

**MT POLSKA
FAIR AND CONGRESS CENTER**

RULES AND REGULATIONS

I. DEFINITIONS

Whenever used in the text of the MT Polska Fair and Congress Center Rules and Regulations, the terms presented below shall be interpreted in following manner:

1. **MT POLSKA Fair and Congress Center** - a facility located in Warsaw at ul. Marsa 56.
2. **MT Polska** – Międzynarodowe Targi Polska Sp. z o.o. (International Fair Poland, Ltd.), Warsaw ul. Makowska 95.
3. **Organizer** – an entity that organizes, pursuant to a separate agreement concluded with MT Polska, Events on the premises of the MT POLSKA Fair and Congress Center.
4. **Participant** – a legal entity and a natural person participating in an Event organized on the premises of the MT POLSKA Fair and Congress Center.
5. **Agreement** – Agreement between MT POLSKA and the Organizer, pertaining to the rental of the MT POLSKA Fair and Congress Center for the purpose of organizing an Event.

II. GENERAL PROVISIONS

- 2.1 The provisions hereof shall be binding upon the Organizers of Events held on the premises of the MT POLSKA Fair and Congress Center and upon the Participants thereof.
- 2.2 In the case of any discrepancies between the provision hereof and of the Agreement concluded between MT Polska and the Organizer, the wording of the Agreement shall be binding, and the Agreement shall prevail over the provisions hereof in all matters stipulated for the in Agreement.
- 2.3 The provisions hereof concerning the Organizers shall also apply to the entities operating to the order thereof (persons transporting exhibited items, contractors, special workers, etc.).
- 2.4 The Organizer undertakes to strictly comply with Occupational Health and Safety, fire protection and sanitary regulations, and in particular with the principles set out in the “Fire Protection Guidelines for Exhibitors or Organizers of Other Events Held in the Exhibition Hall and Office Building in Warsaw at ul. Marsa 56” for the duration of the period for which space or premises at the MT Polska Fair and Congress Center are rented.

III. ORGANIZATIONAL PROVISIONS

3.1 MT POLSKA FAIR AND CONGRESS CENTER BUSINESS HOURS

- 3.1.1 The business hours of the Fair and Congress Center during the rental agreement’s effective period are the responsibility of the Organizer.

3.1.2 The Organizer shall be obliged to meet, from the formal and financial point of view, all the obligations resulting from exceeding the statutory working time of the facility staff (the above applies to overtime, work at night and work on holidays).

3.2 SECURING THE PREMISES AND PRINCIPLES OF RESPONSIBILITY

3.2.1 The **MT POLSKA Fair and Congress Center** is monitored, between individual events, by security personnel hired by MT Polska, to the extent required for daily operation of the facility.

3.2.2 The Organizer shall be responsible for safety, hiring security staff and for securing the Event and the MT Polska Fair and Congress Center for the duration of the rental period.

3.2.3 The organizer shall hire, at his own expense, additional security personnel from the company holding exclusive rights for the protection of the facility granted by **MT Polska Fair and Congress Center**.

3.2.4 The Organizer shall hire the personnel and ensure the manning of a medical facility on site of the premises, at his own expense, for the period of time set out in the rental agreement.

3.2.5 During the rental period, the Organizer and event Participants shall be obliged to be in the possession of ID badges, invitations or tickets authorizing them to enter the facility. It shall be the Organizer's responsibility to prepare the badges, invitations and tickets.

3.2.6 **MT Polska Fair and Congress Center** shall not be held liable for the following: loss, diminution, damage or destruction of exhibits and other items of the Organizer and other event Participants.

3.2.7 The Organizer shall be responsible for insuring the event. A copy of the relevant insurance policy must be submitted, on every occasion, to the facility's administration and technical director, 21 days prior to the commencement of the rental period defined in the agreement at the latest. Material responsibility, towards **MT Polska Fair and Congress Center**, for any potential losses attributable to the Organizer or to his commercial partners and taking place on the rented premises shall be borne by the Organizer.

