

# OMÉK 2019

## INFORMATION FOR EXHIBITORS AND SERVICE MANUAL

The Information for Exhibitors and Service Manual is valid together with OMÉK's **Operation and Business Policy for Exhibitors (Policy)**. Please check out the provisions of both documents when preparing for the exhibition, but in the event of any contradiction primarily the information set forth in the Information for Exhibitors and Service Manual shall be valid.

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## 1. GENERAL INFORMATION ON THE EVENT

### 1.1. Venue of the event:

Hungexpo Budapest Congress and Conference Centre  
1101 Budapest, Albertirsai út 10. (Expo tér 1.)

- Building K: Exhibitor registration
- Conference venue: K-IV, Pavilion B Media room, Ceramic room, Pavilion G conference room
- Stage programmes: Pavilions F, G and D
- Exhibition:
  - Pavilions A and D: professional exhibitors
  - Pavilion G: selling exhibitors, transborder farmers, experience economy
  - Pavilion B: animal show
  - B open area: native courtyard
  - Open area: machine exhibitors,
  - Passage and extension: wood houses, buffet cars
  - D open area (between pavilions 25 and D): outdoor exhibitors

**Entrance:** For visitors: Gate I, Reception Building I  
Gate III, Reception Building III  
Conference participants and VIP: Gate II

### Access:

- on foot, from the Pillangó utca station of Metro line 2
- by bus number 10 (concentrated round service) from the Örs vezér tér terminal of Metro line 2
- by tram number 37, 37A from Népszínház utca (Blaha Lujza tér) to the Pongrác út stop
- by car from Kerepesi út or from Fehér út
- by train to the Kőbánya-Felső station

### Hungexpo map:



## 1.2. Schedule of the event:

### **Date of the exhibition:**

Professional day: 26 September 2019, Thursday  
Visitor days: 27-29 September 2019 (from Friday to Sunday)  
The exhibition can also be visited on the professional day with a normal entry ticket.

### **Opening hours during the exhibition period:**

➤ For visitors:	26-29 September 2019	from 10 am to 6 pm
➤ For exhibitors:	26 September 2019	from 6 am to 7 pm
	27-28 September 2019	from 7 am to 7 pm
	29 September 2019	from 7 am to 10 pm

### **Construction:**

At all venues, except for pavilion G

	21-25 September 2019	from 7 am to 10 pm
Pavilion G	23-25 September 2019	from 7 am to 10 pm

Stand equipment at the stands built by AMC in pavilions A and G:

	25 September 2019	from 4 pm to 10 pm
Wood house equipment:	25 September 2019	from 12 noon to 10 pm

**Dismantling:** 30 September 2019 - 3 October 2019 from 7 am to 7 pm

## 2. EXHIBITOR REGISTRATION

This is where the construction-dismantling and exhibition entry passes (according to m2), the informative material of the construction and exhibition period and other documents can be collected during the construction period, after paying the exhibitor fees and after approval of the stand construction plans uploaded to the online exhibitor platform.

Please note: It is essential that the representative of the exhibitor company attends the exhibitor registration (and the stand) at the latest in the afternoon of the last construction day and collects their stand/venue of the stand and the exhibitor passes.

### **. Conditions on taking the area into possession:**

- approved stand construction and electricity plan (for self-built stands)
- proof of paying the stand fee invoice (in all cases)
- proof of paying the ordered services (in all cases)

Upon dismantling you can collect the "Product delivery permit" at the exhibitor registration desk in building K. The condition on leaving the area is the verified payment of all invoices (area fee, technical services, unit stand, media appearance etc.).

### **2.1. Opening hours of the exhibitor registration desk:**

(Hungexpo Zrt., building K, ground floor)

During the construction period:	21 September 2019	from 8 am to 4 pm
	22 September 2019, Sunday	from 9 am to 3 pm
	23-24 September 2019	from 8 am to 5 pm
	25 September 2019	from 8 am to 7 pm
During the exhibition period:	26-29 September 2019	from 9 am to 6 pm
During the dismantling period:	30 September 2019 - 2 October 2019	from 9 am to 5 pm

### **2.2. Opening hours of the Hungexpo Main Cash Desk:**

During the construction period:	21-22 September 2019	from 9 am to 2 pm
	23-25 September 2019	from 8 am to 5 pm
During the exhibition period:	26-29 September 2019	from 9 am to 6 pm
During the dismantling period:	30 September 2019 - 2 October 2019	from 9 am to 4 pm

### 3. TELEPHONE NUMBERS OF PUBLIC INTEREST

Agrármarketing Centrum Nonprofit Kft., general OMÉK information: [omek.info@amc.hu](mailto:omek.info@amc.hu)

