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Poznań International Fair



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**REGULATION  
FOR PARTICIPANTS OF FAIR  
TECHNICAL AND FIRE  
SAFETY REGULATIONS**

## REGULATIONS FOR TRADE FAIR PARTICIPANTS

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# REGULATIONS FOR TRADE FAIR PARTICIPANTS

## 1. GENERAL PROVISIONS

- 1.1. The following provisions apply to participants in fairs organised by Poznań International Fair Ltd. (hereinafter referred to as "MTP").
- 1.2. Participants in fairs organised by MTP shall comply with Technical and Fire Safety Regulations adopted by MTP.
- 1.3. Exhibitors at fairs organised by MTP shall also comply with:
  - Specific Provisions
  - Terms of Participation
  - Thematic ScopeSpecific Provisions, Terms of Participation and Thematic Scope are defined separately for each fair event and, together with these Regulations, are an integral part of a participation agreement.
- 1.4. Participation in fairs is limited to business entities that present an offer consistent with the Thematic Scope for a given fair. Where an offer has no exact counterpart in the Thematic Scope but is similar or comparable to it, consent from MTP shall be required for such offer to be presented at a fair.

## 2. PRINCIPLES OF PARTICIPATION

### 2.1. PARTICIPANT APPLICATION AND CONCLUSION OF AGREEMENT

- 2.1.1. In order to apply, prospective participants shall:
  - a) send an application form to MTP headquarters, said form to be completed and signed by the company's authorised representative;
  - b) pay a registration fee;
  - c) pay a deposit in respect of lease of exhibition space.

Participant application shall be deemed to be made on the date on which all conditions as aforesaid are satisfied.

The amounts of deposit and registration fee as well as services/benefits provided as part of the registration fee shall be determined in Terms of Participation, separately for each fair event.

- 2.1.2. Applications shall be made by the date specified as the application deadline. Any applications submitted after such deadline shall be considered by MTP if exhibition space is available.
- 2.1.3. Submission of a participant application shall be equivalent to tendering an offer for participation in a fair.

- 2.1.4. MTP shall inform the applicants if their offer of participation in the fair has been accepted and about concluding the participation agreement with them by sending the Confirmation of Participant Application. The Confirmation shall carry information about the size and type of allocated exhibition space and its location. The date of MTP's Confirmation of Participant Application shall be considered to be the date of concluding the participation agreement.

- 2.1.5. MTP reserves a right to refuse acceptance of any fair participation offer (e.g. due to such offer being inconsistent with the fair's thematic scope, or where no further space is available). Where this is the case, MTP shall refund the registration fee and exhibition space lease deposit to the payer's account.

- 2.1.6. MTP shall assign exhibition space subject to its availability and, if possible, as requested by the participant. Should the size or type of exhibition space allocated by MTP in the Confirmation of Participant Application differ from that indicated in the application, the agreement should be based on the terms set out in the Confirmation of Participant Application.

- 2.1.7. MTP reserves a right to change the original exhibition space allocation indicated in the Confirmation of Participant Application. Should any such change be made, participants may not claim damages from MTP.

- 2.1.8. To be valid, any changes in exhibition space order and participation agreement shall be in writing.

### 2.2. CANCELLATION OF PARTICIPATION

- 2.2.1. Cancellation of participation offer or withdrawal from the agreement shall be in writing otherwise being null and void.

- 2.2.2. Registration fee shall not be reimbursed on cancellation of participation offer.

- 2.2.3. The entity which cancelled its offer of participation in the fair or withdrew from the participation agreement within 14 days of the date the agreement was concluded, i.e., the date on which MTP issued Confirmation of Participant Application, shall be refunded the deposit for exhibition space lease as referred to in point 2.1.1.

- 2.2.4. Withdrawal from the fair participation agreement after the period of 14 days from the date the agreement was concluded, i.e., the date on which MTP issued Confirmation of Participant Application, shall result in forfeiture of the deposit as referred to in point 2.1.1.
- 2.2.5. If the applicant withdraws from the fair participation agreement, he shall return to MTP all exhibitor's passes received with the Confirmation of Participant Application.

**2.3. CO-EXHIBITORS AND REPRESENTED COMPANIES**

- 2.3.1. Exhibitors shall use a relevant form to apply for participation, as co-exhibitors, of other entities which will use part of the exhibitor's stand to display their own products or services and which delegate their own employees to the fair for that purpose.
- 2.3.2. A fee amounting to 50% of the registration fee as referred to in point 2.1.1 shall be paid on application for participation of a co-exhibitor.
- 2.3.3. Co-exhibitors shall have all privileges and obligations of exhibitors.
- 2.3.4. MTP shall express its consent to participation of co-exhibitor(s) in the Confirmation of Participant Application. Exhibitors may not sublease their stands (or parts thereof) to other entities, or give such stands (or parts thereof) to other entities for use on free-of-charge basis, unless with consent of MTP.
- 2.3.5. Exhibitors shall use a relevant form to apply for participation, as represented companies, of other entities whose products or services will be displayed at the exhibitor's stand but whose employees will not be delegated to the fair.  
Represented companies will be disclosed in a fair catalogue as represented companies, with exhibitors acting as their representatives also to be identified.  
No additional fees shall be charged on application for participation of represented companies.

**3. TRADE FAIR SERVICES**

- 3.1. Exhibitors shall order MTP services related to fair participation by sending relevant order forms to MTP headquarters, said forms to be completed and signed by exhibitors' authorised representatives.
- 3.2. Trade fair services should be ordered by the date specified in a form as the order submission deadline.
- 3.3. Prices for trade fair services shall be fixed separately for each fair event. Detailed information is to be found in application forms, services order forms and Terms of Participation in Trade Fairs.

- 3.4. Exhibitors at fairs for which a catalogue is published must provide their address particulars to be entered in the catalogue. A mandatory address entry includes the company's name, address and phone/fax numbers. The mandatory address entry is placed both in printed and Internet versions of the catalogue. Where entry particulars are provided after the catalogue is submitted for print, an entry will only be included in the Internet version of the catalogue.
- 3.5. MTP shall not be liable for any consequences of editing errors or omissions in the catalogue.
- 3.6. Any advertising outside of a stand shall be paid for and shall be approved by MTP. No such approval shall result in the removal of advertisements at the exhibitor's risk and expense.
- 3.7. Exhibitors who order stand construction and furnishing services from MTP shall sign a separate agreement for stand construction and furnishing services. MTP shall commence work on any such order provided that the exhibitor makes an advance payment as specified in the agreement on stand construction and furnishing services.
- 3.8. Electrical, water supply and sewage connections, compressed air connections, IT network connections and services related to the suspension of parts to the ceilings in pavilions shall be provided and performed exclusively by MTP.
- 3.9. Exhibitors shall pay a flat fee for use of electricity during the fair, said fee to be at the rates as specified in the Terms of Participation for a given fair.
- 3.10. Documents to allow entry onto MTP grounds shall be specified in Specific Provisions as defined separately for each fair.

