

**TECHNICAL AND FIRE SAFETY REGULATIONS  
BINDING AS OF 1st JULY 2014 ON THE GROUNDS OF  
MIĘDZYNARODOWE TARGI POZNAŃSKIE SP. Z O.O.**

**1. GENERAL PROVISIONS**

- 1.1. The technical and fire safety regulations in force on the grounds of Międzynarodowe Targi Poznańskie sp. z o.o. (hereinafter referred to as MTP) shall apply to:
  - a) participants of fairs, exhibitions and other events, hereinafter referred to as fair participants, organized by MTP or other entities,
  - b) entities who are organizers of events held on the MTP grounds,
  - c) contractors of stands and other spatial arrangements (entities providing such services to exhibitors, fair participants who perform stand construction work on their own).
- 1.2. MTP reserves the right to monitor whether the actions of fair participants, organizers of events and stand contractors are in compliance with technical and fire safety regulations. Non-compliance with the regulations may result in suspension of the operations; repeated non-compliance may be the basis for dissolution of the relevant contract by MTP.

**2. GENERAL TECHNICAL CRITERIA FOR THE CONSTRUCTION OF STANDS AND OTHER SPATIAL ARRANGEMENTS**

- 2.1. No later than 10 days before the commencement of stand construction/spatial arrangement, the contractor shall submit for review to MTP (Technical Coordinator/employee of the Fair Organizer's Office) duplicate copies of construction plans for the leased exhibition area inside halls or outdoors. The plan should present the stand construction in two views with the height specified. It should be transparent and include a necessary description. The plans submitted should refer to allotted space, be in compliance with the Construction Law and other regulations and standards in force in Poland, as well as with the technical and fire safety regulations in force on the MTP grounds.
- 2.2. Fair participants and contractors of stands/spatial arrangement shall comply with basic technical parameters of MTP halls specified in the table in the appendix to these technical & fire safety regulations (e.g. maximum floor load capacity, hall height, hall entrance dimensions). The fair participant shall inform MTP of his intention to exhibit heavy and large size exhibits on the application form referred to in 2.1.1 of the "Regulations for Trade Fair Participants" (hereinafter referred to as Regulations). Introduction of equipment with unit weight greater than the maximum permitted in a given hall shall require special permission from the MTP technical unit.
- 2.3. If a particular exposition (e.g. production lines, co-joined stands) poses a potential threat to persons on the fair grounds, to neighbouring expositions, stand construction, or to the MTP infrastructure, the participant or contractor shall be required to conduct additional detailed consultations with the MTP technical staff.
- 2.4. Stand construction, equipment (exhibit) assembly, installation hook-up, as well as erection of any supports for advertisements should be performed and completed in such a way so as not to pose any threat to safety or public order, and specifically to the life and health of those present on the fair grounds.
- 2.5. If stands are made of plaster boards, fibreboards, or particle boards, basic work involving processing these materials (such as cutting) resulting in large quantities of dust being produced should be performed outside the MTP area in designated workshops; the materials so prepared should be delivered to the MTP grounds as elements ready for assembly. Electrical tools with dust collecting containers must be used for performing other dust-generating works on the MTP grounds. Works resulting in large quantities of dust shall be completed no later than 24 hours before the commencement of the fair, and the stand and its surroundings should be cleaned by the stand contractor. If this provision is not complied with, any construction work in progress shall be terminated and the cleaning will be performed by MTP at the cost and risk of the fair participant / stand contractor.
- 2.6. Operations related to stand construction (e.g. painting, cutting, sanding) should be limited to the minimum and they should be carried out only within the boundaries of the participant's own area. Any work to be performed outside the boundaries of one's own stand shall require arrangements with MTP (Technical Coordinator/employee of the Fair Organizer's Office).

- 2.7. Walls of the stand and other structural elements on the stand's perimeter higher than 2.5 meters which face the neighbouring stands, and exposed back walls of the stand (e.g. on a mezzanine) must be neutrally finished (in white).  
It is permitted to place advertisements within 1.0 m from the border of the adjacent stand.
- 2.8. If not all of the allocated space is utilized in the stand construction and arrangement, the visible and empty surfaces which border on the neighbouring stands or face the passageways shall be the responsibility of the participant to arrange.
- 2.9. The stand contractor must leave unrestricted access to the MTP technical equipment (e.g. electrical distribution boards, water supply system valves, telephone ends) for MTP maintenance staff.
- 2.10. Every fair participant should allow utilities for neighbouring stands to be routed through his stand, if necessary, in order to facilitate connection of neighbouring stands to the MTP utilities infrastructure mentioned above.
- 2.11. It is recommended that carpeting be laid on the floor in the stand area.
- 2.12. A stand tightly closed off by solid partition walls and ceilings does not guarantee uniform ventilation, air-conditioning and heating.
- 2.13. The maximum noise level at a stand generated during the demonstration of equipment, by advertisements, pre-recorded music, etc. may not exceed 70 dB. Loudspeaker columns may not be directed towards passageways or neighbouring stands. Participants who expect the maximum noise level of 70 dB to be exceeded at their stands should build or commission construction of a closed stand made of sound-absorbing materials. MTP takes measurements of the noise level from a passageway nearest to the stand being checked. In case the participant is found to have exceeded the aforementioned maximum noise level, MTP reserves the right to suspend the presentation, including the disconnection of electrical power supply to a stand. Participants shall not be entitled to compensation for losses incurred, or any reductions in fees for the exhibition space leased or electrical connection made as the result of the suspension of a presentation.
- 2.14. Construction of exhibition stands/spatial arrangement must be performed in compliance with the plans agreed with by MTP, as well as the Construction Law and technical and fire safety requirements binding on MTP grounds.
- 2.15. Detailed terms of spatial arrangement in exhibition hall 15 on levels 0 and 1.**
- 2.15.1. Exhibition hall 15, in view of its infrastructure and purpose to be used as the **congress center**, has limited possibility to use level 0 and level 1 for exhibition purposes and to provide services related to it (such as stand construction). Level 2 of exhibition hall 15 is out of use for exhibition purposes.
- 2.15.2. Before starting the design of spatial arrangement on level 0 and 1 of exhibition hall 15 (including the construction of stands and other structures), one should contact MTP to obtain location assumptions:
- a) Poznań Congress Center (PCC) – if the event is an exhibition accompanying e.g. a conference, organised by the lessee;
  - b) Design Team – if the event is a fair event and is organised by MTP or coorganised with another entity.
- 2.15.3. Spatial arrangement / stand construction design should take into account the location assumptions received and it should be approved by the PCC Technical Service Section or Technical Coordinator/employee of the Fair Organizer's Office.
- 2.15.4. When designing and constructing stands and other structures, the following restrictions should be taken into account:
- a) the height of the stand / structure must not exceed 3 m,
  - b) only ready elements, which do not require any preparatory work in the exhibition hall (system elements, foiled boards, roll-ups etc.) may be used during the construction of a stand / structure,
  - c) fitted carpet must not be glued to the floor – the floor in the exhibition hall is covered with fitted carpet tiles,
  - d) it is not possible to make water and sewage installations,
  - e) it is not possible to suspend elements of the arrangement to the ceiling,