OMÉK 2019 AMC Team			
Scope of tasks	Name	phone number	e-mail
<b>General information</b>	József Urbán	+36 20 915 6898	<a href="mailto:urban.jozsef@amc.hu">urban.jozsef@amc.hu</a>
<b>Pavilion A:</b>	Alexandra Czakó; Zsuzsa Lukács; Márton Szebeni	+36 20 463 4973; +36 30 278 6632; +36 20 916 2322	<a href="mailto:czako.alexandra@amc.hu">czako.alexandra@amc.hu</a> <a href="mailto:lukacs.zsuzsa@amc.hu">lukacs.zsuzsa@amc.hu</a> <a href="mailto:szebeni.marton@amc.hu">szebeni.marton@amc.hu</a>
<b>Pavilion D, open area</b>	Márton Szebeni	+36 20 916 2322	<a href="mailto:szebeni.marton@amc.hu">szebeni.marton@amc.hu</a>
<b>Pavilion G</b>	Alexandra Czakó; Zsuzsa Lukács;	+36 20 463 4973; +36 30 278 6632	<a href="mailto:czako.alexandra@amc.hu">czako.alexandra@amc.hu</a> <a href="mailto:lukacs.zsuzsa@amc.hu">lukacs.zsuzsa@amc.hu</a>
<b>Passage</b>	Zsuzsa Lukács	+36 30 278 6632	<a href="mailto:lukacs.zsuzsa@amc.hu">lukacs.zsuzsa@amc.hu</a>

Hungexpo Vásár és Reklám Zrt.

**Fire report: 263-6005**

**Security service: 263-6151**

**First aid: 263-6004** (building 33)

**Main Cash Desk: 263-6026** (Building K)

You can submit your service-related questions and requests to the Hungexpo staff to the following common e-mail address: [omek@hungexpo.hu](mailto:omek@hungexpo.hu)

OMÉK 2019 HEX Team, exhibition contact persons			
Scope of tasks	Name	phone number	e-mail
<b>Exhibitors of pavilion A</b>	Jázmin Szabó	+36 30,447 73 95	<a href="mailto:szabo.jazmin@hungexpo.hu">szabo.jazmin@hungexpo.hu</a>
<b>Exhibitors of Pavilion G</b>	Marcsi Katona	36 30 446 7387	<a href="mailto:katona.marcsi@hungexpo.hu">katona.marcsi@hungexpo.hu</a>
<b>Exhibitors of Pavilion D and the Passage</b>	Marcsi Katona	+36 30 446 7387	<a href="mailto:katona.marcsi@hungexpo.hu">katona.marcsi@hungexpo.hu</a>
<b>Exhibitors of the open area</b>	Mária Pripkó	+ 36 30 448 0085	<a href="mailto:pripko.maria@hungexpo.hu">pripko.maria@hungexpo.hu</a>

### 4. TYPES OF ENTRY TICKETS

#### 4.1. Exhibitor pass (valid for the construction, exhibition and dismantling period):

##### **Independent exhibitors:**

3 free exhibitor passes are provided for a 9 m<sup>2</sup> ordered stand size. A further free exhibitor pass is provided for each 10 m<sup>2</sup> stand increase, but max. 40 free passes can be provided for each exhibitor.

##### **Podium exhibitors (pavilions A and G):**

2 free exhibitor passes are provided for each ordered podium.

Price of further exhibitor passes: net HUF 7,087 + VAT, i.e. **gross HUF 9,000**, to be purchased at the Main Cash Desk in building K

### **Wood house exhibitors:**

2 free exhibitor passes are provided for a half wood house and 4 free exhibitor passes for a whole wood house.

### **4.2. Partner tickets:**

Our exhibitors once again have the chance to send free invitation to their partners. 50 free partner ticket is provided for each exhibitor.

The exhibitors can download the partner tickets (in an e-ticket link format that can be forwarded) from their own online exhibitor platform.

### **4.3. Construction-dismantling entry passes:**

Available at the exhibitor registration desk (building K) free of charge for stand builders and designers to enter in the construction-dismantling period. The entry passes are valid exclusively for the construction-dismantling period but not for the exhibition period.

Children under 14 may not enter the area in the construction-dismantling period.

The security staff may remove any person staying in the area illegally.

Live animals may be brought to the premises of Hungexpo Vásár és Reklám Zrt. only with an official permit, except for work and guide dogs.

### **4.4. Visitor tickets:**

Daily ticket

**HUF 1,200**

Daily ticket pre-purchased online:

**HUF 1,000**

Student (above age 14, with student card) / pensioner ticket:

**HUF 500**

Family ticket (valid for Saturday and Sunday):

**HUF 1,000**

(minimum 1 or 2 adults + minimum one child aged under 18)

## **5. EXHIBITOR PARKING**

**Parking areas A and G-F** are available for exhibitors against a pre-purchased pass during the exhibition period. The parking passes can be purchased exclusively at the Main Cash Desk in building K for **gross HUF 9,000 / lot**, and are not transferable.

**One parking pass allows one car to enter during the event. For this reason the registration number of the car and the driver's telephone number must be indicated on the parking pass at all times. Without this, no entry is allowed into the area by car.**

The parking pass **must be placed on the windscreen, at a clearly visible place.**

Our esteemed exhibitors should note that **the pass - supplied with a bar code - must be scanned when leaving the parking area.** You **cannot re-enter** the parking area with a pass that has not been checked out. Please make sure you have the barcoded pass with you when leaving as **we cannot give you a new one.** If you do not have the pass, you can buy a token for HUF 3,000 / day at the cash desks in the Reception Buildings.

**During the exhibition period** the internal P5 parking area functions as a daily parking area for visitors, the price of the token is **gross HUF 3,000 / occasion**, to be purchased at the Hungexpo cash desks before leaving.

You can park your car in the external parking area on Albertirsai út for HUF 3,000 / occasion.

Exhibitors and builders who have a valid pass may use the parking area free of charge during the construction-dismantling period.

### **5. 1. Parking at night:**

Staying on the premises in the night hours during the event, which means the time interval between closing and opening the premises on the next day, is subject to prior written authorization.

