

# AMBEREXPO Exhibition and Congress Centre Facility REGULATIONS

## 1. General provisions

- 1.1. The provisions outlined in the AMBEREXPO Exhibition and Congress Centre Facility Regulations are applicable to all individuals within the facility. This includes event organizers, participants in fairs, meetings, conferences, and similar events held at the AMBEREXPO facility, lessees of space, visitors attending events, their participants, as well as guests, customers, and any other individuals present within the AMBEREXPO facility.

Moreover:

- 1.1.1. **Organisers, Participants and Contractors** are additionally obliged to comply with the provisions outlined in the following documents:

- a) **Facility Data and Technical Conditions** attached as **Appendix 3**,
- b) **Technical and Organisational Requirements** attached as **Appendix 4**,
- c) **Safety Rules** attached as **Appendix 5**,
- d) In addition, Participants and Contractors in Fairs organised by MTG are required to adhere to the following document: **Terms and Conditions for Providing Space in the Facility to Participants** – made available to Participants on the website [www.amberexpo.pl](http://www.amberexpo.pl) or on the website dedicated to a given Fair, depending on the type of Fair organised by MTG.

- 1.1.2. **Visitors** are additionally required to observe the provisions of the following documents:

- a) **Regulations for Trade and Individual Visitors to the Fairs and to the Accompanying Events Organised or Co-organised by Międzynarodowe Targi Gdańskie S.A.**, available at [www.amberexpo.pl](http://www.amberexpo.pl)
- b) **Cloakroom Regulations**, available at [www.amberexpo.pl](http://www.amberexpo.pl)

- 1.2. Terms used in these regulations shall have the following meanings:

- i. **Regulations** – these AMBEREXPO Exhibition and Congress Centre Facility Regulations,
- ii. **MTG** – the company Międzynarodowe Targi Gdańskie S.A. with its registered office in Gdańsk, ul. Żaglowa 11, 80-560 Gdańsk (KRS: 0000038362),
- iii. **Facility/AMBEREXPO** – AMBEREXPO Exhibition and Congress Centre in Gdańsk, ul. Żaglowa 11, 80-560 Gdańsk,
- iv. **Fair** - an event of a fair nature, conference, meeting, or other events taking place at the Facility, organized by either MTG or the Organiser,
- v. **Organiser** – an entity conducting a Fair in the Facility based on a contract concluded with MTG,
- vi. **Lessee** - an entity that leases space from MTG within the premises of the Facility based on a contract concluded with MTG,
- vii. **Participant** – exhibitor or co-exhibitor,
- viii. **Visitor** – visitors to the **Fair**, including individual and trade visitors,
- ix. **Customer/employee** – any other person present at the Facility, including individuals working at the Facility,
- x. **Contractor** – an entity present within the Facility that provides services or works on the Facility, including but not limited to the installation of exhibition stands during the Fair, renovation and construction contractors.

- 1.3. Whenever the provisions of these Regulations differ from the provisions of the Agreements concluded with Lessees or Organisers, the provisions of the Agreements concluded shall apply to that extent.

## 2. Exclusive services

- 2.1. Exclusive rights to **catering services** apply on the AMBEREXPO premises. Contact: [catering@mtgsa.com.pl](mailto:catering@mtgsa.com.pl)
- 2.2. Exclusive rights to **security services** apply on the AMBEREXPO premises. Contact: [ochrona@mtgsa.com.pl](mailto:ochrona@mtgsa.com.pl)
- 2.3. Exclusive rights to **cleaning services** apply on the AMBEREXPO premises. Contact: [sprzatanie@mtgsa.com.pl](mailto:sprzatanie@mtgsa.com.pl)
- 2.4. Exclusive rights to **freight forwarding, transshipment and package storage services** apply on the AMBEREXPO premises. Contact: [spedycjaX@mtgsa.com.pl](mailto:spedycjaX@mtgsa.com.pl), where X in the e-mail address indicates the sequence number of the operator selected from the list.
- 2.5. Exclusive rights to **car parking services** apply on the AMBEREXPO premises. Contact: [techniczny@mtgsa.com.pl](mailto:techniczny@mtgsa.com.pl).
- 2.6. Exclusive rights to the **service of producing graphic materials** apply on the AMBEREXPO premises. Contact: [techniczny@mtgsa.com.pl](mailto:techniczny@mtgsa.com.pl).
- 2.7. Exclusive rights to the **facility management services** apply on AMBEREXPO premises. Contact: [techniczny@mtgsa.com.pl](mailto:techniczny@mtgsa.com.pl).
- 2.8. Exclusive rights to **waste collection and disposal services** apply on AMBEREXPO premises. Contact: [techniczny@mtgsa.com.pl](mailto:techniczny@mtgsa.com.pl).
- 2.9. MTG's exclusive rights to the **services listed in items 9-15 of Appendix 1** apply on the AMBEREXPO premises, i.e.:
  - 2.9.2. **technical maintenance of the conference equipment installed at Amberexpo, including ICT connections** – Contact: [it@mtgsa.com.pl](mailto:it@mtgsa.com.pl);
  - 2.9.3. **electrical installations, plumbing installations, hanging structures, trade fair stand construction at events for Organisers, and marquees with a wall length of 10 meters or more** – Contact: [techniczny@mtgsa.com.pl](mailto:techniczny@mtgsa.com.pl).
- 2.10. A list of companies providing exclusive services can be found in **Appendix 1**.