- f) it is possible to connect electrical installations to kW (1x16A,230V); in the exhibition hall, the lighting power is at least 500 lx.

2.15.5. The following prohibitions and obligations apply in exhibition hall 15:

- a) prohibition to use forklift trucks; elements of stands and other structures as well as exhibits should be transported to level 1 and 2 of the exhibition hall only in a freight elevator from level 0,
- b) obligation to move along marked passageways during installation and disassembly works in the exhibition hall for safety reasons,
- c) obligation to immediately remove packaging and other waste from the exhibition hall.

2.16. MTP shall be authorized to suspend the construction of stands and remove structural elements at the cost of the participant if:

- a) the construction works are performed without presenting the construction plan to MTP for mutual arrangements, as required by point 2.1., 2.15.1. and 2.15.2.,
- b) the construction performed is not in compliance with the plans agreed with MTP and the regulations referred to in points 2.1., 2.14., 2.15.1. and 2.15.2.,
- c) the construction is carried out without space allocation or covers an area different than allocated (it goes beyond the area allocated to the participant in the “Confirmation of Participant Application” and specified in stand allocation),
- d) the participant or stand contractor has performed work on technical installations without obtaining MTP’s approval,
- e) structure components, referred to in point 11.10., have not been certified as flame resistant,
- f) it is suspected that the maximum static or resistance operational load has been exceeded.

### **3. STAND STRUCTURE COMPONENTS**

- 3.1. All structural components should comply with the fire safety regulations outlined in point 11.
- 3.2. Constructional, advertising and decoration components of stands and exhibits may not exceed the allocated exhibition space or the construction height agreed with MTP.
- 3.3. The base parts of glazed stand components (e.g. display cases, display windows) must be made of shatterproof material to a minimum height of 30 cm, and edges of glass panels must be finished (chamfered) or secured so as to prevent any risk of injury.
- 3.4. Glass components of stand walls are not permitted outdoors.

### **4. CONSTRUCTION HEIGHT**

- 4.1 The standard height for the construction of a stand measured from the floor shall be 2.5 m.
- 4.2 For stands, free-standing elements, advertising, decorations, etc. of non-standard height exceeding 2.5 m, structural drawings and static and resistance calculations or an appropriate certificate from an authorized person should be enclosed to the construction plan mentioned in point 2.1 in order to make arrangements with MTP (Technical Coordinator/employee of the Fair Organizer’s Office). .
- 4.3 Multi-storey (two-storey) structures should comply with the following regulations:
  - a) each storey must be at least 2.4 m in height,
  - b) the upper storey area may not exceed 60% of the ground floor area,
  - c) if the upper storey is to be used as an office, the minimum load of the upper storey floor must not be lower than 2.5 kN/m<sup>2</sup> (2.5 kPa),
  - d) the distance from all accessible areas on the upper storey to the stairs or ramp may not exceed 20 m,
  - e) stairs or ramps must be at least 1 m wide.

The calculations proving that the stand support pillars do not carry load greater than permitted for the floor of a given hall should be provided to MTP (Technical Coordinator/employee of the Fair Organizer’s Office). The data on maximum floor load capacity in MTP exhibition halls is listed in the table in the appendix to these Technical & Fire Safety Regulations.

### **5. ADVERTISEMENTS**

- 5.1 Revolving promotional elements must be situated at least 3 m from the floor. Revolving advertisements may not rotate faster than 10 rpm.

- 5.2 The use of flashing signs or moving texts requires MTP's consent.
- 5.3 The use of balloons for promotional purposes on the fair grounds requires MTP's consent.
- 5.4 Sizes and forms of advertising used, particularly optical, acoustic or olfactory advertising, may not pose any threat to safety or public order, hide displays or prevent exhibitors' promotional activities, and may not cause any other disturbances at the neighbouring stands.

## **6. FIXED ELEMENTS IN HALLS**

- 6.1 Stand contractors are forbidden to damage the structure of the floors, walls or ceilings or to make any changes to permanent structures of MTP halls (e.g. paint the walls or floors, place carpeting in passageways, insert nails, studs or screw fixings).
- 6.2 The pillars within the confines of the stand may be utilized to build structures of any height around them, provided that they are not damaged. However, access should be provided to MTP utilities (e.g. electrical distribution boards, water valves, telephone ends, etc.) located in these pillars.
- 6.3 It is prohibited to use any structural elements of the halls or elements located within the confines of neighbouring stands for support.
- 6.4 It is prohibited to affix stand elements, banners, advertisements or decorations to ceilings, walls, banisters, railings, windows, and other hall structures/fair infrastructure or to suspend them from these structures without arrangements with MTP.

