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## Technical & Safety Requirements

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## 1. Introduction


In order to ensure safe operation of events taking place in the Brno Exhibition Centre, BVV Trade Fairs Brno issues these Technical & Safety Requirements.

### 1.1. Applicability of the Technical & Safety Requirements

These requirements shall be followed by all Exhibitors, constructors and anyone executing any work on the premises of BVV Trade Fairs Brno, a.s. (hereunder the „Company“) and are binding on the relevant departments of the Company. These requirements form an integral part of the exhibition space lease agreements regarding trade fair events and events outside trade fairs.

## 2. Technical requirements for construction

Work related to the construction and dismantling may only be carried out in accordance with applicable industrial law, safety and trade law

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provisions, including fire safety and hygiene regulations, regulations concerning safety at work and waste act.

## 2.2. Approving designs for trade fair events

The Exhibitor shall submit to the Fire, Health and Safety Department of the Company a design approval application form (see the order form). If the size of the exhibition space is up to 30m<sup>2</sup> and the highest point of the exhibition stand is not above 3m (a simple single-storeyed exhibition stand), the duty to submit the exhibition stand design is not subject to approval. In other cases the design shall be submitted in two copies (dimensions and spot heights, axonometry, structural description, contact details of the designer and the constructor, including information about the material applied for the construction of the exhibition stand). The design approval application form shall always be submitted. The approved documentation must be presented upon the taking over of the allocated exhibition space.

## 2.3. Approving designs outside trade fair events

With respect to events organised outside trade fair events, it is necessary to submit to the Fire, Health and Safety Department of the Company for approval the design and the lay-out (e.g. planned design).

## 2.4. Exhibition stand height


The specified height of the exhibition stand, including the fascia and eye-catchers is 3.5m, unless a reduced height is specified in the documentation of the allocated space (raster). Exceptions may be allowed when approving the design. The maximum possible height of the exhibition stand in halls is determined by their designs; the overview of these heights is provided at [www.bvv.cz/rent](http://www.bvv.cz/rent). If the exceeding of the specified height of 3.5m is permitted, a distance of 1m from the neighbouring exhibition stand with this height shall be kept. This restriction does not apply to multi storey exhibition stands and exhibits. All graphically conceived areas facing the neighbouring stand (including suspended eye-catchers) may be placed in a minimum distance of 2m from the neighbouring exhibition stand boundaries. Exceptions may only be granted with a written consent of the neighbouring stand.

## 2.5. Multi storey exhibition stand

Multi storey exhibition stands must follow fire safety regulations - see chapter 'Fire safety regulations for constructing double decker stands in the halls and open spaces in the exhibition centre'. Such exhibition stands shall be submitted for review and approval to the fire safety specialist of the company - the Fire, Health and Safety Department of the Company - at the stage of the plan or study.

## 2.6. Architectonic design and exhibition stand operation

The architectonic design shall not disturb or limit the neighbouring exhibition stands. The rear or side walls facing the neighbouring stands and exceeding the basic stand height (3.5m) shall be painted white so as not to aesthetically disturb the design of the neighbouring stand. Exceptions in the colour design of these walls may only be granted with

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a written consent of the neighbouring exhibition stand. The outline of the leased space may not be exceeded, not even above the roof line.

### 2.7. Suspensions in the halls

Suspending is only permitted in the existing suspension points while observing the load bearing capacity of the suspension points. In the event of fixing parts of exhibits or eye-catchers in the roof structure of the hall beyond the existing suspension points where suspension is enabled, a written structural analysis shall always be submitted beforehand. The structural calculation applies also to all complex exhibition spaces and eye-catchers, including multi storey exhibition stands, atypical and large structures (e.g. sound systems and lighting ramps etc.)

### 2.8. Terraces and auditoriums

Terraces for viewers shall be equipped with emergency lighting for darkened spaces so that the intensity of lighting on each step edge or riser board is a minimum of 0.5lx using a minimum of one light fixture for each 1.5m of the step length.

Free passage must be allowed between each two succeeding rows of seats, benches, tables and the like. Unfixed seats in rows shall be connected together to prevent from moving and overturning.

The largest permissible number of seats per row follows ČSN 73 0831:

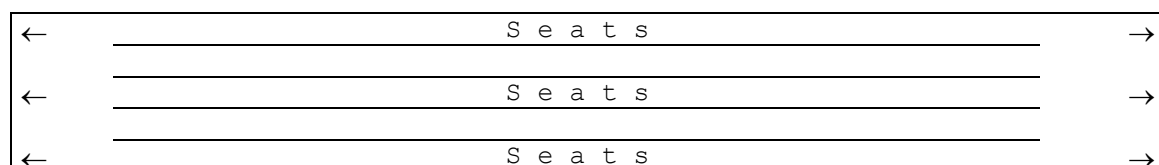
#### Aisle on one side

| with a free passage width between rows in mm |           |           |           |              |
|--|-----------|-----------|-----------|--------------|
| Do 449                                       | 450 - 499 | 500 - 549 | 550 - 599 | 600 and more |
| 7  | 8         | 9         | 10        | 11           |


#### Aisles on both sides

| with a free passage width between rows in mm |           |           |           |              |
|--|-----------|-----------|-----------|--------------|
| Do 449                                       | 450 - 499 | 500 - 549 | 550 - 599 | 600 and more |
| 14   | 16        | 18        | 20        | 22           |

If the seat rows terminate on both sides with aisles leading towards exits of a corresponding width designated only for people in one direction of evacuation, the number of seats in a row can be doubled once the design has been approved by the Fire, Health and Safety Department of the Company.