## 3. Use of the Facility and movement of persons on the Facility

- a) Opening hours of the reception at the Facility
  - i. The reception desk in the main foyer of the Facility is open on working days [Mon to Fri] from 7:00 a.m. to 5:00 p.m.



- ii. The reception desk in another part of the Facility, i.e. at the Traffic Department, is open during the Lessee's operating hours.
- b) Use of the car park at the Facility
  - i. The Facility has a car park with approximately 400 parking spaces.
  - ii. Users of the car park are required to comply with the **Car Park Regulations**.
  - iii. Notwithstanding the provisions of the Car Park Regulations posted on [www.amberexpo.pl](http://www.amberexpo.pl), all individuals on the premises of the Facility are obliged to use the car park in accordance with its intended use, observing all safety rules, including traffic regulations. If agreements have been established regulating parking space use, individuals must also adhere to those agreements.
  - iv. The manner of using the car park may be temporarily changed by MTG due to the organisation of the Fair, of which MTG shall inform the Lessees, Employees, Participants and Visitors well in advance.
- c) Access to the Facility - general provisions
  - i. The Facility is equipped with an electronic access control system.
  - ii. Access to the office area of the Facility is facilitated through programmed tilt and turn gates, while access to various floors is granted only through magnetic access cards.
  - iii. Access to other parts of the Facility is possible with magnetic access cards and/or badges.
  - iv. The Facility is equipped with 24-hour security and video surveillance.
  - v. MTG's representatives and the Facility security staff have the right to verify a person's entitlement to be present in the Facility, in particular during the Fair.
- d) Employee access
  - i. Each Employee performing work within the boundaries of the Facility has only access to the space occupied by the entity employing them and/or to other designated areas, for example, those designated for shared use.
  - ii. Each Employee receives an access card, which also serves as an identification badge valid at the Facility. The entity employing the Employees determines the number of access cards for occupied areas and has the authority to deactivate them. MTG reserves the right to revoke authorizations in the event of gross violations of the Regulations.
- e) Customer access
  - i. Except for Traffic Department Customers, each Customer staying at the Facility is required to provide details for entry in the individual traffic register book at the Facility's reception desk, along with information about the entity they are visiting. The Customer receives a badge and is obligated to return it at the reception desk at the end of the visit.
  - ii. The Customer is entitled to stay only in those parts of the Facility related to the purpose of their visit and under the supervision of the concerned Employee.
- f) Access for Participants, Visitors and Contractors
  - i. Each Participant, Visitor and Contractor is only entitled to be in the Facility at a specific time based on an admission document (e.g., ticket, badge) or other authorization.
  - ii. The terms and conditions of stay for Participants, Visitors and Contractors are also outlined in separate regulations available at [www.amberexpo.pl](http://www.amberexpo.pl) and, in the case of Fairs organised by the Organisers, in the regulations of those events.
- g) Terms of use of the Facility
 

Subject to the other provisions of the Regulations, the following are prohibited at the Facility:

  - i. bringing in animals, with the exception of guide dogs for the blind and animals participating in the Fair, such as those involved in dog shows;
  - ii. smoking of tobacco products and electronic cigarettes outside the designated areas located outside the Facility;
  - iii. bringing in and consuming alcohol;
  - iv. bringing in and using intoxicants;
  - v. bringing in, possessing and using weapons, ammunition and pyrotechnics;
  - vi. bringing in, using and storing chemical substances, as well as using open fires in a manner that poses a fire hazard, may cause damage to property, and poses a danger to health and life;
  - vii. bringing bicycles, scooters and other motorised scooters into the Facility except at designated areas, such as bicycle racks outside the Facility;
  - viii. storing equipment, products or other items that endanger the life or health of persons present at the Facility;
  - ix. storing of movable property in passageways;
  - x. placing advertisements in a form contrary to law, including local law, and without the prior written consent of MTG;
  - xi. carrying out canvassing or trading without the prior written consent of MTG.

