

REGULATIONS
AMBEREXPO Exhibition and Convention Centre

DEFINITIONS:

MTG - MTG SA Gdańsk International Fair Co.

AMBEREXPO – the AMBEREXPO Exhibition and Convention Centre, including the outdoor area, owned by MTG SA, located at PL 80-560 Gdańsk, ul. Żaglowa 11

Project Manager - MTG officer responsible for managing an Event

Technical Manager - MTG officer responsible for the technical management of an Event

Event - trade fair, auction, product presentation, symposium, congress, training, concert, reception, ball or another event taking place at AMBEREXPO

Organiser – company, organisation, institution or natural person who organises the Event pursuant to an agreement with MTG or an order placed with MTG

Subcontractor - company, organisation, institution or natural person acting for and on behalf of the Organiser, for whose actions the Organiser is liable as for the Organiser's own actions

Participant - company, organisation, institution or natural person who is a participant in an Event organised by the Organiser

Rental Agreement – Agreement between MTG and the Organiser which specifies the terms and conditions of AMBEREXPO floor space availability to the Organiser.

Rental Period – a period for which MTG makes AMBEREXPO floor space available to the Organiser, within dates specified in detail in the Rental Agreement concluded with the Organiser.

Subject of Rental – a location (floor space or facilities) which has been made available to the Organiser under the Rental Agreement.

1. GENERAL PROVISIONS

- 1.1. The provisions of these Regulations bind the Organisers of Events held at AMBEREXPO and the Participants in these Events.
- 1.2. The provisions hereof pertaining to the Organisers shall also be applicable to entities - persons who act on behalf of the Organisers (exhibit transportation, assembly, dismantling of stands, specialised work, event activities, promotional campaigns, etc.).
- 1.3. Under the agreement between MTG and the Organiser, the Organiser shall be obliged to observe strictly the safety, fire and sanitary regulations during the Rental Period of AMBEREXPO floor space or facilities.
- 1.4. The Organiser shall be fully liable for its staff's health and safety at work on the AMBEREXPO premises and shall be liable for all and any accidents resulting from the lack of supervision or negligence in following safety requirements and standards during the setup, use or dismantling of the Event.
- 1.5. The Organiser agrees to follow the Regulation of Poland's Minister of Culture and National Heritage of 15 September 2010 concerning occupational health and safety in organizing and realizing public entertainment events.
- 1.6. Exhibitions held in the outdoor area shall be subject to the same regulations as indoor exhibitions.

2. ORGANISATION

2.1. AMBEREXPO OPENING HOURS

- 2.1.1. Outside Event periods, the AMBEREXPO opening hours are Monday to Friday, 9⁰⁰ - 16⁰⁰ hrs.

- 2.1.2. AMBEREXPO shall be available to the Organiser for the setup, dismantling and for the duration of the Event, in accordance with the timetable included in the Rental Agreement, within the following hours:
8:00 – 22:00 for the setup and dismantling
8:00 – 18:00 for the duration of the Event.
- 2.1.3. In justified cases, the working hours may be altered but only upon prior notification (minimum 3 days in advance) and with Project Manager's consent.
- 2.1.4. Upon the extension of the AMBEREXPO working hours, the Organiser shall pay a fee of PLN 600.00 + the applicable VAT per one hall and PLN 150.00 + the applicable VAT, per seminar rooms—in either case per each commenced hour.
- 2.1.5. During the Rental Period, the Organiser, entities acting on the Organiser's behalf and Event Participants shall be obliged to hold entry passes which enable authorised access into the AMBEREXPO grounds. The entry passes shall be prepared by the Organiser or MTG - at the Organiser's request and at a charge. The design of the entry passes for each authorisation level should be provided to MTG.
- 2.1.6. At AMBEREXPO, the Organiser/Participant is banned from running any commercial activity without MTG's prior written consent.

2.2. SECURITY ON THE GROUNDS

- 2.2.1. The AMBEREXPO grounds are secured by the MTG SA Security Services.

