TECHNICAL AND FIRE SAFETY REGULATIONS

1. GENERAL PROVISIONS

1.1. These Technical and Fire Safety Regulations are established Międzynarodowe Targi Poznańskie sp. z o.o. with its registered office in Poznań, ul. Głogowska 10, 60-734 Poznań, entered in the Register of Entrepreneurs of the National Court Register by the District Court Poznań-Nowe Miasto i Wilda in Poznań, KRS number 0000202703, NIP (Tax Identification Number) 777-00-00-488, REGON (National Business Registry Number) 004870933, hereinafter referred to as MTP. Address for correspondence: Międzynarodowe Targi Poznańskie sp. z o.o., Kancelaria, ul. Głogowska 10, 60-734 Poznań, Poland and Polska Izba Turystyki, with its registered office in Warsaw, ul. Marszałkowska 9/15 lok. 29, entered into the register of associations, other social and professional organizations, foundations and independent public health care facilities and the register of entrepreneurs of the National Court Register under the KRS number 0000114607, registration files kept by the District Court for the Capital City of Warsaw in Warsaw, XIX Commercial Division of the National Court Register, NIP 5261011525., hereinafter referred to as **the Organizer**.

1.2. Technical and Fire Safety Regulations shall be binding for:

a) fair participants, exhibitions or other events (hereinafter referred to as fair participants) organized by MTP or co-organized by MTP with other entities,
b) entities organizing events (space tenants),
c) contractors of stands and other space arrangements (entities providing services in this regard to exhibitors, fair participants constructing stands on their own, etc.).

1.3. The Organizer reserves the right to carry out inspections to check the compliance of the activities of fair participants, event organizers and contractors of stand / space arrangement with these technical and fire regulations. Failure to comply with these regulations may result in suspending the works and in repeated cases it may be the basis for the Organizer to terminate the relevant contract.

2. GENERAL TECHNICAL CONDITIONS FOR CONSTRUCTING STANDS AND OTHER SPACE ARRANGEMENTS

2.1. Important technical information: electricity, water and internet connections, admissible load on the exhibition area, maximum height of erected structure

Electrical connections are provided in power ranges (in kW)

Connection power
up to 3 kW (1x16A) 230V
up to 9 kW (3x16A) 400V
up to 25 kW (3x32A) 400V
24h up to 2.3 kW (1x10A) 230V
24h up to 9 kW (3x16A) 400V

a) exhibitors ordering three-phase current are asked to specify the power consumption of the machine / device connected at the stand
b) the exhibitor / subcontractor of the exhibition stand shall precisely define in the design the places of installing individual connections.
c) the exhibitor shall order the appropriate power of electrical connections necessary to supply all electrical devices used at the stand.
d) the sum of the power of devices and lighting at the stand shall be the basis for ensuring the sufficient power of connections.

Water connections:

a) inflow – 0.5-inch pipe diameter, ended with a valve
b) sink drain – 1-inch pipe
c) device / machine drain - PVC pipe, 2-inch diameter

The Exhibitor shall order water connections in the amount corresponding to the number of connected machines and devices at the stand. It is forbidden to connect more than one appliance or sink to one water connection (applies both to the inflow and outflow). It is unacceptable to use switching stations and branches for several devices.

It is forbidden to connect machines and devices without the supervision of a technical employee assigned by the Organizer. Failure to observe the above provisions shall result in disconnection of supplies. The costs of reconnecting the supplies in accordance with the security conditions of the facility may be charged to the Exhibitor according to the Organizer's price list.

Additional internet connection

a) cable connection only, with a maximum capacity of 100 Mb/s (depending on the Exhibitor's needs). One internet connection is assigned to only one device. The Exhibitor may use own network devices, e.g. hubs.

b) Maximum height of constructed structures

MAXIMUM LOAD ON 1m^2 OF EXHIBITION AREA:
400 kg/m^2
SUSPENSIONS CANNOT BE IMPLEMENTED IN THE PKiN

There are many architectural conditions, resulting in particular from the historic nature of the facility, specified in the Regulations of the Events ZPKiN Sp. z o. o. published at the website:

https://pkin.pl/wp-content/uploads/2025/07/U136-Regulamin-organizowania-imprez-07.2025.pdf

The maximum heights given below will help to protect the often richly decorated lintels, cornices and column heads.
If necessary, a single project/design may be always discussed and agreed individually. We pay special attention to the rich equipment of some halls, e.g. crystal chandeliers or wall lamps, suspended often much lower than the allowed height of constructed structures.

The heights specified below are the maximum heights of buildings in individual halls.

Hall	height/m
Marble/Marmurowa	5,30
City Hall/Ratuszowa	5,30
Trojki	5,30
Korczaka	4,50
Kisielewskiego	5,00
Mikołajskiej	6,30
Starzyńskiego	5,00
Kruczkowskiego	5,00
Broniewskiego	5,00

2.2 **Conditions for construction**

a) Transport of goods, construction elements and exhibition design items along the entire road shall be carried out by trolleys on previously arranged protection plates. Trolleys shall not have damaged wheels. The Organizer shall inform the staff of the halls about commencing the assembling / disassembling works in order to allow the Managing staff to lay out the protective boards, and the Managing staff shall place the boards immediately after receiving the Organizer's confirmation of the commencement of the assembling / disassembling works.
b) Exhibition design items and stand elements shall not be directly adjacent to the walls, the minimum distance shall be 30 cm. It is forbidden to store boxes, crates, cardboard packaging in the space between the walls of the exhibition stands and the walls of the building, as well as to place heat emission sources on the walls, pillars and columns finished with stucco or in their immediate vicinity, i.e. at a distance of less than 50 cm.
c) It is forbidden to attach posters, direction signs, information plates, etc. to walls, columns and doors, especially on stone, stucco, wooden and metal surfaces using nails, pins or adhesive tapes.
d) All elements of the design and exhibition stand decor, as well as pallets with goods must be placed

on a secured floor or have protective pads to prevent damage to the floor. During the construction and disassembly of the stands, all construction elements shall be stored on a secured floor — both loose elements and pallets with goods.

e) It is forbidden to cut any floor coverings, boards and stand construction materials directly on the floors. It is allowed to glue the carpet to the floor with easily removable double-sided adhesive tapes, i.e. tapes intended for the fair industry with a textile mesh and acrylic glue, which do not leave adhesive residues on the surface, after prior written agreement with the Management of the PKiN.

f) It is forbidden to place hot heaters, thermal flasks and other thermal devices directly on the floor (parquet, marble).

g) It is allowed to suspend elements of stand arrangement or scenery in exceptional cases, after consultation with the Organizer, only in designated places, provided that the permissible load is not exceeded, and thus it is forbidden to suspend any devices that are inconsistent with the approved scenery plans or not agreed with the Organizer.

h) The contractor hired for assembling the stand shall provide free access to the technical devices of the PKiN (e.g. electrical switchboards, water valves, etc.) for technical services of the Organizer and the PKiN.

i) It is forbidden to build up and block roads and emergency exits, access to permanent installations of fire-fighting devices and fire-fighting equipment, as well as electrical boards, and to enter the audio studio in the Marble and Starzyński Hall.

j) The Exhibitor shall arrange floor lining/carpeting within the rented exhibition space or otherwise secure the floor (as approved by the Organizer) in the area of the Exhibitor's stand.

k) The construction of stands, assembly of devices (exhibits), all installations and advertising media shall be carried out and secured in such a way that they do not pose a threat to public safety and order, and in particular to the life and health of people within the fair premises.

l) The maximum noise level at the stand caused by presentation of devices, advertising, playing music, etc., shall not exceed **70 dB**. Loudspeakers shall not be directed towards the aisles and adjacent stands. If a fair participant anticipates that the noise level will exceed the threshold of 70 dB, the participant shall make or commission a stand with a closed structure made of sound-absorbing materials. If the permissible noise level is exceeded and the fair participant fails to reduce the noise to the permissible level, at the request of the Organizer, or fails to cease or limit the frequency of operation of noisy devices, and does not use a soundproof stand enclosure, the Organizer has the right to discontinue the presentation of the devices, advertising materials etc. even by switching off the electricity supply. In this case, the fair participant shall not be entitled to claim compensation from the Organizer for losses incurred or to reduce fees for the provision / rental of exhibition space and the electrical connection.

m) The construction of the stand / space arrangement must be in accordance with the design agreed with the Organizer, construction law and other applicable regulations and standards applicable in Poland, as well as technical and fire regulations in force on the premises of the Palace of Culture and Science (i.e. these Regulations).

3. INFORMATION ON THE RECEIPT PROCEDURES FOR STANDS AND AREAS

3.1. The place of receipt of the exhibition stands is the Technical Service Point for Exhibitors located in the main hall of the PKiN.

3.2. Additional orders or changes in the construction of the erected stands, shall be implemented, if possible, on the day of the stand receipt.

3.3. Arrangement of the system stands by the Exhibitors takes place on the day of their receipt.

3.4. Before starting the works, the exhibition space contractor shall provide the Organizer or the technical-operation department with a properly completed authorization for the exhibition space contractor (template at page 11), declaration of the exhibition space contractor (template at page 12), handover-receipt protocol of the exhibition space (template at page 13)

3.5. Submission of the above-mentioned documents are related to the obligation of the Organizer to complete the collective, architectural and electrical design of all stands and to obtain the approval of the design by the Management Board of the Palace of Culture and Science and the technical services of this facility.

3.6. Lack of the above-mentioned materials or failure to deliver them within the indicated time limit may prevent the installation of technical connections, in particular electricity, at the Exhibitor's stand. Therefore, we kindly ask you to send the above-mentioned designs and documents no later than 40 days before the start of the Fair, i.e. **by September 30, 2026.**

3.7. During the assembly and disassembly time, the Exhibitor has the right to perform only the necessary assembly and final retouching works. However, basic works (carpentry and painting, etc.) related to the preparation of stands or exhibits shall not be allowed. In particular, it is forbidden to perform works involving cutting, punching, drilling, veneering, puttying, painting, welding, grinding of any type of material and other dust-causing work

3.8. The Exhibitor and/or the Exhibition Space Contractor shall clean the communication routes within the stand every day during assembly and disassembly, and the exhibition stand during the fair event. In the event of failure to perform the above-mentioned cleaning works, the Organizer shall order them at the Exhibitor's cost and risk.

3.9. The Exhibitor who arranges/constructs the exhibition space on its own or through a rented external company, shall provide the Organizer or the technical-operation department with the stand construction design in 2 projections, indicating the places of utilities: water and sewage, electrical connection, Internet and other documents necessary for its implementation (including specification of the materials used together with flammability degree certificates) **no later than 40 days before the start of the Fair** and obtaining the Organizer's consent for the implementation of the project.

3.10. At the stand constructed by the Exhibitor on its own or by a hired external company, the Exhibitor shall be responsible for the correct execution and operation of the internal electrical system and equipment of the stand, whereas the Organizer shall be responsible for providing a correct electrical connection and power supply in accordance with the order.

3.11. Stands, their furnishings and decorations must be made only of non-flammable materials or protected with flame retardants with an appropriate level of low flammability. The Exhibitor shall present the Organizer with an appropriate certificate confirming the flammability class of the materials. A scan or a photocopy of the certificates shall be sent to the Organizer together with the architectural design of the stand **40 days before the start of the Fair.**

3.12. The contractor of the exhibition space shall remove from the stand and communication routes any waste and elements remaining after the construction process.

3.13. The contractor shall finish in white or cover each wall adjacent to the neighbouring stand and which is higher than 2.5 m in an aesthetic manner. The covering element shall be made of non-transparent materials.

3.14. The Exhibitor shall be responsible for any damages and losses resulting from improper use of areas, premises and equipment of the Organizer and the PKiN by its own employees or the company constructing the exhibition stand of the Exhibitor.

3.15. Workers installing electrical systems must be certified with relevant SEP certificates for using/operation of electrical devices.

3.16. The Exhibitor who arranges/constructs the exhibition space on its own or through a rented external company, shall:

a) provide the name and address of the company constructing the stand
b) authorize the contractor of the stand to take over the exhibition space, documented in a protocol, for the construction of the exhibition space/stand
c) submit the architectural, electrical and plumbing design of the stand to the technical and operational department **40 days before the start of the fair**
d) obtain consent to perform the above-mentioned technical installations
e) send the contractor's authorization and declaration, along with certificates confirming that the materials used for the construction of the stand are non-flammable
f) send full documentation on suspended structures, after prior arrangement of the possibility of suspending with the Organizer.

NOTE!!!
ALL DIRTY ASSEMBLY WORK MUST BE COMPLETED BY:
10:00 PM on November 18, 2026

3.17. Disassembly of self-built exhibition stands:

a) According to the regulations of the Fair, **the removal of exhibits and display items from at the stand before the end of the Fair is prohibited under a fine of PLN 3,000.00 (say: three thousand zlotys, 00/100).** The fine will not be invoiced.
b) The elements of the stand shall be disassembled during the hours specified by the Organizer. Exhibitors shall remove all decorations used at the stand (exhibits, advertising boards, banners, posters with double-sided tape, coloured foil on the development modules) and restore the exhibition space to the state on the day it was handed over by the Organizer.
c) Disassembly of the stand shall be completed no later than by the end of the date set by the Organizer. Failure to meet the deadlines shall result in charging the Exhibitor with the costs related to the extension of the lease and the hiring of fairground security.
d) After the disassembling is completed, the exhibition space shall be handed over to the Organizer in an intact condition, corresponding to the condition of the space before the assembly of the stand. All elements used in the construction of the stand, carpeting and adhesive tape must be removed from the surfaces.
e) The Exhibitor shall be responsible for any damage resulting from improper disassembly. The Organizer shall not be liable in any way for the destruction or loss of the Exhibitor's property not removed from the Fair site on time by the Exhibitor.

f) Teams of employees entering the premises for disassembling shall have admission cards (issued by the Organizer for the assembling and disassembling period on the basis of a written order from an exhibitor or constructor. Ordered cards are sent by e-mail).

4. DIMENSIONS OF FREIGHT ELEVATORS

Elevator No. 37 (from the Marble Hall)	Elevator No. 16 (from the Ratuszowa Hall)
height – 2.60 m, width – 1.84 m, depth – 2.24 m **door dimensions:** width – 1.70 m, height – 2.50 m, load capacity – 2000 kg	height – 2.55 m, width – 1.89 m, depth – 1.63 m **door dimensions**: width – 1,50 m, height – 2.25 m, load capacity – 1600 kg

5. TRAFFIC OF FREIGHT TRANSPORT VEHICLES IN THE INNER YARDS OF THE PKiN

5.1. Entry to the area administered by the ZPKiN is payable. Settlements for the time of stay are made by the Department of Protection and Security of ZPKiN in accordance with the price list of parking services.
5.2. The movement of vehicles in the inner yards shall be managed by employees of the Department of Protection and Security of ZPKiN at the posts at the entrance and exit gates. Vehicle drivers shall observe their instructions. In certain safety-related cases and in order to maintain traffic flow, the employees of the Department of Protection and Security of ZPKiN may decide to temporarily suspend traffic in the yards.
5.3. In safety-related cases, as specified in the regulations, vehicles entering or leaving the courtyards of the Palace of Culture and Science may be subject to a detailed inspection carried out by employees of the Department of Protection and Security of ZPKiN.

6. TRANSPORT OF GOODS BY CRANES AND FORKLIFTS

6.1. Transport of goods, construction and design elements as well as technical equipment of the Exhibitor and the construction companies is possible only with goods lifts. The use of a forklift truck for loading and unloading a vehicle is possible only after ordering the service.
6.2. Goods lifts and forklifts may only be operated by ZPKiN employees licensed by the Office of Technical Inspection (UDT). The Exhibitor and exhibition stand contractors shall follow the recommendations of the crane operator.
6.3. Extending the work of the goods lift or forklift truck beyond the ordered time is possible only in a situation where it is possible to provide the required service by ZPKiN and it shall require a written order for an additional service.
6.4. Before using the transport, the Exhibitor or contractor of its exhibition stand shall certify each time with a legible signature and the name of the company the hours of use of a forklift truck on a form prepared by the staff managing the fright services. Otherwise, the members of the personnel have the right to refuse to provide the service.
6.5. THE TRANSPORT TROLLEYS SHALL MOVE ONLY ON THE BOARDS PLACED IN THE TRANSPORT ROUTES.

7. UNLOADING AND TRANSPORT OF MATERIALS WITHIN PKiN PREMISES

7.1. The area assigned for unloading is the unloading yard / courtyard of the Palace of Culture and Science (entrance from Emilii Plater Street) in zones agreed with the Organizer.
7.2. All vehicles must leave the unloading area as soon as the unloading is completed. It is forbidden to park within the PKiN premises in prohibited areas or those intended for other purposes.
7.3. Exhibitors who leave their vehicles at the unloading yard after completing the unloading shall be charged with additional parking costs.
7.4. The Organizer reserves the right to remove vehicles that do not meet the above-mentioned conditions on the expense of their owners.
7.5. **Courier shipments should be sent to the following address:**
Pałac Kultury i Nauki
Plac Defilad 1, 00-901 Warsaw/
With the exact name of the recipient of the shipment (company name, stand number)
7.6. **EXHIBITORS USING COURIER COMPANIES SHALL PERSONALLY COLLECT THE PARCELS**.
7.7. The delivery of goods and fair exhibits during the Fair shall be completed at least 30 minutes before the opening of the Fair, and on other days it shall take place during the assembly hours of the stands.
7.8. MTP shall not be responsible for packages sent to Exhibitors, therefore no shipment will be collected from the courier company at the Fair Office as well as at the Technical Service Point for Exhibitors.
7.9. **The official freight forwarder of the Fair is netlog Polska Sp. z o.o.**
Contact: Katarzyna Andrzejczak
tel.: +48 784 022 615
katarzyna.andrzejczak@netlog.org.pl

The forwarder provides services by:

a) organizing transport of exhibits, providing comprehensive customs service,
b) unloading and loading of fair goods in accordance with the instructions of the sender,
c) supporting the qualified personnel in unpacking / packing exhibits at the stand,
d) professional storage of empty packaging, exhibits and stand construction materials,
e) renting trolleys and transport platforms,

The Official Freight Forwarder of the Fair provides exclusive unloading / loading services within the PKiN premises, using mechanical devices, i.e. forklifts and crane trucks.
Therefore, within the PKiN premises, the Exhibitors and third parties are prohibited to introduce mechanical devices for unloading, e.g. cranes, mechanical forklifts, without the consent of the Organizer or the Official Freight Forwarder of the Fair.

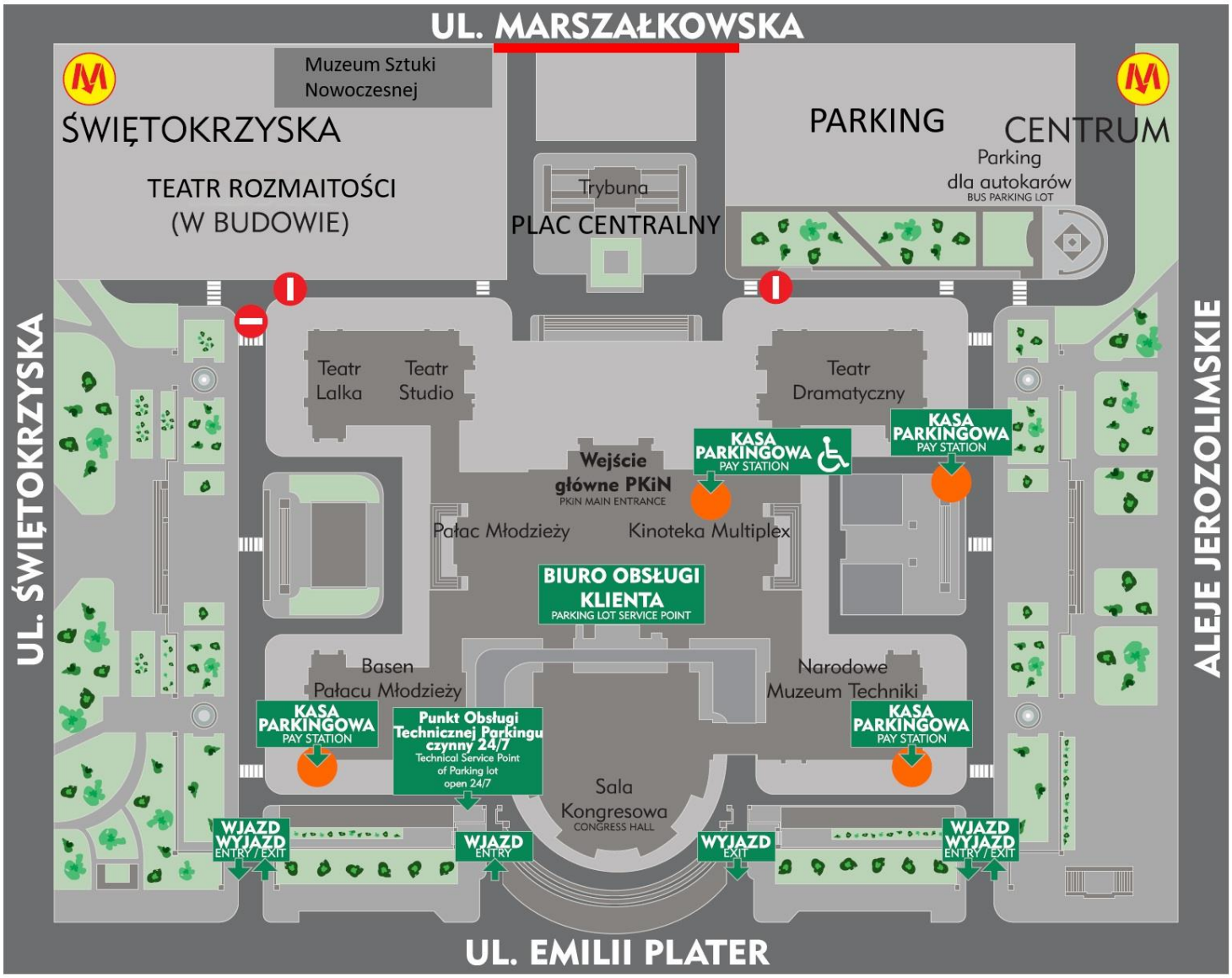
8. TRAFFIC OF TRUCKS DURING THE PERIOD FOR ASSEMBLY AND DISASSEMBLY

8.1. Trucks arriving for the assembly / disassembly of the fair structures in advance may use the parking lot on the side of Świętokrzyska Street while waiting for unloading / loading.
Entrance to the parking lot - through barrier beam No. 3.

8.2. During assembly / disassembly hours:

a) smaller trucks (up to 6 m of loading length), using the parking lot on the side of Świętokrzyska Street, shall enter the unloading area through barrier beam No. 1 and unload in the smaller courtyard; they exit via barrier beam No. 2
b) trucks with semi-trailers, using the parking lot on the side of Świętokrzyska Street, shall enter the large courtyard through barrier beam No. 1; they also leave via barrier beam No. 1.
c) vehicles not using the parking lot at the side of Marszałkowska Street and entering the assembly / disassembly area directly from Emilii Plater Street, shall proceed as follows:
   - trucks with semi-trailers going to the large courtyard - entrance through barrier beam No. 1, exit via barrier beam No. 1
   - smaller trucks going to the smaller courtyard - entrance through barrier beam No. 1, exit via barrier beam No. 2

8.3. In the event of low occupancy in the large yard and with the consent of the traffic coordinator - smaller trucks will be able to unload / load at the large courtyard. The vehicles shall leave through barrier beam No. 1.



9. TRAFFIC OF PASSENGER CARS AND FREIGHT TRANSPORT VEHICLES IN THE INNER YARDS OF THE PALACE OF CULTURE AND SCIENCE

a) entry to the area administered by the ZPKiN is payable. Settlements for the time of stay are made by the Department of Protection and Security of ZPKiN in accordance with the price list of parking services. **NOTE:** The parking lot fee is charged according to the PKiN price list

b) the movement of vehicles in the inner yards shall be managed by employees of the Department of Protection and Security of ZPKiN at the posts at the entrance and exit gates. Vehicle drivers shall observe their instructions. In certain safety-related cases and in order to maintain traffic flow, the employees of the Department of Protection and Security of ZPKiN may decide to temporarily suspend traffic in the yards

c) in safety-related cases, as specified in the regulations, vehicles entering or leaving the courtyards of the Palace of Culture and Science may be subject to a detailed inspection carried out by employees of the Department of Protection and Security of ZPKiN

10. LOCATION OF THE CAR PARK

10.1. **Entrances to the car park:**
Three accessibles from Emilii Plater Street (one near Jerozolimskie Street/Museum of Technology; the second near the Congress Hall; and the third near Świętokrzyska Street on the PKiN side dedicated to children) and one from Marszałkowska Street. Gates can be opened by picking up the parking ticket or inserting a proximity subscriber card.

10.2. **Car park exits:**
Three operate on Emilii Plater Street: one next to the Museum of Technology (closer to Jerozolimskie Avenue), one next to the Congress Hall, one next to the Youth Palace swimming pool (closer to Świętokrzyska Street

10.3. **4 automatic cash points**:
Two from the side of the Emilii Plater street (one next to the Congress Hall and National Museum of Technology and one on the road from the Congress Hall to the "Palac Mlodziezy" Swimming pool), **1 on the exit road to Marszałkowska street in front of the main entrance to the Palace of Culture and Science (currently the box office is located on the street next to the "Kinoteka" Cinema**) and 1 in the main hall of the Palace of Culture and Science, specially marked because it is adapted for use by people in wheelchairs. When leaving, the toll gate is opened by a paid parking ticket or a valid subscription card.

10.4. The parking services may be paid using payment cards. The card payment terminal is located at the 24-hour Customer Service Point (in the booth at the exit from the parking lot towards Marszałkowska Street).

NOTE! The system of parking gates registers each entry and exit of the vehicle.

11. FIRE PREVENTION AND SECURITY REGULATIONS OF THE EVENT

11.1. Smoking and the use of open fire is forbidden in the PKiN building

11.2. For safety reasons, within the premises of the PKiN, it is prohibited to:

a) store flammable and explosive products, gas cylinders, pyrotechnics,
b) use agents that may interfere with the operation of the Fire Alarm System, e.g. bubble machines, vertical smoke generators, heavy smoke generators, fog generators, etc.
c) collect and store flammable materials, flammable or explosive chemicals and all kinds of packaging, papers and other materials posing a fire hazard at the stands and outside of them,
d) use flammable or explosive liquids as cleaning agents
e) store in the immediate vicinity, without adequate protection, of substances the interaction of which may cause spontaneous combustion or explosion
f) perform dust-generating works, e.g. cutting, grinding materials indoors,
g) use the drones

11.3. The method and place of safe storage of flammable and poisonous materials shall be agreed each time with the PKiN fire protection inspector.

11.4. Users of devices powered by electricity are prohibited from:

a) altering or repairing these devices on their own
b) using damaged electrical installations
c) using electrical installations that are inconsistent with the design agreed with the Organizer,
d) leaving electrical consumers connected to the mains unattended: heaters, cookers, kettles, etc.,
e) placing heating devices on a flammable surface,
f) covering bulbs and other lighting points with covers made of flammable materials.
g) each user shall turn off the electricity supply before leaving and closing the stand / room.

11.5. Only materials that are non-flammable, non-flammable or have been protected against fire should be used for the construction of stands. Appropriate certificates and attestations shall be kept at the stand.

11.6. All fire-fighting devices, e.g. manual call points (ROP), fire alarms, fire extinguishers, hydrants, as well as emergency exit doors and their markings (evacuation pictograms) and generally accessible telephone sets shall be always visible and accessible. Therefore, actions that may limit access to these devices or disrupt their functioning are prohibited:

a) suspending elements or placing exhibits at the location of linear smoke detectors (BEAM),
b) blocking access to electrical switchboards, indoor hydrants, handheld firefighting equipment, manual fire call points (ROP), etc.
c) blocking, obstructing communication routes and emergency exits
d) blocking access to external hydrants by parking vehicles in open areas in places marked with a horizontal sign prohibiting stopping and parking

11.7. Contractors of stands in exhibition halls shall:

a) observe fire safety regulations
b) know the location of handheld firefighting equipment, manual call points (ROP), internal and external hydrants and the methods of using them in the event of a fire
c) immediately follow explicit orders issued by the Fire Protection Inspector of the PKiN regarding fire safety at stands inside the Palace of Culture and Science

11.8. Designated communication and evacuation routes must be kept clear at all times. It is forbidden to park vehicles and store goods on the routes. Vehicles and goods left on these routes shall be removed at the cost and risk of the fair participant or the stand contractor,

11.9. Pedestrian and vehicle traffic on communication and evacuation routes in the Palace of Culture and Science and in its open-air area, both during assembling and disassembling period, as well as during the fair, requires special care, especially from pedestrians, who should pay attention to sound and light signals of vehicles (e.g. forklifts) used for assembly, disassembly, transport and service works.

11.10. After obtaining any information about the threat of an act of terror or other threat during the Fair, the

Exhibitor and its exhibition stand contractors shall immediately inform the Organizer of all known circumstances in order to determine the course of action and avoid panic among the visitors and participants of the Fair.

11.11. If an evacuation is ordered, the Exhibitor and other persons employed by the Exhibitor, as well as exhibition stand contractors shall comply with the decisions of the manager of the evacuation action, whose function, until the evacuation management is taken over by an officer of the State Fire Service or the Police, is performed by authorized employees of the Department of Protection and Security of ZPKiN.

12. GENERAL TERMS AND CONDITIONS OF FAIR PROTECTION

12.1. SECURING OF THE SITE

a) The areas of the Palace of Culture and Science are secured by security services and are provided with technical protection measures (e.g. video surveillance).
b) During the Fair and the in the periods for assembling and disassembling exhibition stands, the Exhibitor shall secure, at its own expense and risk, the exhibits, equipment and devices from possible damage or loss.
c) The Exhibitor / Contractor hired for assembling the stand shall provide free access to the technical devices of the PKiN (e.g. electrical switchboards, water valves, etc.) for technical services of the Organizer and the PKiN, in order to check the fire protection measures.

12.2. LIABILITY AND INSURANCE

a) The Organizer shall not be liable for any damage or loss caused to the property of the Fair participants caused by third parties or due to the victim's sole fault.
b) The Organizer shall not be liable for any damage caused to the property of the Fair participants by force majeure, e.g. fire, explosion, lightning strike, storm, flooding, and breaks in the supply of water, electricity or gas (compressed air) beyond the control of the Organizer.
c) The Organizer shall not be liable for the items (e.g. luggage) left unattended at the PKiN premises. The participants of the Fair and other entities mentioned in these Regulations are not entitled to any claims for the removal or destruction of items left unattended carried out by the Organizer for security reasons (real or suspected threat to the safety of persons and property).
d) The Organizer shall be released from liability due to the above reasons even if it has taken special Fair Venue security measures set out in Item 9.1.
e) The Organizer shall not be liable for any damages suffered by the Fair participants and other entities mentioned in these Regulations being the result of non-compliance with the instructions issued by the Organizer's services in the case of a danger to persons and property, e.g. in connection with the management of the evacuation of persons from an exhibition hall.
f) Fair participants shall obtain by themselves a civil liability insurance, as well as insure their property brought to the area of the fair (exhibits, equipment and devices at the stand, stand construction and equipment elements, private property, company vehicles, etc.), both for the duration of the fair and for the period of assembly and disassembly. The obligation to obtain civil liability insurance on one's own does not apply to participants (exhibitors / co-exhibitors) whose insurer is the Organizer, and the cost of the civil liability insurance for the period of the fair (fair duration, assembly and disassembly) shall be included in the exhibitor application fee referred to in sec. 3.3.3, or in the co-exhibitor application fee referred to in sec. 4.4.2.
g) Fair participants and stand constructors are liable for damages resulting from the acts or omissions of their employees.
h) Fair participants shall be financially liable for causing damage to the property of the Organizer (damage, destruction, loss). This responsibility shall also apply to companies constructing stands / arranging exhibition spaces (contractors). The damage assessment shall be performed by the Organizer in the presence of the Fair participant or stand constructor representative, which shall be confirmed in an appropriate report.
i) The fact of suffering any damage shall be immediately reported to the Organizer (technical coordinator exhibitors' reception desk employee, Project Director, Hall Manager, Protection and Security Service employee) by the fair participant, in order to draw up the event report which shall be the basis for claiming any possible compensation (from the insurance policy, in legal proceedings). In the case of suffering a damage resulting from the actions of third parties and bearing the signs of an offence or crime (e.g. theft, property damage, or personal injury), the fair participant shall also notify the fair police immediately after noticing the damage.

13. FINAL PROVISIONS

13.1. The Exhibitor, Co-exhibitor and the exhibition space contractor shall observe the applicable provisions of generally applicable law, including sanitary, fire prevention, administrative and local law.

13.2. Any noticed damage – defects and irregularities in the operation of systems or technical devices, shall be reported immediately by the Exhibitor or the contractor of the exhibition spaces to the Organizer. Failures caused by a failure to comply with the above provisions by the Exhibitor or the exhibition space contractor, as well as any damage or loss resulting from these failures shall be covered by the Exhibitor.

13.3. The Exhibitor shall be responsible for the safety of its own employees, subcontractors and third parties staying at the exhibition stand and shall be financially responsible for any damages and losses resulting from improper use by its own employees, subcontractors or third parties using the rented premises and facilities of the Palace of Culture and Science and for any damages occurring inside and outside the facility, related to the event.

13.4. The Organizer reserves the right to change the Regulations and undertakes to inform public about any change, as well as announce the uniform text of the Regulations on the Internet at www.mtp.pl and on the websites of individual fairs / events, in advance of the dates of assembly and the commencement of fairs, exhibitions or other events.

13.5. To the extent not regulated in these Regulations, generally applicable provisions of Polish law shall apply, in particular construction law, occupational health and safety (including the ordinance of the Minister of Culture on health and safety at work in the organization and performance of shows), the Civil Code and the Regulations for participants of fairs organized by Międzynarodowe Targi Poznańskie sp. z o.o. and the Polish Chamber of Tourism. In addition, the applicable provisions of the Community law of the European Union must be respected.

13.6 Any disputes that may arise between the Organizer and the entities listed in sec. 1 of these regulations, related to the application of these Regulations, when their amicable resolution proves ineffective, shall be settled by the substantive common court in Poznań.

13.7. For the settlement of any disputes with foreign Fair participants, the text of these Regulations in Polish shall prevail, and the law applicable to the interpretation of the provisions of the Regulations is the Polish law.

DECLARATION OF THE EXHIBITION STAND CONTRACTOR
(individual construction)

Company .....

as the exhibition space contractor (name of the Contractor).....

.....

at the International Tourism Fair ITTF Warsaw 2026 held on November 19 – 21, 2026 at the Palace of Culture and Science in Warsaw

declares that:

1. The construction of the stand and the electrical system installed at the stand will be made in accordance with applicable regulations and standards as well as with the presented design, by persons with appropriate authorizations.

2. The materials to be used for the construction of the stand have appropriate approvals regarding the flammability characteristics specified in the ordinance of the Minister of Infrastructure on the technical conditions to be met by buildings and their location of April 12, 2002. (Journal of Laws No. 75 of June 15, 2002, as amended).

Please find attached valid flammability approvals for the following materials to be used for the construction of the exhibition stand:

1. Walls (specify the material type) ……..….....
2. Floor lining/covering (specify type / name) .....
3. Other elements of the stand (specify) ……

☐ I DECLARE THAT I HAVE READ THE TERMS AND CONDITIONS OF THE FAIR VALID FOR ITTF WARSAW 2026 AND PKiN

.....
Name of the person responsible
for the construction of the Exhibitor's stand

AUTHORIZATION FOR THE EXHIBITION STAND CONTRACTOR
(individual construction of the stand)

EXHIBITOR:

Company: .....

EXHIBITION STAND CONTRACTOR:

Company: .....
(name and address)

.....

.....

Name and surname of the contact person: ....

mobile phone number of the contact person: .....

e-mail of the contact person .....

Warsaw, on 2026

……
Signature and stamp

Date .....

HANDOVER-RECEIPT PROTOCOL OF THE EXHIBITION AREA

FAIR NAME: ITTF Warsaw 2026
Stand no. ……

EXHIBITOR NAME (COMPANY):
…….....

Exhibitor / contractor * - confirms:

1. The receipt of the ordered exhibition space with an area of ..... m2 for constructing an exhibition stand

2. The connections of the media supply are installed in accordance with the order:

Power connections *:

3KW
9KW
25KW
3KW / 24h
9KW / 24h
Other - according to individual calculation

Water connections *:

quantity:……

☐water intake point ☐water and sewage connection

The receipt completed*:

Without comments*
With the following comments:
……

.....

……

NOTE!!!
The company that assembles and disassembles the stand shall perform all works within the hours specified in the Manual - Information for Exhibitors on page 1.
Exceeding the above-mentioned time shall result in charging the costs related to the extension of the rental period of the exhibition halls of the PKiN and the work of relevant services.

…….....…….. .....……
Entity receiving the stand / Exhibitor Organizer (entity handing over the stand)

mobile phone no.....

* select appropriate