RULES AND REGULATIONS OF OPERATION

HUNGEXPO Budapest Congress and Exhibition Center Private Company Limited by Shares

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RULES AND REGULATIONS OF OPERATION

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RULES AND REGULATIONS OF OPERATION

The provisions of the present *Rules and Regulations of Operation* and the relevant *General Terms and Conditions, lease agreements, additional agreements, etc. as well as the applicable legislative provisions* regulate the operation of events and all other activities taking place at the Hungexpo Budapest Congress and Exhibition Centre located under the address 1101 Budapest, Albertisai út 10. exclusively leased and operated by HUNGEXPO Ltd. They extend to all forms of fairs, exhibitions, self-organized and hosted events hold at the premises of HUNGEXPO Ltd. as well as their construction, takedown and operational periods. The Lessee, all Exhibitors, event promoters, participants, contractors, suppliers, storers, caterers and miscellaneous service providers and subcontractors as well as all individuals residing within said premises are bound to observe, enforce and continuously monitor the observance of their content.
These rules and regulations contain two highlighted sections and partial regulations, *Self-organized Exhibitions* pertain solely to the exhibitions organized by HUNGEXPO Ltd., whilst the rules designated for *Hosted Events* are valid for hosted events organized by external Lessees within the premises of HUNGEXPO Ltd.
For certain exhibitions and events, additional rules contained in the Exhibitor Handbooks and Information Materials for Exhibitors may apply, the observance of which is also obligatory.

I. GENERAL PROVISIONS

1.1 Entrance to and traffic within the premises of HUNGEXPO Ltd.

Entering on foot or by vehicles, residing within and transporting goods within the premises of Hungexpo Ltd. is only allowed with a permit of Hungexpo Ltd. and the observance of the relevant traffic regulations.
The necessary route plan and entrance permit will be arranged by the representatives of the operative Organiser unit of Hungexpo Ltd. with the Exhibitor or Lessee and will be issued to the Exhibitors and their Contractors.
Residing within the premises during the night-time hours – during the time of exhibitions and events, this period extends from closing hours to the opening hours of the following day – is only possible with a separate written permit. The fee of night-time parking is daily HUF 15,000 + VAT (27%), which can be settled in advance via bank transfer, bank card or at the service stand with bank card.

1.2. Admission of personnel

The employees of HUNGEXPO Ltd. as well as the permanent and temporary employees of firms in contractual relations with HUNGEXPO Ltd. operating within the premises of HUNGEXPO Ltd. may enter the premises by displaying the Entry badge provided for this purpose. All employees of firms performing trade, catering, etc. activities within the premises of HUNGEXPO Ltd. pursuant to contractual relations with the firm, with the approval of HUNGEXPO Ltd. or based on contractual relations with HUNGEXPO Ltd. are considered to be employees of firms operating within said premises. Therefore the above-listed rules extend to these individuals. The Entry badges used by HUNGEXPO Ltd. have a pin-like nature, which are to be clearly displayed at all times when residing within the premises.
The case-by-case admission of the subcontractors of HUNGEXPO Ltd. and those of external firms not covered in the previous paragraph operating within the premises shall take place upon registration in the E-register.
During the construction and takedown periods of events, admission to the premises of HUNGEXPO Ltd. shall take place in observance of the above-listed rules – all other persons are only permitted with the individual, fully completed barcode-based construction and takedown Exhibitor entry badge or Entry permit/badge issued for the exhibition or event in question.
Children under 14 years of age cannot enter and reside within the premises during the construction and takedown periods and are not allowed to attend certain exhibitions and events, based on the pertaining regulations.

Hosted Events:
During the operational times of events, admission to the premises of HUNGEXPO Ltd. for the event in question will take place in a manner agreed by the Lessee (for example, registration with entry tickets or Exhibitor entry tickets, etc.) in a way which allows for identification.

The barcode-based annual complimentary tickets issued by HUNGEXPO Ltd. only allow for admission during the operational - visitor opening hours - period of self-organised exhibitions or to hosted events with the consent of the Lessee.

Self-organized Exhibitions

In the case of large groups of visitors, admission for the entire group can be done with a barcode invitation. Upon registration at the press centre, the representatives of the press may enter the event with a barcode press pass.

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

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

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

Consignments for events hosted at the premises of HUNGEXPO Ltd. are to be dispatched to the following address:

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

Other delivery companies cannot perform the delivery of goods at the halls. Consignments brought to the event are to be dispatched to the on-site offices of Schenker (building no. 33). Schenker Kft. is responsible for all on-site delivery of goods – they directly make offers and invoices for our exhibitors and customers. If the goods to be delivered do not exceed 10 kg of weight, the customer may receive the goods at the office of Schenker Kft. (building no. 33). Insofar as the weight of the goods exceeds 10 kg, goods can only be received at the stand where Schenker Kft. will deliver the goods for a fee.
The consignments of the delivery companies are to be forwarded to the warehouses of Schenker Kft. after clearing customs.
Please bear in mind that we cannot perform on-site customs clearance, therefore goods should be delivered DDP (duty paid).

The removal of Hungarian goods shall take place via the vehicles of the Exhibitor, Lessor or stand constructing contractor with shipment authorisation and with a delivery note or cargo manifest. The license plate number of the vehicle performing the delivery must be included on the shipment authorisation form. The Security Service at the gate will reserve one shipment authorisation per vehicle at the gate upon leaving the premises; entry and residing with the premises will take place in accordance with the contents of item no. 1.
During the construction and takedown period of events, vehicles performing the delivery of goods, equipment, fittings and work equipment to and from the premises shall have a valid delivery note or the letter of commission of the event/exhibition and valid entry badges for the driver and individuals residing with the vehicle - who may enter the premises during the daily opening hours and reside there only for the duration of the loading.
The Security Service of HUNGEXPO Ltd. is authorised to inspect the delivery note or Exhibitor letter of commission and the cargo of vehicles. The removal of goods on foot is only possible with a shipment authorisation or preliminary written permission and - in the case of purchased goods - with a receipt. HUNGEXPO Ltd. may place limitations on delivery and loading or prescribe a schedule for said activities.
The supplementary instruments for loading and handling - cart, manually operated hydraulic pallet lift - will be provided by the Exhibitor, Lessee or their supplier or subcontractor.

Due to security and property protection reasons, all delivery activities, lifting and handling, loading, warehousing, empty crate and packings management, customs agent and other transport services in relation

to events hosted within the premises of HUNGEXPO Ltd. can only be performed by Schenker Kft. (e-mail: schenker.expohungary@dbschenker.com, https://www.dbschenker.com/hu-hu).
This does not include the loading and unloading of goods from and to tail lift trucks and crane trucks insofar as the registration of the Hungarian truck features the name of the Exhibitor, Lessee or stand construction firm or its subcontractor and the goods delivered in this manner are owned by the Exhibitor, Lessee, stand construction firm in question or its contractor. The entrance of self-owned vehicles of Exhibitors, Lessor or their stand-constructing firms will take place via the designated gate.
The entrance of crane trucks with a domestic transport license and vehicles with a foreign license plate can only take place through the designated gate in accordance with the contents of item no. 1.

1.4. Entrance of vehicles

The entry of vehicles to the premises of HUNGEXPO Ltd. can only take place with a permit of a varying nature provided for this purpose which provides sufficient authorisation. The permit includes the event's shipping route. The entry permit must be positioned in a clearly visible manner on the right side of the front windscreen and the individuals residing in the vehicle must be in possession of an entry badge. The entry permit does not provide authorization for traffic within the premises of the exhibition or event, merely access and parking within the designated parking lots. The issuing of written permits can only be omitted in the case of vehicles arriving to deal with emergencies of life and property safety (for example, fire department, ambulance, police). In such cases, the license plate numbers of said vehicles will also be recorded in writing.

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

1.5. Traffic rules

Internal and outer gates of HUNGEXPO:

Within the premises of HUNGEXPO Ltd., the provisions of the Hungarian Highway Code shall prevail, including posted speed limits, waiting and parking restrictions. Within the premises of HUNGEXPO Ltd., the speed limit is 20 kph, with the exception of the operating hours of events and exhibitions. The speed limit during the operational period of events and exhibitions is 5 kph. Vehicles may only access pavements and road sections designated for pedestrian traffic with a separate written permit.
The access of handicap visitors may be authorised by HUNGEXPO Ltd. for the possible amendment of the above-listed restrictions upon presenting the documents and labelling certifying eligibility. Vehicles with such markings may only park in designate spaces.
Vehicles parked or waiting in restricted zones or without a valid entry permit or which hinder the various thoroughfares even for a limited period of time will be removed by HUNGEXPO Ltd. at the cost of the owner without issuing any prior warnings. It is strictly prohibited to leave vehicles waiting or parking in fire assembly thoroughfares, gateways and escape routes!
Passenger cars and trucks over 3.5 t of weight may not enter the halls. The loading and unloading of goods from and to tail lift trucks with an installed lift and the loading of goods from crane trucks form an exception to this rule insofar as the registration of the Hungarian truck features the name of the Exhibitor, Lessee or stand construction firm or its subcontractor as the vehicle's registered keeper or owner.

The exception is for vehicles displayed for exhibition purposes as part of an exhibition stand, which the owner/exhibitor must remove from the exhibition area in a non-operational state (battery horn removed or otherwise obstructing the start).

The entry of trucks under 3.5 t of weight can take place through the designated thoroughfares only for the period of loading and unloading. In the case of uncertainty, the type of the vehicle (passenger car, commercial vehicle, truck) will be determined based on the regulatory classification featured in the vehicle's registration. The driver of the vehicle is obliged to verify the height of the cargo of the vehicle and its fixed parking state in the gates of the hall when entering and exiting the site. It is forbidden to enter the access way between Entry Halls I and II with vehicles.
A prerequisite of uninterrupted operation is for delivery drivers to obey the orders of authorised individuals at gates or within the premises and to cooperate with said individuals for mutual interests.

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

HUNGEXPO Ltd. is authorised to take measures to remove vehicles parked in restricted zones or in an unregulated manner at the liability and cost of the offending owner.
The violation of parking and traffic regulations may lead to revoking the entry permit.
HUNGEXPO Ltd. assumes no liability for the safe-keeping of vehicles left within the premises of HUNGEXPO Ltd. - including its parking lots - after closing hours.
We kindly bring your attention to the fact that HUNGEXPO Ltd. assumes no liability for any damage or the disappearance of vehicles left in the (exhibitor, visitor or other) parking lots with the exception of wilful damage.

2. Official licenses

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

2.1. Presentation and sale of foodstuffs and offering samples

According to the regulation of the 57/2010 (V.7.) of the Ministry of Agriculture and Rural Development on the authorization and notification of the placing on the market and production of foodstuffs, the placing on

the market and tasting of foodstuffs is subject to notification. The exhibitor is obliged to declare his intention to taste by filling in a form no later than the last day of construction of the event.
Exhibitors performing food tasting and sales at the event shall be notified by the Organiser to the competent municipal body, the food chain supervisory body and any other body for which notification is required under the legislation in force, provided that this is notified to the Organiser in good time before the event.
Permits of businesses performing food sale and tasting services valid for the display in question must be kept by the entrepreneurship (Exhibitor, Lessee or other individuals) at the stand at all times, as the event may be randomly inspected for public health and epidemiological considerations by the authorities. In the case of sales performed at temporary events, the distributor performing food sale must be in possession of the official licenses for products when required by law, and must designate their name and registered offices and is obliged to observe all legislative provisions.

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

If the exhibitor does not wish to use the catering services provided by HUNGEXPO, but provides his own food or drink to his guests (without the involvement of a subcontractor) within the stand area, they must notify HUNGEXPO in writing in advance. (Ask our colleagues for a form to fill out.)

2.2. Radioactive materials

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

2.3. Operation of broadcasting devices

The operation of two-way radio products, industrial TV units and wireless devices require presenting valid official licenses to the Organiser representative of HUNGEXPO Ltd. designated for the event in question.

2.4. Wireless network and communication services

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

Infrastructure description

- Primary incoming internet bandwidth via optical fibre, 1/1 Gbps
- Secondary incoming internet bandwidth via microwave transmissions, 300/300 Gbps
- Redundant optical fibre and copper wire backbone runs between the halls/buildings
- Palo Alto PA-3020 firewall with continuous monitoring is an integral part of the dedicated WiFi AP for operating devices / machines on display at stands. In such cases, the frequencies to be used must be coordinated with Hungexpo Ltd. or its IT service provider which insurance its network security and reliability.
- Managed Cisco-based network infrastructure (Cisco Catalyst 2960, 3560 types switches) all halls feature UTP CAT6 and CAT7 cable network trapdoor floor outlets

High performance Ruckus ZoneFlex WIFI network infrastructure with ZD3000 controller, supporting 2,4 and 5 GHz frequency bands (in Halls A, F, G, in the access way, building no. 25 and in Entry Halls I and III)

- HP ProCurve WIFI network infrastructure with MSM760 controller, supporting .2.4 and 5 GHz frequency bands (Halls B and D)
- Individual (limited number!) WIFI SSIDs, optional separate dedicated VLANs, public IP addresses, etc.
- The on-site engineers and technicians guarantee the high level of technical support during the various events
- The use of previously non-coordinated WIFI and radio devices is prohibited and Hungexpo Ltd. is authorised to remove such devices or have them turned off.