3. INSURANCE, LIABILITY

- 3.1. The Organiser shall be responsible for the security and safety of the Event throughout the entire Rental Period.
- 3.2. MTG shall not be liable for any damage to or loss of the property of the Event's Organiser or Participants, or the property of entities authorised to act on their behalf (including the shell scheme or stage set contractors, etc.) throughout the entire Rental Period. MTG's indemnity shall not be limited in any way despite the introduction of special measures for the security and safety of the AMBEREXPO grounds.
- 3.3. MTG shall not be liable for damage to the property of the Event's Organiser or Participants, or the property of entities authorised to act on their behalf, caused by Force Majeure e.g. fire, explosion, lightning, gale, flooding by water or by power or water outages beyond MTG's control. MTG's indemnity shall not be limited in any way despite the introduction of special measures for the security and safety of the AMBEREXPO grounds.
- 3.4. The Event's Organiser shall be obliged to inform MTG and the police in writing about the occurrence of any damage immediately after its discovery.
- 3.5. The Organiser should take out civil liability insurance and insure its property at AMBEREXPO (exhibits, equipment and devices at the stand, structural components and furnishing of the stand, private property, company vehicles etc.) on its own for the entire Rental Period.
- 3.6. The Organiser shall be fully liable for any damage caused by itself or by entities for whose actions the Organiser is liable – during or after the Event.
- 3.7. MTG shall not be liable for vehicles left on the AMBEREXPO premises over the entire Rental Period. MTG's indemnity shall

not be limited in any way despite the introduction of special measures for the security and safety of the AMBEREXPO grounds.

- 3.8. Any stand components, equipment or furnishings of the Event left during the assembly / dismantling without notice to MTG shall be deemed abandoned property. MTG shall not be liable for any damage to or loss of the Organiser's property which has not been removed by the Organiser after the dismantling of the stand within the specified deadline.
- 3.9. Any materials used for the construction, equipping and furnishing of the Event must have the relevant approvals and certificates for incombustible materials.
- 3.10. All the Organiser's and/or Subcontractor's staff should hold valid occupational health and safety training certificates.

4. WORK ORGANISATION DURING AN EVENT

- 4.1. Prior to the commencement of work on an Event and no later than 21 days before the beginning of the Rental Period, the Organiser shall be obliged to:
 - a) submit the details of the shell scheme contractor in writing to MTG,
 - b) present the required certificates on the slow-burning properties of the materials used in the shell schemes if the Organiser is using the services of companies with which MTG SA does not have a cooperation agreement.
 - c) notify the Shell Scheme Contractor of the terms and conditions hereof.
 - d) receive from MTG a written approval for the designs of:
 - the shell scheme (horizontal and vertical projection),
 - the electrical wiring (one-line diagram and power consumption, location of three-phase equipment, location of special lines and telecom/IT equipment),
 - the water and sewage system,
 - the structures to be rigged, including the following information: the type of suspended structure, the structure's dimensions and total weight, suspension points designated on the suspended element, cord quantity required, the element's location relative to the stand, suspension height,
 - e) arrange the Event's setup schedule with MTG, with special attention to large-sized exhibits and their delivery date. The maximum permissible shell scheme height is 2.5 m. Any components which are taller than 2.5 m shall require individual arrangements and MTG's written approval,
 - f) arrange the schedule for the transport and load-in/load-out logistics,
 - g) arrange other details concerning the Event.
- 4.2. Before beginning its work on delivering the Event and after such work is completed, the Organiser shall be obliged to report to the Technical Manager to draw up the Subject of Rental Handover / Return Report. The date and time written in the Subject of Rental Handover / Return Report shall be construed the Subject of Rental handover / return date.
- 4.3. Before the Event's setup may begin, the following conditions must be met:
 - a) the total amounts due under the Rental Agreement must be paid by the Organiser,
 - b) designs of the shell scheme to be constructed, electrical wiring and water and sewage system approved of by MTG must be presented to the Technical Manager,
 - c) a liability statement covering the shell scheme, electrical wiring, water and sewage system and the suspended structure must be submitted, in compliance with the

applicable laws (specimen of the statement is available at www.mtgsa.pl, www.amberexpo.pl),

