



## Technical and Safety Regulations for Rents between Exhibition Events

The following regulations comprise:

- Technical conditions
- Fire protection regulations
- Power system operating regulations
- Occupational health and safety directives

These regulations are an indivisible part of rent contracts relating to exhibition area during the periods between the trade fairs. The principles specified in these regulations are binding for all who carry out any working activity on the grounds and in the premises of a.s. Veletrhy Brno (hereinafter referred to as the Company).

### Technical conditions

1. In the case of stand construction or implementation of any other part of the exhibition structures the respective project (or design) shall be submitted for approval first. The customer takes full responsibility for abstaining from any material that is known to be harmful at the moment of application. If the exhibitor (the customer) intends to suspend a part of the stand, a banner, or sound amplification or lighting devices etc. from the ceiling structure of the hall above their rented area, an assessment performed by a statics engineer also has to be submitted.
2. The customer or a duly authorized organizer of their project is obliged to properly take over the allotted area from the custodian of the respective facility prior to the start of the installation. After completing the dismantling the customer or their authorized organizer shall remove any and all material used, including carpets, PVC, chipboards, adhesive tape etc, at their own cost, including the transport thereof, and hand over the clean surface to the custodian of the facility.
3. The customer is fully aware, that as organizer, they are obliged to observe all valid regulations relating to occupational health and safety, fire prevention and protection, as well as the protection of environment. Ensuring the proper means of health and safety and fire protection falls fully under the duties of the customer (the organizer) who is deemed to be the operator from the viewpoint of liability for the operation. In particular, the operation of the following equipment and systems fall under this clause:
  - electrical systems (start-up inspection prior to launching, supervision of the temporary electrical connection),
  - gas appliances, pressure vessels, e.g. those used for heating or for food preparation with PB gas bottles, use of compressed air operated machinery (passport of pressure vessels, their obligatory anchorage and notification of their placement to the Company's fire protection department (PO),
  - hoisting devices (inspection).
4. The Customer is obliged to observe the principles of environmental protection stipulated by the respective legal regulations and is fully liable for any damage caused by their action contrary to law. It is strictly prohibited to pour paints, solvents or any other toxic matter that could pollute or threaten the environment into sewer inlets, sinks or washbasins. Any unwanted materials shall be taken away and disposed of by the customer or their authorized organizer at their own cost.
5. It is forbidden to fix information or promotional materials on the walls, floors, windows or other parts of the facilities of the Exhibition Centre.
6. In case of failure to observe the determined time for removing wooden boxes or other packaging material, the Company is entitled to have any packages removed to the cost of the Customer/exhibitor with the latter unable to claim any compensation.

### Fire protection regulations

1. It is prohibited to smoke and to handle open fire within the halls. Smoking can only be accepted in office rooms, restaurants and snackbars in the halls. Exceptions (in the form of reserved smoking areas provided with fireproof ashtrays) can be permitted exclusively by the Fire protection department of the Company. The operation of pyrotechnics and/or artificial smoke in the facilities may not impact the function of fire protection devices and in conformity with the valid regulations, negotiations with the head of the fire protection department and their approval shall proceed. Possible organizing of fireworks on the open-air surfaces of the exhibition grounds is subject to the generally binding public notice of the City of Brno No. 12/1998 and to all other generally binding regulations.
2. Easily inflammable construction materials for the construction of stands serving as roofs or coating (especially textiles or foils etc.), including decorative fabrics, shall not be made of materials with C2 and C3 class of flammability, or they shall be impregnated against fire (cane and rugs of a similar material). The structures of roofs, ceilings and lower ceilings shall not be made of materials tending to drip or to peel away during fire. The same applies to separate single-floor structures covered with diaphragms, tent canvas etc., even those standing in open-air locations. The exhibitor/customer shall submit the respective certificate of the flame resistance of the material used or a valid protocol (certificate) of an accredited Czech testing laboratory or of an authorized professional company, and to the Design and Inspection department, or to the Fire protection department of the Company, relating to the impregnation against fire (including the preparation used) plus a sample of the same. Decorative materials made of plastics with self-extinguishing features (polystyrene plastic foils, Perspex/Lucite, polycarbonates etc.) are not permitted. Separate single-floor structures standing in open-air locations require exclusively fireproof materials for light coatings of the roof or of the sidewalls (diaphragms, tent canvas and other reinforced or non reinforced fabrics, foils, etc.) for capacities of over 199 persons. Facilities seating less than 199 persons can be implemented with materials not exceeding the C2 and C3 class.
3. Welding, flame cutting, welding-on, thermal separating etc. may be executed only by persons authorized to do so, holders of the respective certificates authorizing them to perform these operations. Connecting boards, plastic water pipes, and other plastics with open flame may be performed only by persons with hard copy evidence of having been instructed about such operations. Welding sets with gas (including PB bottles) shall be removed from the hall when the work is over. Such work can begin only after approval has been granted by the fire protection department of the Company and the custodian of the respective facility, provided all measures of fire safety will have been fulfilled before the start of such operations.
4. Outside places reserved for such operations may not be sprayed or painted with nitric paints on the whole exhibition grounds, as well as cleaned with flammable materials. Their storage outside specific storage rooms reserved for them is forbidden. In exceptional cases work with flammable liquids or, possibly, their storage shall be negotiated with the personnel of the fire protection department and with the custodian of the facility.
5. Works leading to small burnable waste, such as chips, sawdust, wood shavings etc.) shall be permitted by the custodian of the facility under condition of providing the respective machinery with bags or with a means of exhaust. Burnable waste must be continuously removed.
6. Special permission from the Fire protection department and the power operations engineer is needed before the use of pressure vessels, metallic pressure vessels for transporting pressurized and liquidized gas (bottles, barrels, tanks). In order to avoid any threat to safety, the Customer shall submit a passport of the pressure vessel to the appointed committee or to the respective professional employee of the Company.
7. Vehicles with a combustion engine may not be placed in the halls. If the vehicle serves as an exhibit, it shall be drained of fuel (but for the minimum volume that is necessary to drive away) and the source of electricity (the battery shall be disconnected). During motoring events no tanking or handling of flammable liquids is permitted in the depots located in the halls. Depots that have been established outside the halls and serve for handling



