

RULES AND REGULATIONS
for exhibition stands designers applicable to expo stands constructed at the
exhibition space contracted from Targi Kielce

1. A designer, prior to drafting their design, ought to be provided with the exhibition space-related data regarding the space allocated to the customer who has ordered the exhibition space from TK in the form of a graphic design. The file should contain the exact expo stand location assigned by the exhibition organiser.
2. In the case, the expo stand location includes or directly borders with technical infrastructure elements and/or fire-protection equipment, the designer and the contractor who renders the expo stand are obliged to comply with all the rules and regulations obligatory for Targi Kielce facilities and **provide access** for Targi Kielce technical services to the elements and equipment described herein.
3. Technical infrastructure elements and fire-protection equipment
 - hydrants, fire detectors and fire-alarm buttons,
 - electrical switchboards,
 - technical ducts which contain electrical service lines and connection-points, water and sewage systems, compressed air systems, ICT and telecommunication equipment,
 - water and compressed air valves,
 - closet with ICT and communication devices,
 - control and switching boxes, etc.,
 - cameras, loudspeakers and TV screens,
 - ventilators and air-conditioning units,
4. In the case, the exhibition space the expo stand is to be designed and set in, includes an Expo Hall construction pillar, the design should provide a pillar cover (casing). The housing height should not exceed the allowed height and allow to access to technical devices.
5. It is forbidden to design an expo stand construction whose elements are attached to the TK infrastructure (floors, façades, walls, support pillars, gates, roller shutters, doors, induced but not limited) and therefore pose the danger of destroying the elements.
6. If, according to the expo stand design, the technical infrastructure elements are accessed through a locked room, the contractor is required to provide the Expo Hall Manager with the key to locked spaces.
7. The expo stands height must not exceed the allowed expo construction heights in particular locations.
8. The rear/back walls of the expo stand, regardless of the expo stand height (including expo stands lower than 2.5 m) **which are visible from the neighbouring firms' expo stands** must have an **aesthetic, white finish**.
9. Suspended ramps or frames, suspended graphics, exhibits, etc. attached to the expo halls constructions in the E and F Expo Halls can be installed only in places designed as support structures for such elements; subject to prior consultation with the Technical Service Team. In order to consult and obtain authorisation, the design prepared for the expo stand should be sent to the following addresses: techniczny@targikielce.pl, projektowy@targikielce.pl.
10. In the case of a front-end (semi-island) or island-type expo stand, the total outer walls housing (up to 1m into the expo stand) should not exceed 60% of the length for each side on the ordered space.
11. In order to facilitate people with disabilities' access, it is recommended that the expo stand on an elevated platform should include access-ramps for wheelchair users; this requirement should be taken into consideration already at the design stage.
12. Whenever necessary, the access route in the exhibitor's expo stand should be provided in order for the neighbouring expo stands' installations to be connected to the TK technical infrastructure. Information on the conditions to be met in a specific location can be obtained at the following addresses: techniczny@targikielce.pl, projektowy@targikielce.pl.
13. The expo stand design should include:
 - the exhibitor's devices arrangement, located in the nearest possible vicinity to the utilities connection points
 - the technical connections routing to the exhibitor's devices and the ways to cover the connecting infrastructure.
14. The finished design, including clearly marked points - the requested utility connection terminals, and the Statement should be submitted for verification and checking in terms of location and the above-described requirements, no later than 14 days before the trade fair commencement.
15. All rules and regulations associated with the expo stand assembly and disassembly procedures are contained in the Rules and Regulations as well as instructions applicable for particular Targi Kielce events.

I hereby declare that I have read and understood the above mentioned rules, and I undertake to observe them

date and legible signature