- 4.4. If non-standard services or high-wattage power connections are needed, if the presentation of the products requires special permission or if there are any other individual requests, the Organiser should notify MTG about them no later than 21 days before the beginning of the Rental Period. Delayed notification may result in such requests not being met.
- 4.5. Upon the Organiser's written request, MTG shall arrange the works and services performed by MTG and included in the Rental Agreement to be carried out.
- 4.6. MTG cannot guarantee that additional requests, not covered in the Rental Agreement, submitted later than 14 days prior to the beginning of the Rental Period, will be completed. Additional orders shall be completed only subject to availability and in an express mode. **An express service price shall be increased by 50%.**
- 4.7. Exhibition stands, including their equipment, exhibits and advertising vehicles must be set up in such a way as not to cause a threat to public safety and order, in particular to the lives and health of persons present on the AMBEREXPO premises.
- 4.8. The Organiser, Subcontractors and Event Participants are not allowed to connect or disconnect power appliances to the MTG power network.
- 4.9. The Organiser shall be obliged to carry out electrical works according to the plan approved by the MTG Technical Manager. All and any connections may be carried out only by the employees of the MTG Technical Department or by an authorised subcontractor of MTG.
- 4.10. All and any power devices must have valid technical tests (certificates, measurements etc.) in accordance with the law.
- 4.11. Technical requirements for installations:
 - a. the electrical wiring
 - a TN-S 230/400V, 50 Hz electric network is used for power supply on the MTG premises. Shock protection is provided by an auto power shutdown system coupled with local supplementary equipotential bonding in compliance with PN-IEC-30364;
 - the electric wiring shall be protected with 30mA Residual Current Devices and equipped with a Main Circuit Breaker.
 - all and any electrical wiring made on the MTG premises shall be subject to MTG technical inspection
 - it is forbidden to perform any alterations to the electric wiring (to dismantle distribution board doors or lighting fixtures etc.)
 - for safety reasons, the power supply should be switched off every time before leaving the Rental Subject, except the 24/7 circuits as applied for.
 - b. the water and sewage system
 - The feed valves should be closed every time before leaving the Rental Subject.
- 4.12. Shell scheme elements – fascia boards, banners, awnings, stand and exhibit description, company and trademark signs may not protrude beyond the allocated exhibition space, block any passages and/or aisles or exceed the approved height of the shell scheme.
- 4.13. No screwdriving, nailing, sticking or fixing of any components to shell schemes or the hall structure (ceilings, walls, handrails, banisters, glass panes etc.) or using mounting elements (carpet tape etc.) which would leave permanent traces on the MTG infrastructure is allowed on the AMBEREXPO premises.

- 4.14. Dust generating work must be performed with dust removing equipment.
- 4.15. The Organiser shall be obliged to perform the Event's assembly and dismantling in accordance with the previously agreed development plan and with consideration to AMBEREXPO interiors.
- 4.16. The Organiser shall be obliged to have the Participants:
- deliver the exhibits and display materials to the Event's premises through the cargo gates only and take them away after the Event is concluded,
 - dismantle the exhibit within the deadlines (dates and time) specified in the Agreement.
 - provide the Participants with the AMBEREXPO Regulations.
- 4.17. **At AMBEREXPO, MTG has exclusivity to perform the services of suspending and rigging elements to the halls' permanent ceiling structure – the exclusivity covers the attaching of cords, used to suspend such elements, to the hall's structural elements.** MTG reserves the right to refuse to perform the rigging service without stating the reason therefor.

Elements may be rigged only if the following conditions have been met:

- the requirements of the Permissible Loading Map contained in Appendix 1 hereto are complied with,
- **the structure to be suspended may be attached only to the MTG steel cords and only by means of certified assemblies,**
- it is forbidden to leave the structure on the hoisting elements.