**4. LEGAL PROTECTION AND SAFETY STANDARDS REGARDING EXHIBITS**

- 4.1. Products exhibited at trade fairs (including, but not limited to, machinery and equipment) should have conformity assessment certificates as required by law, including in particular those relative to safety standards. If a product presented at a trade fair has not undergone conformity assessment as required by law, relevant information must be visible at a stand where any such product is displayed.
- 4.2. It is recommended that, prior to their presentation at fairs, any new products (goods, solutions, trade marks, etc.) which are to be afforded legal protection be earlier filed with a patent office so that they are not subject to a challenge of earlier public disclosure or lack of novelty. In accordance with international legal conventions, patent offices do not allow applications for products (solutions) which are earlier displayed at fairs, except

at an official, or officially recognised, exhibition falling within the terms of the so called Paris conventions.

- 4.3. MTP shall ensure that exhibitors at fairs can be provided with detailed information on industrial property and copyright protection and on unfair competition laws. To that end, MTP shall set up a consultation centre on fair grounds at which to get assistance from patent attorneys.
- 4.4. In case of public presentation or public broadcasting of musical compositions or compositions involving lyrics and music, fair participants must undertake to obtain permission of the collective rights management organisations and pay royalties to such organisations.

Trade fair participants shall respect copyright and related rights protection laws included in the EU acquis and the domestic regulations of the Republic of Poland.

- 4.5. MTP shall not be liable for any violation of rights of exhibitors and other fair participants, said liability to arise under protection afforded to such exhibitors or participants in respect of utility designs, industrial designs, geographical indications, integrated circuit topographies or trademarks, and any copyright, rights under license agreements, know-how, etc.

## **5. GENERAL REGULATIONS**

- 5.1. Dates and hours for commencement of the fair, construction and dismantling periods and opening hours of pavilions and the fair grounds are described in Specific Provisions.
- 5.2. During the fair opening hours stands shall be available to visitors. Temporary closing of stands shall be subject to prior approval from MTP.  
In justified cases (e.g. protection of a utility design from competition) and with prior approval from the MTP, an exhibitor may restrict access of general public to a part of the stand and allow entrance only to the holders of a relevant invitation. However, the exhibitor should secure a stand personnel to provide visitors with appropriate information.
- 5.3. No offer of goods and services shall be exhibited or presented at a stand that is inconsistent with the thematic scope of a given fair event.

At MTP's request, a fair participant shall discontinue presentation of any such offer and shall at its own expense remove exhibits from the stand, failing which MTP shall have such exhibits removed from the stand or close the stand at the fair participant's risk and expense.

- 5.4. Participants may not display prices on exhibits or conduct retail sales from exhibition stands for the duration of the fair, unless Specific Provisions state otherwise.

At MTP's request, a fair participant should at his own expense cease unauthorised display of prices or conduct of retail sales from exhibition stands, failing which MTP shall have such prices and goods removed from the stand or close the stand at the fair participant's risk and expense.

- 5.5. The maximum noise level at the stand resulting from equipment presentation, advertising techniques employed, broadcasting pre-recorded and live music, etc., may not exceed 70 dB.

Loudspeaker columns shall not be directed towards passage ways and the neighbouring stands.

At MTP's request, a fair participant should reduce noise to the required level and properly position his stand equipment or amplification system, failing which MTP shall discontinue power or compressed air supply to the stand or close the stand at the fair participant's risk and expense.

- 5.6. Stand closure by MTP in cases described in points 5.3-5.5 may be temporary in nature and continue until such time as MTP's instruction is complied with, or it may be permanent, i.e. it shall continue to the end of the fair. Permanent stand closure shall be treated as a sanction for exhibitor's failure to perform under the participation agreement. In such a case, the exhibitor shall not be reimbursed for his registration fee or exhibition space lease, stand construction and other fair service fees. Moreover, the exhibitor concerned shall not be entitled to any compensation, with stand closure being a sanction for his default.

- 5.7. Maintenance work on the stand should be performed before or after opening hours.

- 5.8. The exhibitor shall perform the following:
  - a) before the commencement of the fair, remove from the stand and its immediate surroundings any empty packaging and waste left after the stand construction and furnishing;
  - b) after the end of the fair, remove exhibits and to dismantle the stand and restore the occupied exhibition space to the original condition no later than by the last day of dismantling period.

All waste should be deposited in special receptacles located in front of pavilion entrance.

In case the above specified maintenance work is not complied with, MTP shall commission cleaning work at the expense and risk of the exhibitor.

MTP shall charge a waste removal fee to exhibitors, said fee to be at a rate as specified in the Terms of Participation for a given fair.

- 5.9. Participants may not remove exhibits and dismantle stands before the closing time. Removal and dismantling may be commenced only after the fair grounds have been closed to visitors on the fair's last day.

- 5.10. Stand components and equipment left behind without MTP's approval and not removed within the dismantling period shall be considered abandoned.
- 5.11. Taking photographs, filming and drawing of stands and exhibited goods should be agreed with the fair participant. Should the above mentioned actions interfere in the organisation of the trade fair, they should be agreed with the MTP.
- 5.12. No guns, ammunition, explosives or other weapons may be brought onto MTP grounds which might endanger safety of persons present on the fair grounds.
- 5.13. No animals may be brought to the MTP grounds unless such animals are part of an exhibition that is consistent with a thematic scope for a given fair or exhibition.

## **6. SECURITY**

- 6.1. Fair grounds are guarded by MTP security service personnel.
- 6.2. The exhibitor shall, both during the trade fair and in the stand construction and dismantling periods, at his own expense and risk, secure exhibits and equipment against possible damage or losses.  
Stand security personnel may be hired from MTP following the submission of a relevant form.
- 6.3. For the duration of the fair pavilions are opened, closed and sealed in the presence of a committee. Exhibitors are entitled to have their own representatives included on that committee.
- 6.4. Exhibitors shall make all of the exhibition space available to the committee for the purpose of fire safety checks.

## **7. LIABILITY AND INSURANCE**

- 7.1. MTP shall not be liable for any damage or shortages of the property of fair participants caused by third parties or solely through the fault of the party which suffered losses.
- 7.2. MTP shall not be liable for any damage to the property of fair participants caused by force majeure such as fires, explosions, lightning, high winds, floods or power and gas (compressed air) supply failure, which are beyond the control of MTP.
- 7.3. Any increased security measures taken by MTP, as referred to in point 6, shall have no effect on MTP's exemption from liability for the aforementioned damage.
- 7.4. Fair participants shall take out civil insurance liability policy and shall insure all of their property located on fair grounds (exhibits, equipment and hardware on the stand, stand structural elements and furnishing, private belongings, company cars, etc.), both during the fair and during stand construction and dismantling

period, unless Terms of Participation for a given fair provide otherwise.

