

## RULES AND REGULATIONS

### for contractors who render the expo stands constructions, applicable for the expo stands assembly and disassembly times

#### § 1.

Prior to the start of work, the contractor rendering the exhibition stand construction is required to contact the Exhibition Hall Manager. The Manager verifies and indicates the expo stand location.

#### § 2.

1. The contractor who renders the expo stands constructions declares that the expo stand construction and all installations are made in accordance with the applicable regulations and principles of technical expertise.
2. Upon the work completion, the contractor is required, whenever requested, to submit a Declaration according to the template provided by the Expo Hall Manager. The Declaration confirms that the expo stand construction has been made in compliance with the construction practices as well as regulations and standards in force in the Republic of Poland.

#### § 3.

1. Assembly works should be limited to the assigned expo stand perimeter and cause no obstruction to the works carried at the neighbouring expo stands.
2. During the works, the installers should use a vacuum cleaner that absorbs dust and waste on an ongoing basis as well as to exercise proper care for order and cleanliness.

#### § 4.

1. Contractors who render the expo stands constructions and disassembly- contractors, are required to clean and keep in order the occupied space until the disassembly-time end, as specified for the particular event.
2. In the event the Expo Hall Managers indicates non-performance of the above-mentioned duty, Targi Kielce shall commission their external cleaning services at the contractor's cost and risk.
3. Contractors who render the expo stands constructions may remove waste marked with the "17-09-04" code (mixed construction, renovation and disassembly waste) remaining after the expo stand disassembly by placing in the container indicated by TK (in accordance with point 10.2.3. of Rules and Regulations for trade fair participants). For this purpose, the contractor should submit a Statement prior to the commencement of the assembly. The Statement is attached to these Rules and Regulations.

#### § 5.

1. The expo stands construction must not obstruct access to all kinds of technical devices in the exhibition facilities (hydrants, fire detectors and fire-alarm buttons, electrical switchboards, technical ducts equipped with electrical, water and sewage, compressed air connections, ICT and telecommunication devices, water and compressed air valves, cabinets containing IT and telecommunication devices, control and switch cabinets and boxes, cameras, public announcement loudspeakers and TV screens, fans, air conditioners in the facilities and at the fairgrounds, etc.).
2. In the case the expo stand's construction obstructs the access to technical devices, the expo stand construction will be dismantled in the part, which makes it impossible to access these devices. The deconstruction work is done at the expense of the contractor, which has rendered the exhibition stand construction.

#### § 6.

1. Electrical work at the expo stand can only be carried out by qualified personnel with professional qualifications and licenses, and with the use of proper and certified materials.
2. The electrical installation, once completed, is subject to technical approval by the TK supervising staff.

#### § 7.

1. Blocking or covering fire protection devices, including but not limiting - hydrants, fire extinguishers, emergency exits, pedestrian routes, electric switchboards is prohibited at all times.
2. Elements which cover, obstruct or preventing access to the aforementioned will be dismantled at the contractor's expense. TK will issue a VAT invoice immediately after dismantling works completions.

#### § 8.

1. 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.
2. The obligation to mask the TK installation passing through the expo stand under construction rests with the contractor of the expo stand through which the installation passes.

#### § 9.

1. It is forbidden to leave cars and trailers at the Fairgrounds after closing times unless prior permission of the Head of the Security Department is obtained.
2. If a vehicle is left, TK may impose a PLN 150 net surcharge for one day and install wheel-clamp at the vehicle until the payment is settled.

#### § 10.

1. The contractor may enter the TK exhibition grounds and start a new assembly assignment only when earlier financial claims have been settled, e.g. the fee for service cards.
2. It is forbidden to attach the expo stand structure to the TK infrastructure (floor, paving stones, façades, walls, support pillars, gates, roller shutters, doors, etc.). If TK finds mechanical or any other damage to the fairgrounds infrastructure, TK is authorised to charge the exhibitor or the exhibitor's contractor with the **repair costs increased by 100% surcharge**. After repair works completions, TK issues a VAT invoice.
3. In the case of any gross non-compliance regarding health and safety, fire protection rules and regulations as well as any provisions of this Rules and Regulations document, the Expo Hall Manager may request **to discontinue the work, take disciplinary sanctions and charge PLN 500 net** and enforce the Rules and Regulation observance.

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

**date and legible signature**

.....  
date (day) .....

.....  
(company's name and details)

## Statement

Owing to the fact that a company is unable to remove materials/elements remaining after the expo stand constructions, we request Targi Kielce to provide waste disposal containers/waste bins.

I agree to pay the fee referred to in the Rules and Regulations for trade fair participants, point 10.2.3. I hereby undertake the obligation to pay the dues no later than seven days from the invoice issue date.

### The fees:

**200.00** PLN/m<sup>2</sup> of the expo stand - one-story expo stand development

**400,00** PLN/m<sup>2</sup> of the expo stand - multi-story expo stand development

The fee is charged for every **m<sup>2</sup>** of the expo stand and not for a **m<sup>3</sup>** of the waste.

### EXAMPLE

40m<sup>2</sup> expo stand x PLN 200.00 = PLN 8,000.00 net

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The contractor's signature