Emergency exits from the auditorium shall not pass through the stage or the fire units of the structure holding the stage. It is recommended

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that the emergency exits (aisles etc.) in the auditorium should not be oriented towards the stage.

### **2.9. Waste disposal**

It is forbidden to dispose of out any residual paints and other toxic agents polluting or otherwise endangering the environment by discharging into gullies, wash basins and sinks. The Exhibitor (or a company appointed by him) is obliged to remove and dispose of such unused substances at his cost.

### **2.10. Products and goods promotion**

The Exhibitor is entitled to promote his products solely in his exhibition stand. If promotional printed matter is disseminated outside the exhibition stand or dropped off airplanes or balloons ordered over the exhibition centre, the Exhibitor or the promoted company will be charged extra costs of cleaning the halls or premises affected by these promotional activities.

Information and promotional leaflets may not be pasted up on the walls, windows and other parts of the hall.

### **2.11. Taking over and handing over the exhibition space**

The Exhibitor, lessee (constructor) or any other authorised company shall duly take over the allocated exhibition space from the hall manager prior to the construction work. Following the completion of dismantling, the Exhibitor, lessee (constructor) or any authorised company shall remove and transport off-site all material used, including carpets, PVC, chipboards, adhesive carpet tapes, and residual glues etc., and hand the space over to the hall manager in a clean condition.

### **2.12. Commencement of dismantling**

Exhibits may not be removed and the exhibition stand may not be dismantled or removed before the end of the specified operating hours on the last day of the exhibition event. Dismantling may only commence after the end of the event.


### **2.13. Entrance to the premises**

Entrance to the premises during the mounting, the event itself and dismantling is stipulated in the Instructions for Exhibitors issued for the individual events.

## **3. Fire safety**

### **3.1. Smoking in halls**

Fire, naked flame and smoking is prohibited in all exhibition spaces. This prohibition applied during the preparation (construction), during the event, dismantling and during all events held in the exhibition centre. Smoking is only permitted in designated areas duly marked so and during the exhibitions at the exhibition stands fitted with non-flammable ashtrays. Cigarette stubs from ashtrays shall be disposed of

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in non-flammable waste bins to be emptied every day after the opening hours.

### 3.2 Use of pyrotechnic, laser effects and artificial smoke


The use of pyrotechnic, laser effects and artificial smoke in the exhibition halls shall not affect the fire safety equipment and in line with the applicable regulations it may only be used after being discussed with the manager of the Fire, Health and Safety Department of the Company and based on his consent. Use may only be made of effects used in films, television and for scenic and desktop effects following Regulation No. 174/1992 Sb. ČBÚ stipulating details of pyrotechnic products and their handling. Potential fireworks in open spaces are subject to generally binding ordinance of the City of Brno No. 12/1998 and other applicable legislation.

### 3.3. Use of flammable materials during exhibition

Foam polystyrene, plastic foils, textiles made from synthetic fibres, reed, straw, paper, cardboard and the like shall not be used for the construction of stands, wall fillings, roofing and eye-catchers. Any readily flammable construction materials used for the roof or cladding construction of the exhibition stands, including decorations, may not be made of materials with flammability class C2 and C3 or they shall be impregnated to ensure fire resistance. The construction of roof, ceiling and lower ceiling structures may not be made of materials dropping or falling off in case of fire. The same applies to stand-alone single-storied stands with membranes, canopies or similar structures, even if located in open exhibition areas.

Before commencing any work, the Exhibitor shall submit to the Fire, Health and Safety Department of the Company a valid protocol (certificate) of non-combustibility issued by an accredited Czech test-room or a certificate issued by any authorised company proving that the applied flammable material was impregnated to become fire-resistant (including details of the impregnating agent used) and a sample of the treated (impregnated) material. Any decorative materials made of plastics with no extinguishing treatment (polystyrene, plastic foils, Plexiglas, polycarbonate and the like) may not be used. As regards construction of detached one-storied exhibition stands in the open space, only non-inflammable materials may be used for light cladding functioning as the roof and peripheral walls (membrane, canopy and other similar textiles, stiffened or not, various foils etc.) if the occupancy capacity is in excess of 199 people. If the occupancy capacity is up to 199 people, materials with flammability class C2 and C3 may be used.

With respect to constructing exhibition stands with a height over 3m using flammable materials, the Exhibitor (constructor) shall submit the fire load calculation following ČSN 73 0802 Clause 6. The calculation shall be submitted prior to the start of construction to the Fire, Health and Safety Department of the Company, as part of the design approval application form. The max. value of the calculated fire load is

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60 kg/m<sup>2</sup> (tab. A.1 item 3.8 ČSN 73 0802). The Exhibitor (constructor) is responsible for making sure that the stand construction will not commence before the written approval of the Fire, Health and Safety Department of the Company.

### 3.4. Eye-catchers

Any advertising eye-catcher fitted above the exhibition stand (blimps etc.) shall be approved separately while following the conditions below:

- a) the eye-catchers shall not exceed the permitted construction height set for individual halls,
- b) the eye-catchers shall not be placed above any road or suspended on the construction elements of any hall,
- c) only non-flammable and non-explosive gases may be used.
- d) advertising blimps and eye-catchers shall not obstruct automatic fire alarm systems.

### 3.5. Welding and flame cutting


Welding, oxygen cutting, arc welding and any other method of metal joining and separating requires protection of the working space against glare and spark formation including protection of the flooring material using a non-flammable thermal insulation mat. Such work may only be carried out by authorised personnel with a valid licence for such a type of work. The use of naked fire to join cardboard, plumbing installations, and plastics may only be carried out by demonstrably instructed personnel. Welding sets with gases (including propane-butane cylinders) shall be removed from the hall premises after finishing the work. Such work may only commence after receiving a written consent of the personnel of the Fire, Health and Safety Department of the Company and the hall manager provided that all fire safety precautions stipulated in writing are met before commencing the work.

### 3.6. Coatings

The Exhibitor (constructor) shall not use any nitrocellulose-based coatings or store these materials in the stand. In exceptional cases, such as removal of residual carpet tape glue, the handling of flammable liquids, or potential storage, shall be discussed with staff of the Fire, Health and Safety Department of the Company.

### 3.7. Grinding, cutting and planing work in the halls

Work generating small-particle flammable waste (wood shavings, sawdust etc.) may be permitted by the hall manager on condition that the employed machines and tools are fitted with bags or suction pipes. Flammable waste must be continuously removed. Immediately after completing the work, the waste will be transported off the hall,

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including the removal of flammable dust originating as a result of such work. Work generating excessive flammable waste and dust levels (e.g. inefficient suction systems, cutting entire chipboard bundles, mechanical grinding of SDK board cement) are forbidden for the sake of fire safety and with respect to the neighbouring exhibition stands in the halls.

### **3.8. Gas cylinders, vessels and equipment holding combustible or combustion supporting gases**

In the exhibition halls- spaces where a large number of people gather- it is forbidden to install and operate gas cylinders, vessels and equipment holding combustible or combustion supporting gases. If these are included in the presented exhibits or technologies, their use is subject to the approval of the manager of the Fire, Health and Safety Department of the Company or the power engineering inspection technician.

The Exhibitor (constructor) shall report this intention in advance to the Fire, Health and Safety Department of the Company and submit a document on the performed pressure test of the vessel, installation and accessories to the relevant technician.

Basic operating conditions:

- a) the equipment must not be left unattended during operation,
- b) if the attendant leaves temporarily the place of operation or if he is absent, the cylinder valve and all other closures must be shut off,
- c) the entire equipment shall be safeguarded against unauthorised handling.

### **3.9. Location of combustion engine vehicles**

Combustion engine vehicles may not be placed inside the halls. If the vehicle is used as an exhibit, it must contain no fuel (except for the minimum volume necessary to exit the hall) and a source of electricity - it must be disconnected from the storage battery. If this is not possible due to the vehicle wiring, such a case shall be reported to the hall reception to ensure increased supervision outside the operating hours.


As regards exhibits with their own source of electricity, this source must be disconnected from installed appliances after the end of the presentation on each exhibition day.

### **3.10. Use of heating appliances**

The use of heating appliances of any kind by domestic as well as foreign Exhibitors is permitted provided that the following conditions are met:

- a) the appliances shall be in a perfect technical condition and may only be used for the purposes for which they were manufactured,
- b) heating appliances with no safety distances from flammable surfaces prescribed in the documentation (e.g. flooring,



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- furnishing etc.) shall follow a safety distance specified under ČSN 06 1008 table 1 as per Regulation No. 23/2008, part 8,
- c) if this condition cannot be met due to space constraints, the flammable structures must be protected with non-flammable heat insulation cladding (plasterboard, heraklit) and the distance between the appliance and the cladding shall be 20cm, and the cladding shall overlap the edges of any appliance by 10cm on the sides and 30cm over,
  - d) heating appliances emitting heat into one point shall be installed to make sure that there are no flammable materials or easily flammable materials and objects located in this space, within a 1m distance,
  - e) each heating appliance installed on inflammable or hardly flammable desks, shelves etc. must be provided with a non-flammable heat-insulated base placed underneath,
  - f) any appliance not manufactured to be operated unattended must not be left unsupervised while in use and a person responsible for the appliance in use shall be appointed in writing. When leaving, such an appliance shall be demonstrably disconnected from the power supply. Heating appliances installed or exhibited in hall E must not generate heat exceeding 40 °C.

### 3.11. Materials handling and storage


The handling, storing and mounting of exhibits, covers, sales articles and other materials in emergency and installation corridors, in the immediate vicinity of fire-extinguishing equipment and electric power distribution equipment (switchboards, switch rooms) is prohibited. Any useless material (assembly elements, packaging etc.) shall be removed from the hall every day. No material can be stored behind the stands or on their roof structures for fire safety reasons.

### 3.12. Passages in halls

The Exhibitor (constructor) shall make sure that the indoor passages lanes between exhibition stands) are permanently unobstructed while keeping access to all technical rooms and unobstructed space along peripheral walls where technical installations and fire safety equipment are located.

### 3.13. Means of fire protection and fire safety equipment

Fire hydrants, tools in fire sheds, portable fire extinguishing equipment, fire detectors etc. installed on the premises may only be used should a fire break out. Any use of, damage to or any other handling of the above equipment shall be promptly reported to the Fire, Health and Safety Department of the Company and the hall manager. Free access to all electric switchboards, main switches and valves, fire detectors, fire hydrants, fire extinguishers shall be ensured. If the equipment is accessible, but not visible, its location must be marked by a relevant safety marking.

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### 3.14. Fire precautions for hazardous installations

Construction and installation of smokehouses, bakeries and other fire hazardous installations in the exhibition centre shall be discussed in advance with the Fire, Health and Safety Department of the Company which will issue the approval to operate these installations once fire protection and safety measures have been carried out. Large and complex installations require a statement concerning fire precautions issued by the responsible employee of the company in charge of fire safety.

Objects and equipment the properties of which endanger fire safety of people and property shall not be used.

### 3.15. Defects of fire protection equipment

Any defect of fire protection equipment that cannot be remedied by the Exhibitor's means and efforts shall be promptly reported to the Company fire safety technician, the hall manager or the fire protection guard and the hall reception. It is also necessary to report any fire safety defect endangering fire safety even if caused by other participants.

### 3.16. Fire guards


Loss prevention fire guards watch and check the condition of fire protection during events and take measures following applicable regulations. The Exhibitors, event organisers (constructors) are obliged to allow access (to the fire guard teams) to all premises. Shall the applicable regulations be violated, the fire guard teams are entitled to request immediate remedy. If such warning is ineffective and manageable by the fire guard team, the fire guard is entitled to intervene. In the event of a material violation of the fire safety regulations that might endanger health and lives, the fire guard is entitled to request immediate interruption or, as the case may be, termination, of the event.

### 3.17. Emergency exits

All exits from the structure shall be freely accessible. Solutions to more complex technical issues, defects in fire protection systems and the methods and possibilities of their removal shall be discussed in time (i.e. before commencing any work or event) with the Company fire safety technician.

### 3.18. Fire reporting

The Exhibitor, event organiser (constructor) shall make sure that each fire even if extinguished by their own staff is reported to the fire registration office, tel. no. 541 - the Fire, Health and Safety Department of the Company and the hall manager as soon as possible.

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#### **4. Two storied exhibition stand construction in halls and open spaces in terms of fire safety requirements**

##### **4.1. Construction**

The construction of two storied stands may be executed in open spaces outside fire-hazardous spaces of the existing halls, on the ground floors of halls A, B, C, D, E, F, G1, G2, H, V and Z and on the galleries of halls B and C with railings and provided that the following conditions are met:.

The construction shall be made on approved rasters with a 3m distance of all second storey walls and ceilings from the passages. This distance need not be observed if the edge of the second storey is formed only by a 1m high railing, or if the bearing structure has the required fire resistance (proved e.g. by a calculation).

##### **4.2. Applied materials**

Only elements approved in terms of fire safety requirements (flammability and toxicity during thermal destruction) may be used for the construction.

Material used for the load bearing structures shall meet fire resistance requirements in accordance with ČSN 730802 and ČSN 730831.

Other structures must meet the following requirements:

- a) wall filling = class B (hardly flammable) or class A (non-flammable),
- b) floors, ceilings = class A or class B,
- c) glass or Plexiglas on the first floor: if the distance is less than 3m from the passage, safety glass, Plexiglas or polycarbonate with fire safety attestation may be used


The design shall be submitted with a fire report or a fire resistance certificate for the relevant structure. Use of materials other than those that have been approved, and lining these materials with other flammable materials, is strictly forbidden.

##### **4.3. Multi storey stands**

The exhibition stands are used as meeting, office or exhibition spaces without any particular risk of fire. Storing easily flammable substances or liquids within the stands is forbidden. It is also forbidden to exhibit machines and equipment that could cause fire.

##### **4.4. Staircases**

When using a spiral staircase, the second storey occupancy capacity may be up to 30 seats; when using a single-flight staircase, the second storey occupancy capacity is 55 seats. When using more staircases, the number of people is multiplied accordingly.

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The positioning of the staircases shall enable emergency escape into the space without any obstacles and the escape route shall not lead under the second storey if its structure has no proved fire resistance.

#### **4.5. Fire extinguishers**

To ensure fast and efficient fire-fighting intervention, the exhibition stands must be fitted with appropriate fire extinguishers, at least 1 fire extinguisher PHP 6kg for each, even incomplete, 200 m<sup>2</sup> of the ground plan of each floor. If the Exhibitor does not have fire extinguishers, they will be delivered for a charge by the Fire, Health and Safety Department of the Company. The Exhibitor shall fill in the order included in the order form to be submitted to the Fire, Health and Safety Department of the Company for the design approval.

### **5. Power engineering**

#### **5.1. Electrical installations**


Exhibitors' electrical installations to be connected to the electric distribution network at the exhibition centre shall fully comply with the requirements of the electrotechnical regulations applicable in the CR (ČSN 34 1090 Regulations for temporary electrical installations, in particular ČSN 33 2000-4-41 version 2, Protection against electric shocks and ČSN 33 2000-7-711 Dedicated equipment and equipment installed in special structures - exhibitions, shows and stands).

#### **5.2. Assembly of electrical installations**

Electrical installations can only be fitted by a professional organisation (a company holding a required authorisation issued by an official professional supervisor according to Act no. 174/1968 Sb. on state professional supervision of occupational safety, and Regulation no. 73/2010 Sb. on dedicated electrical technical equipment) following documentation containing the lay-out and individual circuits (circuit breakers, material, power consumption of equipment and appliances). As regards sockets, their use must be clearly defined. The documentation serves as a basis for inspecting the electrical installations and the inspection cannot be carried out without this documentation. Each temporary electrical installation must be individually inspected on site before being connected to the electric distribution network of the exhibition centre. This is documented by an initial inspection report meeting requirements as per Regulation No. 73/2010 Sb. The inspection is carried out by electrical inspection technicians authorised by BVV Trade Fairs Brno.

