

STAND CONSTRUCTION RULES

The following rules shall apply to the installation of exhibition stands or other constructions on the premises of the HUNGEXPO Budapest Fair Center.

1. General Provisions

1.1. HUNGEXPO Ltd. rents out **empty space without structures and furnishings** marked by painted floor signs indoors and by stakes outdoors.

1.2. The exhibitor may occupy the leased area starting from the beginning of the construction phase and must return it to HUNGEXPO Ltd. clean and **in its original condition** by the end of the dismantling phase. During the construction and dismantling period, the exhibitor is obliged to place the communal waste in the waste containers on the territory and ensure a container for building rubbish and chips and take care of its removal.

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

Should the exhibitor perform without license any construction or dismantling work subject to licenses, HUNGEXPO Ltd. may stop any such work.

1.3. Construction work can only be carried out in the covered and open-air areas of the HUNGEXPO Budapest Fair Center with **architectural and electrical plans approved** by the **Organising Department** and the **Fire and Work Safety representative**. HUNGEXPO Ltd. may have stands and structures erected in contravention of or without a permit dismantled at the expense and peril of the exhibitor.

1.4. On the premises leased, the exhibitor must arrange for the installation of the exhibition stand, for appropriate lighting of the stand and for keeping it clean and in order. The exhibitor **must build a boundary wall at least 2.50 m high** or must install solid, non-transparent structural elements or furnishings on each side bordering on adjacent stands and unleased areas. The walls and backs of stands that form the gangways cannot obstruct the overall view of the event and **therefore solid walls running along the paths for visitors (walls that cannot be seen through with a height of over 2.50 m and a length of over 5.00 m) cannot be erected on any side of the stand**. The exhibition organiser may grant an exemption in individual cases on the basis of an advance request.

1.5. The exhibitor shall be liable for the stability and structural integrity of the stand built on his/her leased exhibition area, for any damage to property or reputation as a result of any deficiency therein, as well as for the safety of appliances and exhibit items thereon.

1.6. The exhibitor must furnish the stand with a company sign which must carry no other name than that of the exhibitor that has registered for and is participating in the event.

1.7. The exhibitor must conceive his/her own structures, signs, exhibits etc. in a manner that they fit into the overall image of the exhibition environment defined by the organiser, and do not hinder the proper functioning of objects, sensors, signs, decorations and signals installed by HUNGEXPO Ltd. Inside the exhibition area rented by the exhibitor the supporting pillars of the pavilion can be covered/panelled – up to the building height permitted – with a technology that will not damage them. At the same time the fireplugs and the fire-extinguishers beside the pillars, as well as the electric distribution switch boxes on the pillars, fire alarms and the 'Emergency Exit' lamps must remain visible, accessible and useable.

1.8. All structures installed by the exhibitor may only be temporary. After the dismantling phase, HUNGEXPO Ltd. may have any structures and stands remaining on the premises without permission dismantled without investigating ownership thereof, at the expense and peril of the exhibitor. HUNGEXPO Ltd. shall not be held liable for the materials of the dismantled structure and for objects left on the stand or in the building.

1.9. HUNGEXPO Ltd. will determine the construction, operation and dismantling phases for the exhibition and the length of daily working hours individually for each event, which will be published in the Information Leaflets. Work done outside the specified periods will be deemed as overtime. Overtime will be subject to permission from the organiser of the event, to be applied for 72 hours prior to the scheduled overtime, and must be paid for separately.

1.10. In the course of construction work, only materials and equipment complying with European Union and Hungarian standards may be used. Engineering and electric equipment must comply with the requirements of Hungarian Standard MSZ 2364. Any divergence from the approved plans will be subject to a permit for plan modification.

1.11. In covered areas, the **permitted construction height of single-storey indoor stands** may not exceed 2.50 metres in a 1.00-m strip along the stand boundary towards adjacent exhibitors. From this strip towards the centre of the stand the permitted construction height shall be the permitted maximum building height applicable inside the given pavilion.

In the 1.00-m strip along the stand boundary towards adjacent exhibitors, a higher than 2,5 meters object can be built according to the following rules:

- the part facing the adjacent stand higher than 2,5 m must be a solid, homogenous white material. If desired, the neighbour may showcase their own graphics on this surface at their own cost.

The exhibitor or his/her contracted builder must inform all affected exhibitors at adjacent stands on rear walls with irregular height, on how they will be erected and on any hangings applied.