flammable liquids shall be provided with sufficient quantities of extinguishers suitable for extinguishing burning fuels etc. As to exhibits having an integral source of electrical energy, the latter shall be disconnected from the installed appliances as soon as the demonstration is over, or by the end of opening hours of each day of the exhibition.

8. The use of heat appliances of all types is permitted only under condition of fulfilling the following requirements:
  - a) the appliances shall be in a full working condition and may be used only for their original purpose,;
  - b) no flammable objects may be stored at a dangerous distance from the appliance, i.e. 80 cm around the appliance and 100 cm above the same),
  - c) if this condition cannot be met due to insufficient space, the flammable structure shall be ensured by insulating inflammable cladding (gypsum board, lignite), then the distance between the appliance and the cladding shall be 20 cm and the cladding shall overlap the appliance by 10 cm laterally and by 30 cm at the top,
  - d) heaters focusing heat radiation to one spot shall be installed so as to avoid any flammable materials or items or objects that can burn, though not easily, at a distance of 1 m,
  - e) if the heaters are installed on tables, shelves etc. that are flammable or can burn, though not easily, they shall be supported by an incombustible heat insulating plate,
  - f) each appliance that has not been made by the manufacturer for operating without supervision, may not be left unattended, and a person is to be determined in writing that will be responsible for its operation. Upon leaving there must be evidence of that appliance being switched off at the mains The heat appliances installed or demonstrated in Hall E shall not evoke temperatures above 40 deg. C.
9. All means of fire protection, fire fighting equipment (such as fire hydrants, tools in fire fighting sheds, portable extinguishers, indicators etc) that are located within the exhibition grounds, may be used solely in case of fire. Any use, damage or other handling of this equipment should be immediately notified to the maintenance service of fire protection, tel. No3191. These devices shall not be built over or transferred and shall be permanently accessible.
10. Standing of vehicles is forbidden close to the drive gates, entrances to the halls, water pipe cocks, underground and over ground hydrants and in locations where the remaining passage would be reduced to under 3 m. If it is indispensable to stop in such a place, the driver shall not leave the vehicle.
11. Objects and equipment with features threatening the fire safety of persons and property may not be used.
12. Any breach of the regulations of fire protection that cannot be remedied by one's own means and action, shall be immediately notified to a member of the fire department or to a fire sentry. It is also necessary to notify violations of the fire protection regulations if they endanger fire safety, regardless of whether they have been caused by an unknown perpetrator
13. During the exhibition events fire sentries are on watch, checking the conditions of compliance with the valid fire protection regulations. Customers are obliged to allow them access to all rooms.
14. All exits from the facility shall be freely accessible, the solution of any complex technical problems, the inobservance or violation of the regulations of fire protection, the means and modalities of their solution shall be negotiated in time (i.e. prior to beginning works or the event) with a member of the fire protection department. The head of the fire protection department is entitled to order technical or logistic measures for ensuring fire protection.
15. In the light of fire protection and safety the Customer is obliged, after having locked their rooms, to hand over the keys at the porter's lodge.

