



ABF, a.s. Guideline

No. 4/2021

OPERATION RULES AND REGULATIONS OF THE PVA EXPO PRAGUE EXHIBITION CENTRE

Article 1

Application area of the Operation Rules and Regulations

The Operation Rules and Regulations govern the conditions and manner of use of the premises and areas in the Exhibition Centre of Letňany (hereinafter referred to as the PVA EXPO PRAGUE Exhibition Centre).

Article 2

Basic provisions

The company "ABF, a.s.", Company Reg. No. 63080575, is the administrator and operator of the PVA EXPO PRAGUE Exhibition Centre. It is hereinafter referred to as "the Lessor" in these Operation Rules and Regulations.

Article 3

Rights and Obligations from the Lease

1. The rights and obligations arising from the Lease of premises and plots of land are regulated by the Act no. 89/2012 Coll., the Civil Code.
2. During all activities in the leased premises of the PVA EXPO PRAGUE Exhibition Centre, the Lessee is obliged to behave in such a way as to prevent the occurrence of an emergency event (e.g., a fire) and to avoid endangering the life and health of all persons and property of the Lessor and third parties.
3. The Lessee shall be liable for all damages to the Lessor's or third parties' property and equipment on the leased premises during the Lease period. The Lessee shall be liable for damages caused by circumstances arising from the nature of the apparatus or other things used by them in their operations. The Lessee is obliged to immediately repair any damage found at their own expense or to arrange with the Lessor for other means of compensation.
4. The Lessee shall be fully responsible for the items stored, deposited and brought into the leased premises by their employees and other persons staying on the premises with their knowledge.
5. The Lessor is obliged to ensure that the Lessee can enjoy the full and undisturbed exercise of their rights associated with the use of the premises leased.
6. The Lessor shall be entitled, upon a prior notice to the Lessee, to enter the leased premises in order to ascertain the technical condition of the leased premises and to carry

out any necessary repairs. In exceptional cases (accidents, danger to life and health of persons, imminent damage to property), access to the leased premises shall be provided without the consent of the Lessee. The Lessor shall immediately notify the Lessee of such intervention and shall draw up a written report of the intervention.

7. The Lessee is obliged to take care, in the exercise of their rights, in order to create an environment making undisturbed exercise by other tenants of their rights possible.
8. The Lessee must not, without the written consent of the Lessor, perform the following activities:
 - a. load the structures of the halls
 - b. disturb the integrity of the structures of the halls
 - c. interfere with the heating and ventilation systems
 - d. load floors above the permissible load capacity
 - e. anchor and disturb the surface throughout the PVA EXPO PRAGUE Exhibition Centre
 - f. interfere with the electrical installation
 - g. interfere with water and waste distribution systems
 - h. interfere with telephone and internet wiring
9. In the event that the Lessee receives the written approval from the Lessor for the activities defined in paragraph 8) above, the Lessee must ensure not only that the activities are carried out professionally but also that all safety and fire regulations and standards are complied with.
10. During the performance of any activities, an environment must be created to ensure that other tenants can exercise their rights and obligations without interruption (e.g., temporary disconnection of water, heating system, electricity). Excessive noise and dust must not interfere with proper use.
11. It is forbidden to store any flammable substances, cylinders for transporting gases, poisonous and other dangerous substances and pyrotechnic material in the rented premises. Exceptions to this prohibition may only be granted by the Lessor with written consent in justified cases.
12. The Lessee is obliged to provide the obligatory scope of services according to the Fire Danger Assessment prepared in accordance with the Act No. 133/1985 Coll., on Fire Protection. Furthermore, the Lessee is obliged to observe the capacity of persons in the rented premises, the basic division of the grid of exhibition areas into individual exhibition sectors (marked with letters in the respective halls A, B, ...G), or to observe the transverse and longitudinal escape routes in the halls and the free technical aisles 1 m wide along the edge of the halls.
13. The Lessee is obliged to observe the widths of escape routes and exits: the width of the aisle between the internal equipment of the assembly area is assessed as the width of the unprotected escape route according to paragraph 9.11 of the ČSN 73 0802:2000 standard. With regard to the evacuation of persons unable to move independently, the width shall be at least 3 escape lanes. The escape lane is defined by a passage width of 550 mm (three times that of 1,650 mm). The standard for exhibitions and fairs is an aisle width of 3,000 mm, the main corridor in the axis of the halls is 4,000 mm. Emergency side exit doors have a width of 1,900 mm.
14. The Lessee is obliged to provide the scope of services recommended according to the elaborated Traffic Engineering Measure and Traffic Engineering Decision, within the meaning of improvement of the traffic serviceability of the PVA EXPO PRAGUE Exhibition Centre and its surroundings during the exhibition period, if specified.

15. The Lessee is obliged to comply with technical conditions and instructions relating to fire safety of products or activities operating in the PVA EXPO PRAGUE Exhibition Centre.
16. The Lessee is responsible for ensuring that advertising banners are not placed on the leased premises without the written consent of the Lessor.

Article 4

Use of common areas and facilities

1. The common areas in the PVA EXPO PRAGUE Exhibition Centre shall only be used for the purposes corresponding to their specified use so as not to restrict the rights of other tenants. Placement of any objects and excessive burdening of common areas is not allowed.
2. The Lessee is obliged to maintain clear access roads and entry areas for firefighting equipment, escape routes and free access to emergency exits, electrical power distribution facilities, water, gas, heating and product pipelines, fire protection equipment and manual operation of fire safety equipment.
3. It is forbidden to handle open flames in all indoor and outdoor areas of the PVA EXPO PRAGUE Exhibition Centre. Exceptions to this prohibition may be granted in justified cases by written consent only by the Lessor.
4. Smoking is prohibited in the PVA EXPO PRAGUE Exhibition Centre except for smoking in designated outdoor areas.
5. It is forbidden to enter the exhibition area. Exception to this prohibition can only be granted by the Lessor.
6. Vehicle parking in the PVA EXPO PRAGUE Exhibition Centre is only possible in reserved parking spaces. Parking of vehicles in areas of increased fire danger overnight from 19:00 to 08:00 hours, even if the vehicle or trailer is equipped with a "VIP card", "Parking card" or "Transport operator" card, is not allowed.
7. The Lessee, the Lessee's suppliers, the Lessee's contractors, exhibitors, visitors are obliged to obey the traffic signs of the Exhibition Centre and to adhere to the instructions of the security service, fire brigade, parking service or the organiser.

Article 5

Operation hours of the Exhibition Centre

1. The operation hours of the PVA EXPO PRAGUE Exhibition Centre are set at different levels of operation as follows:
 - a. The operation hours of the PVA EXPO PRAGUE Exhibition Centre out of the exhibition organisation period shall be from 08:00 to 16:30 hours.
 - b. Basic operation hours for exhibition events shall be from 07:00 to 22:00 hours.
 - c. The night operation hours for exhibition events shall be from 22:00 to 07:00 hours and shall be subject to a night surcharge in accordance with the Lease Agreement.
 - d. The trade fair administration of the Lessor or the Lessee shall appoint their own "event production manager" who, in cooperation with the technical administration of the Exhibition Centre, shall define the organisation and operation of the trade fair during the assembly, the actual course and dismantling, which is especially the use of the halls in the PVA EXPO PRAGUE Exhibition Centre in connection with the parking

facilities in the Exhibition Centre for exhibitors, the morning delivery of products to be exhibited, possible collection of deposits, traffic management in the Exhibition Centre, staffing of ticket offices and determination of basic visitor flows, requirements for organiser services, requirements for guarding exhibitions, guarding ticket offices, guarding the Exhibition Centre or the exhibition halls, requirements for technical connections, cleaning services and waste disposal, etc.

2. During the preparation, conduct and dismantling of the exhibition event, it is not permitted to carry out any construction or other activities on the Exhibition Centre's roads and pathways which would endanger the safety and health of persons moving in the Exhibition Centre.

Article 6

Provision of services, provision of servicing activities

1. Services are provided to the Lessee on the basis of a written order or operating agreement specifying the quantity, scope and term of performance.
2. Servicing of ordered technical connection lines (electrical inlets, water/waste connection lines, telephone sets/internet) is provided on the days of the event organisation, always 60 minutes before the event starts, during the organisation of the actual event and 60 minutes after the end of the event.
3. Servicing activities concerning the ordered services and works (e.g., "transfer and installation of mobile fencing", "transfer and installation of billboards", etc.) are provided on the days of preparation of the exhibition event between 08:00 and 18:00 hours, unless otherwise agreed upon, with regard to the safety and protection of health and property of persons.

Article 7

Ensuring order and cleanliness

1. The Lessee is obliged to keep the rented premises clean and tidy at their own expense.
2. In case that the type of the Lease implies an increased amount of waste, the Lessee is obliged to order sufficient waste bins or containers.
3. It is forbidden to carry out repair, maintenance and cleaning work activities on vehicles and other mechanisms in the PVA EXPO PRAGUE Exhibition Centre. In case of pollution of roadways or adjacent areas, the pollution originator is obliged to restore the polluted area to its original condition at their own expense.

Article 8

Final provisions

1. The Operation Rules and Regulations shall be without prejudice to the rights and obligations arising from other legal regulations or contracts.
2. The technical description of the Exhibition Centre, halls, areas and other objects is provided for in the Technical Data Sheet of the PVA EXPO PRAGUE Exhibition Centre, which forms Annex no. 1 to the present Operation Rules and Regulations.

3. A part of the present Operation Rules and Regulations is the Guideline entitled “Main Principles of Occupational Safety, Fire Safety and Property Protection at the Lease of Areas in the PVA EXPO PRAGUE Exhibition Centre” and the Guideline entitled “Overview of Risks in the Activities of External Suppliers and Their Elimination”.

Annex no. 1 - Technical Data Sheet of the PVA EXPO PRAGUE Exhibition Centre

EXHIBITION CENTRE:
PVA EXPO PRAGUE Exhibition Centre

ADDRESS:
199 00 Prague 9 Letňany, Beranových 667

Exhibition Centre description:

EXHIBITION HALL no. 1, 6, ENTRANCE HALL I - they form one functional unit, the two-storey entrance hall is connected to exhibition halls 1 and 6. The halls are constructed as steel single-nave halls. The roof cladding is purlin-free and is made of trapezoidal sheets, mineral wool insulation covered with vapour barrier foil, top covering is foil. Light supplying – ventilation skylights on the top of the exhibition hall 500 x 300 cm. The perimeter cladding (shell) is made of mineral panels 150 mm thick with a lock. The floor is concrete, temporary electrical installations are located in ducts under the floor. There are secondary electrical switchboards along the walls.

ENTRANCE HALL II has a non-combustible metal load-bearing and roof structure. Roof+side cladding is made of TR sheet + basalt thermal insulation. A part of the perimeter wall is glazed. The entrances (exits) have metal glazed doors opened mechanically by a handle or are sliding, controlled by a sensor or by the electrical fire alarm system (EPS). The floor is formed of concrete interlocking tiles. The single-storey building has a two-storey extension (annex building) with office space, a single-storey extension with conference facilities and a single-storey extension with a restaurant and cafeteria. From the lobby, there is an entrance to a small exhibition hall.

EXHIBITION HALL no. 2 has a non-combustible metal structure. The perimeter cladding is made of KINGSPAN KS 1000 panels, thickness 80mm. The roof cladding is made of TR sheet + basalt thermal insulation + vapour barrier foil. Light supplying – ventilation skylights on the top of the exhibition hall 500 x 300 cm. The floor is made of concrete, the electrical installation system is located in ducts under the floor. There are small electrical switchboards along the walls.

EXHIBITION HALL no. 3, 4, ENTRANCE HALL III – they form one functional unit, the two-storey entrance hall is connected to exhibition halls 3 and 4. The halls are constructed as steel single-nave halls. The roof cladding is purlin-free and is made of trapezoidal sheets, mineral wool insulation covered with vapour barrier foil, top covering is FLAGON foil. Light supplying – ventilation skylights on the top of the exhibition hall 505 x 332 cm. The perimeter cladding (shell) is made of sandwich panels PIR RUUKKI SP 80 mm thick with a lock. The floor is made of concrete, the electrical installation system is located in ducts under the floor. There are small electrical switchboards along the walls.

EXHIBITION HALL no. 5 has a non-combustible metal structure. The perimeter cladding (shell) is made of KINGSPAN KS 1000 panels, thickness 80mm. The roof cladding is made of TR sheet + basalt thermal insulation + vapour barrier foil. Light supplying – ventilation skylights on the top of the exhibition hall 500x300 cm. The floor is made of concrete, the electrical installation system is located in ducts under the floor. There are small electrical switchboards along the walls. In the middle of the hall, there is a fire partition with automatic closing in case of fire.

EXHIBITION HALL no. 7 has a non-combustible metal structure. The perimeter cladding system is made of PUR panels, thickness 40mm. The roof consists of a double-layer foil with permanent additional inflation by automatic compressors. The floor is made of concrete, the electrical installation system is located in ducts under the floor. There are small electrical switchboards along the walls.

EXHIBITION HALL no. 8 has a non-combustible metal structure. The roof cladding is made of TR sheet + basalt thermal insulation and the perimeter walls are made of YTONG blocks. The floor is made of concrete. The gas boiler room, adjacent to the exhibition hall, is separated by a non-combustible wall.

The other detached buildings – workshop hall + building cells + CANABA model house are outside the safety separation distance from the exhibition halls.

EVACUATION ROUTES: unprotected escape routes to open space marked with signs and symbols.

GAS DISTRIBUTION SYSTEM: gas connection and main gas stop at the boiler room at the valve. From the boiler room, the gas connection leads to halls no. 1, 6, 3 and 4. The boiler room is used for the heating of the entrance hall I.

ELECTRICAL DISTRIBUTION SYSTEM: there are four transformer stations along the fence (cells), entrance hall I has a main switch on the ground floor in the office building. The main high-voltage switch for the entire Exhibition Centre is situated in VZLÚ a.s. building no. 66. The switching off will be arranged for by the fire brigade of VZLÚ a.s. tel. 225 115 222. The switching off of the individual parts of the low-voltage distribution system can be carried out at the Exhibition Centre's transformer stations in cooperation with the technical administration of the Exhibition Centre.

FIRE WATER: for fire-fighting purposes, there are overhead and underground hydrants around the exhibition halls, and there are wall hydrants in the entrance hall I, exhibition hall no. 2 and 6. There is a hydrant near the main water shut-off for refilling water tank fire-fighting trucks.

HEATING of the exhibition halls no. 2, 5, 7, 8, VHII is carried out by heating units located around the perimeter of the exhibition halls. Each heating unit has in close proximity to it a tank with flammable liquid in a volume of 1000 l.

HEATING of the exhibition halls no. 1, 3, 4, 6 is carried out by heating gas units (5 units per hall) LERSEN.

ENTRANCE HALL I is heated by means of a central heating system from the boiler room next to Hall no. 8.