



**ONE WITH  
NATURE**

World of Hunting and  
Nature Exhibition  
**HUNGARY 2021**

# **EXHIBITION CONSTRUCTION INFORMATION**

## **PAVILION A**

### **INTERNATIONAL EXHIBITORS**



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### **I. General information about the event**

#### ***Event venue for international exhibitors:***

Pavilion A

HUNGEXPO Zrt.

1101 Budapest, Albertirsai út 10. (Expo tér 1.)

#### ***Event timeframe:***

Construction period: 15 - 24 September 2021

Operation period: 25 September - 14 October 2021

Dismantling period: 14 - 21 October 2021

Further information on the timeframe will be issued.



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## Event location map:



- |   |                  |   |  |
|---|------------------|---|--|
|  | Tickets          |  | <b>Pavilion A</b><br>International exhibitors and organisations  |
|  | Restaurant       |  | <b>Pavilion B-E</b><br>Agricultural and Food Fair<br>Weapon, Fishing and Hunting Fair  |
|  | Toilet           |  | <b>Pavilion C</b><br>Main stage<br>Music and cultural events<br>Conferences<br>Innovation in Nature – workshops              |
|  | Security Service |  | <b>Pavilion D</b><br>12th Open Taxidermy European Championships<br>Hall of the Water - relationship between nature and water |
|  | Parking          |  | <b>Pavilion H</b><br>Hungarian Pavilion - Walk Through 1,000 Years   |
|  | Registration     |  | <b>Pavilion F</b><br>Presentation of traditional hunting methods   |
|   |                  |  | <b>Pavilion G</b><br>International and Hungarian trophy show   |
|   |                  |  | <b>Store</b>   |



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### II. Exhibitors' online profile

The ordering of services related to exhibitors' displays take place through the online interface of the exhibition venue, HUNGEXPO Zrt.

(<https://HUNGEXPO.hu/en/exhibitors-zone/>). Help in using this interface can be found at the following address:

[http://cdn.HUNGEXPO.hu/HUNGEXPO/documents/iEBMS\\_user\\_guide.pdf](http://cdn.HUNGEXPO.hu/HUNGEXPO/documents/iEBMS_user_guide.pdf)

Use of the interface is as follows:

HUNGEXPO will send the Cost Bearer a username and code to the email address you provided when applied online to the exhibition. With this username you can enter the online interface of HUNGEXPO Zrt.

On the interface the following options are available:

- access to information
- ordering services
- uploading the design plans of your stand/installation (if the installation is not built by HUNGEXPO Zrt.)
- tracking payment status
- when the status is green, passes for construction/dismantling entrance and parking will be available online

Conditions for green status:

1. Payment for any services which have been ordered, security deposit (if construction of the stand/installation is not carried out by HUNGEXPO Zrt.).
2. In the case of the construction of an individual installation (the uploading of the design plans for stands/installations not constructed by HUNGEXPO Zrt.) approved design plans of stands/installations.

### III. Design documentation:

An important step in participating in the exhibition is the presentation of a detailed design plan for the stand/installation. The level of detail of plans should be at a least as high as plans submitted for permission from building authorities.

If the stand/installation is not being built/constructed by HUNGEXPO Zrt., the content and form of the plans for the individual stand/installation must comply with Hungarian design guidelines and technical regulations, European



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Union and Hungarian standards, and the chapters on workplace safety and fire regulations in the Operating and Operational Regulations of HUNGEXPO Zrt.

Prior to construction work for the event, plans should be uploaded to the online system, on which the permission process can be followed. Only stand / installation plans uploaded to the online system by the deadline will be accepted.

There will be an evaluation fee of HUF 25,000 (+ VAT) for design plans for stands/installations submitted in other ways or after the deadline (fax, e-mail, etc.).

### **DOCUMENTS TO BE SUBMITTED:**

1. Site plan, floor plan showing furnishings and fittings, facade drawings
2. Detailed technical description, which must include:
  - a. Electrical plan of stand/installation

#### **Information and construction rules:**

- The electrical network of temporary structures can be of MT 380V Cu standard, or MT 1kV Cu standard for outdoor structures, or of equivalent design with copper cabling. The minimum permitted cross sectional area of cable is 1.5 square millimetres in halls or 2.5 square millimetres in outdoor areas.
- Twisted wire ends must be tinned and fixed to the spot. Non-twisted or non-fastened cabling cannot be used within the premises of HUNGEXPO Ltd. and networks featuring such cabling may not go live.
- Heat insulation sheets must be installed under electrical boxes fastened to flammable structures.



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- Refrigerating devices may only be operated on a separate circuit, with the possibility of de-energizing.
- No additional electrical plans need be submitted if the Exhibitor's electrical energy demand - including the energy demand of exhibits featured in the area of the stand/installation - is no greater than 5 kW (3x10 A).
- Requests for night-time electrical supply must be made to the operative organizational representative prior to the event, listing all the devices which require night-time electrical supply. These devices (e.g. refrigerators) require the installation of a separate circuit before the main switch. (For exhibitions, the Exhibitor is required to provide the means to turn off the power supply to the stand/installation illumination and to electrical devices at the stand/installation during the period of the event. For safety reasons, HUNGEXPO Zrt. will entirely switch off the electrical systems of the utility tunnels, with the exception of sections providing night-time electrical supply.)

### **The electrical plan must include:**

- single-line wiring diagrams with performance data
- technical description
- description of electric shock protection
- fire and work safety descriptions
- detailed description of the parameters of special electrical devices
- start-up parameters for motors over 5 kW
- engineer's statements featuring the name, licence number and signature of the engineer

### **b. Building services engineering plan, containing:**

- technological plan (e.g. for operating machines)
- technical description
- engineer's statements featuring the name, licence number and signature of the engineer



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- building services engineering must adhere to MSZ 2364 specifications

### c. Plan for suspended objects

#### **Information and construction rules:**

- During the installation of the suspension system, the stand /installation construction contractor must provide for the protection of the surface finish of the support structure and the cables and devices of the structure. The stand /installation construction contractor is liable for any damage arising through negligence, wilful acts or unlawful work.
- It is strictly prohibited to drill holes or compromise the integrity of the building's support structure
- The overall load suspended from a pavilion's ceiling lattice must be no greater than 10 kg/square metre, and no single point load may be greater than 150 kg.
- For objects suspended from a pavilion's ceiling lattice if a point load is greater than 30 kg it may only be suspended from an intersection between structural bars, or within 10 cm of such an intersection. A point load of less than 30 kg may be positioned anywhere.
- Two-point (Y-shaped) suspensions suspended from a pavilion's ceiling lattice must comply with the above rules, and the angle between the slanted suspension members must be no greater than 90 degrees.
- Loads of up to 300 kg can be hung from the intersections of the latticework, provided the overall load is no more than 10 kg/square metre.
- The highest point of the suspended element must not exceed the maximum construction height specified for the hall in question.





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- Items may only be suspended in the 1.00 metre perimeter towards the neighbouring stand /installation with the consent of the neighbouring Exhibitor.

### **Content of permission for suspended items:**

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

### **d. Water supply and installation location, wastewater plan**

#### **Information and construction rules:**

- the water supply is provided through floor-level pipes with 1/2” joint connections with 0.2 MPa (2 bar) pressure at floor outlets.
- Sewage connections have 3/4” / 32 mm joints. The wastewater system can only handle the water flow of hand washing facilities and is not suitable for handling the flow of wastewater from dishwashing producing grease or larger waste particles. Such needs must be satisfied with individual technical solutions at the Exhibitor’s expense.
- The Exhibitor or their subcontractor must provide access to the floor-level connection points by leaving connection points unobstructed or by cutting holes through podiums, outer casings or structures. The Exhibitor is liable for all costs and damage arising from the failure to fulfil this obligation or for hindering utility connection and trouble-shooting procedures.
- Only water-based devices fitted with a trap may be connected to the wastewater system.
- For machines using special high water pressure, the technological descriptions must be attached to the technical plans or forwarded to the relevant organizing representative of the event.



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### e. Special documentation for multi-level stands/installations

#### **Information and construction rules:**

- Indoor multi-level stands/installations must have a floor area of at least 50 square metres, and the technical plans must confirm that the fire load does not exceed 650 MJ/square metre during the construction, including the exhibits, stand-building materials and the additional materials required for the operation, brochures, etc.
- Free headroom at every level must be at least 2.50 metres. The working load of the floor structure of an upper level must be no less than the value appropriate to its use (office or warehouse) specified in the building regulations in use in Hungary. The stability of the structure must be certified with a separate expert opinion from a structural engineer and the evacuation time from the upper level must be confirmed by a calculation which must feature the architect's name and licence number.

#### **Content of construction plans for multi-level stands/installations:**

- structural engineer's expert opinion, featuring the name, licence number and signature of the structural engineer
- evacuation calculations
- additional drawings necessary for understanding and evaluating all individual separate structures

### f. Documentation/declarations related to fire regulations

#### **Information and construction rules:**

- In outdoor areas, installations and stand structures - of standard or unique design - each require 1 fire extinguisher, with an extinguishing capacity appropriate to the size of the occupied area. The fire extinguisher must be certified and must be valid in conformity with the relevant legislation.



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- Installation materials must be at least B1-S1-d0.
- After vacating it, the Exhibitor or their subcontractor is liable for closing the stand/installation, leaving access routes unobstructed, shutting off utilities (water, gas), disconnecting electrical devices, ensuring access to fire protection equipment and checking that the above tasks have been carried out.
- The regular operation of solid fuel or gas-based devices used for presentation purposes (ovens, gas cookers etc.) may only take place in outdoor areas.
- In outdoor areas, such devices can be used in the open air or in temporary structures.
- In both cases, rules and regulations for their operation must be observed, particularly in relation to the discharge of exhaust fumes.
- It is prohibited to install, store or use the following materials in exhibition halls or adjacent rooms and outdoor areas, even temporarily:
  - flammable and explosive devices
  - flammable liquids (paints, thinners, petrol, etc.)
  - materials prone to spontaneous combustion
  - materials which can result in fire or explosions due to a chemical reaction with other materials
  - pressure vessels (LPG, oxygen, nitrogen, etc.)

### **Content of the fire protection plan:**

- For all installations, decorations and individual stands/installations the Exhibitor must provide a document which must include the name of the installation structure, the fire hazard classification of the construction elements and the fire safety certificate.
- In particularly justified cases, the Fire Safety Department may issue permits for storing certain materials in response to a



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written request. Such requests must include a description of the storage, place of use, the amount and parameters of materials to be stored and used, and the fire safety measures. The request must be submitted no later than 48 hours prior to commencing the storage or use of the material.

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

### 3. Stand/installation designer's statement

Construction and specialists plans can only be prepared by certified and authorized architects. The Exhibitor must provide the stand/installation designer's statement, which must feature their name, their licence number and their signature. Failure to provide the designer's licence number may result in the withholding of permits.

### 4. Layout plan for machinery

If machinery is to be operated at the stand/installation, technical drawings must be provided which include the layout of the machinery, its technical parameters and its operating technology.

### 5. Declaration related to work safety

The Exhibitor or their subcontractor must issue a written statement on the observance and enforcement of work safety requirements.



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#### IV. Security deposit:

HUNGEXPO Zrt. requires payment of a stand building security deposit in order to protect its assets (hereinafter: “security deposit”).

The security deposit is payable by every external contractor, and exhibitors building their stand and exhibition area (hereinafter: “Exhibition area”).

The security deposit is not payable by exhibitors who order construction of their standard or unique stand/installation from HUNGEXPO Zrt. The purpose of the security deposit is to compensate for any damage caused at the Exhibition area and/or structures (repair, replacement). HUNGEXPO Zrt. may deduct from the security deposit any amounts spent on repair of damage.

The security deposit is payable only by bank transfer. HUNGEXPO Zrt. will refund the security deposit in full after the dismantling period if the exhibition area is returned in an undamaged condition. If the exhibitor has any other outstanding financial obligation to HUNGEXPO Zrt., HUNGEXPO may withhold the deposit amount until payment of the outstanding sum.

Amount of security deposit:

HUF 4,000 /m<sup>2</sup>, minimum HUF 100,000, maximum HUF 300,000  
or EUR 14 /m<sup>2</sup>, minimum EUR 344, maximum EUR 1,034.

The exact amount of the security deposit is in the deposit letter, which is sent automatically by the system.

The Exhibitor or their contractor is obliged to take possession of the allocated area for their stand/installation before the start of the exhibition and return it to pavilion security when the exhibition finishes. The security deposit will only be returned when the stand/installation area has been returned to HUNGEXPO Zrt. by the end of the dismantling period.

If the contractor or exhibitor leaves the territory of HUNGEXPO Zrt. during the stipulated demolition period without having handed over the area of the stand/installation and without online confirmation from the Event Coordinator of HUNGEXPO Zrt., they shall forfeit the security deposit.

Return of the security deposit - in full, or in part in the event of damage or non-compliance - will take place after the dismantling period, with the agreement of the Event Coordinator.



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### V. Services performed exclusively by the venue

Within the premises of HUNGEXPO Zrt., the Exhibitor may only order the following services from HUNGEXPO Zrt. Any individual performing these activities who has not been contracted by HUNGEXPO Zrt. may be removed from the premises of HUNGEXPO Zrt., and claims may be pursued against them and the exhibitor utilizing their services.

#### Non-mandatory services performed exclusively by the venue:

- Catering, with the exception of product tasting (see XI.4. for more information on product tasting)
- Work on suspended items, rigging, curtaining
- IT and office equipment rental
- Telecommunication services, wired internet
- Provision of wireless internet and related equipment
- Electricity and water connections
- Gardening and planting
- On-site media and signage sale and production
- AV services
- Conference technology
- On-site logistics, handling by forklift trucks, forwarding, hoisting
- shell-scheme stand /installation building and associated services
- Carpeting
- Personal and property security services
- Liability insurance

### VI. Insurance

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



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### VII. Noise protection

Regardless of its location (for example an enclosed showroom) and source (music, show, machine, device, etc.), the noise levels of presentations must in general not exceed 80 dBA.

If, despite a warning from a representative of HUNGEXPO Zrt., an Exhibitor fails to terminate any noise-producing activity, HUNGEXPO Zrt. may disconnect the stand's/installation's electricity supply. All liabilities arising from this shall fall solely on the Exhibitor. Any presentations entailing a higher level of noise may only be carried out with the preliminary written permission of HUNGEXPO Zrt. In this event a noise-protection structure is to be provided by the Exhibitor; the level of noise may not exceed 85 dBA, and may only commence at 15 minutes past every even hour.

It is prohibited to demonstrate the functioning of any device emitting noises or signals likely to cause alarm, e.g. distress signals, warning alarms, smoke or lights.

### VIII. Wireless network and communication services

HUNGEXPO Zrt. provides Compoffice-R Kft., RentIT.hu - as well as other service providers designated by HUNGEXPO Zrt. - with the exclusive concession rights for operating wireless (e.g. WIFI, IEEE 802.11 a/b/g/n, WiMax, etc.) online communication services and networks.

Due to the interference arising from the non-coordinated use of multiple devices, the use of dedicated WIFI routers/access points at events is prohibited.

#### Infrastructure description

- Primary incoming internet bandwidth via optical fibre, 1/1 Gbps
- Secondary incoming internet bandwidth via microwave transmissions, 300/300 Gbps
- Redundant optical fibre and copper wire backbone runs between the halls/buildings
- Palo Alto PA-3020 firewall with continuous monitoring is an integral part of the dedicated Wi-Fi AP for operating devices/machines on display at stands/installations. In such cases, the frequencies to be used must be coordinated with HUNGEXPO Zrt. or its IT service provider which ensures its network security and reliability.



