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GENERAL RULES AND REGULATIONS OF OPERATION 2017



The operation of events and all other activities at the HUNGEXPO Budapest Fair Center shall be regulated by these General Rules and Regulations of Operation as well as the relevant General Terms and Conditions, contracts of lease etc.

These Rules apply to all fairs, exhibitions and other events held on the premises of the HUNGEXPO Budapest Fair Center during their construction, dismantling and operation phases. All exhibitors, events organisers, participants, builders, carriers, storage companies, caterers and other service providers (hereafter referred to collectively as exhibitors) shall be obliged to comply with these Rules, as well as to ensure that they are complied with and regularly inspect for their compliance.

I. GENERAL RULES

1. Entry into and Traffic on the Premises of the HUNGEXPO Budapest Fair Center

Entering on foot or by vehicle, staying, or transporting goods on the premises of the HUNGEXPO Budapest Fair Center **shall be allowed by permit only** and by observing traffic rules.

Overnight – for the duration of exhibitions this period shall be the time from closing in the evening until opening the following morning – it is possible to stay on the premises solely with a written permit issued in advance.

1.1. Entry for Staff

The HUNGEXPO C.Co. Ltd. staff and permanent and seasonal employees of companies operating on a permanent or contractual basis on the premises of the HUNGEXPO Budapest Fair Center may enter the grounds on **presenting the standard Entry Card**. Those employees of companies contractually engaged in trading, catering etc. activities at the HUNGEXPO Budapest Fair Center who carry out their activities on the premises also qualify as employees of a company operating on the premises. The above rules therefore also apply to them. The HUNGEXPO C.Co. Ltd. standard Entry Card is of the badge type and must be worn at a clearly visible place on the body at all times while staying on the premises.

Occasional entry of external partners of HUNGEXPO C.Co. Ltd. and those of other companies operating on the premises of the HUNGEXPO Budapest Fair Center shall involve registration in the E-register. During the **construction and dismantling phases** for events, entry to the HUNGEXPO Budapest Fair Center is only allowed with a barcoded **Construction and Dismantling Entry Permit**, a barcoded **Exhibitor's Pass** or **Entry Permit** prepared with the person's name and issued for the given exhibition, in compliance with the above.

Minors – children under the age of 14 – **may not enter** the premises nor be present thereon during the construction and dismantling phases and may be barred from visiting certain exhibitions as specified in the applicable regulations.

Barcoded Annual Complimentary Cards issued by HUNGEXPO C.Co. Ltd. entitle to enter only during event operating hours (opening hours for visitors).

During event **operating hours**, entry to the premises of the HUNGEXPO Budapest Fair Center shall only be **allowed** with a **Ticket of Admission** or **Exhibitor's Pass** bearing a bar code and valid for the given exhibition only or an **annual Complimentary Card** or **Entry Permit** issued by HUNGEXPO C.Co. Ltd., or if the entrant has been placed on a list recorded in the electronic register. Those entitled to badge-type entry permits must wear them in a clearly visible manner.

Large groups of visitors may enter with a barcoded invitation letter. Press representatives must register at the press centre and will be provided barcoded press passes.

During operating hours, right of entry without entry tickets to the HUNGEXPO Budapest Fair Center shall be restricted to those employees of authorities and partner companies whose presence is required for the work to be done. Save for the above, the staff of lessee and partner companies operating in the service area may not enter the fairgrounds during exhibitions.

The Security Unit staff and other personnel in charge of security under the direction of the Security Unit (hereafter referred to as the Security Unit) may verify the authenticity and validity of documents for entry purposes, deny entry to persons without such valid documents and remove unauthorised persons from the premises.

No live animals may be brought onto the premises of the HUNGEXPO Budapest Fair Center with the exception of workdogs and seeing-eye dogs as well as if it is provided for by the product category scheme of a trade exhibition.

1.2. Transporting and Loading Exhibition Goods and Installations

Consignments of goods for demonstration purposes at the HUNGEXPO Fair Center should be addressed to:

Schenker Ltd.
Name of the conference/exhibition
Exhibitor name/Stand nr
Albertirsai út 10.
Gate 2,Building C,1.floor
H-1101 Budapest

Courier companies will not be allowed to enter into the halls. Goods arriving by courier service must be delivered to the **Schenker office onsite (Building 2)**. Schenker will be responsible for the reception of all courier shipments on-site. If the goods/materials fall into the category of hand-carried goods (up to 10 kg), participants can pick up their courier shipments at Schenker office onsite (Building 2). If the goods are not hand carried (over 10 kg), Schenker will deliver the goods at a charge as per the table of tariffs.

Shipments which will be transported by a courier company has to arrive at Schenker's advance warehouse customs cleared already.

Be aware that we can not clear courier shipments therefore please send the goods with a DDP delivery term.

The exhibitor or the exhibition builder is allowed to transport goods of domestic origin in his/her own vehicle out of the premises provided he/she has an Exit Permit for Goods together with a Consignment Note or Packing List.

During the construction and dismantling phases, vehicles transporting goods, equipment, furnishings and working tools to and from the premises are allowed to enter the area with a valid consignment note – or a letter of authorisation from the exhibitor and valid personal passes for the driver and any other person staying in the car during daily opening hours, and may remain only for the period absolutely required for loading and unloading.

The HUNGEXPO C.Co. Ltd. Security Unit may check the delivery note, the exhibitor's letter of authorisation and the goods in the vehicle. Goods may be carried out of the premises only by persons with an Exit Permit for Goods, an advance written permit and, in the case of goods purchased on the premises, an invoice of sale. HUNGEXPO C.Co. Ltd. may restrict entry and loading or may specify a schedule for such activities.

The exhibitor or the carrier hired by him/her shall provide the auxiliary equipment – trolley, hydraulic jack – for loading, unloading and movement of goods.

For reasons of logistics, accident prevention, property protection and security, any conveyance of materials by lifting device, loading or unloading, storage, handling of empty containers, customs clearance or other forwarding services required for the events held at HUNGEXPO Budapest Fair Center can only be undertaken by Schenker Ltd.

(Phone: (36-1) 264-8271, (36-1) 263-6110, Fax: (36-1) 263-6109, E-mail: schenker.expo@schenker.hu Internet: www.schenker.hu)

The only exceptions that can be made are for lorries with a rear-mounted liftgate loading or unloading goods with the liftgate as well as for lorries equipped with a KCR crane loading or unloading goods carried by them, provided that the keeper of the Hungarian lorry indicated in the registration document and the goods carried by it are the property of the exhibitor or the stand builder. Exhibitors or stand builders entering in vehicles owned by them shall proceed through Gate II.

Vehicles with domestic haulage permits and equipped with a KCR crane, as well as vehicles with foreign number plates can only enter through Gate II.

1.3. Entry of Vehicles

Vehicles may enter the premises of the HUNGEXPO Budapest Fair Center **only with appropriate permits issued for** different uses and granting different rights. **The entry permit must be placed behind the front windscreen in a clearly visible manner, and the driver as well as the persons in the vehicle must have personal Entry Permits.** A vehicle entry permit only allows parking in the designated vehicle parks, and moving on the territory is not allowed. Only vehicles handling emergency situations threatening life and property (e.g. ambulances, fire

engines, police cars) are allowed to enter without written permits. In this case, however, the registration number of entering vehicles will also be recorded in writing.

The effective rules of entry to the territory of the Budapest Fair Centre during a particular exhibition are given in the relevant guides.

1.4. Traffic Rules

In addition to the speed limits and parking restrictions indicated by signs and special 'Standing Prohibited' signs in certain areas, the provisions of **the Traffic Code shall apply** on the premises of the HUNGEXPO Budapest Fair Center. The speed limit applying in the area of the Budapest Fair Centre is 20 km/h. The speed limit applying during events and exhibitions is 5 km/h. Vehicles may enter pavements and road sections dedicated to pedestrians only with specific written permits. The above speed limits are further restricted in the area of the Budapest Fair Centre to limits indicated by traffic signs installed from time to time.

During the operating hours of events, vehicles other than emergency vehicles or those holding an entry permit issued by the Security Unit, must have special permission to enter and remain on the premises of the HUNGEXPO Budapest Fair Center or move within the exhibition area.

HUNGEXPO C. Co. Ltd. may authorise the entry of disabled persons by vehicle provided that the documents and markings certifying such disability are in place. Vehicles with such markings may only park at the location designated for this purpose.

If vehicles are parked or driven on the premises without a valid entry permit or found in prohibited zones or blocking traffic routes or entrances or exits even temporarily, HUNGEXPO C.Co. Ltd. will have them removed from the grounds without notice at the vehicle owner's expense and peril. Stopping and staying in fire brigade deployment areas, before gates and emergency routes is strictly prohibited!

It is forbidden to enter exhibition pavilions in passenger cars and lorries over 3.5t.

Exceptions include downloading goods from lorries equipped with a tail lift by a mounted lifting platform and goods transported by lorries equipped with lifting cranes if the vehicle licence of the lorry evidences ownership of the exhibitor or the stand builder company and the goods transported in the lorry are also owned by the exhibitor or the stand builder company.

