

SAFETY RULES IN OPERATION ON THE SITE OF THE PRAGUE VÝSTAVIŠTĚ EXHIBITION GROUNDS

1. Purpose

The Výstaviště Praha, a.s. company has published these Safety Rules in Operation in the interests of the safe operation of events held at the Prague Exhibition Grounds. These Safety Rules in Operation are an integral part of contracts for the lease of exhibition space.

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2. Extent of validity

All sublessees, outside companies and whoever performs any kind of work on the site of the Prague exhibition grounds (hereinafter the 'Company' only) is obliged to adhere to these regulations, which are binding. These regulations are an integral part of contracts for the lease of venue for events. By affixing of the signature of a person organized to act on his behalf the sublessee demonstrably confirms that he has been familiarized with the abovementioned safety rules in operation on the site of the Prague Exhibition Grounds, which he understands and with which he is obliged to comply. Further the sublessee acknowledges that he is obliged to comply with generally binding regulations of law, in particular fire and safety regulations (Decree No. 23/2008 Coll.; Decree No. 35/2007 Coll.; Decree No. 226/2005 Coll.; Decree No. 246/2001 Coll.; Act No. 133/1985 Coll.; Act No. 262/2006 Coll.; Act No. 309/2006 Coll.; Decree No. 48/1982 Coll.; Government Decree No. 378/2001 Coll.; Government Decree No. 101/2005 Coll.; all as amended and all in conformity with ČSN and EN standards).

3. Liability

Compliance with OSH and FSM is the responsibility of all workers. The sublessee is obliged to ensure this compliance from all persons who with his knowledge spend time in the spaces he has leased, including subcontractors. In accordance with the law the sublessee is liable for injury to the health of persons and property caused to himself or others by his employees or his subcontractors' employees if this injury occurs as a result of the violation of statutory or contractual obligations on his part.

4. Terms and abbreviations

OSH - Occupational Safety and Health
OR – Operating Regulations
CP OSH _ competent person for risk prevention and OSH
AO – authorized officer
FSM – fire safety management

5. Operational safety

5.1 Operation of electrical equipment

1. During the construction of an exhibition stand, including its rear area and electrical equipment the exhibitor (assembly firm) the sublessee is responsible for ensuring that they follow the instructions of the worker from the Exhibition Grounds Administrator, who has the electrical qualifications in accordance with Decree No. 50/1978 Coll., that they allow a designated employee from the Exhibition Grounds Administrator, who has the electrical qualifications in accordance with Decree No. 50/1978 Coll., access to the exhibition stand, including its rear area, so that the worker can carry out an operational check of the electrical equipment and that they allow a designated employee from the Exhibition Grounds Administrator, who has the electrical qualifications in accordance with Decree No. 50/1978 Coll., access to the rented space, so that the worker can carry out an operational check of the electrical equipment.

2. The sublessee is responsible for ensuring that his/her electrical equipment is only installed by a person that has the electrical qualifications in accordance with Decree No. 50/1978 Coll., and in accord with ČSN 33 2000-7-711 (The Electrical Installations of



Buildings – Part 7-711: Special Purpose Equipment and in Special Buildings (Exhibitions, Displays and Stands)) and that a report is compiled on the electrical equipment by a person authorised for this activity. The report is submitted to the designated employee from the Exhibition Grounds Administrator. The Exhibition Grounds Administrator can only allow electrical equipment thus prepared to be used.