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- Managed Cisco-based network infrastructure (Cisco Catalyst 2960, 3560 type switches) in all pavilions feature UTP CAT6 and CAT7 cable network trapdoor floor outlets.
- High performance Ruckus ZoneFlex WIFI network infrastructure with ZD3000 controller, supporting 2,4 and 5 GHz frequency bands (in Pavilions A, F, G, in the access way)
- Individual (limited number!) WIFI SSIDs, optional separate dedicated VLANs, public IP addresses, etc.
- On-site engineers and technicians will guarantee a high level of technical support during the various events.
- The use of WIFI and radio devices without prior coordination is prohibited, and HUNGEXPO Zrt. is authorized to remove such devices or have them turned off

### **IX. Operation of broadcasting devices**

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





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### X. Exhibition and presentation of special equipment, objects and animals

#### 1. *Live animals*

- Animals brought with permission onto the premises for the duration of the events must be handled and demonstrated in accordance with the relevant regulations and without causing any accidents or injury to any individuals. Animal exhibitions and demonstrations must be carried out in compliance with the Ministry of Agriculture's Decree no. 41/1997. (V.28.). Animals on display must not be left unsupervised in pavilions overnight.
- After the relevant demonstration, animals must not remain in the pavilion, but must be moved to a location where it is appropriate for them to be kept. When being taken to designated areas, dogs must be kept muzzled and on a lead.
- Owners and keepers are responsible for any damage caused by animals.
- Animals brought onto the premises and taking part in the demonstrations must have valid vaccination documentations, which we request to be presented to the organisers prior to the event. In the absence of vaccination papers, the organisers may ask the owner to leave the premises with the animal.
- All shows, sporting events and the manner of the presentation of animals taking part in various events as well as all activities which attract and/or involve great crowds must be reported to the organisers.

#### 2. *Display of firearms*

Act XXIV of 2004 and Governmental Decree no. 253/2004 (VIII.31.) on its implementation require official licenses for the display of firearms. Precise information on requests to exhibit firearms will be sent at a later date.



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### ***3. Display of gas and explosives***

In order for gas and explosives to be presented in accordance with Government Decree no 173/2011 (VIII. 24.), in addition to permits from the competent authorities, other permits and consents must be obtained for the given categories. If the exhibitor plans to present gas and explosives, the organizers will assist in obtaining the permits.

### ***4. Presentation and sale of foodstuffs and offering samples***

Details of exhibitors selling food and offering tasting at the event shall be forwarded by the Organizer to the competent local government authorities, the food chain safety office and all agencies which, according to current legislation, require such notification. In order for this to happen, such exhibitors must inform the Organizer of their intention to carry out such activities in good time prior to the event. Permits of businesses selling food and offering tasting during the relevant display must be kept by the business in question (the Exhibitor or other individuals) at the stand/installation at all times, as the event may be randomly inspected by the authorities for public health and epidemiological reasons. For temporary events, the distributor selling the food must be in possession of the official licenses for products as required by law, must specify their name and registered offices, and must fulfil all legislative obligations.

At fairs, exhibitions and events, alcoholic products may only be distributed by excise goods retailers after notifying the national tax and customs authority no later than 3 working days prior to commencing sale. All related legal obligations must be fulfilled.

### ***5. Radioactive materials***

If an Exhibitor or their subcontractor displays radioactive materials, they are obliged to notify the competent agency and obtain the necessary permits from that agency.



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### XI. The transport, delivery and loading of goods and installations

The venue's exclusive logistics partner is **Schenker Kft.**, which is responsible for the internal movement of goods at the venue/event centres. Other delivery companies are not allowed to transport goods in the pavilions. Schenker Kft. can provide assistance with the following:

- Arranging the transport of exhibition equipment from any country
- Customs administration for shipments arriving directly in Hungary (please note that it is not possible to carry out customs inspections on site)
- On-site movement of goods and materials  
For logistical, accident prevention, property and safety reasons, Schenker Kft. shall be exclusively responsible for mechanical hoist-operated material handling, loading, storage, empty crate handling and wrapping services required at the exhibition site. The only exceptions to this shall be the loading of goods with the tail lifts of trucks and goods on trucks equipped with crane hoists, provided that the truck is Hungarian and the operator indicated on its roadworthiness certificate is the Exhibitor or their subcontractor, and if the goods delivered by it are the property of the Exhibitor or their subcontractor.
- Rental of additional equipment needed for material handling
  - hand truck, pallet truck
  - packing workers
- packing workers  
Schenker Kft. provides the possibility to store the delivered consignments before and during the exhibition at the exhibition venue or in its own warehouse.

After your application, Schenker Kft. will contact you and discuss which of its services you need in order to ensure smoothly executed delivery and warehousing.