

**OPERATION AND BUSINESS POLICY FOR  
EXHIBITORS**

for

the 79<sup>th</sup> National Agricultural and Food Exhibition  
and Fair organized on the premises of  
HUNGEXPO Vásár és Reklám Zrt.

Period of validity: 21 September–3 October 2019

# OPERATION AND BUSINESS POLICY

## Table of contents

I. GENERAL RULES .....	3
1.1 Entering and traffic on the premises of HUNGEXPO Vásár és Reklám Zrt.....	3
1.2. Access of individuals .....	3
1.3. Moving and loading goods and installations during OMÉK.....	4
1.4. Entering with a vehicle .....	4
1.5. Traffic regulations.....	5
2. Official permissions.....	6
2.1. Presentation, tasting and sale of food items .....	6
2.2. Radioactive materials.....	7
2.3. The operation of transmitters.....	7
2.4. Wireless networks and communication services .....	7
Description of the infrastructure .....	7
2.5. Broadcasting music in public.....	7
2.6. The presentation of firearms, gas and explosives is prohibited. ....	7
3. Other provisions .....	8
3.1. Exclusivity .....	8
Exclusive services: .....	8
3.2. Rights related to exhibition media and shooting.....	8
3.3. Exhibition advertising equipment.....	8
3.4. Insurance.....	9
3.5. Safeguarding .....	9
3.6. Sales .....	10
3.7. Entertainment events.....	10
3.9. Noise protection .....	10
3.10. Warranty of title .....	10
3.11. Lien .....	10
3.12. Unauthorized use of premises .....	10
3.13. Distribution of balloons.....	10
3.14. Shooting rights & prohibition of unmanned aerial vehicles and drones .....	10
3.15. Items left behind .....	11
II. EXHIBITON EVENT AND CONSTRUCTION POLICY .....	12
1. General provisions .....	12
2. Planning requirements.....	13
2.1. General rules .....	13
2.2 Architectural plan .....	13
2.3 Engineering permit .....	14
2.4. Planning requirements for stands .....	14
2.4.1. Simple stands .....	14
2.4.2 Unique stands.....	14
2.4.3. Double-deck installations.....	15
2.4.4 Wiring diagram for stands .....	15
2.4.5. Building services engineering plan .....	15
2.4.6 Other rules .....	15
2.5. Pavilions and related typical technical data .....	15
3. Pavilion arrangement rules .....	17
Rules for structures constructed in the pavilions .....	17
<i>Passage</i> .....	17
<i>Pavilion A</i> .....	17
<i>Pavilion B</i> .....	17
<i>Pavilion G</i> .....	18
<i>Pavilion F</i> .....	19
<i>Pavilion D</i> .....	19
4. Rules for construction work .....	21
4.1. Construction rules .....	21
4.2. Suspension rules.....	21

# OPERATION AND BUSINESS POLICY

4.3. Additional design and implementation rules for suspension: .....	21
4.4 Carpeting .....	22
4.5. Other rules .....	22
4.6. Head of execution .....	23
4.7. Reception and handover of the exhibition area .....	23
4.7. Connection to the utility networks of HUNGEXPO Vásár és Reklám Zrt. ....	23
III. HEALTH AND SAFETY REGULATION .....	24
1. Safety instructions for machines operating during the construction, operation and dismantling phase of OMÉK .....	24
2. Presenting security rules .....	24
3. Work safety regulations for the construction of installations and exhibition stands .....	25
4. Other provisions .....	25
IV. FIRE SAFETY REGULATIONS .....	26
1. General rules .....	26
2. Handling of flammable materials .....	26
3. Flameproofing .....	26
4. Removal of packaging and waste .....	27
5. Electrical equipment .....	27
6. Heaters .....	27
7. Welding and use of open flame .....	27
8. Traffic .....	27
9. Smoking .....	27
10. The operation of machines and devices .....	28
11. Fire safety equipment .....	28
12. Reporting fires .....	28
V. TECHNICAL DATA OF PAVILIONS AND FREE AREAS .....	29
1. Pavilions .....	29
1.1. Power supply .....	29
1.2. Water supply and sewer system .....	29
1.3. Heating and ventilation .....	29
1.4. Compressed air .....	29
2. Free areas .....	29

# OPERATION AND BUSINESS POLICY

The organizer of the National Agricultural and Food Exhibition and Fair (hereinafter referred to as: OMÉK) is Agrármarketing Centrum Nonprofit Kft. (hereinafter referred to as: AMC). OMÉK will be held in the area exclusively rented and operated by HUNGEXPO Vásár és Reklám Zrt., on the premises of HUNGEXPO Budapest Fair Center under 1101 Budapest, Albertirsai út 10.

The scope of this General Operation and Business Policy covers the construction, dismantling and operation phases of OMÉK. Compliance with, ensuring compliance with and continuous control of compliance with the OBP is mandatory for all persons, Lessees, Exhibitors, event organizers, participants, contractors, suppliers, storers, caterers and other service providers and subcontractors entering the area.

Exhibitor's Handbooks and Exhibitors' Guides provided by HUNGEXPO Vásár és Reklám Zrt. and OMÉK organizers might contain additional mandatory rules for events organized in the context of OMÉK.

## I. GENERAL RULES

### *1.1 Entering and traffic on the premises of HUNGEXPO Vásár és Reklám Zrt.*

Entering the premises of HUNGEXPO Vásár és Reklám Zrt. on foot or by vehicle as well as staying and carrying out internal haulage on said premises is allowed only with permission from HUNGEXPO Vásár és Reklám Zrt. and in compliance with traffic rules.

The required route plans and entry passes, which will be sent to Exhibitors and their contractors, will be agreed by OMÉK officials in charge of operational organization with the Exhibitors and the Lessees. The rules are presented in the Exhibitor's Handbook.

During the night hours, which during OMÉK refers to the time between closing and opening the premises on the next day, staying on the premises is subject to prior written authorization. The overnight parking fee is HUF 15 000 HUF + VAT (27%), which can be paid in advance by bank transfer, bank card or cash at the service stand. The related administration to this is within the scope of the tasks and competence of Hungexpo Vásár és Reklám Zrt.

### *1.2. Access of individuals*

The employees of HUNGEXPO Vásár és Reklám Zrt. as well as the permanent and temporary employees of companies operating on the premises of HUNGEXPO Vásár és Reklám Zrt. under a contractual relationship with HUNGEXPO Vásár és Reklám Zrt. (companies operating on the premises) will be allowed to enter the area by presenting a dedicated Access Card. Workers entrusted with carrying out commercial, catering, etc. activities on the premises of HUNGEXPO Vásár és Reklám Zrt. on behalf of companies authorized or contracted by HUNGEXPO Vásár és Reklám Zrt. to provide such services are regarded as employees of the respective company operating on the premises. Therefore, the same rules apply to them as well. The dedicated Access Cards issued by HUNGEXPO Vásár és Reklám Zrt. will be manufactured in the form of badges that must be worn in a clearly visible place during the stay in the area.

The occasional admission of contractual partners of HUNGEXPO Vásár és Reklám Zrt. or of the companies operating on its premises not covered in the previous paragraph requires registration with the E-Registrar. In the construction and dismantling phase of OMÉK, any additional individuals may enter the premises of HUNGEXPO Vásár és Reklám Zrt. only in possession of a personal barcoded construction and dismantling entrance permit issued for OMÉK, a barcoded exhibitor's pass or an Access Card/badge, subject to observing the above conditions.

Children under 14 years of age are not allowed to enter or stay on the premises in the construction and dismantling phase.

During the operation time of OMÉK, entering the premises of HUNGEXPO Vásár és Reklám Zrt. is subject to permission as defined and agreed by OMÉK organizers, such as registration with an entry ticket, an Exhibitor's pass, etc., with emphasis on identification.

Barcode annual honorary passes issued by Hungexpo Vásár és Reklám Zrt. are valid for entry during the operation time of OMÉK, in visitor opening hours.

# OPERATION AND BUSINESS POLICY

During the operating period, members and employees of authorities competent on the premises of HUNGEXPO Vásár és Reklám Zrt. may enter the premises without a valid entry ticket only if their presence is required for work purposes.

The Security Service and law enforcement agents under their control (hereinafter referred to as the "Security Service") are entitled to verify the authenticity and validity of entry documents, to refuse entry to those without valid passes, tell unauthorized persons to leave the area and, if necessary, have any such persons led out or removed.

It is forbidden to bring live animals on the premises of HUNGEXPO Vásár és Reklám Zrt. except for working and guide dogs or if the subject matter of the trade show specifically permits it. Live animals can only be brought in with the prior written approval of AMC.

## **1.3. Moving and loading goods and installations during OMÉK**

The delivery of Hungarian goods will be effected by means of the vehicles of the Exhibitor or Lessee or the constructor of the stand or its subcontractor, in possession of a delivery permit, a delivery note or a loading list. The delivery permit must contain the license number of the vehicle used for delivery. The Security Service will collect one delivery permit for each vehicle at the gate upon exit. Entering and staying on the premises are governed by provisions contained in Section 1.1.

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 AMC and the driver and the occupant(s) of the vehicle must have valid access cards 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. Delivering goods on foot is subject to a delivery permit, a prior written permission or an invoice, if goods have been purchased. HUNGEXPO Zrt. is entitled to limit delivery and loading or 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, the Lessee or its supplier or subcontractor.

Using the attached lifting frame to load rear-lift trucks and loading the goods transported by trucks equipped with a lifting crane is permitted only if the registration book of Hungarian trucks indicates that the operator is the Exhibitor, the Lessee or the company that built the stand or its subcontractor and if the transported goods are also owned by the Exhibitor, the Lessee or the company that built the stand or its subcontractor. Vehicles owned by Exhibitors, Lessees or stand constructors may enter the premises through the designated gate.

Vehicles equipped with a lifting crane in possession of a domestic haulage permit and vehicles with foreign license plate may enter the premises only through the designated gate, as described in Section 1.1.

Haulage activities, material handling with hoist platforms, loading, warehousing, handling of empty crates/packaging as well as customs and any other haulage services required in connection with events organized on the premises of HUNGEXPO Vásár és Reklám Zrt. are carried out by Schenker Kft.:

Schenker Kft.  
1101 Budapest,  
Albertirsai út 10. / Gate II  
Tel: 264-8271  
E-mail: [schenker.expo@schenger.hu](mailto:schenker.expo@schenger.hu), [www.schenker.hu](http://www.schenker.hu)

## **1.4. Entering with a vehicle**

Entering the premises of HUNGEXPO Vásár és Reklám Zrt. by vehicle is subject to the existence of a dedicated pass issued for specific purposes and providing different permissions. The pass must indicate the haulage routes. The pass must be posted in a clearly visible position on the front windscreen, and the driver and the occupant(s) of the vehicle must have valid access cards to enter the premises. The pass does not authorize for driving on the exhibition area, only for parking in the dedicated parking lots. Only vehicles used for

# OPERATION AND BUSINESS POLICY

averting emergency situations threatening life and property, such as ambulances, fire engines, police cars, etc., may enter the premises without a written permission. However, license plates will be recorded in writing.