#### 4. Renovation and arrangement works

- a) In the event that an investor intends to carry out any renovation or arrangement works at the Facility, they are obliged to:
  - i. inform MTG of the intention and nature of the works before commencement and obtain prior written consent from MTG,
  - ii. ensure that the works are carried out by qualified entities using materials with all the necessary approvals, certificates and quality certificates, and which are allowed for use in the territory of Poland,
  - iii. adequately secure the site of the works and to identify a person responsible for securing the site during and after the works,
  - iv. where the type of work envisaged involves the use of flammable materials or necessitates the use of open fires, the fire risk should also be assessed in the area where the works are to be carried out and the type of measures to be taken to prevent the occurrence and spread of fire or explosion should be determined.
- b) All works should be performed in a manner that minimizes disruption to other users of the Facility.



- c) All deliveries to the Facility should be agreed with Facility's maintenance and security personnel.
- d) The addressee of the delivery is responsible for ensuring that doors, lifts, walls and other building elements are properly secured during the delivery and is required to provide contact details of the persons in charge of the delivery.
- e) To prevent any unauthorised removal of goods from the building, security staff are authorised to conduct random checks. During these checks, any person removing goods from the building must provide written consent from the individual ordering the service. The consent should include details such as the person removing the object, the date and time, the name of the object, the quantity, the name of the person giving consent, and the name of the entity on whose behalf the consent has been given.

## **5. Keeping the Facility clean and orderly**

Each person staying in the Facility is obliged to dispose of waste into the designated containers and to segregate waste in accordance with the waste classification in force in Gdańsk.

## **6. Safety rules**

### **6.1. Fire regulations**

- i. Vehicles must not be left on fire roads or in areas blocking access to entrance gates, hydrants, electrical switchboards, etc., under the penalty of the vehicle's removal at the owner's expense and risk.
- ii. It is prohibited to obstruct or restrict the capacity of designated traffic and evacuation routes, under the penalty of clearing them at the owner's expense and risk.
- iii. All fire protection equipment (fire extinguishers, call points, hydrants, fire detectors), escape doors and their markings must be accessible and visible at all times. Actions that may impede access to them, such as obstruction or relocation, are prohibited.
- iv. On the AMBEREXPO premises, it is prohibited to:
  - use open fires
  - store any kind of packaging, papers and other materials that pose a fire risk, especially in escape routes and passageways,
  - collect and store flammable materials, as well as use flammable or explosive, toxic, and corrosive mixtures of liquids as cleaning agents.
  - leave machinery and technical equipment uncleaned of liquids, dust, grease, oils, and production waste after work or their demonstration,
  - leave greasy, oily rags and cleaning cloths without the necessary protection, as well as substances whose interaction could result in spontaneous combustion or explosion,
  - bring in and use all cylinders with flammable gases, including tourist-type cylinders, without separate agreements with the AMBEREXPO fire services,
  - use defective electrical or gas installations, or carry out modifications or repairs independently,
  - use electrical or gas installations that do not comply with the design agreed with MTG,
  - leave unattended electrical appliances, such as heaters, cookers, irons, kettles, decorative items, etc., when they are switched on,
  - use covers made of flammable materials on light sources,
  - display vehicles, machinery and equipment with fuel in the tank.
- v. On the AMBEREXPO premises:
  - only certified materials with a minimum flame-retardant certificate or materials that have been flame-retardant treated can be used. This applies to all building elements and furnishings, including carpeting, walls, and furniture,
  - it is prohibited to use hand-held fire-fighting equipment for purposes that are not connected with the carrying out of rescue and fire-fighting operations. Any faults or irregularities found in fire safety must be reported immediately to the fire services or other MTG services.
- vi. In the event of a fire on the AMBEREXPO premises, the State Fire Service must be immediately alerted from a landline telephone by dialling 998, from a mobile phone 112, or by pressing the emergency button. Until the arrival of the State Fire Service, one should strictly follow the instructions of the AMBEREXPO representative in charge of the rescue and firefighting action, and after the arrival of the State Fire Service officers, follow the instructions of the commander of the rescue and firefighting action.
- vii. In the event that an evacuation is announced, leave the Facility immediately by proceeding to the designated evacuation assembly points located outside the Facility.

