GENERAL CONDITIONS & SAFETY RULES FOR EXHIBITION DURING XXIII ISPRS CONGRESS IN PCC (PRAGUE CONGRESS CENTER)

Technical data for the exhibition area

The maximum building height is 2,80 m and 11m regarding the final position of the stand.

The dimensions of the pillars are 45 x 45 cm.

The floor is covered with white/light grey marble. It is recommended - your exhibition space to be carpeted. The floor is very fragile, so organizer will be responsible for damages to the floor.

The floor bearing capacity (net load) is 400 kg/sq. m.

Power supplies and other utilities will be supplied into your stand via the ceiling or via the floor.

Suspension of banners/signage from the ceiling must be consulted with PCC in advance. Hanging any objects on air conditioning outlets is forbidden (there is a threat OF relase and fall of outlets).

A ramp must be provided for access for the handicapped for floors of 5 cm or more in height.

It is strictly forbidden to store anything behind the stand.

IMPORTANT: Unused literature and other waste should be removed from the conference venue by the end of the conference. In case of non-obligeance, an additional cost will be charged to the organizer for removal.

Stipulations

Exhibitors are asked to pay attention to the following stipulations:

Any column of the Foyer lying within the stand may be covered without causing any damage and in compliance with accepted height regulations. Fire extinguishing equipment and sensor system must not be covered. The PCC will advise on this matter.

Goods to be exhibited must be kept within the stand perimeter.

The exhibition areas may only be covered by fitting platforms or carpets, which must be withdrawn by the Exhibitor/decorator at the end of exhibition.

The floor area is finished by aged marble floor tiles. All damages to flooring will be charged to the Organiser responsible. Therefore no mortar may be placed on the floor, nailing is not allowed with percussion tools or painting with spray guns.

Should there be an absolute need to carry out any of the unauthorised work, permission must be requested from the Organiser at least 4 weeks before the opening, providing detailed plans indicating weights and support surfaces for the products to be exhibited or the decoration to be fitted.

The (standard) maximum height of stand constructions is 2,8 m, 5 m or 11 m depending on the final location of your stand. Written requests must be submitted to the PCC if constructions will exceed 2,8 m, 5 m or 11 m and will be judged on stand size, transparency and impact on event.

Once approved, any staff/builders working on constructing stand higher than 2.8 m must bring their authorised licence for working in heights.
Two-storey structures are not allowed / are allowed, subject to stand construction approval by PCC.

Arches, bridges or similar constructions connecting two or more stands are not allowed.

The maximum permissible load on the floors of the PCC is approximately 400 kilograms per square metre (spread).

Load capacity will be taken into account when entering the exhibited goods as well as during their handling.

Stands should be fully accessible on all “open” sides. Requests to be partially exempted from this rule should be submitted in writing to PCC.

The stand floor must be adequately covered, for instance, with carpeting or carpet tiles. It is to be noted that vehicles (including forklift trucks) are not admitted within the exhibition areas. Pallet trucks and other handling machines must be equipped with rubber wheels and may only be operated by the official freight forwarder.

**Exhibitors are not permitted to:**

Drill, screw or nail the walls, ceilings, floors or columns of the exhibition areas.

Place any heavy loads either on the structure of the walls and columns, or any of the technical installations of the Halls due to decoration or the objects on display.

Hang Advertising from the ceilings of the Halls or to affix stand parts, posters or other promotional material to columns, walls, girders, etc. of the PCC within or outside the stand space assigned. Dig trenches, anchorages or to make other structural alterations inside the PCC, unless explicit authorisation has been obtained from the PCC.

Paint or glue, in any way or part of the exhibition area.

**Construction of stands with a floor**

A platform floor is advised if heavy equipment is stored on the stand (100kgs/m2 or more) Authorisation must be requested in writing to the PCC. A descriptive report and to-scale plans should be presented.

All stands with a floor over 5 cm above ground level must present a construction certificate signed by the competent engineer. Any glass fitted inside the top of the floor shall be at least 0,5 cm thick, laminated and be of an approved safety type in the Czech Republic.

The stand area may be covered only by the installation of an elevated platform, use of carpeting that is held in place by its own weight on the floor or by adhesive bands. These items must be removed by the Exhibitor at the end of the exhibition.

The use of wooden platforms is recommended for stands with a lot of electrical wiring, the stand construction company will be able to advice on this matter. Exhibitors who use such platforms should bear in mind that the maximum height allowed, measured from floor level to the top of the platform is 5 cm. The platform sides must be closed and finished neatly. The platform edges must be safe (secured, safe and easily visible). Platforms should be placed within the stand perimeter. The platform must allow access to those in wheelchairs. Please note the edges should be sloped for this purpose or a ramp included within stand perimeter.
The floor, columns and installations (distribution boxes, piping, rented shell stands, etc.) of Exhibition Organiser shall be left in the same state they were found in. Any damage shall be repaired by the Exhibition Organiser at his expenses.

FIRE AND SAFETY REGULATION

1) SMOKING and manipulation with open fire are PROHIBITED.

2) All escape routes must be kept free at all times, not blocked by any objects which could hinder possible evacuation, and must have a minimal passage width of 2 m between the rows of stands if these form a continuous line/s/. Between the sides of individual stands, a proper access to these stands, i.e. to each one separately, must be secured, with minimal spacing of 85 cm.

3) Individual profiles of escape routes and exits, electricity distribution boxes, main switches, and media seals (gas, electricity, water etc.) must not be blocked or narrowed. The same rule applies to all facilities for provision of fire protection, i.e. fire extinguishers, fire hydrants, electric fire alarm sensors (EPS), heads of stationary extinguishing systems (sprinklers).

4) Should the stand position be located close to glass surfaces of the building perimeter, it is necessary to keep to so-called fire dividing zone with the minimum distance of 150 cm from the glass surfaces. No flammable or fire-supporting material may be located close to glass area of the outer surface of the building. This area must be kept free at all times; no material is to be stored therein.

5) All event exhibitor are obliged to supply fire-technical characteristics (FTCH) of all used, exhibited, sold, stored and used substances, items and goods, etc.

6) Within all premises of the Organizer and Exposal it is generally prohibited to use, store, or handle in any way flammable or fire-supporting substances or liquids, bottled-gas burners, cookers and portable heating (both gas and electric), as well as pressure tanks (bottles) filled with propane-butane or other compressed technical gases.

7) The lessee is obliged to ensure that the maximum number of persons in individual rooms/areas is not exceeded, with regard to evacuation capacity possibilities.

8) Motor vehicles equipped with permanent of alternative drive using compressed natural gas or propane-butane /PB/ must not park in the underground garages of the PCC.

9) All used materials (textile fabric, wood, etc.) brought into the object and serving as decoration, material for construction of exhibition stands, scenes, decoration of halls, hallways, etc., provided by both PCC and individual organisers /lessees/ of cultural, social, sport and other events, must have fireproof finishing of its own way. Provision of fireproof finishing must be documented by respective certificates; these must be deposited with the PCC fire technician, as a part of the event documentation.

10) All welding and cutting works, either using welding sets (gas, oxygen), or using electricity (resistance welding), or using electric grinding saw etc., are subject to the obligations stipulated by the Home Office of the Czech republic, Order No. 87/2000 Coll., and it is necessary to obtain a welding permit for them, including specification of particular conditions for provision of fire protection in the given area of the PCC. This permit is issued, and particular conditions of fire protection provision are stipulated by the PCC fire technician or the commander of the PCC fire brigade. At the same time, it is necessary to report such works in advance to the venue/Exhibition Agent.

11) A permit, issued for each individual event separately, is necessary for all pyro-effects, use of open fire, etc. – regardless of being provided by the PCC or by individual lessees (e.g. during a performance etc.). This permit is issued, and particular conditions of fire protection provision are stipulated by the PCC fire protection officer or the commander of the PCC fire brigade. At
the same time, it is necessary to report such works in advance to the venue / Exhibition Agent.

12) In such cases (or at client's request) it is necessary to assign special assistance fire patrols at additional expense. The number of assistance fire patrol members is determined by the PCC fire protection technician, or the commander of the PCC fire brigade, based on individual assessment of each individual event, depending on the particular room.

13) Possible events intended specially for persons with limited mobility /and orientation/ and immobile persons must be discussed with Prague City Hall fire brigade in sufficient advance, for the reason of securing safe evacuation. Organization of this type of events must be reported at least 14 days in advance to the PCC fire protection officer, or the commander of the PCC fire brigade.

TECHNICAL SPECIFICATIONS AT THE PCC

Freight lifts in the PCC

<table>
<thead>
<tr>
<th>Lift</th>
<th>Capacity</th>
<th>Width</th>
<th>Height</th>
<th>Depth</th>
</tr>
</thead>
<tbody>
<tr>
<td>K</td>
<td>5.000 kg</td>
<td>240 cm</td>
<td>250 cm</td>
<td>500 cm</td>
</tr>
<tr>
<td>G</td>
<td>2.000 kg</td>
<td>200 cm</td>
<td>240 cm</td>
<td>285 cm</td>
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Ceiling Height

Exhibition Area – area under the balcony – 2,8 m/ open area – 11 m

Floor Material of Exhibition Areas

The exhibition area floor is marble.

Floor Loading

400 kg/m2

Electricity

Voltage: 230/400/415V AC, 50 Hz (which is 50 cycles)
All electrical connections must be made under the supervision of authorised venue electrician. At the time of the official inspection the relevant reports on the wiring (information on connections) must be presented to the Exhibition Organiser for submission to the authorities. Important: Supplies will be switched on 30 minutes before opening during the duration of the meeting and switched off 15 minutes after Exhibition closed every day. Twenty-four-hour supplies are available.
A valid report is required at the exhibition stand with own wiring. The report has to be handed to the PCC before connection to the power distribution network of PCC.

Electricity Plugs, Sockets and Adapters

Czech sockets

Czech sockets for 230V/16A are not compatible with the Schuko (basic European sockets). Adapters (for 1 phase up to 16A) are required. For other types of plugs (other than basic European), please make sure to bring adapters because these will not be available on-site. Adapters for 3-phase connections are not available and should be brought by exhibitors.
Voltage Transformers
For equipment from USA or elsewhere with 110/120V, a transformer is required to be able to connect to 230V. Transformers are not available and should be brought by exhibitors.

EXHIBITION SERVICES

Exhibit Stand Cleaning and Waste Removal
Each exhibitor is responsible for the removal of all their refuse or waste from stands, the exhibition area and the PCC. The Organizer strongly advises Exhibitors to order daily stand cleaning. Any discarded refuse or waste (including promotional material) left by the Exhibitor at any time before, during or after the exhibition, will be removed at the risk and cost of the Exhibitor. The cleaning staff will not enter any exhibit for the purpose of sweeping or dusting.

Exhibit Stand Inspection
The PCC refuses to accept any responsibility if the Safety Committee decides to close a stand because the Exhibitor has not respected the safety rules of the event or hosting country.

Water Connection
Water connections are available upon request, depending on stand location.

Liability for Rented Equipment
Exhibitors accept full responsibility for all rented equipment, such as standard exhibit stand construction, furniture and carpet, AV and computer equipment etc. by signing the relevant Handing-Over protocol. The Exhibitors will be charged for any loss of or damage of rented equipment.
Transport Regulations/Handling
During the Exhibition goods can only be transported into the halls before the exhibition opens. After that, only light articles can be carried in by hand. Goods can be collected when the exhibition has closed if carried out and the exhibit remains visually presentable to delegates. Do not place anything in the aisles outside the stand. If you do, you will block the passage-way for other transport. The PCC has the right to remove all packaging that is left in the aisles after the build-up ends.

Storage of Empties
No refuse (e.g. empty cartons, crates or shipping/packing materials) may be left behind in the booth or in the aisles. If any Exhibitor or his contractor(s) leave such materials behind, the costs of removing will be charged to the Exhibitor. Please contact the official forwarder BECKSPEDITION for handling and storage of your empty crates and other packing material through the duration of the exhibition.

Stand Security
Please note the PCC, Organizer and Exposale cannot accept responsibility for the security of the stands and their contents, for damage to or theft of any goods whatsoever. If you wish to order a security guard for the stands, please contact Exposale.

Surveillance and Security
The Exhibitors are recommended to pay closer attention to the exhibits during the stand construction and dismantling periods. We strongly urge exhibitors to secure their stand against theft or damage. Valuable objects, which may easily be removed, should be locked away during the night or whenever the stand is left unattended. The PCC, Organizer and Exposale accepts no responsibility for goods stolen from exhibits. Security services can be ordered through Exposale.

Insurance
While on the premises, exhibition goods and packing materials shall be insured at the expense and risk of the Exhibitor. Neither the PCC nor the Organiser or Exposale can accept any responsibility for damage, loss, theft, disappearance or injury of anything or anybody due to any cause. The Exhibitor and any contractors under exhibitor employment are obliged to take an insurance against third party risks before the start of the exhibition. The cost for this insurance and responsibility for its arrangement falls to the Exhibitor.

Exhibitors should also be covered against any claims which may ensue from transportation to and from the PCC and against any claims which may be made by third parties, e.g. the PCC, the City and/or their insurers, in respect of injury or damage sustained in any way whatsoever inside or outside the PCC.
If any conditions within the Exhibition Services Kit for Participation are infringed, the responsibility for any accident will be exclusively with the Exhibitor who must have contracted an insurance policy for unlimited civil liability for harm to third parties, albeit person or objects. In case of incidents caused by negligence or inaction on the part of exhibiting companies and their staff, the exhibiting company agrees to indemnify the Organiser against all direct and consequential losses.

CONFERENCE REGULATIONS

GENERAL

Definitions
In the following regulations and conditions the term 'exhibitor' describes any company or
organisation that has made a successful application for space allocation in the technical exhibition to be organised in the framework of conference, or any agent or representative acting on behalf of the exhibitor.

Legal Condition
The application for exhibition space is legally binding on the exhibitor pending its acceptance in writing by the organiser.

EXHIBITION

Stand Decoration
No flammable materials may be used. Equipment displayed or demonstrated must be installed according to the safety regulations issued by the conference venue. The fireproofing of the installations must be made by a qualified company issuing the certificate of an approved organisation. Excessive audible and visual attention-getting devices or effects are prohibited. The exhibitor must have the certificate of reaction to fire of the materials used for the arrangement or decoration at the disposal of the conference venue.

Disposal of Waste
It is the responsibility of the exhibitor to ensure that all debris and waste material including boxes for packaging arising from his stand construction and stand dismantling are completely removed from the exhibition area prior to the opening of the exhibition and at the end of the conference. Failure to comply with this procedure shall render the exhibitor liable for the cost of clearance by the organiser or its contractor.

Health and Safety at Work
It is the responsibility of the Exhibitor to ensure that his employees, exhibition staff and temporary staff comply with the latest legislation regarding health and safety at work. The PCC, Organizer and Exposale bears no responsibility for non-compliance to this rule by the exhibitor.

Dismantling
The Exhibitor must vacate his exhibition space within the time specified by Organizer for exhibition dismantling. Failing to do so will be liable for additional rental costs of each started hour.

National and International Regulations
The Exhibitor is to comply to all national and international rules and regulations related to advertising and promotion of all products and services as part of the booth. The Organizer and Exposale bears no responsibility for non-compliance of this rule by the Exhibitor.