See the Exhibitor's Handbook for the regulations referring to accessing the premises of HUNGEXPO Vásár és Reklám Zrt. with vehicles.

## 1.5. Traffic regulations

### External and internal gates of HUNGEXPO:

# HUNGEXPO - BUDAPEST



# OPERATION AND BUSINESS POLICY

On the premises of Hungexpo Vásár és Reklám Zrt., all Traffic Rules as well as all speed, parking and stopping restrictions indicated by the signs must be duly observed. On the premises of HUNGEXPO Vásár és Reklám Zrt., the speed limit is 20 km/h, except in the operation period of OMÉK. In the operation period of OMÉK, the speed limit is 5 km/h. Entering by vehicle onto footpaths and road sections marked for pedestrian traffic requires a separate written permission.

If adequate proof is presented and the required markings are posted, HUNGEXPO Vásár és Reklám Zrt. may lift the above restrictions and authorize the entry by vehicle of persons with restricted mobility. However, vehicles with such markings can only be parked in the designated parking spaces.

Vehicles stationed on the premises without a valid entry pass or in a restricted location or blocking the road, the entrance or the exit even temporarily, will be towed by HUNGEXPO Vásár és Reklám Zrt. without notice at the cost and risk of the vehicle's owner. Stopping and waiting on the service road for firefighting vehicles, between the gates and on the escape routes is strictly forbidden!

Pavilions cannot be entered by passenger cars and a trucks over 3.5 tons. Exceptions to this rule are using the attached lifting frame to load rear-lift trucks and loading the goods transported by trucks equipped with a lifting crane if the registration book of Hungarian trucks indicates that the operator or owner is the Exhibitor, the Lessee or the company that built the stand or its subcontractor.

Entering by trucks below 3.5 tons is allowed only along the designated routes and for the duration of loading operations. In case of doubt, the type of vehicle (passenger car, commercial vehicle, lorry) is determined on the basis of the official entry in the vehicle registration certificate. Stopping at the gates of pavilions, at the exit and at the entrance and checking the height of the cargo is the responsibility of the vehicle's driver. It is forbidden to drive a vehicle in the passage between Reception Halls I and III.

The prerequisite for smooth operation is that the suppliers follow the instructions of and cooperate with those entitled to control the traffic or carry out inspections at the gates and on the premises.

Vehicles may be stationed in the parking lots only in possession of an adequate permit. Exhibitors, Tenants and their subcontractors, as well as the staff of free-area stands can park their vehicles during the operation period of exhibitions only in the designated lots. Only vehicles registered as "exhibition items" are exempt from this rule. For these vehicles, special authorization must be acquired from the competent project managers and exhibition team leaders of OMÉK.

HUNGEXPO Vásár és Reklám Zrt. is entitled to have the vehicles parked in restricted areas or in an irregular manner towed at the cost and risk of the vehicle's owner.

Violation of parking or traffic rules may result in the withdrawal of the entry pass.

HUNGEXPO Vásár és Reklám Zrt. cannot be held liable for the vehicles operated or parked on its premises. Also, HUNGEXPO Vásár és Reklám Zrt. cannot be held liable for the vehicles left on its premises after closing time.

Please note that HUNGEXPO Vásár és Reklám Zrt. cannot be held liable for the theft of or damages to vehicles parked in the parking lots dedicated for exhibitors, visitors and others, and its liability is excluded with the exception of intentional damage.

## 2. Official permissions

In particular, the activities listed in the sections below are subject to official permissions on the premises of HUNGEXPO Vásár és Reklám Zrt. It is the responsibility of the Exhibitor or the Tenant to obtain the permits described here or any other permit not mentioned here, but required for pursuing the Exhibitor's or the Lessee's activity. A copy of the permit must be presented to the organizer appointed by HUNGEXPO Vásár és Reklám Zrt. In case of failure to obtain the permit, the Exhibitor or the Lessee shall not be entitled to perform the related activity in the rented area and shall bear all legal consequences arising therefrom.

### 2.1. Presentation, tasting and sale of food items

Exhibitors conducting food tasting and selling at OMÉK will be reported by the organizer to the competent local government body and the food chain inspectorate, provided that the Exhibitor registers in time with the organizer before the event. Contractors (Exhibitors, Tenants or other persons) conducting food tasting and selling are required to keep the valid operating license at the stand at all times, since the authorities may randomly check the licenses for reasons of public health and epidemiology. When selling products at an occasional event, the contractors selling food must be in possession of all official licenses required under

# OPERATION AND BUSINESS POLICY

product-specific legislation, must indicate their name and registered offices and comply with all legal provisions.

Retailers may commercialize alcoholic products only if the activity is reported to the state tax and customs authority no later than 3 working days before the intended sale and all related legal obligations are satisfied. The Exhibitor is required to have the document certifying the notification at hand during the entire period of OMÉK.

## **2.2. Radioactive materials**

The presentation of radioactive materials at OMÉK is prohibited.

## **2.3. The operation of transmitters**

Authority permissions for the operation of radio transceivers, industrial television or wireless equipment must be presented to the organizer appointed by HUNGEXPO Vásár és Reklám Zrt.

## **2.4. Wireless networks and communication services**

For service providers designated by Compoffice-R Kft., RentIT.hu or HUNGEXPO Vásár és Reklám Zrt., HUNGEXPO Vásár és Reklám Zrt. reserves the exclusive right to operate a concession-free internet-based communication service and network established through wireless technology, such as WIFI, IEEE 802.11 a/b/g/n, WiMax, etc.

Exhibitors are not entitled to use their own WIFI router or Ap due to radio interference issues that may occur during the combined and non-coordinated use of several such devices.

## **Description of the infrastructure**

- Primary incoming internet bandwidth through optical connection, 1/1 Gbps
- Secondary incoming internet bandwidth through microwave connection, 300/300 Mbps
- There is a redundant optical and copper backbone network between pavilions/buildings
- The WiFi AP with Palo Alto PA-3020 firewall and permanent monitoring is an integral part of the operation of equipment/machines displayed on the stand. In this case, the desired frequencies must be agreed with Hungexpo Vásár és Reklám Zrt. or its IT service provider.
- The managed Cisco-based network infrastructure (Cisco Catalyst 2960, 3560 Switches) covers all pavilions and offers UTP CAT6 and CAT7 wired network connections in the floor traps
- High performance Ruckus ZoneFlex WIFI network infrastructure with ZD3000 controller and support for 2.4 and 5 GHz frequency bands (In Pavilions A, F and G, the passage, in Building 25 and Reception Halls I and III)
- HP ProCurve WIFI network infrastructure with MSM760 controller and support for 2.4 and 5 GHz frequency bands (in Pavilions B and D)
- Unique WIFI SSIDs (limited!), option for separate dedicated VLANs, public IP addresses, etc.
- On-site engineers and technicians guarantee high quality service during the events
- Unauthorized use of WiFi and radio devices is not permitted, and Hungexpo is entitled to remove or disable any such devices

## **2.5. Broadcasting music in public**

The public use of live or reproduced music (by radio, television, video recorder, turntable, CD, DVD player, etc.) subject to copyright protection must be reported by the Exhibitor or Lessee at the Sound Recording Licensing Department of ARTISJUS Hungarian Bureau for the Protection of Authors' Rights (1016 Budapest, Mézszáros u. 15-17, phone: 488-2670, fax: 212-1546, e-mail: info@artisjus.com, www.artisjus.hu) in due time, before the intended use of the product, and the necessary license must be obtained and presented to the official in charge of the operational organization of the event appointed by HUNGEXPO Vásár és Reklám Zrt. Furthermore, the Exhibitor or the Lessee are obliged to pay all royalties due under copyright and/or related rights to ARTISJUS Hungarian Bureau for the Protection of Authors' Rights.

If the license is not presented to the official in charge of the operational organization of the event, or the royalties are not paid by the Exhibitor or the Tenant, the liability shall be borne by the Exhibitor or the Tenant.

## **2.6. The presentation of firearms, gas and explosives is prohibited.**



# OPERATION AND BUSINESS POLICY

## 3. Other provisions

### 3.1. Exclusivity

On the premises of HUNGEXPO Vásár és Reklám Zrt., Exhibitors may only order the following services from HUNGEXPO Vásár és Reklám Zrt. Any person who provides services on the premises of HUNGEXPO Vásár és Reklám Zrt. without a valid contract with HUNGEXPO Vásár és Reklám Zrt. can be removed immediately from the premises and damages may be claimed against said person or the Exhibitor or Tenant employing said person's services.

#### Exclusive services:

- electricity and water mains;
- security and safekeeping;
- fire and accident insurance;
- first aid;
- cleaning;
- production for on-site media and signage surfaces;
- internet (both wired and wireless) and telecommunication services;
- IT equipment;
- personal and property protection services beyond general security;
- construction of standard stand units and other services (carpets, curtains, furnishing etc.);
- audio-visual services;
- mounting services; and
- liability insurance.

### 3.2. Rights related to exhibition media and shooting

- Commercial recordings (film and video recordings), on-site broadcasts and news recordings (TV and radio) are subject to written permission from the organizers of OMÉK. If requesting such services, the shooting staff or their employing company must notify the organizers of OMÉK by informing the Marketing and Communications Office in advance about the fact, content and the of the shooting.
- The camera crew or shooting staff is allowed to enter the premises of HUNGEXPO Vásár és Reklám Zrt. only in possession of a shooting or broadcasting permit. The permit can be obtained on site at reception building I or in the press center before the shooting.
- The camera crew or shooting staff is required to present the shooting or broadcasting permit at the request of OMÉK organizers or the representative of HUNGEXPO Vásár és Reklám Zrt.
- The Exhibitor may only perform advertising activities within the boundaries of its rented area, without disturbing other exhibitors. The advertising activity may cover only the Exhibitor and the eventual co-exhibitor or company represented by the Exhibitor, and their products and services, as indicated on the application form. If the Exhibitor fails to remove from the stand, upon first notice, any goods that do not correspond to the reported group of products or are offensive to the Exhibitor or its co-exhibitor or represented company, or any advertising material that violates the personality rights, copyright, personal rights or any other rights related to the management of the personal data of any third party, OMÉK organizers are entitled to close down said stand at the expense and risk of the Contracting Party and claim damages, and the liability of HUNGEXPO Vásár és Reklám Zrt. for damages in relation to this matter is expressly excluded.

