

PTAK WARSAW EXPO TERMS AND CONDITIONS CONSOLIDATED TEXT

PTAK WARSAW EXPO SP. Z O.O. | Al. Katowicka 62, 05 -830 Nadarzyn | Account No.: PL 58 1240 2539 1111 0010 6553 8330 | Swift: PKOPPLPW

1. GENERAL PROVISIONS

1. The PTAK Warsaw Expo site manager and administrator is PTAK WARSAW EXPO sp. z o.o., Al. Katowicka 62, 85-030 Nadarzyn, Wolica 114D, hereinafter referred to as the "Administrator".
2. The PTAK Warsaw Expo site is used for fairs, shows, cultural and entertainment events, exhibitions and other, hereinafter referred to as the "Event".
3. Mass events must be organised in accordance with the Act on the safety of mass events of 20 March 2009 (Journal of Laws No. 62 item 504 of 21 April 2009) dated 20 March 2009.
4. The provisions of the present Terms and Conditions apply to each and every entity taking part in events organised within PTAK Warsaw Expo.
5. All Fairs participants are also obligated to observe applicable site regulations, exhibitors' terms and conditions and PTAK Warsaw Expo terms and conditions.
6. The PTAK Warsaw Expo site is not open to general access.
7. The facility may be leased on the basis of an agreement entered into pursuant to applicable terms.
8. The facility is finished in a standard which affords event participants safety as long as the facility is used as intended.
9. Spectators' and hall users' safety and order can be ensured as long as the provisions set forth in the present terms and conditions as well as the law are observed.
10. It shall be deemed that every person entering the facility has read and accepts the provision set forth in the present terms and conditions as well as the available safety rules and correct facility use regulations, as well as the recommendations of the facility owner and event organiser.

2. GENERAL TECHNICAL CONDITIONS

1. The contractor responsible for the stand / the Exhibitor shall provide a design for the leased structure within Ptak Warsaw Expo facility. The design shall include 2 views of the planned structure, specify its height and actual dimensions. The design shall be submitted no later than 21 days prior to commencement of the construction to the Technical Coordinator.
2. If the structure is to be made using MDF sheets, chipboard or plasterboards, the works associated with the processing of these materials which result in dust emissions can only be performed using power tools with dust collection facilities. Works which generate dust shall be completed no later than 24 hours before commencement of the fairs and the stand location together with adjoining areas should be cleaned by the Contractor. Failure to observe this requirement may constitute a basis for suspending works at the stand and charging the contractor with cleaning costs.
3. Stand walls as well as other elements of the structure more than 2.5 m in height, on the side facing neighbouring stands should be neutral and painted white.
4. The stand Contractor shall ensure unobstructed access to technical equipment (electrical switchgear, hydrants).
5. The erected structure has to match the design sent in and approved by Ptak Warsaw Expo, building law as well as technical and fire safety regulations.
6. Ptak Warsaw EXPO reserves the right to suspend stand construction and to remove the structure at the Exhibitor's cost if:
 - a) The structure is being erected without presenting the stand design to Ptak Warsaw EXPO for approval;
 - b) The works on the stand do not comply with the design approved by Ptak Warsaw EXPO and the regulations in force at the facility;
 - c) The stand is not erected in accordance with the assigned location or without a location being assigned, i.e. it extends beyond the location assigned to the Exhibitor and specified in the stand plan;
 - d) Structure elements do not have fire-retardant certificates;
 - e) The Exhibitor or stand contractor installed technical systems without Ptak Warsaw EXPO approval;
 - f) There is a risk of exceeding permissible working, static or mechanical loads.