Motor vehicles are not allowed to enter Pavilion G and the passage between the Eastern and Western Reception Buildings.

Lorries below 3.5t may enter but only by the route designated for this purpose and only for the time of loading and unloading and against the payment of a security deposit. The driver is responsible for stopping and checking the height of the freight when entering or exiting through the gates of exhibition pavilions. To drive up onto the passage - between the I. and the III. entry hall - is forbidden.

In order to ensure smooth operation, persons carrying out deliveries shall observe the instructions of, and co-operate with persons authorised to direct or check traffic at the gates or on the grounds, and comply with the traffic signs erected on the fair grounds.

An Exhibitor's Parking Pass entitles the holder to use the designated car parks only if the pass is placed in a prominent spot **on the front windscreen of the car**, together with the driver's contact data, provided that both the driver of the vehicle and the passengers inside the vehicle have a valid personal pass to enter the area. Exhibitors' Parking Passes shall only be valid for the specific exhibitions (from the beginning of construction to the end of dismantling).

Vehicles will be parked on the premises of the HUNGEXPO Budapest FairCenter at the designated locations subject to the type of entry pass (e.g. parking spaces designated for HUNGEXPO Co. Ltd. employees, Exhibitor's Parking Passes and daily visitors).

Cars may enter each car park only with the appropriate permit authorising the use of the given car park. HUNGEXPO Co. Ltd. is entitled to have vehicles parked or standing in prohibited or inappropriate spaces removed at the risk and expense of the owner of the vehicle.

Violation of the traffic and parking rules may result in the withdrawal of the Entry Permit.

HUNGEXPO C.Co. Ltd. assumes no liability for the safety of vehicles on the premises – including car parks – of the HUNGEXPO Budapest Fair Center or those remaining there after closing time.

Please be aware that HUNGEXPO C.Co. Ltd. shall assume no liability for loss of or damage caused by unknown parties to vehicles kept in (exhibitors', visitors' and other) car parks operated in conjunction with exhibitions.

The exhibitors' staff and subcontractors as well as the staff of outdoor stands may park their cars during the operating hours of the exhibition only at parking places designated for them. Only vehicles registered as 'exhibits' are exempt from this rule. A special permit for such vehicles must be obtained from the head of the exhibition team organising the given exhibition.

2. Permits from Authorities

The activities defined in the following paragraphs may be conducted on the premises of the HUNGEXPO Budapest Fair Center subject to permits issued by competent authorities. It is the exhibitor's responsibility to obtain the necessary permit. **One copy of the permit must be submitted to the HUNGEXPO C.Co. Ltd. Organising Department.** Should the exhibitor fail to obtain the permit, he/she will be barred from using the leased area.

2.1. Display and Sale of Foodstuff

Exhibitors and caterers offering **foodstuffs for tasting or sale** must obtain permits for their display designs and operating plans from the 10th Budapest District Institute of the **National Public Health and Medical Officers Service** (Állami Népegészségügyi és Tisztiorvosi Szolgálat Budapest Főváros X. kerületi Intézete) (H-1102 Budapest, Endre u. 10., Phone: (36-1) 262-8182, (36-1) 261-4227, Fax: (36-1) 261-0131, E-mail: 10kerulet@kmr.antsz.hu, Internet: www.antsz.hu).

We draw your attention that **Decree 57/2010. (V.7.) FVM** regulates the permission of producing, trading and announcing foodstuffs as follows:

In every stand must have the documents indicated in the decree. Further information: Pest County MGSZH **Food Chain Security and Animal Hygiene Directorate** (H-1135 Budapest, Lehel út 43-47., Phone: (36-1) 329-7017, Fax: (36-1) 350-6117, Internet: www.mgszh.gov.hu).

2.2. Radioactive Substances

Exhibitors who plan to display radioactive substances shall be obliged to report this to the **KFKI Atomic Energy Research Institute, Radiation Protection Section** (KFKI Atomenergia Kutatóintézet Sugárvédelem) (H-1121 Budapest, Konkoly Thege Miklós u. 29-33., Phone: (36-1) 395-9159, Fax: (36-1) 395-9293, E-mail: gado@sunserv.kfki.hu) and apply for a display permit to the **National Public Health and Medical Officers Service, Budapest Capital Institute, Isotope Department** (Állami Népegészségügyi és Tisztiorvosi Szolgálat Budapest Fővárosi Intézete Sugár-egészségügyi Osztálya, H-1138 Budapest, Váci út 174., Phone/Fax: (36-1) 465-3846).

2.3. Operation of Transmitters

Valid permits and licences issued by the relevant authorities for the operation of radio transmitters and receivers, industrial televisions and other wireless equipment must be presented to the **Organising Department**.

2.4. Wireless Network and Communication Service

HUNGEXPO C.Co. Ltd. reserves the exclusive right for Comppoffice-R Kft., RentIT.hu to operate Internet-base wireless (e.g. Wi-Fi, IEEE 802.11 a/b/g/n, WiMax etc.) communication service and network not linked to a concession requires written preliminary permission from HUNGEXPO Co. Ltd.

Due to radio interference problems arising from the great number of such set of devices and uncoordinated use the application of own WiFi router / Ap is allowed at the stands only when the own WiFi router / Ap to be installed constitutes an integral part of the operation of the devices/machines exhibited. In such cases the frequencies to be used must be negotiated and agreed upon by and between Hungexpo or the Hungexpo IT service provider. Use of WiFi and other radio wave devices installed without prior negotiations was not permitted and Hungexpo is entitled to have such devices removed or switched off.

2.5. Public Music Service

The exhibitor must apply for the right to perform live or recorded music (radio, television, video player, record player, CD and DVD players etc.) at the exhibition stand to the **ARTISJUS Society, Hungarian Office for Copyright Protection, Events Licensing Department** (Artisjus Magyar Szerzői Jogvédő Iroda Egyesület, H-1016 Budapest, Mészáros u. 15-17., Phone: (36-1) 488-2670, (36-1) 488-2693, Fax: (36-1) 212-1546, E-mail: cskertesz@artisjus.com, Internet: www.artisjus.hu).

2.6. Display of Firearms

According to Act XXIV of 2004 on firearms and ammunition, and its enacting **Government Decree 253/2004 (VIII.31.)**, firearms can only be exhibited with an official permit.

An application to exhibit firearms must include

- the location and dates of the exhibition as well as a ground plan of the room,
- full personal details of the individual(s) in charge of organising the exhibition,
- a description of equipment and staff for exhibit security,
- identifiers for the firearms to be exhibited.

The permit may be obtained from the **Budapest Police Headquarters, Administrative Division for Law Enforcement Agencies, Department of Public Order and Weapons Permits** (BRFK Közbiztonsági Szervek Igazgatásrendészeti Főosztály Rendészeti és Fegyverengedélyügyi Osztálya, H-1139 Budapest, Teve u. 4-6., Phone: (36-1) 443-5406, Fax: (36-1) 443-5000/32865).

2.7. Display of Gas and Explosives

In addition to permits from the relevant authorities, the display of gas and explosives are subject to the permit of the Capital Headquarters of the Fire Service, Fire Prevention Division (Tűzoltóság Fővárosi Parancsnoksága Tűzmegeelőzési Főosztály, H-1081 Budapest, Dologház u. 1., Phone: (36-1) 459-2460, Fax: (36-1) 459-2443, e-mail: tuzmegelozes@tuzoltosagbp.hu).

In the event that explosives or pyrotechnic materials are to be used, in addition to a permit from the relevant authority, which is the **Budapest Police Headquarters, Administrative Division, Department of Public Order and Weapons Permits, Public Order Subdepartment** (BRFK Igazgatásrendészeti Főosztály Rendészeti és Fegyverengedélyügyi Osztály Rendészeti Alosztály, H-1139 Budapest, Teve u. 4-6., Phone: (36-1) 443-5000/32307, Fax: (36-1) 443-5000/31323), an official opinion must also be obtained from the **Capital Headquarters of the Fire Service, Fire Prevention Division** (Fővárosi Tűzoltóparancsnokság Tűzmegeelőzési Főosztály, H-1081 Budapest, Dologház u. 1., Phone: (36-1) 459-2460, Fax: (36-1) 459-2443, E-mail: tuzmegelozes@tuzoltosagbp.hu) 30 days prior to the event.

3. Rights Related to the Use of Media

The HUNGEXPO C.Co. Ltd. has exclusive rights in respect of regulating and **authorising recordings and broadcasting of commercial nature**.

3.1. In the case of **recordings of commercial nature** (film and video recordings) and **live broadcasting** (TV and radio), **recording of news** the broadcast crew or the client company is obliged to notify the Marketing and Communication division of HUNGEXPO Co. Ltd. about the issue and the date of the recording, and they will issue the filming permits.

