

TECHNICAL, FIRE, AND OCCUPATIONAL-HEALTH-AND-SAFETY REQUIREMENTS FOR BUILDING CONTRACTORS APPLICABLE AT THE EXPO KRAKOW FACILITIES

Article 1. General Provisions

1.1. The technical, fire, and occupational health-and-safety regulations applicable at the International Exhibition and Convention Centre EXPO Kraków (hereinafter “EXPO”) apply to all building contractors (stand-construction companies, exhibitors/participants building their stands themselves, and EXPO tenants).

1.2. Targi w Krakowie Sp. z o.o. (hereinafter “TwK”) reserves the right to assess the conformity of building contractors’ activities with the technical and fire-safety regulations. Failure to comply with these regulations can result in the suspension of the work and, in repeated cases, it can constitute grounds for the termination of the contract in question by TwK.

Article 2. General Technical Conditions for the Construction of Stands

2.1. Not later than 30 days before the commencement of the construction/space arrangement, the construction contractor shall be obliged to submit a design to the TwK Technical-Organisation Department for approval. The design should present two projections of the structure with an indication of its height, be legible, and include an obligatory description. The submitted design should cover the allocated space, and be compliant with construction law and other regulations and standards applicable in Poland and with the regulations governing the use of the EXPO Kraków facilities.

2.2. Contractors shall be required to take into account the EXPO’s essential technical data (the floor-load capacity, the hall height, and the dimensions of hall entrances). This information is available from the TwK Technical-Organisation Department.

2.3. As regards customised displays (non-standard structures, joined stands) which can present a hazard to persons present on the fair’s premises, to the neighbouring displays or stand structures, or to the EXPO infrastructure, the building contractors shall be required to make additional, detailed arrangements with the TwK Technical Services.

2.4. The construction of stands and the installation of equipment (exhibits) and all systems and advertising media should be carried out and completed in such a way as not to pose a hazard to safety and public order, and in particular to the life and health of persons present on the fair premises.

2.5. If structures are made of plasterboard, fibreboard or chipboard, the basic work pertaining to the processing of these materials (cutting, etc.), if it causes strong dust emissions, should be performed outside the EXPO site. Materials should be delivered to the EXPO premises as units ready for assembling. When performing other work on the EXPO premises causing dust emissions, power tools must be used which have containers for collecting dust. Work causing high dust levels shall be completed not later than 24 hours before the commencement of fairs, and the stand and its surroundings shall be cleaned by the party building it. Failure to comply with this requirement shall result in the suspension of the assembly work and carrying out of the cleaning work by TwK at the cost and risk of the party building the stand.

2.6. All work related to the stand construction, e.g. painting, grinding, shall be reduced to a minimum and performed only in the stand area. Carrying out this work outside the stand area requires pre-arrangement with TwK (the Technical-Organisation Department).

2.7. If the walls of the stand, and other structural components at the perimeter of the stand, are higher than 2.5m and face the neighbouring booths, the visible rear walls of stands must have neutral (white) finishing. It is allowed to place advertisements at a distance of 1.0m from the edge of the neighbouring stand.

2.8. If the rented space is not completely used in the construction and arrangement of the booth, the party building the stand shall be responsible for the management of the empty and visible areas bordering on the neighbouring stands or facing the passageways.

2.9. The party building the stand shall be obliged to leave free access to the EXPO technical equipment (for example electric switchboards, water valves) for the EXPO's operating services.

2.10. If necessary, all parties building stands shall make it possible to route the systems of the neighbouring stands through their own stands in order to connect them to the EXPO technical equipment referred to above.

2.11. It is recommended that the floor of the stand area be covered with carpet flooring.

2.12. A sealed stand enclosure (tight partitions, ceilings) prevent uniform ventilation, air-conditioning, and heating.

2.13. The maximum noise level on the stand must not exceed 70dB. Speaker columns must not be directed towards passageways or neighbouring stands. If a participant anticipates that the noise intensity might exceed the 70dB threshold, they should build, or have a building contractor construct, a sealed stand enclosure made of sound-absorbing materials. TwK will measure the noise-level intensity in the passageways next to the stand being checked. If the allowed noise level is found to have been exceeded, TwK reserves the right to interrupt the presentation, which includes cutting the power supplied to the stand. In this event, the participant has no right to claim damages from TwK for losses incurred or to demand a reduced rent for the exhibition space and the power-supply connection provided.

2.14. The actual structure must conform with the design approved by TwK, construction law, and the rules for the use of the EXPO Kraków facilities.

2.15. TwK is authorised to halt a construction and remove its components at the contractor's cost, if

- a) the construction is being carried out without a design approved by TwK, as referred to in Section 2.1,
- b) the construction implementation does not conform with the design approved by TwK or the regulations referred to in Sections 2.1 and 2.14.,
- c) the structure is made in breach of the location assigned by TwK (i.e. exceeds the rented/assigned space),
- d) the building contractor made technical systems without obtaining TwK's approval for them,
- e) the structural components referred to in Section 11.1 are not certified as non-flammable or flame-retardant,
- f) there is concern about exceeding the operating, static, or strength loads allowed at EXPO.

Article 3. Stand Structural Components

3.1. All structural components must comply with the fire regulations.

3.2. Structural, advertising, and decoration components of stands and exhibits may not exceed the allocated exhibition space and the construction height agreed with TwK.

3.3. Glazed stand-construction components must have a complete bottom plinth made of unbreakable material up to 30cm in height, and the edges of the glass panels must be thoroughly ground or protected in such a way as to eliminate any risk of injury.

3.4. Stand walls in open areas must not have any glazed components.

Article 4. Structure Height

4.1. The standard structure height, measured from the floor, is 2.5m.

4.2. For stand structures, free-standing components, advertisements, decorations, etc. of non-standard height above 2.5m, the design referred to in Section 2.1 must be accompanied by a statement by an authorised person that the static and strength calculations of these structures have been performed correctly.

4.3. Stacked (two-storey) structures should meet the following conditions:

- a) the height of the rooms on each floor should be at least 2.4 metres,
- b) the upper-floor area may not exceed 60% of the lower-floor area,
- c) for the upper floor to be used for office purposes the minimum permissible load of the upper floor must be 2.5kN/sq. m. (2.5kPa),
- d) the distance from every available place on the upper floor to the stairs or slope may not exceed 20 metres,
- e) the slope or stairs must have a minimum width of 1m.

Calculations stating that the poles supporting the structure of the stand are not carrying loads greater than allowed for the floor of the hall are to be delivered to TwK (the Technical Organisation Department).

Article 5. Advertisements

5.1. It is permitted to use rotating advertising components more than 3m from the floor. The rotating components of the advertisements may perform up to 10 revolutions per minute.

5.2. The use of flashing signs or moving text requires the consent of TwK.

5.3. The use of balloons for advertising purposes within the fair's premises requires the consent of TwK.

5.4. The size and form of advertising must not pose a threat to public safety and order, nor may they cover any stands or prevent the promotion of exhibitors, nor cause any other disruption to the neighbouring stands.

Article 6. The Fixed Structure of the Exhibition Halls

6.1. It is forbidden for construction contractors to damage the structure of floors, walls, or ceilings, or make any changes to the EXPO halls (such as painting walls and floors, laying carpet flooring in passageways, driving in nails, shooting studs, and mounting dowels).

6.2. It is forbidden to support any structures or structural components on neighbouring stands EXPO structural components.

6.3. Without TwK's approval it is forbidden to hang up or glue stand components, banners, advertisements, or decorations on the ceilings, walls, handrails, railings, glass panes, or other components of the EXPO infrastructure.



Article 7. Other Regulations

7.1. On the EXPO premises it is forbidden to make stand-construction components from plasterboard, fibreboard, or chipboard (see Section 2.5.).

7.2. It is forbidden to carry out welding and to use stud guns or spraying guns.

7.3. Ventilation and air-conditioning equipment may be installed at the stand only after obtaining TwK's approval.

7.4. It is forbidden to install TV antennas or satellite dishes outside the stand. In exceptional, justified, cases TwK may grant consent for installing an antenna outside the stand and indicate its location.

