

TECHNICAL AND ORGANISATIONAL REQUIREMENTS

AMBEREXPO FACILITY REGULATIONS Appendix to Additional Provisions for Event Organisers and Participants, and Contractors

GENERAL INFORMATION

1. Obligation to obtain written approval of the trade fair construction design

- No later than 15 working days prior to the commencement of works, the design for the development of the event space to which the design pertains must be submitted for approval by MTG. This should be done in the form of an email sent to the Technical Manager's address, considering the FACILITY DATA AND TECHNICAL CONDITIONS, health and safety regulations, fire safety regulations, and the principles of technical knowledge, as well as the CONDITIONS FOR PROVISION OF THE EVENT SPACE related to the design. MTG reserves the right to raise an objection within 7 working days of receiving the project. If MTG raises objections to the design, it must be revised and adjusted to comply with MTG's comments. The absence of a response from MTG cannot be deemed as consent. The design must receive approval from MTG. Arrangements shall not be considered as a design review, and they do not release the PARTICIPANT and/or the CONTRACTOR from responsibility for the solution adopted. The design of the space must consider and ensure that MTG technical services have constant access to elements for technical and fire use.
 - Designs (comprising drawings and a description) must be submitted for approval, including:
 - surface development (floor plan and vertical projection with boundary dimensions indicating length, width, and height),
 - electrical installation (single-line diagram and power consumption, arrangement of three-phase equipment),
 - the location of special lines, telecommunication equipment, water and sewage facilities,
 - design of the hanging structure containing the following information: type of hanging structure, dimensions and total weight of the structure, marked places for attaching the cords for hanging the structure, number of cords needed, scheme of location of the hanging structure in relation to the stand, height at which the structure is to be hung,
2. A declaration that the design meets the conditions described in the FACILITY DATA AND TECHNICAL CONDITIONS, especially considering the permissible loads, must be submitted for approval. In the case of stands over 3.5 m in height and multi-storey structures, regardless of height, a declaration on the structure's statics and strength, signed by a person with building qualifications in the structural field, is also required. MTG reserves the right to request the submission of relevant static and strength calculations, signed by individuals with building qualifications in the structural field, under the threat of non-approval. Each approval, along with the design of the hanging structure, must be accompanied by a statement confirming that the structure has been recalculated for strength and compliance with permissible loads
3. **The Event Organiser** is obliged to submit **a design for the development of the occupied space**, approved by an individual or authority holding the appropriate **fire protection certification**.
4. **The obligation to provide details of the company carrying out the development (Contractor)**. The Event Organiser and Participant are obliged to:
- provide details of the development Contractor on the form available at www.amberexpo.pl,
 - the Organiser and the Participant are responsible for informing the Contractor about the rules of the Regulations in force.
5. **Obligation to present the relevant certificates**, attestations and flame retardancy certificates concerning the materials used for the stand construction, such as carpeting, walls, furniture, if the Event Organiser or Participant engages services from companies other than MTG or companies without a signed agreement with MTG SA.
6. **Obligation to provide an installation and dismantling schedule**, with particular emphasis on unloading and loading, activities related to the installation of hanging structures, and the delivery and collection of large-scale exhibits, as well as connection to MTG's internal installations. The Organiser and the Contractor shall submit a schedule taking into account the provisions contained in the TERMS AND CONDITIONS OF PROVIDING SPACE.
7. **Non-standard services**. Requests for non-standard services, high-power connections (not specified in the application forms), permits for demonstrations requiring consent, and other individual requests must be

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communicated to MTG no later than 21 working days before the commencement date. Late notification of the need for such services may render them impossible to carry out. Notification by the specified deadline does not automatically constitute acceptance for execution; it requires confirmation. MTG will confirm execution or provide information on non-execution without undue delay.

8. **Standard services ordered after the deadline** will be provided to the extent possible and at an additional charge. The cost of such services will be increased by 50% compared to the price specified in the price list.
9. **Waste** generated must be disposed of in containers or bins according to labelling and applicable segregation guidelines. Dumping waste hazardous to health and the environment is prohibited, and such waste must be disposed of by the responsible party. A charge, as specified in the TERMS AND CONDITIONS OF PROVIDING SPACE, will be levied for waste disposal.
10. The **dismantling of the exhibition** must be completed by the date and time specified in the TERMS AND CONDITIONS OF PROVIDING SPACE. If the deadline is exceeded, MTG shall charge the costs of extending the operation of AMBEREXPO.
11. **Penalties.** Penalties, according to the TABLE OF PENALTIES, will be applied in the event of non-compliance with the provisions of the REGULATIONS.