- 7.5. Fair participants shall be financially liable for any damage to MTP property (damage, destruction, or shortages). The liability as aforesaid shall also apply to stand construction companies.  
Damages shall be assessed by MTP in the presence of a fair participant's or exhibitor's representative, which shall be confirmed in a proper protocol.
- 7.6. Fair participants shall report the occurrence of any damage to MTP and the fair police station in writing immediately after it has been discovered.

## **8. CUSTOMS DUTIES AND FORWARDING**

- 8.1. Transport of goods performed by the trade fair participants from (and into) the countries which are not Member States of the European Union means that the goods have been transported into (and from) the customs area of the European Community. This means that the obligations specified in the customs law are applicable, unless international agreements stipulate otherwise.  
Trade fair participants from countries which are not Member States of the European Community should learn about the provisions of the European Union acquis (the European Community Customs Code, Common Customs Tariff, regulations) and the internal legal regulations of the Republic of Poland (Customs Law and executive orders).
- 8.2. The transportation and forwarding of exhibits and other merchandise shall be performed at the fair participant's risk and expense.
- 8.3. Forwarding services on the fair grounds, including transportation and unloading/loading services, shall be provided exclusively by MTP and MTP official forwarding companies with which MTP concluded appropriate agreements.  
Official MTP forwarders shall provide their services having regard to Uniform Pricelist for Forwarding Services.

## **9. COMPLAINTS**

- 9.1. Any complaints of the fair participants shall be submitted to MTP in writing.
- 9.2. Exhibitor's complaints pertaining to stand construction by MTP, stand location (location of presentation) and the size of the space actually occupied will be reviewed by MTP providing that they have been filed no later than on the last day of the fair (before the dismantling period).
- 9.3. Other complaints of exhibitors should be submitted no later than within one month from the last day of the fair.

9.4. No complaints filed after the aforementioned time shall be considered.

## **10. FINAL PROVISIONS**

10.1. Should circumstances beyond its control occur, MTP reserves the right to cancel, partially close, shorten or reschedule fair events.

In such cases exhibitors may not claim damages or partial refunds of exhibition space rent.

10.2. Trade fair participants should comply with the binding regulations of the EU acquis and internal regulations of the Republic of Poland.

10.3. All disputes arising in connection with the participation in fairs organised by MTP as well as services outsourced to MTP by fair participants shall be settled by a proper common court of law in Poznań.

10.4. For the purposes of arbitration, the Polish version of the regulations shall prevail.

Polish law shall govern interpretation of these Regulations.

These Regulations apply to participants of fairs held after 1 February 2009

# TECHNICAL AND FIRE SAFETY REGULATIONS IN FORCE ON THE GROUNDS OF POZNAŃ INTERNATIONAL FAIR LTD.

## 1. GENERAL PROVISIONS

- 1.1. The technical and fire safety regulations in force on the grounds of Poznań International Fair Ltd. (hereinafter referred to as MTP) shall apply to:
  - a) participants of fairs, exhibitions and other events, hereinafter referred to as fair participants, organized by MTP or other organizers,
  - b) contractors (stand construction companies, fair participants who perform stand construction on their own).
- 1.2. MTP reserves the right to monitor whether participants' and contractors' actions are in compliance with technical and fire safety regulations. Non-compliance with the regulations may result in suspension of the operations; repeated non-compliance may be the basis for dissolution of the contract.

## 2. GENERAL TECHNICAL CRITERIA FOR THE CONSTRUCTION OF STANDS

- 2.1. No later than 10 days before the commencement of stand construction, the contractor shall submit for review to Area Manager (MTP Facilities Management Department) duplicate copies of construction plans for the leased exhibition area in pavilions or outdoors. The plan should present the stand construction in two views with the height specified. It should be transparent and include a necessary description. The plans submitted should be in compliance with the Construction Law and other regulations and standards in force in Poland, as well as with the technical and fire safety regulations in force on MTP grounds.
- 2.2. Fair participants and contractors shall comply with basic technical parameters of MTP pavilions specified in the table in the appendix to these regulations (e.g. maximum floor load capacity, height, pavilion entrance dimensions). The fair participant shall inform MTP of his intention to exhibit heavy and large size exhibits on the application form referred to in 2.1.2 of the "Regulations for Participants of Fairs organized by MTP" (hereinafter referred to as Regulations). Introduction of equipment with unit weight greater than the maximum permitted in a given pavilion shall require special permission from the MTP technical unit.
- 2.3. If a particular exposition (e.g. production lines, co-joined stands) poses a potential threat to persons on the fair grounds, to neighbouring expositions, stand construction, or to the MTP infrastructure, the participant or contractor shall be required to conduct additional detailed consultations with the MTP technical unit.
- 2.4. Stand construction, equipment (exhibit) assembly, installation hook-up as well as erection of any supports for advertisements, should be performed and completed in such a way so as not to pose any threat to safety or public order, and specifically to the life and health of those present on the fair grounds.
- 2.5. If stands are made of plaster boards, fibreboards, or particle boards, basic work involving processing these materials (such as cutting) resulting in large quantities of dust being produced should be performed outside the MTP area in designated workshops; the materials so prepared should be delivered to the MTP grounds as elements ready for assembly. Electrical tools with dust collecting containers must be used for performing other dust-generating works on the MTP grounds. Works resulting in large quantities of dust shall be completed no later than 24 hours prior to the commencement of the fair, and the stand and its surroundings should be cleaned at the contractor's cost. If this provision is not complied with, any construction work in progress shall be terminated and the cleaning will be performed by MTP at the cost and risk of the fair participant / stand contractor.
- 2.6. Operations related to stand construction (e.g. painting, cutting, sanding) should be limited to the minimum and they should be carried out only within the boundaries of the participant's own area. Any work to be performed outside the boundaries of one's own stand shall require permission from the Area Manager.
- 2.7. Walls and other structural elements on the stand's perimeter higher than 2.5 meters, which face the neighbouring stands, and exposed back walls of the stand (e.g. on a mezzanine) must be neutrally finished (in white). It is permitted to place advertisements within 1.0 m from the border of the adjacent stand.
- 2.8. If not all of the allocated space is utilized in the stand construction and arrangement, the visible and empty surfaces which border the neighbouring stands or face the passageways shall be the responsibility of the participant to arrange.
- 2.9. The contractor must leave unrestrained access to the MTP technical equipment (e.g. electrical relay boxes, water supply system valve, telephone ends).
- 2.10. All participants should allow neighbouring stands to connect to the MTP technical equipment stipulated above through their stands if it should prove necessary.