### 3.3. Exhibition advertising equipment

- Outside its stand, the Exhibitor may post advertising equipment only upon coordination with the organizer of the exhibition and with the permission of OMÉK organizers and Hungexpo Vásár és Reklám Zrt., in the area approved by the Organization Department of HUNGEXPO Vásár és Reklám Zrt. Advertising equipment posted without a permit may be taken down by HUNGEXPO Vásár és Reklám Zrt. at the expense and risk of the Exhibitor.

# OPERATION AND BUSINESS POLICY

- It is forbidden to post advertising equipment, such as company signs or logos, on walls delimiting the exhibition or the side of shared walls facing the adjacent stand.
- During the event, the distribution of printed or visual material outside the exhibition stands is subject to the prior permission of OMÉK organizers, after payment of the required fee. OMÉK may claim damages against unauthorized distributors. Permits will be subjected to random checks by representatives of HUNGEXPO Vásár és Reklám Zrt. For any individual exhibition, only the Exhibitors and their partners may be granted permission to distribute printed and visual material.
- It is forbidden to display advertising that is against the law!
- Advertising that is in breach of Act XLVIII of 2008 on the basic conditions of economic advertising activities and their limitations is prohibited.
- The Exhibitor may only receive inquiries by visitors or exhibitors exclusively within the boundaries of its rented area and only for the products, services and activities of his own company or the companies officially represented by the Exhibitor.

### **3.4. Insurance**

OMÉK organizers will take out valid liability insurance for the Exhibitor, the Lessee and their subcontractors 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. However, the existence of this insurance and the limits of compensation set out in the insurance agreement do not, in any way, limit the existing liability of the Exhibitor or the Lessee.

The Exhibitor, the Lessee or its exhibitor or subcontractor 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 Exhibitor or the Lessee shall be held liable for damage arising from the absence or the delay of such insurance.

In respect of HUNGEXPO Vásár és Reklám Zrt. or third parties, the Exhibitor or the Lessee shall be jointly and severally liable with its exhibitor or subcontractor for the damage caused by the exhibitor or subcontractor.

### **3.5. Safeguarding**

*We inform our Exhibitors and Lessees that the pavilions are equipped with electronic surveillance systems. These systems are intended to protect the pavilions of HUNGEXPO Vásár és Reklám Zrt. and not the exhibition stands or events. The privacy notice related to the electronic surveillance system is available at the website of HUNGEXPO Vásár és Reklám Zrt.*

The Exhibitor, the Lessee or its exhibitor or subcontractor shall, at its own expense, provide for the storage of sample products, exhibition materials and other movable items during the opening and loading hours of OMÉK.

HUNGEXPO Vásár és Reklám Zrt. and AMC exclude all liability to the maximum extent permitted by law for direct or indirect damages to the exhibition items and other assets of the Lessee, the Exhibitor or any other third person incurred on the premises of HUNGEXPO Vásár és Reklám Zrt.

Outside of opening hours, pavilions are guarded by the Security Service of HUNGEXPO Vásár és Reklám Zrt. Detailed information on opening and loading hours is provided in the Exhibitor's Handbook.

During the opening hours of pavilions, safeguarding installations and exhibition items is the duty of the Exhibitor, the Lessee or its exhibitor or subcontractor. In respect of safeguarding, delivery on the last day of the construction, the opening of pavilions and opening for visitors on the days of operation, the service periods between closing for visitors and the closing of pavilions as well as the dismantling operations on the last day of operation requires special attention.

The protection and safeguarding of stands, installations and exhibition items left in the open area at all times is the responsibility of the Exhibitor.

Additional safeguarding services can be ordered from HUNGEXPO Vásár és Reklám Zrt. at own expense.

# OPERATION AND BUSINESS POLICY

## **3.6. Sales**

On the premises of HUNGEXPO Vásár és Reklám Zrt., only commercial products may be sold, subject to the prior approval of OMÉK organizers, in possession of and in compliance with the required official permits and in compliance with all legal and regulatory requirements.

In case of unauthorized or irregular sale, OMÉK organizers are entitled to close the stand, have it removed at the expense and risk of the owner and, in more serious cases, initiate official proceedings.

Ambulant sales are prohibited on the premises of HUNGEXPO Vásár és Reklám Zrt., with the exception of food.

## **3.7. Entertainment events**

Presentations including shows or any other entertainment event can be held at the stands only upon agreeing about the schedule with the operators of adjoining stand and with the permission of OMÉK organizers and HUNGEXPO Vásár és Reklám Zrt. Written approvals signed by the operators of all adjoining stands must be attached to the schedule.

## **3.9. Noise protection**

The sound pressure level generated at the presentations may not exceed 80 dBA at the boundary of the stand, regardless of its source (music, program, machine, equipment, etc.) and location (closed showroom etc.).

If the Exhibitor refuses to end the activity that generates noise beyond the permitted level at the request of OMÉK organizers, the HUNGEXPO Vásár és Reklám Zrt. is entitled to cut the stand off the power grid. The resulting liability lies with the Exhibitor. Presentations that generate stronger sound effects can only be held with the prior written permission of HUNGEXPO Vásár és Reklám Zrt. and in the possession of an appropriate noise protection structure and equipment, provided by the Exhibitor, in the first 15 minutes of each even hour started, and the generated sound pressure level cannot exceed 85 dBA.

Making scary noises or signals, such as demonstrating the operation of emergency beacons, alarm systems or smoke- or light-producing equipment is prohibited!

## **3.10. Warranty of title**

In of product presentations, the Exhibitor or the Lessee shall warrant that the goods, accessories and advertisements presented or used by the Exhibitor or Lessee on the premises of HUNGEXPO Vásár és Reklám Zrt. do not infringe the copyright or any other right related to intellectual works, trademarks, etc. of third parties. HUNGEXPO Vásár és Reklám Zrt. explicitly excludes its liability for such violations committed by the Exhibitor, the Lessee or its exhibitor against third parties.

## **3.11. Lien**

The Exhibitor acknowledges that failing to fulfill its payment obligations before the event is closed, all movable property on the territory of HUNGEXPO Vásár és Reklám Zrt. will be seized by AMC upon expiration of the claim, and AMC is entitled to retain said property without reviewing the ownership, up to the value of the claim. Satisfaction from pledged property is governed by the rules of the Civil Code. AMC excludes any liability for any unintentional damage to the seized property arising from the enforcement of the right of retention. The agreement contained in this section of the OBP is regarded as the conclusion of a pledge agreement between the parties.

## **3.12. Unauthorized use of premises**

Exhibitors who pursue exhibitor or commercial activity outside the rented space may be obliged to pay a land use fee (lot fee) amounting to 100% of the rental fee and will be required to terminate their activity. After closing time, the same legal consequences for unauthorized land use shall apply to unauthorized vehicles left on the premises overnight.

## **3.13. Distribution of balloons**

On the premises of HUNGEXPO Vásár és Reklám Zrt., only balloons filled with air may be distributed, and only within the stand area. Balloons filled with helium cannot be brought into the pavilions!

## **3.14. Shooting rights & prohibition of unmanned aerial vehicles and drones**

It is prohibited to bring, use or fly unmanned air vehicles and drones in the entire area of HUNGEXPO Vásár és Reklám Zrt., including recording (sound, photo, video etc.) with such devices. The Contracting

# OPERATION AND BUSINESS POLICY

Party notes that in the event where the obligation specified herein is violated, the authorized security staff may immediately remove the unmanned air vehicles and drones from the area of HUNGEXPO. The Contracting Party shall be held exclusively liable, without any restriction, for any financial and non-financial damage arising from violating their obligations specified hereunder, especially including damage caused to third parties and/or to HUNGEXPO, furthermore the payment of eventual penalty imposed for using unmanned air vehicles and drones as well as eventual damage to the object occurring upon the action necessary by HUNGEXPO due to violating the obligation hereunder. Photos and recordings made in spite of the prohibition under this paragraph shall not be used in any form whatsoever.

### **3.15. Items left behind**

Items found in the pavilion or in the open area after dismantling will be stored by HUNGEXPO Vásár és Reklám Zrt. and charge storage and guarding fees to the Exhibitor or the Lessee.

After identifying the owner of exhibition items or installations owned by the Exhibitor, the Lessee or its exhibitor or subcontractor, 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 costs incurred by HUNGEXPO Vásár és Reklám Zrt., the relevant provisions of civil law shall apply.

During OMÉK, 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 damages and excludes its liability.

# OPERATION AND BUSINESS POLICY

## II. EXHIBITION EVENT AND CONSTRUCTION POLICY

The following rules apply to the construction of structures, installations, decorations, exhibition stands and other structures on the premises of HUNGEXPO Vásár és Reklám Zrt.

### 1. General provisions

HUNGEXPO Vásár és Reklám Zrt. rents a vacant space without structures and equipment, demarcated by signs painted or chalked on the floor of pavilions with floor or by staking out in open areas, according to the provisions included in the contract concluded with the Exhibitor or the Lessee and in the offer, which constitutes an integral part of the contract, with the services indicated in the contract or offer.

The Exhibitor, the Lessee or its exhibitor or subcontractor 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.

On the covered and free premises of HUNGEXPO Vásár és Reklám Zrt., all construction work must be based on architectural plans and wiring diagrams approved by the Work and Fire Safety Officer and the official in charge of the operational organization of the event appointed by HUNGEXPO Vásár és Reklám Zrt., noting that granting such approval does not exempt the Lessee or the Exhibitor from any liability. Stands and structures constructed without a permit may be taken down by HUNGEXPO Vásár és Reklám Zrt. at the expense and risk of the Exhibitor or the Lessee.

The Exhibitor, the Tenant or its exhibitor or subcontractor is responsible for the stability and durability of the installation or decoration built in their 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 draft plans of pavilions prepared by the Lessee or its subcontractor must be submitted for approval to the official in charge of the operational organization appointed by HUNGEXPO Vásár és Reklám Zrt. Construction work can be started only on the basis of a plan approved by the Work and Fire Safety Officer appointed by HUNGEXPO Vásár és Reklám Zrt.

Construction of stands can be started only if the stand plan is approved by HUNGEXPO Vásár és Reklám Zrt.

The plans will be reviewed by the Work and Fire Safety Officer, who may require the Exhibitor to submit additional or supplementary documents to incomplete or ineligible plans or may stipulate additional conditions in the approval clause.

The Exhibitor is responsible for constructing and properly illuminating the exhibition stand on the rented area, and for keeping it clean and organized.