Parking at night costs **HUF 15,000 /night**, to be paid via prior transfer or by card at the service stand.

Motor vehicles parking contrary to the rules may be removed by Hungexpo Vásár és Reklám Zrt. at the owner's cost and risk.

**3 electric car charging stations are installed** in the area of Hungexpo Vásár és Reklám Zrt., a charger for the exhibitors, for the visitors and for VIP guests.

Charger locations:

- VIP guests' charger outside building K,
- visitors' charger next to Reception Building III,
- exhibitors' charger at the corner of pavilion A

All of them are double chargers, i.e. two electric cars can be charged simultaneously.

## **6. ENTRY AND PARKING ORDER**

The **rules of the Traffic Code must be observed** in the area of Hungexpo Vásár és Reklám Zrt.; the maximum speed limit is **20 km / hour**.

Inside the pavilions the maximum speed limit is **5 km / hour**.

You can enter the area of Hungexpo Vásár és Reklám Zrt on foot or by vehicle during the **construction-dismantling** period only if the pedestrians and every person in the vehicle carry a **construction-dismantling permit or an exhibitor pass**.

### **Entry on foot**

- Building K
- Gate II

### **Entry by motor vehicle:**

- Gate II
- Gate VI

Vehicles may enter to and leave from pavilions **G, F through gate II from** Albertirsai út, under control by the security service. During the construction-dismantling period vehicles may **park** at the depots and in attached areas near the pavilions by ensuring that the fire lane and the traffic lane are not occupied. The depot area must be left after loading and unloading, vehicles may be parked in the **G-F exhibitor parking areas reserved for exhibitors**.

Vehicles may enter to and leave from **pavilions A, D through gate VI from** Albertirsai út, under control by the security service. During the construction period vehicles may **park** at the depots and in attached areas near the pavilions by ensuring that the fire lane and the traffic lane are not occupied. The depot area must be left after loading and unloading and vehicles may be parked in **exhibitor parking area A** reserved for exhibitors.

During the pavilion construction-dismantling period, only vehicles with a **total weight below 3.5 t** may enter the pavilions for loading/unloading. Once loading/unloading is finished, the area of the pavilions must be left without delay. It is strictly forbidden to park on the traffic routes inside the pavilions as the escape route must not be blocked and traffic in the pavilions must not be hindered.

### **6.1. Construction period: 21-25 September 2019**

a) Pavilion opening hours and entry order during the construction period:

21-24 September 2019      from 7 am to 7 pm

25 September 2019        from 7 am to 4 pm

**PLEASE NOTE: It is FORBIDDEN to enter the pavilions by motor vehicles on 25 September 2019, between 4 pm and 10 pm.**

You can drive to the passage or access the designated construction area only from the eastern side of pavilion A (from Reception Building III). You can drive to and stop in the green asphalt area of the passage only for loading, parking is prohibited!

After loading, the motor vehicle must be parked in the exhibitor parking area.

It is prohibited to park the motor vehicle on the grass.

## **6.2. Exhibition period: 26-29 September 2019**

- a) Exhibitors can enter the area (depots) of Hungexpo Vásár és Reklám Zrt. during the exhibition period only if they have a **parking pass** and all persons in the vehicle have an **exhibitor pass**.
- b) **You can enter the loading areas only with a valid exhibitor card.**
- c) Vehicles may enter and leave the exhibition area to pavilions G, F through gate II from Albertirsai út, under control by the security service.
- d) Vehicles may enter and leave the exhibition area to pavilions A, D through gate VI from Albertirsai út, under control by the security service.

### Entry points and authorizations:

On foot:

- Reception Buildings I and III: Valid ticket, exhibitor pass, VIP cards

For vehicles:

- Gate II: exhibitor pass + parking pass or registered supplier
- Gate VI: exhibitor pass + parking pass or registered supplier
- P5 parking area: payment with token to be purchased at the cash desks.

- e) **You may not enter the pavilions by motor vehicle during the exhibition period.**
- f) Goods can be loaded in the order of arrival, from the depot side, under control by the security service. **Please observe the instructions of the security service with regard to the number of waiting spots available near the depot.** After loading the goods, you can wait in the **A, G and F exhibitor parking areas** under control by the security service.

### Loading period:

- |                        |                         |
|------------------------|-------------------------|
| ➤ 25 September 2019    | from 4 pm to 10 pm      |
| ➤ 26 September 2019    | from 6.30 am to 9.30 am |
| ➤ 27 September 2019    | from 7.30 am to 9.30 am |
| ➤ 28-29 September 2019 | from 7.30 am to 9.30 am |

After loading the goods, the motor vehicles must leave the depots and move to the exhibitor parking area maintained for the exhibitors for this purpose. You cannot park your motor vehicle in the depots after the opening hours for visitors. Motor vehicle traffic among visitors walking on foot implies increased danger!

- g) **Rules on the last exhibition day (29 September), between 6 and 7 pm:**
  - During the first hour after closing for visitors (between 6 and 7 pm) only the contracted partners of Hungexpo Zrt. may drive into the exhibition area

(loading zones) (in order to return rented furniture, to pick up carpets from the walking surface, to collect packaging materials etc.).