3. The sublessee is responsible for ensuring that the exhibitor's (assembly firm's) low voltage electrical equipment will be connected to Leeds by persons demonstrably trained in so doing or with higher classifications pursuant to Decree No. 50/1978 Coll.
4. The sublessee is responsible for ensuring that the persons entrusted with running the stand and packing it away, from the standpoint of connecting the feed for the stand's electrical equipment, are persons that are demonstrably trained.
5. In the event of any problem the exhibitor (assembly firm) may have in connecting or running electrical equipment, caused by a mutual interaction of the feed network and the equipment of his clients the sublessee is responsible for immediately informing the designated employee from the Exhibition Grounds Administrator as presented in the operational agreement and he/she is obliged to ask the employee for help from a person with the electrical qualifications in accordance with Decree No. 50/1978 Coll., who knows about the local operating conditions.
6. The sublessee is responsible for only using electrical equipment that is either under guarantee or has a valid report made on it compiled in accord with the pertinent ČSN. Further, combined electrical kitchen equipment for the rear area of the exhibition stands must allow for all of its parts, apart from fridges/freezers, to be demonstrably disconnected when the stand is not being used.
7. If the sublessee uses adapters for connecting electrical equipment (with or without extension cables) he/she is responsible for placing every adapter in a place accessible and visible for checks on the connection and warning. Furthermore, is responsible for ensuring that they use only extensit cords with a valid certificate / inspection report or the guarantee certificate.
8. When the stands are not being used (when the pavilion has been locked up) the sublessee is responsible for ensuring that all electrical equipment is not plugged in (apart from fridges and freezers). If an exhibit is some electrical equipment that cannot be unplugged (due to demanding calibrations etc.) the sublessee must have written agreement from the designated employee from the Exhibition Grounds Administrator for it to be plugged in and running.

5.2 FSM

1. Smoking and the use of naked flames are strictly forbidden in the exhibition spaces (with the exception of restaurants). This ban is fully valid during preparations (assembling), the event itself, dismantlement and at all events (exhibitions, gala evenings, concerts, etc.) held in the Exhibition Grounds
2. The sublessee is responsible for ensuring that no flammable materials, e.g. reed grass, straw, paper, synthetic textiles, plastics, cardboard, polystyrene foam and other materials classified as D, E and F reactions to fire, including floors and floor coverings, are used in the construction of stands and the installing of decorations at events (hereinafter 'the event'). These materials are only used in the event that they are treated to reduce their flammability, which is demonstrated by a testimonial on this treatment issued by an authorised test centre. Before constructing the stand the sublessee is obliged to submit this, along with a sample of the materials used, to the authority for fire safety of the Exhibition Grounds Administrator, this being Výstaviště Praha, a.s. (herein the "Exhibition Grounds Administrator"). For the assembly of ceilings, it is prohibited to use materials that could drip during an eventual fire. Items made of plastic materials, which are not self-extinguishing, cannot be used as decorative items. The sublessee is also responsible for the stands' roofing being merely optical – a light alloy frame grid or the stand is leftuncovered (open).
3. For the construction of stands and decorations higher than 3 metres the sublessee is obliged to present a calculation of the fire load, carried out pursuant to Czech State Norm (ČSN) 73 0802 Article. 6. The calculation must be submitted to the authority for fire safety of the Exhibition Grounds Administrator before beginning the construction. The maximum value of the calculated fire load is 60 kg/m² (tab. A.1 item 3.8 ČSN 73 0802). The sublessee is responsible for ensuring that the stand will not be constructed before the authority for fire safety of the Exhibition Grounds Administrator gives written approval.
4. It is the responsibility of the sublessee to ensure that promotional products (e.g. balloons etc.) are not located in leased spaces without the written consent of the officer of the Exhibition Grounds Administrator responsible for fire safety management.
The adverts must meet these conditions:
 - Balloons may not be filled with an inflammable or explosive gas
 - Adverts cannot be placed above the communications corridors used by visitors to the exhibition
 - Adverts cannot be fixed to the pavilion's load-bearing constructions
 - Advertising balloons and placards cannot screen the fire alarms
5. Throughout the Exhibition Grounds it is forbidden to carry out welding work, cutting using an oxy-acetylene welder, grinding, etc.
6. Throughout the Exhibition Grounds it is forbidden to use fireworks or artificials smoke.

7. The sublessee is not allowed to use any nitrocellulose based coatings or paints, nor to store these materials in the stand. The worker from the Exhibition Grounds Administrator responsible for fire safety can grant exceptions in writing.

8. If planing, cutting, drilling, etc. of wooden materials is necessary during modification of the stand or decorations the sublessee is responsible for vacuum cleaning up and, immediately after completing the work, placing waste, as well as flammable powder formed during this work, into a designated location outside of the pavilion's area.

9. The sublessee is responsible for not using pressurised bottles, containers or other devices with gases that are flammable or that support flammability in the internal areas. If their use is necessary for the presentation, then the sublessee must discuss this with and gain approval from the worker of the Exhibition Grounds Administrator responsible for fire safety. The sublessee is obliged to submit to the worker from the Exhibition Grounds Administrator responsible for fire safety a document proving a pressure test was carried out on the device, including any distribution mechanisms and accessories. During operation the sublessee is responsible for adhering to these conditions:

- the device can only be handled by an employee with the corresponding qualifications. Such an employee must not leave the vicinity of the device during its operation.
- the entire device must be secured against misuse by unauthorised persons
- in the event of the operating personnel being absent the main valve on the pressure container must be closed, as well as any other valves on the device.

10. During exhibitions and presentations of motorised vehicles the sublessee can only have an amount of fuel in the fuel tanks necessary for the vehicles' exit from the exhibition area. The sublessee is responsible for the accumulator (if the vehicle has).

11. When using heating appliances the sublessee is responsible for complying with the following principles:

- electric cookers and heaters (electric and gas) will not be used
- any heating device used must be in a perfect technical condition; for electrical and gas device the sublessee must present a valid document stating that an inspection of the device has been carried out
- for heating appliances that do not have a prescribed safe distance from flammable surfaces in their documentation (e.g., floor coverings, fixtures and fittings, etc.), it is necessary to maintain the safe distance according to ČSN 06 1008 tab. 1 and pursuant to Decree No. 23/2008, Part 8
- if it is not possible to comply with these distances, then heat isolating barriers made out of fire-proof material (e.g., gypsum plasterboard, lignin, etc.) with a thickness of at least 3 mm must be used. The isolating barrier must be at a distance of at least 30 mm, with a tolerance of ± 5 mm, from the protected substance. The protected substance must be exceeded on the top edge by at least 300 mm, and on the sides by 150 mm (ČSN 06 1008 Article. 4.4.1.3). If the heating appliance is placed on a flammable floor covering or on other items made out of flammable materials, then an isolating mat made out of the same fire-proof material must be used, including compliance with non-combustible overhangs pursuant to Appendix No. 8 of Decree No. 23/2008 Coll.
- The heating appliance must be under constant supervision, and the person responsible for its operation must be designated in writing. After the end of exhibition operations or events, electrical appliances must be demonstrably disconnected from the electricity source every day and all valves must be closed on gas devices.

12. The sublessee is responsible for ensuring that the handling and storage of exhibits, packaging and other materials is prohibited in escape routes and the close vicinity of extinguishers for electricity distribution equipment. Every day the sublessee must clear out unnecessary materials into the designated locations. No material may be stored behind an exhibition stand or on its ceiling structure.

13. All fire safety equipment (e.g., fire hydrants, portable extinguishers, fire alarms, etc.) installed in the premises can only be used in the event of a fire. Their use, any damage or any handling of them must be immediately announced by the sublessee to the employee responsible for fire safety. Unrestricted access to all fire safety equipment must be permanently secured.

14. It is prohibited to park motor vehicles next to entrances into the exhibition pavilions, underground or above ground hydrants and water stopcocks if the driving space around them is less than 3 metres. If it is necessary to stop in such places (e.g., to transport exhibited items or materials for the construction of the exhibition stand, etc.), then the sublessee is responsible for the driver remaining near the vehicle so that he/she can drive away if the need arises.

15. If it is necessary to use flammable materials to exhibit a device's operation, then the sublessee is responsible for ensuring that at the stand or rented area there is only enough fuel for one day of exhibition.

16. The sublessee is responsible for ensuring that devices or items, which by their properties threaten fire safety, are not used.

17. The Exhibition Grounds Administrator will establish fire patrols to monitor fire safety and protection. Each sublessee is obliged to enable these patrols access to all areas being used by the exhibitor.