3.2.8 The Organizer shall be held liable, towards MT POLSKA, for any losses and damage resulting from improper use of the assigned space.

3.3. ORGANIZATION OF WORK DURING EVENTS

3.3.1 The **MT Polska Fair and Congress Center** administration and technical director may organize, upon a written order of the Organizer, the execution of the work and services rendered by MT POLSKA, in line with the Additional Service Price List. The demand for potential additional services that are not covered in the wording of the order may be satisfied for a fee, upon a written request submitted 21 days prior to the event commencement date at the latest. Requests submitted after that deadline shall be executed subject to availability of technical and organizational capacities, for a fee that will be 30% higher than the prices set out in the Additional Service Price List.

3.3.2 If demand is reported for non-typical services, high voltage connections, permits for shows requiring approval and other individual orders, the Organizer shall report it to the technical and administration director as early as practicable. A delayed submission of demand for such services may result in inability to perform them.

- 3.3.3 The Organizer shall be obliged to submit, 21 days prior to the commencement of installation at the latest, to the administration and technical director, the relevant documents related to the Event, in 2 counterparts, and in particular:
- a) structure layout approved by the fire brigade,
 - b) electrical system layout, with power demand specified, location of three phase equipment, locations of special lines and tele-technical equipment.
 - c) water mains and sewage line layout,
 - d) relevant certificates and statements on fire resistance classes and pertaining to the materials used for stand construction.
 - e) copy of the insurance policy.
- 3.3.4 During the period of time envisaged for assembly and disassembly of structures used during the event, the Organizer shall be responsible for the type and scope of the work carried out. Only necessary installation and finishing work is permitted. The following types of work are banned in particular: welding, wood and gypsum polishing, and all types of work causing dusting.
- 3.3.5 Any exhibition structures, including equipment and exhibits, as well as advertisement carriers shall be installed in a manner ensuring that their individual elements pose no threat for the life and health of persons present on the premises of the **MT Polska Fair and Congress Center**.
- 3.3.6 Should the Organizer breach the provisions of clauses 3.3.4 and 3.3.5 of the **MT Polska Fair and Congress Center** Rules and Regulations, the administration and technical director shall have the right to interrupt the installation work and to order the existing threat to be eliminated.
- 3.3.7 No connections must be made, at will, to the systems located in utility ducts. Any work in the utility ducts, as well as any connections made between the utility ducts and the locations indicated on the construction layout may be carried out exclusively by authorized maintenance personnel of **MT Polska Fair and Congress Center**.
- 3.3.8 Construction elements: moldings, banners, awnings, stand and exhibit markings, as well as logos, trademarks and advertisements must not block, in any way, passages and roadways, and must not exceed the approved construction height.
- 3.3.9 No stand elements, banners, advertisements and decorations must be attached to the building structure without the approval of the **MT Polska Fair and Congress Center**. Failure to comply with the aforementioned ban shall result in imposing a relevant fine on the Organizer and may cause an order to interrupt the installation work or to interrupt the event.
- 3.3.10 The Organizer shall be obliged to unconditionally keep the rented area along with the related common space clean, on a daily basis, during installation, preparation, duration and disassembly of the event. Failure to carry out the upkeep work defined above shall result in **MT Polska Fair and Congress Center** ordering the performance thereof at the Organizers cost and risk.
- 3.3.11 The Organizer shall be obliged to remove, from the premises, any waste created during the period of time set out in the agreement. Failure to perform the work specified above shall result in **MT Polska Fair and Congress Center** ordering the performance thereof at the Organizers cost and risk.
- 3.3.12 The Organizer shall be obliged to ensure, during installation, preparation, duration and disassembly of the Event, technical personnel on duty (for a fee), responsible for the performance of any tasks and efficient functioning of the equipment.
- 3.3.13. The Organizer shall be obliged to supervise all the installation and disassembly work carries out in relation to the event, in line with the architectural construction layout

approved beforehand, and with due respect for the property of **MT Polska Fair and Congress Center**.