## Power system operating regulations

Ensuring the necessary means of occupational health and safety fully falls under the duties of the Customer (organizer) who is deemed to be the operator regarding matters of liability. This applies in particular to the operation of specified technical equipment:

- electrical equipment (installation inspection before launching, supervision of temporary electrical connections),
- gas appliances, pressure vessels, e.g. those used for heating or for food preparation with PB gas bottles, use of pressure air operated machinery (passport of pressure vessels, their obligatory anchorage and the notification of their placement to Company's fire protection department (PO)),
- hoisting devices (inspection).

### 1. Electrical equipment

#### 1.1 Installation

Any electrical equipment to be connected to the mains of the exhibition grounds shall fully comply with the requirements of the electrical regulations valid in the Czech Republic (ČSN 341090 and the associated ČSN standards relating to §4 of public notice ČÚBP No 48/82 Coll., in particular ČSN 332000-4-41 Safety and protection against hazardous contact). The installation of electrical equipment may be carried out exclusively by a professional organization (registered company with the appropriate certification). The works may be carried out according to project documentation elaborated for this particular purpose; this shall contain the situation layout, the respective electrical circuits, the material, the power demand of the appliances. The purpose of the sockets shall be given. An electrical device may be operated after the initial inspection report has been submitted to the operation engineer. The start-up inspection report shall cover all electrical devices (such as machines, compact units of lighting bars, stage lighting systems, audio apparatuses etc.), and possible partial revisions of machines to be connected to the electrical supply lines. Without such regular documents an electric device can not be operated, as if it were unsatisfactory.

1.2 In the course of the installation and alignment of machinery and equipment the Customer is fully liable for ensuring the safety of the installation workers and for observing all applicable regulations and directives that are effective in the Czech Republic.

#### 1.3 Supervision

Temporary electric devices shall be under regular supervision of an appointed skilled technician with higher qualification who makes frequent and careful checks of the whole temporary setup, immediate corrections of any found disorders etc., in compliance with standard ČSN 341090.

1.3.1 In the case of short-term events (not more than 3 days) the Company ensures the supervision at the cost of the Customer.

1.3.2 For exhibition events that take more than 3 days the supervision is ensured by the Customer (organizer-operator). The name of the employee or of the company ensuring the supervision over temporary electric equipment should be indicated in the contract to be concluded between the Organizer and the Company.

1.4 The Company supplies electricity with 240/400 V and +6% and -10% tolerance. If, however, the tolerance should be surpassed, the Company is not liable for possible damage caused to the electrical equipment.

### 2. Pressure vessels

Pressure vessels may be operated exclusively in accordance with the provisions of public notice No 18/79 Coll. of reserved pressure deices and standard ČSN 690012.

### 3. Water, air, waste

The Customer (the organizer) is obliged to observe Act No 254/2001 Coll. on Water, Act No 211/94 Coll. on the protection of air, the Act No 125/97 Coll. on Waste and the related regulations. The Customer shall not intervene into the power supply system of the Company and is not entitled to connect any equipment to this distribution network without the knowledge of the power department. The Customer is obliged to allow the access of inspection engineers and control bodies of the work safety inspectorate to all of their rented rooms for the purpose of technical inspection of the power equipment.

## Occupational health and safety

1. The safety and protection of health at work shall be ensured in the sense of Act No 262/2006 Coll. the Labor Code, as revised, and Act No 309/2006 regulating further requirements of safety and health protection at work and Decree No 101/2005 Coll. on more detailed requirements relating to the workplace and the work environment.
2. Act No 361/2000 Coll. as revised, of traffic on roads, together with public notice No 30/2001 Coll., implementing the rules of traffic on roads, and also the valid transport guidelines of the Company shall be observed during transportation on the exhibition grounds.
3. The speed limit:
  - of all vehicles on the roads of the Company (unless restricted by respective traffic signs) is 30 km per hour,
  - inside the exhibition halls, storage facilities and the like the speed limit is 5 km per hour.
4. Drivers are obliged to adapt their speed to the above limits, and to the character of the transported load, to the visibility, the condition of road surface and to the given traffic situation.
5. Vehicle traffic in all parts of the exhibition area is considerably restricted for the purpose of ensuring visitor safety. If, by way of exception, transportation appears to be necessary during these periods, the driver shall observe the passengers' right of way and restrict the speed so as to ensure their maximum safety.
6. There is no entry of motor vehicles into the exhibition without a respective permit
7. Parking of motor vehicles is forbidden in places marked with the respective traffic sign, in parking lots reserved for the fire fighters, on pavements, and on vegetation. Parking is allowed in the marked car parking areas.
8. During any installation, dismantling and carrying out construction works all regulations relating to safety conditions during construction work shall be observed, as specified by Decree No. 592/2006 Coll. on the detailed minimum requirements to safety and health protection in building sites and Decree No.101/2005 Coll. on detailed requirements relating to the workplace and work environment.
9. The operation of building machinery and technical equipment is governed by the binding Regulation ČÚBP No 48/82 Coll., as revised, specifying the basic requirements for ensuring safety of work and technical equipment and Decree No. 378/2001 Coll. specifying detailed requirements relating to the safe operation and use of machinery, technical equipment, apparatuses, and tools.
10. All work at heights or depths shall be carried out according to Decree No. 362/2005 Coll. specifying detailed requirements relating to safety and protection of health in workplaces with a hazard of falling from height or into depths.
11. Machine tools for metals, wood and other solids, if being operated, shall be provided with protective shields against flying chips. Grinding machines, if being operated, and having rotation speeds of over 10 m/s shall be provided with shields made of a boiler plate of at least 10 mm thickness or of form iron of the same rigidity. Protective shields shall be in place against flying sparks.
12. When using sheet glass in the stalls the edges of glass shall be finished so as to avoid the risk of injury. Construction components made of full glass shall have marks at eye level. The bottom edge of the glass pane shall be at least 50 cm above the ground level to avoid being kicked. Only glass complying with safety regulations may be used.
13. When welding and oxygen cutting, arc cutting or other heat treatment or dividing of metals, the working area shall be protected against dazzling and against flying sparks, including the protection of the floor by a heat insulating and fire resistant cover. Demonstrations of this type shall be permitted by the Fire protection department, and fire safety must be ensured.
14. Any open vessels with the upper edge protruding less than 30 cm above the floor shall be properly fenced by a railing of at least 90 cm high.
15. Any hoists, forklifts, cranes road vehicles of all types and coaches, if intended to be demonstrated in operation, shall be provided with a permit of the safety engineer of the Company and the demonstration space shall be secured by fencing. On the other hand any exhibit serving for live demonstration shall be secured by the exhibitor so as to prevent unauthorized handling beyond the demonstration intervals.
16. An exhibitor wishing to display any source of ionizing radiation other than minor under the Act No 18/1997 Coll.(Nuclear act) and its implementing regulation SÚJB No 184/1997 Coll. on requirements relating to radiation protection, or intending to make use of the same during the event, is obliged to notify this fact or to ask for a permit well in advance from the State Authority for Nuclear Security (Státní úřad pro jadernou bezpečnost, regionální centrum třída Kpt. Jaroše č.5, 602 00 Brno); such written approval should be submitted to the safety engineer prior to the commencement of the event. Before dispatching exhibits containing radioactive radiation sources, the exhibitors are obliged to mark the outer package with the characteristic international sign marking the presence of radiation sources. No open radiation source may be used as reference to radioactive measurement kits. Any brought-in radioactive source or matter shall be notified to the safety engineer of the Company. Only enclosed nuclear devices may be exhibited. Their protective covers shall ensure that in close distance of possible passage of visitors the following limits can not be exceeded: – see § 9 of the cited notice. Concerning smaller or portable apparatuses containing sources of ionizing radiation, they shall be deposited so as to prevent theft or being handled by unauthorized persons.
17. There is no exhibiting of toxic and other harmful material. Only a mock up may be displayed. Any brought-in toxic matter shall be notified to the safety engineer.
18. Exhibitors of drugs and narcotics may display mock ups only. No samples of drugs or narcotics may be distributed.
19. Weapons and substantial parts thereof may be exhibited only in showcases that are properly ensured against possible theft. Weapons and ammunition exhibited in larger quantities shall be guarded at the cost of the exhibitor, and namely continuously during the whole event, also outside of working hours.
20. There is no exhibiting of explosives or detonators. Only mock ups may be exhibited. Blasting and firing devices shall be properly secured against possible theft.
21. Any earth moving within the exhibition grounds relating to the demonstration of building and earth moving machines and any interventions in structures both concerning the roofed facilities and open-air surfaces are permitted solely after written approval granted by the custodian of the respective facility.
22. All galleries and platforms of stands shall be provided with at least 0.10 m high eaves strips.



