

ENERGETAB 2025 FAIR TECHNICAL AND FIRE REGULATIONS

(appendix to the TERMS AND CONDITIONS FOR ENERGETAB 2025 FAIR EXHIBITORS)

1 General provisions

These technical and fire safety regulations apply to Exhibitors, Booth and Pavilion Set-up Contractor, forwarders and other persons staying within the **ENERGETAB 2025** facilities during the duration of the Fair and installation or dismantling work.

2 Principles for installation of booths erected by Exhibitors

2.1 Exhibitors or their authorised Set-up Contractor are required to submit the following by **15.07.2025**:

- a) for one-storey booths – a booth design:
 - **floor plan** with indicated location of the requested power inlets, water inlets, internet access connection point. The aforementioned utilities must be located as close as possible to the technical duct (in accordance with sections 7.4, 8.1 and 9.2),
 - **vertical cross-section** with indicated heights of individual elements. Each design should also include the necessary description and specification of the materials used, which must meet the conditions set out in section 10.1.
- b) for two-storey booths – a booth design (as per section 2.1a) and a structure diagram must be submitted, with indicated structural elements, type, cross-section, and dimensions of the structural elements. The documentation should be presented in Polish and approved by persons holding a building licence to design building structures. Each design must be accompanied by a designer statement that the design has been prepared in accordance with the regulations and the principles of technical knowledge, copies of relevant building licences, a professional chamber membership certificate.
- c) for outdoor booths, the rules in sections 2.1a and 2.1b shall apply
- d) for the booths listed in section 2.1a, 2.1b, 2.1c – a statement by the Set-up Contractor confirming their responsibility for the construction of the booth including systems, in accordance with valid regulations, use of materials in accordance with section 10.1. and training provided in accordance with section 10.8.

2.2 Each booth should comply with the construction law, fire safety regulations and with relevant regulations and standards in force in Poland, as well as with the Organiser's requirements contained in the "TERMS AND CONDITIONS FOR ENERGETAB 2025 FAIR EXHIBITORS" and these "ENERGETAB 2025 FAIR TECHNICAL AND FIRE REGULATIONS".

2.3 Each Exhibitor and Set-up Contractor is obliged to take into account the technical parameters of the exhibition pavilions and outdoor areas, such as: pavilion height, floor load capacity, dimensions of entrances, surface of outdoor areas, etc. The parameters are available on the website energetab.pl and at the Trade Fair Office.

2.4 The Organiser may refuse the right to build a booth if the conditions set out in sections 2.1, 2.2 and 2.3 are not met.

2.5 Each Exhibitor / Set-up Contractor is fully responsible for erection of the booth.

3 Technical and organisational conditions for installation of booths erected by Exhibitors

3.1 Each Exhibitor is obliged to provide the details of the company that will carry out the booth construction, hereinafter referred to as the Set-up Contractor, to the Trade Fair Office, in writing and by **15.07.2025**. The data should include: name, address, VAT ID, surname, first name, telephone and email of the person responsible for contacting the Trade Fair Office. An additional condition for acceptance of any Set-up Contractor is that there are no outstanding debts owed by them to the Organiser. Furthermore, the Organiser may refuse to accept the Set-up Contractor if there is an ongoing legal dispute between such Set-up Contractor and the Organiser.

3.2 Prior to the commencement of installation, each Exhibitor / Set-up Contractor is obliged to pay the booth deposit as specified in section 3.9 of the "TERMS AND CONDITIONS FOR ENERGETAB 2025 FAIR EXHIBITORS". The deposit shall secure any claims by the Organiser against the Exhibitor / Set-up Contractor for payment of damages, contractual penalties and fees referred to in particular in sections 12.1, 12.2 of these Technical Regulations and in sections 5.3.3 and 5.3.6 of the "TERMS AND CONDITIONS FOR ENERGETAB 2025 FAIR EXHIBITORS", resulting, inter alia, from the following reasons:

- a) left waste material, including structural elements of the booth,
- b) failure to tidy up the exhibition area after dismantling the booth (left construction elements, carpeting, remnants of adhesive tapes, paints, staples, etc.),
- c) causing mechanical or chemical damage to the hall floor, paving, facade, gate, roller shutter, door, etc.
- d) other documented costs incurred by the Organiser in connection with Exhibitor's / Set-up Contractor's breach of the provisions of these Technical Regulations and the "TERMS AND CONDITIONS FOR ENERGETAB 2025 FAIR EXHIBITORS".

