



ABF, a.s. Guideline

No. 6/2021

**Main Principles of Occupational Safety, Fire Safety and Property Protection
at the Lease of Areas
in the PVA EXPO PRAGUE Exhibition Centre**

Article 1

Basic provisions

(1) This Guideline issues binding instructions to ensure the main principles of occupational safety, fire protection and property protection during the lease or other activities on the premises of the PVA EXPO PRAGUE Exhibition Centre.

(2) During all activities on the premises of the Lessor, namely the joint stock company “ABF, a.s.” /hereinafter referred to as the Lessor/ on the basis of the contract entered into, the Lessee is obliged to behave in such a way as to avoid the occurrence of an emergency event (e.g., a fire), and at the same time to avoid endangering the life and health of all persons and property of the Lessor within the meaning of these principles. Throughout the duration of the Lease relationship between the two Parties, for the purposes of OHS, Fire Protection and property protection, the premises held by the Lessee in the Lease shall be deemed to be the Lessee's workplace, where provided for by law, in particular with regard to the Fire Protection Act, the Energy Act, the Civil Code and other legal regulations relating to OHS issues.

Article 2

Rights and obligations of the Lessee

(1) General obligations of the Lessee:

a) to comply with all applicable safety, hygiene, fire protection, environmental and other generally applicable legal regulations relating to the concerned activities of the Lessee and to determine, in their own interest, the method of protection and prevention of accidents and other damage to the health of their employees, including measures to prevent danger to employees of the Lessor, or employees of other tenants and persons who are staying in the leased premises with the knowledge of the Lessee,

b) to be responsible for the professional and medical competence of their employees and other persons moving with the knowledge of the Lessee on the premises in question in order to carry out the activities in question and to ensure proper training in the field of applicable regulations to ensure work safety and fire protection. The Lessee is obliged to equip their employees with appropriate protective work equipment according to their professions and activities, to ensure that all persons who will be authorised to enter the leased premises, respectively all persons who, with the knowledge of the Lessee, move on these premises and stay there, are familiarised with the safety and security of the leased premises, with the observance of fire protection in the Exhibition Centre of the Lessor, in particular with the obligation to maintain free escape routes and exits, areas near electrical switchboards, water shut-off valves, internal tapping points (hydrants) and fire extinguishers and other material means of fire protection,

c) to ensure their own regular inspection of compliance with OHS regulations within the meaning of Section 349 of the Labour Code during all activities carried out on the leased premises,

- d) to ensure the safe operation of the technical and other equipment operated and installed, including compliance with the legal regulations relating to the operation of such equipment, and to ensure that the equipment used is subject to regular inspections and revisions in accordance with the relevant occupational safety regulations, in accordance with the Act No. 458/2000 Coll., and to submit a valid inspection report to the Lessor's designated authorised persons (inspection technician, professionally competent person) before connecting the equipment, this applies to all electrical equipment including the connecting movable leads of electrical cables and cords,
- e) to wear, in a visible place, the assembly or exhibitor's cards or other identification signs assigned by the Lessor.
- f) to cooperate and follow the instructions of the professionally competent person, energy engineer, inspection engineers, to allow fire protection and occupational safety personnel to have access to all rented and used premises and to respect their instructions,
- g) not to interfere with fixed technical and other equipment forming a part of the leased space and being the property of the Lessor,
- h) not to change door locks without the consent of the Lessor, and to take full responsibility for the handling of keys, for locking up, for unplugging all electrical appliances and for turning off all lights, on all leased premises at all times during the Lease.

