

PROCEDURES TO BE OBSERVED
during stand construction and dismantling at Kielce Trade Fairs

Prior to the commencement of work, the stand constructor is obligated to have the company registered by Manager of the exhibition hall, who will indicate the location of the stand and assign the area for stand construction by means of a relevant report.

After completion of stand construction, the constructor is obligated to return the exhibition space by means of a relevant report.

All work related to stand construction should be confined to the area of the given stand.

Whenever necessary during the work, the stand construction workers should use a vacuum cleaner to remove dust and waste.

The constructors carrying out stand construction and dismantling are obligated to clean and tidy up the utilized area.

Failure to carry out this work will result in the Kielce Trade Fairs company having such work carried out at the expense and risk of the stand constructor.

Stand construction must not obstruct access to any technical facilities located within the halls and external exhibition area.

In the event of access to technical facilities being obstructed, the stand will be dismantled /to a degree at which access to these facilities is ensured/ at the expense of the company carrying out stand construction.

Electrical installations at the stand may be carried out only by qualified personnel and with proper and certified materials being utilized.

The completed electrical installation is subject to technical acceptance by the Kielce Trade Fairs company.

The constructor is obligated to submit a stand neutral earthing report.

Fire fighting equipment and facilities such as hydrants, fire extinguishers, assigned walking zones, warning boards and labels must not be blocked or covered up.

Blocking or covering objects will be dismantled at the cost of the exhibitor.

Leaving cars or trailers within the area of Kielce Trade Fairs after the closure of the event is prohibited unless consent is given by Security Manager.

In the event of a vehicle having been left, Kielce Trade Fairs may impose a fee of PLN 150 (net) per one day of parking, in addition to immobilizing the vehicle until the fee is paid..

Further entering the premises of Kielce Trade Fairs for carrying out stand construction work shall be allowed only upon making relevant payments.

Mechanical and chemical damage to the tile floor in the halls, pavement, facade, gates, blinds, doors, etc. **will result in imposing repair costs increased by 100%.**

Gross negligence in observing industrial safety and fire protection rules, as well as provisions of the Regulations may result in the manager of the exhibition hall ordering to interrupt the work, imposing a **penalty fee of PLN 300** and exacting the completion of work according to the rules.

I hereby declare that I have read and understood the above mentioned rules, and I undertake to observe them.

date and legible signature