The Exhibitor is required to build a boundary wall of at least 2.50 m in height in the direction of each adjacent stand or install a non-transparent (closed) structural element or fixture. Since the boundary walls and back walls built on the side of traffic routes must not interfere with the clear visibility of the event, long closed walls running along visitor traffic routes (non-transparent walls higher than 2.50 m and longer than 5.00) can be built only with the prior permission of the organizer.

The Exhibitor is required to indicate the company sign on the exhibition stand, which sign may only include Exhibitors registered for and participating in the event.

The Exhibitor is required to design its own buildings, signs, exhibition items, etc. in a way as to ensure that they fit into the overall image of the exhibition area and do not obstruct the intended functioning of structures, sensors, inscriptions, decorations and signs posted by HUNGEXPO Vásár és Reklám Zrt. Within the rented exhibition area, the bearing columns of halls can be sheathed or wrapped up to the permitted construction height with non-injurious technology in a way as to maintain the unobstructed accessibility, visibility and functionality of fire hydrants and hand-held fire extinguishers placed next to the columns as well as that of electrical switchboards, fire alarms and escape route lights fitted on the columns.

AMC shall determine the construction, operation and dismantling phase of OMÉK and the duration of daily work, as indicated in the Exhibitor's Guide. Work can only be carried out in the indicated period.

# OPERATION AND BUSINESS POLICY

In covered areas, double-deck stands must have a minimum floor area of 50 m<sup>2</sup>, and can only be constructed if technical plans prove that the fire load does not exceed 650 MJ/m<sup>2</sup> during installation, including exhibition materials, stand construction materials, materials required for operation, brochures, etc.

Clear ceiling height must be of at least 2.5 m per deck. Deck payload must be calculated according to the intended use (office, storage room etc.), in compliance with the design regulations in force in Hungary. The durability of structures must be confirmed by a structural engineer's report and the time required for leaving the upper deck must be certified with the calculation of evacuation times, which must include the name and license number of the designer.

Automatic fire alarm and fire extinguishing capacities must be installed in the area under the deck. For double-deck stands, the written consent of each exhibitor operating in the affected stands must be attached to the plans prepared as per the above.

This obligation serves to ensure that the double-deck section on the shared wall is fashioned in a way that is acceptable to the adjacent exhibitors. If the Exhibitor undertakes to comply with the indicated conditions, such as the requirements for height, the method of covering, wall color, etc., the consent for the construction of the double-deck stand cannot be refused.

Information about lot fees for double-deck stands are included in the application forms.

The visible back walls and the backside of boundary walls exceeding 2.50 m in height must be decorated in an aesthetically appealing way (single color, neutral, clean, free of text). For back walls and double-deck stands, company signs, logos or ad texts cannot be added on the side of the upper deck facing the adjacent stand, even if the 1 m strip is observed.

Stands larger than 150 m<sup>2</sup> or longer than 20 m must have at least 2 entrances.

Maximum 70% of stand spaces designated in open areas can be covered with constructions, meaning that buildings and structures must not cover more than 70% of the area. A distance of least 2 m between constructed structures and the boundary of the area must be observed. The distance between two buildings cannot be less than half the distance between the highest point of the taller building and the ground.

## 2. Planning requirements

### 2.1. General rules

Planning must be done at least in the level of detail indicated in the building permit drawing.

The content and form of the plans must comply with the design guidelines, technical regulations, European Union and Hungarian standards adopted in Hungary as well as the Chapters entitled "OSH Policy" and "Fire Safety Regulations" of this OBP.

Both the architectural and industry plans must be prepared and signed by qualified and licensed designers. Plans must include the name and license number of the designer. Failure to indicate the designer's license number may result in failure to acquire authorization.

If machines are to be operated at the stand, the layout plan, technical specifications and technology used for their operation must be attached to the design documentation.

### 2.2 Architectural plan

Architectural plans must contain the following elements:

- site plan

(indicating the number of adjoining stands):

- furnished and scaled floor plans

(indicating the integrated materials):

- facade plans and characteristic cross-sections

(indicating heights):

- water draw-off and installation points;

- technical description;

- fire and work safety plan;

- designer's statement containing the name and signature of the designer;

- flammability classification;

- fire load calculation;

# OPERATION AND BUSINESS POLICY

- fire safety compliance certificate (certificates issued for the building material, structure, method of construction, flammable or explosive material, etc.);
- fire safety classification of construction products.

The submitted documents must be transparent, comprehensible and suitable for deliberation.

## **2.3 Engineering permit**

If the nature and complexity of the structure requires it, the designer in charge of free-area exhibition pavilions and exhibition stands within the pavilions must be a planning architect registered and licensed by the Chamber of Hungarian Architects (É-1, É-2, É-3). In particular, the structural engineering plans of double-deck stands must be prepared by a licensed structural engineer (T1-T2), wiring diagrams by a licensed electrical engineer (V1-V2) and building services engineering plans by a licensed building services engineer (G1-G2). Proof of the engineering permit must be included in all cases in the stand construction documentation.

Equipment indicated on pavilion and open area floor plans as well as load bearing capacity and other data required in Section 3 of this Chapter must be taken into account in both the design and construction phases.

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 under any circumstances, not even temporarily, and it must be ensured that they contain no false indication. Columns or structures in the stand area cannot provide a basis for changing the allocated area or for a discount on the lot fee.

## **2.4. Planning requirements for stands**

### **2.4.1. Simple stands**

Simple stands are built in covered areas and must meet the following requirements:

- constructed from prefabricated standard exhibition installation (such as Syma, Octanorm, etc.);
- their floor area is not larger than 50 m<sup>2</sup>, including structures, lighting fixtures, structural elements propped against the ground and company signs;
- the height of the stand cannot exceed 3 m, while the height of the company sign or logo cannot exceed 3,50 m;
- at most 2 towers with a floor area of 1 m<sup>2</sup> and a height of 4,50;
- the power consumption cannot exceed 5 kW (3x10 A), including the power demand of exhibition items operated in the stand;
- are fitted with a 1/2" water connection;
- minimum required fire safety class of the flooring: C<sub>fl</sub> – s1.

- the Exhibitor or its contractor must upload a statement about the construction of a simple stand on the Exhibitor's online interface.

Structures erected in the free area are not regarded as simple stands even if made of standard type elements. If the open area is intended for hosting nothing more than a caravan, tent, self-propelled machine, motor vehicle or container, it is sufficient to submit an installation sketch (site plan) containing height parameters, along with a statement.

If the submitted statement contains false information, HUNGEXPO Vásár és Reklám Zrt. has the right to partially or completely dismantle the structure at the expense and liability of the Exhibitor. HUNGEXPO Vásár és Reklám Zrt. shall not be held liable for any resulting damage and excludes its liability to the maximum extent permitted by law.

### **2.4.2 Unique stands**

If the Exhibitor intends to construct a stand that does not conform to the above specifications, construction plans must be authorized by HUNGEXPO Vásár és Reklám Zrt. in a separate procedure.

Construction plans must be uploaded to the online interface no later than 2 weeks before the event.

The plans will be reviewed by the Organization Department of HUNGEXPO Vásár és Reklám Zrt., the Leading Technician and the Work and Fire Safety Officer, who may require the Exhibitor to submit additional or supplementary documents to incomplete or ineligible plans or may stipulate additional conditions in the approval clause.

## **2.4.3. Double-deck installations**

For double-deck installations or stands, the following additional information are required:

- structural engineer's report indicating the name, permit ID and signature of the structural engineer;
- evacuation calculation; and
- detail drawings for understanding and evaluating individual structures.

## **2.4.4 Wiring diagram for stands**

Wiring diagrams for stands must contain the following elements:

- single-line circuit diagram with output data;
- technical description;
- shock protection plan;
- fire and work safety plan;
- detailed description of the electric parameters of special electric equipment;
- starting-up parameters for drives above 5 kW; and
- designer's statement containing the name, permit ID and signature of the designer.

If the power consumption does not exceed 5 kW (3x10 A), including the exhibition objects operated in the stand, no separate wiring diagram is required.

## **2.4.5. Building services engineering plan**

engineering plans must contain the following elements:

- technological plan (such as for machine operation); and
- technical description;
- designer's statement containing the name, permit ID and signature of the designer.

## **2.4.6 Other rules**

Within the rented area, the bearing columns of halls can be sheathed or wrapped up to the permitted construction height with non-injurious technology in a way as to maintain the unobstructed accessibility, visibility and functionality of fire hydrants and hand-held fire extinguishers placed next to the columns as well as that of electrical switchboards, fire alarms and escape route lights fitted on the columns.

All structures erected by the Exhibitor, the Tenant or its exhibitor or subcontractor will be of temporary nature. Buildings, installations, decorations or stands left standing without authorization after the dismantling phase may be demolished by HUNGEXPO Vásár és Reklám Zrt. at the expense of the Exhibitor or the Lessee, without examination of the ownership. HUNGEXPO Vásár és Reklám Zrt. shall exclude all liability for the materials in the demolished building, decoration or objects left in the stand or in the building to the fullest extent permitted by law.

Only materials and equipment conforming to European and Hungarian standards can be used in construction work.

Building engineering and building electrical equipment must comply with MSZ 2364. Deviations from approved plans are subject to a plan modification permit.

The height of installations and stands is limited only by the internal height of the pavilion if there is a valid structural engineer's authorization (6.30m in pavilions A, B, and D, 5.80m in pavilion F, 9.30m in pavilion C and 11.80m in pavilion G).

