

## **TECHNICAL, FIRE SAFETY AND OHS REGULATIONS** in force within facilities housing events organized by Miejska Arena Kultury i Sportu Sp. z o. o.

### **§ 1. GENERAL PROVISIONS**

1. The technical, fire safety and OHS regulations observed by Miejska Arena Kultury i Sportu Sp. z o.o. (MAKiS) shall apply to:
  - a) the Participants of fairs, exhibitions of other events – hereinafter referred to as the Fair participants – organized by MAKiS or in cooperation with MAKiS,
  - b) exhibition stand constructors (companies building the stands, fair participants building the stands independently).
2. MAKiS hereby reserves the right to carry out inspections verifying conformity of actions carried out by fair participants and constructors with the effective technical and fire safety regulations. Failure to observe the below specified regulations may result in withholding works, and, in recurrent cases, may result in early termination of agreements.

### **§ 2. GENERAL TECHNICAL CONDITIONS FOR THE CONSTRUCTION OF STANDS**

1. The Constructor of the stand shall be obliged to submit 2 copies of the design for the space leased by the fair participant in the fair facility or in the open field to MAKiS for approval within the term set forth in the DETAILED RESOLUTIONS. The design should present the structure of the stand in 2 projections specifying its height, length and width. The design should include a layout of the electrical installation. The design submitted should comply with the construction law and other regulations and standards in force in Poland, as well as technical and fire safety regulations in force in the facility leased by MAKiS for the purposes of the event.
2. Fair participants and stand constructors shall be obliged to consider the basic technical data of fair buildings. Fair participant shall be obliged to report to MAKiS the intent to exhibit heavy or bulk items during the exhibition. Introducing devices with unit weight exceeding the permissible scope must be approved by MAKiS.
3. In the case of peculiar exhibitions which may pose a danger to humans or the infrastructure of the building, the fair participant or the stand constructor shall be obliged to carry out additional, detailed arrangements with MAKiS.
4. Construction of stands, assembly of devices (exhibits), disassembly of stands, all installations and advertising media shall be carried out and completed in a manner, in which they do not pose danger to safety and public order, and in particular to the health or life of people staying in the fair area.
5. In the case of constructing exhibition stands out of plasterboards, fiberboard and plywood, the basic works involving material processing (e.g. cutting), producing considerable dusting, these works must be carried out outside the fair building. When carrying out other dusting works inside the fair building, the constructor must use electric tools with dust containers. Dusting works should be completed on the last day of assembling stands at the latest, and stand and its vicinity shall be cleaned at the sole cost of the stand constructor. Upon crossing the above specified deadlines, the constructor may be charged with the costs of cleaning neighboring stands.
6. Works related to the construction of the stand, such as: painting, should be limited to the minimum and performed solely within the exhibition space leased by the user. Carrying out these works outside the exhibition stand area must be approved by MAKiS.
7. Exhibition stand walls and all other structural elements enclosing the stand and exceeding 2.5m in total height, facing the neighboring stands and visible rear walls of exhibition stands must be finished white.
8. Fair participants using standard structures or ready-to-use structures performed by MAKiS shall not be entitled to place any exhibits or advertising materials on the stand's walls using technique which causes or can cause damages of the stand's walls. Upon claiming damages, MAKiS shall charge the user with additional costs.
9. If the leased space is not completely used for constructing or decorating the stand, then the Fair participant will be responsible for developing empty and visible surfaces neighboring other stands or facing passages.
10. The stand constructor shall be obliged to ensure unobstructed access to the technical devices of the fair building.
11. If necessary, each fair participant should enable the passage of installations from neighboring stands for the purpose of connecting them to the technical devices of the fair building, referred to above.
12. Lining the floor within the stand with fitted carpet is recommended. The carpet should be glued to the groundwork using double-sided gel tape which does not leave marks on the floor after it is removed.
13. Enclosed stand structure does not guarantee even ventilation, air conditioning and heating.
14. Stand structure must comply with the design approved by MAKiS and with effective provisions of the construction law and fire safety regulations set forth in §12.
15. MAKiS shall have the right to withhold construction of the stand and to remove its elements at the cost of the Fair participant when:
  - a) the structures are built without an approved design,
  - b) finished structures are inconsistent with the pre-approved design,
  - c) structures are built contrary to the stand location assigned,
  - d) the fair participant or the stand constructor have completed technical installations without obtaining pertinent consent of MAKiS,
  - e) flammable elements of the structure are not certified as fire retardant,
  - f) there is the risk of exceeding the permissible static or durability loads.
16. The minimal width of passages should be 3 m.

### **§ 3. STAND STRUCTURE ELEMENTS**

1. All structural elements must observe the requirements of fire safety regulations set forth in §12.
2. Advertising and decorative elements of the stand and the exhibits must not exceed the exhibition space leased and the approved structure height.
3. All glazed stand elements (e.g. cabinets, display windows) must be resting on a non-breaking pedestal of min. 30 cm in total height, and the edges of glass panels must be smooth-ground or secured to eliminate all risk of injuries.

4. Glazed elements must not be used in exhibition stands constructed in the open field.

#### **§ 4. STAND STRUCTURE HEIGHT**

1. Standard stand structure height, measured from the floor, is 2.5 m.
2. For non-standard structures above 2.5 m (stand structure, free-standing elements, advertisements, decorations), figures and static and durability calculations for these structure or pertinent statements of authorized parties must be enclosed to the design referred to in §2.
3. The maximum permissible stand height is 5.5 m.
4. Story structure (two-story) structure must observe the following conditions:
  - a) the height of rooms for all stories must be max. 2.4m
  - b) when used for office purposes, the minimum permissible load of the second-story floor must be 2.5 kN/m<sup>2</sup> (2.5 kPa).
  - c) the distance to the stairs or the descent from every accessible spot on the first story must not exceed 20 m, depending on the location of the stand,
  - d) descents or stairs must be min. 1 m wide.The constructor shall be held liable for pledging that the piles supporting the stand structure do not bear excessive loads admitted for the flooring of a given fair building.

#### **§ 5. ADVERTISEMENT**

1. Placement of advertising structures outside the stand or in the open field requires consent of MAKiS. In the absence of consent, MAKiS shall be entitled to remove the advertisements at the cost and risk of the Fair participant.
2. The use of rotating advertising elements above 3 m from the floor is admitted. Rotating advertising structures may perform a maximum of 10 rotations/min.
3. Hanging or sticking banners, advertisements and decorations on the structures of the fair building (walls, handrails, balustrades, windows, etc.) and on other elements of fair infrastructure is prohibited without obtaining approval of MAKiS.
4. Use of flickering or moving signs requires consent of MAKiS.
5. Use of balloons for advertising purposes within the fair area requires consent of MAKiS.
6. Organizing shows which cause smoke or pyrotechnical shows within the fair area is strictly prohibited.
7. Advertising forms, particularly the optical and acoustic ones, must not pose any threats to human safety and public order and cannot cause any disturbances to neighboring stands.
8. Maximum permissible noise level in the stand shall not exceed 70 dB.

#### **§ 6. ADVERTISEMENT**

1. The Constructors of exhibition stands shall not be entitled to interfere with the floor, wall, ceiling structure or to introduce any other modifications in the fair building (e.g. painting walls and floors, laying carpet roofing in passages, hammering nails or pins).
2. Resting any structures on:
  - neighboring stands,
  - exhibition hall wallsis strictly prohibited.

#### **§ 7. ORDER REGULATIONS**

1. MAKiS shall assign all stands with numbers.
2. Producing stand structure elements out of plasterboards, fiberboards and chipboards in the fair area is strictly prohibited.
3. Performing any welding works, using pistols for hammering pins and using spray-paint systems is strictly prohibited in fair buildings.
4. Installation of ventilation devices in the stand may be carried out only after obtaining individual consent of MAKiS for such installation.
5. Mounting RTV and TV SAT antennas outside the stand limits is strictly prohibited. In extraordinary, justified cases, MAKiS may consent to installing antennas outside the stand and specify its location.
6. Wireless communication devices, transceivers and radiolocation devices as well as high-frequency devices used within MAKiS premises must be certified by the Electronic Communication Office.
7. After the end of the fair and after disassembling the stand, the fair participant or stand constructor shall be obliged to hand over the self-ordered and cleaned exhibition area (complete removal of stand structures, carpet flooring, adhesive tape residue, paint, etc.) to MAKiS. Upon failure to execute the above specified cleaning works, MAKiS shall commission them at the cost and risk of the fair participant.

#### **§ 8. EXHIBITIONS IN THE OPEN FIELD**

1. Posting temporary masts is strictly prohibited.
2. Posting temporary kiosks and pavilions serving for exhibition purposes only must be approved by MAKiS in terms of designs submitted (structural, installation), including all applicable static and durability calculations. Constructing other temporary structures which are not elements of the exhibition shall require a building permit, issued for each structure in accordance with the provisions of effective law.
3. All earth works carried out in the open field (drilling, pile insertion, foundation digging, anchor tie placement, etc.) must be approved by MAKiS.
4. All structures and exhibits which, due to their location or the method of use, are exposed to weather-related electrical discharges, must be earthed with a cable of max. 10 in total resistance.
5. Exhibits and all other devices used in the open field must be spanned at least 0.5 m from the nearest road curb or passage.
6. Advertising structures exposed to weather conditions must be supported with static and durability calculations, which must be submitted to MAKiS prior to the commencement of assembly works.

## **§ 9. TECHNICAL CONDITIONS FOR THE EXECUTION OF ELECTRICAL INSTALLATIONS**

1. The constructor of the electrical installation shall provide MAKiS with the technical data of the installation, including a specification of the power consumption value. This value shall not exceed 100 W per 1 m<sup>2</sup> of the exhibition (lighting).
2. The constructor of the installation shall be held liable for the technical execution of the installation.
3. The constructor of the electrical installation shall be obliged to perform measurements of electric shock protection and submit applicable reports to MAKiS for approval.
4. Electric shock protection measures shall include automatic, quick disconnectors activated when the safe value of touch voltage is exceeded and the local equipotential bonding is fully used. Electrical installation in the stand must include 30 mA differential current electric shock disconnectors.
5. MAKiS hereby reserves exclusivity to execute electrical connections for all fair participants and for the participants of other events organized within MAKiS premises. Unauthorized connection of electrical installation to the power grid of the fair buildings is strictly prohibited. Introducing any modifications in the electrical installation of fair buildings is strictly prohibited.
6. Fair participants are entitled to:
  - a) commission the development and execution of electrical installation design as part of commissioning stand construction to MAKiS,
  - b) execute the electrical installation in the stand according to the previously agreed with MAKiS project, but commission the execution of connections to the stand.
7. All electrical devices and installations within the fair building must observe the requirements of effective Polish Standards and should be executed and used in accordance with effective provisions of the Regulations for the Construction and Use of Energy Devices.
8. All electrical installations executed within the fair building must undergo technical acceptance. After completing the acceptance procedure, the installation can be connected to the electrical grid of the fair building. Powering of the installations shall take place after the authorized constructor has confirmed in writing the electrical installations completed, pursuant to the design submitted to MAKiS.
9. Unauthorized connection of electrical installation to the fair building grid is strictly prohibited.
10. Introducing any modifications in the electrical installation of the fair building, e.g. disassembling light fixtures, remodeling the installations, etc. is strictly prohibited
11. Electrical installations of exhibition stands are disconnected every day after the fair building is closed; in extraordinary, justified cases, MAKiS or technical services of the fair building may agree to 24-hour connection of specific receivers (e.g. refrigerators, alarm systems, telecommunication devices, etc.).
12. For safety reasons, fair participants are obliged to switch off power supply to their exhibition stand before leaving the stand, with the exception of 24-hour circuits approved by MAKiS.
13. The electrical installation of exhibition stands is disconnected an hour after the official closing of the fair event. During assembly and disassembly, fair participants and stand constructors shall use the general lighting of the fair building and of the outdoor area, as well as the working sockets for powering electrical tools.
14. Should the fair participants/constructor claim any inconsistencies or disturbances in the functioning of the electrical installation, they shall immediately notify an MAKiS worker or the technical services of the fair building.

## **§ 10. TECHNICAL CONDITIONS FOR THE EXECUTION OF WATER-SEWAGE INSTALLATIONS AND OTHER**

1. All fair buildings are furnished with fixed, generally available water inlets and outlets.
2. Water-sewage connections shall be executed solely by MAKiS workers, at the cost of fair participants.
3. Fair participants intending to launch steam drums, tanks and pressure installations, acetylene generators or crane devices as part of their exhibition shall be obliged to:
  - report these devices to the Technical Supervision Office in order to have the devices or installations examined before startup in terms of safety of service and safety of personnel,
  - provide MAKiS with certificates confirming the qualifications of personnel operating these devices.

## **§ 11. SUSPENDING ELEMENTS ON THE FIXED CEILING STRUCTURE OF THE HALL**

1. Suspending any structural or advertising elements to the ceiling structure of fair buildings within the exhibition stand area must be approved by MAKiS.
2. In order to suspend an element, MAKiS must be provided with documentation including, in particular:
  - the type of structure to be suspended,
  - the dimensions and the total weight of the structure, the designated suspension points on the suspended element,
  - the suspension method (number of lines) – all suspending elements should be certified,
  - describing the certificates of materials used to making the suspended construction,
  - the location of the element in relation to the stand, element height.
3. Applicable commissions, including documentation, must be submitted to MAKiS 21 days before the event at the latest. Commissions received after this date shall be accepted conditionally and executed only with the possibility to access the stand and maneuver with applicable equipment in the vicinity of the stand.
4. The Exhibitor shall be held liable for the proper preparation of the suspension points of the suspended element
5. The Exhibitor shall be held liable for the suspended construction
6. MAKiS reserves the right to refuse to perform the suspension service due to safety requirements and technical capabilities in the fair building
7. Technical requirements:
  - The weight of the element attributable to one suspension point located under the joist should not exceed 500 kg,
  - The weight of the element attributable to one suspension point located in the space between the joists should not exceed 100 kg,
  - The weight of the element attributable to one suspension point located in the intersectoral space should not exceed 50 kg.

## § 12. FIRE SAFETY REGULATIONS

1. MAKiS shall develop fair areas maintaining observance of the following principles:
  - MAKiS shall specify fire zones for particular events, which shall cover solid structures and adjoining outdoor areas,
  - all flammable objects located in outdoor areas near the glazed walls of fair buildings must be situated at least 3 m from these buildings,
  - stands of 150 m<sup>2</sup> and more in total area or of 15 m and more in total length must have at least two independent entrances, preferably on two opposite sides.In extraordinary cases, when the above listed conditions cannot be observed, written consent of the MAKiS Fire Safety Services must be obtained.
2. Marked communication and evacuation routes must be free at all times. Parking vehicles or storing cargo there is strictly prohibited. Vehicles and cargo left on these routes shall be removed at the cost and risk of the fair participant or stand constructor.
3. All fire safety devices (fire extinguishers, alarm buttons, hydrants, fire sensors) and general telephones, evacuation door and their markings must be accessible and visible at all times, and particularly must not be blocked.
4. The following are prohibited in all fair areas:
  - using open flames in fair buildings and in outdoor exhibition stands,
  - storing and using pyrotechnical items in fair buildings and in outdoor exhibition stands,
  - smoking outside dedicated areas,
  - storing any packaging units, paper items or other materials causing fire threat outside the exhibition stands,
  - blocking access to switch rooms, hydrants, manual fire extinguishing equipment, alarm buttons, etc.,
  - obstructing, blocking passages, evacuation exits and fireproof doors,
  - gathering and storing flammable materials in fair buildings and in outdoor stands,
  - using flammable liquids or liquids producing explosive mixtures with air as cleaning agents,
  - leaving tools or technical devices which are not cleared of dust, stains, grease, oil and production waste after completing work or demonstration,
  - leaving greased, stained cloths non-secured in locked storage containers made of inflammable materials,
  - storing substances which, stored in direct vicinity, may enter into interaction and cause spontaneous ignition or explosion,
5. The method and place for storing flammable and poisonous materials must be agreed on with MAKiS fire safety services in every case.
6. Mechanic vehicles or other devices with combustion engines can be exhibited in fair buildings with the engine turned off only, after meeting the following conditions:
  - the fuel tank must contain an amount of fuel necessary for leaving the fair building only,
  - the fuel tank must be closed,
  - the battery must be permanently disconnected,
  - the vehicles and other devices must be in technically efficient with no leaks of fuel, oil and lubricants.
7. Devices, the surface of which can heat up to temperatures exceeding 100°C should stand at a safe distance from the housing and all flammable materials, whereas this safe distance shall be approved by MAKiS fire safety services in all cases.
8. The users of electrical devices shall not be allowed to introduce any modifications, repairs independently. Moreover, they shall not be allowed to:
  - use damaged or ill-functioning electrical installations,
  - use any electrical installations which are inconsistent with the design approved by MAKiS,
  - leave any electrical receivers, such as e.g. radiators, kitchen stoves, irons, kettles connected to electricity unattended; each user, and particularly the Exhibitor shall be obliged to turn off power supply to their exhibition stand before leaving the stand,
  - leave heating devices on flammable surfaces,
  - install shades made of flammable materials on light bulbs.
9. Only inflammable, fire retardant or fire-insulated materials shall be used to construct exhibition stands. Pertinent certificates and declarations must be stored in the exhibition at all times. Using materials which explode when burning, e.g. bamboo, bulrush, is strictly prohibited.
10. Using carpet flooring made of flammable materials in communication and evacuation routes and in staircases is strictly prohibited. Using carpet flooring observing requirements for fire retardant materials is admitted in communication and evacuation routes (with the exception of staircases).
11. Transporting and using: balloons, gas cylinders and other devices filled with flammable gas is prohibited in fair buildings or in outdoor areas, unless explicitly approved by MAKiS. MAKiS consent can be granted only in extraordinary, justified cases, having considered the safety factors and the capacity of the fair.
12. The users of fair buildings shall be obliged to cease all activities which could potentially decrease the level of fire safety. With specific exhibitions, causing severe fire threat, the Participants of events organized in the fair building shall be obliged to provide additional fire safety measures, which shall be approved by MAKiS.
13. Using manual fire extinguishers for purposes non-related to fire extinguishing-rescue operations is prohibited.
14. Exhibition stand constructors for indoor and outdoor stands shall be obliged to:
  - adhere to regulations regarding fire safety and regulations issued in this respect by MAKiS,
  - learn the distribution of manual extinguishing equipment, alarm buttons, external and internal hydrants and their instructions for use, to be applied in case of fire,
  - immediately carry out summary orders given by MAKiS fire safety services and regarding fire safety in exhibition stands in the buildings and outdoor exhibition stands.
15. All defects and inconsistencies claimed in fire safety measures applied in fair buildings or outdoor exhibitions must be immediately reported to fire safety services or MAKiS personnel.

16. In case of fire in a fair building, the following services must be notified:

- State Fire Brigade (998 or 112),
- all people staying within the danger zone,
- fire safety services on duty,
- MAKiS personel,
- Representative of the fair building.

Until State Fire Brigade arrives, all participants must unconditionally carry out the orders of personnel supervising the rescue-extinguishing operation in the fair building. After the Fire Brigade has arrived – all participants must carry out the orders of the commanding officer responsible for the rescue-extinguishing operation.

#### **§ 13. MATERIALS DANGEROUS TO HEALTH AND THE NATURAL ENVIRONMENT**

1. All devices generating ionizing radiation (radioactive, x-ray) as well as laser devices used in the fair building must be approved for use in fair conditions by the National Nuclear Safety and Radiological Protection Supervision.
2. Waste classified as dangerous to health and the natural environment (oil, emulsion, acid, grease, varnish, etc.) must not be disposed of with other waste or drained to the sewage system. Such waste must be disposed of according to the regulations, at the cost of the user.

#### **§ 14. OCCUPATIONAL HEALTH AND SAFETY REGULATIONS**

1. The users of fair building shall bear full responsibility for the occupational health and safety of workers performing works for them in the fair building and shall be held liable for all and any accidents incurred due to the absence of supervision or negligence in terms of occupational health and safety requirements and standards to be applied in the assembly, use and disassembly, as well as during the lease of the fair building (open field) for other purposes.
2. All machines, engines, devices, apparatuses and other devices can be turned on only after they have been equipped with all required safety measures, particularly with covers preventing access of unauthorized parties.
3. Engaging machines and devices which do not observe applicable safety requirements or their use by unauthorized personnel is strictly prohibited.
4. When demonstrating machines and devices in motion, dedicated area must be separated and secured.
5. Accessible glass edges on the stands must be ground to eliminate the risk of cutting.
6. In any matters regarding occupational health and safety not specified herein, effective national laws to be observed by all fair participants and stand constructors shall apply.

These regulations shall apply to fairs and other events organized by Miejska Arena Kultury i Sportu Sp. z o.o. as of January 1, 2019.