18. If the sublessee discovers fire defects that he or she cannot remedy, then he/she is responsible for immediately notifying the Exhibition Grounds' employee responsible for fire safety or a member of the fire patrol.
19. All exits from the exhibition pavilions must be clear, just as the escape routes between individual stands and access to fire safety equipment. The sublessee is responsible for ensuring that their activities do not cause these areas to become inaccessible.
20. Every fire, even if it has been extinguished by the sublessee's own means, must be immediately announced at the fire registration point to the authorized officer responsible for FSM.
21. The sublessee is obliged to report to the officer responsible for fire safety at the Exhibition Grounds without delay all damage he has caused to and every use he has made of fire safety equipment.
22. The internal communications (the walkways between expositions) define the distance between each exhibition whole. The sublessee is responsible for ensuring these communications are permanently kept free and, at the same time, that free access to all the technical areas is ensured as is the free space around the perimeter walls in places where technical and fire safety equipment is located (there must be free access to all electrical distributions systems, main switches and stopcocks, fire alarms, fire hydrants, fire extinguishers etc. the thoroughfares behind the stands and expositions by the perimeter walls to the exits and the access points for the installed technical equipment, in exceptional conditions to resolve the situation only through the free parts of the exposition!)
23. While the exhibition is in progress it is the responsibility of every sublessee to ensure that all exhibitors allow access to exhibition stands and their facilities to employees of the Exhibition Grounds Administrator other than in the hours of the night, when stands are guarded by a fire alarm system and a video alarm and camera security system.

5.2.1 FMS for two-storey expositions and the safety of constructions

1. For the construction of two-storey exhibition stands flammable materials, such as reed grass, straw, paper, synthetic textiles, plastic foil, cardboard, polystyrene foam and other materials with a D, E and F level of flammability shall not be used. These materials may only be used if they have been treated for decreased flammability. Before beginning construction of the stand the sublessee is obliged to present a valid certificate of this treatment to the fire protection authority of the Exhibition Grounds Administrator, as well as a sample of the materials used. For the assembly of ceilings, it is prohibited to use materials that could drip during an eventual fire. Items made out of plastic materials, which are not self-extinguishing, cannot be used as decorative items.
2. Exhibition stands will be used as office, meeting or exhibition areas without increasing the threat of fire.
3. It is prohibited to cover approved assembly elements with flammable materials, and to store easily flammable substances in a solid or liquid state in the area where the stands are located. Equipment or devices that could cause a fire cannot be exhibited in the stands.
4. Assembly may only be carried out in approved locations, and there must be a 3-meter distance from the communications. This distance does not have to be complied with if the second storey is only bounded by a railing and/or the fire resistance is documented by a calculation.
5. If such a stand has a winding staircase leading to the second storey, then the sublessee must ensure that the maximum occupancy of the second storey is 30 people; if the stand has a straight staircase, then the occupancy can be 55 people. If more than one staircase is used, then it is possible to increase the number of people proportionally and stairs must be of a minimum width that ensures ease of access for a set number of persons.
6. The staircase must enable safe exit from a dangerous area. The escape route must not lead under the second above ground floor unless the resistance of its construction against fire has been proven.
7. Every exposition must be equipped with portable fire extinguishers at a count of one unit for every 200m² of floor space initiated on each storey with appropriate or suitable extinguishing agent and appropriate extinguishing capability. If the sublessee does not have his/her own fire extinguishers, then the Exhibition Grounds administrator will supply them for a fee.
8. The sublessee is obliged to attach a fire report or certificate documenting the construction's fire resistance for a two-storey exhibition stand plan.
9. The covering for stands (2-storey) will be the same as for single-storey ones, i.e. without any covering.
10. Before beginning construction on 2-storey stands the sublessee is obliged to submit a static appraisal of the construction, compiled and certified by a person or organisation authorised to do so.
11. The sublessee is responsible for ensuring that work on constructing the stand does not start before written approval by the authority of the Exhibition Grounds Administrator responsible for fire safety.

5.3 OSH

5.3.1 Basic information

- Occupational safety and health must be ensured within the meaning of Act No. 262/2006 Coll., the Labour Code as amended, Act No. 309/2006 Coll., which stipulates further requirements concerning occupational safety and health, and Government Decree No. 101/2005 Coll., on detailed requirements in the workplace and working environment.

- Enter only workplaces, areas and facilities to which you have been sent in connection with your work.

Use marked roads only; where there is no pavement, always walk on the left.

Take care not to collide with or trip over materials or tools in your path.

Do not walk under a suspended load or within dangerous proximity of it.

Do not enter switching stations, transformer stations and gas regulation stations.

Do not operate mechanical, electrical or any other equipment without authorization.

Observe directions given on traffic, safety and fire-safety signs.

Respect audible signals given by drivers delivering materials.

Do not enter the workplace when under the influence of alcohol; it is forbidden to consume alcohol in the workplace and to bring alcohol to the workplace.