## **2.5. Pavilions and related typical technical data**



# OPERATION AND BUSINESS POLICY

## HUNGEXPO - BUDAPEST



Pavilon	alapterület	beépíthető belmagasság	rácsos tartó alsó síkja	általános megvilágítás	padlószerkezet	teherbíró képesség	kapu	személybejáró	oszloptávolságok	egyéb
A	0,50 X 108,60 m	6,30 m	6,90 m	200 lux	közműalagutas	30 kN/m <sup>2</sup>	1 db kamionkapu 4,00 x 4,80 m kerékvetők távolsága 3,80 m 1 db kamionkapu 5,20 x 5,90 m kerékvetők távolsága 5,00 m	30+12 db	acélszerkezetű, pillérosztás: keresztirányban 12,00 m hosszirányban 18,00 m	zárt építésű átjáró D pavilonba hűtő-szellőző berendezés
B	08,60 x 60,60 m	6,30 m	6,90 m	150 lux	közműalagutas	30 kN/m <sup>2</sup>	2 db kamionkapu 4,10 x 4,60 m	26 db	acélszerkezetű, pillérosztás: keresztirányban 12,00 m hosszirányban 18,00 m	
C	72,20 x 36,60 m	9,30 m	10,00 m darupálya vonalában 6,10 m	100 lux	közműalagutas	30 kN/m <sup>2</sup>	2 db kamionkapu 4,00 x 4,00 m	12 db	vasbeton szerkezetű, pillérosztás: keresztirányban 12,00 m hosszirányban 18,00 m	
D	73,00 x 72,60 m	6,30 m	6,90 m	100 lux	közműalagutas	30 kN/m <sup>2</sup>	1 db kamionkapu 3,80 x 5,30 m kerékvetők távolsága 3,40 m	20 db	acélszerkezetű, pillérosztás: keresztirányban 12,00 m hosszirányban 18,00 m	zárt építésű átjáró az A pavilonba hűtő-szellőző berendezés
F	75,80 x 49,00 m	5,80 m	6,40 m	100 lux	közműalagutas	30 kN/m <sup>2</sup>	1 db kamionkapu 3,80 x 5,30 m	11 db	acélszerkezetű, pillérosztás: keresztirányban 12,00 m hosszirányban 24,00 m	
G	77x156,20	11,80 m	12,00 m	400 lux	közműalagutas	15 kN/m <sup>2</sup>	1 db 5,00 x 8,00 m 2 db 5,00 x 7,00 m	11 db	Oszlop nélküli	
16	59,50 x 24,50 m	5,00 m		100 lux	15 cm vastag beton 3 cm aszfaltburkolattal	20 kN/m <sup>2</sup>	2 db 3,80 x 3,10 m	10 db		
17	földszint 31,00 x 31,00 m	3,30 m		100 lux	15 cm vastag beton 3 cm aszfaltburkolattal	földszint 20 kN/m <sup>2</sup>		3 db		
	galéria 564 m <sup>2</sup>				15 cm vastag beton 3 cm aszfaltburkolattal	galéria 6 kN/m <sup>2</sup>				
18	földszint 31,00 x 31,00 m	3,30 m		100 lux	15 cm vastag beton 3 cm aszfaltburkolattal	földszint 20 kN/m <sup>2</sup>		3 db		
	galéria 564 m <sup>2</sup>				15 cm vastag beton 3 cm aszfaltburkolattal	galéria 5 kN/m <sup>2</sup>				

# OPERATION AND BUSINESS POLICY

## **3. Pavilion arrangement rules**

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 under any circumstances, not even temporarily, and it must be ensured that they contain no false indication.

### **Rules for structures constructed in the pavilions**

#### Passage

- structures such as buffets or stands cannot be built facing each other
- The green path leading through the Passage is a route designated for firefighters. Therefore, only easily removable exhibition items can be placed on top of it.

#### Pavilion A

- In the form of a 1 meter strip, a service road must be left along the wall for the use of electrical switches, cabinets and fire safety equipment. This strip must be left free of walls or temporary structures such as boxes or stand equipment. During operation time, items left in this area will be stored in a waste container.
- Next to the doors and on the column rows of the pavilion, fire hydrants, fire extinguishers and handheld fire alarm devices are provided. The usability, accessibility and visibility of these devices must be ensured, meaning that they must not be blocked or covered.
- The pavilion has a beacon lights system that indicates safe escape routes in case of emergency. These beacon lights must not be covered!
- There are working current cabinets fitted on the pillars of the pavilion (about 3 m). The switches in these cabinets must be operated in case of emergency. Therefore, these cabinets must be left free.
- A cable tunnel is running under the pavilion. Every 30 m on the tunnel, there are emergency exits, indicated by a yellow and black manhole cover, which opens into the internal space of the pavilion. These covers must be left free and must be regarded as bona fide emergency exits.
- Due to its large and contiguous fire section, the pavilion is divided into four by three water curtains. Building 2 m under the water curtains and at a distance of 2 m from their line is prohibited! Crossing the fire section boundary is prohibited.
- The load bearing capacity of the pavilion floor is 3.5 tons.
- The pavilion has 4 truck gates (of which the two gates opening onto the Passage cannot be used) and a service road for firefighting vehicles (inside the premises, from gate to gate). Building on this area is forbidden!
- 1 track must be left unobstructed outside the pavilion, ensuring that all pavilions can be circled. Building and parking on the service road for firefighting vehicles is forbidden!
- Engaging in activities involving an open flame inside the pavilion requires a separate fire permit. Using smoke is prohibited!
- Stands can only be covered in a manner as to ensure that the smoke passes through them and the smoke detectors are operational.
- The height of the stands built in the pavilion is limited (the height of the pavilion is 7 m). Please avoid using stands of the same height as the side wall and columns fitted with beacon lights, since those must remain visible.
- For faster crossing in case of emergency, the main traffic routes in the pavilion must be established between opposing doors. The minimum width of traffic roads is 2.5 m, while the minimum width of main corridors is 3 m. Stands reaching 26 m in length on any side must be accessible with a transverse road.
- In stands or corridors, elevated floor sections must be indicated with yellow and black marking for danger of stumbling and a ramp must be constructed for those living with limited mobility.

#### Pavilion B

- In the form of a 1 meter strip, a service road must be left along the wall for the use of electrical switches, cabinets and fire safety equipment. This strip must be left free of walls or temporary structures such as boxes or stand equipment. During operation time, items left in this area will be stored in a waste container.

# OPERATION AND BUSINESS POLICY

- Next to the doors and on the column rows of the pavilion, fire hydrants, fire extinguishers and handheld fire alarm devices are provided. The usability, accessibility and visibility of these devices must be ensured, meaning that they must not be blocked or covered.
- The pavilion has a beacon lights system that indicates safe escape routes in case of emergency. These beacon lights must not be covered!
- There are working current cabinets fitted on the pillars of the pavilion (about 3 m). The switches in these cabinets must be operated in case of emergency. Therefore, these cabinets must be left free.
- A cable tunnel is running under the pavilion. Every 30 m on the tunnel, there are emergency exits, indicated by a yellow and black manhole cover, which opens into the internal space of the pavilion. These covers must be left free and must be regarded as bona fide emergency exits.
- The load bearing capacity of the pavilion floor is 3.5 tons.
- The pavilion has 2 truck gates and a service road for firefighting vehicles (inside the premises, from gate to gate). Building on this area is forbidden!
- 1 track must be left unobstructed outside the pavilion, ensuring that all pavilions can be circled. Building and parking on the service road for firefighting vehicles is forbidden!
- Engaging in activities involving an open flame inside the pavilion requires a separate fire permit. Using smoke is prohibited!\*
- Stands can only be covered in a manner as to ensure that the smoke passes through them and the smoke detectors are operational.
- The height of the stands built in the pavilion is limited (the height of the pavilion is 7 m). Please avoid using stands of the same height as the side wall and columns fitted with beacon lights, since those must remain visible.
- For faster crossing in case of emergency, the main traffic routes in the pavilion must be established between opposing doors. The minimum width of traffic roads is 2.5 m, while the minimum width of main corridors is 3 m. Stands reaching 26 m in length on any side must be accessible with a transverse road.
- In stands or corridors, elevated floor sections must be indicated with yellow and black marking for danger of stumbling and a ramp must be constructed for those living with limited mobility.

## Pavilion G

- Fitting a mobile hydrants on each of the two sides of the pavilion is compulsory, the location of which is indicated on the floor plan.
  - 140 cm high and 70 cm wide
  - these hydrants can only be moved in line with the flooring, no more than 5 m, to avoid pressure loss
  - the mobile hydrants are needed because the hose of the wall hydrant is only 30 m long, which is not enough to connect the two fire hydrants in the two parts of the pavilion; therefore, the missing length of 12 m will be provided with mobile hydrants
  - decorations are allowed, but the hydrants must remain accessible at all times
  - Ask for black or white casings for the hydrants from the organizers.



- In the form of a 1 meter strip, a service road must be left along the wall for the use of electrical switches, cabinets and fire safety equipment. This strip must be left free of walls or temporary structures such as boxes or stand equipment. During operation time, items left in this area will be stored in a waste container.
- Next to the doors of the pavilion, fire hydrants, fire extinguishers and handheld fire alarm devices are provided. The usability and visibility of these devices must be ensured at all times, meaning that they must not be blocked or covered.
- The pavilion has a beacon lights system that indicates safe escape routes in case of emergency. These beacon lights must not be covered!

# OPERATION AND BUSINESS POLICY

- The load bearing capacity of the pavilion floor is 3.5 tons.
- The pavilion has 4 truck gates.
- 1 track must be left unobstructed outside the pavilion, ensuring that all pavilions can be circled. Building and parking on the service road for firefighting vehicles is forbidden!
- Engaging in activities involving an open flame inside the pavilion requires a separate fire permit. Using smoke is prohibited!\*
- Stands can only be covered in a manner as to ensure that the smoke passes through them and the smoke detectors are operational.
- The height of the stands built in the pavilion is limited (the height of the pavilion is 12 m). Please avoid using stands of the same height as the side wall fitted with beacon lights, since those must remain visible.
- For faster crossing in case of emergency, the main traffic routes in the pavilion must be established between opposing doors. The minimum width of traffic roads is 2.5 m, while the minimum width of main corridors is 3 m. Stands reaching 26 m in length on any side must be accessible with a transverse road.
- In stands or corridors, elevated floor sections must be indicated with yellow and black marking for danger of stumbling and a ramp must be constructed for those living with limited mobility.
- A fire gate operated by gravity was mounted on the fire section boundary between Pavilions G and F. It is forbidden to obstruct the closing of this gate!

## Pavilion F

- In the form of a 1 meter strip, a service road must be left along the wall for the use of electrical switches, cabinets and fire safety equipment. This strip must be left free of walls or temporary structures such as boxes or stand equipment. During operation time, items left in this area will be stored in a waste container.
- Next to the doors and on the column rows of the pavilion, fire hydrants, fire extinguishers and handheld fire alarm devices are provided. The usability, accessibility and visibility of these devices must be ensured, meaning that they must not be blocked or covered.
- The pavilion has a beacon lights system that indicates safe escape routes in case of emergency. These beacon lights must not be covered!
- There are working current cabinets fitted on the pillars of the pavilion (about 3 m). The switches in these cabinets must be operated in case of emergency. Therefore, these cabinets must be left free.
- A cable tunnel is running under the pavilion. Every 30 m on the tunnel, there are emergency exits, indicated by a yellow and black manhole cover, which opens into the internal space of the pavilion. These covers must be left free and must be regarded as bona fide emergency exits.
- The load bearing capacity of the pavilion floor is 3.5 tons.
- The pavilion has 2 truck gates (of which a single gate opening onto the Passage can be used) and a service road for firefighting vehicles (inside the premises, from gate to gate). Building on this area is forbidden!
- 1 track must be left unobstructed outside the pavilion, ensuring that all pavilions can be circled. Building and parking on the service road for firefighting vehicles is forbidden!
- Engaging in activities involving an open flame inside the pavilion requires a separate fire permit. Using smoke is prohibited!\*
- Stands can only be covered in a manner as to ensure that the smoke passes through them and the smoke detectors are operational.
- The height of the stands built in the pavilion is limited (the height of the pavilion is 7 m). Please avoid using stands of the same height as the side wall and columns fitted with beacon lights, since those must remain visible.
- For faster crossing in case of emergency, the main traffic routes in the pavilion must be established between opposing doors. The minimum width of traffic roads is 2.5 m, while the minimum width of main corridors is 3 m. Stands reaching 26 m in length on any side must be accessible with a transverse road.
- In stands or corridors, elevated floor sections must be indicated with yellow and black marking for danger of stumbling and a ramp must be constructed for those living with limited mobility.