The deposit should be paid by bank transfer to the bank account provided on the website energetab.pl. Cash payment at the venue shall not be possible.

3.3 Each Set-up Contractor is required to register using the form available at energetab.pl and to report to the Fair Office prior to commencing work, in order to:

- a) collect a BOOTH INSTALLATION badge if the Set-up Contractor's employees are not identified with their own badge,
- b) collect car passes if not received via email from the Fair Office - each car pass must be filled in and placed in a prominent position behind the windshield, .
- c) confirm official delivery of the exhibition space by a representative of the Trade Fair Office.

3.4 Each Set-up Contractor employee is obliged to wear their company clothes or identification badge or to wear BOOTH INSTALLATION badge issued by the Fair Office during installation work.

3.5 The following are prohibited: cutting and sanding of timber and structural panels and other dust-producing work. The exception to this is minor sanding work provided that the tools used are equipped with effective anti-dust devices. It is recommended that such work is carried out after the booth has been covered with foil curtains. Work during which dust is produced shall be completed no later than by 9:00 a.m. on 15.09.2025.

3.6 Each Exhibitor / Set-up Contractor shall be fully responsible for cleaning and tidying up of adjacent booths from dirt or dust which have been produced by them during booth installation.

3.7 Within the Trade Fair facilities it is forbidden:

- a) to carry out any work involving use of open flame, such as welding, cutting, heating, grinding, etc;
- b) to use peg guns;
- c) to use spray painting gear;
- d) to interfere with the structure of pavilions or any other elements of pavilion equipment without consulting the Organiser or their representative (e.g. driving staples to the flooring).

3.8 Installation work should take place within each Exhibitor's own booth.

3.9 Each booth set-up is entirely the responsibility of the Exhibitor / Set-up Contractor.

3.10 External booth walls and other external elements higher than 2,5m and facing adjacent booths must have a neutral white finish (paint, white board).

3.11 Each Exhibitor is obliged to use the entire rented space.

3.12 Each Exhibitor / Set-up Contractor, after the booth installation and exhibit assembly is completed, is obliged to remove packaging to special containers provided by the Organiser for this purpose (according to section 12.1), with the exception of the waste material listed in section 12.1, 12.2.

3.13 Booth installation work must be completed by 9:00 a.m. on 15.09.2025 at the latest. Exceeding the aforementioned deadline may result in imposing an additional fee (penalty) as set out in section 5.3.3 of the "TERMS AND CONDITIONS FOR ENERGETAB 2025 FAIR EXHIBITORS".

3.14 The Organiser may stop erection of any booth or have elements of the booth removed at the Exhibitor's / Set-up Contractor's expense if:

- a) the booth structure does not comply with the design submitted or does not take into account the reservations concerning the design submitted by the Organiser,
- b) the booth is not installed in accordance with the location specified in confirmation of participation in the Fair and indicated during the delivery of the space for booth installation,
- c) The Set-up Contractor has installed technical systems without obtaining permission or not in accordance with the arrangements with the Organiser's technical services,
- d) elements of the booth do not have the appropriate flame retardant certificates,
- e) there is a risk of exceeding permissible static or structural load capacities.

4 Booth elements and height

4.1 All elements of any booth must comply with building regulations and meet the requirements of fire safety regulations.

4.2 Glazed elements of booths (e.g. showcases, display cabinets) must be made of safety glass (bonded, laminated, toughened or reinforced safety glass) and have a solid lower plinth made of unbreakable material at least 30cm high and with ground and protected edges to eliminate the risk of injury.