3. STAND STRUCTURE

1. The standard height of the stand structure, measured from the floor is 2.5 m.
2. The stand structure, adverts, decorations, free standing elements etc., taller than 2.5 m require an appendix to the design, drawings and as well as static and mechanical calculations or an appropriate declaration by an authorised person in order to obtain Ptak Warsaw EXPO approval.
3. A multi-storey structure shall satisfy the following requirements:
 - a) Premises on each storey should be at least 2.4 m high;
 - b) The upper storey floor space shall not exceed 60% of the ground floor structure;
 - c) If the upper floor is to be used for office purposes, the minimum permissible load bearing of the second level floor is 2.5 kN/m² (2.5 kPa);
 - d) The distance from every accessible location on the upper floor to stairs or way down shall not exceed 20 m;
 - e) Stairs or access to the upper storey have to be at least 1m wide.
4. All stand structure elements shall comply with fire regulations.
5. Structural, decorative and advertising elements of the stand and exhibits shall not exceed the assigned exhibition floorspace or the height of the structure as agreed and approved by Ptak Warsaw EXPO.
6. Glass elements of the stand structure (display windows, display cabinets) shall include a full lower baseboard made out of shatterproof material, at least 30 cm high and the edges of glass surfaces shall be ground smooth and protected so as to eliminate the risk of injury.
7. Ptak Warsaw EXPO permission is required for the use of advertising balloons.
8. The size and format of adverts, and in particular acoustic, optical or scent adverts shall not constitute a safety hazard during the fairs, shall not obstruct exhibits or prevent other exhibitors from promoting their wares and shall not disturb neighbouring stands in any way whatsoever.
9. Exhibitors and stand contractors are forbidden from interfering with floor, wall and floor - ceiling assembly structures and from making any other changes to Ptak Warsaw EXPO pavilions, such as: painting walls, laying carpeting along circulation spaces, hammering nails, punching pegs or using wall plugs.
10. Pillars within the boundaries of the stand may be used, up to the permissible stand height as long as such use does not damage the pillars. However, access to Ptak Warsaw EXPO technical equipment should be left unobstructed (such as electrical switchgear, water valves, telephone heads, etc.) if such are found in the said pillars.
11. Welding works, use of peg guns and spray painting are forbidden within the pavilions.
12. After the fairs and once the stand is dismantled, before handing back the stand location to Ptak Warsaw EXPO, the Exhibitor or stand contractor shall ensure the area is tidy (the stand structure is removed entirely together with carpeting, any remains of adhesive tapes, paint, etc.).
13. If the Exhibitor leaves behind foil, advertising materials or adhesive tape on walls or floor, the Exhibitor shall be charged PLN 200 for removing every sq. m. of foil or advertising materials. If adhesive tape is left behind, the Exhibitor shall be charged PLN 25 for removing every meter of such tape.

4. SITE REGULATIONS

1. All Fairs participants shall observe the generally applicable H&S, fire and sanitary standards and regulations as well as the present Terms and Conditions and other regulations applicable at the Fairs' venue.
2. The Exhibitor shall observe site instructions issued by the Administrator's representative.
3. This is a no-smoking facility except for the designated smoking places. Use of open fire and use of electrical heaters is also forbidden. Weapons, ammunition, explosives, corrosive substances or substances which constitute a fire hazard

are not permitted at the Fairs.

4. Do not obstruct escape routes or access to fire fighting equipment.
5. The Exhibitor and persons representing its rights shall wear, in a visible spot, ID badges issued by the Administrator, and shall make themselves available to inspections carried out upon the Administrator's request by a licensed close protection and property security agency responsible for Fairs' safety.
6. All persons within the facility are responsible for order and cleanliness of the part of the facility handed over for their use.
7. Car park cards issued by the Administrator have to be displayed on the right hand side of the front windscreen. To be valid, the car park card issued by the Administrator has to show the vehicle registration number and include a hologram.