2.5. Providing music in public

Copyright protected or mechanically aired (via radio, television, video magnetic tape recorders, record players, CD or DVD players, etc.) music requires the Exhibitor or Lessee to file an advance announcement of said activities in writing and to obtain a licence to use from the Public Performance Licensing department of the ARTISJUS Hungarian Bureau for the Protection of Authors' Rights (1016 Budapest, Mészáros u. 15–17., tel.: 488-2670, fax: 212-1546, e-mail:info@artisjus.com, www.artisjus.hu) which is to be presented to the competent operative Organiser representatives of Hungexpo Ltd. Furthermore, Exhibitor and Lessee are obliged to pay the royalties and/or related right fees drawn up pursuant to the licence to use to the ARTISJUS Hungarian Bureau for the Protection of Authors' Rights.
Failure to present the licence to the competent operative Organiser representative or failure of Exhibitor or Lessee to pay said royalties shall result in Exhibitor or Lessee bearing all related liabilities.

2.6. Display of firearms

Pursuant to **Act XXIV of 2004** and **Governmental Decree no. 253/2004 (VIII.31.)** on its implementation require official licenses for the display of firearms.
The permit for the display of firearms must include
- the place, time, duration of display and the floor plan of the room
- the personal identification data of the natural person(s) responsible for hosting the exhibition,
- the description of the security devices and the exhibition's security measures
- the identification data of the firearms to be displayed

The permit may be obtained via the Public Security Enforcement Department of the Budapest Capital City Police Headquarters (1139 Budapest, Teve u. 4–6., tel.: 443-5406, fax: 443-5000/32865) which must be presented to the HUNGEXPO Ltd.'s competent operative Organiser representative.

2.7. Display of gas and explosives

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

2.8. Gambling-related activities

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

3. Miscellaneous Provisions

3.1. Exclusivity

Within the premises of HUNGEXPO Ltd., Exhibitor and Lessee may only order the following services from HUNGEXPO Ltd. Any individual not contracted by HUNGEXPO Ltd. performing said activities may be removed from the premises of HUNGEXPO Ltd. and claims may be enforced against them and the exhibitor utilizing their services.

Mandatory, exclusive services:

- Security
- Health and fire duty, first aid
- Cleaning and selective waste management

Non-mandatory, but exclusive services:

- Catering
- Event furnishing
- Suspensions, rigging, curtaining
- IT and office equipment rental
- Telecommunication services, wired internet
- Wireless internet providing and use of equipment
- Electricity and water connection
- Gardening and flower decoration
- Media and signage sale and production on-site
- AV services
- Conference technique
- On-site logistics, handling by lift trucks, forwarding, hoisting
- Shell scheme stand building and associated services
- Increasing local bus frequency
- Carpeting
- Personal and asset protection services
- Liability insurance

Self-organized Exhibitions:

3.2. Exhibitor media rights, film shoots

- In the case of commercial (film and video) recordings, on-site broadcasts or news features (TV, radio, social media), in the case of HUNGEXPO Ltd. self-organized events, after press registration it can be carried out without restrictions in compliance with the relevant legislation at the event. Apart from public events, any filming or other media activities in the area of Hungexpo is tied to a permit. The Marketing and Communications Directorate of HUNGEXPO Ltd. is authorized to issue the permit.
- The crew responsible for filming or recording can only enter the premises of the HUNGEXPO Ltd. in possession of the filming or broadcasting permit. The permit can be obtained on-site prior to the film shoot (Entry Hall I, press centre).
- The film and mediating crew is required to present the filming and broadcasting permit to the representatives of HUNGEXPO Ltd. upon request.
- Exhibitor may solely perform advertising activities within the limits of their rented space without inconveniencing other exhibitors. Advertising activities may only extend to the Exhibitor and the co-exhibitors indicated on the Application form and the products, firms and services they represent. Insofar as Exhibitor fails to remove goods that do not fit into the previously announced product group or advertising mediums related to Exhibitor, co-exhibitor, represented firms or others that infringe on personality rights, copyrights, individual rights or the rights of handling personal information after the initial notice, HUNGEXPO Ltd. Imay close the stand at the expense and hazard of the contracting party and may formulate a claim in relation to which HUNGEXPO Ltd. expressly excludes its liability for damages.

3.3. Exhibitor advertising devices

- Exhibitor may only install advertising devices and and conducts promotional activities on their stand with the consent of HUNGEXPO Ltd., in the area authorised by the Organiser Department of HUNGEXPO Ltd. subsequent to coordinating such matters. HUNGEXPO Ltd. May arrange to remove any unauthorised advertising devices from the stand at the expense and liability of the Exhibitor.
- Advertising devices (corporate insignia, logo, etc.) may not be installed on the walls of the perimeter of the exhibition and on surfaces facing the neighbouring stand of shared walls.

- The distribution of print and visual materials – during the duration of the event and beyond the exhibition stand – is only permitted with the preliminary permission of HUNGEXPO Ltd. and subject to the applicable fees. HUNGEXPO Ltd. may claim damages for distributing materials without permission. The existence of such permission may be randomly inspected by the representatives of HUNGEXPO LTD. Only the Exhibitors and partners of the exhibition may be issued permits for the distribution of print and visual materials.
- Unlawful advertising is prohibited!
- Advertising which constitutes an infringement of Act XLVIII of 2008 on the Basic Requirements and Certain Restrictions of Commercial Advertising and its amendments is prohibited.
- Exhibitors may only survey or arrange to survey visitors or exhibitors within the limits of their rented space and only for their self-owned or officially represented products, services and activities.

3.4. Insurance

Exhibitor, Lessee or their subcontractor must have a valid liability insurance for inadvertent and/or unforeseen (accidental) injuries caused as a builder (furnisher, disassembler, etc.) or for the same activities of their subcontractors for the duration of said activities performed within the premises of Hungexpo Ltd. However, the existence of said insurances and the reimbursement ceilings in no way limit Exhibitor's or Lessee's liability.

Hosted Events:

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

Self-organized Exhibitions:

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

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

3.5. Protection of property

We hereby inform our Exhibitors and Lessees that an electronic surveillance system is installed in the halls. These devices serve the protection of the halls of Hungexpo Ltd. and not the security of the exhibition stands and events. The data protection policy on electronic surveillance system is available on the website of Hungexpo Ltd.
Exhibitor, Lessee or their exhibitor or subcontractor must provide at their own expenses for the security of their product samples, exhibition materials and other movable assets, prior to, during and subsequent to the conclusion of the event or exhibition.
Hungexpo Ltd. excludes its liability to the greatest extent permitted by legislation for any damages caused directly or indirectly to Lessee or any other individual, their exhibits or other moveable goods within the premises of Hungexpo Ltd.

RULES AND REGULATIONS OF OPERATION

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

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

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

The details of the plan are to be jointly determined by Lessee and Hungexpo Ltd.
In all cases, the Minimum staff numbers are determined by Hungexpo Ltd. along with the detailed plan. Lessee is obliged to accept the minimum staff numbers.

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

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

Hosted Events:

3.8 Singing and dancing events and their authorization

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

Documentation and payment obligations for the application process:

- An application for determining a noise emission threshold. The procedure is free of charge.
- Announcing the event to the Budapest Metropolitan Government Office Fire Protection and Industrial Safety Authority Department using a designated form. Procedural fees: 49 EUR + VAT
- Submission of the event notification to the District V Construction Authority using the designated form. The procedure is free of charge.
- Submission of the event documentation (as detailed below) to the relevant district mayor's office at least one month before the start of construction of the event. The procedure is free of charge. A system usage fee must be paid to Hungexpo. System usage fee: 137 EUR + VAT

The submitted documentation must include the following:

- the event's final, scaled hall floor plan for which the authority will issue an official permit for hosting the event;
- the security plan for the event;
- the escape route and evacuation plan for the event;
- the fire safety plan for the event;
- the copy of the permission from the representative of Hungexpo Ltd. charged with organizing singing and dancing events;
- the certification of the previously transferred procedural fees for the announcement of the event (bank transfer certification).

- The law enforcement plan, evacuation and removal plan, and fire safety plan, which are part of the documentation, will be prepared by Hungexpo based on the provided scale drawings and in accordance with current legal requirements. Procedural fees: 548 EUR + VAT

On-site survey prior to the event:

- After the submission of the documentation, the competent Mayor's Office will announce the date of the on-site survey and send it to HUNGEXPO via the "Client Gate" (Hungarian Government's electronic identification and administration service system). Apart from the official authorities, the on-site survey must be attended by an authorized representative of Hungexpo Ltd. charged with Organiser tasks and the fire and work safety expert. According to the information of Hungexpo Ltd., an additional participant of the on-site survey is the representative of the organizing firm.
- A copy of the report of the on-site survey is reproduced on the spot by HUNGEXPO and a copy is made available to the authorities. The original copy will be handed over to the representative of the Mayor's Office and will be attached to the documents of the authorisation process.
- After the on-site survey, the competent Municipal Office will send the event permit and decision to HUNGEXPO via the "Client Gate", and if there are any deficiencies, they will require corrective actions.

On-site survey and authority inspection during the event:

- During the operation of the event, an inspection of the official authorities is expected, which must be attended by an authorized representative of Hungexpo Ltd. charged with Organiser tasks and the fire and work safety expert. During the survey, the authority is particularly authorized to inspect the following:

- the appropriateness of the venue,
- the appropriate observance of the security regulations,
- the official documents for hosting the event (event-hosting permit; security plan; escape route and evacuation plan; fire safety plan; check list of panic locks/emergency exits/fire resistant doors; descriptions and permits for the operation of pyrotechnic and other devices).

Hungexpo Ltd. will only take measures for the authorisation of singing and dancing events when officially requested by the Organiser of the event and when commissioned to conduct the procedure.

HUNGEXPO will only assume full responsibility for the complete execution of the process if the event organizer fully and promptly meets all data provision and cooperation obligations required of them. Furthermore, the setup and program of the event must not deviate in any way from the previously agreed-upon schedule. HUNGEXPO is not responsible for damages caused by third parties due to negligence or for deviations from the previously submitted program of the event. In order to successfully conduct the authorisation procedure, the event Organiser is obliged to submit all documents and information related to the event and the authorisation procedure to Hungexpo Ltd. no later than 6 weeks prior to the event. **The fee for the services provided by HUNGEXPO during the licensing process** (including the preparation of the law enforcement, escape route, evacuation and fire safety plan and the Hungexpo system usage fee): **734 EUR + VAT**. All other fees are payable according to the tariff set by the Municipality of Budapest, which reserves the right to change these fees. All fees and charges related to the authorisation process must be paid no later than six weeks before the event. Otherwise, HUNGEXPO will not be responsible for conducting the authorisation process.

The document is valid until amended or withdrawn, and HUNGEXPO reserves the right to make changes.

3.9. Noise protection

The noise levels of demonstrations – regardless of their location (for example, closed show room) and source (music, show, machine, device, etc.) – cannot exceed 80 dBA.
Insofar as the Exhibitor fails to terminate any noisy activity despite the warning of a representative of Hungexpo Ltd., the stand can be disconnected from the supply of electricity by Hungexpo Ltd. All liabilities arising from this shall fall solely on Exhibitor. Any demonstrations entailing any greater production of noise can only be carried out with the preliminary written permission of Hungexpo Ltd. with a noise-protection structure - provided by Exhibitor - at the 15th minute of every even hour and the level of noise may not exceed 85 dBA.
The demonstration of the functions of any device emitting frightening noises or signals - e.g. distress signals, alarms, smoke or lights - is prohibited!

3.10. Warranty of titles

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

3.11. Lien

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

3.12. Unauthorized use of space

Exhibitors performing any exhibiting or commercial activity beyond their space can be obliged to pay a space use fee (placement fee) equivalent to 100% of the rental fee and terminate the activity in question.

The sanctions for the unauthorized use of space can also be applied to vehicles left within the premises after the closing hours without permission.

3.13. Balloon distribution

The distribution of balloons within the premises of Hungexpo Ltd. is only permitted within the area of the stand and only oxygen-filled balloons may be distributed. Helium-filled balloons may not be taken inside the halls!