7.5. Wireless-communication devices, transmitting/receiving devices, and radiolocation devices of high frequency used within the TwK site must be certified for use by the Office of Electronic Communications.

7.6. After the completion of the fair/rental period and the disassembly of the structure, the building contractor shall be obliged to hand over to TwK the area cleaned up at their own cost and by their own efforts (the complete removal of structural components, carpet flooring, residues of adhesive tapes, paints, etc.). If the aforementioned work is not performed, TwK will have it done at the cost and risk of the construction contractor.

7.7 Segregable waste (foil, cardboard, glass) generated during stand assembly and dismantling should be thrown into containers located on the Fairgrounds and marked in accordance with the principle of selective waste collection.

7.8 Waste marked with the code "17 09 04" (mixed waste from construction, repair and dismantling), including stand structural elements and bulky waste, shall be removed by the Stand Contractor at its own expense and outside the Fairgrounds. Otherwise they shall be removed at the Exhibitor's/Contractor's expense and responsibility.

7.9 The stand contractor may contract TwK to remove and dispose of the waste listed in paragraph 7.8. For this purpose, an appropriate declaration must be submitted to the TwK representative during installation (declaration is available on the TwK website). For the execution of this order TwK will charge a fee in the amount of PLN 1450.00 net per each cubic metre of waste.

Article 8. Open-Air Exhibitions

8.1. Setting up flagpoles requires the approval of TwK (the Technical-Organisation Department).

8.2. Temporary flagpoles should not exceed 8.0m in height and may not block escape routes or fire-emergency routes at EXPO.

8.3. Setting up temporary stands and kiosks used solely for exhibition purposes requires that the (structural, installation) designs with static and strength calculations are consulted on with TwK.

8.4. All earth works in the open area (drilling holes, anchorages, etc.) are subject to the approval of TwK (the Technical-Organisation Department).

8.5. Structures and exhibits that, due to their location or usage, are exposed to lightning, must be grounded with an earth electrode with a maximum resistance of 10.

8.6. Exhibits and all other equipment in the open area shall be placed at a distance of not less than 0.5m from the edge of a road or passageway.

8.7. Advertising structures exposed to atmospheric conditions must have static and strength calculations which must be supplied to TwK (the Technical-Organisation Department) before the commencement of installation work.

Article 9. Technical Requirements for Installation Completion

9.1. The electrical system

9.1.1. The stands and exhibits at the EXPO are powered by a power grid in the TN-C-S configuration, 230V/ 400V and 50Hz frequencies. For power levels above 3kW, a 3- phase power supply must be used. The power-supply system is terminated on the stand with a CEE power outlet: 3-pole, 230V/16A; 5-pole, 400V/16A; 5-pole, 400V/ 32A; 5-pole, 400V/ 63A; and 5-pole, 400V/125A, used according to the ordered power. Protection is provided by overcurrent circuit breakers for connections of up to 63A and power fuses for connections of above 63A.

9.1.2. All electrical equipment and installations used at EXPO must comply with the requirements of Polish Standards and must be fitted by a licensed electrician and operated in accordance with the applicable regulations of Polish law. All metal parts of stands and exhibits must be grounded.

9.1.3. For power-consuming equipment with other supply parameters than those mentioned in Section

9.1.1, exhibitors must provide a separate power supply themselves. Motors with power above 20kW can be switched on only by means of starters.

9.1.4. To protect against electric shock, power shall be cut off automatically and promptly if the safe-touch voltage level is exceeded when local equaliser connections are used. The electrical system on the stand shall be protected with 30mA residual-current circuit breakers.

9.1.5. TwK reserves the exclusive right to make electrical connections for all stand contractors at EXPO. Connecting electrical systems to the EXPO power system on one's own is forbidden. It is forbidden to make any changes to the electrical system of EXPO.

9.1.6. During assembly and disassembly, building contractors may use the general lighting of the halls and open areas and power outlets for their power tools.

9.1.7. The electrical systems powering stands/structures are shut down one hour after the halls are closed. For equipment/exhibits that require the use of power round the clock, this must be reported to TwK and an appropriate round-the-clock electrical connection must be ordered from TwK. It is forbidden to use round-the-clock outlets to power lighting, heating devices, rectifiers, etc.