- **You can drive to the pavilions, in the depot area from 7 pm;** parking, loading and exit is subject to the instructions of the security service.
- **IT IS PROHIBITED TO DRIVE INTO THE PAVILIONS during this period!**
- **Please provide handcarts for loading.**

### **6.3. Dismantling period: 30 September 2019 - 3 October 2019**

Opening hours of the area in the dismantling period:

- 30 September 2019 - 3 October 2019 from 7 am to 7 pm

### **6.4. General rules:**

- a) It is prohibited to park your motor vehicle on the covered Passage between Reception Buildings I and III. It is also prohibited to enter and park motor vehicles at the depots after loading goods on exhibition days. Hungexpo Vásár és Reklám Zrt. will have the vehicles parked in restricted areas or in an irregular manner removed at the cost and risk of the vehicle's owner. Removed vehicles are at all times placed in the nearest parking area.
- b) The grave violation of the parking and traffic rules leads to banning the motor vehicle from the total area of Hungexpo Vásár és Reklám Zrt.
- c) After closing, parking in the area is allowed only with a special permit. No one may stay in the vehicle and in the area after closing.
- d) The exhibition Organizer may give a written permit for parking at night.
- e) Paragraph a) shall also apply for motor vehicles parking without a permit.
- f) Hungexpo Vásár és Reklám Zrt. may from time to time limit the entry and parking/loading of motor vehicles, depending on the number of vehicles in the area. In these cases, motor vehicles will have to wait.

**It is PROHIBITED to park motor vehicles in front of the personal and cargo gates.**

**It is strictly PROHIBITED to park motor vehicles on escape routes as well as at doors and gates.**

**Please display the stand number and the driver's contacts (name, mobile phone number) behind the windscreen in a clearly visible manner.**

## **7. EXHIBITOR WIFI**

Exhibitors can use free WIFI (0.5 Mbit max. bandwidth) during the exhibition period.

The WIFI can be accessed in the pavilions, in Reception Buildings I and III and in the passage.

**Please note that this access is technically not suitable for reaching higher level services (e.g. VPN, FTP, video streaming) and for using file sharing and downloading services. Therefore we propose to order a 10/10 Mbit/s cable internet connection for such services.**

The quality of the WIFI service depends on the technical parameters of your device, on the number of visitors in the pavilion and on the current number of devices using the network.

If you need internet service at the exhibition that is vital from the viewpoint of your successful appearance and participation (e.g. VPN, billing, web sales, web presentation,



web broadcast), do not rely only on WIFI access but ask for our safe wire services against payment.

Should you fail to do so, we cannot assume liability for any actual or presumed damage.

## **8. ONLINE EXHIBITOR SYSTEM**

### **8.1. Exclusive services:**

Electricity and water connection, security and protection, fire and accident insurance, first aid, cleaning, on-spot media and signage production, internet (wire and cordless), telecom services, IT devices, personal and property protection services above the general security and protection level, audio-visual services, suspension work and liability insurance are provided to the exhibitors exclusively by Hungexpo Vásár és Reklám Zrt. in the Hungexpo area.

Exhibitors may order exclusive and other stand-related services (e.g. unit stands, furniture, flowers, cleaning) on the **Hungexpo online platform**, set up for this purpose, at their own cost.

Each exhibitor is registered in the iEBMS (online service ordering system). Hungexpo Vásár és Reklám Zrt. forwards the iEBMS access information to the exhibitors via e-mail. The order sheets, including the Stand construction plan documentation sheet, are available only on the online platform. In this Manual we attach the Schenker Request for Offer/Order because this must be returned directly to Schenker Kft.

User guide for the online exhibitor system of Hungexpo Vásár és Reklám Zrt.:

<http://hungexpo.hu/hu/kiallitoi-zona>

### **PLEASE NOTE:**

**DISCOUNTED SERVICE PRICE IS AVAILABLE ONLY FOR ONLINE ORDERS submitted before the 21st day prior to building the exhibition and paid until the first construction day.**

**DEADLINE FOR DISCOUNTED ORDERS: 2 September 2019**

INFORMATION for online service order:

[http://cdn.hungexpo.hu/hungexpo/documents/iEBMS\\_user\\_guide.pdf](http://cdn.hungexpo.hu/hungexpo/documents/iEBMS_user_guide.pdf)

### **8.2. Hungexpo Service stand:**

**Hungexpo** runs a service stand in the construction-dismantling period, where the exhibitors can order further local services and may seek help for their orders. Extra services ordered on the spot can only be provided if the total amount is paid in advance. You can pay for the services at the service stand by card.

The service stand is available in **pavilion A** of Hungexpo as follows:

#### **During the construction period:**

23-25 September 2019                      from 8 am to 7 pm

#### **During the exhibition period:**

26 September 2019                      from 8 am to 6 pm  
27-28 September 2019                      from 8 am to 6 pm  
29 September 2019                      from 8 am to 10 pm

## **9. STAND INFORMATION**

### **9.1. Stand construction:**

The rules of the Policy apply for the construction of exhibition stands and other structures on the premises of Hungexpo Vásár és Reklám Zrt. If you build your own stand, please study and observe the instructions of the Policy.

The exhibitors may occupy the rented area from the beginning of the indicated construction period and must return it to Hungexpo Vásár és Reklám Zrt. in its original state before the end of the dismantling phase.

## **9.2. Permit for the plans:**

Construction work can be started in the HUNGEXPO area only on the basis of a plan approved by Hungexpo Vásár és Reklám Zrt. The stand construction plan must be uploaded by all exhibitors whose stand is not built by **Hungexpo Vásár és Reklám Zrt.**

The plans must be **uploaded to the online system** - where the approval procedure can also be followed - 2 weeks before the construction works begin.

