

REGULATIONS
for exhibition stands designers applicable to expo stands constructed
in Targi Kielce premises

1. A designer, prior to drafting a design ought to be provided the exhibition space related data allocated to the customer who has ordered the exhibition space (an exhibitor) in the form of a graphic design - the file should contain the exact location assigned by the exhibition organizer.
2. In the case the expo stand location includes or directly borders with technical infrastructure elements and/or fire-protection equipment, the designer is obliged to comply with all the rules and regulations obligatory for Targi Kielce facilities and **provide access for Targi Kielce technical services to the elements and equipment described herein.**
3. Technical infrastructure elements and fire-protection equipment
 - hydrants and fire-warning sensors and fire-alarm switch buttons,
 - electrical switch-boards,
 - technical ducts which contain electrical service lines and connection-points, water and sewage systems, compressed air systems, ICT and telecommunication equipment,
 - water and compressed air valves,
 - waste-water sewers,
 - closets with ICT and communication devices,
 - control and switching boxes, etc.,
 - cameras, loudspeakers and TV screens,
 - ventilators and air-conditioning units,
4. In the case the expo stand design includes a construction pillar of the Expo Hall, the design should include a pillar housing. The housing height should not exceed the allowed height and the housing allow to access to technical devices.
5. If the technical infrastructure elements are accessed through a locked room in the expo stand construction, the contractor is required to provide the Expo Hall Manager with the key to these locked spaces.
6. The expo stands height must not exceed the allowed expo construction heights in particular locations.
7. The rear walls of the expo stand, regardless the expo stand height (expo stands lower than 2.5 m) **which are visible from the neighbouring firms' expo stands** must have **aesthetic, white finish.**
8. Suspended ramps or frames, suspended graphics, exhibits, etc. attached to the expo halls ceilings / truss constructions can be installed only in places designed as support structures for such elements; subject to prior consultation and consent of the Technical Service Team – zbos.pawel@targikielce.pl, szczepanek.albert@targikielce.pl, lesisz.marcin@targikielce.pl, techniczny@targikielce.pl.
9. In the case of a front-end (semi-island) or island-type expo stand, the total outer walls housing (up to 1m into the expo stand space) should not exceed 60% of the length for each side on the ordered space.
10. In order to facilitate people with disabilities' access, it is recommended that the expo stand on an elevated platform should include access-ramps for wheelchair users.
11. The finished expo stand design complemented with the signed Expo Stand Contractor's Statement (Attachment nr 1) should be submitted to the Stand Design Section for verification at least 14 days before the expo commencement; the design compliance with regards to location and technical requirements is then verified. E-mail to send the designs - projektowy@targikielce.pl
12. All rules and regulations associated with the expo stands assembly are contained in the Regulations for particular Targi Kielce events.

I hereby declare that I have read and understood the above mentioned rules, and I undertake to observe them

date and legible signature