## **7. ORDER REGULATIONS**

- 7.1 MTP provides uniform marking of all stands according to the location plan for a given hall or outdoor area.
- 7.2 It is forbidden to produce elements for stand construction made of plaster boards, fibreboards, or particle boards on the MTP grounds (see point 2.5.).
- 7.3 Welding, use of nail guns and spray painting are prohibited in halls.
- 7.4 Ventilation and air-conditioning systems may be installed at stands only with MTP's individual consent.
- 7.5 Radio and satellite television aerials may be mounted only within the stand area. In certain justified cases MTP may grant permission for aerials to be mounted outside the stand and indicate a relevant location.
- 7.6 To be used on the MTP grounds, cordless, two-way and radio communication equipment, as well as equipment utilizing high frequencies, must have a permit from the Office of Electronic Communications for its use in the area.
- 7.7 Once the fair event is over and the stands have been dismantled, fair participants or stand contractors are required to return the exhibition area properly cleaned by their own effort and at their own cost (all structural elements, carpeting, remnants of tape, paint, etc., must be completely removed).  
If the cleaning work is not done, MTP shall commission cleaning work to be done at the cost and risk of the fair participant or stand contractor.
- 7.8. Segregable waste generated in connection with the stand assembly and dismantling and during fair events should be disposed of into containers specially marked in accordance with the principles of selective waste collection and placed close to entrances into halls.  
Large-size waste and non-segregable waste should be disposed of into containers intended for mixed waste, with the stipulation of the ban on disposing waste hazardous to human health and the environment, referred to in 12.2 hereof.

## **8. OUTDOOR EXHIBITIONS**

- 8.1 Flagpoles should not be erected without MTP's consent.
- 8.2 Temporarily erected flagpoles should not exceed 8.0 m in height and they should not block MTP evacuation and fire safety routes.
- 8.3 If temporary stands and kiosks serving exclusively as elements of the trade display are placed, designs (for construction and installations) as well as static and resistance calculations shall be submitted to MTP for review and approval. If any other temporary structure which is not an element of a display is planned to be built, a building permit shall be obtained from an appropriate office in accordance with the Polish law.

- 8.4 All earthworks to be done outdoors (boring holes, driving in piles, digging foundations or putting in anchors, etc.) shall require MTP's consent.
- 8.5 Building structures and exhibits which, by their location or means of utilization, are subject to atmospheric discharges must be equipped with an earth rod of 10Ω maximum.
- 8.6 Exhibits and all equipment outdoors should be positioned not less than 0.5 m from the edge of any road or passageway.
- 8.7 Advertising structures exposed to atmospheric conditions must come with static and resistance calculations which should be submitted to MTP (Technical Coordinator/employee of the Fair Organizer's Office) before commencement of assembly work.

## **9. TECHNICAL CRITERIA FOR THE INSTALLATION OF SYSTEMS AND THE PROVISION OF SERVICES RELATED TO ELECTRICITY, WATER AND SEWAGE, COMPRESSED AIR AND ICT**

### **9.1. Electrical wiring system**

- 9.1.1. Electricity is supplied to stands and exhibits on the MTP grounds by means of a TNCS power network, voltage 230V/400V, frequency 50 Hz. A three-phase system will be provided to stands with power consumption greater than 3 kW. Power supply network is terminated at the stand with a socket type CEE: 3-pole, 230V, 16 A; 5-pole, 400V, 16 A; 5-pole, 400V, 32 A; 5-pole, 400V, 63 A; 5-pole, 400V, 125 A, according to the ordered power. Protection consists of circuit breakers with C characteristics for connections up to 63A and of BM time-delay power circuit breakers for connections above 63A.
- 9.1.2. All electrical equipment and installations on the MTP grounds must comply with the Polish Standards and must be made and used in accordance with the legal regulations in force in Poland.
- 9.1.3. For equipment with electrical parameters other than specified in 9.1.1 and 9.1.10 it is necessary to use a suitable device (to be provided by participants themselves). Motors with power rating greater than 20 kW may only be activated with the use of starter devices.
- 9.1.4. To provide additional protection against electrical shock it is necessary to install quick automatic circuit breakers, along with additional equalizer connections in the event of contact voltage exceeding safe levels. Electrical systems at the stand must be protected with the use of 30 mA anti-shock residual current devices.
- 9.1.5. MTP reserves the exclusive right to make electrical connections on behalf of all participants of fairs and other events organized on the MTP grounds. It is forbidden to connect electrical systems to the MTP power network without MTP's consent. It is also forbidden to make any changes to the existing MTP electrical network.
- 9.1.6. Fair participants may:
  - a) commission MTP to install the electrical system as part of the stand construction order,
  - b) install the electrical system at the stand themselves and commission MTP to provide service connections to the stand.
- 9.1.7. All electrical installations made on the MTP grounds shall be subject to technical acceptance. Power supply shall be connected once the electrical system is reported for operation and all the services carried out by MTP are confirmed to have been carried out as specified in the order.
- 9.1.8. During the assembly and dismantling periods, fair participants and stand contractors have at their disposal the overhead illumination of the halls and outdoor space, as well as the existing electrical outlets to which they can connect power tools.
- 9.1.9. Lighting in halls is turned off during the fair opening hours for visitors. In justified cases at the request of fair participants and with permission of MTP all or part of the hall general lighting may be turned on.
- 9.1.10. The electrical systems of stands are switched off every day after the halls have been closed. In justified cases the MTP technical staff may agree to supply electricity around the clock to certain equipment (e.g. refrigerating devices, telecommunications equipment, etc.) from special dedicated circuits provided in halls. Use of around-the-clock sockets for lighting, heating units, rectifier units, etc. is forbidden. Protection consists of a circuit breaker with B characteristics and with 30 mA differential part.