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

Self-organized Exhibitions:

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

Hosted Events:

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

3.15. Unclaimed instruments

Any movable goods left in the halls or open-air spaces after the takedown period will be stored by Hungexpo Ltd. in lieu of a warehousing and safe-keeping fee at the expense of Exhibitor or Lessee or have it shipped as waste.

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

The non-payment of any costs incurred by Hungexpo Ltd. in relation to the above-listed measures are to be resolved pursuant to the relevant provisions of the Hungarian Civil Code.

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

II. EVENT AND EXHIBITION CONSTRUCTION REGULATIONS

The following regulations pertain to the establishment of any buildings, installations, decorations, exhibition stands or other structures within the premises of Hungexpo Ltd.

1. General Provisions

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

Exhibitor, Lessee or their exhibitor or subcontractor may occupy the leased area from the beginning of the designated construction period and must return said area to Hungexpo Ltd. in its original condition by the end of the takedown period. Exhibitor, Lessee, or its exhibitor/subcontractor owes to return the leased and used areas and the equipment/devices of HUNGEXPO Zrt. in their original condition and to eliminate and repair any damages caused by him.

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

Self-organized Exhibitions:
Insofar as Exhibitor wishes to establish a structure in the open-air space with appropriate certification and specifications for more than 180 days, concurrent to their activities, they are under an obligation to notify the Building and Environmental Protection Department of the Budapest Kőbánya Local Government Mayor's Office (1102 Budapest, Szent László tér 29. tel.: 433-8100 fax: 433-8390)
There is no obligation for such a notification if the building will be established for fewer than 180 days.
In both cases, the works require the consent of Hungexpo Ltd. (Particularly, its Organiser Department and Fire and Work Safety representative).

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

Hosted Events:
The floor plan of the hall established by Lessee or their subcontractor must be submitted for approval to the operative Organiser representative of Hungexpo Ltd. Construction work can only be commenced with a plan approved by the Fire and Work Safety Department representative of Hungexpo Ltd.
In the case of stands, construction can be commenced upon the approval of the stand plan by Hungexpo Ltd.
The plans will be reviewed by a representative of the Fire and Work Safety Department who may request further amendments or supplements for the plans or may prescribe conditions in the approval clause.

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

In covered areas, the maximum permissible height of a single-storey stand is the maximum building height specified for the pavilion in the area towards the inside of the stand, and 2.50 m in the 1.00 m band following the stand line towards the adjacent exhibitors.
Buildings taller than 2.50 m in the outer 1.00 m band facing the neighbouring stand may be built only under the following conditions:
- the installation part above 2.5 m towards the neighbour must be made of homogeneous, white, solid material. If the neighbour so requests, he may install a signage creative on this surface at his own expense.

Exhibitor or it's builder should inform and agree with all the neighbour exhibitors on the special building provisions and/or taller installations/rigging elements.
Exhibitor must feature their corporate insignia on the exhibition stand, which may only feature the Exhibitor registered for and participating at the event.
Self-made structures, lettering, exhibits, etc. must be established in a way which fits the overall view of the exhibition's environment as defined by the Organiser without hindering or obstructing any structures, sensors, lettering, decorations or signs installed by Hungexpo Ltd. Within the leased exhibition space, the pillars of the halls can be encased and built around up to the authorized construction height - in a manner which causes no damage to the pillar - whilst providing for the access, visibility and use of any fire hydrant cabinets, hand-held fire extinguishers, electrical cabinets, fire alarms and lights indicating escape routes installed next to the pillars.

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

Indoor, multi-floor stands can only be constructed for stands with a floor area of at least 50 square meters, insofar as the technical plans confirm that the fire load does not exceed 650 MJ/square meter during the construction, including the exhibits, stand-building materials and the additional materials required for the operation, brochures, etc.
The free internal space must be at least 2.50 meters per level. The working load of the ceiling floor must be determined according to the planning regulations in use in Hungary appropriate to its (office or warehouse purpose) usage. The mechanical resistance of the structure must be certified with a separate static expert opinion and the time of departing the upper floor must include an evacuation calculation which must feature the architect's name and permit number.

The upper level section must feature automatic fire alarm and extinguisher options.This requirement serves creating a decent-looking design of the upstairs section facing the shared wall, which is acceptable for the neighbouring exhibitor. Insofar as Exhibitor accepts and observes the stipulated requirements (e.g. height, encasing type, wall colour, etc.), they cannot be denied the approval of building a multi-floor stand. All information on the placement price of multi-floor stands is included in the "Application form".

Provision should be made for automatic fire detection and fire extinguishing in the part of the building below ground level. Information about the space fee for the floor stands can be found on the "Application Form" of the exhibition.

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

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

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

2. Planning Regulations

2.1.General rules

The level of details of the plans should be at least on the level sufficient for a permit.
The form and content of the plans should adhere to the planning directives, technical requirements, EU and Hungarian standards commonly accepted in Hungary, as well as the provisions of the Work Safety and Fire Protection Regulations chapters of the present Rules and Regulations of Operation.
Construction and specialists plans can only be prepared by certified and authorized architects which must feature their signature. The plans must include the architect's name and permit number. The lack of designating the architect's permit number may entail withholding permits.
Insofar as machines are to be operated at the stand, the technical drawings must include the position of the machines, their technical parameters and technology they run on.

2.2 Construction plan

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

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

Self-organized Exhibitions:

2.3 Designer certification

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

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

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

2.4. Planning directives for stands

2.4.1. Simple stand

Simple stands are indoor stands which simultaneously adhere to the following specifications:
– made from pre-fabricated exhibition installations (e.g. Syma, Octanorm, etc.),
– their floor area including the building, land-supported structure with lighting and corporate insignia is no greater than 50 square meters,
- The height of the stand does not exceed 3,00 meters and the height of the corporate insignia or logo cannot exceed 3,50 meters.

– max. 2 pcs., 1 square meter floor space towers, which do not exceed 4,50 meters in height.
– their electrical energy demand is no greater than 5 kW (3x10 A), including the energy demand of exhibits featured in the area of the stand,
- they have one 1/2" joint connections,
– their fire safety category is at least: C_{fl} – s1.

- Exhibitor or their commissioned contractor will issue a statement of constructing a simple stand through the on-line interface.
Structures installed in open-air spaces cannot be considered simple, even if they're made of standard type elements. Insofar as the open-air space will only feature a caravan, tent, self-propelled machinery, vehicles or containers, it is sufficient to submit an outline draft (site plan) apart from issuing a statement.
In the case of statements including false information, Hungexpo Ltd. is entitled to partially or fully remove the building structure at the expense of the Exhibitor. Hungexpo Ltd. assumes no liability for any damages arising from these measures and excludes its liability to the greatest extent permitted by legislation.

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

The plans will be reviewed by the Organiser Director, Technical Manager and Fire and Work Safety Department representative of Hungexpo Ltd. who may request further amendments or supplements for the insufficient or unacceptable plans or may prescribe conditions in the approval clause.

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

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

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

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

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

All structures installed by Exhibitor, Lessee or their exhibitor or subcontractor can only be one of temporary nature. Any unauthorized buildings, installations, decorations or stands remaining after the takedown period may be taken down by Hungexpo Ltd. at the expense of Exhibitor, Lessee without examining the property

rights of said structures. Hungexpo Ltd. excludes its liability to the greatest extent permitted by legislation for materials and decorations of the structure being taken down or belongings left at the stand or building.

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

The height of the installations and stands are only limited by the interior height of the hall insofar as they are statically sound (6.30 meters in Halls A, B and D, 5.80 meters in Hall F, 10 meters in Hall C, 11.80 meters in Hall G and 7.50m in Hall E and H).

2.5. Halls and typical technical data

HUNGEXPO BUDAPEST
Congress and Exhibition Center

Hall	Load Availability							Other Data								
	Socket type	Share on load	Vehicle load	Forklift load	Point load	Public utility tunnel distributed load	Public utility tunnel point load	Pavilion size	Installable headroom	Lower plane of the space grid	Column distance	Suspension	General lighting	Black out (window)	Truck gate (pcs)	Truck gate size	Mobile wall
A	concrete	5.000 kg/m2	4.000 kg/m2/wheel (max 16 t gross vehicle weight, two-axle lorry)	2.000 kg/wheel	10x10 point foot	3.500 kg/m2	not loadable, only with a load spreader	180 x 108 m	6,30 m	6,90 m	steel structure, pillar girder; tranversal 12,00 m longitudinal 18,00 m	square grid, 100 kg/point	400 lux	yes	4	4 db truck gate 4,5 x 5 m	none
B	resin paving , asphalt underneath	2.000 kg/m2	1.400 kg/m2/wheel (3,5 to vehicle)	1.400 kg/wheel	only with load spreader	2.000 kg/m2	not loadable, only with a load spreader	108 x 60 m	6,30 m	6,90 m	steel structure, pillar girder; tranversal 12,00 m longitudinal 18,00 m	square grid, 100 kg/point	400 lux	yes	2	2 db truck gate, 4,6 x 4,8 m	none
C Exhibition	concrete	5.000 kg/m2	4.000 kg/m2/wheel (max 16 t gross vehicle weight, two-axle lorry)	2.000 kg/wheel	10x10 point foot	3.500 kg/m2	not loadable, only with a load spreader	72 x 36 m	9,30 m	along the crane runway 6,30 fix	reinforced concrete structure with pillars; tranversal 12,00 m longitudinal 18,00 m	for the bridge crane structure	400 lux	yes	2	2 db truck gate 5 x 6 m	yes
CK Congress Centre - Registration, Ground Floor Foyer	front page	300 kg/m2 load spreader virgin	300 kg/m2 load spreader virgin	300 kg/m2 load spreader virgin	300 kg/m2 load spreader virgin	300 kg/m2 load spreader virgin	-	30 x 40 m	8 m	9 m	-	registration area 15 kg/beam section, rooms F and G and foyer 300 kg/point (fixed points)	400 lux	not in the main building, registration area, foyer	-	-	yes
CK Congress Centre - Plenary Hall, Gala System	modular carpet with wooden load-bearing underneath	max 1000 kg/platform load spreader virgin,	500 kg/m2 load spreader virgin	500 kg/m2 load spreader virgin	500 kg/m2 load spreader virgin	-	-	48 x 40 m	7 m	8 m	-	300 kg/point (fixed points)	400 lux	yes	-	-	yes
CK Congress Centre - Plenary Stage	parquett	1000 kg/m2 load spreader virgin	500 kg/m2 load spreader virgin	-	500 kg/m2 load spreader virgin	-	-	22 x 6,6 m	6,0 m	6,5 m	-	300 kg/point (fixed points)	400 lux	yes	-	-	-
D	tarmac	3.000 kg/m2	1.400 kg/m2/wheel (3,5 to vehicle)	1.400 kg/wheel	only with load spreader	3.000 kg/m2	not loadable, only with a load spreader	73 x 72 m	6,30 m	6,90 m	steel structure, pillar girder; tranversal 12,00 m longitudinal 18,00 m	square grid, 100 kg/point	200 lux	yes	2	2 db truck gate, 3,80 x 5,30 m distance between wheel projectors 3,40 m	yes
E	concrete	5.000 kg/m2	4.000 kg/m2/wheel (max 16 t gross vehicle weight, two-axle lorry)	2.000 kg/wheel	10x10 point foot	3.500 kg/m2	not loadable, only with a load spreader	102 72 m	6,90 m	8 m	no column	possible for main beams (the load capacity of the beam section depends on the beam size)	400 lux	yes in the pavilion, no in the upstairs rooms	3	3 db truck gate, 4,6 x 6 m	yes
F	tarmac	3.000 kg/m2	1.400 kg/m2/wheel (3,5 to vehicle)	1.400 kg/wheel	only with load spreader	3.000 kg/m2	not loadable, only with a load spreader	75 x 49 m	5,80 m	6,40 m	steel structure, pillar girder; tranversal 12,00 m longitudinal 24,00 m	square grid, 100 kg/point	200 lux	not	1	1 db truck gate, 3,80 x 5,30 m	none
G	concrete	5.000 kg/m2	4.000 kg/m2/wheel (max 16 t gross vehicle weight, two-axle lorry)	2.000 kg/wheel	10x10 point foot	3.500 kg/m2	not loadable, only with a load spreader	71 x 156 m	11,80 m	12,00 m	no column	possible for main beams (the load capacity of the beam section depends on the beam size)	400 lux	yes	4	1 db 5,00 x 8,00 m; 3 db 5,00 x 7,00 m	yes
H	concrete	5.000 kg/m2	4.000 kg/m2/wheel (max 16 t gross vehicle weight, two-axle lorry)	2.000 kg/wheel	10x10 point foot	3.500 kg/m2	not loadable, only with a load spreader	78 x 70 m	6,90 m	8 m	no column	possible for main beams (the load capacity of the beam section depends on the beam size)	400 lux	yes in the pavilion, no in the upstairs rooms	2	2 db truck gate 5 x 6 m	yes
F1 Hall	front page	250 kg/m2	not	not	only with load spreader	none	-	2351,72 m2 (ground floor area)	3,8 m	4,8 m	unique	none	400 lux	not	none	-	none
F2 Hall	front page	250 kg/m2	not	not	only with load spreader	none	-	27,28 x 23,41 m	2,6 m	2,6 m	-	none	400 lux	not	none	-	none
F3 Hall	front page	250 kg/m2	not	not	only with load spreader	none	-	45 x 24 m	5 m	6 m	longitudinal: 8,7 m, tranversal: 12 m	possible for main beams (the load capacity of the beam section depends on the beam size)	400 lux	not	none	-	none
Passage	paving stone	5.000 kg/m2	4.000 kg/m2/wheel (max 16 t gross vehicle weight, two-axle lorry)	2.000 kg/wheel	10x10 point foot	-	-	~63 x 10 m	3,0 m	4 m	longitudinal: 12 m, tranversal: 8,7 m	-	150 lux	-	-	-	-
Open area paving	tarmac	5.000 kg/m2		2.000 kg/wheel	10x10 point foot	-	-	-	-	-	-	-	-	-	-	-	-
Tent	concrete	5.000 kg/m2		2.000 kg/wheel	10x10 point foot	none	-	-	-	-	-	-	-	-	-	-	-

3. Hall Furnishing Rules

Particular attention should be devoted during the designing and construction procedures to provide access to security devices, fire hydrants, sensors, escape routes and portals and their signs. These mustn't be obstructed - even temporarily - and no false signals are to be emitted by said devices.

