

# **RULES & REGULATIONS OF WARSAW EXPO XXI CENTRE**

Explanation of terms used herein :

**EXPO XXI** Warszawskie Centrum EXPO XXI Ltd.. - the company that manages Warszawskie Centrum **EXPO XXI**

**Centre EXPO XXI EXPO XXI** including grounds, buildings and exhibition areas managed by **Warszawskie Centrum EXPO XXI Sp. Z o.o.** at 12/14 Pradzynskiego Street, Warsaw

**Project Manager** EXPO XXI employee

**Events** Exhibitions, auctions, product presentations, conferences, symposia, concerts, banquets, balls and other events held at Centre **EXPO XXI**

**Organizer** Company, organization, institution or person which organizes an Event under the agreement with EXPO XXI

**Participant** Company, organization, institution or person participating in an Event organized by the Organizer

## **1. GENERAL PROVISIONS**

1.1. The provisions of these are binding to the Organizers of Events held at **EXPO XXI** and their Participants.

1.2. These provisions also apply to contactors (companies or persons) employed by the Organizers (in transporting of exhibits, building stands, specialized services, etc.)

1.3. Under the contract between EXPO XXI and the Organizer, the Organizer is obliged to observe safety, fire and sanitary regulations for the period of renting the Centre **EXPO XXI** area.

## **2. ORGANIZATIONAL PROVISIONS**

### **2.1. EXPO XXI opening hours:**

2.1.1. Normal working hours of **EXPO XXI** are Monday to Friday, 9:00 am - 6:00 pm.

2.1.2. During set-up and dismantling pavilions and outside space are open from 8:00 am to 10:00 pm.

2.1.3. During the event pavilions and outside space are open from 9:00 am - 6:00 pm.

2.1.4. Opening hours can be changed by previous arrangement with the Project Manager

2.1.5. A fee will be charged for any extension of **EXPO XXI** working hours.

### **2.2. Responsibilities and security**

2.2.1. Exhibition grounds and buildings are guarded by the Security Services of **EXPO XXI** and security companies working exclusively in co-operation with EXPO XXI.

2.2.2. The Organizer is responsible for the security of the event throughout the whole period of rental.

2.2.3. To make his event secure the Organizer at its own expense will hire additional security services.

2.2.4. For the duration of the Event the Organizer and Participants are obliged to carry Identity Cards prepared by the organizer and allowing them entry to the **EXPO XXI** grounds.

2.2.5. EXPO XXI is not responsible for any loss of or any damage to goods, exhibits or other objects belonging to the Organizer or Participants.

2.2.6. The Organizer is responsible to EXPO XXI for any loss or damage which occurred due to improper use of the assigned space.

### **2.3. Organization of work during the Event**

2.3.1. The Project Manager organizes the works and services rendered by EXPO XXI as stated in the contract, on the written request by the Organizer's request. At least 30 days before the set-up date the Technical Manager must approve the draft plan of the constructional design, diagrams of electrical connections, details involved in organization of the Event and other arrangements.

2.3.2. If unusual services or higher power connections are needed, or presentation of products requires special permission, or there are other individual requests, the Organizer should notify the Project Manager as early as possible. Delayed notification may result in such requests not being met.

2.3.3. Not later than 14 days before the set-up the Organizer must present appropriate documents in 2 copies for the approval of the Technical Manager, especially :

2.3.3.1. Timetable of assembly and preparation works for the Event

2.3.3.2. Architectural drawings of the design for the rented space

2.3.3.3. Drawings of electrical installations, indicating required power and location of three-phase equipment, location of special lines and telecommunication equipment

2.3.3.4. Drawings of water and sewage installations

2.3.3.5. Appropriate certificates and attestations that the materials used in building the stands are inflammable, if the Organizer employs companies with whom EXPO XXI does not have a co-operation contract

2.3.3.6. Samples of Identity Cards used for the duration of the Event

2.3.3.7. Timetable of transport logistics and loading / unloading works

2.3.4. Technical and organizational conditions for building the stands :

2.3.4.1. If the Organizer construct the stands himself or sub-contracts to the company with whom EXPO XXI does not have a co-operation contract, the Organizer has to obtain a permission from EXPO XXI.

2.3.4.1.1. Use of EXPO XXI infrastructure, especially of electrical power, water, sewage and sanitary facilities , during the set-up of stands

2.3.4.1.2. rubbish disposal

2.3.4.1.3. general security

2.3.4.2. During the agreed time for set-up dismantling in the rented space the Organizer may carry out only necessary assembly works and final retouching. The Organizer 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.

2.3.4.3. If the Organizer infringes § 2.3.4.2. of the Rules & Regulations EXPO XXI has the right to stop the stand set-up.

2.3.4.4. The exhibition stands together with the equipment, exhibits and advertisement display must be set-up in such a way not create danger to public safety and order, in particular to lives and health of persons present on EXPO XXI grounds.