Film crews or broadcast crews may enter the premises of the HUNGEXPO Budapest Fair Center only if they have a filming or broadcasting permit. The permit may also be obtained on the spot, prior to shooting (I. Entry Hall, Press Centre).

The film or broadcast crew is obliged to present the filming or broadcasting permit at the request of a representative of HUNGEXPO C.Co. Ltd.

3.2. The exhibitor may engage in advertising activities solely within the boundaries of his/her stand and without disturbing other exhibitors.

Advertising activities may only cover the contracting party as well as a co-exhibitor and/or represented firm identified on the Application Form and their products and services. In the event that, after a first warning, an exhibitor fails to remove either a product that does not belong to the product group he/she has identified or an advertising tool that does not present the contracting party, a co-exhibitor or a represented firm, HUNGEXPO C.Co.Ltd. may have the given stand shut down and/or claim damages at the contracting party's expense and peril.

3.3 If wishing to **install any advertising material outside his/her own stand, the exhibitor may do so only in the area permitted by the Organising Department of HUNGEXPO Co. Ltd.** and having consulted the organiser of the event. HUNGEXPO Co. Ltd. may have the advertising material thus placed without permission removed at the exhibitor's cost and liability.

3.4. The exhibitor must not place any advertising material (company sign, emblem etc.) on the wall surface delimiting the exhibition and on the other side of the walls used in common with adjacent stands.

3.5. Distribution of **any printed and visual material outside the stands** during an event is allowed only by prior permission of HUNGEXPO Co. Ltd. and on payment of the applicable fee. HUNGEXPO Co. Ltd. may claim damages from unauthorised distributors. HUNGEXPO Co. Ltd. representative will carry out random checks for permits. Permit for distribution of printed and visual material can be given only for exhibitors and partners of the actual exhibition.

3.6. Unlawful advertising is prohibited. Any advertisements in contravention of the provisions of Act XLVIII of 2008 on advertising, as amended, are prohibited.

3.7. The exhibitor may survey or have surveyed visitors and exhibitors only within the boundaries of the area leased by the exhibitor and only **in respect of the products, services and activities of the firms he/she officially represents.**

4. Other Regulations

4.1. Exclusivity

Exhibitors may place orders for services to be provided on the premises (e.g. power and water connections, Security Units, antenna connections, placement, etc.) only with HUNGEXPO C.Co. Ltd. Service Order Forms are available by clicking on the exhibition concerned at the website of HUNGEXPO C.Co. Ltd. www.hungexpo.hu. Any divergence from this rule is allowed only in exceptional cases subject to special permission. In the absence of a separate permit, any person performing services without contracting to HUNGEXPO C.Co. Ltd. may be removed immediately from the grounds of the HUNGEXPO Budapest Fair Center, damages may be claimed from such persons and HUNGEXPO C.Co. Ltd. may enforce a lien on the working tools of such persons to secure damage claims.

In addition to the above, HUNGEXPO C.Co. Ltd. has exclusive agreements for the following services:

- **Forwarding and hoisting**
- **Telecommunications services and wire internet access provider**
- **Wireless (IEEE 802.11 a/b/g/n) Internet service and use of devices**
- **Taxi service:** City Taxi.
- **Regional plant rental**
- **Sales of (carbonated) soft drinks**
- **Stand catering**
- **Liability insurance**

4.2. Insurance

The exhibitor **must have liability insurance** cover for any incidental, unforeseen (accidental) damage that stems from him/her in his/her capacity and with his/her responsibility as exhibitor or builder (decorator, dismantling staff etc.) either directly or through subcontractors and shall keep such liability cover in effect for the period of his/her activities at the HUNGEXPO Budapest Fair Center.

Authorised under a separate contract with the insurance company that contains the rates to be applied, HUNGEXPO C.Co. Ltd. will determine and issue an invoice for the insurance premium which the exhibitor is under obligation to pay.

In return for the insurance premium paid, the Insurance Company will assume all liabilities of the exhibitor and/or the building (decorator, dismantling staff etc.) subcontractor for the payment of compensation, after the HUF 100,000 paid as contribution is deducted, for all incidental and unforeseen (accidental) damage caused on the premises of the HUNGEXPO Budapest Fair Center for which the person or entity causing the damage in the capacity of exhibitor and/or builder (decorator, dismantling staff etc.) is liable under Hungarian civil law.

In addition to liability insurance, the exhibitors **may take out optional insurance** on their exhibits, installations and other objects located on the premises of the HUNGEXPO Budapest Fair Center. Damages arising out of failure to take out, or delay in taking out, such insurance shall be borne by the exhibitor.

The exhibitor shall have joint and several liability with his/her subcontractor for damages caused by the subcontractor to HUNGEXPO C.Co. Ltd. or third parties.

4.3. Property Protection

Exhibitors should be aware that electronic monitoring systems are in operation in Pavilions A, B, D, F and G to provide security and property protection for the pavilions only, exhibition stands are not monitored. For technical and data protection reasons no information is available for Hungexpo C.Co.Ltd. in this regard and consequently, Hungexpo Co. Ltd. will not provide such information. The exhibitor must arrange for the guarding of his/her samples, exhibition materials and other movable assets at his/her own cost before, during and after the event or exhibition.

HUNGEXPO C.Co. Ltd. shall not be liable for any damage, loss or injury directly or indirectly affecting the exhibitors or other persons, their exhibited items or other movable assets on the territory of HUNGEXPO Budapest Fair Center.

The HUNGEXPO C.Co. Ltd. Security Service will provide for pavilion security after the pavilions have closed for the day.

During the opening hours of the pavilions, exhibitors must make arrangements for the guarding of the installations and exhibited items. For property protection purposes, special attention needs to be paid to the delivery of goods on the last day of construction. On days of operation, similar precautions are to be taken during the period between the opening time for pavilions and for the Center to visitors and the closing time to visitors and closing of the pavilions, as well as during dismantling after closing to visitors on the last day of operation.

Property protection and the guarding of stands and exhibited items in outdoor areas are always provided by the exhibitor. If the exhibitor himself/herself does not wish to provide security for its stand or event but intends to hire a company licensed for such purpose, he/she shall be required to obtain special permission from HUNGEXPO Co. Ltd. The guarding schedule must be handed over to the Organising Department of HUNGEXPO Co. Ltd., in writing for approval at least two weeks before activities are begun. Any personal or property protection activities on the site shall be subject to such approval.

The appointed guards will only receive their entry passes once such approval has taken place.

To place an order, Order Form for security guard services must be completed and submitted to the Organising Department.

4.4. Sales

The sale of goods on the premises of the HUNGEXPO Budapest Fair Center is allowed only at the designated locations and only in respect of products which may be sold commercially, with the prior consent of HUNGEXPO C.Co. Ltd. and in possession of, and in compliance with, the relevant permits from authorities.

In the event of **unauthorised sales** HUNGEXPO C.Co. Ltd. may have the stand closed, have it removed at the expense and peril of the owner, and may even institute administrative proceedings in cases of a severe violation of the rules.

Sales by non-stationary vendors (except for foods) are prohibited on the premises of the HUNGEXPO Budapest Fair Center.

4.5. Entertainment Events

Product shows or any other public entertainment at the stands may be held only after consulting adjacent exhibitors about the show plan and obtaining **permission from HUNGEXPO C.Co. Ltd.** When submitting the show plan, **letters of consent signed by all exhibitors at adjacent stands must be attached.**

Permit from the municipal clerk must be requested for holding events with music and dance. Such permits must be obtained by the operator (Hungexpo C.Co.Ltd.). We can obtain such permit only if the documents and floor plans prescribed in the applicable legislation are submitted to us at least 31 days before the starting of the event.

4.6. Noise Protection

The sound pressure level generated during shows may not exceed 80 dBA at the stand boundaries regardless of the source noise (music, live show, machine, equipment etc.) and location (e.g. closed show-room) of the noise. If the exhibitor fails to cease any activities generating noise in excess of this level even after a HUNGEXPO C.Co. Ltd. representative has brought it to his/her attention, HUNGEXPO C.Co. Ltd. shall cut off the power supply to the stand. Any resultant liability shall be assumed by the exhibitor. **Displays which produce a higher sound pressure level than that indicated may be held only if the exhibitor provides noise protection structures and equipment. The resultant sound pressure level may not exceed 85 dBA during the first 15 minutes of every even-numbered hour.**

It is forbidden to generate frightening noises or signals, e.g. to demonstrate the operation of emergency signals or alarm equipment, smoke or light.

4.7. Warranty

The exhibitor shall warrant that the goods, auxiliary items and components, and the advertising displayed by him/her on the premises of the HUNGEXPO Budapest Fair Center do not violate the copyrights or other rights (related to intellectual property, trademarks etc.) of third parties. HUNGEXPO C.Co. Ltd. shall not be held liable to third parties for any such infringements committed by the exhibitor.