## Pavilion D

In the form of a 1 meter strip, a service road must be left along the wall for the use of electrical switches, cabinets and fire safety equipment. This strip must be left free of walls or temporary structures such as boxes or stand equipment. During operation time, items left in this area will be stored in a waste container.

# OPERATION AND BUSINESS POLICY

- Next to the doors and on the column rows of the pavilion, fire hydrants, fire extinguishers and handheld fire alarm devices are provided. The usability, accessibility and visibility of these devices must be ensured, meaning that they must not be blocked or covered.
- The pavilion has a beacon lights system that indicates safe escape routes in case of emergency. These beacon lights must not be covered!
- There are working current cabinets fitted on the pillars of the pavilion (about 3 m). The switches in these cabinets must be operated in case of emergency. Therefore, these cabinets must be left free.
- A cable tunnel is running under the pavilion. Every 30 m on the tunnel, there are emergency exits, indicated by a yellow and black manhole cover, which opens into the internal space of the pavilion. These covers must be left free and must be regarded as bona fide emergency exits.
- The load bearing capacity of the pavilion floor is 3.5 tons.
- The pavilion has 2 truck gates and a service road for firefighting vehicles (inside the premises, from gate to gate). Building on this area is forbidden!
- 1 track must be left unobstructed outside the pavilion, ensuring that all pavilions can be circled. Building and parking on the service road for firefighting vehicles is forbidden!
- Engaging in activities involving an open flame inside the pavilion requires a separate fire permit. Using smoke is prohibited!\*
- Stands can only be covered in a manner as to ensure that the smoke passes through them and the smoke detectors are operational.
- The height of the stands built in the pavilion is limited (the height of the pavilion is 7 m). Please avoid using stands of the same height as the side wall and columns fitted with beacon lights, since those must remain visible.
- For faster crossing in case of emergency, the main traffic routes in the pavilion must be established between opposing doors. The minimum width of traffic roads is 2.5 m, while the minimum width of main corridors is 3 m. Stands reaching 26 m in length on any side must be accessible with a transverse road.
- In stands or corridors, elevated floor sections must be indicated with yellow and black marking for danger of stumbling and a ramp must be constructed for those living with limited mobility.

# OPERATION AND BUSINESS POLICY

## 4. Rules for construction work

### 4.1. Construction rules

The use of woodworking machines, welding equipment, open flame of any kind or combustion engines, such as compressors, as well as the finishing of raw materials by scaling, planing, grinding, varnishing, etc. inside the pavilions is prohibited.

Converting, painting or extending the buildings or structures of HUNGEXPO Vásár és Reklám Zrt., suspending or leaning anything on or against them, or gluing, tying or hanging anything from their pillars, walls or any other parts is forbidden without the prior written consent of the official in charge of the operational organization of the event.

Boundary walls, roof structures, light fixture arms, light fixtures, logos, inscriptions or exhibits must not exceed the boundaries of the rented stand at any height. The Exhibitor in violation of the rules shall be held liable for all resulting damages.

For illuminating the artwork and inscriptions posted on boundary walls of stands, lighting fixtures and fixture arms can be mounted, provided that their lowest point exceeds 2.50 m and they do not protrude more than 0.30 m from the edge of the stand. As these elements extend over the traffic routes, the Exhibitor is liable for any damage to the arms or fixtures.

If additional lighting is required to illuminate the stand or the goods during construction, in addition to the general illumination provided for the pavilions, it is the Exhibitor's responsibility to provide a solution.

Since the time allotted for construction work is short and the traffic routes between stands must not be blocked, installations must be taken apart before transporting to the pavilion, where only finishing and decorative work is allowed.

### 4.2. Suspension rules

Advertising materials related to the event or the exhibition as well as lighting frames and other structures can be suspended onto the grid structure of Pavilions A, B, D F and G only in the rented area and with the prior case-by-case individual permit issued by HUNGEXPO Vásár és Reklám Zrt.

Suspension is an exclusive service offered by HUNGEXPO Vásár és Reklám Zrt. and carried out by its subcontractor.

The total weight of the suspensions, in proportion to the rented area, may not exceed 10 kg/m<sup>2</sup> (or 20 kg/m<sup>2</sup> in Pavilion G). The maximum load of a suspension point is 150 kg (180 kg in Pavilion G). The suspension of heavier weights requires prior consultation.

Suspension permits must be presented to the official in charge of the operational organization appointed by HUNGEXPO Vásár és Reklám Zrt. at least **2 weeks** before the construction of the event, who will forward it to the official in charge of technical operation for approval.

The suspension permit must contain the following elements:

- description of the object to be suspended (material, weight);
- number of suspension points;
- a transparent sketch drawing; and
- a declaration about the stability of the object to be suspended.

Items suspended without a suspension permit may be taken down by HUNGEXPO Vásár és Reklám Zrt. at the expense and risk of the Exhibitor or the Lessee.

### 4.3. Additional design and implementation rules for suspension:

In order to preserve the condition and stability of building structures, the following rules must be observed in the design and construction of suspensions:

- Work can only be started in possession of a suspension permit approved by HUNGEXPO Vásár és Reklám Zrt.

# OPERATION AND BUSINESS POLICY

- In issues related to suspension, the Director of Technical Operations or the Technical Operations Manager are authorized to make a statement on behalf of HUNGEXPO Vásár és Reklám Zrt., unless the load on suspension points does not exceed 30 kg, in which case the Organization Department of HUNGEXPO Vásár és Reklám Zrt. is also entitled to do so.
- During the construction of suspension, the surface treatment of the supporting structure and the protection of cables and other equipment mounted on the structure is the responsibility of the stand constructor. Damage resulting from negligent, intentional or otherwise unlawful work is the responsibility of the stand constructor.
- Drilling or demolishing the supporting structure is strictly forbidden.
- As a prerequisite for approval, the licensing authority may carry out on-site inspection of the weight of the element in question, for which the crane scale will be provided by HUNGEXPO Vásár és Reklám Zrt. and the execution of measurement must be made possible by the contractor.
- The load on the grid structure must not exceed 10 kg/m<sup>2</sup>, where individual loads must not exceed 150 kg. Considering the 3\*3m load field in Pavilion G, weights up to 180 kg (20 kg/m<sup>2</sup>) can be placed anywhere on the lower plane of the deck structure.
- On the bars of the grid structure in Pavilions A, B, D and F, weights can be suspended only at nodes or within a distance of up to 10 cm from nodes, unless the load on any individual bar does not exceed 30 kg, in which case there are no restrictions.
- Using split (Y) suspension is subject to observing the rules indicated above and is possible only if the angle between the stems is less than 90 degrees.
- After prior consultation, weights heavier than 180 kg (but at most 1000 kg) can be posted anywhere in Pavilion G, even in other places than the main support beams, taking into account the 20 kg/m<sup>2</sup> load field. In Pavilions A, B, D and F, up to 300 kg can be placed in the nodes of the grid structure, observing the load field of 10 kg/m<sup>2</sup>.
- The highest point of the suspended item cannot be higher than the maximum construction height specified for the pavilion. Suspension is an exclusive service carried out only by the partner selected by HUNGEXPO Vásár és Reklám Zrt. In the external 1 m strip, placing suspensions is subject to approval by the adjacent Exhibitor.

## 4.4 Carpeting

The basic carpeting rule is that, in pavilions, the carpet must be secured with double-sided adhesive tape. The complete removal of all kinds of carpet adhesive and tape used for fixing the protective foil is the responsibility of the Exhibitor. Only adhesive tapes of such quality can be used that allows for traceless removal from the asphalt pavement of the halls. The application of self-adhesive floor mats or bulk adhesives is forbidden.

Carpeting is an exclusive service carried out only by the subcontractor of HUNGEXPO Vásár és Reklám Zrt.

## 4.5. Other rules

The cladding of pavilions must not be nailed, drilled, broken or painted.

The use of water-based paints is permitted, subject to laying a protective cover over the entire surface of the work area, but removing of any kind of soiling caused on the structures, floors or any other parts of the buildings is the responsibility of the Exhibitor or the Lessee.

The Exhibitor, the Lessee or their exhibitor or subcontractor are required to cover the road surface adjacent to the rented area in its entirety with protective foil if, due to the nature of the event, any stonework or finishing work must be carried out on site, such as fitting, masonry, painting, tiling, etc., and to restore the affected area to its original state in the end.

In order to minimize dust contamination, only hand tools fitted with dust bags or wet cutting equipment can be used. Mortar and concrete mixing machines can be operated only in the first part of the construction period, outside the pavilion, in a pre-designated area localized with wrap-around foil. Masonry, cladding and roofing materials cannot be cut with flex cutters even outside the pavilions.

The use of propane-butane gas, nailers, spray guns and power generating equipment is prohibited in the pavilions.

# OPERATION AND BUSINESS POLICY

For constructions that require earthworks in the open area, the Organization Department of HUNGEXPO Vásár és Reklám Zrt. must be consulted beforehand. Earthworks on the premises of HUNGEXPO Vásár és Reklám Zrt. can be carried out only by hand. The placement of structures, flagpoles, billboards, etc. and long linear engineering structures in the open area is subject to authorization issued by the Organization Department of HUNGEXPO Vásár és Reklám Zrt.

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

The Exhibitor or the Lessee must adhere to instructions issued by HUNGEXPO Vásár és Reklám Zrt., must ensure that its subcontractors do so as well and must cooperate with inspections.

## 4.6. Head of execution

The Exhibitor or the Lessee is required to indicate the technical manager in charge of execution. The technical manager in charge of execution is required to be present at the construction site at all times. During the execution of work, the technical manager in charge of execution represents the Exhibitor, the Lessee or its exhibitor or subcontractor in respect of all costs and liabilities. In all cases, the Exhibitor or the Lessee assumes responsibility for the contractor entrusted and contracted by them. After the stands are built, a declaration of conformity for electrical installation must be prepared and submitted to the technical office of the pavilion.

## 4.7. Reception and handover of the exhibition area

The manager in charge of execution takes over the rented area from the site supervisor.