Hall site coverage rules:

Access way

- On the direct area in front of the exits stands cannot be allocated
- Structures cannot be installed opposite one another, neither buffets nor stands
- The green pathway running along the Access way is a fire assembly area, which can only feature exhibits that can be easily moved.

Hall "A"

Fire protection devices of the area:

- Fire alarm system
- Fire hydrant
- Fire extinguisher
- Heat and smoke extraction system – Natural way with domes
- Escape direction lights and emergency lighting system

- A 1-meter perimeter must be left vacant as a service way in order to access electrical switches, cabinets and fire safety devices installed along the wall. No walls, stand devices or boxes can be built or temporarily installed in this area. Any objects left in this area during the operational period will be moved to the waste disposal units. In exceptional cases with special permit it is possible to build next to the wall of the pavilion. Suggestions, recommendations are in the Fire Protection Manual, follow the instructions and consult with the fire protection staff.
- Fire hydrants, fire extinguishers as well as manual fire alarm signals are installed next to the hall doors and on the hall pillars. The use, access and visibility of these devices must be secured, therefore they cannot be obstructed or covered in any way.
- The hall features an emergency evacuation lighting system, which shows safe escape routes in the case of an emergency. Covering or restricting the visibility of these emergency lights are prohibited! – If necessary, the emergency lights can be moved or modified with special permit. Suggestions, recommendations are in the Fire Protection Manual, follow the instructions and consult with the fire protection staff.
- Working-current cabinets are installed on the pillars of the hall (approx. 3 meters apart). In case of an emergency, these cabinets must be turned off, therefore they cannot be blocked in any way!
- Cable tunnels are installed under the hall. Emergency exits are installed 30 meters apart in the cable tunnel (yellow and black manhole covers), which access the interior of the hall, therefore the manhole covers cannot be blocked in any way! These are to be treated the same way as emergency exits!
- Due to the hall's large, continuous fire compartment, the space is divided into four fire sections by 3 water curtains. No structures are to be built under and within 2-2 meters on both sides of the curtains! Fire compartment lines cannot be crossed.
- The load capacity of the hall flooring is 3.5 t!
- The hall has 4 truck gates and matching fire assembly ways. No structures can be built in these sections! Installation possibilities must be agreed by *fire protection staff.*
- In the parking area of the hall, the first lane to the pavilion is the path of the fire brigade. It is prohibited to build or park on the path of the fire brigade!
- Activities involving naked flames within the hall can only be carried out with a special fire permit. It is prohibited to cause smoke! A filled out fire permit must be brought by the person carrying out the activity, and it has to be approved by the person authorized to do it in the facility. As described in the Fire Protection Manual.
- Stands can only be built in a way which allows smoke to pass through the structure in order to ensure the operation of the hall's smoke alarms. Suggestions, recommendations are in the Fire Protection Manual.

- Stands have a limited height within the hall. The height must be approved separately by Hungexpo staff (technicians, organisers, fire protection). Suggestions and recommendations for fire protection are in the fire protection manual.
- The main thoroughfares within the hall are to be established between the opposing doors in order to provide for rapid access in case of an emergency. The thoroughfares are to be at least 2.5 meters wide or 3 meters in the case of main thoroughfares. Stands longer than 26 meters on either side must be located next to an intersection of thoroughfares. Design aspects, recommendations are in the Fire Protection Manual.
- Floors can only be raised in stands or thoroughfares by marking them with yellow and black colours (risk of tripping) and by building ramps for people with movement disabilities. The ramp must be designed to create barrier-free access. Recommendations are in the Fire Protection Manual
- Covering the existing walls or column structures are only permitted with a special permission. F*ire protection* staff must be agreed in advance. Solutions, possibilities are in the Fire Protection Manual.
- The materials that can be used for stand or structure decoration in the pavilion has to be flame retardant or B s1 d0 certified.
- The design and the install of the curtains in the pavilion has to be agreed by fire protection staff. Curtains has to be Class 1 certified.

Hall "B"

Fire protection devices of the area:

- Fire alarm system
- Fire hydrant
- Fire extinguisher
- Heat and smoke extraction system – Natural way with domes
- Escape direction lights and emergency lighting system

- A 1-meter perimeter must be left vacant as a service way in order to access electrical switches, cabinets and fire safety devices installed along the wall. No walls, stand devices or boxes can be built or temporarily installed in this area. Any objects left in this area during the operational period will be moved to the waste disposal units. In exceptional cases with special permit it is possible to build next to the wall of the pavilion. Suggestions, recommendations are in the Fire Protection Manual, follow the instructions and consult with fire protection staff.
- Fire hydrants, fire extinguishers as well as manual fire alarm signals are installed next to the hall doors and on the hall pillars. The use, access and visibility of these devices must be secured, therefore they cannot be obstructed or covered in any way.
- The hall features an emergency evacuation lighting system, which shows safe escape routes in the case of an emergency. Covering or restricting the visibility of these emergency lights are prohibited! If necessary, the emergency lights can be moved or modified with special permit. Suggestions, recommendations are in the Fire Protection Manual, follow the instructions and consult with fire protection staff.
- Working-current cabinets are installed on the pillars of the hall (approx. 3 meters apart). In case of an emergency, these cabinets must be turned off, therefore they cannot be blocked in any way!
- Cable tunnels are installed under the hall. Emergency exits are installed 30 meters apart in the cable tunnel (yellow and black manhole covers), which access the interior of the hall, therefore the manhole covers cannot be blocked in any way! These are to be treated the same way as emergency exits!
- The load capacity of the hall flooring is 3.5 t!
- The hall has 2 truck gates and matching fire assembly ways (indoors from gate to gate). No structures can be built in these sections! Installation possibilities must be agreed by fire protection staff.
- In the parking area of the hall, the first lane to the pavilion is the path of the fire brigade. It is prohibited to build or park on the path of the fire brigade!
- Activities involving naked flames within the hall can only be carried out with a special fire permit. It is prohibited to cause smoke! A filled out fire permit must be brought by the person carrying out the activity, and it has to be issued by the person authorized to do it in the facility. As described in the Fire Protection Manual.

- Stands can only be built in a way which allows smoke to pass through the structure in order to ensure the operation of the hall's smoke alarms. Suggestions, recommendations are in the Fire Protection Manual.
- Stands have a limited height within the hall. The height must be approved separately by Hungexpo staff (technicians, organisers, fire protection). Suggestions and recommendations for fire protection are in the fire protection manual.
- The main thoroughfares within the hall are to be established between the opposing doors in order to provide for rapid access in the case of an emergency. The thoroughfares are to be at least 2.5 meters wide or 3 meters in the case of main thoroughfares. Stands longer than 26 meters on either side must be located next to an intersection of thoroughfares. Design aspects, recommendations are in the Fire Protection Manual.
- Floors can only be raised in stands or thoroughfares by marking them with yellow and black colours (risk of tripping) and by building ramps for people with movement disabilities. The ramp must be designed to create barrier-free access. Recommendations are in the Fire Protection Manual
- Covering the existing walls or column structures are only permitted with a special permission. Fire protection staff must be agreed in advance. Solutions, possibilities are in the Fire Protection Manual.
- The materials that can be used for stand or structure decoration in the pavilion has to be flame retardant or B s1 d0 certified.
- The design and the install of the curtains in the pavilion has to be agreed by fire protection staff. Curtains has to be Class 1 certified.

Hall "C" Congress Centre Exhibition Area

Fire protection devices of the area:

- Fire alarm system
- Built-in automatic fire extinguisher system (sprinkler)
- Fire hydrant
- Fire extinguisher
- Heat and smoke extraction system – Natural way with domes
- Escape direction lights and emergency lighting system

- A 1-meter perimeter must be left vacant as a service way in order to access electrical switches, cabinets and fire safety devices installed along the wall. No walls, stand devices or boxes can be built or temporarily installed in this area. Any objects left in this area during the operational period will be moved to the waste disposal units. In exceptional cases with special permit it is possible to build next to the wall of the pavilion. Suggestions, recommendations are in the Fire Protection Manual, follow the instructions and consult with the fire protection staff.
- Fire hydrants, fire extinguishers as well as manual fire alarm signals are installed next to the hall doors and on the hall pillars. The use, access and visibility of these devices must be secured, therefore they cannot be obstructed or covered in any way.
- The hall features an emergency evacuation lighting system, which shows safe escape routes in the case of an emergency. Covering or restricting the visibility of these emergency lights are prohibited! – If necessary, the emergency lights can be moved or modified with special permit. Suggestions, recommendations are in the Fire Protection Manual, follow the instructions and consult with the fire protection staff.
- Working-current cabinets are installed on the pillars of the hall (approx. 3 meters apart). In case of an emergency, these cabinets must be turned off, therefore they cannot be blocked in any way!
- The load capacity of the hall flooring is 3.5 t!
- The hall has 2 truck gates on the northern side of the pavilion, in front of these, it is advised to leave space of at least 5 meters inside and outside. Installation possibilities must be agreed by fire protection staff.
- On the road of the northern side of the pavilion, it is not allowed to park, not event temporarily. It is the resource area and path of the fire brigade.

- Activities involving naked flames within the hall can only be carried out with a special fire permit. It is prohibited to cause smoke! A filled out fire permit must be brought by the person carrying out the activity, and it has to be approved by the person authorized to do it in the facility. As described in the Fire Protection Manual.
- Stands can only be built in a way which allows smoke to pass through the structure in order to ensure the operation of the hall's smoke alarms. Suggestions, recommendations are in the Fire Protection Manual.
- Stands have a limited height within the hall. The height must be approved separately by Hungexpo staff (technicians, organisers, fire protection). Suggestions and recommendations for fire protection are in the fire protection manual.
- The main thoroughfares within the hall are to be established between the opposing doors in order to provide for rapid access in case of an emergency. The thoroughfares are to be at least 2.5 meters wide or 3 meters in the case of main thoroughfares. Stands longer than 26 meters on either side must be located next to an intersection of thoroughfares. Design aspects, recommendations are in the Fire Protection Manual.
- Floors can only be raised in stands or thoroughfares by marking them with yellow and black colours (risk of tripping) and by building ramps for people with movement disabilities. The ramp must be designed to create barrier-free access. Recommendations are in the Fire Protection Manual
- Covering the existing walls or column structures are only permitted with a special permission. F*ire protection* staff must be agreed in advance. Solutions, possibilities are in the Fire Protection Manual.
- The materials that can be used for stand or structure decoration in the pavilion has to be flame retardant or B s1 d0 certified.
- The design and the install of the curtains in the pavilion has to be agreed by fire protection staff. Curtains has to be Class 1 certified.

Hall "C" Congress Centre

Fire protection devices of the area:

- Fire alarm system
- Built-in automatic fire extinguishing system (sprinkler)
- Fire hydrant
- Fire extinguisher
- Heat and smoke extraction system – Natural way with domes
- Escape direction lights and emergency lighting system
- Rescue area and path of the fire brigade, façade surface for rescuing from height

General rules valid for every floor

- All types of storage are prohibited in the thoroughfares leading to the staircase, it is forbidden to narrow the width of the corridor!
- It is prohibited to cover, close, foil or make any changes on the glass surfaces in front of the staircase in the northern part of the building, which may prevent the breaking in the glass from outside! Rescue point from height. Windows are marked with a red circle. Exception is the ground floor.
- It is forbidden to store in the staircases and technical rooms in the building! In the technical areas only materials necessary for daily work can be placed (maintenance and repair work can be stored temporarily).
- Do not store or use gas cylinders in the area!
- It is forbidden to cover or close the fresh air supply structures in the area!

