### ELECTRICAL INSTALLATION

2.2.13. The TN-C-S 230V/400V, 50Hz network is used for powering the stands and products displayed during the fair. For receivers of different parameters Exhibitors shall use appropriate converter.

2.2.14. For power higher than 4kW the 3-phase supply is obligatory. The 3-phase installation will be finished on the stand with 16A, 32A or 64A socket, type CEE 3P+N+PE.

2.2.15. 1-phase installation (up to 4kW) will be finished on the stand with a 16A, 2P+N+PE socket.

2.2.16. The electrical installations are being turned off each day after closing the halls to the public. If there is a need to keep any of the receivers turned on constantly, the Exhibitor shall order appropriate service.

2.2.17. Connections to power and water installations shall be conducted by authorized EXPO XXI staff only.

### EXPOSITION CLEARING-UP AND STAND DISASSEMBLY

**Disassembly of stands built by the Organizer** - Exhibitor is obliged to remove the exhibits and other items under its ownership from the stand on the end of the Trade Show – February 2<sup>nd</sup>, 2024 by 12.00. p.m.

**Disassembly of stands built by Exhibitor** - Exhibitor is obliged to remove the exhibits, dismantle and move the stand elements out of the hall, remove the adhesive tape and clean the occupied area within the period specified in point. 1.1.

Any materials, incl. traces of adhesive tape found on the EXPO XXI indoor and outdoor area after that date shall be deemed abandoned property and shall be removed at the Exhibitor's expense by the cleaning services and invoiced by the Organizer. The Exhibitor shall be obliged to pay due amounts within fourteen (14) days of the last day of the Trade Show.

**NOTE: Because of the limitations caused by the time requirements of stand assembly and disassembly, including any technical processes involved, special attention should be paid during the drafting of the Project to the possibility of constructing the stand with regard to non-violation of the Trade Show premises' organizational and operational laws.**

### 3. ORDER RULES

3.1. The Exhibitor and his contractors are obliged to follow Trade Show Regulations and any requests made by the Organizer.

3.2. During the Trade Show' opening hours, the stands should be made accessible to all visitors. Periodical stand closure during the Trade Show or early disassembly is forbidden. If any Exhibitor starts to disassembly his stand before the Fair's closing time, the Organizer can charge the Exhibitor an extra fee 1500 EUR.

3.3. The Exhibitor is obliged to keep a constant eye on the cleanliness, order, and tidiness of the stand.

3.4. The Exhibitor is obliged to make all rooms and compartments accessible to the Organizer for Fire Safety inspections.

3.5. The Organizer will ensure that the general surroundings of the Fair hall and all passageways in the hall are kept clean and clear. Orderliness, appearance and cleanliness on the Exhibitor's stands and in any private back-room facilities is the responsibility of the Exhibitor.

3.6. The Organizer neither organize nor have any control over customs clearance.



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3.7. Unloading and transport of materials and exhibits on the hall premises is the Exhibitor's responsibility. Movement of heavy items on the premises can be arranged only with official forwarders, which offices are located on the EXPO XXI premises.

### 4. FIRE REGULATIONS

*(Excerpt from EXPO XXI Fire Precaution)*

4.1. All the Trade Show participants are obliged to keep well within the rules regarding Fire Safety.

4.2. On the EXPO XXI premises it is forbidden:

- to use open fire in the pavilions and in the open space
- to smoke
- to store outside the stand any packages, papers and other fire hazardous materials
- to block access to power switching stations, hydrants, hand fire-fighting equipment, fire alarm push-buttons, electric power switches, etc.
- to block (especially with parked cars) fire access roads leading to EXPO XXI (fire access roads are specified in EXPO XXI fire precautions documentation) and roads, passages, evacuation exits and communication pathways
- to stock and store flammable materials and to use either cleaners flammable materials or the materials that can form explosive compounds
- to leave machines or any technical equipment not cleaned from liquids, dust, lubricants, oils and production waste after work or demonstration
- to leave greased or oiled rags, cleaners and substances, without proper safeguard, interaction of which may result in self-ignition or explosion
- to use balloons filled with combustible gas in pavilions or open space
- to bring in and use any combustible gas cylinders including the tourist ones without separate agreements with EXPO XXI fire services.