**We can only accept the stand plans that were uploaded to the online system by the deadline. Should you have any problem with uploading, please contact your organizer.**

### **DEADLINE FOR UPLOADING: 6 September 2019**

**PLEASE NOTE:** Fee for considering stand plans submitted in another manner or beyond the deadline (fax, e-mail... etc.): **HUF 25,000 + VAT.**

**Documents required for approving plans must be uploaded to your own exhibitor profile at the exhibition website:**

- **Written declaration of consent from the neighbouring stands for multi-storey stands or for a stand height over 3 m.**
- An installation sketch (site plan) containing the height parameters in case of hosting a caravan, tent, self-propelled machine, motor vehicle or container in the open area
- **Suspension sketch plan** - only exhibition-related advertising materials and a lighting framework can be suspended **on the space lattice structure of pavilions A, D and G, in the area above the installation.**

**If a simple stand is built**, the exhibitor makes a declaration by completing the form "**Stand construction plan documentation**" available on the online exhibitor platform.

The **Stand construction plan documentation** must also be completed for **individual stands**, extended with the **indicated supplements**. The technical contents of the documentation uploaded to the online exhibitor platform must comply with the effective EU and Hungarian standards, regulations and planning guidelines. Both the architectural and industry plans must be prepared and signed by qualified and licensed designers. The plans must include the name and license number of the designer.

Structures erected **in the open area** are not regarded as simple stands even if made of standard type elements. The basic stand area may not be larger than 70% of the rented area. A distance of at least 2 m must be kept from the boundary of the neighbouring area.

When building an **individual stand** for the event, the designer or the builder must declare in writing to observe the labour safety requirements and the ergonomic aspects upon work organization. The designer shall design and the builder shall build a ramp - if e.g. a podium or stairs are built - to ensure accessibility for the disabled.

Particular attention shall be paid during planning and construction to ensuring that safety equipment, fire hydrants, sensors, escape routes and openings and related markings are left unobstructed and freely accessible. These must not be covered, not even temporarily, and no false indication may be made with them.

## **9.3. Rules on construction work:**

The exhibitor must adhere to the instructions issued by Hungexpo Vásár és Reklám Zrt. and AMC, must ensure that its subcontractors do so as well and must cooperate with inspections.

The exhibitor is required to indicate the **technical manager in charge of execution**. The technical manager in charge is required to be present continuously at the construction site in the course of the implementation. During the execution of work, the technical manager in charge of execution represents the exhibitor in respect of all costs and liabilities. In all cases, the exhibitor assumes responsibility for the contractor entrusted and contracted by it.

**Please note: Hungexpo Vásár és Reklám Zrt. has the exclusive right to carry out suspension work in order to protect the roof structure.**

Hungexpo Vásár és Reklám Zrt. may have any unpermitted suspension dismantled at the exhibitor's cost and risk.

The exhibitor is responsible for the stability and durability of the installation or decoration built in its rented area and will be held liable for any related material or moral damage as well as for the safety of the exhibited equipment, decorative elements and exhibition items.

The manager in charge of execution receives the rented area in the pavilion from the site supervisor.

#### **9.4. Deposit:**

The exhibitor or its builder must pay a deposit for stands that are not built by AMC and Hungexpo Vásár és Reklám Zrt.

**PLEASE NOTE THAT YOU CAN PAY THE DEPOSIT ONLY VIA BANK TRANSFER to the following bank account of Hungexpo Zrt.:  
HU73 10402283-50526554-52511006**

Upon the transfer, please enter into the note section: "DEPOSIT", name of exhibition, stand number.

Hungexpo Vásár és Reklám Zrt. sends no proforma invoice for the deposit but it is transferred back after dismantling the exhibition.

The exhibitor or its builder shall take the stand into possession before the start of the exhibition and shall return it to the pavilion security staff after the end of the exhibition.

**The deposit is paid back exclusively in the case where the stand was properly returned to Hungexpo Vásár és Reklám Zrt. by the end of the dismantling period.**

**Amount of the deposit:**

**HUF 4,000 / m<sup>2</sup>, but minimum HUF 100,000, maximum HUF 300,000**

#### **9.5 Stands built by Agrármarketing Centrum Nonprofit Kft.:**

The community stands of the OMÉK 2019 exhibition (pavilion A) contain the equipment and the services specified in the entry form submitted for the exhibition.

Applicants for the OMÉK 2019 small-scale producer podiums (pavilion G) receive the following equipment and services:

- 2 x 0.5 x 1 m podiums with lockable shelves below. There is an Octanorm wall behind the podium with a 95\*140 cm image for each exhibitor (production and placement). Another graphic in front of the podium: company name or logo.
- the podiums are set up on a carpet-covered area and are lit up
- there is a garbage can and a three-outlet power strip for the electricity connection of two podiums

- there are two chairs for each podium
- instead of a podium, 120 cm display refrigerators are also available in a limited number
- kitchen and warehouse in common use

The wood houses of OMÉK 2019 contain the following equipment and services:

- solid, water-proof floor
- 1 pull-down window per wood house section (4 m<sup>2</sup>), elbow-board
- electricity and water, sewage or sewage water collection facility
- internal lighting;
- lock, padlock
- 2 chairs per wood house
- H/C water, single-bowl sink and drying rack per wood house section
- 1 household fridge per wood house section;
- display fridges in a limited number
- 2 garbage cans per wood house;
- 2 podiums per wood house;
- 2 fire extinguishers per wood house;
- 1 covered outdoor garbage can per wood house
- grease and oil blocking layer placed under the oven for exhibitors who present locally made products (cover protection)
- 1 table and two benches between 2 wood houses for every 2 wood houses
- flowers, graphic and/or other decoration at the roof edge of the wood houses
- exhibitor company signs, frieze inscriptions with AMC and OMÉK logo

**Please note:**

AMC will invoice to the exhibitor any damage caused to the walls and to the furnishing items.