9.1.8. Due to safety considerations, users are required to switch off the power supply to their stand every time they leave it.

9.1.9. In the event of the user finding any irregularities or disturbances in the operation of the electrical system, the TwK technical services must be notified immediately.

9.2. The water-supply and sewage-discharge systems

9.2.1. The exhibition halls are equipped with fixed points of water supply and sewage discharge.

9.2.2. The water-supply and sewage-discharge services are provided only by TwK at the cost of the ordering party, in accordance with the order.

9.2.3. Due to safety considerations, participants are required to shut off water valves every time they leave the stand/rented space.

9.2.4. The water-supply and sewage-discharge system are shut off daily one hour after the closing of the halls.

9.3. The compressed-air system

9.3.1. EXPO halls are equipped with a fixed compressed-air system with a capacity of 11m³/min., working pressure up to 8 bars (if participants require intermediate values, they shall provide their own reducers to obtain them).

9.3.2. Compressed-air connections are made solely by the TwK technical services, complete with quick couplers of the Rectus type 27KA or 26KA, at the cost of the user, as specified in the order.

9.3.3. Due to safety considerations, users must close the main supply valves each time they leave their stand.

9.3.4. The constructing of any system by users on their own without TwK's consent shall result in its being cut off from the general grid, and its use shall result in a charge for the cost of the resulting damage and loss.

9.3.5. The compressed-air system is switched off daily one hour after the closing of the halls.

Article 10. Components Suspending from the Hall-Ceiling Structure

10.1. TwK reserves the exclusive right to provide the service of suspending structural and advertising components from the hall-ceiling structures (beams).

10.2. To order the structural and advertising-components service, TwK (the Technical- Organisation Department) must receive documentation detailing in particular:

- a) the type of suspended structure;
- b) the dimensions, total weight, and designated suspension points on the suspended component;
- c) the position of the component relative to the stand, and its height.

10.3. TwK shall be responsible for the method of attaching the winch/cable to the permanent structure of the hall; the building contractor shall be responsible for attaching their structure to the winch/line prepared by TwK and for the whole suspended structure.

10.4. TwK reserves the right to refuse the suspension service due to the safety requirements and technical capabilities of EXPO.

10.5. Due to safety considerations, when work at heights is performed, no persons may be present within the stand.

Article 11. Materials Hazardous to Health and the Environment

11.1. All equipment that emits ionising (radioactive, x-ray) radiation and laser equipment displayed or used at EXPO must comply with the requirements specified in the generally applicable regulations pertaining to the protection of human life and health, the security of property, and the protection of the environment.

11.2. Never place any waste hazardous to health and the environment (oils, emulsions, acids, fats, varnishes, light bulbs, batteries, etc.) with other waste in containers provided at EXPO, nor discharge liquid hazardous waste into the sewer. Building contractors must remove (solid and liquid) waste and spilled substances hazardous to health and the environment on their own. In the event of the failure to remove spilled substances hazardous to health and the environment by the contractor, TwK (the Technical Organisation Department) must be notified, which shall have the spills removed at the cost and risk of the building contractor.

Article 12. Occupational-Safety Regulations

12.1. Building contractors shall be fully responsible for the health and safety of their employees performing work at the EXPO, as well as for any accidents that result from the lack of supervision, or negligence, in respect of occupational-safety requirements and standards during installing, operating, and dismantling fair stands.

12.2. Machines, motors, tools, devices, and other equipment may be switched on only when they are equipped with the required safety features, especially guards and barriers preventing access by unauthorised persons.

12.3. Starting machinery and equipment that does not meet safety requirements, or are operated by unauthorised personnel, are not permitted.

12.4. When demonstrating machinery and equipment in motion, the area used for this purpose must be separated and properly secured.

12.5. The accessible edges of structural components (in particular glass panes and shelves) must be ground, to eliminate any risk of injury.

12.6. In cases not listed above, the rules applicable in Poland in respect of occupational health and safety shall apply, and are to be followed by stand-construction contractors.