OBLIGATIONS OF THE STAND CONTRACTOR DURING INSTALLATION AND DISMANTLING

1. Prior to installation

Before commencing work, a representative of MTG must be present to create a Space Handover Report. The date and time stated in the Report shall be considered the handover date. The commencement of installation is contingent upon obtaining confirmation of the required payments and presenting MTG-approved designs. The Report must be signed by the representative of the installation contractor indicated on the form.

2. During installation

The electrical installation must be protected with 30mA residual current circuit breakers and equipped with a main switch. Making any changes to the MTG electrical installation (such as removing switchboard doors or light fittings) is prohibited. Connecting or disconnecting electrical receivers to MTG's electrical network is strictly forbidden without using the connection switchboard provided by MTG. All connections must be carried out by MTG or an authorised MTG subcontractor. All energy equipment used must undergo regular technical tests (certificates, measurements, etc.) in accordance with current legislation.

Exhibition stands, including equipment, exhibits, and advertising media, must be installed in a manner that does not pose a threat to public safety and order, especially to the life and health of individuals present on the AMBEREXPO premises.

Stand elements, friezes, banners, marquees, stand and exhibit descriptions, as well as company and trademark signs must not exceed the rented exhibition space, block passageways in any way, or exceed the approved construction height.

It is strictly forbidden to screw, nail, glue, or attach any elements to the structure and construction of the facility on the AMBEREXPO premises (including ceilings, walls, railings, balustrades, glass, etc.). Additionally, the use of fixing elements (such as carpet tape) that may leave permanent marks on the MTG infrastructure is prohibited.

Prefabricated components should be used for the construction of stands, which are prepared off-site and ready for installation. Dust-producing activities must be minimized, and only essential tasks should be performed with **the obligation to use dust extraction equipment** (such as industrial hoovers, drywall sanders with extraction, saws and wood sanders with sawdust extraction). The floor in the cutting or grinding area must be protected to prevent waste from entering the process ducts, regardless of the dust extraction equipment used. If work is carried out without adequate protection, MTG is entitled to impose a penalty, halt the work until the irregularity is remedied, and conduct clean-up work at the Contractor's expense and risk.

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Installation and dismantling works are to be carried out according to the schedule.

Deliveries of exhibits and arrangement materials are to be conducted exclusively via freight gates.

Hanging structures may only be attached to suitable wire ropes prepared in advance by MTG and provided that the accepted weight of the hanging structure is not exceeded. MTG shall be fully responsible for the correct installation of winches and wire ropes to the facility structure and the appropriate selection of winches and wire ropes. It is forbidden to leave the structure on the tension elements (on the winches). The Contractor is solely responsible for the correct preparation of the points on the hanging structure, to which the ropes are to be attached, the attachment of the ropes to the hanging structure, and the completed hanging structure.

The CONTRACTOR is obligated to continually remove rubbish and empty packaging left after installation and dismantling at the stand and in the adjacent passageways, unless otherwise specified in the TERMS AND CONDITIONS OF PROVIDING SPACE. Rubbish should be compacted as much as possible before being thrown into the container. Failure to carry out the above cleaning work may result in MTG imposing a fine.

3. After installation

Upon completion of the installation, the CONTRACTOR is obligated to submit a declaration on the provided form, stating that the work has been completed and that they are responsible for the stand construction, the electrical installation, the plumbing installation, and the execution of the hanging structure in accordance with the applicable regulations (a template declaration is available at www.amberexpo.pl). The declaration must be submitted and signed by the installation contractor's representative indicated on the form.

OBLIGATIONS OF THE ORGANISER AND PARTICIPANT DURING THE EVENT

Daily cleaning. Daily cleaning should occur before the opening or after the closing of the event to visitors, as specified in the TERMS AND CONDITIONS OF PROVIDING SPACE.

The maximum intensity of the emitted sound must not exceed 70 dB, and the positioning of sound amplification equipment should not direct sound towards passageways or neighbouring stands.

OBLIGATIONS OF THE EVENT ORGANISER AND PARTICIPANT AND THE CONTRACTOR AFTER THE EVENT

Completion of the work includes, in particular, the removal of exhibits and stand construction elements, rolling up floor coverings with tapes, and the removal of advertisements.

Handing over the space in an orderly condition. An orderly space is understood as a clean area without visible mechanical damage or traces of tape, with all technological and other waste produced during stand installation and dismantling removed.