- 9.1.11. For safety reasons, fair participants are required to disconnect the electrical power each time they leave their stand.
- 9.1.12. Electricity to stands is disconnected two hours after the official closing of a fair event.
- 9.1.13. If a participant finds out any sort of irregularity or interference in the functioning of the electrical system, they must immediately inform the MTP technical staff.

## **9.2. Water supply and sewage disposal system**

- 9.2.1. Fair exhibition halls are equipped with fixed, generally accessible water supply and sewage discharge points. Water pressure in the MTP water supply network is dependent on the supplier and fluctuates within the range of 2.5-3.0 bar.
- 9.2.2. Water supply and sewage services are provided exclusively by MTP at the fair participant's cost.
- 9.2.3. In exceptional cases MTP may permit participants to execute specific technological installations on their own and within their own stand (e.g. steam, gas or similar installations) on the basis of:
- technical specifications agreed,
  - technical documentation,
  - a necessary permit, described below.
- 9.2.4. Fair participants intending to operate boilers, pressure vessels and systems, acetylene generators or lifting equipment on their stands shall be required to hold:
- current documents confirming that the equipment has been approved for use by the Technical Supervision Office,
  - certificates confirming that operators of the said equipment are qualified to operate it.
- 9.2.5. For safety reasons, fair participants are required to shut off the valves to water supply systems prior to leaving their stands.

## **9.3. Compressed air installation**

- 9.3.1. Halls 1, 2, 3, 3A, 4, 5, **5A**, 6, 6A, 7, 7A, 8 and **8A** are equipped with a permanent compressed air system of the following parameters: pressure between 6.0 and 8.5 bar (in order to obtain intermediate values, fair participants must provide equipment with their own reducers), maximum air flow 1000 l/min.
- 9.3.2. In the remaining halls (other than specified in 9.3.1) trade fair participants should equip themselves with a compressed air source. Maximum noise level of a compressor at a stand is 70 dB.
- 9.3.3. Compressed air connections, terminated with a quick-disconnect coupling DN 7.2 as a standard, are performed solely by the MTP technical staff at the fair participant's cost, as specified in the order placed.
- 9.3.4. In order to supply with compressed air any exhibits having special requirements, fair participants must on their own provide additional filters, dehumidifiers, etc.
- 9.3.5. Trade fair participants intending to use pressure installations that require technical supervision at their stands shall be obliged to hold:
- current documents proving that the equipment has been commissioned by the Technical Supervision Office,
  - certificates confirming that operators of the equipment are qualified to operate it.
- 9.3.6. For safety reasons, fair participants are required to shut off the main supply valves prior to leaving their stands.
- 9.3.7. If any installations are made by fair participants without MTP's consent, they will be cut off from the mains and the participant will be charged for any damages resulting from that action.

## **9.4. Telecom installations and ICT services**

- 9.4.1. It is prohibited to perform telecom installations without MTP employees' consent and supervision.
- 9.4.2. Starting the use of ICT networks made available by MTP is tantamount to starting the provision of ICT services according to the provisions of the Telecommunications Act.
- 9.4.3. The User is solely responsible for the way he/she uses the ICT service, including the content of messages sent, and is subject to criminal responsibility for acting against the law.

- 9.4.4. The user is not allowed to use the ICT network for the following purposes:
- a) to provide other ICT and telecommunication services on the grounds of MTP without MTP's consent,
  - b) to build wireless networks,
  - c) to build permanent subnetworks,
  - d) to send and publish content, which is incompliant with the law or is subject to intellectual property protection which does not cover the user,
  - e) to send and publish content that might infringe upon anyone's personal rights;
  - f) to send advertising content the recipients had not ordered ("spam") in masses,
  - g) to transmit IP packets with false sender address,
  - h) to illegally access the resources of IT systems owned by other network users,
  - i) to spread computer viruses and other programmes that might damage the computers of other network users,
  - j) to make the Internet connection available to other network devices,
  - k) to disturb or hinder the functioning of the network in any other manner.
- 9.4.5. MTP reserves the right to register and filter network traffic and to process personal data of users only with the purpose of ICT service provision.
- 9.4.6. MTP does not guarantee the proper functioning of all ICT network technologies, such as certain tunneling solutions (VPN) or video streaming to the Internet.
- 9.4.7. MTP shall not be responsible for:
- a) technical breaks in providing the ICT service caused by reasons beyond its control, which resulted in temporary failure in covering the area on which the service is provided, lower connection throughput, operation failures or other difficulties in using the service;
  - b) illegal use of software or other work subject to intellectual property protection, available on the Internet;
  - c) damages caused by software provided by third parties;
  - d) the User's activity online, including the damages caused as its result;
  - e) data collected or transferred by the User;
  - f) damages that the User may incur in relation to using the service, particularly for:
    - the loss of data or destruction of the User's software;
    - the disclosure of the User's data;
    - delays in receiving or sending data caused by transmission break, incorrect transmission, delays or breaks in access to the network.
- 9.4.8. Claims related to using the ICT service should be filed in writing to Technical Service Reception points.
- 9.4.9. Compensatory claims related to service availability failures may concern only the actual time when it was unavailable.
- 9.4.10. If the User fails to abide by the terms of using MTP telecom installations and uses the service in a way which is inconsistent with its purpose, MTP has the right to block his/her access to the network. In such cases, the User is not entitled to any compensatory claims, including claims for payment refund.
- 9.4.11. LAN networks**
- 1) Connection to the Internet is installed in an Ethernet standard. One UTP cable with a RJ45 plug is led to a spot indicated by the Client. To connect the computer to the network, one must equip it with an Ethernet network card (or FastEthernet, or GigabitEthernet), also defined as a LAN outlet.

- 2) A Client who orders the service is obliged to include the information about the place of connection in the stand development plan. The plan must be attached to the Service Ordering Form. If such information is not attached, the UTP cable with an RJ45 plug will be led to the back of the stand or left by its back wall. The cable will have a spare length of 3-5 metres.
- 3) In the case of conference facilities, the service is made available to the Client by means of existing LAN outlets.
- 4) To connect to the Internet, proper settings in computer's operating system's configuration are required. In concerns:
  - a) IP address – automatic obtaining of IP address and DHCP server should be set. Assigned IP address belongs to a private pool (address from 10.0.0.0 network). Communication with the Internet takes place owing to dynamic address translation (NAT/PAT) with the use of public addresses 193.23.51.59, 193.23.51.60, 193.23.51.61 and 193.23.51.62 as source addresses.
  - b) Disabling the network authentication service (according to the IEEE 802.1x protocol). Using the Internet is therefore anonymous, providing use ID or password is not required, and there is no server that identifies users.

#### **9.4.12. WLAN networks**

- 1) WiFi connection is installed in the IEEE 802.11b/g/n standard. To connect a computer to the network, one must equip it with a wireless network card.
- 2) WiFi connections:
  - a) WiFi – mtp24
    - the network is available inside MTP exhibition halls and in the open space in sector 3 and 10, as well as in the garden bz exhibition hall 15f
    - to access the Internet, one must enter access codes in an Internet browser <user name, password>;
  - b) WiFi – PCC24
    - the network is available in the Poznań Congress Center (PCC) – in MTP exhibition halls 7 (1 floor), 10, 14, 15 (including the Earth Hall and conference rooms), the Green and Blue Hall in the Eastern Hall and in teh garden by exhibition hall 15;
    - to access the Internet, one must enter conference access codes in an Internet browser <user name, password>.
- 3) WiFi service – mtp24 is sold to one computer and one user. After making the payment, the User receives an access code (login and password) that enables him/her to use the service. The computer undergoes identification on the first log-in. Access to MTP websites and websites of entities related to MTP (such as WTC) is open.
- 4) In the event of making a payment for temporary service access, the term runs continuously from the first logging in, regardless of the actual service use.
- 5) The WiFi – PCC24 service is available as part of the lease of area for conference purposes etc. The access code allows using the service by multiple users.

## **10. FIXING SUSPENDED ELEMENTS TO PERMANENT CEILING STRUCTURES IN HALLS**

10.1. Fixing and suspending structural and advertising elements to hall ceilings within the area of the stand is allowed in halls (whilst observing the guidelines concerning winter and summer periods and the weight of the suspended element) specified in the table of maximum weight tolerance level of ceilings, constituting Appendix no. 1 to these Technical & Fire Safety Regulations.

10.2. In order to fix a suspended element, documentation including the following information should be submitted to MTP for approval:

- a) type of suspended structure,
- b) dimensions, total weight, specified points of suspension on the element being suspended,



- c) manner of suspension (number of cords),
- d) location of the structure in reference to the stand, height.

10.3. MTP reserves the exclusive right to offer suspension services and defines the scope of responsibility as follows:

- a) when the service consists in suspending and attaching to the permanent structure of the hall a steel cord of maximum load 50 kg (owned by MTP) **without** suspending any exhibitor-owned structures:
  - MTP is responsible for the manner of suspension of the cord from the permanent structure of the hall,
  - the exhibitor / ordering party is responsible for fixing their structure to the steel cord prepared by MTP, using certified elements.

It is strictly forbidden to leave any structures on hoisting elements (manual or electrical hoist). A suspended structure must be protected using the steel cord prepared by MTP.

- b) when the service consists in suspending and attaching to the permanent structure of the hall a steel cord of maximum load 50 kg (owned by MTP) **together with** suspending exhibitor's structures:
  - MTP is responsible for the manner of suspension of the cord from the permanent structure of the hall,
  - MTP is responsible for the manner of attaching the cord to the points of suspension of the structure, specified by the exhibitor / ordering party,
  - exhibitor / ordering party is responsible for correct preparation of the points of suspension of the structure being suspended,
  - exhibitor/contractor shall be responsible for the suspended structure.

10.4. MTP reserves the right to refuse the suspension service due to safety requirements and technical possibilities in exhibition facilities.

10.5. For safety reasons, no persons may be present at the stand during the execution of works at height.

## 11. FIRE SAFETY REGULATIONS

11.1. MTP's development of its grounds is subject to the following principles:

- a) during each fair or any other type of event MTP designates fire zones which cover permanent structures (including halls) and adjacent outdoor areas,
- b) the distance between designated fire zones may not be less than 10 m,
- c) flammable structures outdoors which are adjacent to the glass walls of existing halls should be located at a distance no less than 5 m,
- d) a single complex of commercial and service premises may not exceed 1000 m<sup>2</sup> and the distance between such complexes may not be smaller than 10 m,
- e) stands of the area exceeding 150 m<sup>2</sup> or length exceeding 20 m must have at least two separate entrances, preferably at opposite ends.

In cases when the above conditions may not be met, a written consent must be obtained from the MTP Fire Officer.

11.2. Designated passageways and evacuation routes must be kept clear at all times. It is prohibited to park vehicles or store goods in these routes. Vehicles and goods left in these routes will be removed at the cost and risk of the fair participant or stand contractor.

11.3. All fire equipment, such as manual call-points, fire alarm devices, extinguishers, hydrants, emergency exit doors and signs indicating their presence (emergency exit pictograms), as well as telephones available to general public should be accessible and visible at all times.

Consequently, actions which could restrict access to or interfere with the operation of such devices are forbidden, and specifically:

- a) suspending elements or placing exhibits in halls in places where linear smoke detectors (BEAMS) are located,
- b) obstructing access to electrical distribution boards, indoor hydrants, manual fire extinguishing equipment, manual call-points, etc.,
- c) obstructing or blocking passageways, emergency exits, fire curtains (in halls 3/3A, 6 and 6A) and fire doors (hall 15),
- d) obstructing access to external hydrants by parking vehicles outdoors in places marked with the horizontal "No stopping/No parking" sign.

11.4. For safety reasons it is prohibited on the MTP grounds to:

- a) use naked flame in halls or at outdoor stands,
- b) store and use explosives inside the halls,

- c) accumulate and store in the halls and in outdoor space, within or outside stands, any type of flammable materials and of packaging, paper or any other materials that pose a fire hazard,
  - d) use flammable or potentially explosive chemical mixtures as cleaning agents,
  - e) leave machinery or equipment not cleaned of dust, seepage, grease, oil or waste products after completing work or operating demonstrations,
  - f) leave greasy, oily rags or cleaning materials without securing them in closed containers made of non-flammable materials,
  - g) store together substances which may interact, resulting in spontaneous ignition or explosion, without first properly securing them.
- 11.5. The method and place for safe storage of any flammable or poisonous material must be in each case agreed with the MTP Fire Officer.
- 11.6. Motor vehicles and other equipment fitted with internal combustion engines may be exhibited in halls only with the engine off, fuel tank closed and disconnected battery (if technically possible).
- 11.7. Equipment whose surfaces may heat up to a temperature exceeding 100°C should be kept at a safe distance from the housing and all flammable materials, as determined in each case by the MTP Fire Officer.
- 11.8. Users of electrical equipment are prohibited to:
- a) make any modifications or repairs of this equipment on their own,
  - b) use faulty electrical systems,
  - c) use electrical supply systems that do not comply with the plans agreed with MTP,
  - d) leave electrical devices (e.g. heaters, cookers, irons, kettles, etc.) connected to the mains without supervision,
  - e) place heaters directly on flammable surfaces,
  - f) mount shades made of flammable materials on bulbs and other illumination devices.
- Each user is obliged to switch off the power supply before leaving and closing the stand/room.
- 11.9. It is prohibited to bring, store or use balloons, gas cylinders or other devices filled with flammable gas in halls and outdoors without the prior consent of the MTP Fire Officer.  
The consent of the MTP Fire Officer may be granted in particularly justified cases only, with taking into account the public safety and location possibilities.
- 11.10. Only materials that are non-flammable, flame-resistant or have been made flameproof may be used in the construction of stands. Appropriate certification of such materials should be available at the stand.
- 11.11. It is forbidden to use carpeting made from flammable materials in passageways, evacuation routes or on stairways.
- 11.12. Organizing firework displays is admissible only outdoors and requires the consent of the MTP Fire Officer, such consent to be granted in particularly justified cases only with taking into account the fire safety and location possibilities offered by MTP.
- 11.13. Users of MTP fair halls and outdoor space are prohibited from engaging in any activities which may compromise the level of fire safety. If an exhibit should pose a serious fire hazard to the participants in the event held on the MTP grounds, the participant responsible must undertake additional fire safety measures as directed by the MTP Fire Officer.
- 11.14. It is prohibited to use hand-operated fire fighting equipment for any purpose other than connected with the fire extinguishing operation.
- 11.15. Contractors responsible for the construction of stands in fair halls and outdoors are required to:
- a) observe fire safety regulations as well as special regulations issued by MTP,
  - b) acquaint themselves with the location of hand-operated fire fighting equipment, manual call-points, indoor and outdoor hydrants, as well as learn how to use them in the event of fire,
  - c) immediately carry out orders issued by the MTP Fire Officer concerning fire safety at stands inside the halls and outdoors.
- 11.16. All faults or defects in fire safety detected in the halls or outdoors should be reported immediately to the MTP Fire Officer or any other employee of the MTP Fairground Security and Maintenance Department by dialling the emergency number 61 869 **2112** or calling the monitoring centre at 61 869 **2424**, or directly to the first available Area Coordinator or employee of the Fair Organizer's Office.
- 11.17. If a fire or any other safety hazard is detected inside the halls or outdoors, the MTP Fire Officer or any other employee of the MTP Fairground Security and Maintenance Department must immediately be informed. This can be done by dialling the emergency number 61 869 **2112** or calling the monitoring

centre at 61 869 **2424**; alternatively, one may call the State Fire Brigade by using a manual call-point or by dialling the emergency numbers **112** or **998**.

Until the arrival of the State Fire Brigade all persons must follow the orders of the MTP Fire Officer, Head or any other employee of the MTP Fairground Security and Maintenance Department in command of fire fighting and rescue operations. Upon the arrival of the State Fire Brigade, the orders of the fire scene commander must be followed.

## **12. MATERIALS HAZARDOUS TO HEALTH AND ENVIRONMENT**

12.1. All equipment emitting ionizing (radioactive, x-ray) radiation as well as laser equipment presented or used on the MTP grounds should comply with the requirements specified in generally binding regulations concerning protection of human life and health, protection of property, and protection of environment.

12.2. Waste hazardous to health and environment (oils, emulsions, acids, fats, paints, sources of light, bulbs, etc.) may not be disposed of together with other waste to the bins placed on the MTP grounds. Hazardous liquid waste may not be disposed into the sewage system.

Users of MTP halls and outdoor space (lessees, fair participants, stand contractors and providers of other services) are bound to remove in their own capacity hazardous solid and liquid waste and spillage of substances hazardous to health and the environment.

If cleaning of spilt hazardous substances is not performed by a user in his own capacity, such a user should inform MTP staff (Technical Coordinator/employee of the Fair Organizer's Office), who shall commission spillage cleanup at the cost and risk of the MTP grounds user.

## **13. OCCUPATIONAL SAFETY REGULATIONS**

13.1. Fair participants, other lessees of MTP space in halls and/or outdoors and stand contractors bear full responsibility for the occupational health and safety of their employees performing work on the MTP grounds and are liable for any accidents resulting from lack of supervision or negligence in regard to the requirements and standards of work safety during the period of space lease/construction, assembly, use and dismantling of fair exhibitions.

