

RULES AND REGULATIONS
for designers of exhibition stands in the exhibition space ordered
at Targi Kielce

1. An expo stand designer, before drafting their design of an exhibition stand, ought to be provided with the exhibition space-related data allocated to the customer who has ordered the exhibition space from Targi Kielce (hereinafter referred to as 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 switch-boards,
 - 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 that the space the expo stand is to be designed in includes an Expo Hall construction pillar, the design should provide a pillar. The housing height should not exceed the allowed height, and it should allow 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, etc., but not limited to) 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 the locked spaces.
7. The expo stand's 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 that directly neighbour the expo stand, must have an **aesthetic, white finish**.
9. It is prohibited to design construction elements containing graphics on walls that are visible from neighbouring companies' expo stands at a distance of no less than 1.5 m.
10. Glazed elements of expo stand construction (e.g. display cases, showcases, windows) must have a full lower plinth made of shatterproof material with a height of at least 30 cm, and the edges of the glass panels must be carefully polished or protected in such a way as to eliminate any risk of injury.
11. When designing/arranging expo stands, it should be taken into account that the closed structure of the expo stand (tight, solid partition walls, ceilings) does not guarantee uniform ventilation, air conditioning and heating.
12. The two-story stand structure should be designed so that the minimum permissible load on the second-story floor is 2.5 kN/m² (2.5kPa). It is recommended to present static and strength calculations of the structure signed by a person with construction qualifications or a declaration of statics (stability) and strength of the structure signed by a person with construction qualifications (the above should be attached in the Interactive Form along with other project files).
13. Suspended ramps or frames, suspended graphics, exhibits, etc. attached to the expo halls constructions in the **5, 6, 7, 9** Expo Halls can be installed only in places designed as support structures for such elements; subject to prior consultation with the Technical Service Team. For the purpose of authorisation, the design should be sent to the following addresses:
techniczny@targikielce.pl, projektowy@targikielce.pl.
 - Hall 1 – no possibility of suspension from ceiling construction
 - Hall 2 – no possibility of suspension from ceiling construction
 - Hall 3 – no possibility of suspension from ceiling construction
 - Hall 4 – no possibility of suspension from ceiling construction
 - Hall 5 – suspensions possible after consultation with the TK Technical Team
 - Hall 6 – suspensions possible after consultation with the TK Technical Team
 - Hall 7 – suspensions possible after consultation with the TK Technical Team
 - Hall 8 – no possibility of suspension from ceiling construction
 - Hall 9 – suspensions possible after consultation with the TK Technical Team
14. 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 of the ordered space.

15. 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.
16. Whenever necessary, the expo stand design should include technical connections for neighbouring expo stands that go through the designed expo stand in order to connect other expo stands to TK technical equipment. Information on the conditions to be met in a specific location can be obtained at the following addresses: techniczny@targikielce.pl, projektowy@targikielce.pl.
17. The expo stand design should include:
- the exhibitor's devices arrangement, located in the nearest possible vicinity to the utility connection points
 - the technical connections routing to the exhibitor's devices and covering.
 - the assembly of devices (exhibits), all installations and advertising media should be carried out and completed in such a way that they do not pose a threat to public safety and order, and in particular to the life and health of persons staying on the expo grounds.
18. The finished design, along with the marked points to which the ordered connections are to be connected, and the Declaration must be attached to the Registration Form (section – Required Documents) no later than 14 days before the official commencement of the trade fair assembly (specified in the INFORMATION FOR EXHIBITORS tab on the TK website) for verification and checking in terms of location and compliance with the above requirements. The design should be legible and contain:
- projection with dimensions and indication of utilities the expo stand is to be supplied with (electricity, water, internet, etc.),
 - cross-section with dimensions of the construction height,
 - 3D visual rendering (expo stand visible from all sides).
19. All rules and regulations associated with the expo stands assembly and disassembly procedures are contained in the Rules and Regulations, as well as instructions applicable to particular Targi Kielce events and published on the TK website.
20. The TK has the right to issue additional recommendations that the expo stand design should meet if, in the TK's opinion, this is necessary to ensure public safety and order.
21. Suppose the design submitted to the TK does not meet the requirements specified in these Rules and Regulations or the recommendations referred to in point 20. In that case, the entity for which the stand design was prepared may not construct the stand based on such design.
22. Suppose the design submitted to the TK does not meet the requirements specified in these Rules and Regulations, TK is authorised to:
- request that appropriate changes be made to the expo stand or
 - dismantle the expo stand at the expense and risk of the entity for which the expo stand was constructed, or
 - charge the entity for which the expo stand was made a contractual penalty of PLN 10,000. Suppose the damage suffered by TK exceeds the amount of the reserved contractual penalty. In that case, TK is entitled to claim compensation exceeding the amount of the reserved contractual penalty under general principles.
23. To all matters not settled by the provisions of the Rules and Regulations, the generally applicable law of the Polish legal system shall apply.
24. Any disputes arising from the provisions of these Rules and Regulations will be subject to the exclusive jurisdiction of Polish courts having jurisdiction over the seat of the TK.