4.3 The standard installation height measured from the floor is 2,5m.

4.4 The maximum height of non-standard booths, measured from the floor, may not exceed 6,5m.

4.5 Booths located in Hall A, on ground level "0", should be finished from above in such a way as to cover the backstage area and elements of the lighting installation.

5 Outdoor exhibitions

5.1 Hired outdoor areas (so-called open-air areas) are provided for erection of an outdoor booth or display of exhibits by Exhibitors. In the event of any Exhibitor's intention to erect a temporary building structure on the rented open space within the meaning of the construction law, the Exhibitor shall be obliged to obtain the Organiser's consent and the necessary permits required in accordance to the provisions of the construction law and to deliver relevant documentation to the Fair Office no later than by 15.07.2025.

5.2 It is forbidden to carry out any earthwork in the open area (drilling holes, driving piles, flag poles, making foundations, anchoring) without a written consent of the Organiser. The Organiser will provide a special fixing system at some locations. At these locations, each Set-up Contractor is obliged to fix their exhibition structures. Attachment to the Organiser's system is the responsibility of each Set-up Contractor.

5.3 Exhibits and any equipment in the open space shall be positioned not less than 0,5 m from the edge of the passage way.

5.4 The Fair facilities are located in wind load zone III (according to EN 1991-1-4). This is an area where strong gusts of wind can be expected - something that must be taken into account during the design of the trade fair exhibition as well as during the period of its use, in order to prevent situations hazardous to people and property inside or near the booth.

5.5 The Organiser's consent for the erection of a booth or advertising structures exposed to atmospheric conditions (e.g. strong gusts of wind) may be granted subject to the