4.8. Lien

The exhibitor shall understand that if he/she fails to pay his/her debts due by the closing of the event, possession of all his/her movable assets on the premises of the HUNGEXPO Budapest Fair Center will be transferred to HUNGEXPO C.Co. Ltd. upon maturity of the debt and HUNGEXPO C.Co. Ltd. will be entitled to retain the assets without investigating ownership thereof. Enforcing the lien shall take place according to the provisions of the Hungarian Civil Code. HUNGEXPO C.Co. Ltd. shall not be liable for any injury or damage incurred in the movable assets in relation to the enforcement of the right of retention. Agreement on this subsection of the General Rules and Regulations of Operation shall be construed as the conclusion of a mortgage contract between the parties.

4.9. Unauthorised Use of Space

The exhibitor must pay a fee for the use of an area equivalent to 100% of the lease fee for the area, if he/she uses the area for exhibiting or engaging in commercial activities outside of the area leased by him/her, and will also be instructed to cease such activities.

The legal consequences of unauthorised use of area shall apply to vehicles left on the premises without permission after closing for the night.

4.10. Inflated Give-away Balloons

Only balloons filled with air may be distributed on the premises of the HUNGEXPO Budapest Fair Center, including outdoor areas, pavilions and the interior of stands.

4.11. Prohibition of usage of unmanned aerial vehicle, drones

On the whole territory of HUNGEXPO, especially on the Exhibition Area, it shall be prohibited to use or to bring in unmanned aerial vehicle or drones, and to have them flown in. Contracting Party acknowledges that the entitled security personnel shall have the right to make provisions for the immediate removal of unmanned aerial vehicle or drone from the whole territory of HUNGEXPO in case of breach of obligation included in the present article. Contracting Party shall be exclusively and unlimitedly liable for all material and non-material damage arising from the breach of obligation included in the present article – including in particular damage caused to third persons and/or HUNGEXPO, as well as the payment of fine potentially imposed on the ground of usage of unmanned aerial vehicle, drones, and the potential damage of the vehicle occurring during the necessary measures of HUNGEXPO as a consequence of the breach of the obligation included in the present article or otherwise.

4.12. Items Left Behind

If items are found in the pavilions or in outdoor areas **after dismantling**, HUNGEXPO C.Co. Ltd. shall store them at the exhibitor's expense, charging the relevant storage and safe-keeping fees and charges.

With regard to **exhibitor-owned items and exhibits found on the premises**, HUNGEXPO C.Co. Ltd. shall, after establishing ownership, notify the lawful owner of the item found within the shortest possible time so that immediate removal may be arranged.

With regard to the above, in the event that the fees and charges invoiced by HUNGEXPO C.Co. Ltd. are not paid, the procedures must be conducted in accordance with the relevant provisions of the Hungarian Civil Code.

During the operating hours the Bomb Disposal Squad of the Emergency Police is entitled to open those closed packages appropriately which have been found and/or turned in. If the owner can be identified, HUNGEXPO C.Co. Ltd. will return the package to him/her. If the package is destroyed, HUNGEXPO C.Co. Ltd. shall assume no financial liability for related damages.

II. STAND CONSTRUCTION RULES

The following rules shall apply to the installation of exhibition stands or other constructions on the premises of the HUNGEXPO Budapest Fair Center.

1. General Provisions

1.1. HUNGEXPO C.Co. Ltd. rents out **empty space without structures and furnishings** marked by painted floor signs indoors and by stakes outdoors.

1.2. The exhibitor may occupy the leased area starting from the beginning of the construction phase and must return it to HUNGEXPO C.Co. Ltd. clean and **in its original condition** by the end of the dismantling phase. During the construction and dismantling period, the exhibitor is obliged to place the communal waste in the waste containers on the territory and ensure a container for building rubbish and chips and take care of its removal.

1.3. If the exhibitor wants to have a building and/or built structure on the open area and leave it erect for a period of more than 180 days, the exhibitor shall declare such intention in a statement to Budapest, Kőbánya District Local Government (Budapest Kőbányai Önkormányzat Polgármesteri Hivatala, Építésügyi és Környezetvédelmi Főosztály, Építéshatósági Osztály, 1102 Budapest, Szent László tér 29., phone: (36-1) 433-8382, fax: (36-1) 433-8390. If the building (built structure) is demolished within 180 days, the Local Government does not need to be informed of the construction. However, in both cases above, permit shall be obtained from the Organising Department and Fire and Industrial Safety before the erection of the building (built structure) may be begun.

Should the exhibitor perform without license any construction or dismantling work subject to licenses, HUNGEXPO C.Co. Ltd. may stop any such work.

1.4. Construction work can only be carried out in the covered and open-air areas of the HUNGEXPO Budapest Fair Center with **architectural and electrical plans approved** by the **Organising Department** and the **Industrial safety and Fire Protection Unit**. HUNGEXPO C.Co. Ltd. may have stands and structures erected in contravention of or without a permit dismantled at the expense and peril of the exhibitor.

1.5. On the premises leased, the exhibitor must arrange for the installation of the exhibition stand, for appropriate lighting of the stand and for keeping it clean and in order.

The exhibitor **must build a boundary wall at least 2.50 m high** or must install solid, non-transparent structural elements or furnishings on each side bordering on adjacent stands and unleased areas.

The walls and backs of stands that form the gangways cannot obstruct the overall view of the event and **therefore solid walls running along the paths for visitors (walls that cannot be seen through with a height of over 2.50 m and a length of over 5.00 m) cannot be erected on any side of the stand**. The exhibition organiser may grant an exemption in individual cases on the basis of an advance request.

1.6. The exhibitor shall be liable for the stability and structural integrity of the stand built on his/her leased exhibition area, for any damage to property or reputation as a result of any deficiency therein, as well as for the safety of appliances and exhibit items thereon.

1.7. The exhibitor must furnish the stand with a company sign which must carry no other name than that of the exhibitor that has registered for and is participating in the event.

1.8. The exhibitor must conceive his/her own structures, signs, exhibits etc. in a manner that they fit into the overall image of the exhibition environment defined by the organiser, and do not hinder the proper functioning of objects, sensors, signs, decorations and signals installed by HUNGEXPO C.Co. Ltd. Inside the exhibition area rented by the exhibitor the supporting pillars of the pavilion can be covered/panelled – up to the building height permitted – with a technology that will not damage them. At the same time the fireplugs and the fire-extinguishers beside the pillars, as well as the electric distribution switch boxes on the pillars, fire alarms and the 'Emergency Exit' lamps must remain visible, accessible and useable.

1.9. All structures installed by the exhibitor may only be temporary. After the dismantling phase, HUNGEXPO C.Co. Ltd. may have any structures and stands remaining on the premises without permission dismantled without investigating ownership thereof, at the expense and peril of the exhibitor. HUNGEXPO C.Co. Ltd. shall not be held liable for the materials of the dismantled structure and for objects left on the stand or in the building.

1.10. HUNGEXPO C.Co. Ltd. will determine the construction, operation and dismantling phases for the exhibition and the length of daily working hours individually for each event, which will be published in the Information Leaflets. Work done outside the specified periods will be deemed as overtime. Overtime will be subject to permission from the organiser of the event, to be applied for 72 hours prior to the scheduled overtime, and must be paid for separately.

1.11. In the course of construction work, only materials and equipment complying with European Union and Hungarian standards may be used. Engineering and electric equipment must comply with the requirements of Hungarian Standard MSZ 2364. Any divergence from the approved plans will be subject to a permit for plan modification.

1.12. In covered areas, the **permitted construction height of single-storey indoor stands** may not exceed 3.00 metres in a 1.00-m strip along the stand boundary towards adjacent exhibitors. From this strip towards the centre of the stand the permitted construction height shall be the permitted maximum building height applicable inside the given pavilion. Inside the 1.00-m external strip a building a structure over 3.00 metres tall or hangings are allowed only with the consent of exhibitors at adjacent stands. Company logos and emblems may be exempted as long as they are not placed higher than 3.50 m stand walls facing the passageways. The exhibitor or his/her contracted builder must have the prior consent of all affected exhibitors at adjacent stands on rear walls with irregular height, on how they will be erected and on any hangings applied.

1.13. Multi-storey stands in covered areas may be built with a minimum base floor space of 50 sq m provided that technical designs provide evidence that fire heat release from exhibits, stand construction materials, auxiliary materials required for operation, brochures etc. will not exceed 650 MJ/sq m during construction.

Net floor-to-ceiling height for each level shall be at least **2.50 m**. The useable load for the flooring must be determined, in accordance with proper use (office use or use as storage space), pursuant to the design requirements applicable in Hungary.

The stability of the structure must be confirmed with an **expert opinion from a structural engineer** and the time required to descend from the top level must be confirmed with **evacuation calculations**. (The name and licence number of the designer must be indicated with the calculations.) Automatic fire alarm and fire extinguishing facilities must be provided for the lower floor.

In the case of multi-storey stands planned on other than island stands, in addition to the above, **written consent from exhibitors of all adjacent stands must be submitted** together with the design.