The Exhibitor and/or Contractor shall be fully liable for the suspension points to be prepared properly, for the assembly work and for the suspended structure itself.

5. CLEANING

- 5.1. The Organiser shall be obliged to dispose of the waste and empty packaging left after assembly and dismantling. In the event of the non-performance of the cleaning works referred to above, MTG shall have them performed at the risk and expense of the Organiser.
- 5.2. The Organiser shall be obliged to maintain daily tidiness of the Subject of Rental for the duration of the Event. Cleaning should be performed daily before the Event opens or after it closes to visitors.
- 5.3. The Organiser shall be obliged to hand over the Subject of Rental in a tidy and orderly condition. **Tidy and orderly space is construed to be:** clean space with no visible mechanical damage, with no traces of adhesive tape, with technological waste and other setup or dismantling waste removed.
- 5.4. Should the floor space be left untidy and disorderly after the assembly and/or dismantling on the Event's premises and beyond them (neighbouring areas, passageways), MTG shall have them cleaned and tidied at the risk and expense of the Organiser.
- 5.5. MTG reserves the right to claim compensation.
- 5.6. The cost of waste removal shall be borne by the Organiser.

6. DAMAGE TO THE AMBEREXPO PREMISES

- 6.1. Should the Event's Organiser, Subcontractor or Participant cause mechanical or chemical damage to the floor inside a hall, to the paving bricks, granite slabs, facades, gates, roller shutters, doors, walls and/or other permanent features, the Organiser, Subcontractor or Participant shall be charged repair costs increased by 100%.

- 6.2. MTG reserves the right to claim compensation.
- 6.3. For any gross non-compliance with Occupational Health and Safety, Fire Safety Regulations and the MTG Regulations, MTG reserves the right to interrupt the works on the Event, impose a regulatory charge of PLN 500 and to have the works performed in compliance with the relevant rules.

7. GOODS LOAD-IN AND LOAD-OUT

- 7.1. Exhibits and other products shall be transported and forwarded at the Organiser's risk and expense.
- 7.2. Forwarding, handling (rental of forklift truck with operator), storage of packaging and other related services on the AMBEREXPO premises shall be provided exclusively by the following forwarding companies:
netlog Polska Sp. z o.o. Andrzej Szcześ, tel: 784 022 612, e-mail: andrzej.szczes@netlog.org.pl
PMST „Transmeble International” Sp. z o.o. Daniel Piłkuła, mobile +48504103563 e-mail: daniel@transmeble.com.pl; office@transmeble.com.pl, tel. +48 61 865 68 07, +48 61 865 68 13
- 7.3. Goods should be transported from cargo trucks to the Event's premises by means of hand-operated forklift trucks and through the cargo gates only.

8. DISMANTLING THE EVENT

- 8.1. The Organiser shall be obliged to complete the dismantling in accordance with the time specified in the Agreement and pledge the Event's Subcontractors and Participants to perform the dismantling in a timely manner.
- 8.2. The completion of works shall specifically include the removal of the exhibits, construction elements, floor covering together with any tapes and the removal of the advertisements of the Event.
- 8.3. Should the Event's Organiser, Subcontractor or Participant exceed the Rental Period, the Organiser shall be charged the expenses of AMBEREXPO's extended operation.

9. EXHIBITS

- 9.1. All and any exhibits, advertising materials, foodstuffs for receptions and/or promotional meetings and materials for stand construction brought by non-EU foreign Event Participants shall be subject to customs clearance.
- 9.2. Motor vehicles or other equipment with internal combustion engines can be exhibited in the halls only after compliance with the Fire Safety Regulations has been ensured.
- 9.3. To be exhibited, moving equipment and gas-filled balloons shall require MTG's separate written approval

10. ADVERTISING

- 10.1. Advertising at AMBEREXPO, beyond the Event's premises, shall be paid and subject to MTG's approval. The lack of such approval shall result in the removal of any such advertisements at the expense and risk of the Organiser.
- 10.2. Commercials and advertisements, especially acoustic or visual ones, must not constitute a hazard to public safety and order or cause any disturbance on the AMBEREXPO premises.
- 10.3. The Organiser can, at a fee:

- a) commission MTG to make and set up advertising structures or hang advertising media and flags in places suitable for the purpose
- b) set up its own advertising structures (at MTG's consent and in a place designated by MTG)
- c) apply for MTG's consent for a moving advertisement, for the duration of the Event
- d) commission MTG to deliver commercials through AMBEREXPO's PA system.