23. Exhibits to be demonstrated may be operated solely by authorized operators. Upon request of the control bodies, i.e. a safety engineer of the Company or OTP, the person shall prove their authorization.
24. Enter only the workplaces and the facilities or premises to where you have been sent by work appointment.
25. Move only on marked roads; if there is no pavement always walk on the left hand side.
26. Take care not to hit or stumble over deposited items, materials, or tools.
27. Avoid standing or moving under suspended loads or within their hazardous distance.
28. Do not enter switching stations, transformer stations and/or gas regulation stations.
29. Do not operate any machinery, electrical devices or any other equipment without authorization.
30. Observe the hints of traffic, safety, and fire protection signs.
31. Observe sound signals of drivers during the haulage of material.
32. Do not enter any workplace of Veletrhy Brno, a.s. under the effect of alcohol; it is forbidden to bring alcohol to the workplace and to consume it.
33. Smoking is only allowed in designated places.
34. Maintain the hygienic limits of noise and vibrations in the inside and outside spaces, as determined for daytime and night according to Decree No. 148/2006 Coll. on the protection of health against the impact of noise and vibrations.
35. In case of an accident of an employee of third-party company, a visitor at the stand of the exhibitor, a legal and natural person performing work on the premises of Veletrhy Brno, a.s., the exhibitor shall notify the accident to the safety engineer of the Company Veletrhy Brno, a.s., telephone No +420 541 152 528, and shall execute a protocol of the accident complying with the Decree No 494/2001 Coll., with a copy to Veletrhy Brno, a.s.
36. Permit us to inform you of other possible risks that can occur due to our activities:
  - unauthorized entry to the workplace or reserved area during work at high levels,
  - material falling from height during vertical or inclined transport of material,
  - falling of a hoisting mechanism during vertical or inclined transport of material,
  - falling of material or tools from height due to careless handling,
  - falling of persons from height due to inobservance of personal or collective securing principles,
  - slipping over muddy or icy surfaces, risks due to holes and other irregularities of the terrain,
  - hitting, stumbling against deposited items or tools,
  - risk of dust, noise, and vibrations,
  - burns due to molten metal or metal chips when grinding, welding etc.,
  - accidents caused by electrical current due to driving over poorly covered cables,
  - accidents caused by driving over compressed air pipes,
  - accident and subsequent fire caused by driving over technical welding gas pipes,
  - fire caused by insufficient removal or poor covering of combustible material,
  - moving vehicles during material haulage,
  - disregard of hooting and other signals of the driver, as determined in advance,
  - possible fall of a suspended loads and occurrence of an accident of a person underneath or within a hazardous distance,
  - being run over by a moving mechanism, even a manually guided one, due to failure of keeping a safe distance, i.e. at least 2 m from its maximum reach or in a place that is not visible for the driver, and not having left the same after an acoustic signal,
  - accidents caused by standing in front of a vehicle turning, reversing and maneuvering,
  - accidents caused by unauthorized use of tools, machines, equipment, due to removed covers etc.,
  - performing any activities for a private purpose,
  - failure to notify an existing deficiency or defect,
  - burns or scalds caused by unauthorized entrance into boiler rooms or heat exchange stations,
  - accidents and burns caused by inobservance of instructions of safety and fire protection labels,
  - disregard of notices or traffic signs,
  - accidents caused by dangerous getting into or out of a vehicle,
  - accident caused by climbing on or jumping over conveyors, or getting onto them, or leaning against them, or leaning against objects on their structure and belts,
  - accidents caused by unauthorized entry of a switch room, a transformer station, a gas regulating station,
  - falling on staircases due to wet shoes or soles.
37. All of your employees and all natural and legal persons performing any work on the exhibition grounds of the Company Veletrhy Brno, a.s shall be informed of all possible risks, of the available information and instructions relating to their protection of health during work within the exhibition area of Veletrhy Brno a.s.
38. Permit us to draw your attention to the duty of observing all technical and safety regulations that are valid for all premises of the Company Veletrhy Brno and all specific regulations ensuing from your activities (including fire protection, hygienic rules relating to the safety of work and to the Act on waste).

I hereby declare that I have been made familiar with the Technical and Safety Regulations for rents between exhibition events.

**I declare that I am familiar with the technical and safety regulations for rental interfairs.**

Date: .....

.....  
signature

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