- 2.11. It is recommended that carpeting be laid on the floor in stands.
- 2.12. A stand closed off by solid partition walls and ceilings does not guarantee uniform ventilation, air-conditioning and heating.
- 2.13. The maximum noise level at a stand generated during the demonstration of equipment, by advertisements, pre-recorded music, etc. may not exceed 70 dB. Loudspeaker columns may not be directed towards passageways or neighbouring stands. Participants who expect to exceed the maximum noise level of 70 dB should build or commission construction of a closed stand made of sound-absorbing materials. MTP takes measurements of the noise level from a passageway nearest to the stand being checked. In case the participant is found to have exceeded the aforementioned maximum noise level, MTP reserves the right to suspend the presentation, including the shutting off of electrical power to a stand. Participants shall not be entitled to compensation for losses incurred, or any reductions in fees for the exhibition space leased or electrical connection made as the result of the suspension of a presentation.
- 2.14. Construction of exhibition stands must be performed in compliance with the plans approved by MTP, as well as the building code and fire safety requirements outlined in these regulations.
- 2.15. MTP shall be authorized to suspend the construction of stands and remove structural elements at the cost of the participant if:
  - a) the construction is performed without an approved plan referred to in point 2.1.,
  - b) the construction performed is not in compliance with the approved plans and the regulations referred to in point 2.1.,
  - c) the construction is carried out on a space not allocated (it goes beyond the area allocated to the participant in the "Confirmation of Participant Application" and specified in stand allocation),
  - d) the participant or contractor has performed work on technical installations without obtaining MTP's approval,
  - e) flammable components of the structure, referred to in point 11.10., have not been certified as flame resistant,
  - f) it is suspected that the maximum static or resistance operational load has been exceeded.

### **3. STRUCTURAL ELEMENTS OF STANDS**

- 3.1. All structural elements must comply with the fire safety regulations outlined in point 11.
- 3.2. Advertising and decoration elements of stands and exhibits may not exceed the allocated exhibition space or the approved construction height.
- 3.3. The base part of glass elements of stands (e.g. display cases, display windows) must be made

of shatterproof material to a minimum height of 30 cm and edges of glass panels must be finished and secured so as to prevent any risk of injury.

- 3.4. Glass elements of stand walls are not permitted on open grounds.

### **4. CONSTRUCTION HEIGHT**

- 4.1. The standard height for the construction of a stand measured from the floor shall be 2.5 m.
- 4.2. It is required that designs for non-standard structures (the stand itself, free-standing elements, advertising, decorations) designed to be higher than 2.5 m should be enclosed with the plan specified in point 2.1., in the form of structural drawings, and static and resistance calculations, or appropriate certification from an authorized party shall be submitted in order to obtain MTP's consent.
- 4.3. Multi-storey constructions (two-storey) should be compliant with the following regulations:
  - a) each storey must be at least 2.4 m in height,
  - b) the upper storey area may not exceed 60% of the ground floor area,
  - c) if the upper storey is to be used as an office, the minimum load of the upper storey floor must not be lower than 2.5 kN/m<sup>2</sup> (2.5 kPa),
  - d) the distance from all accessible areas on the upper storey to the stairs or ramp may not exceed 20 m,
  - e) the stairs or ramp must be at least 1 m wide.

Area Manager must be supplied with calculations confirming that the load of construction support pillars is within the values permitted for the floor of the pavilion in question. The data on maximum floor load capacity is listed in the table in the appendix to these regulations.

### **5. ADVERTISEMENTS**

- 5.1. Revolving promotional elements must be situated at least 3 m from the floor. Revolving advertisements may not rotate faster than 10 rpm.
- 5.2. The use of flashing signs or moving texts requires MTP's consent.
- 5.3. The use of balloons for promotional purposes on the fair grounds requires MTP's consent.
- 5.4. Promotions, especially optical or audio-visual, may not pose any threat to safety or public order and may not cause any sort of disturbance at the neighbouring stands.

## **6. FIXED ELEMENTS IN PAVILIONS**

- 6.1. It is forbidden to damage the structure of the floors, walls or ceilings or to make any changes to the fixed elements of the pavilions (e.g. paint the walls or floors, place carpeting in passageways, insert nails, studs or dowels).
- 6.2. The pillars within the confines of the stand may be utilized to build structures of any height provided that they are not damaged. It is important to remember to allow access to MTP utilities (e.g. electrical boxes, water valves, telephone ends, etc.) located in these pillars.
- 6.3. It is prohibited to use any structural elements of the pavilions as well as elements located within the confines of neighbouring stands for support.
- 6.4. It is prohibited to affix elements of stands, banners, advertisements or decorations to pavilion structures (ceilings, walls, banisters, railings, windows, etc.) or to suspend them from these structures without MTP's consent.

## **7. ORDER REGULATIONS**

- 7.1. MTP supplies all stands with standardized numbers.
- 7.2. It is forbidden to produce elements for stand construction made of plaster boards, fibreboards, or particle boards on the MTP grounds (see point 2.5.).
- 7.3. Welding, use of nail guns and spray painting are prohibited in pavilions.
- 7.4. Ventilation and air-conditioning systems may be installed at stands only with MTP's individual consent.
- 7.5. Radio and satellite television aerials may be mounted only within the stand area. In certain justified cases MTP may grant permission for aerials to be mounted outside the stand and indicate a possible location.
- 7.6. To be used on the MTP grounds, cordless, two-way and radio communication equipment, as well as equipment utilizing high frequencies, must have a permit from the Office of Telecommunications and Post Regulation for use in the area.
- 7.7. Participants or contractors are required to return the exhibition area properly cleaned by their own effort and at their own cost following the fair and the dismantling period (all structural elements, carpeting, remnants of tape, paint, etc., must be completely removed).  
If the cleaning work is not done, MTP shall commission cleaning work to be done at the cost and risk of the fair participant or contractor.

## **8. OUTDOOR EXHIBITIONS**

- 8.1. Flagpoles should not be erected without MTP's consent and authorization.
- 8.2. Temporarily erected flagpoles should not exceed 8.0 m in height and they should not block MTP evacuation and fire safety routes.
- 8.3. If temporary stands and kiosks serving exclusively as elements of displays are placed, designs (for construction and installations) as well as static and resistance calculations shall be submitted to MTP for review. If any other temporary structure which is not an element of a display is planned to be built, a building permit shall be obtained from an appropriate office in accordance with the Polish law.
- 8.4. All earthworks to be done outdoors (boring holes, driving in piles, digging foundations or putting in anchors, etc.) shall require MTP's consent.
- 8.5. Building structures and exhibits which, by their location or means of utilization, are subject to atmospheric discharges must be equipped with an earth rod of 10 $\Omega$  maximum.
- 8.6. Exhibits and all equipment outdoors should be positioned not less than 0.5 m from the edge of any road or passageway.
- 8.7. Advertising structures exposed to atmospheric conditions must come with static and resistance calculations which should be submitted to Area Manager before commencement of assembly work.