The purpose of this obligation is to ensure that the upper floors of the multi-storey stand on the side of the shared wall are built and arranged agreeably and in a fashion acceptable to the adjacent exhibitor. In the event that the pre-defined requirements (for example, height, covering, colour of wall etc.) are accepted and complied with, consent to the construction of multi-storey stands cannot be denied.

All information related to the space rental fees of multi-storey stands can be found in the Application Form for the exhibition.

1.14. In exhibition pavilions A, B, and D **no part of the stand** height may exceed **6.30 metres, 5.8 m in Pavilion F, 9.3 m in Pavilion C or 11.8 m in Pavilion G**; in other pavilions prior agreement on the maximum construction height shall be necessary in each case.

1.15. If visible, the back side of rear walls and that of every section of outside walls over **2.50 m** tall must be decorated in an aesthetically pleasing manner (monochrome, neutral in effect, clean and without any signs and inscriptions).

No company sign, emblem or advertising copy is allowed on rear walls – or the walls of high floor of multi-level stands – facing adjacent stands even if the one-meter strip has been left free.

1.16. At least 2 entrances must be provided for stands **exceeding 150 sq m** in area or 20.00 m in length.

1.17. No more than 70% of the area of each stand **may be built up** in the case of **outdoor stands**. (70% of the areas may be taken up by a building or structure.) A clearance of at least **2.00 metres** from the boundary of the adjacent area must be provided for. The distance between two buildings may not be less than half of the distance between the highest point of the taller building and the ground.

2. Planning Regulations

2.1. Designer's Authority

If it is necessitated by the nature and complexity of the building, the responsible designer of outdoor exhibition pavilions or the stands inside the pavilions may be an architect designer registered and authorised by the Chamber of Hungarian Architects (É-1, É-2, É-3), e.g. multi-storey stand static designs may be worked out by qualified structural engineers (T1-T2), electrical designs may be prepared by qualified electrical designer (V1-V2), building services engineering designs may be worked out by qualified building services engineers (G1-G2). The document proving the designer's authorisation must always be attached to the stand construction documentation.

2.1. The markings of equipment shown in the plan of the given hall or outdoor area as well as the load capacity and other data published in the „Chapter V. Technical Information on Pavilions and Outdoor Areas” brochure must be taken into consideration in the course of design and construction.

2.2. In the course of planning and construction, it must be borne in mind that **free access shall be provided to all safety equipment, fire hydrants, detectors, escape routes and openings** as well as their markings. These **may not be covered even temporarily** or used to sound a false alarm. Columns or other structures on the premises of the stand will not serve as the basis for changing the allocated area or for a discount from the space rental fee.

2.3. Stand Planning Regulations

2.3.1. Basic Stand

Stands built **indoors** complying with all of the following criteria may be considered to be **basic stands**:

- they are made of **prefabricated standard exhibition installation** (e.g. Syma, Octanorm etc.),
- **their built-in floor area including the structure, the light carrier, any other structure supported from the floor, and complete with company logo is not greater than 50 m²,**
- **the height of the stand must not exceed 3.00 meters and the height of the company sign or emblem, must not exceed 3.50 meters,**
- **no more than max. two 4.50 m high towers with a floor area of 1m² are there**
- **the power requirement is not greater than 5 kW (3 x 10 A)** including the power requirement of the exhibits operated on the stand,
- **they have one 1/2” water connection** (hand-wash, wash basin),
- **The fire safety class of the floor cover must be at least C_{fl} – s1.**

2.3.2. When **building a basic stand**, the exhibitor will make a statement to this effect **by completing a Stand Construction Documentation** form from among the **Service Order Forms**. The statement will be acceptable only if the name and other relevant data of the builder and the person in charge of construction are indicated in the appropriate lines.

2.3.3. Structures erected in outdoor areas may not be considered to be basic stands even if they are built out of standard components.

If only a **mobile home, tent, self-propelled machine, vehicle or container in an outdoor area** is intended to be set up it is enough to submit an installation sketch (layout plan) – together with a statement – including height data.

Should a statement contain false information, HUNGEXPO C.Co. Ltd. will be entitled to have all or part of the structure dismantled at the exhibitor's expense and peril. HUNGEXPO C.Co. Ltd. shall not be liable for any resultant damage.

2.4. Custom-built Stand

2.4.1. If the exhibitor intends to construct not the simple stand set out in the above section, the construction designs will be authorised by Hungexpo Zrt. in a separate procedure.

Building plans must be submitted to HUNGEXPO C.Co. Ltd. in one copy no later than two weeks prior to the opening of the event.

The construction designs shall be submitted first of all electronically to megrendeles@hungexpo.hu

and in person to **the Registry of Exhibitors** and **by mail** or **fax** on (06-1)263-6098 or **online** using tervdokumentacio@hungexpo.hu. Faxed or emailed plan documentation should be sent in the form of drawings and scene designs that are either black and white or greyscaled.

2.4.2. The Organising Department and the Industrial Safety and Fire Protection Unit will review the plans, and propose additions or modifications to any incomplete plans or plans that are unfit for evaluation, or may impose conditions in the approval clause.

2.4.3. The level of detail should be at least equal to that of the planning application drawings.

The contents and form of the plans must correspond to the planning guidelines, technical requirements in effect in Hungary, the European Union and the Hungarian standards, as well as the Industrial Safety Regulations and Fire Protection Regulations chapters of these General Rules and Regulations of Operation.

Both architectural and engineering plans must be prepared and signed by qualified and authorised designers. The plans must include the name and licence number of the designer. Plans without a designer licence number may be rejected.

If machines are to be operated on the stand, a plan showing their location, their technical parameters and the technology applied for operating them must be enclosed with the plan documentation.

2.4.4. An **architectural design** should **contain** the following:

- site drawing
(stating the number of the adjacent stands):
- furnished floor plans with dimensions indicated
(identifying the built-in materials):
- façade drawings and typical cross sections
(indicating height data):
- water connection and installation,
- technical specifications,
- fire and industrial safety description,
- designer's declaration **stating the designer's name and with the designer's signature attached**
- flammability classification,
- fire heat release calculations,
- fire safety certificate (certification for construction material, structure, method, flammable materials or explosives),
- fire safety class of building products

The documents so filed must provide for transparency and understandability and they must be suitable for evaluation and decision making.

2.4.5. Building multi-storey stands requires the following additional documents:

- an expert opinion from a structural designer, signed by the static engineer and indicating the name and registration number of the static engineer
- evacuation calculations
- written consent from adjacent stands in the case of stands other than island stands,
- in the case of non-standard structures, detailed drawings required for comprehension and evaluation.

2.4.6. The **electrical plan must contain** the following:

- single-line schematic circuit diagram with capacity data,
- technical description,
- description of shock protection,
- fire and industrial safety description,
- detailed electrical data of special electric equipment,
- start-up parameters of motors over 5 kW,
- designer's statement.

If the **required power supply does not exceed 5 kW (3x10 A)**, including the power requirements of the exhibited objects operated in the stand area, no separate electrical design needs to be filed..

2.4.7. The **engineering plan** should contain:

- technologic plan (e.g. in the case of working machines)
- technical description
- designer's statement signed by the designer and indicating the name and registration number of the designer

3. Regulations on Construction Work

3.1. Boundary walls, roof structures, lighting fixtures, lamps, emblems, signs, displays **may not extend beyond the boundaries of the leased stand at any height whatsoever.** Exhibitors who fail to observe this rule shall be liable for any resultant damage.

In order to illuminate the graphic content and texts on the sidewalls of the stands, lamp brackets and lights may be mounted on the walls as long as their **lowest point is still higher than 2.5 m** and they do not protrude from the wall by **more than 0.30 m**. Since these fixtures protrude outward into the area of the communication corridors, any **damage** sustained by the fixtures shall be the responsibility of the exhibitor.

3.2. The exhibitor must provide any additional lighting during the Construction, if necessary in order to **illuminate the stand and the goods** – in addition to the general lighting of the pavilion.

3.3. Due to the shortness of time available for construction work and in order not to block the walkways between stands, **installation material** to be built in **shall be brought into the pavilions in parts** so that only **completion and decoration work should remain to be done inside.**

3.4. It is forbidden to process raw materials (cut to size, plane, polish, lacquer etc.) **inside the pavilions.** It is also forbidden to use woodworking machinery, welding equipment, any type of open flame or combustion engines (e.g. compressors).

3.5. It is prohibited to transform, remodel, paint, add to, hang on, lean against the buildings and facilities, glue or tie up, hang from on the supporting column and walls or other accessories of the buildings of HUNGEXPO Budapest Fair centre **without the prior written endorsement of the Organising Department.**

3.5.1 Hanging rules.

Any promotion material, illuminated frame or other structure **shall be hung on the trestlework of pavilions A, B, D F and G only above the rental area, and exclusively when holding the individual, ad hoc permit of HUNGEXPO C.Co.Ltd.** Total weight of hanged material – pro rata of rental area – **shall not exceed 10 kg/m² and 20 kg/m² in G pavilion.** Load on any point of suspension **shall not exceed 150 kg, 180 kg in pavilion G.** Any larger loads intended for hanging must be previously negotiated. The highest point of the hanging element can not exceed the highest point of the maximum construction height provided for the pavilion concerned. Hanging works can only be made by the partner designated by HUNGEXPO Zrt. In the outer 1 metre band towards the stand neighbour any hanging can only be made if the neighbour agrees.