5. ELECTRICAL WIRING SYSTEM

1. TNCS 230V/400V, 50 Hz electrical power supply system is used to power stands and displays during fairs at Ptak Warsaw EXPO. For power exceeding 3 kW a three phase supply shall be used. The power supply terminates at a stand with a CEE type socket: 3 - pin, 230V/16 A; 5 – pin, 400V/16 A, 5 – pin, 400V/ 32 A; 5 – pin, 400V/63 A, 5 pin– 400V/125 A according to specified power requirements. C system circuit breakers for 63 A connections and BM time-delay circuit breakers for connections exceeding 63A constitute protection.
2. Automatic, fast breakers activated if the safe touch voltage is exceeded together with local equalising connections should be used as electric shock protection. Electrical installation at the stand should be protected with 30mA residual-current breakers.
3. Ptak Warsaw EXPO reserves the exclusive right to make electrical connections for all participants of the fair and other events organized at the Ptak Warsaw EXPO site. Unauthorised connection of the electrical system to the Ptak Warsaw EXPO power system or introducing any changes to the electrical installation are forbidden.
4. During assembly and disassembly of stands, fair participants and stand contractors can use general lighting for halls and open areas as well as power supply work sockets for electric tools.
5. Hall lighting is switched off during opening hours for visitors. In urgent and justified cases, part or all of the hall lighting may be switched off upon the exhibitors' application and with the consent of Ptak Warsaw EXPO.
6. The electrical wiring systems powering the stands during fairs are switched off on a daily basis once the halls are closed. Ptak Warsaw EXPO technical workers may, in justified cases, agree to a 24-hour connection of some receivers (telecommunications, refrigeration equipment) from special, designated circuits in the halls. Use of 24h sockets for lighting, heating devices, battery chargers etc. is forbidden. Protection is provided by a B system circuit breaker with a 30mA differential current module.
7. The stands' electrical wiring systems shall be switched off 2 hours after official closing of the event.
8. In case of any irregularities or disturbances in the functioning of the electrical system, the fair participant should immediately notify the Ptak Warsaw EXPO technical department.

6. WATER AND SEWAGE SYSTEM.

1. Exhibition halls are equipped with permanent, generally accessible water points. The water pressure at Ptak Warsaw EXPO is dependent on the supplier and amounts to approximately 4 bar.
2. Water and sewer connections are installed exclusively by Ptak Warsaw EXPO at the cost of the ordering party, in accordance with the order.
3. For safety reasons, fair participants are required to close water valves each time before leaving the stand.

7. COMPRESSED AIR SYSTEM

1. Hall F is equipped with a permanent compressed air installation with the following parameters: pressure in the range of 6.0-8.5 bar (fair participants may obtain intermediate values by installing their own pressure regulators), maximum total output of 1000 l / min.
2. In the remaining halls participants shall be responsible for organizing their own air sources. The maximum noise level of the compressor at the stand can not exceed 70db.
3. Fair participants are required to provide, on their own, additional filters, traps, etc. to supply compressed air to exhibits with special requirements.
4. The compressed air connections shall only be installed by the Ptak Warsaw EXPO technical employees, which are normally terminated with a 1/2 x 1/2" female quick connection, at the ordering party's cost, in accordance with the order.
5. For safety reasons, fair participants are required to close main valves each time before leaving the stand.
6. Installing any system without the consent of Ptak Warsaw EXPO, will result in the system being cut off from the general network and the fair participant shall be charged for damages resulting from this.