1.12. Multi-storey stands in covered areas may be built with a minimum base floor space of 50 sq m provided that technical designs provide evidence that fire heat release from exhibits, stand construction materials, auxiliary materials required for operation, brochures etc. will not exceed 650 MJ/sq m during construction.

Net floor-to-ceiling height for each level shall be at least **2.50 m**. The useable load for the flooring must be determined, in accordance with proper use (office use or use as storage space), pursuant to the design requirements applicable in Hungary.

The stability of the structure must be confirmed with an **expert opinion from a structural engineer** and the time required to descend from the top level must be confirmed with **evacuation calculations**. (The name and licence number of the designer must be indicated with the calculations.) Automatic fire alarm and fire extinguishing facilities must be provided for the lower floor.

All information related to the space rental fees of multi-storey stands can be found in the Application Form for the exhibition.

1.13. In exhibition pavilions A, B, and D **no part of the stand height may exceed 6.30 metres, 5.8 m in Pavilion F, 9.3 m in Pavilion C or 11.8 m in Pavilion G**; in other pavilions prior agreement on the maximum construction height shall be necessary in each case.

1.14. If visible, the back side of rear walls and that of every section of outside walls over **2.50 m** tall must be decorated in an aesthetically pleasing manner (monochrome, neutral in effect, clean and without any signs and inscriptions).

No company sign, emblem or advertising copy is allowed on rear walls – or the walls of high floor of multi-level stands – facing adjacent stands even if the one-meter strip has been left free.

1.15. At least 2 entrances must be provided for stands **exceeding 150 sq m** in area or 20.00 m in length.

1.16. No more than 70% of the area of each stand **may be built up** in the case of **outdoor stands**. (70% of the areas may be taken up by a building or structure.) A clearance of at least **2.00 metres** from the boundary of the adjacent area must be provided for. The distance between

two buildings may not be less than half of the distance between the highest point of the taller building and the ground.

2. Planning Regulations

2.1. Designer's Authority

If it is necessitated by the nature and complexity of the building, the responsible designer of outdoor exhibition pavilions or the stands inside the pavilions may be an architect designer registered and authorised by the Chamber of Hungarian Architects (É-1, É-2, É-3), e.g. multi-storey stand static designs may be worked out by qualified structural engineers (T1-T2), electrical designs may be prepared by qualified electrical designer (V1-V2), building services engineering designs may be worked out by qualified building services engineers (G1-G2). The document proving the designer's authorisation must always be attached to the stand construction documentation.

- 2.1.** The markings of equipment shown in the plan of the given hall or outdoor area as well as the load capacity and other data published in the Chapter 2.5. *Pavilions and typical technical data of the OPERATIONAL RULES AND REGULATIONS of HUNGEXPO Ltd.* must be taken into consideration in the course of design and construction.

2.2. In the course of planning and construction, it must be borne in mind that **free access shall be provided to all safety equipment, fire hydrants, detectors, escape routes and openings** as well as their markings. These **may not be covered even temporarily** or used to sound a false alarm. Columns or other structures on the premises of the stand will not serve as the basis for changing the allocated area or for a discount from the space rental fee.

2.3. Stand Planning Regulations

2.3.1. Simple Stand

Stands built **indoors** complying with all of the following criteria may be considered to be **simple stands**:

- made from **pre-fabricated exhibition installations** (e.g. Syma, Octanorm, etc.),
- their floor area including the building, land-supported structure with lighting and corporate insignia is **no greater than 50 square meters**,
- the **height of the stand does not exceed 3,00 meters** and the height of the corporate insignia or logo **cannot exceed 3,50 meters**.
- max. **2 pcs., 1 square meter floor space towers**, which do not exceed 4,50 meters in height.
- their **electrical energy demand is no greater than 5 kW (3x10 A)**, including the energy demand of exhibits featured in the area of the stand,
- they have **one 1/2" joint connections**,
- their fire safety category is at least: **Cfl – s1..**

2.3.2. When **building a basic stand**, the exhibitor will make a statement to this effect **by completing a form in the exhibitors' online system "activities/stand building/stand building documentation"** menu. The statement will be acceptable only if the name and other relevant data of the builder and the person in charge of construction are indicated in the appropriate fields.