(2) Duties of the Lessee in the construction of exhibition stands:

- a) The use of flammable materials such as reeds, straw, paper, synthetic textiles, plastic sheeting and foils, cardboard and polystyrene foam and other materials of the C2 and C3 flammability levels is prohibited for the construction of individual exhibition stands and decorations. These materials may only be used if they are provided with surface treatment to reduce flammability. A valid certificate, issued by an authorised testing laboratory, of this modification must be submitted by the Lessee to the Lessor before the construction of the stand or decoration begins, including the submission of a sample of the materials used. It is forbidden to use materials for the installation of the ceiling which could drip in case of a fire. Items made of plastic materials which are not flame retardant may not be used as decorative items,
- b) When constructing a stand with a height exceeding 3 metres, the Lessee is obliged to submit a fire load calculation in accordance with ČSN 73 0802, Article 6. The calculation must be submitted to the Lessor prior to the beginning of construction,
- c) If the Lessee uses advertising banners above their own exhibition stand (e.g., balloons, etc.), it is necessary to comply with the following conditions:
 - the height of the banner must be approved by the organiser
 - flammable or explosive gases must not be used to fill advertising balloons
 - advertising banners must not be placed over the pathways along which visitors to the exhibition are to pass
 - advertising banners must not be fixed on the pavilion's supporting structures
- d) Welding work, such as welding, cutting with gas cutting instruments, etc. may only be carried out by persons authorised in accordance with ČSN 05 0705 and ČSN 05 0710. To carry out this work, it is necessary to issue a written permit with the designation of fire supervision according to Decree No. 87/2000 Coll., which lays down the conditions of fire safety in welding, etc.,
- e) The use of pyrotechnics or artificial smoke is prohibited,
- f) Spraying and painting with nitrocellulose-based coatings is prohibited when performing treatment and finishings of exhibition stands, as is the storage of these materials in the stand area. Exceptions may be granted by the Lessor,
- g) If planing, cutting, drilling, etc. of wooden material is necessary during the treatment or finishing of the stand or decorations, the Lessee is obliged to deposit the waste immediately after the end of these works in a designated place outside the pavilion, including the removal of combustible dust resulting from these works,
- h) It is forbidden to place and use cylinders, containers and other devices with flammable or combustible gases in the indoor areas. If their use is necessary for demonstration purposes,

their use must be discussed and approved in advance by the Lessor,

i) The Lessee is obliged to provide the Lessor with a proof of execution of the pressure test of the equipment, including any wiring and accessories. The following must be observed during operation:

- the equipment may only be operated by a suitably qualified person who must not move away from the equipment during their operation
- the device must be secured against misuse by unauthorised persons
- the main valve on the pressure vessel and any valves on the equipment must be closed when the operator is not present,

j) During vehicle presentations, only as much fuel is allowed in the tanks of the vehicles as is necessary for their entry and exit to/from the exhibition area. The battery must be disconnected when the vehicle is staying in the exhibition area,

k) The following principles must be observed when using thermal appliances:

- the thermal equipment used must be in perfect technical condition, for electrical and gas equipment the Lessee is obliged to provide the Lessor with a valid proof of inspection of the equipment,
- for thermal appliances which do not have a safe distance from combustible surfaces (e.g., floor coverings) prescribed in the documentation, it is necessary to observe the safe distance according to ČSN 66 1008 Table 1,
- If these distances cannot be maintained, thermal insulation barriers made of non-combustible material (e.g. plasterboard, lignate, etc.) with a thickness of at least 3 mm must be used. The insulation barrier must be at a distance of at least 30 mm with a tolerance of +/- from the protected mass and the protected mass must extend over the top edge by at least 300 mm and on the sides by 150 mm (ČSN 06 1008 Article 4.4.1.3.). If the thermal equipment is placed on combustible floor coverings or other objects made of combustible material, an insulating pad of the same non-combustible material shall be used,
- The thermal appliance must be under constant supervision and a person responsible for their operation must be designated in writing. The electrical equipment must be demonstrably disconnected from the mains every day at the end of the exhibition operation, and all valves must be closed on gas appliances,

l) Handling and storage of exhibits, packaging and other materials is prohibited on escape routes, in close proximity to fire extinguishing equipment and electrical installations. Unnecessary materials must be cleared daily to designated areas. No material may be stored behind or on the overhead structure of the exhibit booth,

m) All fire safety equipment and fire protection devices (e.g., fire hydrants, portable fire extinguishers, fire alarm systems, etc.) installed in the building may only be used in the event of a fire. Their use, possible damage and any other handling must be reported to the Lessor immediately. All such equipment must be kept permanently accessible,