The site will be taken over only after the approved architectural plan and wiring diagram, a statement issued in accordance with provisions contained in Section II/ 2.3.2 of this Policy and invoices attesting to the payment of the lot fee and the deposit for stand construction are presented at the exhibitor's registration desk.

When the exhibition ends and the stand is dismantled, the exhibition area must be returned in its original state to the site supervisor.

## 4.7. Connection to the utility networks of HUNGEXPO Vásár és Reklám Zrt.

Connection to the utility networks can be done only by HUNGEXPO Vásár és Reklám Zrt. and the official operator of its power systems.

The installation of the power supply line as well as the water and sewer connection in the area of the rented exhibition stand is done upon prior order, using the designated floor shaft or, in absence of this, the adjacent stand.

If the connection to the utility network is possible only from the area of the adjacent stand, the exhibitor renting the adjacent stand cannot refuse it.

Only water systems with odour trap siphon drain pipes can be connected to the sewer system.

The Exhibitor, the Lessee or their exhibitor or subcontractor must ensure that the floor shafts are accessible by cutting out the podium and any other cladding or structure or by leaving the connectors unobstructed.

The Exhibitor or the Lessee shall be liable for any costs or damages incurred as a result of failure to comply with this obligation and for obstructing public utility connection and repair works.

In the case of exhibitions, individual Exhibitors cannot jointly request the connection to the power grid, since each individual Exhibitor or their subcontractor is required to order a standalone supply line for the stand.

The Lessee or its subcontractor is required to order the electrical power according to the total concurrent load value.

## Conditions of connecting to the power grid of HUNGEXPO Vásár és Reklám Zrt.:

- a declaration of conformity for electrical installation issued pursuant to MSZ 1600-MSZ 2364-MSZ HD 60364;

- execution in compliance with the approved plan; and

- an appropriate result of shock protection measurement.

The Organization Department and the official in charge of the operational organization of the event are entitled to review the conformity of execution with the existing standards and to refuse the provision of power



# OPERATION AND BUSINESS POLICY

in case of inadequate execution. Unauthorized interference may lead to refusal to provide power, compensation claims for any damage that may have occurred and, in serious cases, criminal proceedings.

Requests for connection to public utility networks must be submitted to the Service stand on site. The power systems of stands that meet the conditions for powering on will be switched on within 12 hours of the notification.

In the event of a power failure, HUNGEXPO Vásár és Reklám Zrt. or AMC shall not be liable for any damages.

During the time of exhibitions, the Exhibitor is obliged to ensure that the lighting is switched off and the electrical equipment and machines installed at the stand are unplugged from the power grid before leaving. For safety reasons, HUNGEXPO Vásár és Reklám Zrt. will completely shut down the power systems in the utility tunnel, except for the sections providing night-time power.

Demand for night-time power must be reported in advance to the official in charge of the operational organization of the event, listing the devices intended for connection to the night-time power grid. These devices, such as fridges, must be connected to a separate circuit established before the main switch.

### III. HEALTH AND SAFETY REGULATION

On the premises of HUNGEXPO Vásár és Reklám Zrt., all labor safety regulations, in particular Act XCIII of 1993 on occupational safety, relevant regulations, separate policies, standards and employer regulations applicable to individual activities as well as the provisions contained in the OSH Policy of HUNGEXPO Vásár és Reklám Zrt. must be observed.

Compliance with the employer's provisions must be ensured even beyond the work area for everybody who is within the range of operations, such as passers-by, visitors, etc.

#### **1. Safety instructions for machines operating during the construction, operation and dismantling phase of OMÉK**

- Decree No. 16/2008 (VIII 30) NFGM on safety requirements and certification for machines must be observed.
- All tools and machines used during construction and dismantling must be in a technically flawless condition and must meet the safety standards.
- Valid technical approval as per Decree No. 10/2016 (IV 5.) NGM is required for all hand tools and portable safety transformers brought in by the Exhibitor, the Tenant or its subcontractor or exhibitor.
- During events and exhibitions, machine shows can only be held with the written permission of the Occupational Safety Officer of HUNGEXPO Vásár és Reklám Zrt. Internal combustion engines can only be operated in the open area. Requests for permission must be submitted together with the construction plan. It is forbidden to hold machine shows or operate machines without prior notice!
- The Exhibitor or the Lessee is responsible for all damages or injuries caused during machine shows as well as for the safety of visitors.
- Machines operated without permission will be stopped by the Occupational Safety Officer.
- The Exhibitor, the Tenant or its subcontractors are required to provide the operated machinery and equipment with all protective devices required for preventing the generation of harmful noise, unpleasant odors, fumes, gases, vapors and leaks.
- Security rules for lifting machines and equipment contained in Decree No. 47/1999 (VIII. 4.) must be observed by Exhibitors and Lessees as well as their exhibitors or subcontractors, even if said piece of equipment is an exhibition item.
- Decree No. 10/2016 (IV. 5.) NGM on the minimum level of safety and health requirements for work equipment and their use must be observed by Exhibitors and Lessees as well as their exhibitors or subcontractors.

#### **2. Presenting security rules**

Everyone who carries out work on the premises of HUNGEXPO Vásár és Reklám Zrt., including Exhibitors, Lessees and their exhibitors and subcontractors, construction workers, exhibition workers, etc., must take part in fire safety training using the materials and subject matter indicated by HUNGEXPO Vásár és Reklám Zrt.

One copy of the protocols certifying the completion of training, issued and signed by the employer, shall be kept on site.

# OPERATION AND BUSINESS POLICY

The training must cover the following elements:

- occupational health and safety rules;
- traffic regulations applicable to the area;
- the area of movement;
- local conditions etc.

The Exhibitor, the Lessee or their exhibitor or subcontractor are jointly responsible for following through with the training and providing proof.

### **3. Work safety regulations for the construction of installations and exhibition stands**

Temporary structures consisting of easily dismantled elements erected on the premises of HUNGEXPO Vásár és Reklám Zrt. are subject to the relevant work safety, health, life protection and safety regulations included in the National Urban Planning and Building Requirements as well as the provisions contained in Joint Decree No. 4/2002 (II. 20.) SzCSM-EüM.

The exhibitor, the Tenant or its exhibitor or subcontractor must submit a written declaration about compliance with the occupational safety requirements, and about the commitment to have these requirements observed, which must be submitted together with the architectural plan.

The architectural plan must contain solutions for providing safe access to those living with disabilities, such as ramps to podiums, stairs, etc.

The plan will be revised and signed by the Occupational Safety Officer of HUNGEXPO Vásár és Reklám Zrt.

The Officer will supervise the workflows on the basis of the submitted plans and take action against those who violate the rules.

### **4. Other provisions**

- During the construction and dismantling phase of events and exhibitions, the consumption of or work in a state influenced by alcoholic beverages is prohibited in the work area. The Occupational Safety Officer of HUNGEXPO Vásár és Reklám Zrt. is entitled to carry out alcohol tests and take the necessary measures in case of a positive result.

- Witnesses are required to report all accidents that may occur in the event area during the construction, execution and dismantling phase of events to the Occupational Safety Officer for the purpose of joint investigation.

- Animals brought to the event area under a permit for the duration of the events must be kept and exhibited in line with the rules of animal husbandry, ensuring that no danger is posed to health and safety. Animal exhibitions and shows must be performed in accordance with the provisions contained in Decree No. 41/1997 (V 28) FM. Leaving the exhibited animals in the pavilions without supervision at night is forbidden!

- After the show ends, the animals must not be kept in the pavilion, but removed to their designated holding area. Dogs must be led to the designated area muzzled and on a leash.

- The owner and keeper of the animals shall be held responsible for accidents caused by the animals.

- Animals used in shows or brought into the area must have a valid vaccination certificate, which must be presented to the Occupational Safety Officer of HUNGEXPO Vásár és Reklám Zrt. before the beginning of the event. In the absence of a valid vaccination certificate, the Occupational Safety Officer is entitled to have the animal and its owner removed from the area.

- During the events, all programs, sports events, animal shows and any other activity that may attract and/or requires the participation of an audience must be reported to the Occupational Safety Officer of HUNGEXPO Vásár és Reklám Zrt. Failing to report such events entails that the parts of the event that are deemed to carry a risk of accidents to visitors may be banned.

- Bringing small children onto the premises of HUNGEXPO Vásár és Reklám Zrt. during the construction and dismantling phase is FORBIDDEN.

- During the construction, operation and dismantling of events and exhibitions, medical assistance/first aid service is available in Building 33 of HUNGEXPO Vásár és Reklám Zrt. (phone number: 263-6004).

- The Exhibitor or the Lessee is required to inform its subcontractors and exhibitors about the provisions of the OSH Policy.

## IV. FIRE SAFETY REGULATIONS

On the premises of HUNGEXPO Vásár és Reklám Zrt., all applicable laws, regulations and rules must be observed, in particular the following: 1996. Act XXXI of 1996 on the protection against fire, technical rescue and the Fire Department; Decree No. 54/2014 (XII 5) BM on National Fire Prevention Rules; all other provisions contained in relevant regulations, Hungexpo Zrt.'s Fire Safety Regulations and Fire Safety Technical Guidelines (so-called TvMIs, which are an integral part of the applicable law); and the following provisions.

Exhibition pavilions constructed on the premises of HUNGEXPO Vásár és Reklám Zrt. are classified into the high risk ("MK") fire hazard class.

### 1. General rules

**1.1.** Employers and contractors, such as Exhibitors, Lessees, institutions, their subcontractors, etc., are obliged to provide fire safety training using the materials and subject matter indicated by HUNGEXPO Vásár és Reklám Zrt. to all persons who carry out activities on the premises of HUNGEXPO Vásár és Reklám Zrt., such as construction workers, graphic artists, exhibition workers, exhibitors, etc. The completion of the training and the acknowledgment of what has been said there must be acknowledged by the persons concerned with their signature. One copy of the certifying records shall be kept on site.

**1.2.** The technical description of the architectural plan submitted for the construction of installations, decorative elements and individual stands in the pavilions must include the designation of the installation structure, the fire protection class of constructions and the fire safety certificate.

**1.3.** One dry powder fire extinguisher must be provided for the protection of installations and stand structures erected outdoors, simple or custom-made, taking into account the extinguishing power and the occupied area. The fire extinguisher must be certified and valid as per the relevant legislation.

**1.4.** Installation materials must be classified at least B1-S1-d0.

**1.5.** The Exhibitor, the Lessee or their exhibitor or subcontractor are responsible for locking the facilities, ensuring that traffic routes are unobstructed, closing public utility outlets, such as water or gas mains, before leaving the building, disconnecting electrical equipment, ensuring access to fire safety equipment and controlling the execution of the tasks listed above.