**9.6. Required permits:**

See Policy.

Exhibitors conducting food tasting and selling at the event will be reported by the organizer to the notary of the 10th district Municipality and the food chain inspectorate. Seller enterprises do not need to obtain an official permit for attending the event if their special permit covers the on-spot sale of the given food. The exhibitor must keep the operating license for on-spot sale at the stand at all times, since the authorities may check it on the spot. When selling products at an occasional event, the traders must be in possession of the official licenses required under the product-specific legislation, and they must indicate their name and registered office.

Retailers with excise license may sell alcoholic products at the fair if the sale is reported to the state tax and customs authority no later than 3 working days before the intended sale (individual electronic report is required).

The control of the exhibitors covers the following areas: For general exhibitors in their own exhibition areas: personal and general hygiene, closed waste collection and storage until disposal, activities with dangerous materials, regulation of smoking, products with

best before date, hand washing facilities in case of activities requiring hand-washing, hand washing facilities for bulk food or food in open packages at exhibitors dealing with food, health booklets in addition to what has been listed above.

**Obligatory data of the food trader registration kept at the event:** name of the participating food trader (name of the company in case of companies), address (registered seat in case of traders), trade registry number of legal entities or organizations without a legal entity, the registration number of private entrepreneurs, description of the foods intended to be sold, date, signature (seal) of the organizer, signature (seal) of the participant.

## **10. TRANSPORTATION, LOADING**

Goods are delivered in the vehicles of the exhibitor or the stand builder in possession of a Goods Delivery Permit, with the attached delivery note or the loading list. The Goods Delivery Permit must contain the registration number of the vehicle used for delivery. The Security Service will collect one Goods Delivery Permit for each vehicle at the gate upon exit.

During the construction and dismantling phase of OMÉK, vehicles delivering and removing goods, equipment, fixtures and work implements must have a valid delivery note or a letter of authorization issued by the exhibitor, and the driver and the occupant(s) of the vehicle must have a valid pass to enter the premises, during regular opening hours, where they are allowed to stay only for the time strictly required for the loading operations.

The Security Service of Hungexpo Vásár és Reklám Zrt. is entitled to check the delivery note, the exhibitor's letter of authorization and the cargo of the motor vehicle. Delivering goods on foot is subject to a Goods Delivery Permit, a prior written permission or an invoice in the case of purchased goods. Hungexpo Vásár és Reklám Zrt. is entitled to limit delivery and loading or to implement a schedule for these operations.

The additional equipment required for loading and handling, such as handcarts, hydraulic hand pallet trucks, etc., will be provided by the exhibitor or its supplier.

The exhibitors can move, load, warehouse Hungarian goods or may handle empty boxes or deal with other transportation activities with forklift trucks through selected service providers, or they may carry out these activities on their own.

Foreign goods may be entered or removed after a customs clearing procedure. During the OMÉK period, Schenker Kft. provides overall customs administration. Please note that no customs clearing can be carried out on the spot, therefore you should transport goods under the DPP (delivery duty paid) terms.

There is no exclusivity for moving, loading, warehousing materials with a forklift truck, for handling empty boxes or for customs agency and other transportation services at OMÉK 2019.

(Loading may only be carried out by persons holding valid licenses, in keeping with the labour safety prescriptions and against a valid liability insurance coverage. Hungexpo Vásár és Reklám Zrt. may check within its scope of power that these rules are observed.)

If needed, Schenker Kft. provides complex logistic services to the exhibitors to ensure smooth incoming and outgoing deliveries.

The exhibitors' tools and packages may not be stored in the exhibition area.

Empty boxes, cartons, packaging materials as well as exhibition goods and installations may be stored in the covered and insured warehouse of Schenker Kft. Materials loaded during the opening hours are delivered back to the stand exclusively after removing the carpets. Products of animal and plant origin and with alcoholic contents may be brought to the territory of Hungary under the Hungarian and international legal regulations.

The office of **Schenker Kft.** is located on the first floor of pavilion C next to gate II, where the exhibitors can contact the colleagues - who have gained practical experience and local knowledge - either personally or on the telephone.

Contacts: phone number: 264-8271, e-mail: [schenker.expohungary@dbschenker.com](mailto:schenker.expohungary@dbschenker.com)  
Dénes Győri +36 30 483-7481 [denes.gyori@dbschenker.com](mailto:denes.gyori@dbschenker.com)  
Sándor Széchenyi +36 30 964-5834 [sandor.s.szechenyi@dbschenker.com](mailto:sandor.s.szechenyi@dbschenker.com)  
Andrea Földes +36 30 631-0013 [andrea.foldes@dbschenker.com](mailto:andrea.foldes@dbschenker.com)

Based on municipality decree no. 80/2008. (XII. 30.) of the General Assembly of Budapest, Hungexpo Vásár és Reklám Zrt. was ranked into the East Pest 12-ton gross weight limited zone (KP1).