Hanging requests must be submitted to the Exhibition Registration Unit **in one copy two weeks before the construction of the exhibition the latest.**

The hanging request must include:

- the description of the object to be hung (material, weight),
- number of hanging points,
- a schematic drawing explaining the situation,
- statement on the stability of the object to be hung.
- contribution of the neighbouring exhibitor or exhibitors if necessary.

Unauthorised hangings will be removed by HUNGEXPO C.Co. Ltd. at the risk and cost of the exhibitor.

Hanging design and execution rules:

In order to preserve the conditions and stability of the building structures the following rules should be observed during the design and implementation of hangings:

1. Any work is allowed to be commenced only when holding the hanging application approved by Hungexpo.
2. In hanging issues the procurement and operations manager or the technical operation manager may make representations on behalf and in the name of Hungexpo, except

when the load on the hanging points does not exceed 30 kg, in which case the Organising Department of Hungexpo is entitled to make representations.

3. During implementation of the hanging the Contractor shall make sure that surface treatment of the supporting structure, cables and other installations on the structure be kept intact and undamaged. The Contractor shall be held liable for damages arising from negligent workings.
4. Boring or dismantling of the supporting structure was strictly prohibited.
5. In the course of approving the hanging request the approving person may stipulate that hanging will only be permitted once the weight of the element to be hanged was checked on site, for which the crane scale will be provided by Hungexpo, and measuring must be made possible for the Contractor.
6. Loading of the trestlework can not be more than 10 kg/m² so that any loading point can not exceed 150 kg. In pavilion G the loading field of 3*3m is taken into account and thus a weight of 180 kg (20 kg/m²) can be placed anywhere on the lower plane of the ceiling structure.
7. The highest point of the suspended element can not be higher than the typical permitted construction height for the pavilion concerned.
8. Hanging can only be made at the nodes or within a distance of 10 centimetres from the nodes of space-lattice structure in pavilions A,B,D,F, except when loads on any bar do not exceed 30 kg, in which case anywhere.
9. Bidirectional (Y-shaped) hanging can only be applied when the angle is less than 90 degrees with the observation of the aforementioned rules.
10. After preliminary negotiations a weight larger than 180 kg can also be placed in pavilion G anywhere on the main support beams by taking into account a load field size of 20 kg/m², up to maximum 1000 kg. In Pavilions A,B,D,F maximum 300 kg loads can be placed by taking into account the 10 kg/m² load fields in the nodes of the space-lattice structure.

3.6. In the pavilions, carpets may be fixed only with double-sided adhesive tape.

The exhibitor shall ensure that the adhesive tape used for fixing carpets and protective foil **is removed completely during dismantling.** Adhesive tape used must be of a kind that may be removed from the asphalt ground surface of the halls without a trace. It is forbidden to use self-adhesive wall-to-wall carpeting or liquid adhesives.

3.7. It is not permitted to put nails or drill holes into, break up or paint the tile of the pavilions.

3.8. Use of water-base paint is only allowed if the total surface of the working area is supplied with a protective cover, and the exhibitor shall ensure that stains caused to the structures, floors or other places of the buildings are removed.

3.9. If the nature of the display is such that any masonry or finishing work (e.g. flooring, masonry, painting, tile-laying etc.) may be done only on the spot, the exhibitor **shall be obliged to cover the entire surfaces of all adjacent routes** outside of the leased area **with a protective cover** in order to protect the floor, and shall be liable for any restoration.

In order to minimise dust pollution, only hand-held tools supplied with dust bags and wet sawing equipment are to be used. Gravity mixers for concrete and mortar are to be operated during the first half of the construction phase, exclusively outside the pavilions, restricted to a given space covered with plastic sheeting in a previously designated area. Masonry, tiling and roofing materials are not to be cut to size with an angle grinder even outside the pavilions.

3.10. It is forbidden to use LP gas, automatic stud-drivers, spray guns and power-generating equipment in the pavilions.

3.11. In the case of outdoor structures requiring earthwork, the Organising Department must be consulted in advance. Earthwork may **only be done manually** on the premises of the HUNGEXPO Budapest Fair Center. Objects, flagpoles, advertising signs etc. and any utility ducts or channels may be installed in outdoor areas only with the permission of the Organising Department

3.12. Construction elements made of glass must be marked at eye level.

3.13. The exhibitor shall assist HUNGEXPO C.Co. Ltd. in conducting checks, comply with instructions and ensure the compliance of his/her subcontractors.

3.14. Person in Charge of Construction

The exhibitor must designate a technician person responsible for construction. During construction, the technician person in charge shall be continuously available on the construction site and will represent the exhibitor during the work in respect of all matters of expenses and liability.

The **exhibitor shall assume liability** in all cases **for the builder he/she has hired** and contracted. After completion of the stands, a **Declaration of Compliance with Electrical Standards** must be made and submitted to the Technical Inspector's Office in the pavilion.

3.15. Occupation and Return of the Exhibition Area

The person in charge of construction may **take over the leased area from the Area inspector. Occupation of the area is subject to the approved architectural and electrical plans or a statement** as set out in Chapter II Section 2.3.2 of these Rules **and a Notice to the Exhibition Organising Department** issued at the Exhibitors registration desk confirming payment of the invoice for the space rental fee and the stand building caution fee.

The exhibition space **must be returned to the area inspector in its original condition** after the exhibition has been closed and the stand dismantled.

3.16. Connecting to HUNGEXPO C.Co. Ltd. Utility Networks

Connection to the utility networks on the premises of the HUNGEXPO Budapest Fair Center may be made only by HUNGEXPO C.Co. Ltd. or the official operator of its power networks.

Subject to a commercial order placed in advance, power and water supply and sewer connections to the stand will be provided through the floor outlets at the leased stand, or, in the absence of such outlets, through the adjacent stand. If the utility lines are accessible only at the adjacent stand, the adjacent exhibitor shall have no right to deny access.

Exclusively water equipment fitted with a drain trap may be connected to the sewage system.

The exhibitor must ensure access to the floor outlets either by cutting open the platform, cover, structure etc. or by leaving the power points free. The exhibitor is liable for any cost or damage resulting from failure to comply with this obligation or from his/her blocking access to utilities and related repair works.

In the case of exhibitions organised by HUNGEXPO C.Co. Ltd. individual exhibitors may not submit joint orders. Each individual exhibitor or builder hired by him/her must place a separate order for electric power supply to the stand. **The exhibitor shall be obliged to order electric power sufficient for the total load value during simultaneous use.**

Conditions for connecting to the HUNGEXPO C.Co. Ltd. power network:

- duly signed copy of the Service Order Form,
- statement on compliance with Hungarian Standard MSZ 1600 on installing electrical fittings,
- work done in accordance with the approved plans,
- satisfactory result of shock protection checks.

The Organising department is entitled to review whether the work has been done to standard, and may refuse the supply of power in the event of nonconformity.

Unauthorised tampering may result in disconnection from the power supply, liability for any damages, or criminal prosecution in serious cases.

Applications for utility connections may be submitted to members of the Organising Department at the service stand in the exhibition. Stands meeting the connection requirements will be connected to the power systems within 12 hours of receiving the application.

In the event of a power dropout or power failure, HUNGEXPO C.Co. Ltd. shall not be liable for any damages.

During the event, the exhibitor shall be obliged to ensure that stand lighting is switched off before leaving and that the power supply to electric equipment and machinery is shut off.

In the event that an exhibitor fails to do so, HUNGEXPO C.Co. Ltd. will switch off all the electrical systems in the utility network for safety reasons so that sections supplying night-time power will also be switched off. The exhibitor responsible for this failure shall be held liable for any damage that may result at the exhibitor's own stand or at adjacent exhibitor stands connected to the same section.

It will be necessary to create a separate circuit for equipment requiring a night-time power supply (e.g. refrigerators) ahead of the main switch.

III. INDUSTRIAL SAFETY REGULATIONS

It is compulsory on the premises of the HUNGEXPO Budapest Fair Center to comply with **Act XCIII of 1993 on industrial safety as amended by Act XI of 2004, relevant decrees**, certain regulations and standards regarding hazardous activities as well as employer's regulations (as set out in Hungexpo Zrt's Labour Protection Policy).

Employment regulations must be enforced in the employer's own work area and are applicable to all persons who may become involved in or affected by the activity concerned (passers-by, visitors etc.).

