

EVENT AND EXHIBITION CONSTRUCTION REGULATIONS

The following regulations pertain to the establishment of any buildings, installations, decorations, exhibition stands or other structures within the premises of Hungexpo Ltd.

1. General Provisions

Hungexpo Ltd. will lease an empty area - in accordance with the offer which forms an inseparable part of the agreement with Exhibitor, Lessee - without any structures or equipment, designated by painted or chalk marks on the floor of the hall or by stakes in the open-air spaces along with the services indicated in the offer or the contract.

Exhibitor, Lessee or their exhibitor or subcontractor may occupy the leased area from the beginning of the designated construction period and must return said area to Hungexpo Ltd. in its original condition by the end of the takedown period.

Construction work may only be carried out in the indoor and outdoor premises of Hungexpo Ltd. based on construction and electrical plans approved by the operative Organiser representative of Hungexpo Ltd. and the Fire and Work Safety representative; however, said approval in no way effects the liability of Lessee or Exhibitor. Any stands or structures established without permission or which deviate from above-mentioned plans will be removed by Hungexpo Ltd. at the expense of Exhibitor, Lessee.

Insofar 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 Ltd. (Particularly, its Organiser Department and Fire and Work Safety representative).

Exhibitor, Lessee or their exhibitor or subcontractor is liable for the mechanical resistance and stability of the installation or decoration they establish and for any damages caused by their shortcomings as well as the safety of all displayed devices, decorations and exhibits.

Exhibitor must provide for the establishment of the exhibition stand in the leased area, as well as its proper illumination, order and cleanliness.

Exhibitor must install a partitioning wall facing its neighbouring stand of at least 2.50 meters in height or must provide for the installation of a non-transparent (closed) structural item or furniture. The partitioning walls facing the thoroughfares and the back panels must not disturb the visual presentation or clarity of the event, therefore long walls running along the thoroughfares of visitor traffic

(non-transparent walls higher than 2.50 meters and longer than 5.00 meters) can only be installed with the prior written permission of the event's organiser.

Exhibitor must feature their corporate insignia on the exhibition stand, which may only feature the Exhibitor registered for and participating at the event.

Self-made structures, lettering, exhibits, etc. must be established in a way which fits the overall view of the exhibition's environment as defined by the Organiser without hindering or obstructing any structures, sensors, lettering, decorations or signs installed by Hungexpo Ltd. Within the leased exhibition space, the pillars of the halls can be encased and built around up to the authorized construction height - in a manner which causes no damage to the pillar - whilst providing for the access, visibility and use of any fire hydrant cabinets, hand-held fire extinguishers, electrical cabinets, fire alarms and lights indicating escape routes installed next to the pillars.

Hungexpo Ltd. will individually determine the construction, operational and takedown periods for all events and the daily work hours, which are included in the Exhibitor information. Any work carried out beyond the designated period is considered to be excess work. Permission must be requested for excess work in writing no later than 72 hours prior to the work from the event Organiser, followed by subsequently paying an excess work fee.

EVENT AND EXHIBITION CONSTRUCTION REGULATIONS

Indoor, multi-floor stands can only be constructed for stands with a floor area of at least 50 square meters, insofar as the technical plans confirm that the fire load does not exceed 650 MJ/square meter during the construction, including the exhibits, stand-building materials and the additional materials required for the operation, brochures, etc.

The free internal space must be at least 2.50 meters per level. The working load of the ceiling floor must be determined according to the planning regulations in use in Hungary appropriate to its (office or warehouse purpose) usage. The mechanical resistance of the structure must be certified with a separate static expert opinion and the time of departing the upper floor must include an evacuation calculation which must feature the architect's name and permit number.

The upper level section must feature automatic fire alarm and extinguisher options.

This requirement serves creating a decent-looking design of the upstairs section facing the shared wall, which is acceptable for the neighbouring exhibitor. Insofar as Exhibitor accepts and observes the stipulated requirements (e.g. height, encasing type, wall colour, etc.), they cannot be denied the approval of building a multi-floor stand.

All information on the placement price of multi-floor stands is included in the "Application form".

The visible back panels as well as all partitioning walls in excess of 2.50 meters of height must have an aesthetic appearance (single colour, neutral, clean, free of lettering). Corporate logo, emblems or advertising wording cannot be featured on back panels and, in the case of multi-floor stands, on the side facing the neighbouring exhibitor, not even beyond the 1,00 meter perimeter.

Stands with an area over 150 square meters or longer than 20,00 meters must feature at least 2 entrances.

The site coverage of stand areas in open-air spaces cannot exceed 70%. (70% of the area can be occupied by buildings or structures.) A distance of at least 2,00 meters must be kept from the edge of the neighbouring area. The distance between two buildings cannot be less than half the distance between the highest point of the taller structure and the ground.

2. Planning Regulations

2.1. General rules

The level of details of the plans should be at least on the level sufficient for a permit.

The form and content of the plans should adhere to the planning directives, technical requirements, EU and Hungarian standards commonly accepted in Hungary, as well as the provisions of the Work Safety and Fire Protection Regulations chapters of the present Rules and Regulations of Operation.

Construction and specialists plans can only be prepared by certified and authorized architects which must feature their signature. The plans must include the architect's name and permit number. The lack of designating the architect's permit number may entail withholding permits.

Insofar as machines are to be operated at the stand, the technical drawings must include the position of the machines, their technical parameters and technology they run on.

2.2 Construction plan

When preparing such plans, their content must include:

- site plan

(designating the number of neighbouring stands):

- furnished, dimensioned floor plans

(including the names of the installed materials):

- façade drawings and typical cross-sections

(including designated height):

- water supply and installation site,

- technical description,

- fire and work safety descriptions,

- architect's statements featuring the name and signature of the architect

EVENT AND EXHIBITION CONSTRUCTION REGULATIONS

- combustibility classification,
- fire load calculations,
- fire safety conformity certificate (building material, structure, method of construction, verification of potentially combustible or explosive materials),
- fire safety classification of construction products.

The submitted documents must ensure clarity and comprehensiveness and must be suitable for adjudication.

2.3 Designer certification

When required by the nature and complexity of the structures, the architect of open-air exhibition halls and exhibition stands within the halls must be a designer architect registered and authorized by the Chamber of Hungarian Architects (É-1, É-2, É-3), i.e. multi-floor stand static plans can be prepared by a static engineer (T1-T2), electrical plans by an electrical engineer (V1-V2), building services plans by building services engineers (G1-G2). Official documents certifying the designer authorization of the engineer must be attached in all cases to the stand construction documentation.

The design, implementation and construction procedures must take all equipment into account which are marked out on the hall and open-air floor plans, as well as the load capacity and other data included in item no. 3 of the present chapter.

Particular attention should be devoted during the designing and construction procedures to provide access to security devices, fire hydrants, sensors, escape routes and portals and their signs. These mustn't be obstructed - even temporarily - and no false signals are to be emitted by said devices. No pillars or structures located within the area of the stand can serve as the basis for reconfiguring the area or discounts from the placement price.

2.4. Planning directives for stands

2.4.1. Simple stand

Simple stands are indoor stands which simultaneously adhere to the following specifications:

- 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: C_{fl} – s1.

- Exhibitor or their commissioned contractor will issue a statement of constructing a simple stand through the on-line interface.

Structures installed in open-air spaces cannot be considered simple, even if they're made of standard type elements. Insofar as the open-air space will only feature a caravan, tent, self-propelled machinery, vehicles or containers, it is sufficient to submit an outline draft (site plan) apart from issuing a statement.

In the case of statements including false information, Hungexpo Ltd. is entitled to partially or fully remove the building structure at the expense of the Exhibitor. Hungexpo Ltd. assumes no liability for any damages arising from these measures and excludes its liability to the greatest extent permitted by legislation.

2.4.2 Individual stand

Insofar as the Exhibitor does not wish to construct a stand in line with the above specifications, the construction plans will be reviewed for approval by Hungexpo Ltd. in a separate procedure.

The construction plans must be uploaded through the online interface no later than 2 weeks prior to the construction period of the event.

EVENT AND EXHIBITION CONSTRUCTION REGULATIONS

The plans will be reviewed by the Organiser Director, Technical Manager and Fire and Work Safety Department representative of Hungexpo Ltd. who may request further amendments or supplements for the insufficient or unacceptable plans or may prescribe conditions in the approval clause.

2.4.3. Multi-floor installations

Multi-stage installations or stands additionally require:

- static engineer's expert opinion, featuring the name, permit number and signature of the static engineer,
- evacuation calculations,
- in the case of individual structures, additional drawings for comprehending and adjusting the structures.

2.4.4 Electrical plan of stands

When preparing such electrical plans, their content must include:

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

Insofar as 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, no additional electrical plans are to be submitted.

2.4.5. Building services plan

When preparing such plans, their content must include:

- Technological plan (e.g.: in the case of operating machines),
- technical description,
- engineer's statements featuring the name, permit number and signature of the engineer

2.4.6 Additional rules

Within the leased exhibition space, the pillars of the halls can be encased and built around up to the authorized construction height - in a manner which causes no damage to the pillar - whilst providing for the access, visibility and use of any fire hydrant cabinets, hand-held fire extinguishers, electrical cabinets, fire alarms and lights indicating escape routes installed next to the pillars.

All structures installed by Exhibitor, Lessee or their exhibitor or subcontractor can only be one of temporary nature. Any unauthorized buildings, installations, decorations or stands remaining after the takedown period may be taken down by Hungexpo Ltd. at the expense of Exhibitor, Lessee without examining the property rights of said structures. Hungexpo Ltd. excludes its liability to the greatest extent permitted by legislation for materials and decorations of the structure being taken down or belongings left at the stand or building.

Only materials which adhere to EU and Hungarian standards are to be used during the construction works.

The building services engineering and building electricity devices must adhere to MSZ 2364 specifications. Deviations from approved plans are only accepted in the case of plan amendment permits.

The height of the installations and stands are only limited by the interior height of the hall insofar as they are statically sound (6.30 meters in Halls A, B and D, 5.80 meters in Hall F, 10 meters in Hall C, 11.80 meters in Hall G and 7.50m in Hall E and H).

EVENT AND EXHIBITION CONSTRUCTION REGULATIONS

2.5. Halls and typical technical data



Hall	Floor Area	Maximum ceiling height to be built-in	Bottom edge of the latticework	General lighting	Flooring structure	Load capacity	Gate	Pedestrian Entrances	Distance between columns	Other
A	180x108 m	6,30 m	6,90 m	400 lux	utilities tunnel	30kN/m ²	4 truck gates 4,50x5,00 m	20	12x18 m	Fully covered passage to Hall D
B	108x60 m	6,30 m	6,90 m	400 lux	utilities tunnel	30kN/m ²	2 truck gates 4,50x5,00m	12	12x18 m	Covered passage to Hall E
C Exhibition	72x36 m	10,00 m	10,30 m	400 lux	utilities tunnel	10kN/m ²	2 truck gates 4,00x6,00m	3	Mobile walls 17,4x12m	
C First Floor	1900 nm	5,00 m		400 lux	carpeted				Mobile walls	8x Section room for 200 pax
C Gallery	1200 nm	3,50 m		400 lux	carpeted				Mobile walls	16x Section room for 50 pax
C Plenary	1891 nm	8,00 m		400 lux	carpeted				Mobile walls	Plenary for 2026 pax
D	73X72 m	6,30 m	6,90 m	400 lux	utilities tunnel	30kN/m ²	2 truck gates 4,00x4,70m	12	12x18m	Fully covered passage to Hall A Connected to Hall E
E	103x72 m	7,50 m	8,00 m	400 lux	utilities tunnel	10kN/m ²	3 truck gates 5,30x6,00m	4	Pillarless Mobile wall	Covered passage to Hall B Connected to Hall D
F	75x49 m	5,80 m	6,40 m	100 lux	utilities tunnel	30kN/m ²	1 truck gate 3,80x5,30m	11	12x24 m	Connected to Hall G
G	132x72 m	11,80 m	12,00 m	400 lux	utilities tunnel	15kN/m ²	4 truck gates	11	Pillarless Mobile wall	Connected to Hall F
H	78x74 m	7,50 m	8,00 m	400 lux	utilities tunnel	10kN/m ²	2 truck gates 5,30x6,00m	9	Pillarless Mobile wall	

EVENT AND EXHIBITION CONSTRUCTION REGULATIONS

3. Hall Furnishing Rules

Particular attention should be devoted during the designing and construction procedures to provide access to security devices, fire hydrants, sensors, escape routes and portals and their signs. These mustn't be obstructed - even temporarily - and no false signals are to be emitted by said devices. A detailed description of the pavilions is included in Rules and Regulations of Operation, in section no.3.

4. Regulations on Implementation Works

4.1. Implementation rules

The processing of raw materials (fitting of fabrics, planing, polishing, applying lacquer, etc.) as well as using wood-working machines, welding devices and all forms of naked flames or combustion engine machines (e.g. compressors) is prohibited.

It is prohibited to reconfigure, paint or add-on to any buildings or structures of Hungexpo Ltd. or to suspend or support structures on its pillars, walls or other building elements, without the prior written consent of the representative responsible for the event's operative organization.

Partitioning walls, roof structures, lamp poles, luminaries, logos, insignia and exhibits cannot exceed the boundaries of the leased stand at any height. All liability for damages arising from the non-observance of this provision falls solely on Exhibitor.

Lamp poles and luminaries can be positioned to illuminate graphic designs and lettering on walls running along the perimeter of the stand by keeping their lowest point over 2.50 meters and by ensuring that they do not extend beyond the edge of the stand by more than 0.30 meters. As these hang over the thoroughfares, the Exhibitor is liable for any damage caused to the lamp poles and luminaries.

Exhibitor must provide for any additional lighting should it be needed apart from the general illumination of the halls to display the stand and goods.

Installations to be established - as there is only a highly limited time period for implementation works and also, in order to make sure the thoroughfares between stands wouldn't be blocked - can only be brought into the hall in elements, where the finishing and decorative works will be performed.

4.2. Rules on suspension structures.

In Halls A, B, D, E, F, G and H any promotional materials, frameworks for illumination or other structures can only be suspended from the latticework of the halls above the leased area and solely with the prior, temporary, individual approval of Hungexpo Ltd.

The suspension of materials is an exclusive service which can only be ordered from Hungexpo Ltd. and carried out by its designated subcontractor.

The total weight of the suspended materials in comparison to the leased area can be no more than 10 kg/square meter or 20 kg/square meter in Hall G. The load of a single suspension point cannot exceed 100 kg in Halls A, B, D, E and H, or 180 kg in Hall G and 130 kg in Hall F. The possibility of suspending greater weights requires preliminary coordination.

The request for suspending materials is to be submitted no later than 2 weeks prior to the event to the representative of Hungexpo Ltd. responsible for operative organization, in order to forward the request to the representative responsible for technical operations.

The request must include:

- the description of the item to be suspended (material, weight),
- the number of suspension points,
- layout drawings to facilitate comprehension,

EVENT AND EXHIBITION CONSTRUCTION REGULATIONS

- statement on the stability of the object to be suspended

Hungexpo Ltd. will have unauthorized suspended materials removed at the expense and risk of Exhibitor, Lessee.

The suspension installed without a permit may be broken down by HUNGEXPO Ltd. At the expense and risk of the Exhibitor or the Lessee.

4.3. Additional suspension planning and implementing rules:

In order to preserve the condition and stability of the structures, the following rules are to be observed during the planning and implementation of suspended structures:

- The work can only commence with a suspension permit from Hungexpo Ltd.
- In matters concerning suspension structures, the Technical Operational and operational director or the technical operational director of Hungexpo Ltd. can make decisions, unless the load of the suspension points exceeds 30 kg, in which case the Organiser Department of Hungexpo Ltd. can also pass decisions.
- During the implementation of the suspension, the stand 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 construction contractor is liable for all damages arising through negligence, wilful acts or unlawful work.
- It is strictly prohibited to drill holes or disturb the integrity of the support structure.
- During the approval of the suspension request, the authorising party may decide to only approve the suspension after the on-site inspection of the item to be suspended, for which Hungexpo Ltd. will provide a crane scale and the contractor must allow for the measurement.
- The load of the latticework can be no greater than 10 kg/square meter, while the individual load can be no greater than 100 kg. Concerning the 3x3 meter load area of Hall G, loads of 180 kg can be suspended from the lower plane of the ceiling system. In Halls E and H, taking into account the 3x6m load field, 100 kg per point can be placed anywhere on the lower plane of the floor structure.
- Loads can only be suspended from the intersection of bars of the latticework (in Halls A, B, D and F) or within 10 cm of the intersection unless the load does not exceed 30 kg on a single bar, in which case loads can be positioned anywhere.
- Two-point (Y-shaped) suspensions can be only used by observing the former rules if the angle between the slanted shafts is no greater than 90 degrees.
- Subsequent to preliminary coordination, loads over 180 kg can be suspended at any point from the main supports without exceeding the 20 kg/square meter limitation, up to loads of 1000 kg. In Halls A,B, D and F loads of up to 300 kg can be hung from the intersections of the latticework while observing the limitation of the 10 kg/square meter load area.
- The highest point of the suspended element cannot exceed the maximum construction height provided for the hall in question. Suspension is an exclusive service, it can be carried out only by a subcontractor appointed by HUNGEXPO Ltd. No suspension may be placed in the 1.00 m lane next to the common wall / stand boundary facing the stand neighbor.
- HUNGEXPO Ltd. Breaks down the suspension installed without a permit at the expense and risk of the exhibitor, and deducts its cost from the deposit.

4.4 Carpeting

Carpeting rules: carpets can only be installed in halls with double-sided tape. Exhibitor is obliged to provide for the removal of the carpet taping as well as the taping for protective film during the takedown period. Only adhesives which can be removed from the concrete surface of the halls can be used for this purpose. The use of self-adhesive carpeting or superglue is prohibited.

4.5. Additional rules

It is prohibited to drill holes, hammer nails, break or paint the pavement of the halls.

EVENT AND EXHIBITION CONSTRUCTION REGULATIONS

The use of water-based paints is allowed while fully covering the surface of the work area, yet the Exhibitor, Lessee is liable for removing any impurities on building structures, flooring or other areas.

Exhibitor, Lessee or their exhibitor or subcontractor is obliged to fully cover the entire neighbouring ground surface with protective foil - in order to protect the flooring and under the obligation of restoring any damages - insofar as any masonry or professional industrial works (e.g. outer casing, walling, painting, tile glueing, etc.) must be carried out on site due to the nature of the event.

In order to minimize the spread of dust, only hand tools with dust bags and water-based cutting tools may be used. Concrete and cement-mixers can only be used in the first half of the construction period, solely within the hall in previously designated areas surrounded with protective foil. The cutting of walling, outer casing and roofing materials is prohibited with angle grinders, even outside of the halls.

The use of liquefied petroleum gas, nail guns, spray guns and electrical generators within the halls is prohibited.

Structures requiring excavation work in the open-air spaces necessitate preliminary coordination with the Organiser Department of Hungexpo Ltd. Within the premises of Hungexpo Ltd., only manual excavation work can be performed. In open-air spaces, structures, flag poles, advertising signs, etc. as well as oriented structures can only be installed with the permission of the Organiser Department of Hungexpo Ltd.

Structures made of glass must be marked at eye-level height.

Exhibitor, Lessee is obliged to follow the instructions of Hungexpo Ltd., enforce them with their subcontractors and assist inspections.

4.6. Technical manager in charge of implementation works

Exhibitor, Lessee is obliged to designate the technical manager of the implementation works. During the implementation works, the technical manager must continuously be present at the construction site. During the work, the technical manager represents Exhibitor, Lessee or their exhibitor or subcontractor responsible for all matters of costs and liabilities. Exhibitor, Lessee is responsible in all cases for the contractor they commissioned and entered into contract with. Subsequent to constructing the stands, a so-called "Electrical installation standard statement" must be prepared and submitted at the hall's technical duty office.

4.7. Acceptance and delivery of the exhibition space

The manager responsible for the implementation works may accept the leased area from the site supervisor.

A condition of the acceptance of the site is the approved building and electrical plan or the statement listed in item II/2.3.2. of the present regulations, or presenting the certification of the payment of the placement fee and the stand-building security payment at the reception desk.

Subsequent to the exhibition, after the takedown of the stand, the exhibition space must be delivered to the site supervisor in its original condition.

4.8. Connecting to the utilities of HUNGEXPO Ltd.

Connecting the utilities network can only be carried out by the official operator of Hungexpo Ltd. and its electrical systems.

The installation of electrical wires as well as water and sewage connections take place at the site of the leased stand based on the preliminary orders through the designated flooring point shaft or, in lack of such, through the neighbouring stand.

If the utilities can only be connected through the neighbouring stand, the exhibitor of the neighbouring stand cannot object against the connection.

Only water-based devices with a gully-trap can be connected to the sewage system.

Exhibitor, Lessee or their exhibitor or subcontractor must provide access to the flooring point shafts – by cutting holes through podiums, outer casings or structures or by leaving the connecting points

EVENT AND EXHIBITION CONSTRUCTION REGULATIONS

unobstructed. Exhibitor, Lessee is liable for all costs and damages arising from the failure to fulfil this obligation or for hindering the utility connection and trouble-shooting procedures.

In the case of exhibitions, the connection of individual Exhibitors to the electrical network cannot be jointly ordered and all Exhibitors - or their commissioned contractor - is obliged to order a separate stand connection. Lessee or its subcontractor is required to order the supply of electrical energy in accordance with the total simultaneous electrical load.

Conditions for connecting to the energy network of HUNGEXPO Ltd.

- MSZ 1600-MSZ 2364-MSZ HD 60364 "Electrical installation standardisation statement",
- approved implementation according the plan,
- appropriate electrical shock protection measurement results.

The Organiser Department and the operative Organiser representative is authorized to inspect the standardised nature of the implementation and to refuse electrical supply in case of inappropriate implementation measures. Unauthorized intervention may entail being denied electrical supply and the reimbursement of possible damages or criminal proceedings in severe cases.

Utility connection needs are to be requested at the on-site Service Stand. The electrical connection of stands adhering to the connection requirements will take place within 12 hours of filing a request.

Hungexpo Ltd. assumes no responsibility and liability for damages caused by blackouts or power failures.

In the case of exhibitions, Exhibitor is required to provide for turning off the power supply of the stand illumination and electrical devices at the stand during the period of the event.

For safety reasons, Hungexpo Ltd. will entirely switch off the electrical systems of the utility tunnels, with the exception of sections providing night-time electrical supply.

Requests for night-time electrical supply must be announced to the operative Organiser representative prior to the event by listing all the devices which require night-time electrical supply. These devices (e.g. refrigerators) require installing a separate circuit before the main switch.