11. FIRE REGULATIONS

(Excerpt from the AMBEREXPO Fire Safety Regulations)

11.1. The Organiser shall make use of the AMBEREXPO premises in compliance with the following rules:

- a) The Event's stands sized larger than 150 m² or with a length of over 30 m must have at least two separate entrances, preferably located on two separate sides. In special cases, when the above conditions cannot be met, written consent from the AMBEREXPO Fire Service shall be required.
- b) It is forbidden to leave vehicles in fire escape routes or in places which block access to entrance gates, fire hydrants, electricity distribution boards etc. under pain of vehicle removal at its owner's expense and risk. For the duration of the event, parking on the AMBEREXPO premises shall only be possible upon the presentation of parking passes issued in accordance with each Event's regulations.
- c) It is forbidden to block designated passageways/driveways and/or escape routes under pain of removal at the owner's expense and risk
- d) All fire equipment (fire extinguishers, fire alarm push-buttons, fire hydrants, fire detectors), general telephones, evacuation exit doors and their signage must be visible and accessible at all times; blocking them is forbidden.
- e) The Organiser shall be obliged to install and use utilities in compliance with the Fire Safety and Occupational Health & Safety regulations.

11.2. At AMBEREXPO, it is forbidden to:

- a) use open fire inside the Halls and at outdoor stands,
- b) smoke tobacco,
- c) store any packaging, paper or other fire hazardous materials,
- d) stock or store flammable materials or use flammable materials or materials which can form explosive, toxic or corrosive liquid compounds as cleaning agents,
- e) leave machines or any technical equipment not cleaned from liquids, dust, lubricants, oils or production waste after work or demonstration,
- f) leave greased or oiled rags and cleaners without the proper safeguarding of the substances whose mutual interaction may result in self-ignition or explosion,
- g) bring in or use any combustible gas cylinders, including tourist cylinders, without separate agreements with the AMBEREXPO Fire Service,
- h) for users of equipment running on electricity or combustible gas to make any modifications or repairs themselves,
- j) use defective electrical or gas installations,
- j) use electrical or gas installations which are not compliant with the designs agreed upon with MTG,
- k) leave electrical equipment such as heaters, cookers, irons, kettles, etc. connected to the mains without any supervision. Each Event's Participant shall be obliged to

turn off the electrical power supply at its stand each time before leaving the stand.

- l) cover light bulbs and other lighting fixtures with flammable materials,
- m) exhibit vehicles, machines or devices with any fuel in their fuel tanks.

11.3. At AMBEREXPO, it is mandatory to:

- a) use only certified materials which are incombustible or fire retardant or have been fire proofed (this pertains to all and any elements of the Event's stands, structures and furnishing, including carpets). It is forbidden to use any materials which explode and release toxic reduction compounds while burning.
- b) observe the ban on organising pyrotechnical shows without prior arrangements with MTG,
- c) observe the ban on using portable fire fighting equipment for purposes which are not related to rescue or fire extinguishing.

11.4. The Organiser shall be obliged to refrain from any activities which might compromise the fire safety level. In the case of a specific exhibition which may create serious fire hazards, it is the Organiser's duty to provide extra fire protection by itself, in the manner agreed upon with the AMBEREXPO Fire Service.