Ground floor – session rooms

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

- The area features an emergency evacuation lighting system, which shows safe escape routes in case of an emergency. Covering or restricting the visibility of these emergency lights are prohibited! The width of the exit doors is adjusted to the capacity of the room. These doors open to the open-air area. Closing an exit door or reducing its throughput capacity shall reduce the capacity of the room as well. The emergency lights cannot be switched off just in case of by closing the exit doors. Follow the instructions and consult with the fire protection staff.
- The usability of the working-current cabinets must be ensured. In case of an emergency, these cabinets must be turned off, therefore they cannot be blocked in any way!
- Parking on external roads, parking as described in exhibition hall "C", is prohibited!
- Activities involving naked flames within the hall can only be carried out with a special fire permit. It is prohibited to cause smoke! A filled out fire permit must be brought by the person carrying out the activity, and it has to be approved by the person authorized to do it in the facility. As described in the Fire Protection Manual.
- Stands can only be built in a way which allows smoke to pass through the structure in order to ensure the operation of the hall's smoke alarms. Suggestions, recommendations are in the Fire Protection Manual.
- Stands have a limited height within the session rooms. The maximum height to be built is *2,5 m*, other heights must be approved separately by Hungexpo staff (*technicians*, organisers, fire protection). Installations at the thoroughfares can be set up only with a special permit. Suggestions and recommendations for fire protection are in the fire protection manual.
- The main thoroughfares within the hall and session rooms are to be established between the opposing doors in order to provide for rapid access in the case of an emergency. The thoroughfares are to be the same width as the main doors. In case of using in another way than written before shall be permitted by fire protection staff.
- Floors can only be raised in stands or thoroughfares by marking them with yellow and black colours (risk of tripping), not higher than 15 mm and by building ramps for people with movement disabilities. The ramp must be designed to create barrier-free access. Recommendations are in the Fire Protection Manual
- Covering the existing walls or column structures are only permitted with a special permission. F*ire protection* staff must be agreed in advance. Solutions, possibilities are in the Fire Protection Manual.
- The materials that can be used for stand or structure decoration in the pavilion has to be flame retardant or B s1 d0 certified.
- The design and the install of the curtains in the pavilion has to be agreed by fire protection staff. Curtains has to be Class 1 certified.
- On the thoroughfares between the rooms, there can only be centreline set up high tables or installations. In all cases, the escape directions (from the exit of the room to the staircase) must be taken into account, and no object can be placed there, even not temporarily. All installations or placements has to be agreed by fire protection staff.
- All types of storage are prohibited in the thoroughfares leading to the staircase, it is forbidden to narrow the width of the corridor!

Mezzanine floor – session rooms

- Fire hydrants, fire extinguishers as well as manual fire alarm signals are installed next to the doors and on the walls. The use, access and visibility of these devices must be secured, therefore they cannot be obstructed or covered in any way
- The area features an emergency evacuation lighting system, which shows safe escape routes in case of an emergency. Covering or restricting the visibility of these emergency lights are prohibited! The width of the exit doors is adjusted to the capacity of the room. Closing an exit door or reducing its throughput capacity shall reduce the capacity of the room as well. The emergency lights cannot be moved just in case of by closing the exit doors. Follow the instructions and consult with the fire protection staff.
- The usability of the working-current cabinets must be ensured. In case of an emergency, these cabinets must be turned off, therefore they cannot be blocked in any way!
- Parking on external roads, parking as described in exhibition hall "C", is prohibited!
- Activities involving naked flames within the hall can only be carried out with a special fire permit. It is prohibited to cause smoke! A filled out fire permit must be brought by the person carrying out the activity,

and it has to be approved by the person authorized to do it in the facility. As described in the Fire Protection Manual.

- Stands can only be built in a way which allows smoke to pass through the structure in order to ensure the operation of the hall's smoke alarms. Suggestions, recommendations are in the Fire Protection Manual.
- Stands have a limited height within the session rooms. The maximum height to be built is *2,5 m*, other heights must be approved separately by Hungexpo staff (*technicians*, organisers, fire protection). Installations at the thoroughfares can be set up only with a special permit. Suggestions and recommendations for fire protection are in the fire protection manual.
- The main thoroughfares within the hall and session rooms are to be established between the opposing doors in order to provide for rapid access in the case of an emergency. The thoroughfares are to be the same width as the main doors. In case of using in another way than written before shall be permitted by fire protection staff.
- Floors can only be raised in stands or thoroughfares by marking them with yellow and black colours (risk of tripping), not higher than 15 mm and by building ramps for people with movement disabilities. The ramp must be designed to create barrier-free access. Recommendations are in the Fire Protection Manual
- Covering the existing walls or column structures are only permitted with a special permission. F*ire protection* staff must be agreed in advance. Solutions, possibilities are in the Fire Protection Manual.
- The materials that can be used for stand or structure decoration in the pavilion has to be flame retardant or B s1 d0 certified.
- The design and the install of the curtains in the pavilion has to be agreed by fire protection staff. Curtains has to be Class 1 certified.
- On the thoroughfares between the rooms, it is prohibited to set up high tables or any installations. In all cases, the escape directions (from the exit of the room to the staircase along the walls) must be taken into account, and no object can be placed there, even not temporarily. All installations or placements has to be agreed by fire protection staff.
- Storage in the technical areas is prohibited.

Plenary floor

- Fire hydrants, fire extinguishers as well as manual fire alarm signals are installed next to the doors and on the walls. The use, access and visibility of these devices must be secured, therefore they cannot be obstructed or covered in any way
- The area features an emergency evacuation lighting system, which shows safe escape routes in case of an emergency. Covering or restricting the visibility of these emergency lights are prohibited! The width of the exit doors is adjusted to the capacity of the room. Closing an exit door or reducing its throughput capacity shall reduce the capacity of the room as well. The emergency lights cannot be moved just in case of by closing the exit doors. Follow the instructions and consult with the fire protection staff.
- It is forbidden to prevent the closing of fire protection structures in the area! Under these structures no installations should be set up, even not temporarily.
- The width of thoroughfares in the Foyer areas must be agreed with the fire protection. The width depends on the number of people in the plenary room.
- Storage in the technical areas under the plenary room or placing any material, even temporarily, is prohibitied.
- The usability of the working-current cabinets must be ensured. In case of an emergency, these cabinets must be turned off, therefore they cannot be blocked in any way!
- Parking on external roads, parking as described in exhibition hall "C", is prohibited!
- Activities involving naked flames within the hall can only be carried out with a special fire permit. It is prohibited to cause smoke! A filled out fire permit must be brought by the person carrying out the activity, and it has to be approved by the person authorized to do it in the facility. As described in the Fire Protection Manual.
- Stands can only be built in a way which allows smoke to pass through the structure in order to ensure the operation of the hall's smoke alarms. Suggestions, recommendations are in the Fire Protection Manual.
- Stands have a limited height within the session rooms. The maximum height to be built is ***2,5 m***, other heights must be approved separately by Hungexpo staff (*technicians*, organisers, fire protection).

Installations at the thoroughfares can be set up only with a special permit. Suggestions and recommendations for fire protection are in the fire protection manual.

- The main thoroughfares within the hall and session rooms are to be established between the opposing doors in order to provide for rapid access in the case of an emergency. The thoroughfares are to be the same width as the main doors. In case of using in another way than written before shall be permitted by fire protection staff.
- Floors can only be raised in stands or thoroughfares by marking them with yellow and black colours (risk of tripping), not higher than 15 mm and by building ramps for people with movement disabilities. The ramp must be designed to create barrier-free access. Recommendations are in the Fire Protection Manual
- Covering the existing walls or column structures are only permitted with a special permission. F*ire protection* staff must be agreed in advance. Solutions, possibilities are in the Fire Protection Manual.
- The materials that can be used for stand or structure decoration in the pavilion has to be flame retardant or B s1 d0 certified.
- The design and the install of the curtains in the pavilion has to be agreed by fire protection staff. Curtains has to be Class 1 certified.
- On the thoroughfares between the rooms, it is prohibited to set up high tables or any installations. In all cases, the escape directions (from the exit of the room to the staircase along the walls) must be taken into account, and no object can be placed there, even not temporarily. All installations or placements has to be agreed by fire protection staff.

Hall "G"

Fire protection devices of the area:

- Fire alarm system
- Fire hydrant
- Placement of mobile fire hydrant is mandatory
- Fire extinguisher
- Heat and smoke extraction system – Natural way with domes
- Escape direction lights and emergency lighting system

- It is obligatory to install 1 mobile fire hydrant on both sides of the hall at the location indicated on the floor plan. The placement of mobile fire hydrant has to be approved by the fire protection staff.
  - 140 cm high and 70 cm wide
  - These can only be moved along the flooring points and it is only recommended to move them by 5 meters in order to prevent a loss of pressure
  - mobile fire hydrants are necessary as the fire hydrant installed on the wall only has a 30 meter-long hose and thus it is not long enough for the two fire hydrants located in the two halves of the hall to reach one another and the remaining 12 meters can be covered with mobile fire hydrants
  - they can decorated in any manner, yet they must be accessible at all times
  - Fire hydrants can be covered with a black or white housing, provided on request.

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

the wall of the pavilion. Suggestions, recommendations are in the Fire Protection Manual, follow the instructions and consult with the fire protection staff.

- Fire hydrants, fire extinguishers as well as manual fire alarm signals are installed next to the hall doors. The use, access and visibility of these devices must be secured at all times, therefore they cannot be obstructed or covered in any way.
- The hall features an emergency evacuation lighting system, which shows safe escape routes in the case of an emergency. Covering or restricting the visibility of these emergency lights are prohibited! If necessary, the emergency lights can be moved or modified with special permit. Suggestions, recommendations are in the Fire Protection Manual, follow the instructions and consult with the fire protection staff.
- The load capacity of the hall flooring is 3.5 t!
- The hall features 4 truck gates!
- In the parking area of the hall, the first lane to the pavilion is the path of the fire brigade. It is prohibited to build or park on the path of the fire brigade!
- Activities involving naked flames within the hall can only be carried out with a special fire permit. It is prohibited to cause smoke! A filled out fire permit must be brought by the person carrying out the activity, and it has to be approved by the person authorized to do it in the facility. As described in the Fire Protection Manual.
- Stands can only be built in a way which allows smoke to pass through the structure in order to ensure the operation of the hall's smoke alarms. Suggestions, recommendations are in the Fire Protection Manual.
- Stands have a limited height within the hall. The height must be approved separately by Hungexpo staff (technicians, organisers, fire protection). Suggestions and recommendations for fire protection are in the fire protection manual.
- The main thoroughfares within the hall are to be established between the opposing doors in order to provide for rapid access in the case of an emergency. The thoroughfares are to be at least 2.5 meters wide or 3 meters in the case of main thoroughfares. Stands longer than 26 meters on either side must be located next to an intersection of thoroughfares. Design aspects, recommendations are in the Fire Protection Manual
- Floors can only be raised in stands or thoroughfares by marking them with yellow and black colours (risk of tripping) and by building ramps for people with movement disabilities. The ramp must be designed to create barrier-free access. Recommendations are in the Fire Protection Manual
- Covering the existing walls or column structures are only permitted with a special permission. Fire protection staff must be agreed in advance. Solutions, possibilities are in the Fire Protection Manual.
- The materials that can be used for stand or structure decoration in the pavilion has to be flame retardant or B s1 d0 certified.
- The design and the install of the curtains in the pavilion has to be agreed by fire protection staff. Curtains has to be Class 1 certified.
- A functional fire resistant door has been installed in the area functioning as a fire compartment line between Halls "G" and "F". It is prohibited to obstruct the closing of this door in any way! e.g. carpet cannot be installed in its line. Recommendations are in the Fire Protection Manual.

Hall "F"

Fire protection devices of the area:

- Fire alarm system
- Fire hydrant
- Fire extinguisher
- Heat and smoke extraction system – Natural way with domes
- Escape direction lights and emergency lighting system

- A 1-meter perimeter must be left vacant as a service way in order to access electrical switches, cabinets and fire safety devices installed along the wall. No walls, stand devices or boxes can be built or temporarily installed in this area. Any objects left in this area during the operational period will be moved to the waste disposal units. In exceptional cases with special permit it is possible to build next to the wall of the pavilion.

Suggestions, recommendations are in the Fire Protection Manual, follow the instructions and consult with the fire protection staff.

- Fire hydrants, fire extinguishers as well as manual fire alarm signals are installed next to the hall doors and on the hall pillars. The use, access and visibility of these devices must be secured, therefore they cannot be obstructed or covered in any way.
- The hall features an emergency evacuation lighting system, which shows safe escape routes in the case of an emergency. Covering or restricting the visibility of these emergency lights are prohibited! – If necessary, the emergency lights can be moved or modified with special permit. Suggestions, recommendations are in the Fire Protection Manual, follow the instructions and consult with the fire protection staff.
- Working-current cabinets are installed on the pillars of the hall (approx. 3 meters apart). In case of an emergency, these cabinets must be turned off, therefore they cannot be blocked in any way!
- Cable tunnels are installed under the hall. Emergency exits are installed 30 meters apart in the cable tunnel (yellow and black manhole covers), which access the interior of the hall, therefore the manhole covers cannot be blocked in any way! These are to be treated the same way as emergency exits!
- The load capacity of the hall flooring is 3.5 t!
- The hall has 1 truck gate and matching fire assembly way. No structures can be built in these sections! Installation possibilities must be agreed by fire protection staff.
- In the parking area of the hall, the first lane to the pavilion is the path of the fire brigade. It is prohibited to build or park on the path of the fire brigade!
- Activities involving naked flames within the hall can only be carried out with a special fire permit. It is prohibited to cause smoke! A filled out fire permit must be brought by the person carrying out the activity, and it has to be approved by the person authorized to do it in the facility. As described in the Fire Protection Manual.
- Stands can only be built in a way which allows smoke to pass through the structure in order to ensure the operation of the hall's smoke alarms. Suggestions, recommendations are in the Fire Protection Manual.
- Stands have a limited height within the hall. The height must be approved separately by Hungexpo staff (technicians, organisers, fire protection). Suggestions and recommendations for fire protection are in the fire protection manual.
- The main thoroughfares within the hall are to be established between the opposing doors in order to provide for rapid access in the case of an emergency. The thoroughfares are to be at least 2.5 meters wide or 3 meters in the case of main thoroughfares. Stands longer than 26 meters on either side must be located next to an intersection of thoroughfares. Design aspects, recommendations are in the Fire Protection Manual.
- Floors can only be raised in stands or thoroughfares by marking them with yellow and black colours (risk of tripping) and by building ramps for people with movement disabilities. The ramp must be designed to create barrier-free access. Recommendations are in the Fire Protection Manual.
- Covering the existing walls or column structures are only permitted with a special permission. F*ire protection* staff must be agreed in advance. Solutions, possibilities are in the Fire Protection Manual.
- The materials that can be used for stand or structure decoration in the pavilion has to be flame retardant or B s1 d0 certified.
- The design and the install of the curtains in the pavilion has to be agreed by fire protection staff. Curtains has to be Class 1 certified.

Hall "D"

Fire protection devices of the area:

- Fire alarm system
- Fire hydrant
- Fire extinguisher
- Heat and smoke extraction system – Natural way with domes
- Escape direction lights and emergency lighting system

- A 1-meter perimeter must be left vacant as a service way in order to access electrical switches, cabinets and fire safety devices installed along the wall. No walls, stand devices or boxes can be built or temporarily

installed in this area. Any objects left in this area during the operational period will be moved to the waste disposal units. In exceptional cases with special permit it is possible to build next to the wall of the pavilion. Suggestions, recommendations are in the Fire Protection Manual, follow the instructions and consult with the fire protection staff.

- Fire hydrants, fire extinguishers as well as manual fire alarm signals are installed next to the hall doors and on the hall pillars. The use, access and visibility of these devices must be secured, therefore they cannot be obstructed or covered in any way.
- The hall features an emergency evacuation lighting system, which shows safe escape routes in the case of an emergency. Covering or restricting the visibility of these emergency lights are prohibited! – If necessary, the emergency lights can be moved or modified with special permit. Suggestions, recommendations are in the Fire Protection Manual, follow the instructions and consult with the fire protection staff
- Working-current cabinets are installed on the pillars of the hall (approx. 3 meters apart). In case of an emergency, these cabinets must be turned off, therefore they cannot be blocked in any way!
- Cable tunnels are installed under the hall. Emergency exits are installed 30 meters apart in the cable tunnel (yellow and black manhole covers), which access the interior of the hall, therefore the manhole covers cannot be blocked in any way! These are to be treated the same way as emergency exits!
- The load capacity of the hall flooring is 3.5 t!
- The hall has 2 truck gates and matching fire assembly ways. No structures can be built in these sections! Installation possibilities must be agreed by fire protection staff.
- In the parking area of the hall, the first lane to the pavilion is the path of the fire brigade. It is prohibited to build or park on the path of the fire brigade!
- Activities involving naked flames within the hall can only be carried out with a special fire permit. It is prohibited to cause smoke! A filled out fire permit must be brought by the person carrying out the activity, and it has to be approved by the person authorized to do it in the facility. As described in the Fire Protection Manual.
- Stands can only be built in a way which allows smoke to pass through the structure in order to ensure the operation of the hall's smoke alarms. Suggestions, recommendations are in the Fire Protection Manual.
- Stands have a limited height within the hall. The height must be approved separately by Hungexpo staff (technicians, organisers, fire protection). Suggestions and recommendations for fire protection are in the fire protection manual.
- The main thoroughfares within the hall are to be established between the opposing doors in order to provide for rapid access in the case of an emergency. The thoroughfares are to be at least 2.5 meters wide or 3 meters in the case of main thoroughfares. Stands longer than 26 meters on either side must be located next to an intersection of thoroughfares. . Design aspects, recommendations are in the Fire Protection Manual.
- Floors can only be raised in stands or thoroughfares by marking them with yellow and black colours (risk of tripping) and by building ramps for people with movement disabilities. The ramp must be designed to create barrier-free access. Recommendations are in the Fire Protection Manual
- Covering the existing walls or column structures are only permitted with a special permission. F*ire protection* staff must be agreed in advance. Solutions, possibilities are in the Fire Protection Manual.
- The materials that can be used for stand or structure decoration in the pavilion has to be flame retardant or B s1 d0 certified.
- The design and the install of the curtains in the pavilion has to be agreed by fire protection staff. Curtains has to be Class 1 certified.

Hall "H"

Fire protection devices of the area:

- Fire alarm system
- Built-in automatic fire extinguisher system (sprinkler)
- Fire hydrant
- Placement of mobile fire hydrant is mandatory
- Fire extinguisher
- Heat and smoke extraction system – Natural way with domes

- Escape direction lights and emergency lighting system

- A 1-meter perimeter must be left vacant as a service way in order to access electrical switches, cabinets and fire safety devices installed along the wall. No walls, stand devices or boxes can be built or temporarily installed in this area. Any objects left in this area during the operational period will be moved to the waste disposal units. In exceptional cases with special permit it is possible to build next to the wall of the pavilion. Suggestions, recommendations are in the Fire Protection Manual, follow the instructions and consult with the fire protection staff.
- Fire hydrants, fire extinguishers as well as manual fire alarm signals are installed next to the hall doors and on the hall pillars. The use, access and visibility of these devices must be secured, therefore they cannot be obstructed or covered in any way.
- The hall features an emergency evacuation lighting system, which shows safe escape routes in the case of an emergency. Covering or restricting the visibility of these emergency lights are prohibited! – If necessary, the emergency lights can be moved or modified with special permit. Suggestions, recommendations are in the Fire Protection Manual, follow the instructions and consult with the fire protection staff.
- Working-current cabinets are installed on the pillars of the hall (approx. 3 meters apart). In case of an emergency, these cabinets must be turned off, therefore they cannot be blocked in any way!
- The load capacity of the hall flooring is 3.5 t!
- The hall has 2 truck gates and matching fire assembly way. No structures can be built in these sections! Installation possibilities must be agreed by fire protection staff.
- In the parking area of the hall, the first lane to the pavilion is the path of the fire brigade. It is prohibited to build or park on the path of the fire brigade!
- Activities involving naked flames within the hall can only be carried out with a special fire permit. It is prohibited to cause smoke! A filled out fire permit must be brought by the person carrying out the activity, and it has to be approved by the person authorized to do it in the facility. As described in the Fire Protection Manual.
- Stands can only be built in a way which allows smoke to pass through the structure in order to ensure the operation of the hall's smoke alarms. Suggestions, recommendations are in the Fire Protection Manual.
- Stands have a limited height within the hall. The height must be approved separately by Hungexpo staff (technicians, organisers, fire protection). Suggestions and recommendations for fire protection are in the fire protection manual.
- The main thoroughfares within the hall are to be established between the opposing doors in order to provide for rapid access in case of an emergency. The thoroughfares are to be at least 2.5 meters wide or 3 meters in the case of main thoroughfares. Stands longer than 26 meters on either side must be located next to an intersection of thoroughfares. Design aspects, recommendations are in the Fire Protection Manual.
- Floors can only be raised in stands or thoroughfares by marking them with yellow and black colours (risk of tripping) and by building ramps for people with movement disabilities. The ramp must be designed to create barrier-free access. Recommendations are in the Fire Protection Manual
- Covering the existing walls or column structures are only permitted with a special permission. F*ire protection* staff must be agreed in advance. Solutions, possibilities are in the Fire Protection Manual.
- The materials that can be used for stand or structure decoration in the pavilion has to be flame retardant or B s1 d0 certified.
- The design and the install of the curtains in the pavilion has to be agreed by fire protection staff. Curtains has to be Class 1 certified.

Hall "E"

Fire protection devices of the area:

- Fire alarm system
- Built-in automatic fire extinguisher system (sprinkler)
- Fire hydrant

- Placement of mobile fire hydrant is mandatory
- Fire extinguisher
- Heat and smoke extraction system – Natural way with domes
- Escape direction lights and emergency lighting system

- A 1-meter perimeter must be left vacant as a service way in order to access electrical switches, cabinets and fire safety devices installed along the wall. No walls, stand devices or boxes can be built or temporarily installed in this area. Any objects left in this area during the operational period will be moved to the waste disposal units. In exceptional cases with special permit it is possible to build next to the wall of the pavilion. Suggestions, recommendations are in the Fire Protection Manual, follow the instructions and consult with the fire protection staff.
- Fire hydrants, fire extinguishers as well as manual fire alarm signals are installed next to the hall doors and on the hall pillars. The use, access and visibility of these devices must be secured, therefore they cannot be obstructed or covered in any way.
- The hall features an emergency evacuation lighting system, which shows safe escape routes in the case of an emergency. Covering or restricting the visibility of these emergency lights are prohibited! – If necessary, the emergency lights can be moved or modified with special permit. Suggestions, recommendations are in the Fire Protection Manual, follow the instructions and consult with the fire protection staff.
- Working-current cabinets are installed on the pillars of the hall (approx. 3 meters apart). In case of an emergency, these cabinets must be turned off, therefore they cannot be blocked in any way!
- The load capacity of the hall flooring is 3.5 t!
- The hall has 2 truck gates and matching fire assembly way. No structures can be built in these sections! Installation possibilities must be agreed by fire protection staff.
- In the parking area of the hall, the first lane to the pavilion is the path of the fire brigade. It is prohibited to build or park on the path of the fire brigade!
- Activities involving naked flames within the hall can only be carried out with a special fire permit. It is prohibited to cause smoke! A filled out fire permit must be brought by the person carrying out the activity, and it has to be approved by the person authorized to do it in the facility. As described in the Fire Protection Manual.
- Stands can only be built in a way which allows smoke to pass through the structure in order to ensure the operation of the hall's smoke alarms. Suggestions, recommendations are in the Fire Protection Manual.
- Stands have a limited height within the hall. The height must be approved separately by Hungexpo staff (technicians, organisers, fire protection). Suggestions and recommendations for fire protection are in the fire protection manual.
- The main thoroughfares within the hall are to be established between the opposing doors in order to provide for rapid access in case of an emergency. The thoroughfares are to be at least 2.5 meters wide or 3 meters in the case of main thoroughfares. Stands longer than 26 meters on either side must be located next to an intersection of thoroughfares. Design aspects, recommendations are in the Fire Protection Manual.
- Floors can only be raised in stands or thoroughfares by marking them with yellow and black colours (risk of tripping) and by building ramps for people with movement disabilities. The ramp must be designed to create barrier-free access. Recommendations are in the Fire Protection Manual
- Covering the existing walls or column structures are only permitted with a special permission. F*ire protection* staff must be agreed in advance. Solutions, possibilities are in the Fire Protection Manual.
- The materials that can be used for stand or structure decoration in the pavilion has to be flame retardant or B s1 d0 certified.
- The design and the install of the curtains in the pavilion has to be agreed by fire protection staff. Curtains has to be Class 1 certified.

"F1" Main Building

Fire protection structures in the area:
- Fire alarm system
- Automatic fire extinguishing system (sprinkler)
- automatic fire extinguisher
- fire extinguisher
- Heat and smoke extraction system - Natural way with domes
- Escape beacon and emergency lighting system

"F1" Ground floor

- In one of the petals you will find a buffet (F1 buffet), behind which is a toilet block Here you will find the designated Baby Mama room for the area.
- In the other petal there is a registration desk (Exhibitor Registration), and behind it is a corridor with 2 cashier's booths. Behind the cashier's booths are employee offices.
- There is also a toilet block (for exact numbers, see the Washroom Capacity Table) and a cleaning room.
- In this room there are 4 other rooms: the Technical Jury Room, the IT room, the technical room (building surveillance, camera system control centre) and the Press Centre.
- In the third petal there is a cashier's desk (4 cash desks), registration desk and Hungexpo reception. Employee offices are also located behind the cash desks.
- The flooring is cold tiles with a maximum load capacity of 250 kg/m2 due to underfloor heating.
- Switching is possible from a switch box in the corridor behind the reception and a map indicates which switch is used to switch on which area. Lighting is provided by LED bulbs.
- Power can be connected from outside the building, from the event cabinet located between Pavilion F1 and Pavilion B.
- The three petals can be heated and cooled separately, with 1 to 1 air handler supplying these areas. Heat pumps provide the heat/cooling, no gas is used. There is also an additional wall thermostat in each room to control the temperature.
- Cooling and heating of the building can be controlled remotely.
- Suspension is very limited to certain parts of the building, there are no designated suspension points. In all cases, technical consultation is required.

"F1" I.Floor

- On this floor there are 1 conference room, the CEO and employee offices (HR, Finance, Event Sales, Marketing, Executive Office).
- From the CFO room there is a server room from which we can provide Telekom services.
- 2 more meeting rooms are located on this floor: the Meeting Room (14 seats) and the Marketing Meeting Room (12 seats).
- In the open office space, 1 soundproof booth for telephony and a separate photocopying room in the Guest Event Sales area have been created.
- The studio for the use of the PA system is located here, from where the entire area's PA system can be operated.
- The flooring in the lobby is cold tiles, the offices are carpeted.
- The lighting can be switched behind the reception desk and a map indicates which area can be switched on by which switch.
- The three petals can be heated and cooled separately, with 1 to 1 air handler supplying these areas. Heat pumps provide the heat/cooling, no gas is used. There is also a wall thermostat in each room to control the temperature.

"F1" II.Floor

- On this floor additional offices for directors and employees (Organisation, Own exhibition
Sales, Operations, Venue Services, VEG) and warehouses. The warehouses are on the second floor.
service corridor from the second floor kitchen. This corridor also houses the VEG
and the offices of the Technician colleagues.
- There are 4 meeting rooms, Blue (8 people), Red (9 people), Green and White
(4 to 4 people), with local lighting. In addition to these, there is an open

Yellow, which seats 7 people.
- In the open office space, smaller seated meeting areas for 4 people have been created, with a total of 4 and 2 soundproof booths for telephony.
- There is also a dedicated photocopying room in the Private Exhibition Sales area, one of the
a small room next to one of the soundproof booths.
- Flooring in the lobby is cold tiles, in the offices carpeted.
- Lighting can be switched behind the reception desk and a map indicates which switch is used to light which area.
- The three screens can be heated and cooled separately, with 1 to 1 air handler for each of the three rooms.
areas. Heat pumps provide the heat/cooling, no gas is used. Everywhere
wall-mounted thermostats to further control the temperature.

Access rules and transport inside the "F1" building
The filmshooting/event must not be obstructed:
- The smooth operation of the reception at the main entrance
- Access to the main entrance and its accessibility
- Main entrance and accessibility of the main entrance
- Uninterrupted working and access to the office for Hungexpo staff. In the event that certain departments are unable to access their offices due to set or filming, prior arrangement is required.
- Access to the building for Hungexpo guests
- Employees, subcontractors and their guests working in the "F1" reception building are not required to sign a confidentiality agreement or to coordinate their arrival with the production in advance - the responsibility for protecting the sets/shooting/other activities and for maintaining confidentiality rests with the production.
- Access to emergency exits
- Escape routes

Use of furniture and equipment inside the "F1" building
- Hungexpo is responsible for moving the furniture inside the building. They may only be moved by Hungexpo, at the expense of the Lessee.
- The use of furniture and electronic equipment is subject to a surcharge and must be agreed in advance.
- In the event of damage to or loss of furniture, Hungexpo will take a report and invoice the production for the cost of replacing the equipment.

Use of offices within the "F1" building
- The use of meeting rooms and offices is subject to agreement.
- The following areas are considered common areas: ground floor lobby, first floor large auditorium and its lobby
- The kitchens on the first and second floors are not to be used by productions

Technical proposals for the "F1" building
- It is not possible to drill or glue the walls without prior permission
- Suspension not possible
- Load capacity of the flooring: the flooring can support a load of 150 kg per square metre, in addition we request the use of a load spreader
- We recommend the use of a spider crane as a lifting device.

"F3" Entrance building

Fire protection structures in the area:
- Fire alarm system
- Automatic fire extinguishing system (sprinkler)
- automatic fire extinguisher
- fire extinguisher
- Heat and smoke extraction system - Natural way with domes
- Escape beacon and emergency lighting system

- Accessible from all sides
- Flooring is cold tiling with a maximum load capacity of 250 kg/m2 due to underfloor heating.
- The column spacing is 8.7m longitudinally and 12m transversely.
- Suspension from main supports is possible to a limited extent.
- Brightness: 400 lux

4. Regulations on Implementation Works

4.1. Implementation rules

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

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

Self-organized Exhibitions:

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

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

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

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

4.2. Rules on suspension structures.

In Halls A, B, D, E, F, G and H any promotional materials, frameworks for illumination or other structures can only be suspended from the latticework of the halls above the leased area and solely with the prior, temporary, individual approval of Hungexpo Ltd.

The suspension of materials is an exclusive service which can only be ordered from Hungexpo Ltd. and carried out by its designated subcontractor.

The load of a single suspension point cannot exceed 100 kg in Halls A, B, D, E and H, a maximum of 120 kg kg/ beam section in Halls E, H, or 180 kg in Hall G and 110 kg in Hall F. The possibility of suspending greater weights requires preliminary coordination.

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

The request must include:

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

Hungexpo Ltd. will have unauthorized suspended materials removed at the expense and risk of Exhibitor, Lessee.

The suspension installed without a permit may be broken down by HUNGEXPO Ltd. At the expense and risk of the Exhibitor or the Lessee.

4.3. Additional suspension planning and implementing rules:

In order to preserve the condition and stability of the structures, the following rules are to be observed during the planning and implementation of suspended structures:

The work can only commence with a suspension permit from Hungexpo Ltd.

- In matters concerning suspension structures, the Technical Operational and operational director or the technical operational director of Hungexpo Ltd. can make decisions.
- During the implementation of the suspension, the stand construction contractor must provide for the protection of the surface finish of the support structure and the cables and devices of the structure. The stand construction contractor is liable for all damages arising through negligence, wilful acts or unlawful work.
- It is strictly prohibited to drill holes or disturb the integrity of the support structure.
- During the approval of the suspension request, the authorising party may decide to only approve the suspension after the on-site inspection of the item to be suspended, for which Hungexpo Ltd. will provide a crane scale and the contractor must allow for the measurement.
- The load of the latticework can be no greater than 10 kg/square meter, while the individual load can be no greater than 100 kg. Concerning the 3x3 meter load area of Hall G, loads of 180 kg can be suspended from the lower plane of the ceiling system. In Halls E and H, taking into account the 3x6m load field, 100 kg per point can be placed anywhere on the lower plane of the floor structure.
- Loads can only be suspended from the intersection of bars of the latticework (in Halls A, B, D and F) or within 10 cm of the intersection unless the load does not exceed 30 kg on a single bar, in which case loads can be positioned anywhere.
- Two-point (Y-shaped) suspensions can be only used by observing the former rules if the angle between the slanted shafts is no greater than 90 degrees.
- Subsequent to preliminary coordination, loads over 180 kg can be suspended at any point from the main supports without exceeding the 20 kg/square meter limitation, up to loads of 1000 kg. In Halls A,B, D and F loads of up to 300 kg can be hung from the intersections of the latticework while observing the limitation of the 10 kg/square meter load area.
- The highest point of the suspended element cannot exceed the maximum construction height provided for the hall in question. Suspension is an exclusive service, it can be carried out only by a subcontractor appointed by HUNGEXPO Ltd. No suspension may be placed in the 1.00 m lane next to the common wall / stand boundary facing the stand neighbor.
- HUNGEXPO Ltd. Breaks down the suspension installed without a permit at the expense and risk of the exhibitor, and deducts its cost from the deposit.

4.4 Carpeting

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

Hosted Events:

Carpeting is an exclusive service which can only be carried out by the designated subcontractor of Hungexpo Ltd.

4.5. Additional rules

It is prohibited to drill holes, hammer nails, break or paint the pavement of the halls.

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

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

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

Structures requiring excavation work in the open-air spaces necessitate preliminary coordination with the Organiser Department of Hungexpo Ltd. Within the premises of Hungexpo Ltd., only manual excavation work can be performed. In open-air spaces, structures, flag poles, advertising signs, etc. as well as oriented structures can only be installed with the permission of the Organiser Department of Hungexpo Ltd.

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

Exhibitor, Lessee is obliged to follow the instructions of Hungexpo Ltd., enforce them with their subcontractors and assist inspections.

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

Self-organized Exhibitions:

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

4.7. **Connecting to the utilities of HUNGEXPO Ltd.**
Connecting the utilities network can only be carried out by the official operator of Hungexpo Ltd. and its electrical systems.
The installation of electrical wires as well as water and sewage connections take place at the site of the leased stand based on the preliminary orders through the designated flooring point shaft or, in lack of such, through the neighbouring stand.
If the utilities can only be connected through the neighbouring stand, the exhibitor of the neighbouring stand cannot object against the connection.
Only water-based devices with a gully-trap can be connected to the sewage system.
Exhibitor, Lessee or their exhibitor or subcontractor must provide access to the flooring point shafts – by cutting holes through podiums, outer casings or structures or by leaving the connecting points unobstructed.
Exhibitor, Lessee is liable for all costs and damages arising from the failure to fulfil this obligation or for hindering the utility connection and trouble-shooting procedures.
In the case of exhibitions, the connection of individual Exhibitors to the electrical network cannot be jointly ordered and all Exhibitors - or their commissioned contractor - is obliged to order a separate stand connection.

Lessee or its subcontractor is required to order the supply of electrical energy in accordance with the total simultaneous electrical load.

Conditions for connecting to the energy network of HUNGEXPO Ltd.
– MSZ 1600-MSZ 2364-MSZ HD 60364 "Electrical installation standardisation statement",
– approved implementation according the plan,
– appropriate electrical shock protection measurement results.
The Organiser Department and the operative Organiser representative is authorized to inspect the standardised nature of the implementation and to refuse electrical supply in case of inappropriate implementation measures. Unauthorized intervention may entail being denied electrical supply and the reimbursement of possible damages or criminal proceedings in severe cases.

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

Hungexpo Ltd. assumes no responsibility and liability for damages caused by blackouts or power failures.

In the case of exhibitions, Exhibitor is required to provide for turning off the power supply of the stand illumination and electrical devices at the stand during the period of the event.
For safety reasons, Hungexpo Ltd. will entirely switch off the electrical systems of the utility tunnels, with the exception of sections providing night-time electrical supply.
Requests for night-time electrical supply must be announced to the operative Organiser representative prior to the event by listing all the devices which require night-time electrical supply. These devices (e.g. refrigerators) require installing a separate circuit before the main switch.

III. WORK SAFETY REGULATIONS

Throughout the premises of Hungexpo Ltd. all occupational safety regulations, particularly the provisions of Act XCIII/1993 on Occupational Safety and Health are to be observed, along with the relevant decrees, regulations on individual activities and standards as well as employer instructions – and the Work Safety Regulations of Hungexpo Ltd. must be observed.
The observance of employer instructions must be ensured even beyond the work area in question for those within the range of the work (pedestrians, visitors, etc.).

1. Safety regulations for machines operated during the construction, operational and takedown periods of events

- The provisions of the Ministry for National Development's Decree no. 16/2008 (VIII.30) on the minimum health and safety requirements for tools used for working must be observed.
- During construction and takedown periods, only technically faultless tools and machines can be used or provided for use for work activities.
- The hand tools and portable safety transformers used by Exhibitor, Lessee or their subcontractors and exhibitors must be furnished with an annual technical inspection pursuant to the Ministry for National Development's Decree no. 10/2016 (IV. 5.).
- During the period of events and exhibitions, machine demonstrations - including those of internal combustion machines hosted solely in open-air spaces - can only be staged with the written permit of the work safety representative of Hungexpo Ltd. The request is to be submitted concurrently with the construction plan. Previously unannounced machine demonstrations and the operation of machines are prohibited!
- Exhibitor, Lessee is liable for any damages or injuries caused due to machine demonstrations and is responsible for the safety of visitors.
- Non-reported machines may be switched off by the work safety representative.
- Exhibitor, Lessee or their subcontractors are required to provide protective devices for machines and devices under operation, which prevent the emission of harmful noises, unpleasant odours, smoke, vapours and liquids.
- The safety provisions of the Ministry of Economy's Decree no. 47/1999. (VIII. 4.) on cranes and lifting machinery must be observed even if they are to be observed by exhibitors, Exhibitor, Lessee or their exhibitors or subcontractors.

- The Ministry of National Economy's Decree no. 10/2016. (IV.5) on the minimum level of safety and health requirements for the use of work equipment is to be observed by Exhibitor, Lessee or their exhibitor or subcontractor.

2. Familiarizing safety regulations

All individuals performing work activities within the premises of Hungexpo Ltd. (Exhibitor, Lessee or their exhibitor, subcontractor, construction or exhibition worker, etc.) must undergo work safety orientation prior to starting their work, which is to be delivered based on the material and syllabus provided by Hungexpo Ltd. 1 copy of the records certifying the orientation, drafted and signed by the employer must be kept on site.

The orientation must extend to:

- work safety and work health rules,
- traffic rules pertaining to the site,
- range of movement,
- local conditions, etc.

Exhibitor, Lessee or their exhibitor, subcontractor are collectively responsible for hosting and certifying the orientation.

3. Work safety specifications for installations and stands built at the event

The provisions of the pertaining work safety, health safety, emergency and security measures of the National Requirements Regarding Town Planning and Construction as well as Decree no. 4/2002. (II.20.) are applicable for the easily disassembled temporary structures used within the premises of HUNGEXPO Ltd.

Exhibitor, Lessee or their exhibitor, subcontractor must issue a written statement on the observance and enforcement of work safety requirements which are to be submitted concurrently with the construction plan.

The construction plan must include measures which provide their safe use for people with movement disabilities, e.g. in the case of the installation of podiums, stairs, etc.

The plan will be reviewed and signed by the work safety representative of Hungexpo Ltd.

The representative will inspect the work processes based on the submitted plans and will take measures against those infringing on said rules.

4. Additional provisions

– The consumption of alcoholic beverages during the construction and takedown period of exhibitions and events or performing work activities under the influence of such goods is prohibited. The work safety representative of Hungexpo Ltd. may use breath-testing devices to perform inspections and take necessary measures should the test yield a positive result.

– During the periods of events – construction, operation, takedown – individuals noticing an accident must report accidents to the work safety representative in order to jointly inspect the accident.

– Animals brought with permission into the premises for the duration of the events must be handled and demonstrated in a manner in which the animal handling regulations are observed and without causing any accidents or injuring any individuals. Animal exhibitions and demonstrations can be carried out in observance of the Ministry of Agriculture's decree no. 41/1997.(V.28.). Animals on display cannot be left unsupervised at the halls overnight!

- Subsequent to the demonstration, the animals cannot remain in the hall and must be moved to a location suitable for their keeping. Dogs must be kept muzzled and on a lead when taken to designated areas.

Owners and keepers are responsible for damages caused by animals.

Animals brought into the premises and taking part in the demonstrations must have valid vaccination documentations, which we kindly ask to be presented to the Work Safety department representative of Hungexpo Ltd. prior to the event. In lack of vaccination papers, the commissioned representative of the Work Safety department may ask the animal and its owner to leave the premises.

– All shows, sporting events and the manner of the presentation of animals taking part in various events as well as all activities which attract and/or involve great crowds must be reported to the Work Safety department representative of Hungexpo Ltd. In lack of such reports, all parts of such events which are considered hazardous can prohibited.

– It is PROHIBITED to bring minors into the premises of Hungexpo Ltd. during the construction and takedown periods.

- Medical/first-aid assistance is available during the construction, operational and takedown periods of events and exhibition in building 33 of Hungexpo Ltd. which can be contacted via the following phone number: 263-6004.

– Exhibitor, Lessee is obliged to inform their subcontractors and exhibitors of the Work Safety regulations.

IV. FIRE SAFETY REGULATIONS

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

The halls within the premises of Hungexpo Ltd. fall under the "MK" (high risk) fire hazard category.

1. General rules

1.1. All individuals performing activities within the premises of Hungexpo Ltd. (construction worker, graphic artist, exhibition employee, exhibitor, etc.) must undergo fire safety orientation prior to starting their work, as provided by those employing or commissioning their services - as the obligation of the Exhibitor, Lessee, institutions, their subcontractors, etc. The orientation is to be based on materials and syllabus provided by Hungexpo Ltd. The participants are obliged to certify the training and the content thereof by rendering their signatures. 1 copy of said records is to be kept on site.
1.2. The technical description of the construction plan for the installations, decorations and individual stands must include the name of the installation structure and the fire hazard classification of the construction elements as well as the fire safety conformity certificate.
1.3. For the protection of installations and stand structures installed in the open-air spaces – of a simple or individual nature – require installing 1 fire extinguisher, taking into consideration the fire-fighting performance and size of the occupied area. The fire extinguisher must be certified and must have a validity according to the relevant legislation.
1.4. Installation materials must be at least B1-S1-d0.
1.5. Exhibitor, Lessee or their exhibitor or subcontractor is liable for closing the establishments, vacating thoroughfares, and shutting off the utilities mains (water, gas) after vacating the rooms, disconnecting electrical devices, ensuring access to the fire protection devices and inspecting the above-listed tasks.
1.6. Solid fuel or gas-based devices used for presentation purposes (furnaces, gas cookers, etc.) can only be regularly operated in open-air spaces.
In open-air spaces, such devices can be used out in the open or in temporary structures.
In both cases, the observance of the rules and regulations of their operation is mandatory, particularly concerning the discharge of exhaust fumes.

2. Management of flammable materials

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

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

3. Flame retardants

Exhibitor, Lessee must take flame retardant measures for flammable stand installations, stand structures, textile, paper, reed, carpets and decorations prior to their installation. Flame retardant statements, fire safety examination certificates and the performance statement of flame retardant materials are to be submitted to the Fire Safety department on the day prior to the event.

4. Removal of packaging and waste materials

RUBBISH COLLECTION FEE

In today's business world, sustainability and environmental responsibility are increasingly emphasized. It is also extremely important for us to responsibly manage the waste generated during our events. Therefore, we would like to inform you about the garbage collection fee system introduced at the HUNGEXPO Budapest Congress and Exhibition Center in November 2023.

Each exhibitor shall contribute to the costs of waste removal resulting from the construction and demolition of individual stands, installation elements or other decorative elements constructed. If they order their shell-scheme stand or unique stand from Hungexpo Ltd., they are exempt from the above costs.

Price of the service 2025:

- 1-20 m^2 individual stand: 28 EUR/ 0,5 m^3
- 21-40 m^2 individual stand: 57 EUR/ 1 m^3
- 41-60 m^2 individual stand: 85 EUR/ 1,5 m^3
- Individual stand over 61 m^2: 113 EUR/ 2 m^3

The garbage collection fee must be paid before the construction period.

Self-organized Exhibitions:

The tickets required for the start of construction are only available in the online system if the registration and sustainability fee, the total space fee, the garbage collection fee, the stand builder deposit and 100% of the ordered services have been paid, and the stand construction design documentation uploaded to the online exhibition system has been authorized by Hungexpo.

Reducing environmental impact is not only about complying with legal requirements, but also about raising awareness of our responsibilities in the business world. In this way, each company and exhibitor has the opportunity to contribute responsibly to environmental sustainability.

The cost does not cover the management of construction debris and industrial or hazardous waste, which is the responsibility of the stand builder. On request, we are also available for the treatment of construction debris and industrial or hazardous waste for an additional fee.

Self-organized Exhibitions:

Waste materials produced during the construction of the exhibition must be continuously removed to the dumpsters located near the halls. Unused and flammable waste materials must be deposited in designated storage units. Exhibitors must arrange for the continuous removal of packaging materials. Blocking thoroughfares is considered an infringement of fire safety regulations.

Hosted Events:

Lessee or their exhibitor, subcontractor is obliged to pay for the costs of removing waste materials produced during the construction and takedown of stands, installations and decorations. Lessee or their exhibitor, subcontractor can order the removal of waste materials by filling out the "Waste delivery removal form" (unit: cubic meter).

Submitting an appropriately filled waste removal order form is a prerequisite for authorizing stand construction.

If Lessee or their exhibitor or subcontractor fails to place a waste delivery order, Lessor may charge Lessee or their exhibitor for the waste removal costs.

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

5. Electrical devices

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

The electrical network of temporary structures can be of MT 380 V Cu standard, or in the case of open-air structures, MT 1 kV Cu standard or equivalent designs with copper cabling. The minimum allowed cable cross sectional area is 1.5 square millimetres in halls or 2.5 square millimetres in open-air spaces.

Twisted wire ends must be tinned and fixed to the spot. Non-twisted or non-fastened cabling cannot be used within the premises of Hungexpo Ltd. and networks of this nature cannot go live.

Heat insulation sheets must be installed under cases fastened to flammable structures.
Electrical devices can only be operated under supervision.
Obstructing access to or covering electrical switchgear or electrical rooms is prohibited, even temporarily.
Refrigerating devices can only be operated on a separate circuit with the possibility of de-energising.

6. Heat generators

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

7. Welding - use of naked flames

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

8. Traffic

Throughways and the doors to and from and halls - both in the indoor and open-air spaces - must be continuously left open; obstructing, blocking or limiting access to such portals is prohibited, even temporarily.
During the unloading period, the engines of vehicles must be shut off.
The yellow and black coloured portals and emergency manhole covers of cable tunnels running under the hall floors cannot be blocked, covered by structures or carpets, not even temporarily.
Motorbikes cannot be brought into or stored in the halls!

9. Smoking

Smoking and the use of naked flames are prohibited within exhibition halls, the construction areas of open-air exhibitions as well as in the storage rooms of packaging, waste and flammable materials and in their vicinity!
The provisions of Act XLII of 1999 on the protection of non-smokers and on certain rules of consuming and distributing tobacco products must be observed within the premises of Hungexpo Ltd.
Smoking is only allowed in certain designated and appropriately configured areas. Ashtrays can only be emptied into containers for non-flammable waste materials. Signs for observing appropriate fire safety measures must be installed in designated smoking areas.

10. The operation of machines and devices

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

11. Fire safety devices

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

In halls:

- in the case of multi-floor installations and stands, one extinguisher per floor,
- as required by any activities which may pose a fire hazard, yet at least one device must be installed (e.g. operating fire hazardous machines, ovens, welding, high performance electrical devices, etc.),
- For exhibition materials classified as flammable or higher, depending on the floor area, at least one fire extinguisher must be installed.

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

12. Fire alarms
Fires can be reported:

- – to the Budapest Capital City Fire Department via the 105 phone number,
- – to the Duty Station via the 263-6151, 263-6205 local district phone numbers,
- – by the manual fire alarms installed in the halls,
- – in person at the Duty Station.

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

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

V. TECHNICAL DATA OF HALLS AND OPEN-AIR AREAS

1. Halls

1.1. Electrical energy supply

- Voltage: 3x400/230 V, 50 Hz.
- Electric network with neutral earthing.
- Electric shock protection: NEUTRAL GROUNDING (TN).
- In alphabetically labelled halls, electrical supply is provided through the floor tunnels, 50 kW per flooring point. For needs in excess of this amount, individual solutions can be provided with the involvement of the Organiser Department at the Exhibitor, Lessee's expense.
- In numbered halls, the maximum individual electrical supply is 10 kW. All energy needs in excess of this amount can be supplied with individual technical solutions as coordinated with the Organiser Department at the Exhibitor, Lessee's expense. The energy supply of events and exhibition stands is provided through adapters on the side walls of buildings.
- The electric base network of Hungexpo Ltd. features 5 cables. The neutral and grounding wires are separated, pursuant to electrical shock protection measures. Accordingly, the electrical cabinets feature electrical shock protection switches (MSZ 2364).

1.2. Water supply, sewage

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

1.3. Heating, ventilation

- Az A, B, C, D, E, F, G és H can be heated, have individual gas and central heating and cooling and ventilation equipment.

1.4. Compressed air

- Hall A, E and H features a compressed air network. In other halls, orders can be placed for canisters of compressed air or a compressor.

2. Open-air spaces

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

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

HUNGEXPO Budapest Congress and Exhibition Center Private Company Limited by Shares reserves the right to amend the present Operational Rules and Regulations.
The present Rules and Regulations of Operation enter into effect on the date marked on the cover sheet and apply until revocation or amendment.