4.3. Safe storage methods and locations for flammable and poisonous materials have to be agreed with EXPO XXI fire services each time they are needed.

4.4. Vehicles or any other equipment with combustion engines may be exhibited in pavilions only after the following conditions are met:

- the fuel tank may contain only the minimum quantity of fuel necessary to remove the vehicle or other equipment from the premises
- the fuel tank must be closed
- the battery must be permanently disconnected.

4.5. Equipment, the surface of which can heat to temperatures above 100 degrees Celsius must be placed at the safe distance from walls and any flammable materials agreed each time with EXPO XXI fire services.

4.6. Users of equipment running on electricity or combustible gas are forbidden to make any modifications and repairs themselves and furthermore it is forbidden:

- 4.6.1. to use defective electrical or gas installations
- 4.6.2. to use electrical or gas installations different to those agreed in EXPO XXI plans

4.6.3. to leave unattended electrical equipment (heaters, cookers, irons, kettles, etc.) connected to power. Furthermore every user and especially the Participant is obliged to disconnect power supply to his stand each time he leaves it

4.6.4. to place heating equipment on flammable base

4.6.5. to cover light bulbs and other lighting points with flammable materials.

4.7. Only non-flammable, slow-burning or fire resistant materials may be used for stand building. It is forbidden to use materials that explode while burning.

4.8. It is forbidden to use flammable floor coverings on communication and evacuation pathways and staircases. In exceptional and justified cases, with prior EXPO XXI fire services permission, slow-burning floor coverings may be used on communication and evacuation pathways (not staircases).

4.9. It is forbidden to organize pyrotechnical shows.

4.10. Any acts that could reduce fire safety are forbidden. If specific exhibition might create fire hazards, it is their Organizers' duty to provide extra fire protection by themselves in co-operation with EXPO XXI fire services.

4.11. Hand fire-fighting equipment must not be used for any other purposes.

4.12. Stand building contractors, indoor and outdoor, are obliged to:

4.12.1. strictly observe fire precautions and specific EXPO XXI regulations in this matter

4.12.2. acquaint themselves with placement and using methods of hand fire-fighting equipment, fire alarm switches, indoor and outdoor hydrants

4.12.3. comply immediately with orders of EXPO XXI fire services regarding fire safety on stands inside and outside the pavilions.

4.13. Any noticed fault or irregularity in fire safety equipment in pavilions or in outside exposition area must be immediately reported to EXPO XXI fire services or other EXPO XXI personnel.

4.14. In case of fire on EXPO XXI premises National Fire Brigade should be alarmed immediately by dialing 998 and/or with the fire alarm switch. EXPO XXI representative in charge of fire extinguishing and rescue work must be absolutely obeyed until the National Fire Brigade arrives and its officer takes over the command.

### 5. REGULATIONS FOR MATERIALS HAZARDOUS TO HEALTH AND ENVIRONMENT

5.1. Permission for the use of laser equipment and equipment that emits ionizing radiation (radioactive, X-rays) in exhibition conditions on EXPO XXI premises must be obtained from the Government Inspectorate for Nuclear Safety and Radiation Protection.

5.2. It is forbidden to dispose of waste materials hazardous to health and the environment (oils, emulsions, acids, fats, varnishes, etc.) together with other waste or via the drains. Such waste must be disposed of at the user's expense (this service has to be commissioned to EXPO XXI).

### 6. HEALTH AND SAFETY REGULATIONS

6.1. The user of the pavilions bears all responsibility for the health and safety of their personnel working on EXPO XXI premises and for any accidents that result from lack of supervision or negligence of health



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and safety requirements for the period of exhibition set-up, use and dismantling, or pavilion rental/open space for other purposes.

6.2. Machines, engines, apparatus and other equipment may only be started up if they are equipped with safety features, specifically with screens and barriers preventing unauthorized access.

6.3. It is forbidden to run machines and devices that do not meet safety requirements and are not operated by unauthorized personnel.

6.4. When demonstrating machines and devices in motion, the area designated for this purpose should be separated and properly secured.

6.5. All people and entities that build the stands must have valid certificates of health and safety training.

6.6. Accessible glass edges have to be sanded down to eliminate the risk of injury.

6.7. On the premises of EXPO XXI alcohol consumption is allowed only in places intended for this purpose (bars).

6.8. It is forbidden to bring alcohol to EXPO XXI.

6.9. Statutory Polish Health and Safety regulations, which should be observed by all users of EXPO XXI, apply to all health and safety matters not covered by these provisions.

### 7. ADVERTISING

7.1. Exhibitors may present and promote their goods in whatever manner they see fit, as long as it does not disturb or interfere with the activities of their neighboring Exhibitors.

7.2. Exhibitors are obliged to care that their presented products do not violate the rules applying on the territory of Poland, in particular protection of industrial and intellectual property rights. Exhibitors have entire legal responsibility for eventual violations of these rules.

7.3. Advertisements outside the limits of Exhibitor's stands (outside the rented space and over stand- height over rented space) are payable and can be placed only after co-ordination with the Organizer. There is possibility of fixing advertising or decorative elements to the load-bearing constructions over the stands; in the entrance hall; to the external elevation and at the front of the EXPO XXI building. Such advertisements are payable and require individual co-ordination of type, technical details and costs at last 6 weeks before the opening of the Trade Fair.

7.4. Advertisements, especially visual and acoustics cannot endanger public safety and order and cannot cause any disturbance on EXPO XXI grounds.

7.5. Invitations printed by Exhibitor do not warrant free entrance to the fairground during the Trade Fair.

### 8. PHOTOGRAPHING AND FILMING

Taking pictures (also by mobile phones), using video cameras and making drawings on the Trade Fair premises requires consent from the Organizer and additional consent from the individual exhibitors concerned.

### 9. SHIPPING AND CUSTOMS CLEARANCE

Transport, packing and unpacking, assembly and disassembly, loading and unloading of exhibits are made at the Exhibitor's own cost and risk. The official forwarders and handlers, including customs clearance service for the International Trade Show LIGHT and International Trade Show ELECTRICITY are companies:

- EXPOSPED Sp. z o.o., Pradzynskiego 12/14 Str., 02-222 Warsaw, ph/fax:+4822 2567 171, 172 or 173. A contact person is: Mr. Piotr Berus,

- NETLOG POLSKA Sp. z o.o., Pradzynskiego 12/14 Str., 02-222 Warsaw, ph. +4822 256 70 52, fax +4822 256 70 88. A contact person is: Mr. Rafal Skrobotan.

EXPOSPED and NETLOG POLSKA companies have exclusive rights for internal transport on the Trade Fair hall premises. In the case of using another shipper, delivered exhibits will have to be left in front of the halls. Delivering exhibits directly to the Exhibitor's stand will be possible only by prior order of such a service with the EXPOSPED or NETLOG POLSKA.

### 10. SECURITY- INSURANCE

10.1. The Trade Show Organizer has civil liability insurance covering its business activity and its own assets.

10.2. The Trade Show Organizer is responsible for the general security of the Trade Show area and can take any action necessary to maintain security.

10.3. The Organizer is responsible for the general security of the exhibition stands outside of opening hours.

10.4. The Trade Show Organizer's general security is not liable for any damage or loss to persons or objects during the periods of assembly, dismantling and during the opening hours of the Trade Show.

10.5 During opening hours and periods of assembling and dismantling the Trade Show Organizer is not responsible for damages in case of fire, burglary, theft, flood or damage in transit in the Trade Show area.

10.6. The Exhibitor is obliged to report immediately to the Trade Show Organizer any damage that occurred.

Agencja SOMA Sp.J.

Warsaw, April 24<sup>th</sup>, 2023

**Note: All the prices do not include VAT tax.**