5.3.2 Operator, person responsible for operating equipment

The arranging of means for occupational safety and health is fully the responsibility of the sublessee, the exhibitor (organizer) and assembly firms, which in terms of responsibility for operations are considered the operator.

This concerns primarily the operating of reserved technical equipment:

- electrical equipment (initial inspection before operation begins, monitoring of operation of temporary electrical equipment/distribution)

- gas appliances, pressure vessels (inspection, accompanying technical documentation for pressure vessels and their anchorage as prescribed)

- lifting equipment (inspection)

5.3.3 Transport on the premises

Transport on the premises is required to abide by Act No. 361/2000 Coll. on road transportation as amended together with Decree No. 30/2001 Coll., by which rules of transport by road, the processing and management of transport by road and the Company's Transport Code are implemented.

Speed limit:

- is 30 km/h (unless restricted by an appropriate traffic sign) for all vehicles on the Company's roads

- in exhibition halls, warehouses and other buildings the speed limit is 5 km/h.

Drivers are required to adjust their speed in accordance with the speeds specified above and the nature of their load, visibility, the state of the roadway and the momentary traffic situation.

In order to ensure visitor safety while the fair and exhibitions are in progress, vehicular traffic on the premises is heavily restricted. If in this period it shall prove exceptionally necessary to perform transportation, drivers are obliged to give way to pedestrians and limit their speed so that maximum visitor safety is achieved.

No motor vehicle may enter the exhibition halls without the permission of the hall administrator.

It is forbidden to stop a motor vehicle where this is prohibited by the appropriate traffic sign, in front of entrances and access ways to halls and buildings, near water stopcocks, near underground and above-ground hydrants, on parking spaces reserved for fire trucks (yellow stripes on the roadway), on pavements, on vegetation on the site, on designated outdoor areas (numbered signs on the road, red-and-white tape, enclosure), and where stopping would cause a throughway of less than 3 m.

If it is necessary to stop in these places (e.g. when transporting items or materials for exhibition, for the construction of an exhibition stand etc.), it is the responsibility of the exhibitor (assembly firm) to ensure that the driver remains by the vehicle and thus in a position to drive it away should the need arise. Parking is permitted only in designated car parks.

5.3.4 Assembly and dismantling

When assembling, dismantling and performing any construction work on the Company's premises it is necessary to respect the provisions for compliance with safety requirements during construction work pursuant to Government Decree No. 591/2006 Coll. on specific minimum requirements for occupational safety and health on construction sites and Government Decree No. 101/2005 Coll. on detailed requirements in the workplace and working environment.

5.3.5 Building machines and technical equipment

When operating building machines and when working with technical equipment it is necessary to comply with Decree No. 48/82 Coll. of the Czech Office for Safety at Work as amended, which stipulates basic requirements for the ensuring of safety at work and safety of technical equipment and with Government Decree No. 378/2001 Coll., which stipulates detailed requirements for the safe operation and use of machines, technical equipment, appliances and tools.

5.3.6 Work at a height

All work at a height or a depth will be performed in compliance with Government Decree No. 362/2005 Coll. on detailed requirements for safety in the workplace where there is a danger of a fall from a height or into a depth.

5.3.7 Machine tools

Machine tools for metal, wood and other solid materials must, when in operation, be provided with protective shields to guard against flying chips. When in operation a grinder whose wheel has a peripheral velocity greater than 10 m/s must have a sheet-metal cover at least 10 mm thick or a cover of corrugated iron with the same resistance. Shields must be set in place to protect against sparks. For the demonstration of machines and equipment stocks of raw materials (flammable materials) may be kept on a stand (in a dedicated store) for up to 1 day.

5.3.8 Use of glass

When sheet glass is used on stands its edges must have been so processed or protected that there is no risk of injury. All-glass construction units must be marked at eye level. The bottom edge of glass at the perimeter of an exposition must be a minimum of 50 cm from the ground, so there is no risk of its being kicked through. Only glass that meets the safety requirements may be used.

5.3.9 Tanks and galleries

Any open tank the top edge of which is not at least 30 cm above the floor must immediately be enclosed by a double rail 90 cm in height.

5.3.10 Machines

If hoists, forklift trucks, cranes, road vehicles of all kinds and motor coaches are to be used for demonstration purposes, the exhibitor must ensure that these are not wilfully manipulated by third parties, even when demonstration is not in progress.

