OPERATIONAL RULES AND REGULATIONS

HUNGEXPO Vásár és Reklám Zrt.

Effective date: 1 January 2019
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The provisions of the present *Operational Rules and Regulations* and the relevant *General Terms and Conditions, lease agreements, additional agreements, etc. as well as the applicable legislative provisions* regulate the operation of events and all other activities taking place at the Hungexpo Budapest Fair Center located under the address 1101 Budapest, Albertsai út 10. exclusively leased and operated by HUNGEXPO Vásár és Reklám Zrt. They extend to all forms of fairs, exhibitions, self-organized and guest events hosted at the premises of HUNGEXPO Vásár és Reklám Zrt. as well as their construction, takedown and operational periods. The Lessee, all Exhibitors, event promoters, participants, contractors, suppliers, storers, caterers and miscellaneous service providers and subcontractors as well as all individuals residing within said premises are bound to observe, enforce and continuously monitor the observance of their content.

These rules and regulations contain two highlighted sections and partial regulations, **Self-organized Exhibitions** pertain solely to the exhibitions organized by HUNGEXPO Vásár és Reklám Zrt., whilst the rules designated for **Guest Events** are valid for guest events organized by external Lessees within the premises of HUNGEXPO Vásár és Reklám Zrt.

For certain exhibitions and events, additional rules contained in the Exhibitor Handbooks and Information Materials for Exhibitors may apply, the observance of which is also obligatory.

**I. GENERAL PROVISIONS**

**1.1 Entrance to and traffic within the premises of HUNGEXPO Vásár és Reklám Zrt.**

Entering on foot or by vehicles, residing within and transporting goods within the premises of HUNGEXPO Vásár és Reklám Zrt. is only allowed with a permit of HUNGEXPO Vásár és Reklám Zrt. and the observance of the relevant traffic regulations.

The necessary route plan and entrance permit will be arranged by the representatives of the operative organizational unit of Hungexpo Vásár és Reklám Zrt. with the Exhibitor or Lessee and will be issued to the Exhibitors and their Contractors.

Residing within the premises during the night-time hours – during the time of exhibitions and events, this period extends from closing hours to the opening hours of the following day – is only possible with a separate written permit. The fee of night-time parking is HUF 15,000 + VAT (27%), which can be settled in advance via bank transfer, bank card or in cash at the service stand.

**1.2. Admission of personnel**

The employees of HUNGEXPO Vásár és Reklám Zrt. as well as the permanent and temporary employees of firms in contractual relations with HUNGEXPO Vásár és Reklám Zrt. operating within the premises of HUNGEXPO Vásár és Reklám Zrt. may enter the premises by displaying the Entry badge provided for this purpose. All employees of firms performing trade, catering, etc. activities within the premises of HUNGEXPO Vásár és Reklám Zrt. pursuant to contractual relations with the firm, with the approval of HUNGEXPO Vásár és Reklám Zrt. or based on contractual relations with HUNGEXPO Vásár és Reklám Zrt. are considered to be employees of firms operating within said premises. Therefore the above-listed rules extend to these individuals. The Entry badges used by HUNGEXPO Vásár és Reklám Zrt. have a pin-like nature, which are to be clearly displayed at all times when residing within the premises.

The case-by-case admission of the contractual partners HUNGEXPO Vásár és Reklám Zrt. and those of external firms not covered in the previous paragraph operating within the premises shall take place upon registration in the E-register. During the construction and takedown periods of events, admission to the premises of HUNGEXPO Vásár és Reklám Zrt. shall take place in observance of the above-listed rules – all other persons are only permitted with the individual, fully completed barcode-based construction and takedown Exhibitor entry badge or Entry permit/badge issued for the exhibition or event in question.

Children under 14 years of age cannot enter and reside within the premises during the construction and takedown periods and are not allowed to attend certain exhibitions and events, based on the pertaining regulations.

**Guest Events:**

During the operational times of events, admission to the premises of HUNGEXPO Vásár és Reklám Zrt. for the event in question will take place in a manner agreed by the Lessee (for example, registration with entry tickets or Exhibitor entry tickets, etc.) in a way which allows for identification.
The barcode-based annual complimentary tickets issued by HUNGEXPO Vásár és Reklám Zrt. only allow for admission during the operational visitor opening hours - period of self-organised exhibitions or to guest events with the consent of the Lessee.

**Self-organized Exhibitions**

In the case of large groups of visitors, admission may take place with the barcode invitation. Upon registration at the press centre, the representatives of the press may enter the event with a press pass.

During the operational period, only members and employees of authorities with jurisdiction within the premises of HUNGEXPO Vásár és Reklám Zrt. can be admitted to the premises whose presence is justified with employment activities.

The Security Service and the individuals charged with security tasks under their supervision (hereinafter as Security Service) are authorised to verify the validity of the documents rendered for their admission, refuse the entrance of those without a valid entry ticket and request unauthorised parties residing within the premises to vacate said premises or, if necessary, remove them by force. It is prohibited to bring live animals into the premises of HUNGEXPO Vásár és Reklám Zrt. with the exception of working dogs and guide dogs for the blind or when allowed by the theme of the professional exhibition.

**1.3. The traffic and loading of goods and installations at events and exhibitions**

Consignments for events hosted at the premises of HUNGEXPO Vásár és Reklám Zrt. are to be dispatched to the following address:

Schenker Kft.
1101 Budapest, Albertirsai út 10. / II-es Kapu
Name of event:
Name of exhibitor:
Pavilion and stand number:
Requested time of delivery:

Other delivery companies cannot perform the delivery of goods at the pavilions. Consignments brought to the event are to be dispatched to the on-site offices of Schenker (building no. 2). Schenker Kft. is responsible for all on-site delivery of goods. If the goods to be delivered do not exceed 10 kg of weight, the customer requesting the goods may receive the goods at the offices of Schenker Kft. (building no. 2). Insofar as the weight of the goods exceeds 10 kg, goods can only be received at the stand where Schenker Kft. will deliver the goods for a fee.

The consignments of the delivery companies are to be forwarded to the warehouses of Schenker Kft. after clearing customs. Please bear in mind that we cannot perform on-site customs clearance, therefore goods should be delivered DDP (duty paid).

The removal of Hungarian goods shall take place via the vehicles of the Exhibitor, Lessor or stand constructing contractor with shipment authorisation and with a delivery note or cargo manifest. The license plate number of the vehicle performing the delivery must be included on the shipment authorisation form.

The Security Service at the gate will reserve one shipment authorisation per vehicle at the gate upon leaving the premises; entry and residing with the premises will take place in accordance with the contents of item no. 1.

During the construction and takedown period of events, vehicles performing the delivery of goods, equipment, fittings and work equipment to and from the premises shall have a valid delivery note or the letter of commission of the event/exhibition and valid entry badges for the driver and individuals residing with the vehicle - who may enter the premises during the daily opening hours and reside there only for the duration of the loading.

The Security Service of HUNGEXPO Vásár és Reklám Zrt. is authorised to inspect the delivery note or Exhibitor letter of commission and the cargo of vehicles. The removal of goods on foot is only possible with a shipment authorisation or preliminary written permission and - in the case of purchased goods - with a receipt. HUNGEXPO Zrt. may place limitations on delivery and loading or prescribe a schedule for said activities.
The supplementary instruments for loading and handling - cart, manually operated hydraulic pallet lift - will be provided by the Exhibitor, Lessee or their supplier or subcontractor.

Due to security and property protection reasons, all delivery activities, lifting and handling, loading, warehousing, empty crate and packings management, customs agent and other transport services in relation to events hosted within the premises of HUNGEXPO Vásár és Reklám Zrt. can only be performed by Schenker Kft. (tel/fax: 264-8271, e-mail: schenker.expo@schenker.hu, www.schenker.hu).

This does not include the loading and unloading of goods from and to tail lift trucks and crane trucks insofar as the registration of the Hungarian truck features the name of the Exhibitor, Lessee or stand construction firm or its subcontractor and the goods delivered in this manner are owned by the Exhibitor, Lessee, stand construction firm in question or its contractor. The entrance of self-owned vehicles of Exhibitors, Lessee or their stand-construction firms will take place via the designated gate.

The entrance of crane trucks with a domestic transport license and vehicles with a foreign license plate can only take place through the designated gate in accordance with the contents of item no. 1.

### 1.4. Entrance of vehicles
The entry of vehicles to the premises of HUNGEXPO Vásár és Reklám Zrt. can only take place with a permit of a varying nature provided for this purpose which provides sufficient authorisation. The permit includes the event’s shipping route. The entry permit must be positioned in a clearly visible manner on the right side of the front windscreen and the individuals residing in the vehicle must be in possession of an entry badge.

The entry permit does not provide authorization for traffic within the premises of the exhibition or event, merely access and parking within the designated parking lots. The issuing of written permits can only be omitted in the case of vehicles arriving to deal with emergencies of life and property safety (for example, fire department, ambulance, police). In such cases, the license plate numbers of said vehicles will also be recorded in writing.

Detailed information on the rules of access for the current exhibition or event hosted within the premises of HUNGEXPO Vásár és Reklám Zrt. will be provided in the Exhibitor information and event Script.

### 1.5. Traffic rules
**Internal and outer gates of HUNGEXPO:**
Within the premises of HUNGEXPO Vásár és Reklám Zrt., the provisions of the Hungarian Highway Code shall prevail, including posted speed limits, waiting and parking restrictions. Within the premises of HUNGEXPO Vásár és Reklám Zrt., the speed limit is 20 kph, with the exception of the operating hours of events and exhibitions. The speed limit during the operational period of events and exhibitions is 5 kph. Vehicles may only access pavements and road sections designated for pedestrian traffic with a separate written permit.

The access of handicap visitors may be authorised by HUNGEXPO Vásár és Reklám Zrt. for the possible amendment of the above-listed restrictions upon presenting the documents and labelling certifying eligibility. Vehicles with such markings may only park in designate spaces.

Vehicles parked or waiting in restricted zones or without a valid entry permit or which hinder the various thoroughfares even for a limited period of time will be removed by HUNGEXPO Vásár és Reklám Zrt. at the cost of the owner without issuing any prior warnings. It is strictly prohibited to leave vehicles waiting or parking in fire assembly thoroughfares, gateways and escape routes!

Passenger cars and trucks over 3.5 t of weight may not enter the pavilions. The loading and unloading of goods from and to tail lift trucks with an installed lift and the loading of goods from crane trucks form an exception to this rule insofar as the registration of the Hungarian truck features the name of the Exhibitor, Lessee or stand construction firm or its subcontractor as the vehicle's registered keeper or owner.

The entry of trucks under 3.5 t of weight can take place through the designated thoroughfares only for the period of loading and unloading. In the case of uncertainty, the type of the vehicle (passenger car, commercial vehicle, truck) will be determined based on the regulatory classification featured in the vehicle’s registration. The driver of the vehicle is obliged to verify the height of the cargo of the vehicle and its fixed parking state in the gates of the pavilion when entering and exiting the site. It is forbidden to enter the access way between Entry Halls I and II with vehicles.

A prerequisite of uninterrupted operation is for delivery drivers to obey the orders of authorised individuals at gates or within the premises and to cooperate with said individuals for mutual interests.

Vehicles may only occupy spaces in the various parking lots with a proper parking permit. During the operational period of exhibitions, Exhibitor, Lessee and their subcontractors as well as the staff of open-air stands may only park their vehicles in designated parking lots. The only exception to this rule are vehicles registered as "items of display". These are to be authorised by the relevant project managers and exhibition team leaders.

HUNGEXPO Vásár és Reklám Zrt. is authorised to take measures to remove vehicles parked in restricted zones or in an unregulated manner at the liability and cost of the offending owner.

The violation of parking and traffic regulations may lead to revoking the entry permit. HUNGEXPO Vásár és Reklám Zrt. assumes no liability for the safe-keeping of vehicles left within the premises of HUNGEXPO Vásár és Reklám Zrt. - including its parking lots - after closing hours.