### **10.1. Tools left behind:**

Items found in the pavilion or in the open area after dismantling will be stored by Hungexpo Vásár és Reklám Zrt. and the storage and guarding fees will be charged to the exhibitor.

After identifying the owner of exhibition items or installations owned by the exhibitor and left in the area, Hungexpo Vásár és Reklám Zrt. shall notify the rightful owner as soon as possible, for immediate removal. In the event of failure to pay the above costs incurred by Hungexpo Vásár és Reklám Zrt., the relevant provisions of civil law shall apply. During the exhibition period, sealed packages found or left at the organizers desk shall be opened by the Fire Safety Service of the Intervention Police. If the owner's identity is established, Hungexpo Vásár és Reklám Zrt. will ensure that the package is returned to the owner. If the package is destroyed, Hungexpo Vásár és Reklám Zrt. cannot be held liable for any financial damage.

## **11. INSURANCE**

The exhibitors shall take out valid liability insurance for accidental and/or unexpected (accidental) damage caused in their capacity and arising from their liability as exhibitors and constructors on their own and/or through their sub-contractors (decorations, disassembly etc.) for the period of their activities at the Hungexpo Vásár és Reklám Zrt. AMC provides liability insurance for all of its contracted exhibitors through Hungexpo Vásár és Reklám Zrt. The insurance fee is included in the participation fee. The exhibitor's liability insurance covers all damage caused by the exhibitor to a third person who is not contracted with the exhibitor. The exhibitors may, in addition to the liability insurance, take out non-mandatory insurance for the exhibits, the installation and other objects located on the premises of Hungexpo Vásár és Reklám Zrt. The exhibitors shall be held liable for any damage arising from the absence or the delay of such insurance. In respect of Hungexpo Vásár és Reklám Zrt. or third parties, the exhibitor shall be jointly and severally liable with its subcontractor for the damage caused by the subcontractor.

## **12. SECURITY**

We provide general security services at the pavilions outside the opening hours. Neither the security staff of the exhibitor nor that of Hungexpo Vásár és Reklám Zrt. may stay in the exhibition halls during the time interval between the evening closing and the morning opening. The exhibitors must ensure the security of their exhibition and furnishing items during the opening hours of the pavilions. It is always the task of the exhibitor to secure - or cause to be secured - stands and exhibition items in the open area.

**Stand security service may be ordered on the online exhibitor platform of Hungexpo Vásár és Reklám Zrt.**

If security services are provided by your own staff, you need to consult with the Security Service on the security plan through the organizer at least 48 hours before the opening of the exhibition. This is where you can also request a permit for the security guards to

enter and stay in the area. You need to get a special license for guards with arms and dogs.

**We especially draw the attention of our exhibitors to the fact that increased asset protection is needed in the evening before the opening and in the evening of closing. Exhibitors must immediately report to the person in charge of event coordination any eventual damage to their stands. The stands, being temporary structures, do not provide appropriate security for your property.**

**Please note that we operate a surveillance camera system in order to provide for security in the pavilions.**

**This system is intended to protect the pavilions of Hungexpo Vásár és Reklám Zrt. and *not the exhibition stands*. No information may be disclosed about the exhibition stands for technical and data protection reasons.**

### **13. FIRE PROTECTION**

Please note that the exhibitors **must be in possession of a fire extinguisher** conforming to the standard and suitable for extinguishing fire at the stands, as follows:

- one extinguisher for each floor of multi-floor stands in the exhibition halls
- depending on the flammable activity carried out in the exhibition area, but at least one fire extinguisher (e.g. operation of flammable machinery, baking equipment, soldering, high-power electrical equipment, etc.)
- in case of storing a large amount of flammable or explosive materials in the exhibition area - large amount is above 500 mj/m<sup>2</sup>.
- at least one fire extinguisher must be kept at each stand in the open exhibition area, depending on the area or the activity.
- The type and the extinguishing capacity of the fire extinguisher must comply with the type of fire caused by the materials.

The time limit for inspecting the fire extinguisher must not expire before the exhibition is dismantled. Fire extinguishers can be ordered on the online exhibitor platform.

### **14. CLEANING, WASTE SHIPMENT**

In addition to general cleaning in the pavilions and open areas, **we provide free daily cleaning of the stands built by AMC.**

Daily cleaning of self-built stands and general cleaning after construction and dismantling can be ordered on the exhibitor online platform. If you do not order daily cleaning, please provide for the shipment of waste produced at your stand.

**Each exhibitor is obliged to order on the online exhibitor platform the shipment of waste and pay for the shipment of waste generated during the construction and dismantling of individual stands, installation elements or other decorations that are larger than 20 m<sup>2</sup> and were not constructed by AMC and Hungexpo Vásár és Reklám Zrt.**

Based on area size, as follows:

20-49 m <sup>2</sup>	3 m <sup>3</sup>
50-99 m <sup>2</sup>	6 m <sup>3</sup>
100- m <sup>2</sup>	10 m <sup>3</sup>

Ordering the shipment of waste is a prerequisite for the authorisation of stand construction.