**1.6.** Equipment running with solid fuel or gas, such as boilers, gas stoves, etc., can only be operated in an open area, for demonstration purposes.

The equipment can be operated freely in the open area or in a temporary building.

In both cases, compliance with operational standards and regulations is mandatory, with particular regard to the discharge of the resulting combustion products.

### 2. Handling of flammable materials

It is forbidden to place, store or use the following items—even temporarily—in exhibition pavilions, connecting rooms and open areas:

- flammable or explosive substances;
- flammable liquids (paint, thinner, gasoline, etc.);
- substances liable to spontaneous combustion;
- substances that may cause fire or explosion due to their chemical effects on one another; or
- pressurized vessels (PB, oxygen, nitrogen, etc.).

In particularly justified cases, the Fire Safety Department may authorize the storage of certain materials on the basis of a written request for authorization. Applications for authorization must include the intended place of storage and use, the quantity and dosage of the material to be stored and used as well as the method of fire prevention. Applications must be submitted at least 48 hours prior to the intended storage or use.

### 3. Flameproofing

The Exhibitor or the Lessee must provide adequate flameproofing for flammable installations, stand structures, textiles, paper, reed, carpets and decorations before their installation. The declaration of flameproofing, the fire safety certificate and the declaration of performance for the material used for flameproofing must be submitted to the Fire Safety Department on the day before the event.

# OPERATION AND BUSINESS POLICY

## **4. Removal of packaging and waste**

The Exhibitor is required to continuously carry the waste generated during the construction of the exhibition into the containers placed near the exhibition pavilions. Unused or flammable waste materials must be shipped to designated storage sites. The Exhibitor is required to ensure the continuous removal of packaging. Blocking traffic routes is considered a breach of fire safety measures.

The Exhibitor is obliged to pay for the removal of waste generated during the construction and dismantling of individual stands, installation elements or other decorations that are larger than 20 sqm and were not constructed by Hungexpo Vásár és Reklám Zrt. The Exhibitor can order the collection of waste on a document entitled "Waste Collection Form" (unit: cubic meter).

The adequately completed Waste Collection Form is a prerequisite for authorizing stand construction. If the Exhibitor fails to order waste collection, the Lessor shall transfer the costs of waste collection to the Lessee or its exhibitor.

It is forbidden to use the side walls of pavilions and the areas behind the decorative walls (such as tables or installations) of service rooms for warehousing or storing items, packaging, waste or other combustible materials not used during the installation. Using such areas as temporary changing rooms, smoking rooms, warehouses, etc. is prohibited!

## **5. Electrical equipment**

The installation and design of electrical equipment must be in accordance with the MSZ 1600, MSZ 2364 and HD 60364 standards and the National Fire Prevention Rules.

Temporary installations require an MT 380 V Cu type power grid in covered areas or an MT 1 kV Cu type grid in open areas, or an equivalent copper wire cable-type conduct. The permitted minimum cross-section of conducts is 1.5 mm<sup>2</sup> in pavilions and 2.5 mm<sup>2</sup> in open areas.

Stranded wire ends must be tinned and fastened. Stranded cable connections or connections without fastener cannot be used on the premises of HUNGEXPO Vásár és Reklám Zrt. and such networks cannot be powered. Thermal insulation panels must be placed beneath enclosures mounted on flammable structures.

Electrical equipment can only be operated under supervision.

Blocking and building over the entrance of electrical switchgear rooms and cabinets, even temporarily, is forbidden.

Cooling equipment can only be operated on a separate circuit with a power cut-off option.

## **6. Heaters**

Only closed-circuit heaters can be used for heating rooms, offices and stands in the pavilion. Heaters must be mounted at a safe distance from flammable substances in order to eliminate any risk of ignition.

## **7. Welding and use of open flame**

It is forbidden to carry out activities involving open flame on the premises. In particularly justified cases, the Fire Safety Officer of HUNGEXPO Vásár és Reklám Zrt. may issue an exemption certificate under individually defined conditions.

In the open area, welding and the use of open flame is allowed only with the prior consent of the Fire Safety Officer.

## **8. Traffic**

The traffic roads as well as the entrance and exit doors of pavilions (both in the covered and open areas) must be kept free and must not be obstructed, blocked or narrowed down, even temporarily.

During loading time, the vehicle's engine must be stopped.

The openings of cable tunnels laid under the pavilions, painted yellow or black, and the covers of escape shafts must not be built in, carpeted or obstructed in any other way, even temporarily.

It is forbidden to enter the pavilions by motorcycle or keep motorcycles in the pavilions!

## **9. Smoking**

**Smoking and using open flame is prohibited in exhibition pavilions, on the construction sites of free-area exhibitions as well as in or near the storage facilities for packaging, waste and flammable materials.**

# OPERATION AND BUSINESS POLICY

The provisions of Act XLII of 1999 on the protection of non-smokers and certain regulations on the consumption and distribution of tobacco products must be fully observed on the premises of HUNGEXPO Vásár és Reklám Zrt.

Smoking is allowed only in designated and adequately equipped areas. Ashtrays can be emptied only in waste bins made of non-flammable materials. Smoking areas must be posted with a warning sign informing about the appropriate fire safety behavior.

## **10. The operation of machines and devices**

In the case of machines requiring special water pressure or high electrical power, the specifications must be attached to the technical plans or sent to the official in charge of the operational organization of the event. Machinery, equipment and devices intended to be presented in operation on the premises of HUNGEXPO Vásár és Reklám Zrt. must be registered at the Fire Safety Department and a copy of the commissioning protocol must be submitted.

## **11. Fire safety equipment**

It is forbidden to block or obstruct the fire safety equipment or their markings or inscriptions, such as fire hydrants, fire alarm devices, sensors, fire extinguishers, etc. Fire extinguishers and extinguishing agents must not be used for any purpose other than their intended use.

The Exhibitor, the Lessee or its exhibitor must be in possession of a fire extinguisher conforming to the standard and suitable for extinguishing fire at the stands, as follows:

In the pavilions:

- one extinguisher each per double-deck installations and stands;
- depending on the flammable activity carried out in the exhibition or event area, but at least one fire extinguisher (e.g. operation of flammable machinery, baking equipment, soldering, high-power electrical equipment, etc.); and
- depending on the floor area for exhibition materials sorted into fire hazard class C or higher, but at least one fire extinguisher.

In open areas, at least one operational fire extinguisher must be kept at each outdoors installation, exhibition stand and service unit, depending on the area or activity.

The time limit for inspection of the fire extinguisher must not expire before the exhibition or event is dismantled.

Fire extinguishers can be ordered from the official in charge of the operational organization of the event appointed by HUNGEXPO Vásár és Reklám Zrt.

## **12. Reporting fires**

### **Fires can be reported**

- - to the Budapest Fire Department Headquarters by dialing 105;
- - to the Law Enforcement Service by dialing 263-6151 or 263-6205;
- - by triggering the manual fire alarm mounted in the pavilions; and
- - in person at the Law Enforcement Service.

All fires, even extinguished fires, must be reported immediately to the Law Enforcement Service by phone or in person.

### **Warning!**

If fire safety breaches are detected in the construction and operation period, until the liquidation thereof, the Fire Safety Officer of HUNGEXPO Vásár és Reklám Zrt. is entitled, with immediate effect and with the exclusion of all claims for compensation, to suspend the right to carry out work, halt the work underway, close down the stand or the rented area and, if there is an imminent risk of fire or explosion, have all existing structures removed.

The Exhibitor or the Lessee is responsible for the fire safety of the rented area during the construction, operation and dismantling phases.

All breaches of fire safety regulations will be sanctioned with a fire safety penalty or, in more serious cases, criminal proceedings will be initiated.

# OPERATION AND BUSINESS POLICY

## V. TECHNICAL DATA OF PAVILIONS AND FREE AREAS

### 1. Pavilions

#### 1.1. Power supply

- Voltage: 3x400/230 V, 50 Hz.
- Directly grounded network with a hub and spoke network.
- Shock protection: NULLING (TN).
- Connection to the power grid in pavilions indicated with letters is provided through the floor channel (50 kW per floor shaft). Higher power demand can only be satisfied by implementing an individual solution with the assistance of the Organization Department, the cost of which is borne by the Exhibitor or the Lessee.
- In pavilions indicated with numbers, the maximum amount of power utilized per unit is 10 kW. Higher power demand can only be satisfied by implementing an individual solution with the assistance of the Organization Department, the cost of which is borne by the Exhibitor or the Lessee. Events and exhibition stands are powered via current distributors mounted on the side walls of buildings.
- In conformity with the applicable standards, the basic power grid of HUNGEXPO Vásár és Reklám Zrt. uses 5 conductors. Zero and earthing conductors are separated as per the shock protection regulations. Accordingly, the switchboards are equipped with a shock protection switch (MSZ 2364).

#### 1.2. Water supply and sewer system

- – In pavilions indicated with a letter, water is supplied through the floor channel with 1/2" connections and a pressure of 0.2 MPa (2 bars) at floor shafts.
- – The dimension of sewer connections is 3/4" or 32 mm. The sewer system is intended for draining the wastewater from the hand washers only; it is not suitable for draining the wastewater from kitchen sinks or dirt. Such a demand requires a separate agreement and unique technical solution, the cost of which is borne by the Exhibitor or the Lessee.

#### 1.3. Heating and ventilation

- – Pavilions A, B, C, D, F, G, 16, 17, 18 and 25 are equipped with a unique gas-fueled or central heating system. Pavilions A, D, G and F are equipped with cooling and ventilation equipment.

#### 1.4. Compressed air

- – Only Pavilion A is served by a compressed air network. Other pavilions are supplied with compressed air cylinders or a compressor.

### 2. Free areas

- – The open areas are covered with crushed stone, earthy gravel or, in certain sections, concrete or asphalt pavement.
- – Power supply: a 10 KW network is available. If more power is needed, individual technical solution must be agreed in advance with the Organization Department of HUNGEXPO Vásár és Reklám Zrt. Depending on where the power cables need to go, additional cabling costs may arise, for which HUNGEXPO Vásár és Reklám Zrt. sends a unique quote.
- – Water is supplied through 1/2" connections, while the sewer system has 3/4" or 32 mm connections. Since the availability of the sewer system is limited, prior consultation is always required.
- – Backlight: average lighting: 5 lux.

**All exhibitors/co-exhibitors, tenants and their exhibitors, contractors and subcontractors are obliged to comply with the OBP and ensure that its subcontractors comply with it.**

**HUNGEXPO Vásár és Reklám Zrt. reserves the right to change the OBP.**

**This OBP has entered into force on the date indicated on the cover and shall be valid until revoked or modified.**