### **6.2. Work safety regulations**

- i. AMBEREXPO Users shall be solely responsible for the health and safety of their Employees performing work on the Facility and shall be liable for any accidents resulting from a lack of supervision or negligence of work safety requirements and standards.
- ii. Machines, motors, tools, apparatus and other equipment may only be switched on if they are equipped with all the prescribed safety features, in particular guards and barriers to prevent unauthorised access. The commissioning of machinery and equipment which does not conform to safety requirements, and its operation by unauthorised personnel, is forbidden.
- iii. When demonstrating machinery and equipment in motion, the area designated for this purpose must be separated and adequately secured.
- iv. For matters of health, safety and fire safety not covered by these Regulations, the generally applicable regulations shall apply, which all users are obliged to follow.



- v. MTG provides occupational health and safety training services for obtaining a training certificate that entitles the holder to work in the AMBEREXPO Facility. Additionally, MTG offers services in the sale of basic personal protective equipment, such as helmets and protective gloves.

### 6.3. Sanitary regulations

- i. Individuals present on the AMBEREXPO premises are obligated to adhere to generally applicable laws and regulations, as well as guidelines and recommendations for preventing the spread of viruses, particularly COVID-19. Additionally, Organizers are obliged to implement and apply, during the Fair, guidelines and specific legal regulations in the field of epidemiology.
- ii. All individuals entering AMBEREXPO premises may be required to have their body temperature measured. Persons who refuse to undergo body temperature measurement or are found to have an increased body temperature above 38°C will not be admitted to the AMBEREXPO premises.
- iii. A physical distance must be maintained throughout the AMBEREXPO premises in accordance with applicable laws or the guidelines and recommendations of the relevant authorities.
- iv. Individuals entering or staying on the AMBEREXPO premises are required to cover their mouths and noses in accordance with applicable laws or guidelines and recommendations of the relevant authorities. Additionally, frequent hand disinfection is mandatory. Persons who do not observe these obligations will not be admitted to or will be expelled from the AMBEREXPO premises.
- v. The aforementioned sanitary regulations shall remain in force for the duration of the epidemic or in accordance with the guidelines or laws commonly applicable in the Republic of Poland.

## 7. Liability

- i. MTG shall not be liable for damage to or loss of property of persons staying at the Facility, provided that such damage was not caused by MTG. Furthermore, MTG shall not be liable for damage to property caused by force majeure, including but not limited to fire, explosion, lightning, windstorm, flooding, interruption of power, or water supply beyond MTG's control.
- ii. The operation of Facility security at AMBEREXPO or the use of other security measures at the Facility shall not affect the exclusion of MTG's liability pursuant to the provisions of clause 7(i) above.
- iii. The Organizer or the Lessee should take out third party insurance on its own and insure its property located on the AMBEREXPO premises (exhibits, equipment and devices on the stand, elements of stand construction and furnishing, private property, company vehicles, etc.) for the entire lease period.
- iv. All entities operating within the Facility, in particular the Organizer, the Participant, the Contractor or the Lessee, shall bear full responsibility for damage caused by them and by entities for whose actions they are responsible, e.g., contractors, subcontractors. This responsibility includes actions or omissions contrary to the provisions of the Regulations, concluded agreements, or other regulations in force within the Facility.
- v. In the event of damage, particularly mechanical or chemical damage to the structure of the Facility and its equipment (e.g., flooring, paving, facade, gates, walls, doors), the violator shall be obliged to pay MTG a penalty equal to 100% of the value of the repair costs. MTG reserves the right to claim damages in excess of the value of the reserved penalty.
- vi. The Organizer shall be obliged to protect and adequately secure the Fair, considering the exclusive provision of services in this respect.
- vii. MTG shall not be liable for vehicles or other movable property left on the AMBEREXPO premises. MTG is entitled to remove them at the cost and risk of the owner/user.
- viii. It is strictly prohibited on the AMBEREXPO premises (both inside and outside) to display or disseminate, in any form, any materials that infringe third parties' intellectual property rights, industrial property rights, patent rights, personal rights, or image rights. In the event of a violation of the aforementioned prohibition, MTG shall have the right to take any action it deems necessary to bring about the cessation of the violation and to remove its effects. This includes, in particular, the right to:
  - call upon the entity directly infringing the prohibition or the Organizer to cease the infringements and remove their effects,
  - remove the infringements and their consequences at the expense of the infringer or the Organizer,
  - immediately remove the infringer from the Fair and remove the infringement and its consequences at the expense of the infringer or the Organizer,
  - immediately cease and terminate the Fair (without the right to any reimbursement) and remove the infringement and its consequences at the expense of the infringer or the Organizer, as well as the right to demand that the entity responsible for the infringement, including the Organizer, reimburse MTG for any costs, if any, incurred by MTG as a result of the infringement, including the compensation paid.