2.3.3. Structures erected in outdoor areas may not be considered to be basic stands even if they are built out of standard components.

If only a **mobile home, tent, self-propelled machine, vehicle or container in an outdoor area** is intended to be set up it is enough to upload an installation sketch (layout plan) – together with a statement – including height data to the online system.

Should a statement contain false information, HUNGEXPO Ltd. will be entitled to have all or part of the structure dismantled at the exhibitor's expense and peril. HUNGEXPO Ltd. shall not be liable for any resultant damage.

2.4. Custom-built Stand

2.4.1. If the exhibitor intends to construct not the simple stand set out in the above section, the construction designs will be authorised by Hungexpo Ltd. in a separate procedure.

Building plans must be uploaded to the exhibitors' online system of HUNGEXPO Ltd. ("activities/stand building/stand building documentation" menu) no later than two weeks

prior to the opening of the event.

2.4.2. The Organising Department and the Technical Unit will review the plans, and propose additions or modifications to any incomplete plans or plans that are unfit for evaluation, or may impose conditions in the approval clause.

2.4.3. The level of detail should be at least equal to that of the planning application drawings.

The contents and form of the plans must correspond to the planning guidelines, technical requirements in effect in Hungary, the European Union and the Hungarian standards, as well as the Industrial Safety Regulations and Fire Protection Regulations chapters of these Operational Rules and Regulations of HUNGEXPO Ltd.

Both architectural and engineering plans must be prepared and signed by qualified and authorised designers. The plans must include the name and licence number of the designer. Plans without a designer licence number may be rejected.

If machines are to be operated on the stand, a plan showing their location, their technical parameters and the technology applied for operating them must be uploaded with the plan documentation.

2.4.4. An **architectural design** should **contain** the following:

- site drawing

(stating the number of the adjacent stands):

- furnished floor plans with dimensions indicated (identifying the built-in materials):

- façade drawings and typical cross sections (indicating height data):

- water connection and installation,

- technical specifications,

- fire and industrial safety description,

- designer's declaration **stating the designer's name and with the designer's signature attached**

- flammability classification,

- fire heat release calculations,

- fire safety certificate (certification for construction material, structure, method, flammable materials or explosives),

- fire safety class of building products

The documents so filled must provide for transparency and understandability and they must be suitable for evaluation and decision making.

2.4.5. Building multi-storey stands requires the following additional documents:

- an expert opinion from a structural designer, signed by the static engineer and indicating the name and registration number of the static engineer

- evacuation calculations

- in the case of non-standard structures, detailed drawings required for comprehension and evaluation.

2.4.6. The **electrical plan must contain** the following:

- single-line schematic circuit diagram with capacity data,

- technical description,

- description of shock protection,

- fire and industrial safety description,

- detailed electrical data of special electric equipment,

- start-up parameters of motors over 5 kW,

- designer's statement.

If the **required power supply does not exceed 5 kW (3x10 A)**, including the power requirements of the exhibited objects operated in the stand area, no separate electrical design needs to be filed.

2.4.7. The **engineering plan** should contain:

- technologic plan (e.g. in the case of working machines)

- technical description

- designer's statement signed by the designer and indicating the name and registration number of the designer

3. Regulations on Construction Work

3.1. Boundary walls, roof structures, lighting fixtures, lamps, emblems, signs, displays **may not extend beyond the boundaries of the leased stand at any height whatsoever.** Exhibitors who fail to observe this rule shall be liable for any resultant damage.

In order to illuminate the graphic content and texts on the sidewalls of the stands, lamp brackets and lights may be mounted on the walls as long as their **lowest point is still higher than 2.5 m** and they do not protrude from the wall by **more than 0.30 m**. Since these fixtures protrude outward into the area of the communication corridors, any **damage** sustained by the fixtures shall be the responsibility of the exhibitor.

3.2. The exhibitor must provide any additional lighting during the Construction, if necessary in order to **illuminate the stand and the goods** – in addition to the general lighting of the pavilion.

3.3. Due to the shortness of time available for construction work and in order not to block the walkways between stands, **installation material** to be built in **shall be brought into the pavilions in parts** so that only **completion and decoration work should remain to be done inside.**

3.4. It is forbidden to process raw materials (cut to size, plane, polish, lacquer etc.) **inside the pavilions.** It is also forbidden to use woodworking machinery, welding equipment, any type of open flame or combustion engines (e.g. compressors).