13.2. Machines, engines, tools and other equipment can be connected to electrical power supply only after they have been equipped with all required safety elements, especially shields and barriers which prevent access by unauthorized persons.

13.3. It is forbidden to run machines and equipment which do not meet safety requirements. It is forbidden to operate machines and equipment by unauthorized personnel.

13.4. Areas used to demonstrate machinery or equipment in operation must be delimited and properly protected.

13.5. Edges of glass panes that can be easily accessed at the stand must be ground in order to eliminate the risk of injury.

13.6. The occupational health and safety regulations in force in Poland shall apply to all matters not specifically mentioned above and should be observed by fair participants, other lessees of area in halls/outdoors and by stand contractors.

**EMERGENCY PHONE NUMBERS**

**State Fire Brigade** 112, 998  
**MTP emergency phone number** 61 869 2112

**TELEPHONE EXTENSIONS FOR MTP TECHNICAL & MAINTENANCE UNITS**

**To call specific MTP technical staff, dial 61 869** followed by a four-digit extension number, according to the list below.

When using yellow phones located on MTP grounds it is enough to dial the four-digit extension number.

The phone numbers listed below are active during trade fairs and during the stand construction and dismantling periods.

**Facility Management Department**

phone 2183, fax 2684

**Area Coordinators:**

Area I ..... phone 2271, 2811, 2812,  
fax 2272

Area II ..... phone 2228, 2813, 2814,  
fax 2082

Area III ..... phone 2663, 2815, 2816,  
fax 2601

**Hall Managers:**

Hall no. 1.....phone 2274, 2841

Hall no. 2.....phone 2221, 2842

Hall no. 3.....phone 2327, 2843

Hall no. 3A .....phone 2372, 2844

Hall no. 4.....phone 2382, 2845

Hall no. 5.....phone 2410, 2780, 2781

**Hall no. 5A ..... phone 2553, 2774**

Hall no. 6.....phone 2545, 2871

Hall no. 6A .....phone 2545, 2873

Hall no. 7.....phone 2582, 2875

Hall no. 7A .....phone 2283, 2876

Hall no. 8/8A .....phone 2572, 2786

Hall no. 11 .....phone 2481, 2790

Hall no. 12 .....phone 2276, 2872

Hall no. 14.....phone 2308,2755,2783,  
2904

Hall no. 15 level 0 .....phone 2755, 2904, 2976,  
2977

Hall no. 15 level 1 .....phone 2755, 2904, 2976,  
2977

Hall no. 15 level 2 .....phone 2755, 2904, 2976,  
2977

**Technical Service Sale Department**

**Technical Service Desk** ..... phone 2333, fax 2330  
**including ICT services**

**ICT Support Department: Event Services Section**  
**Hot Line IT.....phone 2191**

**Power Department**

**Electrician on duty** .....phone 2277

**Fairground Security and Maintenance Department:**

**Emergency telephone no.**.....phone 2112

**Monitoring Centre** .....phone 2424

**Fire Officer** .....phone 2222, 2822

Halls and areas are numbered in accordance with the attached map.

**MAXIMUM WEIGHT TOLERANCE LEVEL OF CEILING IN HALLS ON MTP GROUNDS**

No.	Hall	Description	Max. Load
1	1	It is forbidden to suspend any weight from the ceiling structure	–
2	2	It is forbidden to suspend any weight from the ceiling structure	–
3	3 (old part)	Winter - load per upper node	0.50kN/node
		Summer - load per upper node	1.00 kN/node
	3 (new part)	Winter - load of transom	0.25 kN/m
		Summer - load of transom	0.50 kN/m
4	3A (new part)	Winter - load per roof module 9x9m	3.00 kN
		Summer - load per roof module 9x9m	15.00 kN
	3A (old part)	It is forbidden to suspend any weight from the ceiling structure	–
5	4	It is forbidden to suspend any weight from the ceiling structure	–
6	5	Winter - load of transom	0.15 kN/m
		Summer - load of transom	0.30 kN/m
7	5A	Winter - load of the bottom lattice girder	1.0 kN/node
		Summer - load of the bottom lattice girder	2.0 kN/node
8	6	Winter - suspending prohibited	-
		Summer - load of the bottom lattice girder	0.50 kN/node
9	6A (old part)	Winter - load of transom	0.25 kN/m
		Summer - load of transom	0.50 kN/m
10	6A (new part)	Summer – loading of the point recommended for suspending	1.00kN
		Winter – loading of the point recommended for suspending	0.50kN
11	7	Winter - suspending prohibited	–
		Summer - load of the bottom lattice girder	0.50 kN/node
12	7A	Winter - load of grinder	0.50 kN/m; axes: 9, 12 and 17 – 0.10 kN/m
		Summer - load of grinder	1 kN/m; axes: 9, 12 and 17 – 0.50 kN/m
13	8	Winter - load of the bottom lattice girder	0.50 kN/m
		Summer - load of the bottom lattice girder	1.00 kN/m
14	8A	Winter - load of grinder	0,75 kN/m
		Summer - load of grinder	1,50 kN/m
15	12	It is forbidden to suspend any weight from the ceiling structure	–
16	15	It is forbidden to suspend any weight from the ceiling structure	–

## Notes:

1. Wintertime is defined as the period between 1<sup>st</sup> November and 31<sup>st</sup> March and the days of inclement weather conditions (e.g. snow).
2. Principles for suspending structural and advertising elements from ceiling structures are regulated in point 10 of these Technical and Fire Safety Regulations.
3. 1 kN = 100 kg
4. Hall 15, due to the infrastructure and to its assignment as the congress centre, has a limited use of level 0 and level 1 for exhibition purposes and for realisation of services related to these purposes. Level 2 of exhibition hall 15 is out of use for exhibition purposes.