- 3.3.14 The Organizer takes over and returns the facility on dates set out in the provisions of the rental agreement. The Organizer shall be held liable for the technical and order-related condition of the facility he returns. Failure to meet the facility return conditions may result in MT Polska imposing, as the facility managing entity, a relevant penalty on the Organizer and in ordering to bring the facility back to the proper condition at the Organizer's cost and risk.
- 3.3.15 For safety and organizational issues, unloading, loading and transporting of goods, as well as installation and disassembly of structures on the premises of the **MT Polska Fair and Congress Center** with the use of mechanical equipment run by an operator, such as cranes, forklifts, scissor lifts, loading platforms, lifters, etc. may be carried out, for a fee, only by companies authorized by MT POLSKA, including by the official forwarder of MT POLSKA. The use of mechanical devices by companies other than the ones listed above must be consulted with MT POLSKA in writing and shall be subject to an additional fee (e.g. 100% of the transportation services list price).
- 3.3.16 The right to use manual transportation dollies, pallet dollies, etc. on the premises of MT Polska exhibition halls shall be in the exclusive possession of: exhibitors – for purposes related to their own stands, MT Polska customers – for purposes related to their events, companies authorized by MT Polska. Transportation services on the premises of the facility may be carried out only with the use of devices equipped with wheels that do not damage floor surface.
- 3.3.17 Exhibits located outdoors are subject to the same conditions as applicable to indoor exhibits.
- 3.3.18 The Organizer shall be obliged to complete disassembly by the deadline set out in the agreement.
- 3.3.19 The completion of work entails, in particular, removal of exhibits, structural elements, folding floor coverings along with tapes, and removing Event advertisements.
- 3.3.20 If the rental period is exceeded, the Organizer shall pay a penalty in the amount complying with the provisions of the agreement, and shall bear the cost of removing the structural elements or Event decorations that remain.
- 3.3.21 If stains need to be removed that are difficult to wash and are left by chemicals or duct tape glue, the Organizer shall bear additional costs in the amount of PLN 10 per running meter – PLN 20 per square meter, as the case may be.

3.4 EXHIBITS

- 3.4.1 Motor vehicles or other devices with combustion engines may be displayed in the **MT Polska Fair and Congress Center** only after the conditions set out in fire protection regulations are met and approval of the administration and technical director is obtained.
- 3.4.2 The Organizer shall be obliged to submit to MT POLSKA information on the technical parameters and the properties of the exhibits that may pose a potential threat.
- 3.4.3 The following shall require approval of MT POLSKA to be exhibited:
- machines, vehicles and equipment in motion,
 - gas-filled balloons,
 - any devices powered by gas or any other fuel.

3.5 ADVERTISING

- 3.5.1 The forms of advertising, optical and acoustic in particular, must not pose a threat to safety and public order, and must not be a source of any disturbance on the premises of the **MT Polska Fair and Congress Center**.
- 3.5.2 Any forms of advertising on the premises of **MT Polska Fair and Congress Center** located outside the stands shall be subject, unless the agreement provides otherwise, to a fee and shall require the consent of MT POLSKA. The lack of such consent shall result in the removal of the advertisements on the Organizer's cost and risk.

3.6. MISCELLANEOUS PROVISIONS

- 3.6.1 Any commercial activity on the premises of the **MT Polska Fair and Congress Center** without the prior written consent of MT POLSKA shall be forbidden.
- 3.6.2 Drinking of alcohol on the premises of the **MT Polska Fair and Congress Center** shall be permitted only in designated areas (food kiosks, exhibitor stands), unless the agreement between MT POLSKA and the Organizer provides otherwise.
- 3.6.3 MT Polska shall not be held liable if a need arises to cancel the event for reasons not attributable thereto, unless the agreement between MT Polska and the Organizer provides otherwise.