3.5. It is prohibited to transform, remodel, paint, add to, hang on, lean against the buildings and facilities, glue or tie up, hang from on the supporting column and walls or other accessories of the buildings of HUNGEXPO Budapest Fair Centre **without the prior written endorsement of the Organising Department.**

3.5.1 Hanging rules

Any promotion material, illuminated frame or other structure **shall be hung on the trestlework of pavilions A, B, D F and G only above the rental area, and exclusively when holding the individual, ad hoc permit of HUNGEXPO Ltd.** Total weight of hanged material – pro rata of rental area – shall not exceed 10 kg/m² and 20 kg/m² in G pavilion. Load on any point of suspension shall not exceed 150 kg, 180 kg in pavilion G. Any larger loads intended for hanging must be previously negotiated. The highest point of the hanging element can not exceed the highest point of the maximum construction height provided for the pavilion concerned. Items cannot be suspended in the 1.00-m strip along the stand boundary towards adjacent exhibitors.

Hanging requests must be uploaded to the **exhibitors' online system ("activities/stand building/stand building documentation" menu) two weeks before the construction of the exhibition the latest.**

The hanging request must include:

- the description of the object to be hanged (material, weight),
- number of hanging points,
- a schematic drawing explaining the situation,
- statement on the stability of the object to be hanged.

Unauthorised hangings will be removed by HUNGEXPO Ltd. at the risk and cost of the exhibitor.

Hanging design and execution rules:

In order to preserve the conditions and stability of the building structures the following rules should be observed during the design and implementation of hangings:

1. Any work is allowed to be commenced only when holding the hanging application approved by Hungexpo.
2. In hanging issues the procurement and operations manager or the technical operation manager may make representations on behalf and in the name of Hungexpo, except

- when the load on the hanging points does not exceed 30 kg, in which case the Organising Department of Hungexpo is entitled to make representations.
3. During implementation of the hanging the Contractor shall make sure that surface treatment of the supporting structure, cables and other installations on the structure be kept intact and undamaged. The Contractor shall be held liable for damages arising from negligent workings.
 4. Boring or dismantling of the supporting structure was strictly prohibited.
 5. In the course of approving the hanging request the approving person may stipulate that hanging will only be permitted once the weight of the element to be hanged was checked on site, for which the crane scale will be provided by Hungexpo, and measuring must be made possible for the Contractor.
 6. Loading of the trestlework can not be more than 10 kg/m² so that any loading point can not exceed 150 kg. In pavilion G the loading field of 3*3m is taken into account and thus a weight of 180 kg (20 kg/m²) can be placed anywhere on the lower plane of the ceiling structure.
 7. The highest point of the suspended element can not be higher than the typical permitted construction height for the pavilion concerned.
 8. Hanging can only be made at the nodes or within a distance of 10 centimetres from the nodes of space-lattice structure in pavilions A,B,D,F, except when loads on any bar do not exceed 30 kg, in which case anywhere.
 9. Bidirectional (Y-shaped) hanging can only be applied when the angle is less than 90 degrees with the observation of the aforementioned rules.
 10. After preliminary negotiations a weight larger than 180 kg can also be placed in pavilion G anywhere on the main support beams by taking into account a load field size of 20 kg/m², up to maximum 1000 kg. In Pavilions A,B,D,F maximum 300 kg loads can be placed by taking into account the 10 kg/m² load fields in the nodes of the space-lattice structure.

3.6. In the pavilions, carpets may be fixed only with double-sided adhesive tape.

The exhibitor shall ensure that the adhesive tape used for fixing carpets and protective foil is removed completely during dismantling. Adhesive tape used must be of a kind that may be removed from the asphalt ground surface of the halls without a trace. It is forbidden to use self-adhesive wall-to-wall carpeting or liquid adhesives.

3.7. It is not permitted to put nails or drill holes into, break up or paint the tile of the pavilions.

3.8. Use of water-base paint is only allowed if the total surface of the working area is supplied with a protective cover, and the exhibitor shall ensure that stains caused to the structures, floors or other places of the buildings are removed.

3.9. If the nature of the display is such that any masonry or finishing work (e.g. flooring, masonry, painting, tile-laying etc.) may be done only on the spot, the exhibitor shall be obliged to cover the entire surfaces of all adjacent routes outside of the leased area **with a protective cover** in order to protect the floor, and shall be liable for any restoration.