- production of appropriate static and strength calculations signed by a person holding a building licence for designing building structures.
- 5.6 The maximum height of any booth, including advertising structures exposed to weather conditions, measured from the ground, may not exceed 3,2m. Written consent from the Organiser must be obtained for higher structures.
- ## 6 Advertising elements and structures
- 6.1 Setting up advertising constructions outside the booth – in halls, pavilions or open areas – requires Organiser's consent and is paid.
- 6.2 Outdoor advertising elements and structures shall comply with the requirements set out in section 5.5 and 5.6.
- 6.3 It is forbidden to hang banners and attach advertisements and decorations to pavilion structures (ceiling beams, walls, railings, balustrades, panes) and other elements of the trade fair infrastructure without consulting the Organiser.
- 6.4 The use of drones, balloons, airships, lasers for advertising purposes requires the consent of the Organiser.
- 6.5 Forms of advertising, including acoustic and luminous advertising, must not pose a threat to public safety and order or cause any disturbance.
- ## 7 Technical conditions for electrical installations
- 7.1 A TN-C-S or TN-S 230/400V, 50Hz network is used to supply booths and exhibits within the facilities. The power supply system is terminated at each booth with a 3-pole 230V socket outlet with protective contact or a 32A 5-pole 400V socket outlet, with the power rating specified in the order.
- 7.2 An automatic circuit breaker system compliant with the requirements of the applicable standard is mandatory as a secondary protection measure against electric shock.
- 7.3 Electrical system in each booth must be protected with a 30mA residual current circuit breaker.
- 7.4 The Organiser reserves the exclusive right to make electrical connections to any booth for the use of all Trade Fair participants. Each electrical connection ordered will be brought to the booth at the location closest to the technical duct. If it is not available in the immediate vicinity of the booth, such connection will be made at another agreed location.
- 7.5 All electrical systems made within the Fair facilities are subject to technical inspection. The system on each booth must be carried out by qualified persons.
- 7.6 Arbitrary connection of any electrical system to the Fair network is not permitted.
- 7.7 It is forbidden to make any changes to the Fair electrical system without consulting the Organiser.
- 7.8 For safety reasons, Exhibitors and Set-up Contractors are required to switch off power supply to their booth before leaving it. This does not include the special so-called 24-hour installation for fridges, alarm systems, etc.
- 7.9 During the period of booth installation and dismantling, the Organiser shall only provide a 230V/3kW power supply (so-called technical current) to all booths within the pavilions and in the outdoor areas.
- 7.10 The use of the ordered connection is possible at the earliest 24 hours before the start of the Trade Fair and during the opening of the Trade Fair to Exhibitors – in accordance with section 1.5a of the "TERMS AND CONDITIONS FOR ENERGETAB 2025 FAIR EXHIBITORS".
- 7.11 During the period of booth installation and dismantling, general (so-called technical) lighting in pavilions is available. Where reasonably required, the Organiser may provide some or all of the general lighting in the pavilion.
- 7.12 In the event of any irregularities or disturbances in the electrical system, the Organiser must be notified immediately.
- ## 8 Technical conditions for water system construction
- 8.1 Water and sewage connections shall be made exclusively by the technical services of the Organiser at the cost of participants. The water and sewage connection ordered will be brought to the booth at the point closest to the technical duct. If it is not available in the immediate vicinity of the booth, such connection will be made at another agreed location.
- 8.2 Technical parameters of water and sewerage connections:
– water supply terminated by a ½" valve with female thread,
– PVC water outlet Ø 32 mm,
- 8.3 Each inflow and outflow point is paid. In the case of two-storey booths, a water and sewer connection for the upper deck is only possible if it is in the same riser (line) as the connection on the lower level.
- 8.4 In the case of booths erected by Exhibitors, the Organiser is not responsible for faulty equipment (e.g. water heater, sink cabinet, dishwasher, etc.) and may prohibit their further use. No exhibitors shall be entitled to any claim on this account.
- 8.5 The use of the ordered connection is possible at the earliest 24 hours before the start of the Trade Fair and when the Trade Fair is open for Exhibitors – in accordance with section 5.1.5a of the "TERMS AND CONDITIONS FOR ENERGETAB 2025 FAIR EXHIBITORS".
- 8.6 For safety reasons, Exhibitors are obliged to close water supply valves each time before leaving the booth.
- 8.7 In the event of any irregularities or disturbances in the water system, the Organiser must be notified immediately.
- ## 9 Technical conditions for internet connection
- 9.1 Wired Internet connections to booths are paid and are made exclusively by the Organiser's technical services.
- 9.2 Ethernet standard Internet cable connection is provided to the location indicated by the Exhibitor / Set-up Contractor and terminated with an RJ-45 plug (no additional terminal equipment). The ordered Internet connection will be provided to the booth at the location closest to the technical duct. If it is not available in the immediate vicinity of the booth, the connection will be provided at another agreed location. The Organiser will provide cable reserve – approximately 5m. The bandwidth is up to 6 Mbps.
- 9.3 The ordered connection may be used 2 hours before the start of the Fair in accordance with section 1.5a of the "TERMS AND CONDITIONS FOR ENERGETAB 2025 FAIR EXHIBITORS". Upon request, early use of the ordered connection is possible.
- 9.4 To connect a device to the network, it must be equipped with an Ethernet network card. Configuration of the Exhibitor's end-user equipment is not the responsibility of the Organiser. Internet connection cable should be connected to the WAN interface (if connected to a router).
- 9.5 Exhibitors receive only one IP address each. The parameters of the link (IP, mask, gateway) will be notified by e-mail or before the Fair. Exhibitors can obtain an internet connection via automatic address acquisition (DHCP) but a connection via static IP is preferred.
- 9.6 When installing their own WLAN router, Exhibitors are obliged to inform the Organiser under which name (SSID) the network will be available.
- 9.7 When any Exhibitor install their own WLAN routers, the following IP addresses may not be used: 192.168.0.1/24; 192.168.5.1/24; 10.168.0.1/24 and 192.168.28.1/24.
- 9.8 Users of the Organiser's Internet network are not allowed to:
a) provide ICT and telecom services within the facilities of the Fair;
b) transmit and/or share any content which is unlawful or which is protected by intellectual property rights; the subject of which is other than the user.
c) send and/or share content that may infringe personal rights of others;
d) disseminate unsolicited mass advertising content (so-called spam);
e) perform IP packet transmissions with a false sender address;
f) illegally access information systems of other network users;
g) distribute computer viruses and/or other programmes that may damage the equipment of other network users;
h) otherwise interfere with or obstruct the operation of the network;
- 9.9 Failure to comply with the above may result in the Organiser blocking the Exhibitor's access to the LAN.
- 9.10 In the event of any irregularities and interference with the Internet connection, the Organiser must be notified immediately.
- ## 10 Fire safety regulations
- 10.1 All elements of the booth must comply with fire safety regulations. Exhibitors are obliged to have an appropriate statement on their booth confirming that:
a) ceiling or suspended ceiling cladding is made of non-combustible or flame-proof materials which do not produce flaming drops or fall off under fire;
b) floor coverings are made of non-combustible or flame-proof materials;
c) no combustible materials the thermal decomposition products of which are highly toxic or produce intense smoke have been used for interior finishing;
d) no combustible partitions, fixed furnishings or interior décor have been used
A statement confirming compliance with the above requirements should also be sent to the Organiser prior to installation of the booth, for presentation to the Organiser's Fire Safety Inspector or other inspection authorities. In the absence of such a statement, the Organiser, at the request of the Fire Inspector or other inspection bodies, may order liquidation of the booth in whole or in part, or order replacement of materials which do not meet the requirements of fire regulations with materials which do meet these requirements.
- 10.2 Exhibitors / Set-up Contractors are required to familiarise themselves with the location of the hand-held fire-fighting equipment, internal and external hydrants in the area of the location of their booth and how to use them in the event of a fire.
- 10.3 Each booth and arrangement of exhibits must provide permanent and unobstructed access to: pathways, passageways and emergency exits, electrical switchboards and circuit breakers, hydrants, water supply valves and fire-fighting equipment. Parking of vehicles and the storage of goods and packaging is prohibited on them. Items left in such paths will be removed at the expense and risk of the Exhibitor / Set-up Contractor or other fair participant.
- 10.4 Exhibitors shall be held fully responsible for erection of a booth which does not comply with the approved design and does not meet the requirements of building, fire and health and safety regulations. The Organiser reserves the right to carry out inspections to check the construction of the booth. Failure to comply with the aforementioned requirements may result in work being halted, the Exhibitor not being allowed to occupy the booth or even being ordered to dismantle the booth at the Exhibitor's expense.
- 10.5 All outdoor booths (so-called open-air booths) must be equipped with one 4kg GP-4x ABC powder extinguisher by booth owners. All other booths are advised to be equipped with the above-mentioned fire extinguisher. All catering outlets must be equipped by outlet owners with one 4kg GP-4x ABC powder extinguisher and one GWG-2x AF foam catering extinguisher.
- 10.6 It is **forbidden** in the Organiser's exhibition areas:
a) to use open flames in the hall, exhibition pavilions and outdoor booth;
b) to smoke in the hall, exhibition pavilions and in passageways and corridors. Smoking is only permitted in marked areas equipped with ashtrays;
c) to light bonfires and/or work with naked flames;
d) to use propane-butane gas and other flammable and explosive gases;
e) to use balloons filled with flammable gas, so-called Chinese lanterns with open-flame and/or pyrotechnics in the hall, pavilions and outdoor areas;
f) to use flammable materials to cover sources of light;
g) to store any type of flammable material, pyrotechnics and chemicals hazardous in terms of fire on booth backstage;
h) to store and position flammable materials and objects within 0,5m of heating appliances, lightning protection systems and electric power cable lines;

- i) to carry out any alterations or repairs to electrical, heating, etc. equipment and systems themselves;
 - j) to use faulty electrical, heating and other installations;
 - k) to leave electrical appliances unattended;
 - l) to place heating appliances on combustible surfaces without protecting them with non-combustible material;
 - m) to leave machinery and technical equipment uncleaned of dust, dirt, damp, grease, oil and similar waste after work or demonstration;
 - n) to leave greasy, oily rags and cleaning cloths otherwise than protected in sealed containers made of non-combustible materials;
 - o) to store in immediate vicinity substances whose interaction may result in spontaneous combustion or explosion, without adequate protection;
 - p) to use floor covering made of combustible materials on booths, passageways or escape routes;
 - r) to use hand-held fire-fighting equipment for purposes not connected with the rescue and fire-fighting operation;
 - s) to exhibit motor vehicles or other equipment with internal combustion engines running in the hall and/or tent pavilions. Fuel tanks may only contain necessary amount of fuel to drive out of the pavilion, must be closed and the battery permanently disconnected.
- 10.7 The use of flammable liquids is not permitted within the Fair facilities, with the exception of specially marked and secured areas for the installation of oil furnaces used to heat the air in the pavilions.
- 10.8 Each Exhibitor / Set-up Contractor is obliged to train their installation staff in installation and dismantling of the booth and the staff attending the booth during the Fair, in valid fire safety regulations.
- 10.9 Fair Participants are obliged to:
- a) refrain from any activity that may adversely affect fire safety;
 - b) make all rooms and booths available for fire safety checks;
 - c) immediately rectify any defects and irregularities found in the fire protection of the booth and to comply with ad hoc instructions issued by the Organiser's fire service.
- 10.10 In the event of a fire within the facilities of the Fair, the nearby co-workers and the Organiser must be immediately alerted, as well as the Fire Brigade – by calling the Rescue Notification Centre at emergency number 112. Together with co-workers, everyone should proceed to extinguish the fire using hand-held firefighting equipment. Until the arrival of the Fire Brigade, everyone must subject to the instructions of the Organiser's representative in charge of the rescue and firefighting operation and, after the arrival of the Fire Brigade, to the instructions of the commander.

11 Work safety regulations

- 11.1 Erection of booths, installation of exhibits, any systems and advertisement carriers shall be carried out and completed in such a way so that they do not pose a threat to public safety and order, and in particular to the life and health of persons within the facilities of the Fair.
- 11.2 Exhibitors / Set-up Contractors shall be fully responsible for the work safety of their employees and shall be liable for any accidents resulting from lack of supervision or negligence of work safety requirements and standards during the period of installation and dismantling of the exhibition.
- 11.3 When demonstrating the operation of machinery and equipment, the area to be used for this purpose must be adequately protected (fenced off).
- 11.4 With regard to matters of occupational health and safety not covered by these regulations, the regulations generally applicable in Poland shall apply.

12 Facility rules

- 12.1 It is forbidden to dispose of or leave booth elements, bulky waste, waste hazardous to health and the environment (e.g. plasterboard, MDF, OSB, carpet, oils, acids, varnishes, etc.) within the facilities of the Fair. Such waste material must not be disposed of with other waste or discharged into the sewer system. It is subject to disposal at the Exhibitor's / Set-up Contractor's expense. All other waste (not listed above) should be segregated and put into labelled bins/containers.
- 12.2 In the event of a breach of the prohibition set out in section 12.1 by any Exhibitor / Set-up Contractor, the Organiser may require the Exhibitor / Set-up Contractor to pay a contractual penalty in an amount equal to the deposit paid, which does not exclude the right to claim damages under general principles.
- 12.3 Causing mechanical or chemical damage to the hall floor, paving stones, façade, gate, roller shutter, door, etc. will result in the party at fault being charged for the repair.
- 12.4 In accordance with section 5.4.1 of the "TERMS AND CONDITIONS FOR ENERGETAB 2025 FAIR EXHIBITORS" until 09.09.2025, unloading and loading of exhibits, auxiliary and other materials may be carried out only by entities previously notified to the Fair Office (in writing), whereas the use by the Exhibitor / Set-up Contractor within the facilities of the Fair of its own loading and unloading equipment other than a pallet truck (HDS truck, crane) is possible only after prior agreement on the date of unloading or loading with the Fair Office. From 10.09.2025 until the end of the Fair, unloading and loading of exhibits, auxiliary materials and other exhibits may only be carried out by the Organiser's licensed forwarders.
- 12.5 These regulations are valid as of 03.02.2025 and form an integral part of the "TERMS AND CONDITIONS FOR ENERGETAB 2025 FAIR EXHIBITORS".

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