2.3.4.5. During set-up and dismantling the Organizer and Participants are not allowed access to/from EXPO XXI power network in media channels and in walls. All necessary connections to/from has to be performed by EXPO XXI employee or their

authorized contractor.

2.3.4.6. The Organizer should carry out electrical works according to plan approved by the **EXPO XXI** Technical Department.

2.3.4.7. The stand building elements such as frissons, marquees, flags, stand markings, exhibit signs and trade-mark signs may not cross over the allocated exhibition space and agreed stand height, or block in any way passages and exits.

2.3.4.8. Attaching the elements of stand decorations, advertisements, flags, etc. to pavilion construction (ceiling, walls, railings, balustrades, windows, etc.) is forbidden without the previous agreement.

2.3.4.9. Before the opening of the Event the Organizer must dispose of rubbish and empty packages from the stands and the surrounding areas. If not, they will be removed at the Organizer's cost and risk by **EXPO XXI**.

2.3.4.10. For the duration of the Event the Organizer is responsible for keeping the area tidy. Cleaning should be done every day before opening or after closing hours of the Event.

2.3.4.11. For the duration of the Event the Organizer must provide technical staff responsible for efficient functioning of exhibition..

2.3.4.12. The Organizer should carry out set-up and dismantling work according to the approved architectural plan and with respect to **EXPO XXI** interiors.

2.3.4.13. The Organizer is responsible for providing by Participants the following:

2.3.4.13.1. to deliver for the Event exhibits and additional materials and to remove them after closing of the Event,

2.3.4.13.2. ready stands,

2.3.4.13.3. to dismantle stands in time stated in the contract

2.3.4.14. Loading and unloading of goods: from delivery vehicles goods can be transported to pavilions on trolleys. Entry of other vehicles inside pavilions must have written permission from EXPO XXI.

2.3.5. The same regulations apply to outdoor and indoor expositions.

2.3.6. Dismantling the Event

2.3.6.1. The Organizer must ensure that all structures are dismantled within the time agreed in the contract.

2.3.6.2. The above relates specifically to removal of exhibits, building elements, floor covering together with tapes and advertisements of the Event.

2.3.6.3. If dismantling works are not completed on time the Organizer will incur the cost of extended space rental as agreed in the contract as well as the cost of clearing away any remaining elements.

2.3.6.4. Customs clearance has to be arranged exhibits belonging to foreign Participants.

## **2.4. Exhibits**

2.4.1. Motor vehicles or other equipment with combustion engines can be exhibited in the pavilions only if they comply with Fire Regulations.

2.4.2. The Organizer must provide the Technical Director with information about technical parameters and other exhibit features, which can be dangerous.

2.4.3. Permission from EXPO XXI and the Technical Manager's written agreement are needed to exhibit:

2.4.3.1. moving equipment,

2.4.3.2. gas-filled balloons

## **2.5. Advertisements**

2.5.1. All advertisements outside the stand and need the permission from EXPO XXI's Marketing Director, otherwise they will be removed at the cost and risk of the Participant.

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

2.5.3. The use of balloons for advertising purposes on the exhibition grounds needs Director's for Advertising and Sponsorship permission

## **2.6. Additional settlements:**

2.6.1. The Lessee/Organizer is not allowed to run any commercial activity in the EXPO XXI without the WIEC permission

2.6.2. The alcohol consumption in EXPO XXI is allowed only in the designated places (bars), unless the Lease Agreement defines the different solutions.

2.6.3. It is forbidden to bring alcohol into the venue EXPO XXI.

## **3. FIRE REGULATIONS**

### **(excerpt from EXPO XXI Fire Precaution)**

3.1. When organizing the Event at **EXPO XXI** the Organizer is obliged to abide by the following rules:

3.1.1. **EXPO XXI** will indicate the fire zones for permanent structures and the surrounding open space.

3.1.2. The distance between fire zones cannot be less than 10 m.

3.1.3. Flammable structures located in the open space next to glass partitions./walls should be at the distance not less than 5 m from them.

3.1.4. Trade and service structures should not exceed the area of 1000 sq m; the distance between each of them cannot be less than 10 m.

3.1.5. Stands larger than 150 sq m or longer than 20 m must have at least two independent entrances, preferably located on two separate sides.

3.1.6. In specific cases when the above conditions cannot be met, written permission has to be obtained from **EXPO XXI** fire services.

3.1.7. Designated communication and evacuation pathways must be clear at all times. It is forbidden to park vehicles or deposit anything in these places. Vehicles or goods left there will be removed at the cost.

3.1.8. All fire equipment (fire extinguishers, fire alarm push-buttons, hydrants, fire detectors), common telephones, evacuation exit doors and their signs must be visible and accessible at all times; it is forbidden to block them.

3.2. On the **EXPO XXI** premises it is **forbidden:**

3.2.1 to use open fire in the pavilions and in the open space,

3.2.2 to smoke

3.2.3 to store outside the stand any packages, papers and other fire hazardous materials,

3.2.4 to block access to power switching stations, hydrants, hand fire-fighting equipment, fire alarm push-buttons, electric power switches, etc.,

3.2.5 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,

3.2.6 to stock and store flammable materials and to use as cleaners flammable materials or the materials that can form explosive compounds,

3.2.7 to leave machines or any technical equipment not cleaned from liquids, dust,

lubricants, oils and production waste after work or demonstration,

3.2.8 to leave greased or oiled rags, cleaners and substances, without proper safeguard, interaction of which may result in self-ignition or explosion,

3.2.9 to use balloons filled with combustible gas in pavilions or open space,

3.2.10 to bring in and use any combustible gas cylinders including the tourist ones without separate agreements with **EXPO XXI** fire services.

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

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

3.4.1 the fuel tank may contain only the minimum quantity of fuel necessary to remove the vehicle or other equipment from the premises,

3.4.2 the fuel tank must be closed,

3.4.3 the battery must be permanently disconnected.

3.5 Equipment, the surface of which can heat to the 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.

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

3.6.1 to use defective electrical or gas installations,

3.6.2 to use electrical or gas installations different to those agreed in **EXPO XXI** plans,

3.6.3 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,

3.6.4 to place heating equipment on flammable base,

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

3.7 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.

3.8 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).

3.9 It is forbidden to organize pyrotechnical shows.

3.10 Organizers should refrain desist from any acts that could reduce fire safety. If specific exhibition might create fire hazards, it is the Organizers' duty to provide extra fire protection by themselves in co-operation with **EXPO XXI** fire services.

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

3.12 Stand building contractors, indoor and outdoor, are obliged to:

3.12.1 strictly observe fire precautions and specific **EXPO XXI** regulations in this matter,

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

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

3.13 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.

3.14 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 National Fire Brigade arrives and its officer takes over the command.

#### **4. REGULATIONS FOR MATERIALS HAZARDOUS TO HEALTH AND ENVIRONMENT**

4.1. 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.

4.2. 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).

#### **5. HEALTH AND SAFETY REGULATIONS**

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

5.2. 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.

5.3. Any machine or equipment which does not meet safety requirements must not be started up, or operated by unauthorized personnel.

5.4. A special area must be allocated and safeguarded for demonstrating machines or other moving equipment.

5.5. All personnel working for the Organizer or Participants must have valid Health and Safety Training Certificates.

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

5.7. 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.

#### **6. TECHNICAL SPECIFICATIONS**

6.1. Space area - gross:

6.1.1. Pavilion 1 5250 sq m usable area: W 42m x L 125m

6.1.2. Pavilion 2 - 1460 sq m

6.1.3. Pavilion 3 3600 sq m usable area: W 48m x L 75m

6.2. Height of the premises:

6.2.1. Pavilion 1 - total 10m , usable 8m

6.2.2. Pavilion 2 - total 4m , usable 3.7m

6.2.3. Pavilion 3 - total 10m , usable 8m

6.2.4. Garage under pavilion 1 – 2.2m

6.3. Dimensions of goods gates:

6.3.1. Height – 4.3m

6.3.2. Width - 4.6m

- 6.4. Goods lift in hall 1 to the storage area in the basement and pavilion level:  
Door dimensions: Width – 2.0m, Height – 2.1m  
Lift dimensions: Width – 2.7m, Depth – 3.6m, Height – 2.3m  
Loading capacity - 3000kg
- 6.5. Passenger lift in pavilion 2 to the underground car park:  
Dimensions : Width – 1.1m , Depth – 2.3m , Height – 2.0m
- 6.6. Floor load:
- 6.6.1. Pavilion 1 - 800 kg/sq m
  - 6.6.2. Pavilion 2 - 500 kg/sq m
  - 6.6.3. Pavilion 3 - 3000 kg/sq m
- 6.7. Pavilions 1 and 3 have a ducting system with media networks: electrical installation, water and sewage installation, telephone and internet installation. In pavilion 2 connections to installation are located in the recessed on the walls round the hall.
- 6.8. Electrical installation characteristics:
- 6.8.1. 5 conductor cable installation
  - 6.8.2. shock prevention by variable current switches
  - 6.8.3. connection to **EXPO XXI** power network after installation completed according to the electrical drawing terminated in electrical boxes
  - 6.8.4. allocated 24 hrs circuits 230 V
- 6.9. Water inflow and outflow connection:
- 6.9.1. inflow diameter - 15 mm
  - 6.9.2. outflow diameter - 50 mm
- 6.10. All exhibition and conference rooms are equipped with fire alarms (smoke and temperature detectors)