We kindly bring your attention to the fact that HUNGEXPO Vásár és Reklám Zrt. assumes no liability for any damage or the disappearance of vehicles left in the (exhibitor, visitor or other) parking lots with the exception of wilful damage.

2. Official licenses

Within the premises of HUNGEXPO Vásár és Reklám Zrt., the activities outlined in the following items are subject to official permits. Obtaining the permits described herein, as well as all other permits not mentioned here necessary for the operation of the Exhibitor or Lessee falls on the Exhibitor and Lessee. The permit must be submitted in a single copy to an organizer representative of HUNGEXPO Vásár és Reklám Zrt. designated for the event in question. Should the Exhibitor or Lessee fail to obtain the permit, they must forgo from carrying out any activities subject to a permit within the leased space and must face all legal consequences arising from said failure.

2.1. Presentation and sale of foodstuffs and offering samples

Exhibitors performing food sale and tasting services at the event shall announced said activities to the competent local government authorities, food chain safety office and all agencies which require said announcements on the basis of existing legislation, by announcing said activities to the organizer in a timely fashion prior to the event. Permits of businesses performing food sale and tasting services valid for
the display in question must be kept by the entrepreneurship (Exhibitor, Lessee or other individuals) at the stand at all times, as the event may be randomly inspected for public health and epidemiological considerations by the authorities. In the case of sales performed at temporary events, the distributor performing food sale must be in possession of the official licenses for products when required by law, and must designate their name and registered offices and is obliged to observe all legislative provisions.

Alcoholic products can only be distributed by excise goods retailers at fairs, exhibitions and events by notifying the national tax and customs authority no later than 3 working days prior to commencing sales and by fulfilling all related legal obligations.

2.2. Radioactive materials
When displaying radioactive materials, Exhibitor, Lessee or their subcontractor is obliged to notify the competent agency with jurisdiction and obtain the necessary permits from the competent agency with jurisdiction.

2.3. Operation of broadcasting devices
The operation of two-way radio products, industrial TV units and wireless devices require presenting valid official licenses to the organizer representative of HUNGEXPO Vásár és Reklám Zrt. designated for the event in question.

2.4. Wireless network and communication services
HUNGEXPO Vásár és Reklám Zrt. provides Compoffice-R Kft., RentIT.hu as well as other service providers designated by HUNGEXPO Vásár és Reklám Zrt. with the exclusive concession rights for operating wireless (e.g. WIFI, IEEE 802.11 a/b/g/n, WiMax, etc.) online communication services and networks. Due to the interference arising from the non-coordinated use of multiple devices, the use of dedicated WIFI routers / Access points at events is prohibited.

Infrastructure description
- Primary incoming internet bandwidth via optical fibre, 1/1 Gbps
- Secondary incoming internet bandwidth via microwave transmissions, 300/300 Gbps
- Redundant optical fibre and copper wire backbone runs between the pavilions/buildings
- Palo Alto PA-3020 firewall with continuous monitoring is an integral part of the dedicated WiFi AP for operating devices / machines on display at stands. In such cases, the frequencies to be used must be coordinated with Hungexpo Vásár és Reklám Zrt. or its IT service provider which insurance its network security and reliability.
- Managed Cisco-based network infrastructure (Cisco Catalyst 2960, 3560 types switches) all pavilions feature UTP CAT6 and CAT7 cable network trapdoor floor outlets
High performance Ruckus ZoneFlex WIFI network infrastructure with ZD3000 controller, supporting 2,4 and 5 GHz frequency bands (in pavilions A, F, G, in the access way, building no. 25 and in Entry Halls I and III)
- HP ProCurve WIFI network infrastructure with MSM760 controller, supporting .2.4 and 5 GHz frequency bands (Pavilions B and D)
- Individual (limited number!) WIFI SSIDs, optional separate dedicated VLANs, public IP addresses, etc.
- The on-site engineers and technicians guarantee the high level of technical support during the various events
- The use of previously non-coordinated WIFI and radio devices is prohibited and Hungexpo Zrt. is authorised to remove such devices or have them turned off

2.5. Providing music in public
Copyright protected or mechanically aired (via radio, television, video magnetic tape recorders, record players, CD or DVD players, etc.) music requires the Exhibitor or Lessee to file an advance announcement of said activities in writing and to obtain a licence to use from the Public Performance Licensing department of the ARTISJUS Hungarian Bureau for the Protection of Authors’ Rights (1016 Budapest, Mészáros u. 15–17., tel.: 488-2670, fax: 212-1546, e-mail:info@artisjus.com, www.artisjus.hu) which is to be presented to the competent operative organizational representatives of Hungexpo Vásár és Reklám Zrt. Furthermore, Exhibitor and Lessee are obliged to pay the royalties and/or related right fees drawn up pursuant to the licence to use to the ARTISJUS Hungarian Bureau for the Protection of Authors’ Rights. Failure to present the licence to the competent operative organizational representative or failure of Exhibitor or Lessee to pay said royalties shall result in Exhibitor or Lessee bearing all related liabilities.
2.6. Display of firearms
Pursuant to Act XXIV of 2004 and Governmental Decree no. 253/2004 (VIII.31.) on its implementation require official licenses for the display of firearms. The permit for the display of firearms must include:
- the place, time, duration of display and the floor plan of the room
- the personal identification data of the natural person(s) responsible for hosting the exhibition,
- the description of the security devices and the exhibition’s security measures
- the identification data of the firearms to be displayed
The permit may be obtained via the Public Security Enforcement Department of the Budapest Capital City Police Headquarters (1139 Budapest, Teve u. 4–6., tel.: 443-5406, fax: 443-5000/32865) which must be presented to the HUNGEXPO Vásár és Reklám Zrt.’s competent operative organizational representative.

2.7. Display of gas and explosives
In the case of the display of gas and explosives, pursuant to Government decree no. 173/2011 (VIII. 24.), above and beyond the permits of professional agencies, certain categories require an additional permit from the National Directorate General for Disaster Management (1081 Budapest, Dologház u. 1., Tel: 459-2460, Fax: 459-2443, e-mail: tuzmegelozes@tuzoltosagbp.hu.)
In the case of certain categories outlined in the decree, the use of explosives and pyrotechnics require permits from the Public Security Enforcement Division Law Enforcement and Arms Permits Department Enforcement sub-division of the Budapest Capital City Police Headquarters (1139 Budapest, Teve u. 4–6., tel.: 443-5000/32307, fax: 443-5000/31323), as well as the position statement of the Central Pest Agency of the National Directorate General for Disaster Management (1081 Budapest, Dologház u. 1., Tel: 459-2460, Fax: 459-2443, e-mail: fki.kozepest@katved.gov.hu) 30 days prior to the event.
When necessary, activities that require prior announcement and permission are to be announced and authorized by the Fire Prevention Division of the National Directorate General for Disaster Management, Ministry of the Interior (Budapest XIV. kerület, Mogyoródi út 43., tel: +36 1 469 4112, e-mail: okf.mpfo@katved.gov.hu)

2.8. Gambling-related activities
Activities related to gambling require the permit of the National Gaming Board (1051 Budapest, Sas u. 20-22., tel.: 06-1-373-1777, fax: 06-1-373-1710). Exhibitor, Lessee is required to obtain the permit no later than 30 days prior to the commencement of the event which is to be presented to the operative organizational representative of HUNGEXPO Vásár és Reklám Zrt. Exhibitor, Lessee is liable for the failure in presenting the permit to the operative organizational representative.


3.1. Exclusivity
Within the premises of HUNGEXPO Vásár és Reklám Zrt., Exhibitor and Lessee may only order the following services from HUNGEXPO Vásár és Reklám Zrt. Exceptions to this rule are only made under exceptional circumstances, with the expressed written permission of HUNGEXPO Vásár és Reklám Zrt. In the lack of any special permits, any individual not contracted by HUNGEXPO Vásár és Reklám Zrt. performing said activities may be removed from the premises of HUNGEXPO Vásár és Reklám Zrt. and claims may be enforced against them and the exhibitor utilizing their services.

Obligatorily utilized, exclusive services:
- safe-keeping and security services
- Fire and accident insurance, first aid
- cleaning services

Non-obligatory, exclusive services:
- Catering
- Event furnishing
- Drapery and curtaining
- Lease of IT and office devices
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- Telecommunications services, wired internet services
- Wireless internet services and the provision of related devices
- Electricity and water supply
- Gardening, ornamental plants
- Sales and on-site manufacturing of media and graphic appearances
- AV (event-hosting) services
- Conference technology
- On-site logistics services
- Unified stand construction and related services
- Increased transport frequency
- Carpeting
- Personal and property security services
- Liability insurance

**Self-organized Exhibitions:**

3.2. **Exhibitor media rights, film shoots**
- In the case of commercial (film and video) recordings, on-site broadcasts or news features (TV and radio), these are tied to the written permit of HUNGEXPO Vásár és Reklám Zrt. and the crew responsible for the shoot or the firm commissioning said crews must announce the shoot, its content and time in advance to the marketing and communication division of HUNGEXPO Vásár és Reklám Zrt. who are authorised to issue recording permits.
- The crew responsible for filming or recording can only enter the premises of the HUNGEXPO Vásár és Reklám Zrt. in possession of the filming or broadcasting permit. The permit can be obtained on-site prior to the film shoot (Entry Hall I, press centre).
- The film and mediating crew is required to present the filming and broadcasting permit to the representatives of HUNGEXPO Vásár és Reklám Zrt. upon request.
- Exhibitor may solely perform advertising activities within the limits of their rented space without inconveniencing other exhibitors. Advertising activities may only extend to the Exhibitor and the co-exhibitors indicated on the Application form and the products, firms and services they represent. Insofar as Exhibitor fails to remove goods that do not fit into the previously announced product group or advertising mediums related to Exhibitor, co-exhibitor, represented firms or others that infringe on personality rights, copyrights, individual rights or the rights of handling personal information after the initial notice, HUNGEXPO Vásár és Reklám Zrt. may close the stand at the expense and hazard of the contracting party and may formulate a claim in relation to which HUNGEXPO Vásár és Reklám Zrt. expressly excludes its liability for damages.

3.3. **Exhibitor advertising devices**
- Exhibitor may only install advertising devices on their stand with the consent of HUNGEXPO Vásár és Reklám Zrt., in the area authorised by the organizational directorate of HUNGEXPO Vásár és Reklám Zrt. subsequent to coordinating such matters. HUNGEXPO Vásár és Reklám Zrt. may arrange to remove any unauthorised advertising devices from the stand at the expense and liability of the Exhibitor.
- Advertising devices (corporate insignia, logo, etc.) may not be installed on the walls of the perimeter of the exhibition and on surfaces facing the neighbouring stand of shared walls.
- The distribution of print and visual materials – during the duration of the event and beyond the exhibition stand – is only permitted with the preliminary permission of HUNGEXPO Vásár és Reklám Zrt. and subject to the applicable fees. HUNGEXPO Vásár és Reklám Zrt. may claim damages for distributing materials without permission. The existence of such permission may be randomly inspected by the representatives of HUNGEXPO Vásár és Reklám Zrt. Only the Exhibitors and partners of the exhibition may be issued permits for the distribution of print and visual materials.
- Unlawful advertising is prohibited!
- Advertising which constitutes an infringement of Act XLVIII of 2008 on the Basic Requirements and Certain Restrictions of Commercial Advertising and its amendments is prohibited.
Exhibitors may only survey or arrange to survey visitors or exhibitors within the limits of their rented space and only for their self-owned or officially represented products, services and activities.

3.4. Insurance
Exhibitor, Lessee or their subcontractor must have a valid liability insurance for inadvertent and/or unforseen (accidental) injuries caused as a builder (furnisher, disassembler, etc.) or for the same activities of their subcontractors for the duration of said activities performed within the premises of HUNGEXPO Vásár és Reklám Zrt. However, the existence of said insurances and the reimbursement ceilings in no way limit Exhibitor’s or Lessee’s liability.