**BASIC TECHNICAL PARAMETERS OF MTP HALLS**

Hall No.	Level	Exhibition area m <sup>2</sup>	Height m	Entrance		Goods lift kg	Dimensions of goods lifts			Passenger lift	Smoke detector	Max. floor load kPa	Service penetration sleeve through the floor	Floor type
				max width m	max height m		width m	height m	depth m					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Ground floor	2,599.80	2.50-10.00	4.25	4.40	-	-	-	-	-	YES	30.00	E, W&S, CA, T	Concrete
1	Upper floor	850.59	2.50	-	-	-	-	-	-	-	YES	3.00	E, W&S, T	Concrete
2	Ground floor	2,478.50	2.90-10.00	4.10	4.20	-	-	-	-	-	YES	30.00	E, W&S, CA, T	Concrete
2	Upper floor	2,398.80	2.50	-	-	-	-	-	-	-	YES	5.00	E, W&S, T	Concrete
3	Ground floor	6,626.30	3.20—9.74	4.30	3.92	-	-	-	-	-	YES	30.00-variable	E, W&S, CA, T, I	Concrete
3	Upper floor	2,361.80	4.53-5.50	-	-	Trolley conveyor	-	-	-	-	YES	5.00	E, W&S, T, I	Concrete
3A	Ground floor	7,555.10	3.40-10.25/ 3.40-7.10-old part	4.20	3.90	3,300	1.75	2.50	3.28	Escalator	YES	30.00-variable	E, W&S, CA, T, I	Concrete
3A	Upper floor	2,604.00	3.80	-	-	-	-	-	-	-	YES	10.00	E, W&S, CA, T, I	Concrete
4	Ground floor	3,626.50	3.89-8.0	5.20	4.50	-	-	-	-	Escalator	YES	30.00	E, W&S, CA, T	Concrete
4	Upper floor	641.00	2.90-3.00	1.50	2.15	-	-	-	-	-	YES	-	E, W&S, T	Concrete-resin
5	Ground floor	13,469.20	3.70-8.20	4.46	4.48	-	-	-	-	Escalator	YES	30.00	E, W&S, CA, T, I	Concrete
5	Upper floor	1,411.20	3.80	-	-	-	-	-	-	Escalator	YES	10.00	E, W&S, T	Concrete
5A		3,079.50	8.00	4.90	4.60	-	-	-	-	-	YES	10.00/30.00	E, W&S, CA, T	Concrete
6	Ground floor	2,588.70	3.40 – 9.00	4.50	4.28	-	-	-	-	-	YES	30.00	E, W&S, CA, T, I	Concrete
6	Upper floor	475.00	4.30	-	-	-	-	-	-	-	YES	5.00	E, W&S, T	Concrete

Hall No.	Level	Exhibition area m <sup>2</sup>	Height m	Entrance		Goods lift kg	Dimensions of goods lifts			Passenger lift	Smoke detector	Max. floor load kPa	Service penetration sleeve through the floor	Floor type
				max width m	max height m		width m	height m	depth m					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
6A old part	Ground floor	2,806.90	4.10 – 9.00	4.50	4.28	3,500	2.10	2.50	3.10	YES	YES	30.00	E, W&S, CA, T, I	Concrete
6A old part	Upper floor	593.00	3.80	-	-	-	-	-	-	-	YES	5.00	E, W&S, T	Concrete
6A new part	Ground floor	3,211.00	4.10 – 9.00	6.00	6.20	-	-	-	-	-	YES	50.00 (20.00 in basement area)	E, W&S, CA, T	Concrete
6A new part	Upper floor	392.90	3.80	-	-	-	-	-	-	-	YES	5.00	E, W&S, T	Concrete
7	Ground floor	3,792.20	2.80-10.00	5.40	3.30-3.60	-	-	-	-	-	YES	5.00/30.00	E, W&S, CA, T, I	Concrete
7A	Ground floor	3,743.00	9.00	4.80	4.30	-	-	-	-	-	YES	30.00	E, W&S, CA, T, I	Concrete
8	Ground floor	2,481.00	7.00-9.00	4.20	4.70	-	-	-	-	-	YES	30.00	E, W&S, CA, T, I	Concrete
8A	Ground floor	2801,00	10,00	4.70	4.20	-	-	-	-	-	YES	50,00	E, W&S, T, I	Concrete
11	Ground floor	2,041.90	4.00-10.25	2.10	2.10	-	-	-	-	YES + Escalator	YES	30.00	E, W&S, T	Concrete
11	Upper floor	1,351.90	2.26-5.00	-	-	-	-	-	-	-	YES	3.00	E, W&S	Concrete
12	Ground floor	3,045.70	3.30/3.80/8.00	3.50	3.50	-	-	-	-	-	YES	30.00	E, W&S, T	Concrete
12	Upper floor	2,555.00	3.20/3.80	-	-	-	-	-	-	-	YES	5.00	E, W&S, T	Concrete
15	Level 0	3,884.90	3.80	4.40	4.30	3,200x2	1.70	2.50	2.70	YES	YES	X	-	Concrete with fitted carpet



Hall No.	Level	Exhibition area m <sup>2</sup>	Height m	Entrance		Goods lift kg	Dimensions of goods lifts			Passenger lift	Smoke detector	Max. floor load kPa	Service penetration sleeve through the floor	Floor type
				max width m	max height m		width m	height m	depth m					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
15	Level 1	4,150.33	3.80	4.40	4.40	3,200x2	1.70	2.50	2.70	YES	YES	X	-	Concrete with fitted carpet

W&S – water + sewage E – power supply CA – compressed air T – telephone I – Internet

X – system stand construction (lightweight) – acceptable in Hall 15 on level 0 and 1 after detailed arrangements with MTP, if location conditions permit.

Hall 15, due to the infrastructure and to its assignment as the congress centre, has a limited use of level 0 and level 1 for exhibition purposes and for realisation of services related to these purposes. Level 2 of exhibition hall 15 is out of use for exhibition purposes.