3.7 FIRE PROTECTION REGULATIONS – in line with the fire protection manual

- 3.7.1 Marked roadways and evacuation routes must be free at all times. No vehicles may be parked and no goods stored thereon. Vehicles and goods left on such roadways shall be removed for a fee.
- 3.7.2 All fire equipment (fire extinguishers, alarm switches, hydrants, smoke detectors), as well as public telephones, evacuation doors and the markings thereof must be available and visible at all times and must not be blocked.
- 3.7.3 Cars and other vehicles exhibited in the exhibit halls of the **MT Polska Fair and Congress Center** should have empty fuel tanks. Minimum fuel levels are permitted allowing to drive into and out of the exhibition hall.
- 3.7.4 The Organizer undertakes to provide, 5 days prior to the Event at the latest, information on stage smoke (accompanying artistic performances, banquettes, concerts, etc.). Smoke detectors are deactivated during events of this type, upon approval of the State Fire Brigade, and presence of a Fire Brigade employee shall be then required on the premises of the hotel. The cost of the fire officer's duty shall be borne by the Organizer.
- 3.7.5 The following shall be forbidden on the premises of the **MT Polska Fair and Congress Center**:
- a) using open fire in the rooms and at outside stands,
 - b) smoking,
 - c) storing, outside the stands, any types of packaging materials, paper and other materials posing a fire threat.
 - d) blocking access to electrical switching stations, hydrants, hand-held fire equipment, fire alarm switches, power switches, air conditioning devices, etc.
 - e) blocking (in particular by parked cars) of fire lanes leading to the Center (the fire lane designated in line with the Center's fire protection documentation), as well as blocking roads, passages, evacuation exits and roadways.

- f) collecting and storing inflammable materials, as well as using, for cleaning purposes, inflammable liquids or liquids that create explosive mixtures,
 - g) leaving the display area, once the work or the presentation of machinery and technical equipment is finished, stained with fluids, dust, grease, oils and production waste,
 - h) leaving behind greasy or oiled rugs and cleaning cloths without proper protection, or substances whose mutual reactions may cause self-ignition or explosion,
 - i) using, in the halls and outdoors, balloons filled with inflammable gases,
 - j) bringing and using, without separate arrangements made with the Center's fire protection service, any cylinders with inflammable gases, including those of camping type.
- 3.7.6 The manner of storing and the location where inflammable and toxic materials are to be stored need to be agreed upon, on every occasion, with the fire protection services of the **MT Polska Fair and Congress Center**.
- 3.7.7 Motor vehicles or other devices with internal combustion engines may be displayed in the halls only after the following conditions have been fulfilled:
- a) the fuel tank may contain only as much fuel as required to leave the hall,
 - b) the fuel tank must be locked,
 - c) the battery must be permanently disconnected.
- 3.7.8 Devices whose surface may warm up to the temperature exceeding 100 degrees Centigrade must be positioned at a safe distance from the casing and from any inflammable materials, which distance shall be agreed upon, on every occasion, with the **MT Polska Fair and Congress Center** fire protection services.
- 3.7.9 Users of equipment powered by electricity or by inflammable gas are forbidden to introduce any modifications thereto or to repair such equipment on their own. In addition, the following shall be forbidden:
- a) using defective electrical or gas systems,
 - b) using electrical or gas systems that do not comply with the layout agreed upon with the **MT Polska Fair and Congress Center**,
 - c) leaving electrical equipment plugged in, such as radiators, cookers, irons, kettles, etc., unattended. Each user, and each Participant in particular, shall be obliged, before leaving their stand, to switch the power supply of their stand off.
 - d) positioning heating devices on inflammable surfaces,
 - e) obscuring light bulbs and other lighting sources with covers made of inflammable materials.
- 3.7.10 Stand structures may be made exclusively of materials that are non-flammable, difficult to inflame or have been protected from fire. No materials may be used that explode while in flames.
- 3.7.11 No carpets made of inflammable materials may be used on roadways and evacuation routes, as well as in staircases. In exceptional and justified cases, in agreement with the **MT Polska Fair and Congress Center** fire protection services, use of floor carpeting that meets the requirements of materials difficult to inflame may be used on evacuation routes and roadways (except for staircases).
- 3.7.12 Organization of pyrotechnical shows shall be forbidden.
- 3.7.13 The Organizers shall be obliged to refrain from any activities that could lower the fire safety level. In the case of a peculiar display that creates a serious fire threat, the Organizers shall be obliged to additionally fire-protect the stand in their own capacity, in a manner agreed upon with the Center's fire protection service.
- 3.7.14 The use of hand-held fire fighting equipment for purposes other than related to fire fighting and rescue activities shall be forbidden.