Guest Events:
We kindly request you to present your liability insurance to HUNGEXPO Vásár és Reklám Zrt. which will be adjudicated by an insurance broker firm commissioned by HUNGEXPO Vásár és Reklám Zrt. If necessary, HUNGEXPO Vásár és Reklám Zrt. will provide a bid for supplementary insurance at the expense of the Lessee. In the case of guest events, if Lessee chooses not to assume liability, Exhibitor or its site construction contractor is obliged to pay a security deposit in the amount of HUF 4000/sqm, yet no less than HUF 100,000 and no more than HUF 300,000.

Self-organized Exhibitions:
The insurance fee is determined – according to the amount regulated by a separate contract commissioned by the insurance firm – and invoiced by HUNGEXPO Vásár és Reklám Zrt. In this respect, Exhibitor is liable to pay the amount of the insurance fee. The insurance firm – in lieu of the insurance fee – will reimburse inadvertent and/or unforseen (accidental) injuries caused by the Exhibitor and/or builder (furnisher, disassembler, etc.) subcontractor, by subtracting a contribution of HUF 100,000, caused within the premises of HUNGEXPO Vásár és Reklám Zrt. which the injuring party, acting an exhibitor and/or builder (furnisher, disassembler, etc.), is liable to reimburse in accordance with the provisions of the Hungarian Civil Code in accordance with the conditions, exclusions and restrictions of the insurance policy; HUNGEXPO Vásár és Reklám Zrt. assumes no liability for the adequacy of the coverage of said policy. If the insurance agency is absolved of their obligation for payment for reasons, actions or shortcomings directly attributable to Exhibitor and/or Lessee, the Exhibitor and/or Lessee are liable for damages.

Exhibitor, Lessee or their exhibitor and subcontractor may – yet is not required to – insure exhibits, installations and other properties on the site of HUNGEXPO Vásár és Reklám Zrt. beyond and above the liability insurance. Any damages arising from the failure to conclude or the delay in concluding such insurance fall solely on Exhibitor, Lessee. Exhibitor, Lessee is severally liable for any injuries they cause to HUNGEXPO Vásár és Reklám Zrt. or any third parties as well as, collectively with their subcontractor, for those caused by their exhibitor or subcontractor.

3.5. Protection of property
We hereby inform our Exhibitors and Lessees that an electronic surveillance system is installed in the pavilions. These devices serve the protection of the pavilions of HUNGEXPO Vásár és Reklám Zrt. and not the security of the exhibition stands and events. The data protection policy on electronic surveillance system is available on the website of HUNGEXPO Vásár és Reklám Zrt.

Exhibitor, Lessee or their exhibitor or subcontractor must provide at their own expenses for the security of their product samples, exhibition materials and other movable assets, prior to, during and subsequent to the conclusion of the event or exhibition. HUNGEXPO Vásár és Reklám Zrt. excludes its liability to the greatest extent permitted by legislation for any damages caused directly or indirectly to Lessee or any other individual, their exhibits or other moveable goods within the premises of HUNGEXPO Vásár és Reklám Zrt. The Security Service of HUNGEXPO Vásár és Reklám Zrt. will provide for the safe-keeping of the pavilions after opening hours.

During the opening hours of the pavilions, Exhibitor, Lessee or their exhibitor or subcontractor must arrange for the safe-keeping of the installations and exhibits. From the concern of property protection, the periods of the delivery of goods on the final day, the periods between the pavilion opening and visitor opening times as well as the period between the visitor closing and pavilion closing times, i.e. service periods, as well as the takedown after the visitor closing on the final day are of particular importance.
At all times, the property protection of open-air stands, installations and exhibits fall on Exhibitor.

Self-organized Exhibitions:
Insofar as the Exhibitor does not provide for the safe-keeping and protection of their own stand themselves, but rather wishes to entrust a separate firm, this requires the separate permission of HUNGEXPO Vásár és Reklám Zrt. The security plan must be submitted in writing for approval no later than 2 weeks prior to the start of the event to the Organizational Directorate. In lack of such measures, personal and property protection activities cannot be performed within the premises. The authorisation of the entrance of commissioned security guards takes place subsequent to issuing the permit. The security service requests are to be completed and forwarded to the Organizational Directorate.

Guest Events:
Pursuant to the security regulations and rules applicable in Hungary, HUNGEXPO Vásár és Reklám Zrt. has an appropriate security plan. The numbers of the security staff are determined by HUNGEXPO Vásár és Reklám Zrt. pursuant to Government Decree no. 23/2011. (III.8.). The security plan takes the following parameters into consideration:
- Expected daily visitor numbers (in all cases, the evacuation plan is adapted by the security service to the visitor numbers
- During the time of the events, the perimeter of the event is marked by fencing and gates – all open gates required are staffed by a security guard
- 2 security guards are on service at all (open) gates during the time of the event
- During the construction and takedown periods, the pavilion depots are monitored by 2 security guards in order to smoothly conduct the flow of traffic
- Lessee will determine the exact site of inspecting entry badges/pins. (At the Entry Halls or at the entrance to the pavilions).
- The head of security is a compulsory part of the plan
- Multiple patrol guards will monitor the area to assist or replace security guards, if necessary
- Lessee must indicate whether they request the protection of VIPs or VIP areas
- Separate route plans are to be established for VIPs.
The details of the plan are to be jointly determined by Lessee and HUNGEXPO Vásár és Reklám Zrt. In all cases, the Minimum staff numbers are determined by HUNGEXPO Vásár és Reklám Zrt. along with the detailed plan. Lessee is obliged to accept the minimum staff numbers.

3.6. Sale of goods
Only goods which are authorised for sale can be sold within the premises of HUNGEXPO Vásár és Reklám Zrt. with the preliminary approval of HUNGEXPO Vásár és Reklám Zrt., after obtaining the necessary official licenses and in observance of the relevant legislative and official regulations in the place designated for their sale. In the case of unauthorized or irregular sales, HUNGEXPO Vásár és Reklám Zrt. may close or remove the stand at the expense and hazard of the owner or may initiate infringement proceedings. Mobile vending is prohibited within the premises of HUNGEXPO Vásár és Reklám Zrt. (with the exception of the sale of foodstuffs).

3.7. Entertainment events
Any demonstrations coupled with performances or other entertainment events can only be hosted with the permission of HUNGEXPO Vásár és Reklám Zrt. after coordinating the program with the neighbouring stands. The submitted program must include the written consent of all neighbouring exhibitors.

Guest Events:
**3.8 Singing and dancing events and their authorization**

The hosting of singing and dancing events requires a permit countersigned by a notary pursuant to the applicable laws. The permit is to be obtained by the operator (HUNGEXPO Vásár és Reklám Zrt.) The permit will only be obtained by us if the documents and blueprints outlined in the relevant legislation are submitted 30 days prior to the commencement of the event and the registration fee is paid to HUNGEXPO Vásár és Reklám Zrt. upon our notice.

The documentation and payments for the application process include:

- an application for determining a noise emission threshold. Procedural fees: HUF 5,000 + VAT,
- announcing the event by submitting an official form to the Budapest Capital City Directorate General for Disaster Management via fax. Procedural fees: HUF 13,000 + VAT
- submitting an official form to the Construction Authority with jurisdiction. Procedural fees: HUF 20,000 + VAT
- submitting the documentation of the events (according to the following) to the competent mayor’s offices at least one month prior to the event:
  - Procedural fees: HUF 3,000 + VAT
  - the event’s final, scaled pavilion floor plan for which the authority will issue an official permit for hosting the event:
  - the security plan for the event;
  - the escape route and evacuation plan for the event;
  - the fire safety plan for the event;
  - the copy of the permission from the representative of HUNGEXPO Vásár és Reklám Zrt. charged with organizing singing and dancing events;
  - the certification of the previously transferred procedural fees for the announcement of the event (bank transfer certification).

On-site survey prior to the event:

- following the submission of the documentation, the Mayor’s Office will announce and deliver via mail the time of the on-site survey to HUNGEXPO Vásár és Reklám Zrt. Apart from the official authorities, the on-site survey must be attended by an authorized representative of HUNGEXPO Vásár és Reklám Zrt. charged with organizational tasks and the fire and work safety expert. According to the information of HUNGEXPO Vásár és Reklám Zrt., an additional participant of the on-site survey is the representative of the organizing firm.
- HUNGEXPO Vásár és Reklám Zrt. will make copies of the records of the on-site survey and will submit a copy to the authorities. The original copy will be handed over to the representative of the Mayor’s Office and will be attached to the documents of the authorisation process.
- subsequent to the on-site survey, the Mayor’s Office will notify HUNGEXPO Vásár és Reklám Zrt. when the event-hosting permit will be completed and can be received. The permit can be received at the Mayor’s Office by the representative of HUNGEXPO Vásár és Reklám Zrt. charged with organizing singing and dancing events during the official opening hours of the Mayor’s Office.

Official administrative inspections during the time of the event:

- during the operation of the event, an inspection of the official authorities is expected, which must be attended by an authorized representative of HUNGEXPO Vásár és Reklám Zrt. charged with organizational tasks and the fire and work safety expert. During the survey, the authority is particularly authorized to inspect the following:
  - the appropriateness of the venue,
  - the appropriate observance of the security regulations,
- the official documents for hosting the event (event-hosting permit; security plan; escape route and evacuation plan; fire safety plan; check list of panic locks/emergency exits/fire resistant doors; descriptions and permits for the operation of pyrotechnic and other devices).

HUNGEXPO Vásár és Reklám Zrt. will only take measures for the authorisation of singing and dancing events when officially requested by the organizer of the event and when commissioned to conduct the procedure.

HUNGEXPO Vásár és Reklám Zrt. will only assume responsibility for conducting the entire procedure if the organizer of the event fully satisfies all the data provision and cooperation obligations on time. Additionally, the configuration and schedule of the event to be hosted may not deviate in any way from the previously coordinated schedule.

HUNGEXPO Vásár és Reklám Zrt. excludes its liability to the greatest extent permitted by legislation for all damages caused by third parties, the conduct of whom they are not liable for pursuant to law as well as for all deviations from the previously submitted advance schedule of the event.

In order to successfully conduct the authorisation procedure, the event organizer is obliged to submit all documents and information related to the event and the authorisation procedure to HUNGEXPO Vásár és Reklám Zrt. no later than 30 days prior to the event.

The fee of the authorisation procedure conducted by HUNGEXPO Vásár és Reklám Zrt. is: HUF 120,000 + VAT. All other fees are to be paid according to the tariff schemes of the Local Government of Budapest Capital City, for which the Local Government of Budapest reserves the right to change.

3.9. Noise protection
The noise levels of demonstrations – regardless of their location (for example, closed show room) and source (music, show, machine, device, etc.) – cannot exceed 80 dBA.

Insofar as the Exhibitor fails to terminate any noisy activity despite the warning of a representative of HUNGEXPO Vásár és Reklám Zrt., the stand can be disconnected from the supply of electricity by HUNGEXPO Vásár és Reklám Zrt. All liabilities arising from this shall fall solely on Exhibitor. Any demonstrations entailing any greater production of noise can only be carried out with the preliminary written permission of HUNGEXPO Vásár és Reklám Zrt. with a noise-protection structure - provided by Exhibitor - at the 15th minute of every even hour and the level of noise may not exceed 85 dBA. The demonstration of the functions of any device emitting frightening noises or signals - e.g. distress signals, alarms, smoke or lights - is prohibited!

3.10. Warranty of titles
In the case of exhibitions and product demonstrations, Exhibitor, Lessee guarantees that all the goods, accessories and supplements presented by Exhibitor and Lessee, as well as the advertising employed do not infringe on the copyrights or other rights (related to intellectual products, trademarks, etc.) of any third parties. HUNGEXPO Vásár és Reklám Zrt. shall exclude its liability for the infringement of Exhibitor, Lessee or their exhibitors of such rights of any third parties.

3.11. Lien
Exhibitor acknowledges that insofar as Exhibitor fails to fulfil any payment obligation due by the closure of the event, all the movable goods of Exhibitor within the premises of HUNGEXPO Vásár és Reklám Zrt. will be taken into possession by HUNGEXPO Vásár és Reklám Zrt. which HUNGEXPO Vásár és Reklám Zrt. is entitled to withhold without examining the property rights of said goods up the limit of its claim. The settlement of such debts by pledged items will be carried out pursuant to the Hungarian Civil Code. In relation to the validation of the right of withholding goods, HUNGEXPO Vásár és Reklám Zrt. shall exclude its liability for any non-wilful damage or injuries to movable goods. The present item of the Operational Rules and Regulations constitutes a lien agreement between the parties.

3.12. Unauthorized use of space
Exhibitors performing any exhibiting or commercial activity beyond their space can be obliged to pay a space use fee (placement fee) equivalent to 100% of the rental fee and terminate the activity in question.
The sanctions for the unauthorized use of space can also be applied to vehicles left within the premises after the closing hours without permission.

3.13. Balloon distribution
The distribution of balloons within the premises of HUNGEXPO Vásár és Reklám Zrt. is only permitted within the area of the stand and only oxygen-filled balloons may be distributed. Helium-filled balloons may not be taken inside the pavilions!

3.14. Prohibition of the use of pilotless aircraft and drones recording rights

Self-organized Exhibitions:
The use of pilotless aircraft and drones is strictly prohibited through the entire premises of HUNGEXPO Vásár és Reklám Zrt. as well as bringing or flying such devices into the premises and making recordings with such devices (audio, video recordings, photographs, etc.). Contracting Party acknowledges that upon the violation of the present item, the security staff are authorised to remove with immediate notice any pilotless aircraft and drones from the premises of HUNGEXPO. The Contracting Party exclusively assumes all liability without limitation for any material and non-material damages arising from the violation of the present item – including, particularly, any damages caused to any third parties and/or HUNGEXPO, as well as the fines for the use of pilotless aircraft and drones, and any damages possibly incurred during the necessary measures implemented by HUNGEXPO for the violation of the present item. The photographs and recordings made despite the prohibition of the present paragraph may not be used in any form.

Guest Events:
Lessee must observe all relevant legislation, regulatory notices and other regulations, furthermore, Lessee and the user of the drone must be in possession of liability insurance that extends to the use of drones. Any damages or personal injuries caused to buildings or persons through the use of pilotless aircraft and drones are to be covered by the insurance, and Hungexpo Vásár és Reklám Zrt. is not responsible for such damages, which fall solely on the Lessee.

3.15. Unclaimed instruments
Any movable goods left in the pavilions or open-air spaces after the takedown period will be stored by HUNGEXPO Vásár és Reklám Zrt. in lieu of a warehousing and safe-keeping fee at the expense of Exhibitor or Lessee.

Prior to clarifying the ownership rights of any exhibits or installations owned by Exhibitor, Lessee or their exhibitor or subcontractor, HUNGEXPO Vásár és Reklám Zrt. will promptly notify the rightful owner of the items to remove forthwith the items in question from the premises.

The non-payment of any costs incurred by HUNGEXPO Vásár és Reklám Zrt. in relation to the above-listed measures are to be resolved pursuant to the relevant provisions of the Hungarian Civil Code.

The Bomb-Disposal Duty Units of the Hungarian Riot Police are authorized to open any unclaimed or found, closed parcels during the duration of the exhibitions and events. Insofar as the ownership of the item can be determined, HUNGEXPO Vásár és Reklám Zrt. will arrange for the return of the parcel to its owner. HUNGEXPO Vásár és Reklám Zrt. assumes no financial liability if the parcel in question is destroyed and excludes its liability.
II. EVENT AND EXHIBITION CONSTRUCTION REGULATIONS

The following regulations pertain to the establishment of any buildings, installations, decorations, exhibition stands or other structures within the premises of HUNGEXPO Vásár és Reklám Zrt.


HUNGEXPO Vásár és Reklám Zrt. will lease an empty area - in accordance with the offer which forms an inseparable part of the agreement with Exhibitor, Lessee - without any structures or equipment, designated by painted or chalk marks on the floor of the pavilion or by stakes in the open-air spaces along with the services indicated in the offer or the contract.

Exhibitor, Lessee or their exhibitor or subcontractor may occupy the leased area from the beginning of the designated construction period and must return said area to HUNGEXPO Vásár és Reklám Zrt. in its original condition by the end of the takedown period.

Construction work may only be carried out in the indoor and outdoor premises of HUNGEXPO Vásár és Reklám Zrt. based on construction and electrical plans approved by the operative organizational representative of HUNGEXPO Vásár és Reklám Zrt. and the Fire and Work Safety representative; however, said approval in no way effects the liability of Lessee or Exhibitor. Any stands or structures established without permission or which deviate from above-mentioned plans will be removed by HUNGEXPO Vásár és Reklám Zrt. at the expense of Exhibitor, Lessee.

Self-organized Exhibitions:

Insofar as Exhibitor wishes to establish a structure in the open-air space with appropriate certification and specifications for more than 180 days, concurrent to their activities, they are under an obligation to notify the Building and Environmental Protection Department of the Budapest Kőbánya Local Government Mayor’s Office (1102 Budapest, Szent László tér 29. tel.: 433-8100 fax: 433-8390)

There is no obligation for such a notification if the building will be established for fewer than 180 days. In both cases, the works require the consent of HUNGEXPO Vásár és Reklám Zrt. (Particularly, its Organizational directorate and Fire and Work Safety representative).

Exhibitor, Lessee or their exhibitor or subcontractor is liable for the mechanical resistance and stability of the installation or decoration they establish and for any damages caused by their shortcomings as well as the safety of all displayed devices, decorations and exhibits.

Guest Events:

The floor plan of the pavilion established by Lessee or their subcontractor must be submitted for approval to the operative organizational representative of HUNGEXPO Vásár és Reklám Zrt. Construction work can only be commenced with a plan approved by the Fire and Work Safety Department representative of HUNGEXPO Vásár és Reklám Zrt.

In the case of stands, construction can be commenced upon the approval of the stand plan by HUNGEXPO Vásár és Reklám Zrt.

The plans will be reviewed by a representative of the Fire and Work Safety Department who may request further amendments or supplements for the plans or may prescribe conditions in the approval clause.

Self-organized Exhibitions:

Exhibitor must provide for the establishment of the exhibition stand in the leased area, as well as its proper illumination, order and cleanliness.

Exhibitor must install a partitioning wall facing its neighbouring stand of at least 2.50 meters in height or must provide for the installation of a non-transparent (closed) structural item or furniture. The partitioning walls facing the thoroughfares and the back panels must not disturb the visual presentation or clarity of the event, therefore long walls running along the thoroughfares of visitor traffic (non-transparent walls higher than 2.50 meters and longer than 5.00 meters) can only be installed with the prior written permission of the event’s organiser.

Exhibitor must feature their corporate insignia on the exhibition stand, which may only feature the Exhibitor registered for and participating at the event.
Self-made structures, lettering, exhibits, etc. must be established in a way which fits the overall view of the exhibition’s environment as defined by the organizer without hindering or obstructing any structures, sensors, lettering, decorations or signs installed by HUNGEXPO Vásár és Reklám Zrt. Within the leased exhibition space, the pillars of the halls can be encased and built around up to the authorized construction height - in a manner which causes no damage to the pillar - whilst providing for the access, visibility and use of any fire hydrant cabinets, hand-held fire extinguishers, electrical cabinets, fire alarms and lights indicating escape routes installed next to the pillars.

HUNGEXPO Vásár és Reklám Zrt. will individually determine the construction, operational and takedown periods for all events and the daily work hours, which are included in the Exhibitor information. Any work carried out beyond the designated period is considered to be excess work. Permission must be requested for excess work in writing no later than 72 hours prior to the work from the event organizer, followed by subsequently paying an excess work fee.

Indoor, multi-floor stands can only be constructed for stands with a floor area of at least 50 square meters, insofar as the technical plans confirm that the fire load does not exceed 650 MJ/square meter during the construction, including the exhibits, stand-building materials and the additional materials required for the operation, brochures, etc.

The free internal space must be at least 2.50 meters per level. The working load of the ceiling floor must be determined according to the planning regulations in use in Hungary appropriate to its (office or warehouse purpose) usage. The mechanical resistance of the structure must be certified with a separate static expert opinion and the time of departing the upper floor must include an evacuation calculation which must feature the architect’s name and permit number.

The upper level section must feature automatic fire alarm and extinguisher options. In the case of multi-floor stands, the written consent of all neighbouring stands must be attached to the submitted plans. This requirement serves creating a decent-looking design of the upstairs section facing the shared wall, which is acceptable for the neighbouring exhibitor. Insofar as Exhibitor accepts and observes the stipulated requirements (e.g. height, encasing type, wall colour, etc.), they cannot be denied the approval of building a multi-floor stand.

All information on the placement price of multi-floor stands is included in the “Application form”.

The visible back panels as well as all partitioning walls in excess of 2.50 meters of height must have an aesthetic appearance (single colour, neutral, clean, free of lettering). Corporate logo, emblems or advertising wording cannot be featured on back panels and, in the case of multi-floor stands, on the side facing the neighbouring exhibitor, not even beyond the 1,00 meter perimeter.

Stands with an area over 150 square meters or longer than 20,00 meters must feature at least 2 entrances.

The site coverage of stand areas in open-air spaces cannot exceed 70%. (70% of the area can be occupied by buildings or structures.) A distance of at least 2,00 meters must be kept from the edge of the neighbouring area. The distance between two buildings cannot be less than half the distance between the highest point of the taller structure and the ground.

2. Planning Regulations

2.1 General rules
The level of details of the plans should be at least on the level sufficient for a permit. The form and content of the plans should adhere to the planning directives, technical requirements, EU and Hungarian standards commonly accepted in Hungary, as well as the provisions of the Work Safety and Fire Protection Regulations chapters of the present Operational Rules and Regulations.

Construction and specialists plans can only be prepared by certified and authorized architects which must feature their signature. The plans must include the architect’s name and permit number. The lack of designating the architect’s permit number may entail withholding permits.

Insofar as machines are to be operated at the stand, the technical drawings must include the position of the machines, their technical parameters and technology they run on.

2.2 Construction plan
When preparing such plans, their content must include:
operational rules and regulations

- site plan
  (designating the number of neighbouring stands):
- furnished, dimensioned floor plans
  (including the names of the installed materials):
- façade drawings and typical cross-sections
  (including designated height):
- water supply and installation site,
  - technical description,
- fire and work safety descriptions,
- architect’s statements featuring the name and signature of the architect
- combustibility classification,
- fire load calculations,
- fire safety conformity certificate (building material, structure, method of construction, verification of potentially combustible or explosive materials),
- fire safety classification of construction products.

The submitted documents must ensure clarity and comprehensiveness and must be suitable for adjudication.

Self-organized Exhibitions:

2.3 Designer certification
When required by the nature and complexity of the structures, the architect of open-air exhibition pavilions and exhibition stands within the pavilions must be a designer architect registered and authorized by the Chamber of Hungarian Architects (É-1, É-2, É-3), i.e. multi-floor stand static plans can be prepared by a static engineer (T1-T2), electrical plans by an electrical engineer (V1-V2), building services plans by building services engineers (G1-G2). Official documents certifying the designer authorization of the engineer must be attached in all cases to the stand construction documentation.

The design, implementation and construction procedures must take all equipment into account which are marked out on the pavilion and open-air floor plans, as well as the load capacity and other data included in item no. 3 of the present chapter.

Particular attention should be devoted during the designing and construction procedures to provide access to security devices, fire hydrants, sensors, escape routes and portals and their signs. These mustn’t be obstructed - even temporarily - and no false signals are to be emitted by said devices. No pillars or structures located within the area of the stand can serve as the basis for reconfiguring the area or discounts from the placement price.

2.4. Planning directives for stands

2.4.1. Simple stand
Simple stands are indoor stands which simultaneously adhere to the following specifications:
- made from pre-fabricated exhibition installations (e.g. Syma, Octanorm, etc.),
- their floor area including the building, land-supported structure with lighting and corporate insignia is no greater than 50 square meters,
- The height of the stand does not exceed 3,00 meters and the height of the corporate insignia or logo cannot exceed 3,50 meters.
- max. 2 pcs., 1 square meter floor space towers, which do not exceed 4,50 meters in height.
- their electrical energy demand is no greater than 5 kW (3x10 A), including the energy demand of exhibits featured in the area of the stand,
- they have one 1/2” joint connections,
- their fire safety category is at least: C_n – s1.

- Exhibitor or their commissioned contractor will issue a statement of constructing a simple stand through the on-line interface.

Structures installed in open-air spaces cannot be considered simple, even if they’re made of standard type elements. Insofar as the open-air space will only feature a caravan, tent, self-propelled machinery, vehicles or containers, it is sufficient to submit an outline draft (site plan) apart from issuing a statement.

In the case of statements including false information, HUNGEXPO Vásár és Reklám Zrt. is entitled to partially or fully remove the building structure at the expense of the Exhibitor. HUNGEXPO Vásár és
Reklám Zrt. assumes no liability for any damages arising from these measures and excludes its liability to the greatest extent permitted by legislation.

2.4.2 Individual stand
Insofar as the Exhibitor does not wish to construct a stand in line with the above specifications, the construction plans will be reviewed for approval by HUNGEXPO Vásár és Reklám Zrt. in a separate procedure. The construction plans must be uploaded through the online interface no later than 2 weeks prior to the construction period of the event.

The plans will be reviewed by the Organizational Director, Technical Manager and Fire and Work Safety Department representative of HUNGEXPO Vásár és Reklám Zrt. who may request further amendments or supplements for the insufficient or unacceptable plans or may prescribe conditions in the approval clause.

2.4.3 Multi-floor installations
Multi-stage installations or stands additionally require:
- static engineer's expert opinion, featuring the name, permit number and signature of the static engineer,
- evacuation calculations,
- in the case of individuals structures, additional drawings for comprehending and adjusting the structures.

2.4.4 Electrical plan of stands
When preparing such electrical plans, their content must include:
- single-line wiring diagrams with performance data,
- technical description,
- description on electrical shock protection,
- fire and work safety descriptions,
- detailed description of the parameters of electrical devices,
- startup parameters for motors over 5 kW,
- engineer's statements featuring the name, permit number and signature of the engineer

Insofar as their electrical energy demand is no greater than 5 kW (3x10 A), including the energy demand of exhibits featured in the area of the stand, no additional electrical plans are to be submitted.

2.4.5 Building services plan
When preparing such plans, their content must include:
- Technological plan (e.g.: in the case of operating machines),
- technical description,
- engineer's statements featuring the name, permit number and signature of the engineer

2.4.6 Additional rules
Within the leased exhibition space, the pillars of the halls can be encased and built around up to the authorized construction height - in a manner which causes no damage to the pillar - whilst providing for the access, visibility and use of any fire hydrant cabinets, hand-held fire extinguishers, electrical cabinets, fire alarms and lights indicating escape routes installed next to the pillars.

All structures installed by Exhibitor, Lessee or their exhibitor or subcontractor can only be one of temporary nature. Any unauthorized buildings, installations, decorations or stands remaining after the takedown period may be taken down by HUNGEXPO Vásár és Reklám Zrt. at the expense of Exhibitor, Lessee without examining the property rights of said structures. HUNGEXPO Vásár és Reklám Zrt. excludes its liability to the greatest extent permitted by legislation for materials and decorations of the structure being taken down or belongings left at the stand or building.

Only materials which adhere to EU and Hungarian standards are to be used during the construction works. The building services engineering and building electricity devices must adhere to MSZ 2364 specifications. Deviations from approved plans are only accepted in the case of plan amendment permits.

The height of the installations and stands are only limited by the interior height of the pavilion insofar as they are statically sound (6.30 meters in pavilions A, B and D, 5.80 meters in pavilion F, 9.30 meters in pavilion C and 11.80 meters in pavilion G)
### 2.5. Pavilions and typical technical data

<table>
<thead>
<tr>
<th>Pavilion</th>
<th>Floor area</th>
<th>Internal space coverage</th>
<th>General illumination</th>
<th>Flooring structure</th>
<th>Load capacity</th>
<th>Gate</th>
<th>Personal access gates</th>
<th>Distance between columns</th>
<th>Miscellaneous</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>180.50 x 108.60 m</td>
<td>6.30 m</td>
<td>200 lux</td>
<td>utilities tunnel</td>
<td>30 kg/m²</td>
<td>1 semi trailer gate 4.00 x 4.80 m, wheel guard distance 3.80 m</td>
<td>10-12</td>
<td>steel structure pillar arrangement: crosswise 12.00 m, lengthwise 18.00 m</td>
<td>enclosed access way to pavilion D cooling and ventilation system</td>
</tr>
<tr>
<td>B</td>
<td>108.60 x 60.60 m</td>
<td>6.30 m</td>
<td>150 lux</td>
<td>utilities tunnel</td>
<td>30 kg/m²</td>
<td>2 semi trailer gates 4.10 x 4.60 m</td>
<td>20</td>
<td>steel structure pillar arrangement: crosswise 12.00 m, lengthwise 18.00 m</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>73.20 x 36.60 m</td>
<td>6.30 m</td>
<td>100 lux</td>
<td>utilities tunnel</td>
<td>30 kg/m²</td>
<td>2 semi trailer gates 4.00 x 4.60 m</td>
<td>12</td>
<td>steel structure pillar arrangement: crosswise 12.00 m, lengthwise 18.00 m</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>73.00 x 72.60 m</td>
<td>6.30 m</td>
<td>100 lux</td>
<td>utilities tunnel</td>
<td>30 kg/m²</td>
<td>1 semi trailer gate 3.80 x 5.30 m, wheel guard distance 3.40 m</td>
<td>20</td>
<td>steel structure pillar arrangement: crosswise 12.00 m, lengthwise 18.00 m</td>
<td>enclosed access way to pavilion A cooling and ventilation system</td>
</tr>
<tr>
<td>F</td>
<td>75.80 x 49.00 m</td>
<td>5.80 m</td>
<td>100 lux</td>
<td>utilities tunnel</td>
<td>30 kg/m²</td>
<td>1 semi trailer gate 3.80 x 5.30 m</td>
<td>11</td>
<td>steel structure pillar arrangement: crosswise 12.00 m, lengthwise 24.00 m</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>77 x 156.20 m</td>
<td>11.80 m</td>
<td>100 lux</td>
<td>utilities tunnel</td>
<td>30 kg/m²</td>
<td>1</td>
<td>5.00 x 8.00 m</td>
<td>11</td>
<td>no pillars</td>
</tr>
<tr>
<td>16</td>
<td>59.50 x 24.50 m</td>
<td>5.00 m</td>
<td>100 lux</td>
<td>15 cm thick concrete with 3 cm layer of asphalt</td>
<td>20 kg/m²</td>
<td>2</td>
<td>5.00 x 7.00 m</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>ground floor</td>
<td>31.00 x 31.00 m</td>
<td>3.30 m</td>
<td>100 lux</td>
<td>15 cm thick concrete with 3 cm layer of asphalt</td>
<td>20 kg/m²</td>
<td>2</td>
<td>gallery 164 m²</td>
<td>3</td>
</tr>
<tr>
<td>18</td>
<td>ground floor</td>
<td>31.00 x 31.00 m</td>
<td>3.30 m</td>
<td>100 lux</td>
<td>15 cm thick concrete with 3 cm layer of asphalt</td>
<td>20 kg/m²</td>
<td>2</td>
<td>gallery 164 m²</td>
<td>3</td>
</tr>
</tbody>
</table>
3. Pavilion Furnishing Rules
Particular attention should be devoted during the designing and construction procedures to provide access to security devices, fire hydrants, sensors, escape routes and portals and their signs. These mustn’t be obstructed - even temporarily - and no false signals are to be emitted by said devices.

Pavilion site coverage rules:

Access way
- structures cannot be installed opposite one another, neither buffets nor stands
- The green pathway running along the Access way is a fire assembly area, which can only feature exhibits that can be easily moved.

Pavilion “A”
- A 1-meter perimeter must be left vacant as a service way in order to access electrical switches, cabinets and fire safety devices along the wall. No walls, stand devices or boxes can be built or temporarily installed in this area. Any objects left in this area during the operational period will be moved to the waste disposal units.
- Fire hydrants, fire extinguishers as well as manual fire alarm signals are installed next to the pavilion doors and on the pavilion pillars. The use, access and visibility of these devices must be secured, therefore they cannot be obstructed or covered in any way.
- The pavilion features an emergency evacuation lighting system, which shows safe escape routes in the case of an emergency. The emergency lights cannot be blocked in any manner!
- Working-current cabinets are installed on the pillars of the pavilion (approx. 3 meters apart). In case of an emergency, these cabinets must be turned off, therefore they cannot be blocked in any way!
- Cable tunnels are installed under the pavilion. Emergency exits are installed 30 meters apart in the cable tunnel (yellow and black manhole covers), which access the interior of the pavilion, therefore the manhole covers cannot be blocked in any way! These are to be treated the same way as emergency exits!
- Due to the pavilion’s large, continuous fire compartment, the space is divided into four sections by 3 water curtains. No structures are to be built under and within 2 meters of the water curtains! Fire compartment lines cannot be crossed.
- The load capacity of the pavilion flooring is 3.5 t!
- The pavilion has 4 semi trailer docking gates (of which the two gates opening onto the Access way cannot be used) and matching fire assembly ways (indoors from gate to gate). No structures can be built in these sections!
- A perimeter must be left vacant around the pavilion, allowing one to walk around the outer sides of the pavilion. It is prohibited to build or park on fire assembly ways!
- Activities involving naked flames within the pavilion can only be carried out with a separate fire permit. It is prohibited to cause smoke!
- Stands can only be built in a way which allows smoke to pass through the structure in order to ensure the operation of the pavilion’s smoke alarms.
- Stands have a limited height within the pavilion (pavilions are 7 meters in height). We kindly ask you to avoid building stands with the same height as side walls and pillars featuring emergency lights in order to provide for the visibility of the lights.
- The main thoroughfares within the pavilion are to be established between the opposing doors in order to provide for rapid access in the case of an emergency. The thoroughfares are to be at least 2.5 meters wide or 3 meters in the case of main thoroughfares. Stands longer than 26 meters on either side must be located next to an intersection of thoroughfares.
- Floors can only be raised in stands or thoroughfares by marking them with yellow and black colours (risk of tripping) and by building ramps for people with movement disabilities.
OPERATIONAL RULES AND REGULATIONS

Pavilion “B”

• A 1-meter perimeter must be left vacant as a service way in order to access electrical switches, cabinets and fire safety devices along the wall. No walls, stand devices or boxes can be built or temporarily installed in this area. Any objects left in this area during the operational period will be moved to the waste disposal units.
• Fire hydrants, fire extinguishers as well as manual fire alarm signals are installed next to the pavilion doors and on the pavilion pillars. The use, access and visibility of these devices must be secured, therefore they cannot be obstructed or covered in any way.
• The pavilion features an emergency evacuation lighting system, which shows safe escape routes in the case of an emergency. The emergency lights cannot be blocked in any manner!
• Working-current cabinets are installed on the pillars of the pavilion (approx. 3 meters apart). In case of an emergency, these cabinets must be turned off, therefore they cannot be blocked in any way!
• Cable tunnels are installed under the pavilion. Emergency exits are installed 30 meters apart in the cable tunnel (yellow and black manhole covers), which access the interior of the pavilion, therefore the manhole covers cannot be blocked in any way! These are to be treated the same way as emergency exits!
• The load capacity of the pavilion flooring is 3.5 t!
• The pavilion has 2 semi trailer docking gates and matching fire assembly ways (indoors from gate to gate). No structures can be built in these sections!
• A perimeter must be left vacant around the pavilion, allowing one to walk around the outer sides of the pavilion. It is prohibited to build or park on fire assembly ways!
• Activities involving naked flames within the pavilion can only be carried out with a separate fire permit. It is prohibited to cause smoke!* 
• Stands can only be built in a way which allows smoke to pass through the structure in order to ensure the operation of the pavilion’s smoke alarms.
• Stands have a limited height within the pavilion (pavilions are 7 meters in height). We kindly ask you to avoid building stands with the same height as side walls and pillars featuring emergency lights in order to provide for the visibility of the lights.
• The main thoroughfares within the pavilion are to be established between the opposing doors in order to provide for rapid access in the case of an emergency. The thoroughfares are to be at least 2.5 meters wide or 3 meters in the case of main thoroughfares. Stands longer than 26 meters on either side must be located next to an intersection of thoroughfares.
• Floors can only be raised in stands or thoroughfares by marking them with yellow and black colours (risk of tripping) and by building ramps for people with movement disabilities.

Pavilion “G”

• It is obligatory to install 1 mobile fire hydrant on both sides of the pavilion at the location indicated on the floor plan.
  • 140 cm high and 70 cm wide

  • These can only be moved along the flooring points and it is only recommended to move them by 5 meters in order to prevent a loss of pressure

  • mobile fire hydrants are necessary as the fire hydrant installed on the wall only has a 30 meter-long hose and thus it is not long enough for the two fire hydrants located in the two halves of the pavilion to reach one another and the remaining 12 meters can be covered with mobile fire hydrants

  • they can decorated in any manner, yet they
must be accessible at all times

- Fire hydrants can be covered with a black or white housing stored at the organizational directorate.

- A 1-meter perimeter must be left vacant as a service way in order to access electrical switches, cabinets and fire safety devices along the wall. No walls can be built and no stand devices or boxes can be temporarily installed in this area. Any objects left in this area during the operational period will be moved to the waste disposal units.

- Fire hydrants, fire extinguishers as well as manual fire alarm signals are installed next to the pavilion doors. The use, access and visibility of these devices must be secured at all times, therefore they cannot be obstructed or covered in any way.

- The pavilion features an emergency evacuation lighting system, which shows safe escape routes in the case of an emergency. The emergency lights cannot be blocked in any manner!

- The load capacity of the pavilion flooring is 3.5 t!

- The pavilion features 4 semi trailer docking gates!

- A perimeter must be left vacant around the pavilion, allowing one to walk around the outer sides of the pavilion. It is prohibited to build or park on fire assembly ways!

- Activities involving naked flames within the pavilion can only be carried out with a separate fire permit. It is prohibited to cause smoke!* 

- Stands can only be built in a way which allows smoke to pass through the structure in order to ensure the operation of the pavilion’s smoke alarms.

- Stands have a limited height within the pavilion (pavilions are 12 meters in height). We kindly ask you to avoid building stands with the same height as side walls featuring emergency lights in order to provide for the visibility of the lights.

- The main thoroughfares within the pavilion are to be established between the opposing doors in order to provide for rapid access in the case of an emergency. The thoroughfares are to be at least 2.5 meters wide or 3 meters in the case of main thoroughfares. Stands longer than 26 meters on either side must be located next to an intersection of thoroughfares.

- Floors can only be raised in stands or thoroughfares by marking them with yellow and black colours (risk of tripping) and by building ramps for people with movement disabilities.

- A functional fire resistant door has been installed in the area functioning as a fire compartment line between pavilions “G” and “F”. It is prohibited to obstruct the closing of this door in any way!

*Pavilion “F”

- A 1-meter perimeter must be left vacant as a service way in order to access electrical switches, cabinets and fire safety devices along the wall. No walls, stand devices or boxes can be built or temporarily installed in this area. Any objects left in this area during the operational period will be moved to the waste disposal units.

- Fire hydrants, fire extinguishers as well as manual fire alarm signals are installed next to the pavilion doors and on the pavilion pillars. The use, access and visibility of these devices must be secured, therefore they cannot be obstructed or covered in any way.

- The pavilion features an emergency evacuation lighting system, which shows safe escape routes in the case of an emergency. The emergency lights cannot be blocked in any manner!

- Working-current cabinets are installed on the pillars of the pavilion (approx. 3 meters apart). In case of an emergency, these cabinets must be turned off, therefore they cannot be blocked in any way!

- Cable tunnels are installed under the pavilion. Emergency exits are installed 30 meters apart in the cable tunnel (yellow and black manhole covers), which access the interior of the pavilion, therefore the manhole covers cannot be blocked in any way! These are to be treated the same way as emergency exits!

- The load capacity of the pavilion flooring is 3.5 t!

- The pavilion has 2 semi trailer docking gates (of which the 1 gate opening onto the Access way can be used) and matching fire assembly ways (indoors from gate to gate). No structures can be built in these sections!
OPERATIONAL RULES AND REGULATIONS

- A perimeter must be left vacant around the pavilion, allowing one to walk around the outer sides of the pavilion. It is prohibited to build or park on fire assembly ways!
- Activities involving naked flames within the pavilion can only be carried out with a separate fire permit. It is prohibited to cause smoke!*  
- Stands can only be built in a way which allows smoke to pass through the structure in order to ensure the operation of the pavilion’s smoke alarms.
- Stands have a limited height within the pavilion (pavilions are 7 meters in height). We kindly ask you to avoid building stands with the same height as side walls and pillars featuring emergency lights in order to provide for the visibility of the lights.
- The main thoroughfares within the pavilion are to be established between the opposing doors in order to provide for rapid access in the case of an emergency. The thoroughfares are to be at least 2.5 meters wide or 3 meters in the case of main thoroughfares. Stands longer than 26 meters on either side must be located next to an intersection of thoroughfares.
- Floors can only be raised in stands or thoroughfares by marking them with yellow and black colours (risk of tripping) and by building ramps for people with movement disabilities.

**Pavilion “D”**

A 1-meter perimeter must be left vacant as a service way in order to access electrical switches, cabinets and fire safety devices along the wall. No walls, stand devices or boxes can be built or temporarily installed in this area. Any objects left in this area during the operational period will be moved to the waste disposal units.
- Fire hydrants, fire extinguishers as well as manual fire alarm signals are installed next to the pavilion doors and on the pavilion pillars. The use, access and visibility of these devices must be secured, therefore they cannot be obstructed or covered in any way.
- The pavilion features an emergency evacuation lighting system, which shows safe escape routes in the case of an emergency. The emergency lights cannot be blocked in any manner!
- Working-current cabinets are installed on the pillars of the pavilion (approx. 3 meters apart). In case of an emergency, these cabinets must be turned off, therefore they cannot be blocked in any way!
- Cable tunnels are installed under the pavilion. Emergency exits are installed 30 meters apart in the cable tunnel (yellow and black manhole covers), which access the interior of the pavilion, therefore the manhole covers cannot be blocked in any way! These are to be treated the same way as emergency exits!
- The load capacity of the pavilion flooring is 3.5 t!
- The pavilion has 2 semi trailer docking gates and matching fire assembly ways (indoors from gate to gate). No structures can be built in these sections!
- A perimeter must be left vacant around the pavilion, allowing one to walk around the outer sides of the pavilion. It is prohibited to build or park on fire assembly ways!
- Activities involving naked flames within the pavilion can only be carried out with a separate fire permit. It is prohibited to cause smoke!*  
- Stands can only be built in a way which allows smoke to pass through the structure in order to ensure the operation of the pavilion’s smoke alarms.
- Stands have a limited height within the pavilion (pavilions are 7 meters in height). We kindly ask you to avoid building stands with the same height as side walls and pillars featuring emergency lights in order to provide for the visibility of the lights.
- The main thoroughfares within the pavilion are to be established between the opposing doors in order to provide for rapid access in the case of an emergency. The thoroughfares are to be at least 2.5 meters wide or 3 meters in the case of main thoroughfares. Stands longer than 26 meters on either side must be located next to an intersection of thoroughfares.
- Floors can only be raised in stands or thoroughfares by marking them with yellow and black colours (risk of tripping) and by building ramps for people with movement disabilities.
4. Regulations on Implementation Works

4.1. Implementation rules
The processing of raw materials (fitting of fabrics, planing, polishing, applying lacquer, etc.) as well as using wood-working machines, welding devices and all forms of naked flames or combustion engine machines (e.g. compressors) is prohibited.

It is prohibited to reconfigure, paint or add-on to any buildings or structures of HUNGEXPO Vásár és Reklám Zrt. or to suspend or support structures on its pillars, walls or other building elements, without the prior written consent of the representative responsible for the event’s operative organization.

**Self-organized Exhibitions:**
Partitioning walls, roof structures, lamp poles, luminaries, logos, insignia and exhibits cannot exceed the boundaries of the leased stand at any height. All liability for damages arising from the non-observance of this provision falls solely on Exhibitor.

Lamp poles and luminaries can be positioned to illuminate graphic designs and lettering on walls running along the perimeter of the stand by keeping their lowest point over 2.50 meters and by ensuring that they do not extend beyond the edge of the stand by more than 0.30 meters. As these hang over the thoroughfares, the Exhibitor is liable for any damage caused to the lamp poles and luminaries.

Exhibitor must provide for any additional lighting should it be needed apart from the general illumination of the pavilions to display the stand and goods.

Installations to be established - as there is only a highly limited time period for implementation works and also, in order to make sure the thoroughfares between stands wouldn’t be blocked - can only be brought into the pavilion in elements, where the finishing and decorative works will be performed.

4.2. Rules on suspension structures.
In pavilions A, B, D, F and G, any promotional materials, frameworks for illumination or other structures can only be suspended from the latticework of the pavilions above the leased area and solely with the prior, temporary, individual approval of HUNGEXPO Vásár és Reklám Zrt.

The suspension of materials is an exclusive service which can only be ordered from HUNGEXPO Vásár és Reklám Zrt. and carried out by its designated subcontractor.

The total weight of the suspended materials in comparison to the leased area can be no more than 10 kg/square meter of 20 kg/square meter in pavilion G. The load of a single suspension point cannot exceed 150 kg or 180 kg in pavilion G. The possibility of suspending greater weights requires preliminary coordination.

The request for suspending materials is to be submitted no later than 2 weeks prior to the event in the case of Self-organized Exhibitions or 30 days in the case of guests events, to the representative of HUNGEXPO Vásár és Reklám Zrt. responsible for operative organization, in order to forward the request to the representative responsible for technical operations.

The request must include:
- the description of the item to be suspended (material, weight),
- the number of suspension points,
- layout drawings to facilitate comprehension,
- statement on the stability of the object to be suspended.

**Self-organized Exhibitions:**
- if necessary, the consent of neighbouring Exhibitor or Exhibitors.
4.3. Additional suspension planning and implementing rules:
In order to preserve the condition and stability of the structures, the following rules are to be observed during the planning and implementation of suspended structures:
- The work can only commence with a suspension permit from HUNGEXPO Vásár és Reklám Zrt. - In matters concerning suspension structures, the Technical Operational and operational director or the technical operational director of HUNGEXPO Vásár és Reklám Zrt. can make decisions, unless the load of the suspension points exceeds 30 kg, in which case the Organizational directorate of HUNGEXPO Vásár és Reklám Zrt. can also pass decisions.
- During the implementation of the suspension, the stand construction contractor must provide for the protection of the surface finish of the support structure and the cables and devices of the structure. The stand construction contractor is liable for all damages arising through negligence, wilful acts or unlawful work.
- It is strictly prohibited to drill holes or disturb the integrity of the support structure.
- During the approval of the suspension request, the authorising party may decide to only approve the suspension after the on-site inspection of the item to be suspended, for which HUNGEXPO Vásár és Reklám Zrt. will provide a crane scale and the contractor must allow for the measurement.
- The load of the latticework can be no greater than 10 kg/square meter, while the individual load can be no greater than 150 kg. Concerning the 3x3 meter load area of pavilion G, loads of 180 kg can be suspended from the lower plane of the ceiling system.
- Loads can only be suspended from the intersection of bars of the latticework (in pavilions A, B, D and F) or within 10 cm of the intersection unless the load does not exceed 30 kg on a single bar, in which case loads can be positioned anywhere.
- Two-point (Y-shaped) suspensions can be only used by observing the former rules if the angle between the slanted shafts is no greater than 90 degrees.
- Subsequent to preliminary coordination, loads over 180 kg can be suspended at any point from the main supports without exceeding the 20 kg/square meter limitation, up to loads of 1000 kg. In pavilions A, B, D and F loads of up to 300 kg can be hung from the intersections of the latticework while observing the limitation of the 10 kg/square meter load area.
- The highest point of the suspended element cannot exceed the maximum construction height provided for the pavilion in question. The suspension of materials is an exclusive service which can only be carried out by the designated partner of HUNGEXPO Vásár és Reklám Zrt. Items can only be suspended in the 1.00 meter perimeter towards the neighbouring stand with the consent of the neighbouring Exhibitor.

4.4 Carpeting
Carpeting rules: carpets can only be installed in pavilions with double-sided tape. Exhibitor is obliged to provide for the removal of the carpet taping as well as the taping for protective film during the takedown period. Only adhesives which can be removed from the concrete surface of the halls can be used for this purpose. The use of self-adhesive carpeting or superglue is prohibited.

Guest Events:
Carpeting is an exclusive service which can only be carried out by the designated partner of HUNGEXPO Vásár és Reklám Zrt.

4.5. Additional rules
It is prohibited to drill holes, hammer nails, break or paint the pavement of the pavilions.

The use of water-based paints is allowed while fully covering the surface of the work area, yet the Exhibitor, Lessee is liable for removing any impurities on building structures, flooring or other areas.

Exhibitor, Lessee or their exhibitor or subcontractor is obliged to fully cover the entire neighbouring ground surface with protective foil - in order to protect the flooring and under the obligation of restoring any damages - insofar as any masonry or professional industrial works (e.g. outer casing, walling, painting, tile glueing, etc.) must be carried out on site due to the nature of the event.
In order to minimize the spread of dust, only hand tools with dust bags and water-based cutting tools may be used. Concrete and cement mixers can only be used in the first half of the construction period, solely within the pavilion in previously designated areas surrounded with protective foil. The cutting of walling, outer casing and roofing materials is prohibited with angle grinders, even outside of the pavilions.

The use of liquefied petroleum gas, nail guns, spray guns and electrical generators within the pavilions is prohibited.

Structures requiring excavation work in the open-air spaces necessitate preliminary coordination with the Organizational Directorate of HUNGEXPO Vásár és Reklám Zrt. Within the premises of HUNGEXPO Vásár és Reklám Zrt., only manual excavation work can be performed. In open-air spaces, structures, flag poles, advertising signs, etc. as well as oriented structures can only be installed with the permission of the Organizational Directorate of HUNGEXPO Vásár és Reklám Zrt.

Structures made of glass must be marked at eye-level height.

Exhibitor, Lessee is obliged to follow the instructions of HUNGEXPO Vásár és Reklám Zrt., enforce them with their subcontractors and assist inspections.

4.6. Technical manager in charge of implementation works
Exhibitor, Lessee is obliged to designate the technical manager of the implementation works. During the implementation works, the technical manager must continuously be present at the construction site. During the work, the technical manager represents Exhibitor, Lessee or their exhibitor or subcontractor responsible for all matters of costs and liabilities. Exhibitor, Lessee is responsible in all cases for the contractor they commissioned and entered into contract with. Subsequent to constructing the stands, a so-called “Electrical installation standard statement” must be prepared and submitted at the pavilion’s technical duty office.

Self-organized Exhibitions:

4.7. Acceptance and delivery of the exhibition space
The manager responsible for the implementation works may accept the leased area from the site supervisor.
A condition of the acceptance of the site is the approved building and electrical plan or the statement listed in item II/2.3.2. of the present regulations, or presenting the certification of the payment of the placement fee and the stand-building security payment at the reception desk.
Subsequent to the exhibition, after the takedown of the stand, the exhibition space must be delivered to the site supervisor in its original condition.

4.7. Connecting to the utilities of HUNGEXPO Vásár és Reklám Zrt.
Connecting the utilities network can only be carried out by the official operator of HUNGEXPO Vásár és Reklám Zrt. and its electrical systems.
The installation of electrical wires as well as water and sewage connections take place at the site of the leased stand based on the preliminary orders through the designated flooring point shaft or, in lack of such, through the neighbouring stand.
If the utilities can only be connected through the neighbouring stand, the exhibitor of the neighbouring stand cannot object against the connection.
Only water-based devices with a gully-trap can be connected to the sewage system.
Exhibitor, Lessee or their exhibitor or subcontractor must provide access to the flooring point shafts – by cutting holes through podiums, outer casings or structures or by leaving the connecting points unobstructed. Exhibitor, Lessee is liable for all costs and damages arising from the failure to fulfil this obligation or for hindering the utility connection and trouble-shooting procedures.
In the case of exhibitions, the connection of individual Exhibitors to the electrical network cannot be jointly ordered and all Exhibitors - or their commissioned contractor - is obliged to order a separate stand connection. Lessee or its subcontractor is required to order the supply of electrical energy in accordance with the total simultaneous electrical load.
Conditions for connecting to the energy network of HUNGEXPO Vásár és Reklám Zrt.
- MSZ 1600-MSZ 2364-MSZ HD 60364 "Electrical installation standardisation statement",
- approved implementation according the plan,
- appropriate electrical shock protection measurement results.

The Organizational directorate and the operative organizational representative is authorized to inspect the standardised nature of the implementation and to refuse electrical supply in case of inappropriate implementation measures. Unauthorized intervention may entail being denied electrical supply and the reimbursement of possible damages or criminal proceedings in severe cases.

**Self-organized Exhibitions:**
Utility connection needs are to be requested at the on-site Service Stand. The electrical connection of stands adhering to the connection requirements will take place within 12 hours of filing a request.

HUNGEXPO Vásár és Reklám Zrt. assumes no responsibility and liability for damages caused by blackouts or power failures.

In the case of exhibitions, Exhibitor is required to provide for turning off the power supply of the stand illumination and electrical devices at the stand during the period of the event.

For safety reasons, HUNGEXPO Vásár és Reklám Zrt. will entirely switch off the electrical systems of the utility tunnels, with the exception of sections providing night-time electrical supply.

Requests for night-time electrical supply must be announced to the operative organizational representative prior to the event by listing all the devices which require night-time electrical supply. These devices (e.g. refrigerators) require installing a separate circuit before the main switch.

### III. WORK SAFETY REGULATIONS

Throughout the premises of HUNGEXPO Vásár és Reklám Zrt. all occupational safety regulations, particularly the provisions of Act XCIII/1993 on Occupational Safety and Health are to be observed, along with the relevant decrees, regulations on individual activities and standards as well as employer instructions – and the Work Safety Regulations of HUNGEXPO Vásár és Reklám Zrt. must be observed.

The observance of employer instructions must be ensured even beyond the work area in question for those within the range of the work (pedestrians, visitors, etc.).

**1. Safety regulations for machines operated during the construction, operational and takedown periods of events**
- The provisions of the Ministry for National Development’s Decree no. 16/2008 (VIII.30) on the minimum health and safety requirements for tools used for working must be observed.
- During construction and takedown periods, only technically faultless tools and machines can be used or provided for use for work activities.
- The hand tools and portable safety transformers used by Exhibitor, Lessee or their subcontractors and exhibitors must be furnished with an annual technical inspection pursuant to the Ministry for National Development’s Decree no. 10/2016 (IV. 5.).
- During the period of events and exhibitions, machine demonstrations - including those of internal combustion machines hosted solely in open-air spaces - can only be staged with the written permit of the work safety representative of HUNGEXPO Vásár és Reklám Zrt. The request is to be submitted concurrently with the construction plan. Previously unannounced machine demonstrations and the operation of machines are prohibited!
- Exhibitor, Lessee is liable for any damages or injuries caused due to machine demonstrations and is responsible for the safety of visitors.
- Non-reported machines may be switched off by the work safety representative.
- Exhibitor, Lessee or their subcontractors are required to provide protective devices for machines and devices under operation, which prevent the emission of harmful noises, unpleasant odours, smoke, vapours and liquids.
- The safety provisions of the Ministry of Economy’s Decree no. 47/1999. (VIII. 4.) on cranes and lifting machinery must be observed even if they are to be observed by exhibitors, Exhibitor, Lessee or their exhibitors or subcontractors.
- The Ministry of National Economy’s Decree no. 10/2016. (IV.5) on the minimum level of safety and health requirements for the use of work equipment is to be observed by Exhibitor, Lessee or their exhibitor or subcontractor.
2. Familiarizing safety regulations
All individuals performing work activities within the premises of HUNGEXPO Vásár és Reklám Zrt. (Exhibitor, Lessee or their exhibitor, subcontractor, construction or exhibition worker, etc.) must undergo work safety orientation prior to starting their work, which is to be delivered based on the material and syllabus provided by HUNGEXPO Vásár és Reklám Zrt.
1 copy of the records certifying the orientation, drafted and signed by the employer must be kept on site. The orientation must extend to:
- work safety and work health rules,
- traffic rules pertaining to the site,
- range of movement,
- local conditions, etc.
Exhibitor, Lessee or their exhibitor, subcontractor are collectively responsible for hosting and certifying the orientation.

3. Work safety specifications for installations and stands built at the event
The provisions of the pertaining work safety, health safety, emergency and security measures of the National Requirements Regarding Town Planning and Construction as well as Decree no. 4/2002. (II.20.) are applicable for the easily disassembled temporary structures used within the premises of HUNGEXPO Vásár és Reklám Zrt.
Exhibitor, Lessee or their exhibitor, subcontractor must issue a written statement on the observance and enforcement of work safety requirements which are to be submitted concurrently with the construction plan.
The construction plan must include measures which provide their safe use for people with movement disabilities, e.g. in the case of the installation of podiums, stairs, etc.
The plan will be reviewed and signed by the work safety representative of HUNGEXPO Vásár és Reklám Zrt. The representative will inspect the work processes based on the submitted plans and will take measures against those infringing on said rules.

4. Additional provisions
- The consumption of alcoholic beverages during the construction and takedown period of exhibitions and events or performing work activities under the influence of such goods is prohibited. The work safety representative of HUNGEXPO Vásár és Reklám Zrt. may use breath-testing devices to perform inspections and take necessary measures should the test yield a positive result.
- During the periods of events – construction, operation, takedown – individuals noticing an accident must report accidents to the work safety representative in order to jointly inspect the accident.
- Animals brought with permission into the premises for the duration of the events must be handled and demonstrated in a manner in which the animal handling regulations are observed and without causing any accidents or injuring any individuals. Animal exhibitions and demonstrations can be carried out in observance of the Ministry of Agriculture’s decree no. 41/1997.(V.28.). Animals on display cannot be left unsupervised at the pavilions overnight.
- Subsequent to the demonstration, the animals cannot remain in the pavilion and must be moved to a location suitable for their keeping. Dogs must be kept muzzled and on a lead when taken to designated areas.
Owners and keepers are responsible for damages caused by animals.
Animals brought into the premises and taking part in the demonstrations must have valid vaccination documents, which we kindly ask to be presented to the Work Safety department representative of HUNGEXPO Vásár és Reklám Zrt. prior to the event. In lack of vaccination papers, the commissioned representative of the Work Safety department may ask the animal and its owner to leave the premises.
- All shows, sporting events and the manner of the presentation of animals taking part in various events as well as all activities which attract and/or involve great crowds must be reported to the Work Safety department representative of HUNGEXPO Vásár és Reklám Zrt. In lack of such reports, all parts of such events which are considered hazardous can prohibited.
- It is PROHIBITED to bring minors into the premises of HUNGEXPO Vásár és Reklám Zrt. during the construction and takedown periods.
- Medical/first-aid assistance is available during the construction, operational and takedown periods of events and exhibition in building 33 of HUNGEXPO Vásár és Reklám Zrt. which can be contacted via the following phone number: 263-6004.
- Exhibitor, Lessee is obliged to inform their subcontractors and exhibitors of the Work Safety regulations.
IV. FIRE SAFETY REGULATIONS

Throughout the premises of HUNGEXPO Vásár és Reklám Zrt. all relevant existing legislations, regulations and measured are to be observed, particularly the provisions of the following laws: Act XXXI of 1996 on Fire Control and Technical Rescue and Fire Department, Ministry of Interior Decree no. 54/2014 (XII.5.) on the issuing of the National Fire Safety Regulations as well as other relevant legislative provisions and the Fire Safety Regulations of Hungexpo Zrt., the Fire Safety Technical Principles (TvMI), which form an essential part of the legislation and furthermore, the provisions set forth below.

The pavilions within the premises of HUNGEXPO Vásár és Reklám Zrt. fall under the “MK” (high risk) fire hazard category.

1. General rules

1.1. All individuals performing activities within the premises of HUNGEXPO Vásár és Reklám Zrt. (construction worker, graphic artist, exhibition employee, exhibitor, etc.) must undergo fire safety orientation prior to starting their work, as provided by those employing or commissioning their services - as the obligation of the Exhibitor, Lessee, institutions, their subcontractors, etc. The orientation is to be based on materials and syllabus provided by HUNGEXPO Vásár és Reklám Zrt. The participants are obliged to certify the training and the content thereof by rendering their signatures. 1 copy of said records is to be kept on site.

1.2. The technical description of the construction plan for the installations, decorations and individual stands must include the name of the installation structure and the fire hazard classification of the construction elements as well as the fire safety conformity certificate.

1.3. For the protection of installations and stand structures installed in the open-air spaces – of a simple or individual nature – require installing 1 fire extinguisher, taking into consideration the fire-fighting performance and size of the occupied area. The fire extinguisher must be certified and must have a validity according to the relevant legislation.

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

1.5. Exhibitor, Lessee or their exhibitor or subcontractor is liable for closing the establishments, vacating thoroughfares, and shutting off the utilities mains (water, gas) after vacating the rooms, disconnecting electrical devices, ensuring access to the fire protection devices and inspecting the above-listed tasks.

1.6. Solid fuel or gas-based devices used for presentation purposes (furnaces, gas cookers, etc.) can only be regularly operated in open-air spaces. In open-air spaces, such devices can be used out in the open or in temporary structures. In both cases, the observance of the rules and regulations of their operation is mandatory, particularly concerning the discharge of exhaust fumes.

2. Management of flammable materials

It is prohibited to install, store or use the following materials in exhibition pavilions or adjacent rooms and open-air spaces, even temporarily:
- flammable and explosive devices,
- flammable liquids (paints, thinners, petrol, etc.),
- materials prone to spontaneous combustion,
- materials which can result in fire or explosions due to a chemical reaction with other materials,
- pressure vessels (LPG, oxygen, nitrogen, etc.).

In particularly justified cases, the Fire Safety department may issue permits for storing certain materials based on a written permit. Such requests must include the description of the storage, place of use, the amount and parameters of materials to be stored and used as well as the fire safety measures. The request must be submitted no later then 48 hours prior to commencing the storage or use of the material.

3. Flame retardants

Exhibitor, Lessee must take flame retardant measures for flammable stand installations, stand structures, textile, paper, reed, carpets and decorations prior to their installation. Flame retardant statements, fire safety examination certificates and the performance statement of flame retardant materials are to be submitted to the Fire Safety department on the day prior to the event.
4. Removal of packaging and waste materials
   **Self-organized Exhibitions:**
   Waste materials produced during the construction of the exhibition must be continuously removed to the dumpsters located near the pavilions. Unused and flammable waste materials must be deposited in designated storage units. Exhibitors must arrange for the continuous removal of packaging materials. Blocking thoroughfares is considered an infringement of fire safety regulations.

   **Guest Events:**
   Lessee or their exhibitor, subcontractor is obliged to pay for the costs of removing waste materials produced during the construction and takedown of stands, installations and decorations. Lessee or their exhibitor, subcontractor can order the removal of waste materials by filling out the “Waste delivery removal form” (unit: cubic meter). Submitting an appropriately filled waste removal order form is a prerequisite for authorizing stand construction. If Lessee or their exhibitor or subcontractor fails to place a waste delivery order, Lessor may charge Lessee or their exhibitor for the waste removal costs.

   The areas behind the walls of the pavilions and the decoration walls of events and utility areas (signs, installations) cannot be used for storing unused installations, packaging materials, waste materials or other flammable materials. Using areas of this nature for temporary changing rooms, smoking rooms, storerooms, etc. is prohibited!

5. Electrical devices
   The installation and design of electrical devices must be carried out pursuant to the MSZ 1600, MSZ 2364 and HD 60364 standards and the National Fire Safety regulations.

   The electrical network of temporary structures can be of MT 380 V Cu standard, or in the case of open-air structures, MT 1 kV Cu standard or equivalent designs with copper cabling. The minimum allowed cable cross sectional area is 1.5 square millimetres in pavilions or 2.5 square millimetres in open-air spaces. Twisted wire ends must be tinned and fixed to the spot. Non-twisted or non-fastened cabling cannot be used within the premises of HUNGEXPO Vásár és Reklám Zrt. and networks of this nature cannot go live. Heat insulation sheets must be installed under cases fastened to flammable structures.

   Electrical devices can only be operated under supervision. Obstructing access to or covering electrical switchgear or electrical rooms is prohibited, even temporarily. Refrigerating devices can only be operated on a separate circuit with the possibility of de-energising.

6. Heat generators
   Only closed heating systems can be used to heat the rooms, offices and stands installed in the pavilion. It is important to keep ample distance between the heating devices and flammable materials to prevent any fire hazards for the surroundings.

7. Welding - use of naked flames
   Activities entailing the use of external flames are strictly prohibited within the premises. In particularly justified cases, the fire safety representative of HUNGEXPO Vásár és Reklám Zrt. may grant derogations from this provision on a case-by-case basis. Welding and the use of naked flames in open-air spaces can only be performed with the permission of the fire safety representative.

8. Traffic
   Throughways and the doors to and from and pavilions - both in the indoor and open-air spaces - must be continuously left open; obstructing, blocking or limiting access to such portals is prohibited, even temporarily.

   During the unloading period, the engines of vehicles must be shut off. The yellow and black coloured portals and emergency manhole covers of cable tunnels running under the pavilion floors cannot be blocked, covered by structures or carpets, not even temporarily. Motorbikes cannot be brought into or stored in the pavilions!
9. Smoking
Smoking and the use of naked flames are prohibited within exhibition pavilions, the construction areas of open-air exhibitions as well as in the storage rooms of packaging, waste and flammable materials and in their vicinity!
The provisions of Act XLII of 1999 on the protection of non-smokers and on certain rules of consuming and distributing tobacco products must be observed within the premises of HUNGEXPO Vásár és Reklám Zrt. Smoking is only allowed in certain designated and appropriately configured areas. Ashtrays can only be emptied into containers for non-flammable waste materials. Signs for observing appropriate fire safety measures must be installed in designated smoking areas.

10. The operation of machines and devices
In the case of machines using special high water pressure or high levels of electrical power, the technological descriptions must be attached to the technical plans or forwarded to the operative organizing representative of the event.
Machines, devices and equipment to be demonstrated during their use must be reported to the Fire Safety department and a copy of the records on their installation is to be submitted.

11. Fire safety devices
Obstructing access to fire safety devices and the visibility of their signals or signs (e.g. fire hydrants, fire alarms, sensors and extinguishers) is prohibited! Fire extinguishers and extinguishing materials can only be used for their intended purpose.
Exhibitor, Lessee or their exhibitor must install standardized fire extinguishers for extinguishing fires at stands, according to the following:

In pavilions:
- in the case of multi-floor installations and stands, one extinguisher per floor,
- as required by any activities which may pose a fire hazard, yet at least one device must be installed (e.g. operating fire hazardous machines, ovens, welding, high performance electrical devices, etc.),
- in the case of exhibition materials with “C” category or explosive classifications, this depends on their floor area, yet no less than one fire extinguisher device must be installed.

In open-air spaces: no less than one fire extinguisher device must be operated in all open-air installations, exhibition stands or service units, depending on their floor area and activity.
The inspection deadline of installed fire extinguishers must be later than the takedown period of the exhibition or event.
Fire extinguishers can be ordered from the event’s operative organizational representative of HUNGEXPO Vásár és Reklám Zrt.

12. Fire alarms
Fires can be reported:
- to the Budapest Capital City Fire Department via the 105 phone number,
- to the Duty Station via the 263-6151, 263-6205 local district phone numbers,
- by the manual fire alarms installed in the pavilions,
- in person at the Duty Station.

All fires - even those which were extinguished - must be promptly reported to the Duty Station in person or over the phone.

Attention!
Upon noticing any irregularities during the construction and operational periods, the fire safety representative of HUNGEXPO Vásár és Reklám Zrt. is entitled - by excluding any entitlement to claims - to issue an immediate cessation of work activities and interrupt any commenced works until said regularities are eliminated and to close the stand or leased area and, in the case of any fire or explosion hazard, to remove the building structure in question.
Exhibitor, Lessee is responsible for the fire safety of the leased area during the construction, operational and takedown periods.
Those who infringe on fire safety regulations can be fined or in serious cases, face criminal proceedings.
V. TECHNICAL DATA OF PAVILIONS AND OPEN-AIR AREAS

1. Pavilions

1.1. Electrical energy supply
- Voltage: 3x400/230 V, 50 Hz.
- Electric network with neutral earthing.
- Electric shock protection: NEUTRAL GROUNDING (TN).
- In alphabetically labelled pavilions, electrical supply is provided through the floor tunnels, 50 kW per flooring point. For needs in excess of this amount, individual solutions can be provided with the involvement of the Organizational Directorate at the Exhibitor, Lessee’s expense.
- In numbered pavilions, the maximum individual electrical supply is 10 kW. All energy needs in excess of this amount can be supplied with individual technical solutions as coordinated with the Organizational Directorate at the Exhibitor, Lessee’s expense. The energy supply of events and exhibition stands is provided through adapters on the side walls of buildings.
- The electric base network of HUNGEXPO Vásár és Reklám Zrt. features I2C cables. The neutral and grounding wires are separated, pursuant to electrical shock protection measures. Accordingly, the electrical cabinets feature electrical shock protection switches (MSZ 2364).

1.2. Water supply, sewage
- In alphabetically labelled pavilions, the water supply is provided through floor pipes with 1/2” joint connections with 0.2 MPa (2 bar) pressure at the flooring points.
- Sewage connections have 3/4” / 32 millimetre joints. The sewage system can only handle the water flow of hand washing facilities and is not suitable for handling the flow of sewage water from washing greasy dishes and larger bits of dross. Such needs must be satisfied with individual technical solutions at the Exhibitor, Lessee’s expense.

1.3. Heating, ventilation
- Pavilions A, B, C, D, F, G, 16, 17, 18 and 25 can be heated with individual gas heaters and central heating units. Pavilions A, D, G and F feature heating-ventilation systems.

1.4. Compressed air
- Only pavilion A features a compressed air network. In other pavilions, orders can be placed for canisters of compressed air or a compressor.

2. Open-air spaces
- Open-air spaces feature crushed stone or soil and pebble surfaces as well as some concrete or asphalt surfaces.
- Electrical energy supply: connections offer a power supply of 10 KW. Needs in excess of this amount can be supplied with individual technical solutions as coordinated with the Organizational Directorate of HUNGEXPO Vásár és Reklám Zrt. Depending on the location of the installation, excess cabling fees may be incurred, for which HUNGEXPO Vásár és Reklám Zrt. will provide an individual bid.
- The water supply has 1/2” joint connections and sewage connections have 3/4” / 32 millimetre joints. The access to sewage connections is limited, which necessitates preliminary coordination in all cases.
- Public utility lighting: average illumination: 5 lux.

The Operational Rules and Regulations are to be observed and enforced by all exhibitors/co-exhibitors, lessees or their exhibitors, contractors or subcontractors.

HUNGEXPO Vásár és Reklám Zrt. reserves the right to amend the present Operational Rules and Regulations.
The present Operational Rules and Regulations enter into effect on the date marked on the cover sheet and apply until revocation or amendment.