## **9. TECHNICAL CRITERIA FOR THE INSTALLATION OF SYSTEMS**

### **9.1. Electrical wiring system**

- 9.1.1. Electricity is supplied to stands and exhibits on the MTP grounds by means of a TNS power network, voltage 230V/400V, frequency 50 Hz. For equipment with different electrical parameters it is necessary to use a suitable transformer provided by a participant.

A three-phase system will be provided to stands with power consumption greater than 3 kW. Power supply network is terminated at the stand with a socket type CEE: 3-pole, 230V, 16 A; 5-pole, 400V, 16 A; 5-pole, 400V, 32 A; 5-pole, 400V, 63 A, according to the ordered power.

- 9.1.2. To provide for additional protection against electrical shock it is necessary to install quick automatic circuit breakers, along with additional equalizer connections (in accordance with PN- IEC-60364) in the event of contact voltage exceeding safe levels.

- 9.1.3. Electrical systems at the stand must be protected with the use of 30 mA anti-shock residual current devices and fitted with a main circuit breaker.
- 9.1.4. Motors with power rating greater than 20 kW may only be activated with the use of a starter device.
- 9.1.5. MTP reserves the exclusive right to make electrical connections on behalf of all participants of fairs and other events organised on MTP grounds.
- 9.1.6. Fair participants may:
- commission MTP to build the stand and install the electrical system as part of the stand construction order,
  - commission MTP to provide service connections to the stand and electrical system at the stand in accordance with the submitted design,
  - install the electrical system themselves and commission MTP to provide service connections only.
- 9.1.7. All electrical equipment and installations on MTP grounds must comply with Polish Standard PN-IEC-60364 and must be made and used in accordance with the Regulations on Construction and Operation of Power Engineering Equipment.
- 9.1.8. All electrical installations made on MTP grounds shall be subject to technical acceptance. After acceptance the installation may be connected to MTP electrical network, as specified in the order placed. Connection of power supply shall be after written confirmation of all the work carried out by MTP.
- 9.1.9. It is forbidden to connect electrical systems to the MTP network without MTP's consent.
- 9.1.10. It is forbidden to make any changes to the existing MTP electrical network (e.g. dismantling the lighting fixtures, altering the existing electrical system, etc.).
- 9.1.11. Pavilions' working lighting is turned off during the fair opening hours. In justified cases at the request of fair participants and with permission of the MTP technical units all or part of the pavilion general lighting may be turned on.
- 9.1.12. The electrical systems of stands are switched off every day after the pavilions have been closed to visitors. In certain justified cases the MTP technical unit may agree to supply electricity around the clock to certain equipment (e.g. refrigerators, alarm systems, telecommunications equipment, etc.).
- 9.1.13. For safety reasons, fair participants are required to disconnect the electrical power each time they leave their stand.
- 9.1.14. Electricity to stands is disconnected two hours after the official closing of a fair event. From that time

through the dismantling period, fair participants and contractors involved in stands dismantling have at their disposal the overhead illumination of the pavilions and outdoor areas, as well as the existing electrical outlets to which they can connect power tools.

- 9.1.15. If a participant or contractor believes that there is any sort of irregularity or interference in the functioning of the electrical system they must immediately inform the MTP technical unit.

## **9.2. Water supply and sewage disposal system**

- 9.2.1. Fair pavilions are equipped with fixed, generally accessible water supply and sewage discharge points.
- 9.2.2. Water supply and sewage services are provided exclusively by MTP at the fair participant's cost.
- 9.2.3. In exceptional cases MTP may permit participants to execute specific technological installations on their own and within their own stand (e.g. steam, gas or similar installations) on the basis of:
- technical specifications agreed,
  - technical documentation,
  - a necessary permit, described below.

Installation of the systems listed above requires technical approval by MTP.

- 9.2.4. Fair participants intending to operate boilers, pressure vessels and systems, acetylene generators or lifting equipment on their stands shall be required to:
- report this equipment prior to its installation to the Urząd Dozoru Technicznego (Technical Supervision Office), Poznań Inspectorate, Taczaka 5, phone: 061 850 4600, so that the safety of its use and/or any potential hazard to its operators or the surroundings can be examined,
  - present to MTP certificates that operators of the equipment are qualified to use it.
- 9.2.5. For safety reasons, fair participants are required to shut off the valves to water supply systems prior to leaving their stands.

## **9.3. Compressed air installation**

- 9.3.1. In pavilions 1, 2, 3, 3A, 4, 5, 6, 6A, 7, 7A, 8 and 9 equipped with a permanent compressed air system (parameters: pressure: 6.0 bar, maximum air flow 1000 l/min.) connections are performed solely by the MTP technical staff at the fair participant's cost.
- 9.3.2. In the remaining pavilions, participants should equip themselves with a compressor of relevant parameters or order a service from the MTP technical staff. Maximum noise level of a compressor at a stand is 70 dB.

- 9.3.3. Trade fair participants intending to use pressure installations that require technical supervision at their stands shall be obliged to:
- report this equipment to Urząd Dozoru Technicznego (Technical Supervision Office), Poznań Inspectorate, Taczaka 5, phone: 061 853 4600, so that the safety of its use and/or any potential hazard to its operators or the surroundings can be examined,
  - present to MTP certificates that operators of the equipment are qualified to use it.
- 9.3.4. For safety reasons, fair participants are required to shut off the main supply valves prior to leaving their stands.
- 9.4. Systems and devices not mentioned above shall require individual arrangements with the MTP technical staff on a case-by-case basis.
- 9.5. If any installations are made by fair participants without MTP's consent, they will be cut off from the mains and the participant will be charged for any damages resulting from that action.

#### **10. FIXING SUSPENDED ELEMENTS TO PERMANENT CEILING STRUCTURES IN PAVILIONS**

- 10.1. It is possible to fix and suspend structural and advertising elements to pavilion ceilings within the area of the stand in pavilions specified in the table of maximum weight tolerance level of ceilings, constituting an Appendix to these Regulations.
- 10.2. In order to fix a suspended element, documentation including the following should be submitted to MTP for approval:
- type of suspended structure,
  - dimensions, total weight,
  - manner of suspension (number of cords),
  - location of the structure in reference to the stand, height.
- 10.3. MTP reserves the exclusive right to offer suspension services and defines the scope of responsibility as follows:
- MTP shall be responsible for the manner of structure suspension (fixing to the ceiling),
  - exhibitor/contractor shall be responsible for the suspended structure (manufacture, preparation of fixing points).
- 10.4. MTP reserves the right to refuse the suspension service due to safety requirements and technical possibilities in exhibition facilities.
- 10.5. For safety reasons, no persons may be present at the stand during the execution of works at height.

#### **11. FIRE SAFETY REGULATIONS**

- 11.1. MTP's development of its fair grounds is subject to the following principles:
- during each event MTP designates fire zones including the existing structures and adjacent outdoor areas,
  - the distance between designated fire zones may not be less than 10 m,
  - flammable structures outdoors which are adjacent to the glass walls of existing pavilions should be located at a distance no less than 5 m,
  - service and trade complexes may not exceed 1000 m<sup>2</sup>; the distance between the complexes may not be smaller than 10 m,
  - stands exceeding 150 m<sup>2</sup> or 20 m in length must have at least two separate entrances, preferably at opposite ends. In cases when the above conditions may not be met, written consent must be obtained from the MTP Fire Safety Officer.
- 11.2. Designated passageways and evacuation routes must be kept clear at all times. It is prohibited to park vehicles or store goods in these routes. Vehicles and goods left in these routes will be removed at the cost and risk of the fair participant or contractor.
- 11.3. All fire equipment (extinguishers, fire alarms, hydrants, fire and smoke detectors) as well as all telephones, emergency exits and signs indicating their presence must be accessible and visible at all times; they may not be obstructed.
- 11.4. It is prohibited on the MTP fairgrounds to:
- use naked flame in pavilions or at outdoor stands,
  - smoke in passageways, passages or corridors; smoking is permitted only at stands where it is not strictly forbidden, but in this case the stand must be equipped with an adequate number of ashtrays made of non-flammable material,
  - store any type of packaging, paper or any other material that poses a fire hazard outside the stand,
  - obstruct access to relay boxes, hydrants, fire extinguishers, fire alarms, etc.,
  - obstruct or block passageways, emergency exits, inside diameter of the safety curtain (pav. 3/3A) and fire door (pav. 15),
  - accumulate or store flammable materials in pavilions or on outdoor stands,
  - use flammable or potentially explosive chemical mixtures as cleaning agents,
  - leave machinery or equipment not cleaned of dust, seepage, grease, oil or waste products after completing work or demonstrations,
  - leave greasy, oily rags or cleaning materials without securing them in closed containers made of non-flammable materials,
  - store together substances which may interact, resulting in spontaneous ignition or explosion, without first properly securing them,
  - use balloons filled with flammable gases in pavilions or outdoors.

- 11.5. The MTP Fire Safety Officer must in each case agree upon the method and place for safe storage of any flammable or poisonous material.
- 11.6. Motor vehicles and other equipment with a combustion engine may be exhibited in pavilions only with the engine shut off, and only after the following conditions have been fulfilled:
- the fuel tank contains only enough fuel to allow the vehicle to be driven from the pavilion,
  - the fuel tank must be closed,
  - the battery has been disconnected.
- 11.7. Equipment whose surfaces may heat up to a temperature exceeding 100°C should be kept at a safe distance from all elements of the construction and all flammable materials, as determined in each case by the MTP Fire Safety Officer.
- 11.8. Users of equipment powered by electricity or natural gas are prohibited from making any modifications or repairs on their own. Furthermore, they are prohibited to:
- use faulty electrical or gas supply systems,
  - use electrical or gas supply systems that do not comply with the plans approved by MTP,
  - leave electrical devices (e.g. heaters, cookers, irons, kettles, etc.) connected to the mains without supervision; all users, especially exhibitors, are required to disconnect the electrical power each time they leave their stand,
  - place heaters directly on flammable surfaces,
  - mount shades made of flammable materials on bulbs and other illumination devices.
- 11.9. It is prohibited to bring, store or use bottled gas on the fair grounds without MTP's consent.
- 11.10. Only non-flammable, flame-resistant and flameproof materials may be used in the construction of stands. Appropriate certification of such materials should be available at all stands. Materials such as bamboo, thatch, etc. or other materials that burst into flame may not be used.
- 11.11. It is forbidden to use carpeting made from flammable materials in passageways, evacuation routes or on stairways. In certain justified cases the MTP Fire Safety Officer may consent to the use of flame-resistant carpeting in passageways and evacuation routes (with the exception of stairways).
- 11.12. Fireworks displays are prohibited.
- 11.13. Users of fair pavilions are prohibited from engaging in any activities which may compromise the level of fire safety. If an exhibit should pose a serious fire hazard to the participants in the event held on the MTP grounds, the participant responsible must undertake additional fire safety measures as directed by the MTP Fire Safety Officer.
- 11.14. It is prohibited to use hand-operated fire fighting equipment for any purpose other than the fire extinguishing operation.
- 11.15. Contractors responsible for the construction of stands in fair pavilions and outdoors are required to:
- strictly observe fire safety regulations as well as special regulations issued by MTP,
  - acquaint themselves with the location of hand-operated fire fighting equipment, fire alarms, indoor and outdoor hydrants, as well as learn how to use them in the event of fire,
  - immediately carry out orders issued by the MTP Fire Safety Officer concerning fire safety at stands in pavilions and outdoors.
- 11.16. All faults or defects detected in fire safety in the pavilions or outdoor exhibitions should be reported immediately to the MTP Fire Safety Officer or other MTP personnel.
- 11.17. In the event of a fire on MTP grounds, the fire brigade should be immediately notified by dialling 998 or pressing an alarm button. Until the arrival of the fire brigade all persons must follow the orders of the MTP employees engaged in fire fighting and rescue operations. Upon the arrival of the fire brigade, the orders of the fire-rescue operation chief must be followed.

## **12. HAZARDOUS MATERIALS**

- 12.1. All equipment emitting ionizing (radioactive, x-ray) radiation as well as laser equipment on the MTP grounds must have a permit for its operation at fairs from the Państwowy Dozór Bezpieczeństwa Jądrowego i Ochrony Radiologicznej (State Supervisor for Nuclear Safety and Radioactive Protection).
- 12.2. Waste hazardous to health and the environment (oils, emulsions, acids, fats, paints, etc.) may not be disposed of in the sewage system together with other waste. Users are bound to dispose of such waste in their own capacity.