1. Safety Regulations for the Operation of Machinery during Event Construction, Operation and Dismantling

- The provisions of Decree 16/2008 (VIII. 30.) NFGM on the requirements and conformity certification of machinery shall be observed.
- During the construction and dismantling phases, workers may use and be made to use only technically flawless tools and machines complying with safety regulations. (14/2004 (IV. 19.) FMM)
- During exhibition operating hours, machines – with internal combustion engines only at the open area – may be demonstrated working or operated only by the written permission of the HUNGEXPO C.Co. Ltd. staff in charge of industrial safety. Application for such permission should be submitted together with the construction plan. IT IS FORBIDDEN to demonstrate working or operate machines without prior notice.
- The exhibitor shall be liable for any damage or injury caused by the operation of machines as well as for the safety of the visitors. The industrial safety staff may have the machine operating without permission stopped.
- Exhibitors shall be obliged to equip the machines in operation with all the protective equipment required to prevent hazardous noise, unpleasant smells, smoke, gases and fumes as well as release of liquids.
- It is compulsory to comply with the safety rules of Economics Ministry Decree 47 of 1999 (4 Aug. 1999) as amended by Economics and Transport Ministry Decree 135 of 2004 (16 Dec. 2004), in relation to hoisting machines and equipment, even if they are exhibits.

2. Information of Industrial Safety

All persons working on the premises of the HUNGEXPO Budapest Fair Center (construction worker, graphic designer, exhibition staff, exhibitor etc.) shall be given **industrial safety training** prior to the commencement of work. One copy of the records certifying the fact of the training filled in and duly signed by the employer should be kept on the spot.

The **training must include**

- the rules of industrial safety and **occupational health**
- the traffic rules in the area,
- the permitted room for movement,
- the local environment, etc.

The exhibitor and his/her subcontractor shall be jointly and severally liable for the Training and the certification of it.

3. Industrial Safety Regulations for Exhibition Stands

The industrial safety, health protection, life protection and safety provisions of the National Locality Planning and Construction Regulations and those of Decree 4 of 2002 (20 Feb. 2002) issued jointly by the Ministry of Social and Family Affairs and Ministry of Health must also be applied to temporary structures made of easily dismantled elements which are erected on the premises of the HUNGEXPO Budapest Fair Center.

The exhibitor or his/her building contractor must issue a written statement that he/she has

complied with and has ensured that other relevant parties have complied with industrial safety requirements and must submit the statement attached to the architectural plan.

The architectural plan must take into account access for the physically disabled, e.g. in the event that a platform or steps will be built, safe access for the handicapped must also be provided.

The plan shall be reviewed and signed by a industrial safety officer in the Security Unit. He/she shall inspect the work in progress based on the submitted plans and take measures against those in contravention of the regulations.

4. Other Provisions

- During the construction and dismantling phases, it is forbidden to consume alcohol and to perform work under the influence of alcohol on the work site. The staff of the Industrial Safety Department will be entitled to carry out alcohol tests and take the necessary measures in the event that a test result is positive.
- In order to facilitate a joint investigation, all accidents occurring in the exhibition area during events – during construction, operation or dismantling – must be reported to the staff of the Industrial Safety department by a party who has witnessed the accident.
- During exhibitions and events, animals permitted to enter must be held and the shows involving them must be run in compliance with the rules of animal keeping and without causing accidents or exposing anyone to danger. Animal shows and exhibitions may only be organised and held in compliance with 41/1997 (V.28.) FM. Animals shall not be left unattended overnight.
- After the shows are finished, no animals may be left inside the pavilions; they must be left in designated areas. Dogs shall be led muzzled to designated areas on a leash.
- Owners shall be held accountable for any accidents caused by animals.
- All animals partaking in the shows or entering the area must have a valid vaccination certificate, which is to be presented prior to the event to the Industrial Safety staff. If no such certificate is presented, the Industrial Safety staff shall be entitled to request the animal to be removed from the premises and the respective owner to leave the premises.
- During the events, all shows, sporting events and demonstrations involving live animals as well as any other activities attracting large crowds and/or conducted with the participation of an audience must be reported to the Industrial Safety Department. In the absence of such a report to the Security Unit, the part of the show deemed to pose a threat to visitor safety may be prohibited.
- During the construction and dismantling phases, minors ARE PROHIBITED TO ENTER the premises of the HUNGEXPO Budapest Fair Center.
- During the construction, operation and dismantling phases of the exhibitions there is a **first aid emergency unit** at HUNGEXPO Budapest Fair Center, in **Building 33, Phone: (36-1) 263-6004**.
- Exhibitors shall be obliged to inform the builder employed by them on the provisions of the industrial safety regulations.

IV. FIRE SAFETY REGULATIONS

It is compulsory on the premises of the HUNGEXPO Budapest Fair Center to comply with the following laws: Act XXXI of 1996 on fire prevention, fire rescue and the fire brigade, the Decree No 28/2011 of the Ministry of the Interior on the issue of the National Fire Safety Regulation in addition to the provisions of other pertinent laws as well as the following rules.

The exhibition pavilions on the premises of the HUNGEXPO Budapest Fair Center fall into **fire hazard class „C”**.

1. General Provisions

1.1. All workers (construction workers, graphic designers, exhibition staff, exhibitor etc.) engaged in activities on the premises of the HUNGEXPO Budapest Fair Center shall be given **fire safety training** by the employer, exhibitor, institutions etc. who employs or hires him/her prior to the commencement of work. The personnel concerned shall confirm participation in the training and their understanding of the information received there by their signatures. One copy of the record of the training including such confirmation shall be kept on the spot.

1.2. The engineering design submitted for the construction of custom-built stands **must be accompanied by the name of the installation, the fire safety class to which the building products belong** (Requirements for Fire Safety of Structures) **and a certificate of fire safety conformity.**

1.3. One powder fire extinguisher of at least 6 kg shall be deposited to protect - simple or specifically designed - outdoor stand structures. The fire extinguishers must be authenticated and they must be licensed as prescribed in the applicable legislation.

1.4. Installation materials must have low flammability. The fire heat load of flammable materials on the stand may not exceed 500 MJ/sq m.

1.5. The managers of stands shall be responsible for closing the facilities, leaving the traffic routes free, shutting off utilities (water, gas) after vacating the facilities, disconnecting electric equipment, ensuring access to fire safety equipment and for checking that the above tasks are performed.

1.6. Equipment used for display purposes which burns fuel in solid or gas form (furnace, gas cooker etc.) may only be operated properly in an open exhibition area. Equipment may be operated in an open area having been set up in the open or in a temporarily erected building. In both cases rules and regulations that apply to operating such equipment must be followed, particularly in respect of diverting resultant combustion products.

2. Handling Flammable Materials

It is **forbidden to place, store and use** the following in exhibition pavilions and connecting rooms and outdoors:

- **flammable materials or explosives,**
- **flammable liquids** (paint, solvent, benzene etc.),
- **materials prone to spontaneous combustion,**
- **materials which may cause fire or explosion due to chemical interaction,**
- **gas cylinders** (LP, oxygen, nitrogen etc.).

In especially justified cases the Fire Protection Unit may permit the storing of certain materials on the basis of a written application. The application must specify the place of storage or use, the quantity and packing of the material to be stored or used and the method of fire prevention applied. The application must be submitted 48 hours prior to the commencement of storage or use.

3. Flameproofing

The exhibitor **must provide for the flame proofing** of flammable stand structures, fabrics, paper, cane, carpets, decorating materials and exhibits **prior to installation.**

The flame proofing certificate must be submitted to the Fire Protection Unit by 4.00 p.m. of the day prior to the event.

4. Removal of Packing Materials and Waste

The exhibitor must regularly deposit all waste created during the construction of the exhibition in the containers placed around the pavilions. Unused and flammable waste must be delivered to the storage places designated for this purpose.

Exhibitors must arrange for the continuous removal of packaging materials. Blocking traffic routes will be deemed to be a violation of fire safety regulations.

Unused spaces behind the side walls of pavilions or decoration walls(boards, installations) of exhibit stands and attached service rooms may not be used for storing unused installation, packaging materials, waste or other flammable materials. It is forbidden to use such areas as locker rooms, smoking areas, storage areas etc.

5. Electric Equipment

The assembly and design of electric equipment must comply with Hungarian Standards MSZ 1600 and MSZ 2364 and the requirements of the National Fire Safety Regulations.

The electric network of temporary facilities indoors may be made of MT 380 V Cu, while outdoors networks may be of MT 1 kV Cu or equivalent wiring with a copper core. The minimum permissible wire cross-section is 1.5 sq mm indoors and 2.5 sq mm outdoors.

Twisted-core wire ends must be tinned and fixed with a binder. Connections with twisted wire or without a binder may not be used on the premises of the HUNGEXPO Budapest Fair Center and networks assembled in this manner may not be powered.

Heat insulation plates must be installed under fitting boxes installed on flammable structures.

Electric equipment may be used only under constant monitoring.

It is forbidden to block or build up the entrances to electric switching equipment and switching rooms even on a temporary basis.

Cooling appliances may be operated only on a separate circuit, equipped with a disconnection device.

6. Heat Generating Equipment

Only **closed heating systems may be used** to heat exhibition spaces, offices and stands. A safe distance must be maintained to prevent the environment between the heat generation equipment and flammable materials being ignited.

7. Welding and Use of Open Flame

It is forbidden to weld and perform activities involving open flame indoors. In especially justified cases the Fire Protection Unit may grant an exemption from this rule under conditions defined on a case-by-case basis. Welding and use of open flame outdoors may take place only with prior approval of the Fire Prevention Unit.

8. Traffic

Traffic routes, entrance and exit doors of pavilions – both indoors and outdoors – must be left free at all times; they shall not be blocked, closed or narrowed even temporarily.

Vehicle engines must be stopped during loading and unloading.

It is forbidden to build structures on, cover, carpet over, place any objects on, or block access either to the black-and-yellow striped lids of cable duct exits or the escape shafts under the pavilions even on a temporary basis.

It is forbidden for motorcycles to enter the pavilions or to store motorcycles inside the pavilions.

9. Smoking

Smoking and the use of open flames are forbidden in exhibition pavilions and on construction sites for outdoor exhibition areas as well as in or near areas for storing packing materials, waste and flammable materials.

The provisions of Act XLII of 1999 on the protection of non-smokers and on the sale and consumption of tobacco products must be observed on the premises of the HUNGEXPO Budapest Fair Center.

Smoking is allowed only in the designated and appropriately designed areas. Emptying ash-trays is allowed only in non-flammable dustbins and ash-cans. Signs calling for appropriate behaviour in terms of fire safety must be placed in smoking areas.

10. Operation of Machines and Equipment

In the case of machines requiring especially high water pressure or high electric capacity, a description of the technology to be applied must be enclosed with the technical plans.

The Fire Protection Unit must be notified of all machines, devices and equipment to be exhibited in operation at the HUNGEXPO Budapest Fair Center, and must be given a copy of the record of the commissioning procedure.

11. Fire Safety Equipment

It is forbidden to block free access to **fire safety equipment** and the markings and signs of such equipment (e.g. fire hydrants, fire alarms, detectors, extinguishers etc.).

Fire extinguisher equipment and materials may not be used for purposes other than they were designed for. The exhibitor must **provide a fire extinguisher** conforming to standards and suitable for extinguishing fires occurring on the stand, as follows:

In exhibition pavilions:

- one piece per floor on multi-storey stands,
- one piece for each 200 sq m,
- on stands built of installation structures of flammable materials, depending on floor area,
- depending on the fire hazard resulting from the activity conducted in the exhibition area, but at least one piece (e.g. operation of fire hazardous machine, oven machine, welding, soldering, high-voltage electric equipment etc.),
- for exhibits classified in fire danger categories class „C” or higher: depending on floor area but at least one.

Outdoors: at each exhibition stand and at service units there must be at least one fire extinguisher, depending on area or activity.

The inspection certificate of the fire extinguisher may not expire prior to the completion of dismantling of the exhibition.

12. Fire Alarms

Fire alarms may be sounded:

- via the external phone number 105 to the Capital Headquarters of the Fire Brigade,
- via external numbers 263-6151 and 263-6205 to the Security Unit on duty,
- via the punch-in manual fire-alarms installed in the pavilions,
- personally at the Security Unit on duty.

Any incidence of fire – even if extinguished successfully – must be reported immediately to the Security Unit by phone or personally.

Warning!

If fire safety irregularities are observed during the construction and operating hours, the Security Unit will be entitled, with no liability whatsoever for damages, to prohibit work effective immediately, suspend work in progress or to close the stand until such irregularities are remedied, and, if there is an immediate danger of fire or explosion, to remove the structure.

The exhibitor shall be liable for the fire safety of the exhibition area during construction and dismantling, as well as during operating hours.

Violators of fire safety regulations may be fined or, in severe cases, face criminal prosecution.

V. TECHNICAL INFORMATION ON PAVILIONS AND OUTDOOR AREAS

1. Pavilions

1.1. Power Supply

- Voltage: 3x400/230 V, 50 Hz.
- Directly grounded star point network.
- Shock protection: ZERO (TN).
- Connection: pavilions marked with letters are provided with individual power outlets of up to 50 kW per floor unit. Requirements in excess of this may only be met through a customised solution arranged in cooperation with the Organising Department, the cost of which shall be covered by the exhibitor.
- In pavilions marked with numbers the maximum power available through the individual outlets is 10 kW. Requirements in excess of this may only be met by resorting to a customised solution by arrangement of the Organising Department, the cost of which shall be borne by the exhibitor. Power is supplied to the exhibition stands from the distribution boxes located on the side walls of the buildings.
- The basic electric network of HUNGEXPO C.Co. Ltd. is of 5 wires meeting the relating standards. The zero and earth cables are separated in accordance with the shock protection regulations. Accordingly, the exhibition switching cabinets are equipped with shock-proof switches (Hungarian Standard MSZ 2364).

1.2. Water Supply and Drainage

- In pavilions marked with letters, water is supplied through floor channels, with connection via 1/2” fittings at 0.2 MPa (2 bars) pressure.
- The sewer connection is 3/4”. The sewer system can drain sewage only from the hand wash basins and is not suitable for draining sewage from greasy plates and solid sewage. Meeting such requirements is subject to separate consultation and requires customised engineering solutions, the cost of which shall be borne by the exhibitor.

1.3. Heating and Ventilation

- Pavilions A, B, C, D, F, 16, 17, 18, 25 are heated, equipped with individual gas-burning or central heating equipment. Pavilions A, D, G and F are equipped with cooling-ventilation.

1.4. Compressed air

- Compressed air network is installed in the northern side of pavilion A.

2. Outdoor Areas

- Outdoor areas are covered with crushed gravel or pebbles; certain places are paved with concrete or asphalt.
- Power supply: individual connections are 10 kVA each. Requirements in excess of this require customised technical solutions, which must be agreed with the Organising Department in advance.
- Water is supplied through 1/2" connection and sewers are supplied through 3/4" connections. Sewer facilities are limited, so previous consultation is necessary in each case.
- Area lighting: average illumination: 5 lux.

3. Pavilion Parameters

The main parameters of Pavilions are contained in Table No. 1.

HUNGEXPO C.Co. Ltd. reserves the right to amend these General Rules and Regulations of Operation.

The main parameters of Pavilions (2017)

Pavilion	Floor area	Max. construction height	Rácsostartó alsó síkja	General lighting	Floor structure	Loadbearing capacity	Gates	Personal entrances	Distance between columns	Other
A	180,50 X 108,60 m	6,30 m	6,90 m	200 lux	utility duct	30 kN/m ²	1 truck gate 3,80 X 4,80 m wheelguard-distance 3,80 m 1 truck gate 5,20 X 5,70 m	30 + 12 pcs	Steel structure, with 12 m between pillars across and 18 m between pillars length-wise	Covered access to pavilion D, cooling ventilation system
B	108,60 X 60,60 m	6,30 m	6,90 m	200 lux	utility duct	30 kN/m ²	2 truck gate 4,00 X 4,60 m	26 pcs	Steel structure, with 12 m between pillars across and 18 m between pillars length-wise	
C	172,20 X 36,60 m	9,30 m	10,0 m at the crane track 6,10 m	50 lux	utility duct	30 kN/m ²	2 truck gate 4,00 X 4,00 m	12 pcs	Ferroconcrete structure, with 12 m between pillars across and 18 m between pillars length-wise	
D	73,00 X 72,60 m	6,30 m	6,90 m	200 lux	utility duct	30 kN/m ²	1 truck gate 3,30 X 5,30 m 1 truck gate 3,60 X 5,30	20 pcs	Steel structure, with 12 m between pillars across and 18 m between pillars length-wise	Covered access to pavilion A, cooling ventilation system
F	75,80 X 49,00 m	5,80 m	6,40 m	200 lux	utility duct	30 kN/m ²	1 truck gate 3,80 X 5,30 m	11 pcs	Steel structure, with 12 m between pillars across and 24 m between pillars length-wise	
G	77 X 156,20 m	11,80 m	12,0 m	400 lux	utility duct	15 kN/m ²	1 truck gate 4,30 X 7,70 m 3 truck gate 4,30 X 6,70 m	11 pcs	No pillars	
16	59,50 X 24,50 m	5,00 m		100 lux	15 cm thick concrete with 3 cm asphalt cover	20 kN/m ²	2 pcs 3,80 X 3,10 m	10 pcs		
17	ground floor 31,00 X 31,00 m	3,30 m		100 lux	15 cm thick concrete with 3 cm asphalt cover	ground floor 20 kN/m ²		3 pcs		
	gallery 564 sq m				15 cm thick concrete with 3 cm asphalt cover	gallery 6 kN/m ²				
18	ground floor 31,00 X 31,00 m	3,30 m		100 lux	15 cm thick concrete with 3 cm asphalt cover	ground floor 20 kN/m ²		3 pcs		
	gallery 564 sq m				15 cm thick concrete with 3 cm asphalt cover	gallery 5 kN/m ²				

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