## 8. Additional provisions for Facility Lessees

- i. Each Lessee shall properly secure and lock the areas occupied, ensuring that windows are closed and all electrical appliances are switched off before leaving the premises..
- ii. All doors leading to publicly accessible corridors shall be kept closed. Windows, doors and passageways on escape routes in the Facility must not be obstructed or blocked.
- iii. The Lessee is obliged to cooperate fully with MTG to ensure the most economic use of utilities in accordance with environmental regulations. In addition, the Lessee is obliged to optimize the use of electricity and water and should also use the heating and air-conditioning in the Facility rationally.
- iv. To reduce individual running costs, we recommend switching off the air conditioning outside office hours.



- v. The Lessee is obliged to introduce internal procedures related to the obligation of waste segregation by Employees and to enforce them. MTG is entitled to charge the Lessee with additional costs related to the obligation to segregate waste.
- vi. Lessees are obliged to maintain the leased area in a clean and tidy manner and to dispose of segregated waste in the appropriate containers placed inside the garbage shed. Waste left outside the bins will not be removed and will be disposed of incidentally at the Lessees' expense.

## 9. Personal data processing

- i. MTG, as the owner of the Facility, is the controller of the personal data recorded by video surveillance or in the individual traffic register book.
- ii. The processing of personal data is based on Article 6(1)(f) GDPR, i.e., data is processed to ensure the safety of persons on the AMBEREXPO premises and to secure the property. Staying on the AMBEREXPO premises implies consent to providing personal data within the indicated scope. Refusal to provide this data will result in a lack of permission to be on the AMBEREXPO premises.
- iii. With regard to MTG's entitlement to measure body temperature, personal data is processed to prevent the spread of the COVID-19 virus and other infectious diseases, ensuring safe and hygienic working conditions by preventing entry to the Facility for persons with a body temperature above 38°C. The processing of personal data in this context is based on the provisions of the law and the regulations issued on their basis, specifically Article 6(1)(d), Article 9(2)(i), and recital 46 of the GDPR, as well as Article 207 of the Labour Code.
- iv. The recipients of the personal data will be:
  - only those entities authorised to obtain personal data by law, including health services in the event of suspected COVID-19 infection,
  - persons authorised by the controller to process personal data as part of their official duties e.g. security, IT,
  - entities to whom the controller subcontracts the processing of personal data (processors).
- v. The data controller will retain personal data for the period necessary to fulfill the purposes of the processing outlined above, with a maximum retention period of 90 days. Generally, personal data related to body temperature are not permanently recorded or stored. However, if a body temperature measurement prevents entry to the Facility and is recorded in the individual traffic register book, the data will be stored for the period required by law, not exceeding 90 days.
- vi. Every person has the right to:
  - access, rectify, erase or restrict processing of their personal data and the right to object to the processing, as well as the right to data portability, insofar as this right is applicable in the given circumstances; these rights may only be restricted on the basis of generally applicable law and only to the extent specified therein,
  - lodge a complaint with the President of the Personal Data Protection Office, which is the independent supervisory authority referred to in Article 4(21) of the GDPR,
  - insofar as processing of personal data is based on free consent, to withdraw such consent at any time, without affecting the lawfulness of processing carried out on the basis of consent before its withdrawal.
- vii. Personal data will not be subject to automated decision-making, including profiling.
- viii. Contact with the controller is possible in writing to the address indicated in item 1 and by email to: do@mtgsa.com.pl - data protection officer of the controller.
- ix. Organisers and Lessees, in the course of their activities, are obliged to implement appropriate procedures with regard to the processing of personal data as data controllers independent of MTG.

## 10. Final provisions

- i. Any disputes that may arise in connection with the use of the Facility shall be settled by the common court of Gdańsk having material jurisdiction. For the purpose of settling any disputes, the Polish text of the Regulations shall prevail. The laws of Poland shall govern the interpretation of the provisions of these Regulations.
- ii. Any non-standard works, activities and space furnishings not covered by the provisions of these Regulations shall require individual arrangements with the MTG.
- iii. Penalties shall apply for non-compliance with the Regulations. The Table of Penalties is attached as Appendix 2.
- iv. The following documents form an integral part of these facility Regulations:
  - Appendix 1 – List of Companies Providing Exclusive Services
  - Appendix 2 – Table of Penalties
  - Appendix 3 – Facility Data and Technical Conditions
  - Appendix 4 – Technical and Organisational Requirements
  - Appendix 5 – Safety Rules
- v. The provisions of these Regulations shall be effective as of 11 March 2023. MTG reserves the right to amend the content of the Regulations at any time.