## **13. OCCUPATIONAL SAFETY REGULATIONS**

- 13.1. Users of fair pavilions bear full responsibility for the occupational health and safety of their employees performing work on the MTP grounds and are liable for any accidents resulting from lack of supervision or negligence in regard to the requirements and standards of work safety during construction, use and dismantling of exhibits, or during any period in which pavilions (or outdoor areas) have been hired for other purposes.
- 13.2. Machines, engines, tools and other equipment can be connected to electrical power only after they have been equipped with all required safety elements, especially shields and barriers which prevent access by unauthorized persons.

- 13.3. It is forbidden to run machines and equipment which do not meet safety requirements. It is forbidden to operate machines and equipment by unauthorized personnel.
- 13.4. Areas used to demonstrate machinery or equipment in operation must be delimited and properly protected.
- 13.5. Edges of glass panes that can be easily accessed at the stand must be ground in order to eliminate the risk of injury.
- 13.6. The general work safety regulations in force in Poland shall apply to all occupational health and safety issues not stipulated in these regulations. The former should be observed by all users of fair pavilions.

The provisions of these regulations apply to fairs and other events organized on MTP grounds after 1 February 2009.

## IMPORTANT TELEPHONE EXTENSIONS FOR MTP TECHNICAL UNITS

To call specific MTP technical staff, dial 061 869 followed by a four-digit number, according to the list below.

Phones work during trade fairs and during the stand construction and dismantling periods.

Facilities Management Department .... phone 2183, fax 2684

### Area Managers:

Area I ..... phone 2271, 2811, fax 2272  
 Area II ..... phone 2228, 2813, fax 2082  
 Area III ..... phone 2663, 2815, fax 2601  
 Area IV..... phone 2349, 2819, fax 2684

### Pavilion Managers:

Pavilion no. 1 ..... phone 2274, 2841  
 Pavilion no. 2 ..... phone 2221, 2842  
 Pavilion no. 3 ..... phone 2327, 2843  
 Pavilion no. 3A ..... phone 2372, 2844  
 Pavilion no. 4 ..... phone 2382, 2845  
 Pavilion no. 5 ..... phone 2410, 2780  
 Pavilion no. 6 ..... phone 2545, 2871  
 Pavilion no. 6A ..... phone 2545, 2873  
 Pavilion no. 6B ..... phone 2472, 2874  
 Pavilion no. 7 ..... phone 2582, 2875  
 Pavilion no. 7A ..... phone 2283, 2876  
 Pavilion no. 8/8A ..... phone 2572, 2786  
 Pavilion no. 9 ..... phone 2553, 2774  
 Pavilion no. 10 ..... phone 2382, 2845  
 Pavilion no. 11 ..... phone 2481, 2790  
 Pavilion no. 12 ..... phone 2276, 2872  
 Pavilion no. 14A ..... phone 2498, 2702  
 Pavilion no. 14B..... phone 2308, 2708  
 Pavilion no. 15A ..... phone 2315, 2877  
 Pavilion no. 15B..... phone 2316, 2878  
 Pavilion no. 15C..... phone 2317, 2879

### Energy and Conservation Department

..... phone 2134, 2223, 2229, fax 2226  
 MTP Technical Service ..... phone 2134  
 Electrician on duty (24 h) ..... phone 2277  
 MTP Fire Protection Inspectorate ..... phone 2222, 2822  
 Fire Brigade (city services) ..... phone 998, 112

Pavilions and areas are numbered in accordance with the attached map.

## MAXIMUM WEIGHT TOLERANCE LEVEL OF CEILINGS IN MTP PAVILIONS

No.	Pavilion	Description	Max. Load
1	1	It is forbidden to suspend any weight from the ceiling structure	–
2	2	It is forbidden to suspend any weight from the ceiling structure	–
3	3 (old part)	Winter - suspending prohibited	–
		Summer - load per node or alternatively load of the upper beam of the roof structure	15 kg/node 15 kg
	3 (new part)	Winter - load of transom	25 kg/m
		Summer - load of transom	50 kg/m
4	3A (new part)	Winter - load per roof module 9x9m	300 kg
		Summer - load per roof module 9x9m	1500 kg
	3A (old part)	It is forbidden to suspend any weight from the ceiling structure	–
5	4	It is forbidden to suspend any weight from the ceiling structure	–
6	5	Winter - load of transom	15 kg/m
		Summer - load of transom	30 kg/m
7	6	Winter - suspending prohibited	–
		Summer - load of the bottom lattice girder	50 kg/m
8	6A	Winter - load of transom	25 kg/m
		Summer - load of transom	50 kg/m
9	6B	It is forbidden to suspend any weight from the ceiling structure	–
10	7	Winter - suspending prohibited	–
		Summer - load of the bottom lattice girder	50 kg/m
11	7A	Winter - load of grinder	50 kg/m
		Summer - load of grinder	100 kg/m
12	8 (old part)	Winter - suspending prohibited	–
		Summer - load of grinder	25 kg/m
13	8 (new part)	Winter - load of grinder	50 kg/m
		Summer - load of grinder	100 kg/m
14	8A	It is forbidden to suspend any weight from the ceiling structure	–
15	9	Winter - suspending prohibited	–
		Summer - load per node of bottom spar flange	25 kg/node
16	12	It is forbidden to suspend any weight from the ceiling structure	–
17	15	It is forbidden to suspend any weight from the ceiling structure	–

**Note:**

Wintertime is defined as the period between 1st November and 31st March and the days of inclement weather conditions (e.g. snow).

Principles for suspending structural and advertising elements to ceiling structures are regulated in point 10 of these Technical and Fire Safety Regulations.