### **15. NOISE PROTECTION**

Please consult with your neighbours if you plan to broadcast an amplified show at the stand during the exhibition period. Please direct the loudspeakers towards the inside of the stand. HUNGEXPO Zrt. may terminate the energy supply if the sound pressure level exceeds 80 dBA at the stand area borders and 75 dBA in the meeting room.

## 16. WARRANTY OF TITLE

The exhibitor shall warrant that the goods, accessories and advertisements presented or used by the exhibitor on the premises of Hungexpo Vásár és Reklám Zrt. do not infringe the copyright or any other rights related to intellectual works, trademarks, etc. of third parties. AMC and Hungexpo Vásár és Reklám Zrt. shall not be held liable for such violations committed by the exhibitor against third parties.



Dok. neve: HEX Ajánlatkérés  
Dok. száma: VKK0SK-HX15011  
Érvényesség kezdete: 2016.04.01.  
Hatálytalanít: VKK0SK-HX15071



Vásárok & Kiállítások, Konferenciák  
Kulturális-, és Sportrendezvények, Költöztetés

Schenker Kft.  
H-1101 Budapest, Albertirsai út 10.  
2. Kapu

### AJÁNLATKÉRÉS / MEGRENDELÉS

**- a nyomtatványt a [schenker\\_expohungary@dbschenker.com](mailto:schenker_expohungary@dbschenker.com) e-mail címre kérjük visszaküldeni**

ÁLTALÁNOS INFORMÁCIÓK			
KIÁLLÍTÓ (CÉGNÉV):	<input type="text"/>	ADÓSZÁM:	<input type="text"/>
CÍM:	<input type="text"/>		
TEL:	<input type="text"/>	FAX:	<input type="text"/>
	<input type="text"/>	E-MAIL:	<input type="text"/>
FELELŐS KAPCSOLATTARTÓ	<input type="text"/>	TEL / E-MAIL:	<input type="text"/>
KAPCSOLATTARTÓ A KIÁLLÍTÁSON /	<input type="text"/>	TEL / E-MAIL:	<input type="text"/>
PAVILON / ÉPÜLET	<input type="text"/>	STAND:	<input type="text"/>

KÖLTSÉGVISELŐ (amennyiben nem egyezik meg a Kiállítóval)			
NÉV:	<input type="text"/>	ADÓSZÁM:	<input type="text"/>
SZÁMLÁZÁSI CÍM:	<input type="text"/>		
TEL:	<input type="text"/>	E-MAIL:	<input type="text"/>
		ALÁÍRÁS:	<input type="text"/>
		(cégszerű)	

LE-, ÉS FELRAKODÁS, GÉPI ANYAGMOZGATÁSI FELADATOK [raklap, láda, rekesz, gép, stb.]			
Mozgatóeszköz		Tömeg [kg]	Méret [cm] (hossz x szélesség x mag.)
1	<input type="checkbox"/> daru <input type="checkbox"/> targonca	<input type="text"/>	<input type="text"/>
2	<input type="checkbox"/> daru <input type="checkbox"/> targonca	<input type="text"/>	<input type="text"/>
3	<input type="checkbox"/> daru <input type="checkbox"/> targonca	<input type="text"/>	<input type="text"/>
4	<input type="checkbox"/> daru <input type="checkbox"/> targonca	<input type="text"/>	<input type="text"/>
5	<input type="checkbox"/> daru <input type="checkbox"/> targonca	<input type="text"/>	<input type="text"/>

EGYÉB ANYAGMOZGATÁSI FELADATOK [raklap, láda, rekesz, gép, stb.]			
Rakodómunkás	Dátum <input type="text"/>	-tól (óra:perc) <input type="text"/>	-ig (óra:perc) <input type="text"/>
Kézi raklapemelő	Dátum <input type="text"/>	-tól (óra:perc) <input type="text"/>	-ig (óra:perc) <input type="text"/>
Egyéb gépi eszköz, ( traktor )	Dátum <input type="text"/>	-tól (óra:perc) <input type="text"/>	-ig (óra:perc) <input type="text"/>
Üres göngyölgéteherelés	IGEN <input type="checkbox"/> NEM <input type="checkbox"/>	Csomagolás bontáskor	IGEN <input type="checkbox"/> NEM <input type="checkbox"/>
Lerakodás standra (dátum)	<input type="text"/>	Felrakodás standról (dátum)	<input type="text"/>
Gépi anyagmozgatás a standon történő rendezéshez	<input type="text"/>		

Egyéb / Megjegyzés:

Jelen dokumentum cégszerű aláírásával MEGRENDELEM a(z) ..... ajánlat szerint, a szolgáltatást. Egyben nyilatkozom, hogy a költségviselő MEGEGYEZIK / NEM EGYEZIK MEG (megfelelő aláhúzendő) Megrendelővel.

DÁTUM:  ALÁÍRÁS és BÉLYEGZŐ:

Bélyegyzete / Company Register Court: BUDAPESTI KÖRNYÉKI ÍTÉLVÉNYELŐK mint CÉGBÍRÓSÁG. Céggjegyzékszám / Company Register No.: 13-60-1731 14. Adószám: 10968925-2-44. Ügyfelünkkel a Magyar Szállítóművelői és Logisztikai Szövetség honlapján - [www.szallitomaszovetseg.hu](http://www.szallitomaszovetseg.hu) - található Általános Szállítóművelői Felhívások (Érvényes, egybeeszerkesztett és ellenőrzött szövege 2006. augusztus 16.) alapján bonyolítjuk le.