- 3.7.15 Contractors building stands indoors and outdoors on the Center's premises shall be obliged to:
- a) strictly follow the fire protection regulations,
 - b) become acquainted with the location of hand-held fire fighting equipment, fire alarm switches, indoor and outdoor hydrants, as well as the manner in which they should be used in the case of a fire.
 - c) immediately perform orders issued by the Center's fire protection services that are related to fire safety at the stands inside the halls and at outdoor stands.
- 3.7.16 Any defects and non-compliances related to fire protections in side the halls or at outdoors displays must be immediately reported to the Center's fire protection or other services.
- 3.7.17. Should a fire break out on the Center's premises, the State Fire Brigade must be immediately alarmed at the telephone number 998 or with the use of a fire alarm switch. Until the State Fire Brigade arrives, orders of the CENTRUM employee in charge of the firefighting and rescue efforts must be obeyed unconditionally, and after arrival of State Fire Brigade officers orders of the fire fighting and rescue commander must be obeyed.

3.8 REGULATIONS CONCERNING MATERIALS POSING THREAT TO HEALTH AND ENVIRONMENT

- 3.8.1 All devices emitting ionizing radiation (radioactive, X-rays), as well as laser devices on the premises of the **MT Polska Fair and Congress Center** must have a permit for their use in fair conditions issued by the State Nuclear Safety and Radiological Protection Supervision Office.
- 3.8.2 Health- and environment-harming waste (oils, emulsions, acids, fats, varnishes, etc.) must by no means be disposed of in sewage systems or disposed of along with other waste in waste containers. Such waste is subject to specialized recycling at the Organizer's cost and risk.

3.9 OCCUPATIONAL HEALTH AND SAFETY REGULATIONS

- 3.9.1 Fair hall users shall be fully liable for the occupational safety and hygiene of their employees performing tasks on the premises of the **MT Polska Fair and Congress Center** and shall be responsible for all accidents resulting from the lack of supervision or from failure to comply with work safety standards during installation, usage and disassembly, as well as hall rental (outdoor areas) for other purposes.
- 3.9.2 Machinery, engines, tools, apparatuses and other devices may be connected only when equipped with all safety elements required by relevant regulations, and in particular with covers and barriers preventing access of unauthorized personnel.
- 3.9.3 Start-up of machinery and equipment that does not comply with safety requirements and their operation by unauthorized personnel shall be forbidden.
- 3.9.4 When demonstrating machinery and equipment in motion, an area for this purpose must be designate and properly secured.
- 3.9.5 All employees performing construction work related to an Event and working on behalf of the Organizer or the Participants must possess an up-to-date certificate confirming that they have completed Occupational Health and Safety training.
- 3.9.6 Glass edges that may be accesses at stands must be polished, so that the cutting danger is eliminated.

3.9.7 As far as occupational health and safety issues not provided for herein are concerned, the general regulations in effect in Poland shall apply and shall be complied with by all users of the **MT Polska Fair and Congress Center**.