n) No parking of motor vehicles is allowed near the entrances and vehicle entries into the pavilions, underground or above-ground hydrants and water shut-offs in case only a lane narrower than 3 m remains free. If it is necessary to stop at such places (e.g., when bringing in exhibits or materials for the construction of an exhibition stand, etc.), the driver must stay with the vehicle so that they can immediately drive off with the vehicle, if necessary,

o) If it is necessary to use combustible materials for the demonstration of the equipment in operation, there shall be no more than one day's supply in the stand,

p) No equipment or objects shall be used which, by their properties, endanger fire safety,

q) Consult the responsible representative of the Lessor about the power input, required

r) Fire patrols are appointed to control fire safety and security. Each tenant is obliged to allow these patrols to have access to all premises used by them,

s) If the Lessee discovers fire defects which they cannot remove by themselves, they must immediately notify the Lessor,

t) All exits from the exhibition halls must be kept clear, as well as the escape routes between stands and access to fire safety equipment,

u) Any fire, even if extinguished by the Lessee's own means, must be reported immediately to

the Lessor,

- v) Any damage to or use of fire safety equipment shall be promptly reported to the Lessor by the Lessee,
- w) Exhibition stands will be used as office, meeting and exhibition space without increased fire hazard,
- x) It is not allowed to tile the stands with flammable materials, to store highly flammable solid and liquid substances in the stand. No machinery or equipment which could cause a fire may be displayed in the stands,
- y) Installation must be carried out at approved locations and the distance from the road must be 3 m. This distance need not be maintained if the second floor is bounded only by a railing or if the fire resistance of the structure is demonstrated by means of a calculation,
- z) If the stand has an exit to the second floor by a spiral staircase, a maximum of 30 people can be counted on the second floor, if a straight staircase is installed, 55 places can be counted on. The staircase must allow safe escape from the danger area. The escape route must not lead under the second floor unless the fire resistance of their construction has been demonstrated,
- aa) Each stand must be equipped with portable fire extinguishers in the number of 1 piece for every 200 m² of floor area on each floor. A fire report or certificate proving the fire resistance of the structure must be provided with the stand design.

Article 3 Rights and Obligations of the Lessor

(1) Within the meaning of the preceding provisions, the Lessor undertakes:

- a) to be responsible for the safe condition of the stable equipment (sprinkler system), i.e., for carrying out regular checks and revisions (validity of inspection reports of electrical distribution in the rented premises, inspection of gas distribution systems, lifting equipment, machinery, machines, fire extinguishers, hydrants, etc.),
- b) to control the performance of the Lessee's obligations through their professional delegated staff,
- c) to withdraw from the contract or decide to stop the activities in the event of a breach of the Lessee's obligations under the contract and in the event of a breach of these principles by the Lessee.

Article 4 Common provisions concerning the rights and obligations of the Lessee and of the Lessor

- (1) The Lessee shall cooperate with the Lessor in the scheduling of events, the supply of heat and power in all leased premises.
- (2) The Lessor and the Lessee shall draw each other's attention to any circumstances which could lead to mutual danger in their activities.

Article 5

Liability for damages

- (1) The Lessee shall be liable within the meaning of the Civil Code for all damages occurring to the Lessor's property and equipment on the leased premises throughout the Lease period. The Lessee is obliged to repair any damage found at their own expense without delay, in particular to provide compensation in money for the damage caused or to restore the items to their original condition or to determine another method of compensation by way of an agreement made with the Lessor.
- (2) If defects are found on the premises leased, the Lessee is obliged to immediately inform the Lessor and allow the Lessor to carry out repairs.
- (3) 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.
- (4) The Lessee is also liable within the meaning of the Civil Code for damage caused by circumstances which originate in the nature of the apparatus or other things used by them in their activities, on the understanding that they cannot get released from this liability by themselves.
- (5) The Lessee must have an insurance policy in place to cover any damage which may arise in connection with their activities within the meaning of the Lease Agreement.

Article 6

Efficiency

This Guideline shall enter into force on 20 September 2021.