11.5. Stand construction contractors, both inside AMBEREXPO and outdoors, shall be obliged to:

- a) strictly observe fire precautions and special regulations issued in this regard by MTG – as specified in the Regulations for the Exhibitor's and/or Shell Scheme Contractor's Works on the AMBEREXPO Premises and Exhibition Halls (available at www.mtgsa.pl).
- b) review the location of the portable fire fighting equipment, fire alarm push-buttons, indoor and outdoor hydrants and their methods of use in the event of a fire,
- c) comply immediately with on-the-spot orders issued by the AMBEREXPO Fire Service regarding fire safety at stands inside the halls and at outdoor stands.

11.6. Any defects or irregularities in fire safety measures noticed inside the halls or at outdoor displays must be reported immediately to MTG's Fire Service or other staff.

11.7. In the event of a fire on the AMBEREXPO premises, the State Fire Service (PSP) should be alarmed immediately by dialling 998 on a landline, 112 on a mobile phone and/or by activating the fire alarm push-button. The commands of MTG's representative in charge of rescue and fire extinguishing must be obeyed as mandatory until the State Fire Service (PSP) arrives and its officer in charge takes over the command.

11.8. If an evacuation is announced, everyone should proceed to designated evacuation points.

11.9. REGULATIONS ON MATERIALS WHICH ARE HAZARDOUS TO HEALTH AND THE ENVIRONMENT

- a) permission for the use of any equipment which emits ionizing radiation (radioactivity, X-rays) or laser equipment on the AMBEREXPO premises must be obtained from the Government Council for Nuclear Safety and Radiation Protection (PDBJiOR).
- b) it is forbidden to dispose of waste which is hazardous to health and/or the environment (oils, emulsions, acids, fats, varnishes etc.) together with other waste or to discharge such waste into the sewage system. Such waste must be disposed of at the Organiser's expense. This service must mandatorily be commissioned to MTG.

12. OCCUPATIONAL HEALTH AND SAFETY

- 12.1. AMBEREXPO users shall be fully liable for the occupational health and safety of their staff who perform work on the AMBEREXPO premises and shall be liable for all and any accidents resulting from the lack of supervision or negligence in following health and safety requirements and standards during the assembly, use or dismantling of the Event or AMBEREXPO's rental for any other purpose.
- 12.2. Machines, engines, devices and other equipment may only be started up if they are equipped with all the legally prescribed safety features, specifically with screens and barriers to prevent unauthorised access.
- 12.3. The start-up of any machine or equipment which does not meet safety requirements or its operation by unauthorised staff is forbidden
- 12.4. A special area must be designated and properly safeguarded for demonstrating machines or moving equipment.
- 12.5. Accessible glass edges must be sanded down to eliminate the risk of injury.

13. ADDITIONAL PROVISIONS

- 13.1. For other Occupational Health & Safety and Fire Safety issues not included herein, the general rules of law shall apply, to be observed by all the users of AMBEREXPO.
- 13.2. Any disputes which may result from the Rental Agreement shall be settled by a materially competent common court (sąd powszechny) in Gdańsk, Poland.
- 13.3. For the settlement of any disputes, the Polish version of these Regulations shall prevail. The interpretation of the provisions hereof shall be governed by the Polish law.
- 13.4. Any works, operations and/or stand furnishings that go beyond standard and are not included herein shall require individual arrangements with MTG.
- 13.5. **Food and beverage services, including catering, shall be exclusively provided at AMBEREXPO by the AMBER SIDE Restaurant and Bar.** Orders accepted by phone +48 501 744 096 or e-mail: info@amberside.pl, www.amberside.pl.
- 13.6. **Cleaning, waste removal and security services shall be exclusively provided at AMBEREXPO by Bilfinger HSG Facility Management Sp. z o.o.** Orders accepted by phone +48 691 600 306 or e-mail: malgorzata.toczylovska@bilfinger.com
- 13.7. Should the content of the Rental Agreements concluded with the Organiser contain arrangements other than those contained herein, the provisions of the Agreement shall prevail.
- 13.8. The provisions of these Regulations are effective as of 1 July 2013.