## TECHNICAL PARAMETERS OF PAVILIONS

Pav. No.	Level	Exhibition area m <sup>2</sup>	Height m	Entrance		Goods lift kg	Dimensions of goods lifts			Passenger lift	Smoke detector	Max. floor load kPa	Service penetration sleeve through the floor	Floor type
				max width m	max height m		width m	height m	depth m					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Ground floor	3,869.00	2.50-10.00	4.25	4.40	-	-	-	-	-	YES	30.00	E, W&S, CA, T	Concrete
1	Upper floor	2,094.20	2.50	-	-	-	-	-	-	-	YES	3.00	E, W&S, T	Concrete
2	Ground floor	2,478.50	2.90-10.00	4.10	4.20	-	-	-	-	-	YES	30.00	E, W&S, CA, T	Concrete
2	Upper floor	2,602.30	2.50	-	-	-	-	-	-	-	YES	5.00	E, W&S, T	Concrete
3	Ground floor	6,626.30	3.20-9.74	4.30	3.92	-	-	-	-	-	YES	30.00-variable	E, W&S, CA, T, I	Concrete
3	Upper floor	2,361.80	4.53-5.50	-	-	Trolley conveyor	-	-	-	-	YES	5.00	E, W&S, T, I	Concrete
3A	Ground floor	7,555.10	3.40-10.25/ 3.40-7.10-old part	4.20	3.90	3,300	1.75	2.50	3.28	Escalator	YES	30.00-variable	E, W&S, CA, T, I	Concrete
3A	Upper floor	2,604.00	3.80	-	-	-	-	-	-	-	YES	10.00	E, W&S, CA, T, I	Concrete
4	Ground floor	4,010.90	3.89-8.0	5.20	4.50	-	-	-	-	Escalator	YES	30.00	E, W&S, CA, T	Concrete
4	Upper floor	641.00	2.90-3.00	1.50	2.15	-	-	-	-	-	YES	-	E, W&S, T	Concrete-resin
5	Ground floor	13,039.20	3.70-8.20	4.46	4.48	-	-	-	-	Escalator	YES	30.00	E, W&S, CA, T, I	Concrete
5	Upper floor	1,411.20	3.80	-	-	-	-	-	-	Escalator	YES	10.00	E, W&S, T	Concrete
6	Ground floor	2,588.70	3.40-9.00	4.50	4.28	-	-	-	-	-	YES	30.00	E, W&S, CA, T, I	Concrete
6	Upper floor	475.00	4.30	-	-	-	-	-	-	-	YES	5.00	E, W&S, T	Concrete
6A	Ground floor	2,806.90	4.10-9.00	4.50	4.28	3,500	2.10	2.50	3.10	YES	YES	30.00	E, W&S, CA, T, I	Concrete
6A	Upper floor	593.00	3.80	-	-	-	-	-	-	-	YES	5.00	E, W&S, T	Concrete
6B	Ground floor	2,003.00	3.80-6.70	2.70	4.16	-	-	-	-	-	YES	10.00	E, W&S, CA, T	Concrete
6B	Upper floor	1,242.30	2.80-4.50	-	-	-	-	-	-	-	YES	5.00	E, W&S, T	Concrete
7	Ground floor	3,792.20	2.80-10.00	5.40	3.30-3.60	-	-	-	-	-	YES	5.00/30.00	E, W&S, CA, T, I	Concrete
7	Upper floor	1,976.60	4.00-4.50	-	-	-	-	-	-	-	YES	3.00	E, W&S, T, I	Concrete
7A	Ground floor	3,743.00	9.00	4.80	4.30	-	-	-	-	-	YES	30.00	E, W&S, CA, T, I	Concrete
8		2,481.00	7.00-9.00	4.20	4.70	-	-	-	-	-	YES	30.00	E, W&S, CA, T, I	Concrete
8A	Level B	2,425.30	4.30	4.70	4.20	3,200	1.90	1.90	3.00	-	YES	10.00	E, W&S, T, I	Concrete
9		3,079.50	8.00	4.90	4.60	-	-	-	-	-	YES	10.00/30.00	E, W&S, CA, T	Concrete
10	Ground floor	580.90	3.00-7.58	2.25	1.90	-	-	-	-	-	YES	2.50	E, W&S, T	Concrete
10	Upper floor	960.00	2.86-5.80	2.60	1.95	-	-	-	-	-	YES	1.50	W&S, E	Concrete
11	Ground floor	2,041.90	4.00-10.25	2.10	2.10	-	-	-	-	YES + Escalator	YES	30.00	E, W&S, T	Concrete
11	Upper floor	1,351.90	2.26-5.00	-	-	-	-	-	-	-	YES	3.00	E, W&S	Concrete
12	Ground floor	3,654.20	3.30/3.80/8.00	3.50	3.50	-	-	-	-	-	YES	30.00	E, W&S, T	Concrete
12	Upper floor	2,555.00	3.20/3.80	-	-	-	-	-	-	-	YES	5.00	E, W&S, T	Concrete
15	Level A	4,834.00	3.30-4.50	4.40	4.30	3,200x2	1.70	2.50	2.70	YES	YES	20.00	E, W&S, T	Concrete
15	Level B	4,833.00	3.30-4.50	4.40	4.40	3,200x2	1.70	2.50	2.70	YES	YES	20.00	E, W&S	Concrete
15	Level C	4,910.00	3.70-4.30	1.75	2.00	3,200x2	1.70	2.50	2.70	YES	YES	10.00	E, W&S, T	Concrete

W&S – water + sewage

E – power supply

CA – compressed air

T – telephone

I – Internet



**P** PARKING MTP  
PIF CAR PARK

**ŁAWICA**  
PORT LOTNICZY  
AIRPORT

WEJŚCIE ZACHODNIE  
WESTERN ENTRANCE

WEJŚCIE POŁUDNIOWE A  
SOUTHERN ENTRANCE A

WEJŚCIE POŁUDNIOWE B  
SOUTHERN ENTRANCE B

WEJŚCIE WSCHODNIE  
EASTERN ENTRANCE

WEJŚCIE PÓŁNOCNE  
NORTHERN ENTRANCE

WROCLAW

BERLIN

KATOWICE

WARSZAWA

- i** INFORMACJA TARGOWA  
FAIR INFORMATION
- +** PUNKT PIERWSZEJ POMOCY  
FIRST AID
- KLUB** KLUB WYSTAWCÓW, KLUB VIP  
EXHIBITOR'S CLUB, VIP CLUB
- RECEPCJA** RECEPTION DESK  
EXHIBITOR'S RECEPTION
- CIEMI** CENTRUM INFORMACJI MIEJSKIEJ  
CITY INFORMATION CENTRE
- WTC** WORLD TRADE CENTER
- K** SALE KONFERENCYJNE  
CONFERENCE ROOMS
- PRASA** CENTRUM PRASOWE  
PRESS CENTER
- Z** SŁUŻBA OCHRONY I ZABEZPIECZENIA  
PROTECTION AND SECURITY SERVICE
- TSR** TARGOWE STUDIO RADIOWE  
FAIR RADIO STATION
- 🔧** POGOTOWIE TECHNICZNE  
TECHNICAL SERVICE
- L** VIP-Lounge
- @** NET POINT
- BANK** BANK
- ✉️** POCZTA  
POST OFFICE
- 🛃** URZĄD CELNY  
CUSTOMS OFFICE
- 🚔** POLICJA  
POLICE STATION
- 🚚** SPEDYTORZY  
FORWARDERS
- TAXI** POSTOJ Taksówek  
TAXI
- 🏪** APTEKA  
PHARMACY
- 🍽️** RESTAURACJA  
RESTAURANT
- 🏠** TEREN ZADASZONY  
CANOPIED AREA
- 🚧** PRZEBUDOWA (01.02 - 31.12.2009)  
RECONSTRUCTION (01.02 - 31.12.2009)
- 15** SEKTOR
- REJON I** MTP AREA I
- REJON II** MTP AREA II
- REJON III** MTP AREA III

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Jesteśmy członkiem We are the member of:

