

Rules & Regulations of the Fair

EVENT:	8 th Warsaw Book Fair 2017
DATE:	18-21 May 2017
VENUE:	PGE Narodowy Stadium, Al. Ks. J. Poniatowskiego 1, 03-901 Warszawa
ORGANIZER:	Murator EXPO Sp. z o. o., having its registered seat in Warsaw, at Dęblińska 6, entered in the register of entrepreneurs maintained by the District Court for the Capital City of Warsaw, 12th Commercial Division of the National Court Register under KRS 000090687, NIP 113-21-59-933, share capital: PLN 770,000.00, hereinafter referred to as 'the Organizer', represented by Jacek Oryl - the President of the Management Board
FAIR MANAGEMENT OFFICE:	PGE Narodowy Stadium
PARTICIPANTS:	Exhibitors and Visitors

§1 General Provisions

1. The 8th Warsaw Book Fair 2017, hereinafter referred to as 'The Fair', will take place in Warsaw on 18-21 May 2017, in the PGE Narodowy Stadium located in Warsaw, at the address: Al. Ks. J. Poniatowskiego 1, hereinafter referred to as the 'Exhibition Centre'.

2. The provisions of these Rules & Regulations form an inseparable part of the Agreement on participation in the Fair and are binding to all Participants.

3. The Rules & Regulations include the following annexes:

- A. 'Specific Provisions' – Annex No. 1 to these Rules & Regulations;
- B. 'Fire Safety Guidelines for the Fair Participants' – Annex No. 2 to these Rules & Regulations;
- C. 'Health and Safety Provisions for Exhibitors' – Annex No. 3 to these Rules & Regulations;

4. The Exhibitors shall be all entities presenting their offers at the Fair in one of the forms specified in Annex No. 4 to these Rules & Regulations – 'Technical Conditions for Advertising and Promotion'.

5. The Exhibitor must submit to the Organizer's address the originals of the application forms, with a note

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- A. Form A – 'Application-Agreement',
- B. Form B – 'Stand Equipment' – Annex no. 1 to Form A,
- C. Form C – 'Stand Equipment' – Annex No. 2 to Form A,
- D. Form D – 'Promotion Services', Annex No. 3 to Form A.
- E. Form E – 'Type of activity/publishing areas', Annex No.4 to Form A

6. The Exhibitor represents that they own all proprietary copyrights, necessary licenses and rights to execute the Agreement concluded with the Organizer. Should any third persons raise justified claims against the Exhibitor, resulting from infringement of these rights, the Exhibitor undertakes to settle these claims.

7. The Exhibitor represents that the content and form of the promotion materials (advertisements, commercials, advertising spots, banners, stands) used by the Exhibitor in the context of the Fair will not infringe any laws or rights of third persons protected by law and undertakes under this Agreement to cover the full cost of any damage suffered by the Organizer due to any such infringement.

8. The Organizer reserves the right to cease, without any financial consequences, the publication (or emission) of any promotion materials

(advertisements, commercials, advertising spots, sponsor's logos, banners), which are subject to justified claims of infringement, in particular of: copyrights and neighbouring rights, trademarks, personal rights, etc.

9. Under this Agreement the Organizer reserves the right to **refuse**, without any financial consequences, to publish any of the promotion materials (advertisements, commercials, advertising spots, sponsor's logos, banners), should their content violate universally accepted moral standards or any laws, or infringe the right of any other entity, personal rights of third persons, morals, copyrights and neighbouring rights or trademarks.

§ 2 Conditions of Participation

1. In order for the application for participation in the Fair to be recognized, the following documents must be submitted to the Organizer's Office, not later than on **28 February 2017**:

- A. The originals of application forms signed by the Exhibitor or the Exhibitor's authorised representatives, as well as an excerpt of the relevant register or power of attorney,
- B. A copy of the current excerpt from the register or business record of the payer (the invoice addressee),
- C. A document confirming the payment of 100 % of the total gross amount due for the participation in the Fair (the conditions of payment are specified in § 6 of these Rules & Regulations).

2. The Agreement with the Exhibitor shall be considered as concluded at the moment of delivery to the Organizer (by fax, mail or e-mail) the 'Application-Agreement' signed by the Exhibitor.

3. The Organizer reserves the right to refuse to accept the application without stating the reason. The Organizer shall inform the Exhibitor about such refusal immediately after receiving the 'Application-Agreement' with all appendices, but not later than 14 working days before the beginning of the Fair. The payment shall be returned within 30 days at the Organizer's own cost.

4. Should the Exhibitor fail to pay the amount due for the participation in the Fair within the deadlines specified in § 6 points 1 and 2, the Organizer shall have the right to refuse to admit the Exhibitor to participation in the Fair. The non-admission of an Exhibitor due to the above reasons does not relieve the Exhibitor from the obligation of paying the full amount due for the services ordered in the application forms.

5. The applications for participation in the Fair must be submitted not later than on **28 February 2017** (this concerns also the orders for advertisements in the Fair Catalogue). The Exhibitors applying for participation after this date will not have access to the full trade offer of the Fair.

§ 3 Form of Participation

1. The Exhibitor shall take part in the Fair exclusively in his/her own name.
2. The Exhibitor shall not be entitled to sublet the exhibition area or any part of it (both with and without an exhibition stand), or make it available for use free of charge, to other entities without prior written consent of the Organizer.
Should the Exhibitor violate this provision, the Organizer will have the right to impose on the Exhibitor a contractual penalty of 100 % of the net amount due under the agreement.

§ 4 The Rental of Exhibition Area With and Without a Stand.

1. The Exhibitor should order the required exhibition area in Form B – Appendix No. 1 to the 'Application-Agreement'.
2. **The forms of exhibition and its conditions are specified in the official Fair trade offer.**
3. The Organizer shall inform the Exhibitor about any changes in the location of the exhibition area resulting from organizational and technical conditions of the Exhibition Centre and about any changes in prices resulting from these changes not later than 4 days before the beginning of the Fair.
4. The Organizer reserves the right to use the surface of external walls of the Exhibitor's stand.
5. Each Exhibitor shall have the right (without making any additional payment to the Organizer) to advertise and sell their products or services within the rented exhibition area, provided that the Exhibitor does not violate any applicable legal provisions and does not disturb the regular work of other Participants. The Exhibitor shall advertise his/her products or services at his/her own risk and responsibility.
6. Advertising in the Exhibition Centre outside the rented exhibition area shall be payable and shall require the consent of the Organizer. Specific rules are set in Form D – 'Promotion and Additional Services', which constitutes Appendix No. 3 to Form A, 'Application-Agreement', and in the official Fair trade offer. Lack of such consent shall result in removing the advertisements at the Exhibitor's own cost and risk.
7. Electric works consisting in providing electric installation needed in the exhibition area can be performed exclusively by the Organizer's authorised electrician.
8. The Organizer shall not be liable for any damage resulting from defective installations and appliances connected to its electric installation.
9. Any changes to the adopted system of stand construction must be reported to the Organizer not later than 14 working days before the beginning of the Fair. They shall be performed only to the extent of the Organizer's technical and organizational capacity and with the Organizer's consent. The Organizer shall collect additional fees for making such changes, in the amount and within the deadline agreed upon with the Exhibitor.

§ 5 The Fair Catalogue and Promotion During the Fair

1. The Exhibitor can order promotion services and additional services, listed in detail in Form D – 'Promotion and Additional Services', which constitutes Appendix 3 to Form A – 'Application-Agreement'.
2. Should the Organizer be unable to publish the Exhibitor's entry in the Fair Catalogue or provide promotion services and additional services ordered by

the Exhibitors due to any legal, organizational or technical reasons, the Organizer will inform the Exhibitor about it in writing. In such cases, the Organizer shall not be subject to any legal or financial consequences.

5.1 The Fair Catalogue

1. The Organizer shall issue a Fair Catalogue containing information related to the Fair and advertisements of the Exhibitors.
2. The deadline for reporting the accompanying events of the Warsaw Book Fair shall be, respectively: 17 March – events for children and young adults; 10 April – other events.
3. The materials for the Fair Catalogue must be delivered not later than on **31 March 2017**. After this date, the Organizer shall not accept any materials or make any changes to the Exhibitor's presentation in the Fair Catalogue. Should the materials be rejected, the Exhibitor will not be exempted from payments for the advertisement ordered in the Fair Catalogue.
4. All published materials, as well as their layout and form of presentation, are subject to copyright owned by the Organizer. The Exhibitor grants to the Organizer a licence for the use of the delivered materials for the purpose of publishing in the Fair Catalogue. Reprinting of the Fair Catalogue, in whole or in part, can be performed only under a written consent of the Organizer or a person authorised by the Organizer. Should any materials contained in the Fair Catalogue be used for public emission, they must be accompanied with a note: 'Źródło: Katalog Targowy Murator EXPO 8th Warszawskie Targi Książki 2017'.
5. The Organizer shall not be responsible for the content of the Exhibitor's entry in the Fair Catalogue.
6. The entry in the Fair Catalogue shall not be subject to authorization. The Organizer reserves the right to make spelling and stylistic corrections and to make changes in accordance with the adopted format of published entries.
7. The Organizer shall print and distribute the Fair Catalogue during the Fair. The Fair Catalogue will be distributed by the Fair Management Office and the Organizer's information stands located in the Fair Premises. The Organizer reserves the right to further distribute the Fair Catalogue for promotion purposes.
8. The Exhibitor shall receive 1 (one) free copy of the Fair Catalogue, which shall be delivered by the Organizer on the day of registration in the Fair Management Office in the Fair Premises.

§ 6 Prices, Conditions and Payment Dates.

1. All prices of rental of exhibition area, promotion services, and additional services and entry in the Fair Catalogue are listed in Form B and C, which constitute, respectively, Appendices No 1 and 2 to the 'Application-Agreement'.
2. The Exhibitor should pay 100 % of the total gross amount due for the items and services ordered in Forms B, C and D, constituting Appendices 1, 2 and 3 to the 'Application-Agreement', not later than 30 days before the start of the Fair. Should the Exhibitor fail to make the payment within the specified period, the Organizer will issue and send to the Exhibitor a pro-forma invoice, which shall be treated as a reminder of the obligation of payment and as a prompt-note. Should the Application-Agreement be signed within less than 30 days before the start of the Fair, the Exhibitor must pay the whole amount due and deliver the transfer confirmation not later than on the last day before the start of the Fair.

3. The Exhibitor should make the abovementioned payment to the Organizer's bank account No:

Bank Pekao S.A. Oddział w Warszawie, ul. Grzybowska 53/57

Account in PLN: 31 1240 6074 1111 0000 4994 1300
Account in EUR: 31 1240 1109 1978 0010 2247 2864.

4. Payment shall be defined as the arrival of the full amount to the Organizer's account. In the event of any delay in the payment, the Organizer shall calculate interest for late payment from the date of payment specified in point 2 above.

5. A VAT invoice for the full amount (100 %) due for the participation in the Fair shall be issued within 7 days from the date on which the payment is recorded on the Organizer's account.

6. Payment for any additional services and promotion services ordered and accepted by the Organizer in the Fair Management Office during the installation of exhibition stands or during the Fair shall be made in cash at the Organizer's cash desk. The VAT invoice shall be issued within 7 days from the end of the Fair.

7. If the Exhibitor is not the payer (the addressee of the invoice), the Exhibitor should inform the Organizer about this fact at the moment of placing the order and attach a written consent of the payer and all the information necessary to issue a VAT invoice in accordance with Polish tax law.

§ 7 Cancelling of Participation in the Fair

1. Any resignation (both cancellation of participation in the Fair and withdrawal from the agreement) shall be submitted by the Exhibitor in written form, by registered mail, or else it shall be null and void.

2. The Exhibitor can resign from participation in the Fair without incurring any costs within 7 days from the date of the agreement.

3. In the event of resignation from participation in the Fair later than 7 days from the date of the agreement, but not later than 14 days from the date of the agreement, the Exhibitor shall pay to the Organizer 30 % of the gross amount due for the services ordered, as a contractual penalty.

4. In the event of a resignation from participation in the Fair later than 14 days from the date of the agreement and/or not later than 30 days before the start of the Fair, the Exhibitor shall pay to the Organizer 100 % of the gross amount due for the services ordered, as a contractual penalty.

5. All contractual penalties specified in these Rules & Regulations shall be payable under vouchers issued by the Organizer within 7 days from the date of their delivery to the Exhibitor.

6. Should the payment be made before making an effective statement on the resignation from participation in the Fair, the payment will be accepted as contractual penalty, and any overpayment resulting from making a higher payment than the calculated penalty will be returned to the Exhibitor within 30 days from receiving the statement by the Organizer. The Organizer shall issue and send to the Exhibitor a relevant correcting invoice.

§ 8 Regulations for Conduct and Organization

1. On the day of arrival at the Fair the Exhibitor must register in the Fair Management Office and collect ID badges. The Exhibitor's badge authorises its holder to enter the Fair and remain there in the times specified in point 1 and point 2 A, B of "Specific Provisions". The number of badges provided to the Exhibitor shall depend on the size of the Exhibitor's exhibition area, according to the following rules:

- a. one stand up to 4m² – 3 badges,
- b. one stand from to 5m² to 10m² – 5 badges,
- c. one stand from 11m² to 20m² – 8 badges,
- d. one stand from 21m² to 60m² – 12 badges,
- e. one stand from 61m² to 100m² – 20 badges,
- f. over 100m² – 30 badges.

2. The Exhibitor ID badges are free of charge. Additional badges shall be provided according to the rules specified in 'Specific Provisions'.

3. The members of the Exhibitor's staff employed for installing and dismantling the exhibition stands are required to wear Technician's ID Badges, which may be obtained in the Fair Management Office. The cost of the ID badges is included in the rent for the exhibition area. The ID badge authorises its holder to access the Fair Premises only during the installation and dismantling of the exhibition stands specified in point 2 of the 'Specific Provisions', constituting Annex 1 to these Rules & Regulations. The Organizer shall have the right to refuse to let in persons who do not have an ID badge or to remove them from the Fair Premises.

4. The Exhibitor shall prepare the exhibition area on the dates specified in 'Specific Provisions', constituting Annex 1 to these Rules & Regulations.

5. The Exhibitor who is renting the exhibition area in the Exhibition Centre is allowed to decorate the walls of the stand, provided that the decorations do not result in any damage to the walls (i.e. the walls are not made dirty, pierced, cut, painted or covered with wallpaper, etc.).

6. In justified cases, the Organizer can interfere in the decorations and equipment of the exhibition area, e.g. prevent damage to the exhibition stand, remove items which give off unpleasant smells, dismantle devices which disturb the work of other Exhibitors, at the Exhibitor's own cost and risk.

7. The Exhibitor must obey the 'Fire Safety Guidelines' constituting Annex No. 2 to these Rules & Regulations, 'Health and Safety Provisions', constituting Annex No. 3 to these Rules & Regulations, and internal directives of the Organizer.

8. Should the period of assembly and disassembly be extended beyond the time scope specified in Annex 1 to these Rules & Regulations, point 3 of 'Specific Provisions', the Exhibitor will be charged PLN 1000 net per started hour.

9. Every-day supply of goods during the days when the Fair is open for Visitors must end 15 minutes before the opening of the Fair. On other days, it must be performed within the times specified in point 2 of the 'Specific Provisions'.

10. The opening times for Visitors and Exhibitors are specified in the 'Specific Provisions'.

11. Invitations printed by the participants of the Fair and third persons do not authorise their holders to enter the Exhibition Centre.

12. It is not allowed to transport the exhibited items from the exhibition area or dismantle the exhibition stand before the end of the Fair.

13. After the Fair, within the deadline for dismantling specified in the "Specific Provisions", the Exhibitor must dispose of all exhibited items and return the exhibition area to its state of the date of accepting the exhibition area from the Organizer. An acceptance protocol shall be executed as a confirmation of this. In the event of any defects in and damage to the exhibition area, the Exhibitor shall be charged with the equivalent of the market price of the lost or damaged item.

14. Should the abovementioned works not be completed within the deadline for dismantling specified in the 'Specific Provisions', which constitute Annex No. 1 to these Rules & Regulations, the Organizer will commission these works at the Exhibitor's risk and cost.

15. In the PGE Narodowy Stadium it is absolutely prohibited to:
a. use electric heating devices for purposes, for which they are not intended or in the way which is not in conformity with the fire safety provisions,
b. use damaged or makeshift electric installations,
c. leave plugged devices which are not intended for permanent use without supervision,

d. bring into the PGE Narodowy Stadium any dangerous chemical substances (see: 'Fire Safety Guidelines', which constitute Annex No. 2 to these Rules & Regulations),

e. block access roads and paths to fire equipment, block emergency passages and exits,

f. use fire equipment for other purpose than their intended purpose,

g. place in the exhibition area exhibits which are dangerous for the participants and visitors of the Fair. The Organizer reserves the right to refuse to display items which it considers dangerous.

16. The transportation, reloading and unloading, installing and dismantling, packing and loading of the exhibited items and other materials at the PGE Narodowy Stadium shall be performed by the Exhibitor at his/her own cost and risk.

17. Photographing, filming and making pictures in any other form during the Fair shall require the consent of the Organizer, and when it concerns individual stands and exhibited items, it shall require also prior consent of the Exhibitors concerned.

18. Shows of equipment, art shows and other promotional activities of the Exhibitor must be agreed upon earlier with the Organizer and cannot disturb or make impossible the operation of other stands and the movement of the participants and visitors.

19. Sound systems and audiovisual equipment at the stand should be used in such a way as to not disturb the operation of the neighbouring stands.

§ 9 The Organizer's and Exhibitor's Responsibility and Safety Provisions in the Exhibition Areas (with and without exhibition stands)

1. The Organizer shall not be liable for any damage to Exhibitor's property caused by third persons or solely through the Exhibitor's own fault.

2. The Organizer shall not be liable for any damage to Exhibitor's property caused by *force majeure*, i.e. strong wind, lightning, explosion, terrorist attack, etc.

3. The Exhibitor must inform the Fair Management Office in writing about the damage immediately after spotting the damage.

4. It is recommended that the Exhibitors insure their property brought to the Fair.

5. During installation and dismantling of exhibition stands and during the Fair the Exhibitor must protect the exhibit items, equipment and devices against any possible damage or loss at the Exhibitor's own cost and risk.

6. The limitation of Organizer's liability under points 1 and 2 shall not be affected by any special protection measures applied by the Organizer at the PGE Narodowy Stadium, such as 24-hour internal security service.

§ 10 Complaints

1. The Exhibitor can file written complaints concerning the services provided by the Organizer within 14 days from the end of the Fair. The complaints should be filed with the Organizer's Office. The complaints must be made in writing – by registered mail – or else they shall be null and void.

2. No complaints filed after the date specified above shall be recognized.

3. Each complaint will be examined within 30 days from the date of its arrival to the Organizer's Office mentioned in point 1.

4. The Organizer shall inform the Exhibitor in writing about the means of settling the complaint.

§ 11 Final Provisions

1. Should the Fair not take place for reasons dependent on the Organizer, the Organizer will immediately return at its own cost the amounts paid by the Exhibitors on the bank accounts indicated by them.

2. Should the Fair not take place for reasons which are not dependent on the Organizer, the Exhibitors will be charged with a handling charge of 50 % of the gross value of the services ordered in relation to participation in the Fair; the amounts paid by the Exhibitors will be returned at the Organizer's own cost after deducting the handling charge, whereas the Exhibitors who have not yet made the payment, will receive relevant vouchers.

3. Any disputes arising between the Organizer and the Exhibitor shall be settled by the court competent for the Organizer's seat.

4. The Exhibitor confirms with his/her own signature in Form A – 'Application-Agreement' that he/she undertakes to obey these Rules & Regulations, as well as to obey the regulations for conduct and any other arrangements made with between the Exhibitor and the Organizer.

5. In matters not governed by these Rules & Regulations, the provisions of the Polish Civil Code shall apply.

The text of these Rules & Regulations is available on the website www.targi-ksiazki.waw.pl. The Exhibitor may receive it by e-mail on request.

Annex 1

to the Rules & Regulations of the 8th Warsaw Book Fair 2017 organized by Murator EXPO Sp. z o.o.

Specific Provisions of the Rules & Regulations of the 8th Warsaw Book Fair 2017

1. The Fair Management Office located at the PGE Narodowy Stadium is open during the Fair as well as in the periods of installing and dismantling stands during hours specified in point 2(a) and (b).

2. Dates and opening hours

(a) opening hours for Visitors:

– 18.05.2017 from 10:00 to 18:00,

– 19.05.2017 from 10:00 to 19:00,

– 20.05.2017 from 10:00 to 19:00,

– 21.05.2017 from 10:00 to 17:00,

(b) opening hours for Exhibitors:

– 18.05.2017 from 08:30 to 18:30,

– 19–20.05.17 from 09:30 to 19:30,

– 21.05.2017 from 09:30 to 22:00,

– 22.05.2017 from 08:00 to 12:00.

During these hours the Exhibitors must remain within their rented exhibition area. From 19:30 to 9:30 of the following day only the persons authorised by the Organizer may remain on Fair Premises.

3. The periods of installing and dismantling stands on Fair Premises.

(a) installation period: for Exhibitors with own stand constructions on 15 May 2017 from 10:00 to 19:00

(b) installation period: for Exhibitors with own stand constructions on 16 May 2017 from 09:00 to 22:00

(c) installation period: for Exhibitors with own stand constructions on 17 May 2017 from 09:00 to 22:00

(d) the acceptance of stands: for Exhibitors with standard stand constructions on 17 May 2017 from 14:00 to 22:00

(e) dismantling period: 21 May 2017 from 17:30 to 22:00

(f) dismantling period: 22 May 2017 from 08:00 to 12:00.

3.1. Should the period of assembly and disassembly be extended beyond the time scope specified in Annex 1 point 3 to these Rules &

Regulations, the Exhibitor will be charged PLN 1000 net per started hour.

4. The Fair Premises shall be understood as the PGE Narodowy Stadium and its surroundings remaining at the disposal of the Organizer of the Fair.

5. Exhibitor Identification Badges

(a) An Exhibitor Identification Badge authorises its holder to remain on the Fair Premises during the Fair days from 9:30 to 19:30.

(b) The badges are provided free of charge and will be available in the Fair Management Office in the number specified in § 8 Point 1. Additional badges (in the number exceeding the number specified therein) will be provided upon a written order placed by the Exhibitor.

6. Technician's Identification Badges

(a) A Technician's Identification Badge shall authorise its holder to remain on the Fair Premises in the installation and dismantling period specified in point 3.

(b) The badges are provided free of charge and will be available in the Fair Management Office.

(c) The Technician's Identification Badges do not authorise their holders to enter the Fair Premises during the Fair, from 18–21 May 2017.

7. Exhibitors' Evening

(a) The Exhibitors' Evening will take place on 18 May at 19:30.

(b) The invitation to the Exhibitors' Evening is valid for one person only.

(c) The Exhibitors who pay a registration fee and buy exhibition area at the Fair shall have the right to the following numbers of invitations:

- one stand up to 20m² – 2 single invitations
- one stand from 21m² to 40m² – 4 single invitations,
- one stand over 40m² – 6 single invitations.

(d) Each additional single invitation for the Exhibitors' Evening shall be paid. The cost of the additional invitations is PLN 125 + VAT per 1 invitation.

Annex 2

to the Rules & Regulations of the 8th Warsaw Book Fair 2017 organized by Murator EXPO Sp. z o.o.

Fire Safety Guidelines for the Participants of the 8th Warsaw Book Fair 2017, organized by Murator EXPO Sp. z o.o.

Under the Act on fire protection of 24 August 1991 (Dz.U. [Polish Journal of Laws 1991], No. 81, Item 351, as amended) and the Order of the MINISTER OF HOME AFFAIRS of 3 November 1992 on fire protection of buildings, other civil structures and sites (Dz.U. 1992, No. 102, Item 460; amended by: Dz. U. 1995, No. 102, Item 507), it is forbidden in the Exhibition Centre and in the surrounding areas to perform activities which could result in a fire, its spreading or could hinder rescue or evacuation.

I. Exhibitor's Obligations

1. The Exhibitor must use and maintain the area provided to him/her in accordance with the fire safety regulations preventing the risk of fire.

(a) The materials used to construct the stands as well as fixed fittings should be non-flammable or treated with protective substances so that they have the flammability class: hardly inflammable (walls separating the stands from the general area, floor coverings, wall facings, etc.).

(b) The Exhibitor shall present the Organizer with an appropriate certificate specifying the flammability class of the materials used.

(c) Suspended ceilings and ceilings facings may not be made of materials which are inflammable or drip or fall off because of fire.

(d) It is prohibited to store on the Fair Premises fire hazardous materials, such as:

- inflammable liquids with ignition temperature below 55°C,
- inflammable gases,
- solids producing inflammable gases in contact with water or water vapour,
- solids spontaneously flaming in air,
- explosive and pyrotechnic materials,

- inflammable oxidizing solids with decomposition temperature below 21°C,
- homogeneous solids with spontaneous ignition temperature below 200°C,
- materials tending to ignite spontaneously.

2. Furthermore, it is prohibited to:

- (a) store and use gas cylinders with propane-butane on the Fair Premises,
- (b) store inflammable materials in the general communication paths intended as emergency ways,
- (c) close emergency exits in a manner preventing their immediate use,
- (d) prevent or limit access to emergency exits, power distribution boards and switches,
- (e) place in passageways any objects hindering the evacuation of people and property,
- (f) use open fire,
- (g) smoke tobacco outside designated spaces,
- (h) park in the exhibition facilities motor vehicles, machines and equipment with combustion engines, unless the fuel tanks have been emptied and the batteries disconnected,
- (i) store inflammable materials closer than 0.5 m to devices and installations with external surfaces potentially heating up to over 100°C,
- (j) use electric heating devices placed directly on inflammable surfaces, except for devices operated in accordance with the conditions specified by the producer,

II. Technical Devices and Installations.

1. Technical devices and installations shall be used and maintained in accordance with the technical parameters and requirements specified by the producer. It is prohibited to use devices and installations in a technical condition which may cause a fire, explosion or facilitate spreading fire.

2. Electric heating devices or other sources of heat must be placed on non-flammable surfaces, except for devices operated in accordance with the conditions specified by the producer.

3. Lamp covers may only be made of non-flammable or hardly flammable materials, if they are to be placed at least 0.05 m from the bulb.

4. Avoid temporary connections for powering appliances and devices.

5. Any additional electric hook-ups should be performed by specialists after consulting the Fair Organizer.

6. It is prohibited to produce makeshift, improper hook-ups and to hang electric wires on hooks or nails, as well as to cover light bulbs with paper or inflammable cloth.

7. Do not use damaged or broken electrical devices. Any defects must be reported to the Fair Organizer.

8. Do not plug too many electrical devices into one socket, to avoid an overload of the installation.

9. All and any lights and electrical devices on the stand must be shut off and unplugged after the exhibition.

III. In case of fire or other emergency

1. Remain calm, do not spread panic and immediately notify:
 - (a) persons close to the fire and threatened by it or its consequences
 - (b) the State Fire Service in Warsaw tel. 998
 - (c) call the emergency number **112**
 - (d) the Fair Organizer

2. When calling the fire service you should clearly specify:

- the location of the fire – the precise address of the building/site and its name,
- what is burning,
- whether human lives are in danger, whether inflammable, explosive, etc. materials are in the area threatened by the fire or in the vicinity,
- the telephone number you are calling from, your first and last name.

ATTENTION!

After the duty officer confirms receiving the notification, hang up and wait for a few moments in case the officer should call back to check whether the notification is not a false alarm.

If necessary notify:

- the Emergency Ambulance Service – **999**
- the Police – **997**
- the Electricity Emergency Service – **991**
- the Gas Emergency Service – **992**

Until the fire service arrives, the operation shall be managed by the Fair Organizer.

Obligations of the participants of the Fair in case of fire or evacuation alert.

1. Immediately cease all activities.
2. Cut off the power to all electrical devices on the stand.
3. Leave the building heading into the direction shown by the evacuation manager or the direction indicated by information boards – to the exit.
4. Remain calm and silent during the evacuation.
5. Move in a quick pace, but do not run or overtake other people.
6. Do not stop or move in the opposite direction than the direction of the evacuation.

IV. Securing the site of the fire

1. The Director of the Exhibition Centre or his/her deputy shall be responsible for:
 - (a) securing the site of the fire and assigning a fire post to prevent a secondary fire,
 - (b) clearing the site of the fire after the special commission appointed to establish the circumstances and causes of the fire and of its spreading has finished its work.

Annex 3

to the Rules & Regulations of the 8th Warsaw Book Fair 2017 organized by Murator EXPO Sp. z o.o.

Health and Safety Provisions for the Exhibitors of the 8th Warsaw Book Fair 2017 organized by Murator EXPO Sp. z o.o.

1. The Exhibitor shall hold full responsibility for the observance of all health and safety rules and regulations on the rented exhibition area (with or without a stand construction) – during the transport, installation, usage and dismantling of the exhibition.
2. The Exhibitor shall be required to conduct a proper health and safety course ('Stanowiskowe Przeszkolenie BHP') for its staff before starting the works on the stand, proven by relevant certificates.
3. During the Fair, the exhibition area manager shall constantly supervise the personnel (exhibition presenters) in matters concerning organisation, content and health and safety.
4. The Exhibitors may not wilfully alter the outline of arrangement of stands in the PGE Narodowy Stadium and in its surroundings or the outline of internal passageways.
5. Any technical devices and machines included in the exhibition on the rented area must have all certificates required by law and all safety

measures specified in the operation and maintenance manuals, as well as be subject to constant supervision by a competent personnel.

6. All and any exhibited items and devices placed on the rented area must be:

- (a) properly (statically) mounted so that they cannot be moved, knocked over or dropped,
- (b) where necessary, marked with relevant information and warnings.

7. Any ramps and stairs included in the stand construction must be fitted with necessary safety barriers.

8. It is prohibited to store objects, materials or devices which hinder or prevent free movement of persons in the Exhibition Centre on designated routes belonging to the system of internal passageways in the exhibition area.

9. The Exhibitors are not allowed to introduce any changes to the power supply grid installed by the Fair Organizer at their own discretion. The design of the power supply grid in the stand constructed by the Exhibitor is subject to approval by a specialist electrician appointed by the Fair Organizer.

10. The Exhibitors are not allowed to introduce, without consulting the Fair Organizer, any changes to the lighting and ventilation systems installed by the Fair Organizer, as well as to the signs concerning:

- (a) information and warning notices,
- (b) parking places for motor vehicles,
- (c) emergency routes and exits.

11. In justified cases, where the law so requires, the Exhibitors' staff working at the Fair are required to use working clothes, protective clothing and means of personal protection which have all the necessary CIOP certificates consistent with the Polish Standards.

12. The Exhibitors' staff is required to use the common rooms and sanitary equipment installed by the Fair Organizer only in the designated places.

13. All and any accidents at work which happen to staff working at the Fair should be reported in writing to the Fair Organizer's Office and then handled by the Exhibitor on his/her own.

14. Should there be the need to administer first aid – to the Exhibitors' staff or participants of the Fair – it shall be administered by a qualified nurse or physician at the 'First Aid' post organized by the Fair Organizer in a designated location.

The above 'HEALTH AND SAFETY REGULATIONS' are based on the following binding laws:

- (a) Employment Rights Act of 26 June 1974 (consolidated text: Dz.U. of 1998, No. 21, Item 94, as amended),
- (b) Order of the Minister of Labour and Social Policy of 26 September 1997 on general regulations of industrial safety (Dz.U. No. 129, Item 844).