#### **5.3. Utility connections**

Any connection to utilities is installed exclusively by the Stand Construction and Services department. The Exhibitor is forbidden to supply electricity from the electric distribution network of the Company to any third party. A failure to comply with this requirement results in the Exhibitor's breach of the energy law and he will be disconnected from the power supply along with the third party provided with the el. supply.

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#### 5.4. Connection of machines and equipment

For each machine or a piece of equipment with electrical appliances, the Exhibitor or lessee shall submit to the authorised inspection technician prior to the connection to the electric supply network of BVV Trade Fairs Brno a declaration of conformity, or, potentially, the mechanical equipment test protocols, following the provisions of ČSN EN 60204-1 version 2, Electrical equipment of machines - general requirements (see also Government Regulation no. 378/2001 Sb., stipulating further requirements for safe operation and use of machinery, technical equipment, devices and tools).

Appliances connected to the electric distribution network (installation) shall comply with the requirements of the relevant (manufacturing) standards and their safety shall be documented by inspections as per ČSN 33 1600 version 2 Inspections and checks of electrical appliances in use.

Without these documents in place, no working machine or appliance may be connected to the electric distribution network of the Company.

#### 5.5. Electric power supplies


The Exhibitor becomes entitled to be supplied el. power for the completed exhibition stand (with the completed initial inspection) two days prior to the opening of the trade fair (exhibition) and this right usually expires at 7 p.m. on the last day of the event (unless the Instructions for Exhibitors stipulate otherwise). Exhibitors requiring el. power supply earlier than two days prior to the beginning of the trade fair (exhibition) will be provided with el. power supply earlier based on a relevant requirement and after complying with technical & safety requirements. Lessees have these dates stipulated in separate non-residential space lease agreements.

Any temporary electrical equipment in halls and open spaces are usually switched on centrally at 8 a.m. and switched off at 7.00 p.m. (unless the Instructions for Exhibitors stipulate otherwise), except for sockets designed for refrigerators, if ordered. Connections to any technical equipment requiring constant el. power supply shall be ordered separately. Lessees have these dates stipulated in separate non-residential space lease agreements.

#### 5.6. Responsibility and safety requirements

The company supplies 230/400V power and a tolerance between +6 to -10 %. If there is an outage of the local el. distribution network or the power supply grid or if the above tolerance is exceeded, the company is not responsible for any damage caused to the Exhibitor's or lessee's electrical equipment.

Neither the Exhibitor nor the lessee shall intervene with the electric distribution network of the Company and are obliged to allow access to the authorised inspection technician and inspectors of the Industrial

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Safety Inspectorate (OIP) to all spaces in the exhibition stands to enable inspections and checks of electrical appliances.


During the construction of the exhibition stand, assembly and adjustment of the exhibits (machines), operation or dismantling, the Exhibitor or the lessee (constructor) is fully liable for safety of people present in the stand and spaces used for the construction and dismantling (workers, guests etc.)

Installations considered by the inspection technician authorised by the Company as breaching these provisions will be disconnected from el. power supply.

### 5.7. Installation and operation of temporary electrical equipment

Temporary electrical equipment installed for an exhibition event on the premises of the Company shall be installed in accordance with ČSN 34 1090 and related ČSN and shall follow, in particular, the following conditions:

- a) protection against electric shocks is ensured by automatic disconnection from the source in the TN-S network according to ČSN 33 2000-4-41 version 2 and ČSN 33 2000-7-711. All socket circuits up to 32A and all terminal circuits must be protected by a residual current device with sensitivity up to 30 mA. A protective conductor must connect all electrical appliances used at the exhibition stand, with the exception of instruments and appliances in protection classes II and III. The protection of live parts of the equipment shall follow applicable standards and regulations.
- b) the wiring of a stand, exhibition space and other structural or building elements not made of flammable materials may use cords and cables type CYKY, H05RN-F, H05VV-F, or cords and cables with similar technical properties, protected against mechanical damage, fitted in an appropriate manner so as to ensure safety of these lines and intact jacketing. Coupling of cables and cords can be executed by a socket-plug system or located in installation boxes used in electrical engineering for this purpose. The coupling shall be made in closed clamps so that the contact resistance does not exceed 0.1 Ohm and they should not be loaded to prevent from undesirable decoupling. Connecting conductors must have a copper core with a minimum cross section of 1.5mm<sup>2</sup>. Conductors with a simple YH insulation may not be used for heavy current distribution. In the case of multiple sockets, the unused sockets must be safeguarded against unauthorised handling. It is forbidden to use multiple adaptors and their modifications.
- c) the wiring of a stand, exhibition space and other structural or building elements (or their parts) made of flammable materials on which the cables are fitted, may use cables CYKY, H05RN-F, H05VV-F, or cords and cables with required technical properties. The coupling shall be made as specified above under item 2. The line protection in this

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exhibition stand shall be one class lower than as specified for the conductor model used. If the line passes through a wall made of flammable material, the line must be placed in a pipe safely protecting against potential fire. Any accessories such as switches, sockets and distribution boxes shall be placed on a non-flammable, heat insulated base with a thickness of 5 mm copying the edges of the installed object, or it is potentially possible to use objects intended for the installation on or in the flammable base. In this case, too, the conductors must have a minimum cross section of 1.5mm<sup>2</sup> and single insulation is not allowed and it is forbidden to use open wire nuts or their substitutes. Conductors of type YH are not allowed.

d) light fixtures shall comply with ČSN 33 2000-7-711 and their fitting and use is governed by the following provisions:

- the minimum height of the light fixtures over the floor is 1.8 m, unless other safety measures are taken and approved by the inspection technician,
- the light fixtures may only be fitted on to the structural elements made of flammable materials if some of the following conditions for the installation of these appliances are met (regardless the operating voltage): the light fixture is fully enclosed and provided with the manufacturer's mark specifying that the fixture is designed to be fitted on or in a flammable base. If the light fixture is provided with a support plate made of a non-flammable material, heat insulating material with a minimum thickness of 5mm, copying the installation surface of the light fixture. If the light fixtures are placed and fixed in a minimum distance of 20mm from the fixing surface made of flammable material.


e) the structure or structural elements or units where metal parts of the structure are connected by conductors and larger metal units with electrical lines and appliances mounted on, shall be connected by means of a protective conductor, usually with a protective switchboard terminal.

f) in the electric wiring of any stand, except for refrigerators, a main switch must be installed to switch off the electric power supply in case of emergency or danger. The main switch in the exhibition stand must be located in a place allowing easy access at any time.

g) instructions governing installation and fitting of low voltage light fixtures follow requirements of ČSN 33 2000-7-715 Dedicated appliances and in special structures - Low voltage light signalling:

Low voltage light fixtures consist of the following components:

- power supply 230 V (primary side)

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The supply transformer for low voltage light fixtures is usually connected to the grid by a cord via a 230 V socket of the exhibition stand wiring. Cords type H05RN-F, H05VV-F with the smallest cross section of 1.5 mm<sup>2</sup> may be used as flexible lines. If this system is used, the same condition as under item 3 and 4 applies.

- transformers

The transformer is required to be of a safety-protective type, short circuit resistant, in insulated lining, duly marked by the manufacturer and complying the requirements under ČSN EN 61558-2-6. If installed on a flammable surface, the transformer must meet the same requirements as those given under point 4 for light fixtures. Open-type transformers are not allowed to be used. The transformer output shall be selected according to the number of connected light fixtures, e.g. 6 fixtures 50 W each = 300 W ca. 300 VA. The transformer output is usually given in VA. The secondary side of the transformer must be protected against overloading as a minimum. Transformers controlled electronically may be operated without any protection of the secondary outlet provided that the following conditions are met: the transformer is short-circuit resistant, the transformer has a built-in thermal fuse protecting against overheating, its winding is protected against overloading if the conditions of transformer operation are observed as stipulated by the manufacturer in relation to the type of line, line length and the conductor cross section.

- Outlet, usually 12 V (secondary side)

The line, unless designed and manufactured for this purpose by an authorised manufacturer, shall be made from insulated conductors all the way to the source of light. The minimum allowed cross section of Cu conductors is 1.5 mm<sup>2</sup> and then in dependence on the flowing current and the line length with respect to the voltage drop.

- Light fixtures


Light fixtures must be equipped with covers for light sources (bulbs), or bulbs with protective glass must be used. Point d) 4 also applies to their fitting.

### 5.8. Supervision of electrical installations

Temporary electrical installations shall be regularly inspected by an authorised person with advanced qualification, who carries out regular and careful checks of the whole temporary equipment and immediately rectifies detected defects as required by ČSN 341090.

As regards short-term events (usually up to 3 days) not organised by BVV Trade Fairs Brno, a.s. the supervision is ensured by BVV Trade Fairs Brno, a.s at the lessee's cost.



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As regards events lasting longer than 3 days, not organised by BVV Trade Fairs Brno, a.s., the supervision is ensured by the lessee (organiser-operator). The name of the employee or the organisation in charge of supervising temporary el. equipment will be provided in the contract made between the organiser and the Company.

### 5.9. Compressed air

Compressed air is supplied at an operating pressure of 0.6 - 1 MPa. Distribution piping is cleaned before being put into service. However, the presence of water or solid particles in the piping cannot be excluded. A potential necessary protection filter shall be provided by the Exhibitor himself.

### 5.10. Pressure cylinders

Pressure cylinders may only be operated in compliance with the provisions of Regulation No. 18/79 Sb. on dedicated pressure equipment and ČSN 690012. The equipment must be provided with accompanying technical documentation and the equipment must have undergone applicable inspection tests. Without valid accompanying technical documentation the operation of such equipment will not be permitted. The right to compressed air and water supply is similar to electric power.

### 5.11. Water, air, waste

The lessee (organiser) shall follow Water Act No. 254/2001 Sb., Air Protection Act No. 86/2002 Sb., Waste Act No. 185/2001 Sb. and related regulations.

## 6. Health and safety at work

### 6.1. Basic information

Health and safety at work shall be ensured in accordance with Act No. 262/2006 Sb. Labour Code, as amended and Act No. 309/2006 Sb. providing other requirements for health and safety at work and NV No. 101/2005 Sb. on more detailed requirements for workplaces and working environment.

Enter only those workplaces, spaces and facilities where you have been sent on business.

Follow marked roads only, in places where there is no pavement keep to the left.


Beware of hitting, tripping over stored material or tools.

Do not stay under suspended loads or in immediate vicinity.

Do not enter switchboards, transformer stations or gas control stations.

Do not work with mechanical, electrical or any other equipment without being authorised to do so.

Follow instructions given by the traffic, safety and fire signage.

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Follow audio signals of vehicle drivers transporting material.

Do not enter the premises of BVV Trade Fairs Brno a.s. under the influence of alcohol. It is forbidden to consume alcohol at the workplace or bring alcohol to the workplace.

### 6.2. Operator, person in charge of operated equipment

The provision of health and safety equipment is the exclusive responsibility of the lessee, Exhibitor (organiser) and constructors who are considered to be operators in terms of the responsibility for operation.

This mainly concerns the operation of dedicated technical equipment:

- Electrical appliances (initial inspection before putting into service, supervision of the operation of electrical appliances-line)
- Gas equipment, pressure cylinders (inspection, accompanying technical documentation for the pressure cylinders, prescribed anchoring etc.)
- Hoisting equipment (inspection)

### 6.3. On-site transport

On-site transport must follow Act No. 361/2000 Sb., as amended, on road traffic, along with Regulation No. 30/2001 Sb., implementing road traffic regulations and road traffic control and the applicable traffic rules of the company.

Highest permissible speed:


- for all vehicles on the company's roads (unless restricted by a relevant road sign ) is 30 km/hour
- in the exhibitor halls, storehouses and other structures, the highest permissible speed is 5 km/hour

Drivers shall adjust the driving speed to the aforesaid limits, the transported load, visibility, condition of the road and the immediate traffic situation.

In order to ensure safety of visitors during the trade fairs and exhibitions, the vehicle traffic on the premises is substantially restricted. If transport is necessitated during this time in exceptional cases, the driver shall give way to pedestrians, limit the speed so as to ensure maximum safety of the pedestrians.

No motor vehicle is allowed access to the exhibition hall without a permit granted by the hall manager.

Motor vehicles may not be parked in areas where this is forbidden by a relevant traffic sign, in front of entries to halls and buildings, near water valves, underground and street hydrants, in parking places reserved for fire engines (yellow lanes on the road), on pavement, green

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areas on the premises, in dedicated outdoor exhibition spaces (signs with numbers on the road, black and white lines, fencing) and where the passage would be reduced to less than 3m if parking there. If it is necessary to stop in these areas (e.g. transport of exhibits to be showcased or material for the construction of the exhibition stand etc.), the Exhibitor (constructor) shall make sure that the driver stays close to the vehicle so that he can pull out if needed. Parking is only permitted in designated parking lots.

#### **6.4. Construction and dismantling**

The construction, dismantling and all construction work on the premises of the Company must comply with safety requirements related to construction work in accordance with Government Regulation No. 591/2006 Sb. on further minimum requirements on safety and health protection for work on building sites and Government Regulation No. 101/2005 Sb. on further requirements concerning workplace and working environment.

#### **6.5. Construction machines and technical equipment**

The operation of construction machines and work with technical equipment must comply with the Regulation issued by the Czech Mining Authority No. 48/82 Sb. as amended, laying down basic requirements for work safety and technical equipment, and Government Regulation No. 378/2001 Sb. specifying detailed requirements for safe operation and use of machines, technical equipment, appliances and tools.

#### **6.6. Work at height**

Any work at height or depth shall comply with Government Regulation No. 362/2005 Sb. on safety and health at workplaces with the risk of falling from a height or depth.


#### **6.7. Machine tools**

Any metal and wood-working machines and machine tools for other solid materials, if in operation, must be provided with protective plates against flying off chips. Grinding machines in operation and their disks with a peripheral velocity in excess of 10 m/sec must be provided with boiler-plate guards at least 10mm thick or with shaped-iron guards of identical resistance. It is necessary to install guards protecting against flying off sparks.

If machines and equipment are showcased, the stand (designated storeroom) may keep a 1-day supply of raw materials (flammable materials).

#### **6.8. Use of glass**

If sheet glass is used at the exhibition stand, its edges must be shaped or protected to prevent from any risk of injury. All-glass building

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elements must be marked at the eye height. The bottom edge of glass on the periphery of the exhibition stand must be at least 50cm above the ground so as to prevent from kicking through. Only glass complying with safety requirements may be used.

#### **6.9. Tanks and galleries**

Any open tank with the upper edge less than 30cm over the floor must be duly protected by a double-bar railing 90cm high.

All exhibition stand galleries and platforms must be provided with a washboard with a minimum height of 0.10 m.

#### **6.10. Mechanisms**

Any hoisting devices, high-lift trucks, cranes, road vehicles of all types and coaches, if these are to be showcased, must be secured by the Exhibitor against handling by an unauthorised person also outside the demonstration time.

#### **6.11. Sources of ionising radiation**


Any Exhibitor intending to exhibit or handle any source of ionising radiation other than insignificant in accordance with Act No. 18/1997 Sb. (the Atomic Act) as amended, and its implementing Regulation SÚJB No. 184/1997 Sb. on requirements for radiation protection, as amended, shall report this fact or apply sufficiently in advance for the approval of the State Office of Nuclear Safety in accordance with the aforesaid act and implementing regulations. Documents demonstrating the fulfilment of the duty to inform or the issue of the required permit shall be submitted to the Fire, Health and Safety department of the Company before installing the source on the premises. The transport of radionuclide sources shall be provided by authorised shippers and carriers in accordance with the requirements for hazardous substances transport, class 7 according to the selected type of transport (ADR, RID, IATA).

Protective covers of the emitters must be selected to ensure that the relevant limits will not be exceeded in the immediate vicinity where visitors may pass and to ensure optimised radiation protection in accordance with the provisions of Section IV of the aforesaid radiation protection regulation. Any appliance with sources of ionising radiation must be installed to prevent from theft or unauthorised handling.

#### **6.12. Poisons and medications**

Exhibitors showing medications and narcotics may only exhibit placebos. No samples of medications or narcotics may be distributed. Poisons and other generally harmful substances may not be exhibited.

#### **6.13. Weapons, ammunition and explosives**

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Weapons and their main parts may only be exhibited in display cases properly locked against theft. Weapons and ammunition exhibited in large quantities shall be guarded at the Exhibitor's cost, i.e. continuously for the entire duration of the event, including weekends.

Explosives and detonators may not be exhibited. Only their imitations may be showcased. Exploders and other necessary materials shall be protected against theft.

#### **6.14. Cables and technical distribution systems**

All cables and technical distribution systems must be installed in technical shafts. If the cables and technical distribution systems lead from the shafts towards the exhibition stands, they must be secured against releasing using, e.g. a cable bridge or tray. Cables and technical distribution systems must not be installed in roads or along emergency exits. Electric cables must not enter through doors and gates due to the risk of cutting or damaging, they must be protected by a cable transition or a protection strip.

#### **6.15. Earth work**

All earth work on the premises of the exhibition centre related to the showcasing of the exhibited construction machines and earthwork equipment any interventions with buildings and equipment in the indoor and outdoor areas of the premises can only be performed with a written permit issued by the administrator of the building.

#### **6.16. Exhibit showcasing**

Exhibits to be showcased in operation may only be operated by authorised personnel. The required permit must be presented at the request of inspection bodies - employees of the Fire, Health and Safety department of the Company or fire protection staff.

#### **6.17. Noise and vibrations**


Follow sanitary limits of indoor and outdoor noise and vibrations for daytime and night time in compliance with the Government Regulation 148/2006 Sb. on protection of health against the negative impacts of noise and vibrations.

#### **6.18. Injury**

In the event of an injury of another employer's employee, visitor to the Exhibitor's stand, a legal or natural person performing work at the workplaces of the company, the Exhibitor shall report such an injury to the Fire, Health And Safety department of the Company, telephone number 541 152 528 and the exhibition centre guard in the main gate house. If necessary, first aid will be summoned and medical treatment provided.


#### **6.19. Information about potential residual risks**

We wish to inform you about potential residual risks resulting from our operations:

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- unauthorised entry to a workplace or a reserved space while work at height is carried out,
- fall of material from height during a vertical or inclined transport of material,
- fall of hoisting mechanism during a vertical or inclined transport,
- fall of material and tools from height during careless handling,
- fall from a height if the principles of collective or personal protection are not observed,
- slipping on muddy, frozen ground, danger of potholes and other ground unevenness,
- stumbling, tripping over stored material or tools,
- risk of dust, noise, vibrations,
- burning caused by metal spattering during grinding, welding operations etc.,
- electric shocks caused when crossing poorly covered cables,
- accident suffered when crossing a compressed air pipe,
- accident and subsequent fire when crossing pipes conveying technical gases for welding operation,
- fire caused by insufficient removal or covering of easily flammable materials,
- vehicle movement during the loading or unloading of materials,
- failure to respect acoustic signals given by drivers or other predefined signals,
- potential fall of a suspended load and accident suffered by a person standing under it or in a dangerous proximity
- running over by a moving mechanism, also hand-operated, if a safe distance is not observed, i.e. a min. of 2m from its max. reach or in a place not visible by the person who fails to leave the place after a sound signal.
- accident suffered when staying in the space where vehicles turn, reverse or move slowly,
- accident caused by unauthorised handling of tools, equipment, when removing covers etc.,
- carrying out any operation for one's own needs,
- a failure to report a defect or fault,
- burning, scalding during unauthorised entry to boiler rooms or heat exchanger stations
- accident, burning, if safety precautions and fire-fighting tables are not observed,
- failure to follow traffic signs,
- accident caused by dangerous getting in and out of a vehicle,
- accident caused when getting over, jumping over and climbing onto conveyers or leaning oneself or objects against their structures and belts,
- accident caused by unauthorised entry to a switching station, transformer station, gas control station,
- fall off stairs while wearing wet shoes or having wet soles.

## 6.20. Inspections by the company and responsibility of the Exhibitor or the lessee

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To ensure safe operation of the exhibition stand, the Exhibitor, lessee (constructor) shall follow, during the construction, assembling, and dismantling of the stands, these instructions, technical & safety requirements issued for the relevant event organised in the exhibition centre, general fire safety and safety requirements and all applicable requirements and instructions given by the responsible personnel of the Company and shall assume all responsibility for damage to health of a person or damage to property caused to himself or the others by his employees, subcontractors (people who, to his knowledge, stay on the leased premises of the Company).

The observance of these instructions and conditions shall be checked by responsible staff of the Company, the final acceptance committee, fire guards and temporary electrical installations shall be checked by staff holding relevant electrotechnical qualifications. The Exhibitor, lessee (constructor) shall allow access of such personnel to all parts of his exhibition space.

The Exhibitor, lessee (constructor) acknowledges that if any of the provisions of the above requirements is violated or breached, the Company will be entitled to exclude such a party from the exhibition or, as the case may be, prevent access to the exhibition stand.

#### **6.21. Provision of information**

All potential risks, information and instructions concerning the Technical Terms of Construction, Fire Safety Regulations, Health and Safety at Work, and Power Engineering on the premises of BVV Trade Fairs Brno, a.s. shall be reported to all employees, natural persons and legal persons performing work on the premises of BVV Trade Fairs Brno, a.s.