In order to minimise dust pollution, only hand-held tools supplied with dust bags and wet sawing equipment are to be used. Gravity mixers for concrete and mortar are to be operated during the first half of the construction phase, exclusively outside the pavilions, restricted to a given space covered with plastic sheeting in a previously designated area. Masonry, tiling and roofing materials are not to be cut to size with an angle grinder even outside the pavilions.

3.10. It is forbidden to use LP gas, automatic stud-drivers, spray guns and power-generating equipment in the pavilions.

3.11. In the case of outdoor structures requiring earthwork, the Organising Department must be consulted in advance. Earthwork may **only be done manually** on the premises of the HUNGEXPO Budapest Fair Center. Objects, flagpoles, advertising signs etc. and any utility ducts or channels may be installed in outdoor areas only with the permission of the Organising Department. **Construction elements made of glass must be marked** at eye level.

3.12. The exhibitor shall assist HUNGEXPO Ltd. in conducting checks, comply with instructions and ensure the compliance of his/her subcontractors.

3.13. Person in Charge of Construction

The exhibitor must designate a technician person responsible for construction. During construction, the technician person in charge shall be continuously available on the construction site and will represent the exhibitor during the work in respect of all matters of expenses and liability.

The **exhibitor shall assume liability** in all cases **for the builder he/she has hired** and contracted.

3.14. Occupation and Return of the Exhibition Area

The person in charge of construction may **take over the leased area from the Area inspector.**

Occupation of the area is subject to all of the orders should be paid in 100%: including the registration and marketing fee, space rental and service order fee, the stand building plan documentation should be uploaded to the exhibitor's online system and the plan has to be approved by Hungexpo Ltd., caution money must be paid, if the stand is not built by Hungexpo Ltd.

The exhibition space **must be returned to the area inspector in its original condition** after the exhibition has been closed and the stand dismantled.

3.15. Connecting to HUNGEXPO Ltd. Utility Networks

Connection to the utility networks on the premises of the HUNGEXPO Budapest Fair Center may be made only by HUNGEXPO Ltd. or the official operator of its power networks.

Subject to a commercial order placed in advance, power and water supply and sewer connections to the stand will be provided through the floor outlets at the leased stand, or, in the absence of such outlets, through the adjacent stand. If the utility lines are accessible only at the adjacent stand, the adjacent exhibitor shall have no right to deny access.

Exclusively water equipment fitted with a drain trap may be connected to the sewage system.

The exhibitor must ensure access to the floor outlets either by cutting open the platform, cover, structure etc. or by leaving the power points free. The exhibitor is liable for any cost or damage resulting from failure to comply with this obligation or from his/her blocking access to utilities and related repair works.

In the case of exhibitions organised by HUNGEXPO Ltd. individual exhibitors may not submit joint orders. Each individual exhibitor or builder hired by him/her must place a separate order for electric power supply to the stand. **The exhibitor shall be obliged to order electric power sufficient for the total load value during simultaneous use.**

Conditions for connecting to the HUNGEXPO Ltd. power network:

- duly signed copy of the Service Order Form,
- statement on compliance with Hungarian Standard MSZ 1600 on installing electrical fittings,
- work done in accordance with the approved plans,
- satisfactory result of shock protection checks.

The Organising department is entitled to review whether the work has been done to standard, and may refuse the supply of power in the event of nonconformity.

Unauthorised tampering may result in disconnection from the power supply, liability for any damages, or criminal prosecution in serious cases.

Applications for utility connections may be submitted to members of the Organising Department at the service stand in the exhibition. Stands meeting the connection requirements will be connected to the power systems within 12 hours of receiving the application.

In the event of a power dropout or power failure, HUNGEXPO Ltd. shall not be liable for any damages. During the event, the exhibitor shall be obliged to ensure that stand lighting is switched off before leaving and that the power supply to electric equipment and machinery is shut off.

In the event that an exhibitor fails to do so, HUNGEXPO Ltd. will switch off all the electrical systems in the utility network for safety reasons so that sections supplying night-time power will also be switched off. The exhibitor responsible for this failure shall be held liable for any damage that may result at the exhibitor's own stand or at adjacent exhibitor stands connected to the same section.

It will be necessary to create a separate circuit for equipment requiring a night-time power supply (e.g. refrigerators) ahead of the main switch.

