

GENERAL REGULATIONS & EXHIBITOR INFORMATION

1. ACCESS TO STANDS OF OTHER EXHIBITORS

Exhibitors have no right of access to other stands outside the official opening hours unless permission has been obtained from the exhibitor renting the stand.

2. ACCOMMODATION

FORM 1

Please see order form and supporting documents for details of hotels.

3. ANIMALS

Animals are not permitted in the exhibition venue.

4. AUDIO VISUAL

FORM 2

5. BUILD-UP

The build-up starts at 08.00 on Saturday 24 November for space only stands. Exhibitors with shell scheme stands are permitted into the exhibition site to decorate their stands from 08.00 on Monday 26 November.

Entry into the exhibition site will be co-ordinated by the venue staff and security who will indicate the nearest loading gate to your stand. To accelerate the entrance procedure all vehicle drivers are required to affix a vehicle pass to their windscreen indicating the stand number. Please print the vehicle pass from the order form section. When you arrive on site the loading gate number can be written on to the pass.

Saturday 24 November 08.00-18.00:	Construction of stands (contractors and exhibitors building their own stands).
Sunday 25 November 08.00-18.00:	Construction continues.
Monday 26 November 08.00-22.00:	All Exhibitors (including shells scheme stands).
16.00-22.00:	Final dressing of stands within the stand area. Build-up must be complete.

- **The maximum construction height for stands is 6.5m providing the reverse of walls above 2.5m is decorated to a satisfactory condition.**
- **Stand construction above gangways to connect stands or any construction reaching into the gangways is not permitted.**
- **The laying of exhibitors own carpet over the gangways is strictly prohibited.**
- **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.**
- **It is forbidden to use flammable floor coverings on stands.**
- **The original stand building material certificate must be available during the build-up and breakdown.**

All exhibitors (apart from those who have ordered the Organisers shell scheme) are obliged to submit stand design plans showing stand dimensions, especially heights, in triplicate for approval. These must reach the Organisers, Mack Brooks Exhibitions Ltd, no later than Monday 15 October 2007.

**VEHICLES ARE STRICTLY PROHIBITED IN THE HALL.
CONTRACTORS AND EXHIBITORS MUST TROLLEY IN
ALL STAND MATERIAL AND EXHIBITS.**

6. BREAKDOWN

Breakdown starts at 16.00 on Thursday 29 November. Until this time, all stands must remain fully operational. Dismantling of stands before this time is strictly prohibited.

All exhibitors and stand builders are obliged to return the hall and rented shell scheme stands to their original condition. If not, the exhibitor is fully responsible for any damage or pollution incurred.

Thursday 29 November 16.00-22.00:

From 16.30 the technical connections will be disconnected.

Friday 30 November 08.00-15.00

Exhibition hall must be completely cleared and returned to its original condition.

7. CATALOGUE

An official catalogue of the exhibition will be published. Please see the Marketing Section for entry forms in the official catalogue.

8. CHILDREN

Children under the age of 16 will not be admitted into the hall throughout build-up, the exhibition open days and breakdown. *BlechBusiness'07* is strictly a trade exhibition and conference.

9. CONTRACTORS

For the convenience of exhibitors, experienced contractors have been appointed to supply services which are not provided within the terms of the contract agreement. Certain services, including electrical and water installations, cleaning, security, forwarding, etc, may only be carried out by the sole contractor appointed by the Organisers.

Exhibitors should note that there are no circumstances (even where sole contractors have been appointed) under which the Organisers can either become contractually bound to an exhibitor or be regarded as a principal or agent in relation to any legal commitment which an exhibitor may enter into with a contractor.

10. CUSTOMS

FORM 5

All import and or export procedures will be undertaken by Agility Fairs and Events.

11. DEMONSTRATION OF MACHINERY

FORM 11

In the interest of other exhibitors and visitors, exhibitors are requested to limit the running times of noisy machinery to fixed demonstration periods. The Organisers reserve the right to curtail or ban demonstrations if the noise levels rise above 60dB or if exhaust fumes cause disagreement.

12. EC MACHINERY DIRECTIVE

The machinery directive has been implemented several years ago and today no machine or part of a machine can be imported into an EC country without complying with the directive. This directive is particularly important to exhibitors whose machines have not been manufactured in an EC country.

13. ELECTRICAL INSTALLATIONS

FORM 3

To ensure that exhibitors receive the electrical connections they require, exhibitors need to return the order form to the electrical contractor. Only the official electrical contractor is authorised to connect to the mains.

14. EXHIBITOR BADGES

FORM 4

Exhibitor badges allow the stand personnel entry to the build-up, exhibition and breakdown. Exhibitor badges are free of charge and an allocation of badges will be issued depending on stand size.

15. FLOOR COVERINGS / CARPETS, ETC

All floor coverings must comply with EXPO XXI regulations. The original certificates and/or documentation indicating that floor coverings are inflammable must be available during the tenancy period.

Exhibitors and Stand Contractors are obliged to remove floor coverings and carpet tape completely from the floor. Should this not be carried out, the exhibitor will be charged the full amount of any necessary cleaning costs.

16. FLOOR SURFACE / FLOOR LOADING

Maximum Floor loading: 3000kg/sqm

Floor Surface: Ceramic tiles

17. FLORAL

Our appointed floral contractor is Kwiaciarnia Floral, for information please go to their website:

<http://www.kwiaciarniaflora.com>

18. FORWARDING AND LIFTING

FORM 5

The official forwarding and lifting agent for Blech*Business*'07 is Agility Fairs and Events.

Exhibitors should note that no other forwarding and lifting companies will be allowed in the exhibition grounds. Exhibitors with heavy equipment are therefore required to contact the agent as soon as possible.

19. FURNITURE HIRE

FORM 3

20. GAS

Liquid gas is strictly prohibited.

21. INSURANCE

The Organisers will not be responsible for the safety of any exhibits or property of any exhibitor, its staff, contractors or agents or any other person, or the loss of, damage or destruction of the same, by theft, fire, or other cause whatsoever sustained by any exhibitor by reason of any defect in the building, fire, storm, tempest, lightning, national emergency, labour disputes, strikes, explosion, force majeure or any other cause not within the control of the Organisers. This also includes the delay or postponement of the opening of the show, the inability to use the postponed venue or injury sustained by any exhibitor.

As the Organisers will not accept responsibility for any loss or damage suffered by any exhibitor (this includes breakdown of electrical and water supplies), exhibitors are therefore strongly advised to effect insurance cover in respect of:

- ◆ public liability (minimum cover € 3,000,000.-)
- ◆ third party risk
- ◆ exhibits and contents of stands
- ◆ expenses incurred due to the abandonment of the exhibition
- ◆ goods in transit

Insurex Expo-Sure, a specialist Event insurance provider, can cover all these risks. (Insurex Expo-Sure is a division of Hiscox Underwriting Limited a company authorised and regulated by the Financial Services Authority.)

You are under no obligation to insure with Insurex Expo-Sure and may therefore choose to seek insurance from other providers. If you decide to insure with Insurex Expo-Sure, please contact them directly. Their contact details are in the address section.

22. INTERNET

The Organisers have created a website on the Internet: <http://www.blechbusiness.com> This website contains useful information on the show and represents the best opportunity to catch up on the latest facts and figures.

23. LIGHTING AND HEATING OF THE HALLS

General lighting and heating in the halls will be provided by the Organisers. Installation and the use of electricity and water & waste to exhibitors' stands must be ordered and paid for by the exhibitor.

24. MANNING OF THE STAND

Exhibitors are obliged to be present on their stands during exhibition open hours and display registered exhibits. Stands may not be dismantled before the official closing of the exhibition.

25. MUSICAL PRESENTATIONS

The sound of any audio visual equipment must be kept to an acceptable level and not exceed 60dB. The Organisers reserve the right to curtail or ban demonstrations if complaints are received. It is mandatory for exhibitors who wish to have musical presentations on their stand to apply for a permit with ZAIKS, see address section.

26. ORGANISERS OFFICES – MACK BROOKS EXHIBITIONS LTD

The Organisers Offices will be located within the hall and are staffed throughout the build-up, exhibition open days and breakdown. Telephone and fax numbers will be published at a later date.

27. PARKING FOR EXHIBITORS AND CONTRACTORS

The car park is around the venue, open and underground.

The cost for parking during build-up and breakdown is 1 zloty per hour.

The cost for parking during the exhibition is 6 zloty per hour, maximum 5 hours.

(a ticket issued for the maximum 5 hours (30 zloty) is valid all day)

Exhibitors can purchase a parking ticket, as follows:

2 day ticket 11 Euro + VAT

3 day ticket 13 Euro + VAT

4 day ticket 16 Euro + VAT

5 day ticket 19 Euro + VAT

Tickets are available on site at the ticket machines and the car parking office.

28. PARTITION WALLS

Partition walls will not be provided by the Organisers. The minimum requirements for stand construction in the hall are partition walls of a minimum height of 2.5m to the perimeter of the stand and floor covering. Under no circumstances may exhibitors use the reverse side of walls of neighbouring stands.

29. PHOTOGRAPHY & VIDEO RECORDINGS

Filming, photographing and reproduction sketching of stands and in particular of exhibits is only permitted, even for private use, if the exhibitor in question has given definite permission

beforehand. If films or photographs or sketches are intended for commercial use, it is also necessary to seek written permission from the Organisers, Mack Brooks Exhibitions Ltd.

30. POST

FORM 5

Post should be addressed to:

Blech*Business*'07

Hall III / Stand No

Warszawski Centrum EXPO XXI

12/14 Pradzynskiego Str

01-222 Warsaw

Poland

Please make sure that a representative is on your stand to accept your post / delivery, as the Organisers are not able to sign for or take responsibility for any post / deliveries.

If there is no representative on your stand when the delivery takes place, the official forwarding and lifting agent, Agility Fairs and Events, will store it for you and will charge you for the storage cost.

All other shipments, consignments, etc should be sent in coordination with Agility Fairs and Events who will also deliver goods to the exhibitors stand.

31. PRESS

For enquiries please contact the Organisers Press Department (see address section). The Press Office on site will be located in the hall and will be open on Monday 26 November from 15.00hrs - 18.00hrs. Exhibitors are invited to bring their press packs to the press office during this time. The Press Office will also be open each day during the exhibition opening hours.

32. PROMOTIONAL ACTIVITIES WITHIN THE EXHIBITION GROUNDS

The distribution of leaflets and promotional materials is confined to the stand area and is not permitted in the gangways or elsewhere in the exhibition grounds. The Organisers reserve the right to prohibit the display or distribution of advertising matter that could give rise to offence and to confiscate the supplies thereof for the duration of the event.

33. PUBLICITY MATERIAL

An order form for publicity material is available in the Marketing Section of the Handbook.

34. SHELL SCHEME STANDS

Please also refer to the documents in the handbook: shell scheme packages, interiors and shell scheme packages, visuals.

35. SOLD EXHIBITS

Blech*Business*'07 is a trade exhibition. Sold exhibits may not be removed and delivered to the client until after the exhibition closes. Details of prices given in the form of signboards or stand lettering are not permitted, nor are references to exhibits whose sale is already effected or details of suppliers or customers.

36. STAND CATERING

FORM 7

Exhibitors requiring stand catering can order this service on the order form.

37. STAND CLEANING

The cleaning of the exhibition hall will be the responsibility of the Organisers. Basic stand cleaning is included in the floor space order contract, such as vacuuming and emptying of rubbish bins. Should you require more specialised cleaning please contact the Technical Organisers (see address section).

38. STAND MEASUREMENTS

Due to the possible variance of thickness of stand walls, an approx. 10cm difference should be allowed for.

39. STAND PARTIES

Stand parties can take place during official exhibition open hours and are subject to approval. Stand parties must end with the close of the exhibition. All stand parties must be applied for in writing at least 7 days in advance and require written authorisation from the Organisers.

40. STAND SECURITY

The Organisers will provide general security within the exhibition halls and the outdoor area. However, the individual security of stands and exhibits lies within the responsibility of each exhibitor. Valuables should be locked away overnight. Static security guards for the stands can be ordered via the Technical Organisers (see address section).

41. STORAGE OF EMPTY CRATES

FORM 5

Empty crates and boxes must not be stored on exhibitors' stands or within the Hall. Exhibitors requiring storage facilities should contact the official forwarding agent Agility Fairs and Events.

42. SUNDAYS AND BANK HOLIDAYS

Vehicles over 7.5 tonnes may not travel on the roads in Poland between 0.00 on Saturday – 22.00 on Sundays. However, other countries in Europe: vehicles over 7.5 tonnes may not travel on the roads between 22.00 on Saturday – 22.00 on Sundays.

43. TELECOMMUNICATION

FORM 10

Exhibitors who require an ISDN/ telephone and fax machines are required to complete the order form.

44. TEMPORARY STAFF / HOSTESSES /TRANSLATORS

See address section

45. WASTE DISPOSAL

Exhibitors are reminded that they are responsible for the removal of all waste during build-up and breakdown. Failure to do so could result in the exhibitor being charged if waste is found on the stand after his departure from the hall.

46. WATER INSTALLATION

FORM 3

Exhibitors are not allowed to make any connections to the mains themselves.