8. TECHNICAL SYSTEMS AND ICT SERVICES

1. It is forbidden to install teletechnical systems without the consent and supervision of Ptak Warsaw EXPO employees.
2. The user bears full responsibility for the manner in which they use ICT services, including content and other content of sent messages, including criminal liability for illegal activity.
3. The user shall not use the shared ICT network for the following purposes:
 - a) Provision of ICT and telecommunication services within the territory of Ptak Warsaw EXPO without prior consent;
 - b) Creating wireless networks;
 - c) Creating permanent subnetworks;
 - d) Bulk sending of unsolicited advertising materials;
 - e) Providing internet connection to other network devices;
4. Ptak Warsaw EXPO reserves the right to register and filter network traffic and process personal data of users solely for the purpose of performing the ICT service.
5. Ptak Warsaw EXPO shall not be responsible for:
 - a) Technical breaks in the operation of ICT services caused by independent events, which Ptak Warsaw EXPO has no influence over, causing a temporary lack of coverage of the site on which the service is provided, reduction of the bandwidth, breaks in service or other difficulties in using the service;
 - b) Unauthorized use of software or other intellectual property available on the Internet;
 - c) The damage that a user may incur in connection with the use of the service, in particular for:
 - i. Loss of data or destruction of the user's software;
 - ii. Delay in receiving or transmitting data due to lack of transmission, improper transmission, delays or interruptions in network access;
 - iii. Disclosure of user details.

9. SUSPENDING ELEMENTS

1. Suspension from the pavilions floor - ceiling assembly structures of construction and advertising elements within the stand is possible in the exhibition halls.
2. In order to suspend an element, documentation should be submitted for approval by Ptak Warsaw EXPO, including in particular:
 - a) Type of suspended structure,
 - b) Suspension method (number of cables)

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- c) Location of the element in relation to the stand, height
- d) Dimensions, weight, designated suspension points on the suspended element.
3. Ptak Warsaw EXPO reserves the exclusive right to perform the suspension service and determines the scope of responsibility:
 - a) For suspension and fixing of a fixed steel cable to the pavilion's permanent structure with a maximum load capacity of 50 kg (Ptak Warsaw EXPO property) without hanging the exhibitor's elements:
 - Ptak Warsaw EXPO is responsible for the manner of hanging the cable to a permanent structure
 - the Exhibitor is responsible for fixing the steel cable using the approved elements of his construction to the steel cable prepared by Ptak Warsaw EXPO.It is absolutely forbidden to leave the structure on winch elements (hand, electric winch).
The suspension structure must be secured by a steel cable prepared by Ptak Warsaw EXPO.
 - b) For suspension and attachment services of a fixed steel cable to pavilion's permanent structure with a maximum load bearing of 50 kg (property of Ptak Warsaw EXPO) together with suspending the exhibitor's elements:
Ptak Warsaw EXPO is responsible for the suspension of the steel cable to the permanent structure of the pavilion
Ptak Warsaw EXPO is responsible for the suspension of the cable to the suspension points of the structure, determined by the exhibitor
 - The exhibitor is responsible for the suspended structure.
4. Ptak Warsaw EXPO reserves the right to refuse to perform the suspension service due to security requirements and technical capabilities within the exhibition facilities.
5. For safety reasons, during work at heights it is forbidden for people to be present within the stand.

10. ADVERTISEMENT

1. The Exhibitor has the right to display and advertise its products (goods and / or services) only within the allocated exhibition space, provided that its exhibits do not cover neighbouring exhibitions and do not disturb the normal course of work of other Exhibitors. The Exhibitor does not have the right to use sound equipment, additional lighting, etc., which may disrupt the normal course of work of other Exhibitors.
2. Placing the Exhibitor's advertisements outside the purchased stand for an additional fee is possible only after agreeing with the Administrator and receiving written permission from them.
3. Distribution of advertising materials, advertising items, leaflets, folders, correspondence etc. within the premises of PTAK Warsaw Expo requires prior consent of the Administrator.

11. MISCELLANEOUS PROVISIONS

1. Traffic and road transport regulations are in force within the facility.
2. Vehicles may only be parked in designated spaces.
3. In all matters where justified doubts related to the functioning of the facility arise, please contact the PTAK Warsaw Expo administration.
4. It is forbidden to consume alcohol within PTAK Warsaw Expo premises, except for facilities with the required license. Consumption of alcohol outside designated places may result in removal from the facility by PTAK WARSAW EXPO.
5. Running commercial or service activities in the industries requiring additional authorizations, permits or concessions is possible only after prior arrangement with the facility's administrator.