5.3.11 Sources of ionizing radiation

An exhibitor who intends to display any source of ionizing radiation other than one that is insignificant pursuant to Act No. 18/1997 Coll. (nuclear act) as amended and its implementing decree No. 307/2002 Coll. of the State Office for Nuclear Safety on protection from radiation as amended, or to handle such in the course of the event, is obliged to report this fact or apply in good time to the State Office for Nuclear Safety for the required permit in accordance with the abovementioned Act and its implementing regulations. Documentation proving compliance with reporting requirements and/or ownership of the necessary permit should be submitted to the Company's FSM and OSH department before he places these sources on the premises. Independent transport of radionuclide sources must be carried out by authorized carriers and hauliers in accordance with the requirements for the transport of Class 7 hazardous materials as per the mode of transport chosen (ADR, RID, IATA). Emitter guards must ensure that in the vicinity of throughways that may be used by visitors appropriate limits are not exceeded and radiation protection must be optimized in compliance with the provisions of Title IV of the abovementioned radiation protection regulations. It is necessary to ensure that all ionizing radiation devices are stored in such a way that their theft or manipulation by unauthorized persons is prevented.

5.3.12 Poisons and medicines

Exhibitors of medicines and narcotics may display only dummies of these. Samples of medicines and narcotics may not be distributed. Poisons and other generally harmful substances may not be exhibited.

5.3.13 Weapons, ammunition and explosives

Weapons and substantial parts of these may be exhibited only in display cases properly secured against theft. Weapons and ammunition exhibited in larger quantities must be guarded at the exhibitor's own expense continuously for the whole period that the event is in progress, including outside of working hours. Explosives and detonators may not be exhibited. Only dummies of these may be exhibited. Firing instruments and other materials for use with these must be secured against possible theft.

5.3.14 Cables and technical wiring

All cables and technical wiring must run through shafts; where a cable or electrical wiring exits a shaft it must be secured, e.g. by a cable protector or ramp. Cables and technical wiring may not be run along or across roadways or in emergency exits. To prevent severing and other damage, it is forbidden to run electrical cables along doors and gates, where they must be secured by a ramp or a protective strip.

5.3.15 Earthworks

All earthworks on the exhibition grounds related to the demonstration of exhibited construction and earthworks machinery and any interference with buildings and equipment in concealed and open areas of the grounds may occur only with the authorization in writing of the site administrator.

5.3.16 Demonstration of exhibits

Exhibits demonstrated in operation may be operated only by persons authorized to do so. At the request of an inspector – an employee of the Company's FSM and OSH department or an employee of the Regional Labour Inspectorate – the appropriate authorization must be shown.

5.3.17 Noise and vibration

Observe hygienic limits of noise and vibration in indoor and outdoor spaces as stipulated for night and day pursuant to Government Decree NV 148/2006 Coll. on the protection of health against effects of noise and vibration.

5.3.18 Accident

In case of injury to an employee of another employer, a visitor at the exhibitor's exposition or a legal or natural person performing work at the workplace of the Company, the exhibitor is obliged to report this accident to the Company's FSM and OSH department, telephone no. 220 10 34 00, through site security at the main reception. In case of need first aid will be called for and medical treatment provided.

5.3.19 Inspection

Observance of these directions and conditions will be monitored by competent employees of the Company, the approval committee, fire patrols and qualified electricians operating temporary electrical equipment. The exhibitor/sublessee (assembly firm) is obliged to grant these persons access to all parts of his exposition. The exhibitor/sublessee (assembly firm) notes that in case of violation or non-fulfilment of the above-stated conditions the Company is entitled to exclude him from participation in the exhibition or prevent him from entering the exposition.

5.3.20 Reciprocal information

Pursuant to Act. No. č.262/2006 Coll. (Labour Code), Section 1, para. 3 by this the sublessee is informed by this Annex of mutual risk exposure. This Annex is an integral part of the Sublease contract.

6. Important telephone numbers

emergency services 155
fire office 150

The Sublessee/contractor declares that he/she is acquainted with and agrees with the Safety Rules in Operation on the Site of the Prague Exhibition Grounds.

Company:

Name of authorized person:

Signature and stamp:

Date: