
SHORT TERM RENTAL GENERAL TERMS AND CONDITIONS

1. NAME OF THE SITE

"Tour et Taxis" is the name of a site, located in the North quarter of Brussels, avenue du Port and rue Picard, at the border of Willebroek canal, in which PROJECT T&T is owner of the buildings named the "Hôtel de la poste" and which buildings are related to the short term rental governed par these general terms and conditions.

Tour et Taxis venue is composed of Entrepôt Royal; the underground car park; the overground carpark and spaces around the buildings; Gare Maritime; the Sheds as well as the "Hôtel de la Poste".

The rental applies to the use of the premises expressly designated in the short term rental agreement.

The Cocontractor will only be allowed to use the name "Tour et Taxis" to refer to the place where the event that he organises takes place. He is not allowed to use this name to infer that the event is organised by the Landlord, in conjunction with him or under his supervision.

2. ACTIVITIES

The Cocontractor can only organise the event(s) mentioned in the short term rental agreement. The Landlord reserves the right not to give access to an exhibitor however approved by the Cocontractor if he considers that his activities have no relation whatsoever with the nature or the aim of the event.

The premises rented can be used for professional private or public events and the Landlord reserves the right to refuse the short term rental if he considers that it could transgress standards of public decency.

The same applies in case the Landlord considers that the nature of the event could damage the site both physically and morally.

The Landlord will not have to justify his decision.

In case the Cocontractor does not organise the event that he obtained the short term rental of the facilities and services for, the Landlord will get the full disposal of the rented premises back, without prejudice to the application of article 9 which specifies the compensation to be paid by the Cocontractor.

The short term rental agreement implies that the Cocontractor abides by the laws and decrees – whether general or specific, of the State, the province, the region or the city of Brussels – which can govern the execution of the event. It is for example so regarding tombolas, selling of surprise envelopes, etc. He will in any circumstances not be able to claim compensation from the Landlord for not being aware of or for breaching the aforementioned provisions.

It is expressly specified that the law of 30 April 1951 concerning commercial leases does not apply to the short term rentals that these General terms and conditions are written for.

3. SERVICES

The short term rental price includes the use of the premises which are expressly mentioned as well as the following services, unless otherwise specified:

3.1. HVAC

The temperature, ventilation and air conditioning in Hôtel de la Poste are controlled by the HVAC central system.

The costs incurred by the heating of the rented premises will be charged to the Cocontractor according to the conditions specified in the short term rental agreement.

The Landlord is in charge of the management of the heating equipment according to the requests of the Cocontractor.

3.2. Electricity, power and distribution of sources

2 x 63 amp in the large room and 3 x 63 amp in the kitchen room.

The costs incurred by the electricity of the rented premises will be charged to the Cocontractor according to the conditions specified in the short term rental agreement.

3.3. Cleaning

The Cocontractor will be charged for the cleaning of the premises, including car parks and surroundings, but it will be exclusively performed by the Landlord.

The containers for mixed waste will have to be requested to the Landlord under the conditions specified in the short term rental agreement.

The costs incurred by the cleaning of the rented premises as well as the car park and surroundings will be charged to the Cocontractor under the conditions specified in the short term rental agreement.

3.4. Security

The security is exclusively arranged by the Landlord and will be charged under the conditions specified in the short term rental agreement.

3.5. Car park

897 parking spaces will be available on the Tour & Taxis site. The signage will be arranged by the Cocontractor.

The parking spaces will be exclusively for cars, small trucks and trucks.

The management costs will be charged under the conditions specified in the short term rental agreement.

3.6. Person in charge of the room

The presence of a person in charge of the room is mandatory during the whole event and optional during the installation and the disassembly.

The costs incurred by his intervention will be charged under the conditions specified in the short term rental agreement.

3.7. Restroom attendant

The presence of a person in charge of the restroom is mandatory during the whole event.

The costs incurred by his intervention and by paper, towels and soap consumption will be charged under the conditions specified in the short term rental agreement.

3.8. Access point for deliveries

Deliveries via Gare Maritime side or emergency exit of Salle aux Guichets (ticket offices room).

It will not be allowed under any circumstances to remove the doors and the Cocontractor commits to arrange security in order to prevent one of his suppliers or any other person to try and remove these doors.

Should this provision not be adhered to, a penalty of €2,000 / door will be required without formal notice.

3.9. Internet and telephone facilities

The Hôtel de la Poste is fitted with WiFi.

Should you require further information on landlines phones or on ADSL, feel free to contact Pascal Japsenne: pascal.japsenne@instele.be

3.10. Insurance

The Landlord will subscribe to a fire insurance and objective liability in case of fire and explosion.

The Cocontractor will contribute according to the conditions specified in the short term rental agreement.

3.11. Damages

The damages caused by installations (buildings, furniture and material) will be entered in the accounts by the Cocontractor, in compliance with the expertise contained in the departure inventory which both parties agreed on.

3.12. Other services

Every other services or equipment will be paid for by the Cocontractor.

4. OCCUPATION

The occupation of the premises and the use of services related to the short term rental agreement will only be authorised on the dates established in the aforementioned agreement, on the understanding that the premises, car parks and surroundings will have to be entirely cleared and returned in good condition of maintenance and cleanliness on the date of departure agreed.

Events likely to cause noise problems are limited to 2 a.m.

Any further occupation, before or after the agreed dates, will be entered in the accounts by the Cocontractor at an amount established in the short term rental agreement per day of delay and will be taken off the deposit established in the aforementioned agreement, without prejudice of the damages which the Landlord could be entitled to and which he could claim.

The Cocontractor commits personally and for every third parties about to occupy the site to observe every legal provisions governing this rental and to behave with due diligence.

The Cocontractor commits personally and for every third parties about to occupy the site not to engage in any activity which could disturb the occupants of the site or to cause any damage to anyone.

The Cocontractor will ensure not to disturb the normal enjoyment of the occupants of the site.

The Cocontractor commits personally and for every third parties about to occupy the site to observe the rules of good neighbourly relations and to behave in an appropriate manner inside as well as outside the site.

The Cocontractor commits personally and for every third parties about to occupy the site to observe the provisions regarding road traffic which shall apply by analogy to the car park conditions.

The Cocontractor commits personally and for every third parties about to occupy the site to use the materials and equipments made available very carefully and to inform spontaneously and immediately to the Landlord of any damage noticed inside as well as outside the premises.

It is strictly forbidden to smoke in the premises made available. Animals are not allowed. The Cocontractor will take all necessary steps to ensure these rules are observed.

The Cocontractor will ensure to obtain, at his expense, all necessary permits, licenses, requests and authorisations for his event to take place, whether from public authorities or from third parties.

5. INVENTORIES

According to the convenience announced beforehand, a delegate of the Landlord will be available to the Cocontractor in order to perform the entry and departure inventories. If the Cocontractor fails to show up or to have a representative replace him, the delegate will perform the inventory on his own and will make the minutes available to the Cocontractor. No claim of any kind will be accepted.

A sum of money charged by inventory according to the conditions specified in the short term rental agreement will be required from the Cocontractor.

The Cocontractor acknowledges having received the installations, i.e. the premises, the car parks and their direct surroundings, whether inside or outside, in a good state, except otherwise or contradictory observations mentioned in the inventory.

The Cocontractor will be responsible for all damages of the installations (buildings, furniture and materials) during his occupation, even in case of disorders or riots.

The repairs of the damages will be arranged by the Landlord and the costs shall be charged to the Cocontractor or taken off the deposit paid by the Cocontractor.

For events that involve earth floors, sand, pebbles, etc. inside the premises, it is asked to take extra care in ensuring that everything is thoroughly taken away, including dust.

The organisers of events in which animals are involved must ensure that everything (straws, manure, urine, etc.) is taken away and will arrange the disinfection as well as the destruction of pests.

6. COSTS

The Cocontractor shall pay:

- the costs incurred by the potential execution of measures in the interest of public order and safety;
- the costs mentioned in article 3;
- every taxations and taxes related to the event: the Cocontractor commits to contact the relevant organisations, notably in terms of royalties, at least 48 hours prior to the occupation of the premises made available;
- the inventory related costs;
- every other costs, of any nature, related to the organisation of the event.

This listing of the costs only serves as examples and is not restrictive.

7. PAYMENTS AND RELEASE OF THE DEPOSIT

The amounts owed for the rental of the installations, the advance for the services as well as the deposit must be paid on the dates specified in the short term rental agreement.

If the full payment is not made in due time, the Landlord shall be able to assume that the short term rental agreement is null and void, without prejudice to the claiming of the remaining amount or of damages.

Every amounts due for the services or supplies provided by the Landlord will have to be paid upfront by the Cocontractor upon presentation of the invoice.

Any amount unpaid in due time shall be increased, ipso jure, without formal notice, of a late interest at 10% per annum.

The Landlord can, if he wishes to, retain on the deposit the aforementioned amounts as well as the amounts owed for damages or site rehabilitation.

The deposit will be returned within 10 days from the complete execution by the Cocontractor of all his obligations.

8. CANCELLATION

The short term rental agreement shall enter into force only subject to the payment of the amounts to be paid within the period specified in the short term rental agreement.

The Cocontractor must pay a fixed compensation for damages in the event that, for any reason, he gives up the short term rental agreement.

- in the event that the renunciation occurs within 30 days before the date of the start of the rental, the Cocontractor will be required to pay to the Landlord a fixed compensation equivalent to 100% of the full price of the booked installations.
- in the event that the renunciation occurs more than 30 days before the date of the start of the rental, the Cocontractor will be required to pay to the Landlord a fixed compensation equivalent to 50 % of the full price of the booked installations.

The Cocontractor expressly acknowledges that these amounts correspond to the actual damage suffered by the Landlord in the event of a cancellation of the agreement. The Cocontractor irrevocably and definitively renounces to oppose the fixed evaluation of the compensation previously agreed. In order to be valid, the renunciations must be sent by registered letter.

9. ADJUSTEMENT WORKS

9.1. Preliminary steps

The plans of lots and adjustment plans of the events must previously be submitted to the Landlord who reserves the right to require any change on the plans and on the executions on site that he judges necessary or useful to the observation of the requirements of article 9.

The absence of comments from the Landlord can in no way be considered as an endorsement.

9.2. Installation and disassembly

The adjustment and decoration works shall be done in such a way that they can in no way damage the site, hinder the functioning or the management of its equipment, nor directly or indirectly cause a danger to people or goods of any nature.

The Cocontractor shall not make any change, alteration, construction or demolition to the structure, the façades or the indoor part of the site.

Access to the premises made available will only be allowed on the first day of the agreed installation and the premises will have to be cleared and rehabilitated in a good and clean state on the agreed date of disassembly.

The Landlord reserves the right to organise visits during the installation and disassembly, while allowing the Cocontractor to carry on with his work in the best conditions.

Heavy transportations means are not authorised inside the premises. Access control shall be arranged by the Cocontractor during the installation of the stands. The Cocontractor is required to arrange the surveillance of his equipment.

During the installation and the disassembly of the stands, it is strictly forbidden to leave equipment in the corridors and therefore to block the way. It is essential that the way be clear at all times.

Empty packages can in no way be stacked in the premises. It is essential that the Cocontractor ensures that it is disposed of himself. If empty packages are not immediately disposed of, the Landlord reserves the right to do it himself at the costs and expenses of the Cocontractor.

The connections to utility services can only be performed by professionals chosen by the Landlord. Every connections to the water distribution network as well as the connection of electrical devices/tools to the electrical network, must satisfy current requirements.

In addition to legal measures or regulations applicable to the events taking place in the buildings, the adjustment works for the stands must leave clear, accessible, and visible the following: security equipment, service spaces' doors, electrical poles, heatings grids and all similar equipment.

9.3. Suspensions and hangings

All stands shall be freestanding, without suspension or support on walls and ceilings.

The suspensions can only be performed by the landlord's technical supplier.

9.4. Loads on the ground and laying of wooden floors

Any adjustment on the floor must take into account a maximum weight of 8,000 kg/m².

Should an exhibitor wishes to raise his stand by laying a wooden floor, the wooden floor must be considered as an inside adjustment.

Wooden floors are considered pieces of decoration and shall therefore be taken away as such during the disassembly.

10. SURVEILLANCE OF THE BUILDINGS

The Cocontractor shall pay the cost incurred by the surveillance of the premises involved in the short term rental agreement as well as by the use of the access gate located 88 Avenue du Port (on the minimum basis of a security guard by entrance during installation and disassembly periods as well as during the actual event).

Surveillance and any other surveillance related tasks shall be performed by the Landlord's official security company according to the conditions specified in the short term rental agreement.

Only cleaning and repair staff shall be allowed to stay on the site after the doors are closed.

11. LEAVING OF THE PREMISES

The Cocontractor shall leave the site entirely free at the latest on the date specified in the short term rental agreement.

The Landlord shall not be responsible for damages or any material loss during the installation, disassembly or during the event itself.

Any packaging material and other waste will have to be taken away from the site. Equipment and goods still in the premises after expiry of the disassembly period will be taken away at the costs and expenses as well as at the risks of the Cocontractor.

12. MANDATORY PROVISIONS

The Landlord and/or his representatives shall have free access to the premises made available at all times.

The Cocontractor shall at all times give free access to the site to the vehicles of suppliers, dealerships and technical services of the Landlord, on the understanding that the Landlord shall inform the surveillance staff of the Cocontractor of the suppliers and technical services that benefit from this free access.

He shall also agree to the access of the city of Brussels services, or any holder of a pass issued by the Landlord as well as of official press who hold a special card issued by the Landlord.

The Landlord reserves the right to perform transformation and adjustment works on the site after the signature of the short term rental agreement, without entitling the Cocontractor to any compensation claim. The Landlord shall not be required to perform any improvement or repair work during the rental except in case of urgent necessity. The Cocontractor shall also be required to give the Landlord a certain number of invitations cards, specified in the short term rental agreement, for communication purposes.

In the event that the Landlord decides to take action in order to enforce one of provisions of the short term rental agreement or this general terms and conditions' provisions, his shall have the right, in any circumstances, to do it through employees or agents appointed to that end. They will have the mission to immediately put an end to anything that could breach these terms and conditions.

The Cocontractor shall accept the decisions that the Landlord will have to make in order to solve the issues and unforeseen situations.

13. SECURITY

The Cocontractor commits to strictly follow security measures and directives that the Landlord informs him about and commits to inform every participants and stakeholder about it.

The Cocontractor commits to implement current standards on his sole responsibility, excluding the Landlord's responsibility and in particular standards required by the city of Brussels' fire services.

He shall ensure to collaborate with the coordinator of the security mentioned on article 9 in order to develop the health and safety plan. The Cocontractor shall require the same collaboration from his contractors and exhibitors.

In particular, the Cocontractor shall ensure to scrupulously follow the directives specified in:

- the general regulations relating to fire safety measures;
- the evacuation plan;
- the minutes of the safety meetings taking place for the event;
- the instructions specified in the General Regulations for Work Protection [Règlement général pour la Protection du Travail -R.G.P.T.].

The Contractor's attention is drawn to the fact that he must respect the number of visitors according to the capacity of the premises and to the number of emergency exits. It is forbidden to lay anything which could obstruct these exits. The Cocontractor will ensure that escape routes and access to emergency exits are clearly indicated.

Artists who perform potential air shows shall be required to observe all security rules of their profession in order to avoid any fall which could hurt them and their public.

In the event of fireworks or any other activity that produce smoke, the Cocontractor shall be required to inform the Landlord and to give him a description of it. In any case, it shall be required to obtain the firemen's recommendation in order to check the conformity of these installations with fire safety regulations.

Without prejudice to the provisions of the General Regulations for Work Protection (R.G.P.T.), nor prejudice to the particular provisions imposed by the relevant fire department of the special design chief or of the specific destination of the premises, any installations (electrical or not) as a whole, shall comply with the provisions related to the construction and decoration specified in the standard NBN S21-203 "Fire safety in buildings" [Sécurité anti-incendie dans les bâtiments].

The stands can not be built nor decorated/equipped with materials easily inflammable and/or which release toxic gases as a result of exposure to heat. Every decorations must be done with fire-resistant materials (A2 category). A certificate proving that measures have been taken to make those materials non-flammable must be ready at all times to be checked by the relevant fire safety department or the official authorized control organisation in charge of controlling installations.

All mobile decoration equipment (pieces of decoration that can be moved, for example fitted with wheels, etc.) must be away from heat sources such as projectors, spotlights, lighting – of any nature –, illuminated signs, plugged devices, etc.

It is strictly forbidden to expose the stand to explosive materials and/or to stock inflammable product. This category of inflammable products corresponds to inflammable liquids and compact substances highly inflammable and/or to inflammable liquids and compact substances releasing, when in contact with water, inflammable gases or causing any sort of violent reaction. In similar circumstances, it is strictly forbidden to lay a demijohn or a gas tank in the stands area.

14. LIABILITIES

The Cocontractor is responsible, to third parties as well as to the Landlord, for any damage caused by his presence, his activity or the functioning of his installations, during the whole period covered by this agreement.

The Landlord shall not be deemed responsible for the total or partial interruption of the lighting or of any other electrical or heating supply which could hinder the event in any way.

The Landlord shall not be deemed responsible in case of fire, theft, loss or any damages to objects and furniture in general which are left in the premises, car parks and surroundings, or in case of any accident caused by the occupation.

The Cocontractor agrees to a waiver for any claim against the Landlord as well as his agents, employees or spokesperson, for any reason.

In the event that an administrative or legal proceedings is started against the Landlord related to the activity or to the presence of the Cocontractor, the Cocontractor commits to champion the Landlord, to intervene in any proceedings started against him and to hold him harmless from any resulting sentence, in principal, interests and costs.

Every measures taken by or with the intervention of the Landlord for permissions, inspections or controls, shall not release the Cocontractor from any of his liabilities and shall not under any circumstances engage the Landlord's liability.

Following the signature of the short term rental agreement, the Cocontractor commits to observe and to make observed the social and fiscal legislations applicable to any activity involved on the site.

He commits to require all his Cocontractors and all his stakeholders present at the planned event to observe this requirement.

Therefore, the Landlord can not, under any circumstances, be responsible for the consequences which could arise from the misreading of the Cocontractor of the social and fiscal legislation.

The Landlord reserves the right to claim to the Cocontractor any damages in order to cover the damage caused by the non-compliance of the Cocontractor with the aforementioned legislation, including the loss of image and reputation caused by these actions contrary to legal customs and/or honest business practices or others actions attributable to either the Cocontractor or third parties acting at his request or in the context of the current event. The Landlord shall not be held responsible in any circumstances should the allocated area on the site is not available on the date requested because of damages that occurred before or during the occupation, such as a fire, an explosion, a fall of aviation or space travel machines or machines parts and/or the collapse or threat of collapse of one or more buildings, making their occupation perilous. It shall be so in any other case of force majeure such as specified in article 18.

In the event of the unavailability of the areas booked for the aforementioned events, the Landlord will take as many steps in order to promptly solve the material and non material damages caused by the circumstances suffered, but shall in no way intervene for the consequences of any nature suffered by the Cocontractor.

No compensation will be granted to the Cocontractor if the rented premises can not be made available on the agreed dates as a result of the aforementioned circumstances.

15. INSURANCE

The Landlord has subscribed to a fire insurance and objective liability in case of fire and explosion with a waiver to prosecution for the rented premises.

The Cocontractor will contribute to these insurance costs according to the conditions specified in the short term rental agreement.

The Cocontractor is solely responsible to the Landlord and to third parties of all damages that could be caused by his occupation of the premises. The Cocontractor is required to ensure this responsibility is observed without any prosecution against the Landlord.

The Cocontractor will therefore personally subscribe to an insurance policy which covers his civil liability as well as to an insurance for the content.

The Cocontractor will subscribe, if relevant, a work insurance for his staff.

Every insurance subscribed to shall include a waiver to the Landlord and other users.

The Landlord reserves the right to require the Cocontractor, even after the signature of the short term rental agreement, either to subscribe to a general insurance covering any risks related to the occupied premises and the lent equipment as well as against third parties, or to pay his share of the insurance that the Landlord might have subscribed to himself.

The Cocontractor will provide on his own initiative a copy of all these insurances to the Landlord within 10 days prior to the first day of disassembly of the event.

16. OUTSIDE SUPPLIERS

The Cocontractor commits to inform of and to make observed by his exhibitors the following provisions:

- The Landlord reserves the right to refuse access to the site to anyone who should hinder the smooth functioning of an event.
- Every exhibitor is required to comply with the directives of his organiser and to refrain from any other activity non expressly authorised by the Landlord.

- Any goods supply as well as any offer or provision of services inside the site must be duly authorised by the Landlord.
- These regulations apply to anyone, whether shopkeeper or not, in the Tour et Taxis site.
- Any infringement to these regulations from an external source renders the offender liable to a fixed fine of €5,000 without prejudice to any judicial remedy for compensation for a higher amount.
- Exhibitors who wish to contact outside suppliers must give prior notice to the Landlord who reserves the right to oppose it without having to give any reasons for his refusal.

17. ADVERTISEMENT

The only authorised advertisements on the site are the ones subject to prior written approval of the Landlord. In general terms, and with the exception of exemptions, these advertisements concern the announcements exclusive to the event of the Cocontractor.

Every advertisements places by the Cocontractor around and in the Tour et Taxis site shall be removed on the last day of disassembly.

The Cocontractor shall not place any announcements or posters illegally for his event on the territory of the city of Brussels and of the region of Brussels Capital and commits to scrupulously observe the relevant legislations.

The Cocontractor allows the Landlord to take pictures during the event. These pictures will only be used for private purposes for the promotional needs of the Landlord, except for concerts.

18. FORCE MAJEURE

If the Landlord can not make the premises available for economic or political reasons or following any force majeure events, the short term rental agreement shall be considered null and void.

The following are considered force majeure: fire, war, natural disasters, interventions of the authorities as well as any other force majeure events which make the organisation of the event a lot more difficult and/or impossible.

Any decisions of the Landlord related to the event and that also makes the occupation of the site or the organisation of the event a lot more difficult and/or impossible are considered force majeure events.

In the event of the aforementioned cases, the Landlord will be released from all his liabilities without having to pay any compensation to the Cocontractor.

19. NON-TRANSFERABILITY

The short term rental agreement can only be submitted by a sole Cocontractor applicant. Any agreement by virtue of which the rights deriving from it are directly or indirectly transferred, even if temporarily, to a third party, is forbidden.

20. ENFORCEMENT OF THESE CLAUSES

The provisions of these clauses will apply to the Cocontractor as well as to his exhibitors, decorators and/or contractors.

21. EXEMPTIONS

The Landlord must give prior written consent to every exemptions to these Terms and conditions and he will provide to the Cocontractor a testimony which the Cocontractor shall produce any time it is asked by the staff in charge of enforcing these General terms and conditions.

22. TERMINATION OF THE CONTRACT

If the Cocontractor does not execute, totally or partially, one of his contractual obligations, the Landlord shall, if he sees fit and after an unsuccessful formal notice, assume that the contract is terminated ipso jure. A registered letter shall be enough to testify this formal notice.

Similarly, in the event of bankruptcy or application for amicable or judicial arrangement, or liquidation by the Cocontractor, the short term rental agreement can be terminated ipso jure, without any further formality, by virtue of this formal cancellation clause.

In the event of non-performance and/or bankruptcy or amicable or judicial arrangement, or liquidation, the Cocontractor gives an irrevocable mandate to the Landlord to release the installations at the expense of the Cocontractor and in this event, the Landlord reserves the right to require, in addition to the compensation for the release of the site, any damages resulting from the non-performance of the agreement.

23. LITIGATIONS

In the event of a dispute as to the interpretation of these General terms and conditions, as well as to the execution of the relevant agreements between the Landlord and the Cocontractor, the Tribunal of Brussels is the only competent judicial body.

TOUR & TAXIS SAFETY RULES AND REGULATIONS

These rules and regulations apply to all Tour & Taxis staff members, as well as to all individuals permanently or temporarily present on the site, such as organisers, exhibitors, businesses (subcontractors), contractors, and visitors.

Everyone is responsible for remaining disciplined and taking all measures necessary at their own level of responsibility to ensure that accidents do not happen to themselves or to others. As such, everyone is responsible for ensuring that the personnel over whom they have responsibility have received the training and information needed to safely do their jobs. Any deliberate violation of the rules and regulations set forth herein will be considered as a breach of the Tour & Taxis General Terms and Conditions.

Different translations of this document have been made (an English and Dutch version). In the event of a discrepancy between the versions, the French version shall prevail.

INTRODUCTION - AIM

The aim of these safety rules and regulations is to enhance the amount of attention that is paid to safety, quality, and the environment on the basis of applicable legal requirements in these areas. In addition to measures ordinarily required by law or local authorities, which apply to all events/performances that are open to the public and that are held in Tour & Taxis facilities, Tour & Taxis

may establish specific policies. Tour & Taxis (the Operator) will appoint a Health and Safety Officer in accordance with the Employee Welfare in the Workplace Act of 4 August 1996. During performances that are open to the public, this individual is tasked with ensuring proper safety conditions are met with respect to fire risks and panicked crowds, as well as with ensuring that safety requirements are complied with on site. Organising Committees, exhibitors, and all other individuals directly concerned by an event (or setting up an event or taking it down) must have their own health and safety officers and work in collaboration with the Tour & Taxis Health and Safety Officer. It is mandatory to comply with all instructions provided by Tour & Taxis supervisory staff, security guards, and the Tour & Taxis Health and Safety Officer. Tour & Taxis reserves the right to have these rules verified, if so desired, by the local Fire Brigade, by a SECT, or by its technical departments. Labour ministry inspectors always have the right to intervene and enforce their instructions on site. Inspection certificates for alarm or lighting systems, for instance, are kept by the Operator, and are made available to Brussels Environment and to city authorities in the event of an inspection. In the event that these rules and regulations are violated, Tour & Taxis reserves the right to take action if it deems these violations to constitute a danger to others or to the site's infrastructure. In this case, Tour & Taxis may: refuse access to the site; refuse to supply or cut access to gas, electricity, compressed air, or water; and temporarily or permanently close the stand (this list is not exhaustive).

Definitions

SECT: Hereinafter, SECT will be used to refer to all independent technical inspection services for inspections carried out at Tour & Taxis within the context of shows. In French, SECT stands for: *Services Externes pour les contrôles techniques*, which means "External Technical Inspection Services" (stability and suspensions). SECTs were formerly known as "Inspection Organisations Accredited by the FPS Economy SMEs, Self-Employed and Energy" (commissioning of electrical installations). We will also use it to refer to other types of inspections such as fire-safety inspections, etc.

PPE generally refers to all Personal Protective Equipment.

1. LEGISLATIVE AND REGULATORY PROVISIONS

The laws and regulations below constitute (or may constitute) applicable governing law.

1. EUROPEAN LEGISLATION

European directives apply as soon as they have been **enacted into** Belgian law (Royal Order).

2. NATIONAL OR FEDERAL LEGISLATION

Such as:

- The RGPT (General Regulations for Workplace Protection)
- The Employee Welfare in the Workplace Act of 4 August 1996
- The Labour Welfare Code
- The RGIE (General Regulations on Electrical Installations)
- NBN Standards
- etc.

3. REGIONAL LEGISLATION

Such as:

- VLAREM (Flemish environmental regulations)
- Brussels Environment (IBGE – *Institut Bruxellois pour la Gestion de l'Environnement*) Instructions
- etc.

4. PROVINCIAL LEGISLATION

Such as:

- Disaster Response Plans
- etc.

5. MUNICIPAL LEGISLATION

Such as:

- Police Regulations
- Instructions from the Fire Brigade
- etc.

2. SAFETY

2.1 GENERAL RULES

Following the instructions provided by respective authorities in the interest of safety, every individual or entity involved (organisation, exhibitors, subcontractor, visitor, etc.) must comply, regardless of the event in question, with the instructions, provisions, and indications that Tour & Taxis has provided or will provide in the interest of safety.

When setting up and removing stands, contractors working on-site must provide workers with Personal Protective Equipment (PPE) in all cases.

Tour & Taxis requires that at least the following PPE be used:

- Safety footwear worn by everyone working on the stand;
- Work gloves worn when manipulating heavy or sharp objects;
- PPE for work at height (hanging elements, lighting, windows, etc.);
- Safety helmets worn by everyone working on the stand;
- Safety goggles for personnel working at height;
- Harnesses for personnel working on elevated work platforms or scaffolding.

The list provided above is not exhaustive. These are the minimum requirements for Tour & Taxis. Depending on the evaluation of the risks involved, contractors may be required to take additional measures.

Each person on the site must respect applicable rules and regulations (RGPT, Employee Welfare legislation).

2.2 SIAMU AUTHORISATION

If the event (see the different possibilities in points 2.3.1, 2.3.2, 2.3.3, and 2.3.4) corresponds to the numbers listed in the tables contained in the annex, it is not mandatory to seek formal authorisation from the SIAMU (Fire Brigade and Emergency Medical Service of the Brussels-Capital Region).

Using fireworks and/or candles or other smoke-emitting items is prohibited.

Full compliance with the requirements and recommendations put forward by the SIAMU in Formal Recommendations no. A.2005.0348/101/VP/ac, issued on 29/01/2015, is mandatory. The same applies to any formal recommendations issued by the Brussels-Capital Region SIAMU for the using sheds for Section 135 activities.

The Operator keeps a log of all SIAMU authorisations issued during the permit's validity period.

2.3 MAXIMUM CAPACITY OF THE SHEDS

This point should be read in combination with the previous point.

Any event (party, gathering, concert, show, etc.) as specified in Section 135 of the installation requirements.

- With more than 6,000 persons simultaneously present on site; or
- Simultaneously occupying more than 2 sheds; or
- Not explicitly described in one of the scenarios specified in the application to modify the environmental permit,

may not take place unless the SIAMU expressly provides authorisation for the specific event in question.

To request authorisation, safety documentation for this specific event must be filed with the "SIAMU Prevention Department" no later than 6 weeks prior to the start of the event. The documentation must include at least the properly filled-out, signed, and dated information form, a description of the event, a layout plan showing evacuation routes, potentially hazardous installations, and means of extinguishing fires. The event may only be organised if authorisation to do so is granted by the SIAMU.

The event, in its organisation, must correspond to one of the occupancy scenarios approved by the SIAMU. Failing this, a request to modify the environmental permit (Article 64 of the Local Ordinance on Environmental Permits) must be filed with Brussels Environment no later than 4 weeks prior to the start of the event. The request must include organisational plans for the event taking place in the shed(s), the SIAMU's formal notice of authorisation, and the information that was provided to the SIAMU.

The SIAMU reserves the right to carry out spot checks before the start of an event.

Some events may require a request for approval from the Urgent Medical Assistance Commission. The civil servant working as an emergency planner ("*PlanU*") will, on the basis of the request filed with the city, evaluate whether or not it is necessary for municipal authorities to request said approval. However, even if

approval is not deemed necessary, precautionary medical response measures may still be required.

2.3.1 Concerts/Shows

See Annex

2.3.2 Conferences

See Annex

2.3.3 Parades and Shows with Tiered Seating

See Annex

2.3.4 Seated Dinners and Receptions

See Annex

2.4 «WORKING WITH THIRD PARTIES»

This matter is governed by the Employee Welfare in the Workplace Act. In the case at hand, specific regulations exist for contractors. Given the nature of the activities that take place at Tour & Taxis, for information purposes, Tour & Taxis hereby highlights the fact that:

- exhibitors must be considered as employers working for their stand. This matter is governed by legislation in the areas of “Employer/employee” and “Business/Subcontractor” relations, as well as to “Working with Third-Parties”.
- Belgian legislation always acts as governing law, even where it differs from the laws of other countries, regardless of the nationality of the business entities or employees working on our site.
- labour inspectors from the Federal Employment and Labour Department are endowed with the same resources as the Police.

General Characteristics:

The Employee Welfare in the Workplace Act of 4 August 1996 deals with working with third parties.

It takes into consideration not only subcontractors with the status of employers, but also subcontractors working as sole traders. The Employee Welfare Act serves both to regulate the exchange of information, collaboration, and coordination between the different parties involved, and to put a system into place by means of which employers subcontracting work to outside business entities can ensure effective compliance with the law by these entities.

The duties of employers taking on employees that work for other business entities. Employers taking on employees that work for another business entity are required to:

- provide the employers of these workers with the necessary information for their employees concerning the risks and

measures (with respect to employee welfare while carrying out their work) that apply to their business entity;

- ensure that these employees have received appropriate training and instructions needed for the activities being carried out by the business;
- coordinate the activities carried out by outside business entities and ensure collaboration between these entities and themselves when implementing measures concerning employee welfare at work.

The duties of employers from outside business entities:

Employers from outside business entities are required to:

- provide employers under whom their employees will be working with the required information as to the risks that are an inherent part of their business activities;
- cooperate in terms of coordination and collaboration.

Works Performed by Outside Business Entities:

Employers taking on employees that work for another business entity are required to refuse to work with any entity that it is aware does not respect legal requirements in terms of employee health and safety.

2.5 EMPLOYEE SAFETY

While work is being carried out on an event (construction, removal, etc.), it is necessary to:

- Prevent risks;
- Evaluate risks that cannot be avoided;
- Fight risks at their source.

It is mandatory for employees concerned by risks to wear adequate Personal Protective Equipment (PPE) (work boots, gloves, helmet, safety goggles, harness, etc.) and PPE mandated by the RGPT, as well as adequate collective means of protection. Collective means of protection must prevail over measures taken for individual protection.

2.6 TOOLS

The tools, ladders, scaffolding, etc. that are used must comply with the RGPT and the Labour Welfare Code.

Tour & Taxis reserves the right to prohibit the use of tools that are defective or in a questionable state. The following are examples:

- Ladders that are unstable or in poor condition
- Elevated work platforms and scaffolding for which the inspection period is no longer valid
- Damaged portable machinery

- Vehicles whose the periodic inspection is past expiration: forklifts, cranes, elevated work platforms, etc.
- Other dangerous situations as specified in the RGPT.

2.7 WORKPLACE EQUIPMENT AND FACILITY SAFETY

Machinery and facilities must comply with applicable legislation, and may in no way represent a danger for the exhibit's staff or for visitors. This means that the Operator must maintain all equipment and devices in a good state of repair, which obviously also applies to the facilities themselves.

Measures will be taken to prevent public access to technical areas.

Machinery and equipment may only be used and operated by competent individuals.

Tools and machinery must always be supervised. Whenever this is not the case, they must be unplugged.

2.8 COMPRESSED AIR

In order to ensure that noise does not reach excessive levels, the use of compressors indoors is prohibited except for when setting up and removing stands (portable compressors only). If compressed air is used, hoses and fixtures must be rated for the pressure levels being reached.

Insofar as possible, fixed piping must be used.

Colour code for compressed air piping: blue.

2.9 HYDRAULIC SYSTEMS

It is important to take care of equipment (machinery, fittings) equipped with hydraulic systems. Required safety measures should be taken in order to prevent exposed equipment from presenting a danger to employees or to the public.

Whenever machines with hydraulic lifts are exposed in the "up" position, hydraulic safety systems should be reinforced with mechanical safety systems in order to prevent the lifting system from unexpectedly falling.

2.10 FITTING OUT STANDS AND GENERAL DECORATION

The standard maximum height for walls or for the stand's fixed construction elements is 250 cm.

Exceptions may be made by the Event Organiser with the authorisation of Tour & Taxis and the Health and Safety Officer.

Special safety and fire prevention requirements apply to multi-level structures.

The general stability of stands with more than one floor must be approved by a SECT.

The SECT's inspection evaluates:

- The stability and load-bearing capacity of the structure;
- Safety mechanisms in place to prevent individuals from slipping underneath handrails on staircases and falling (at least 2 bars per railing section);
- The space (openings) between railing sections;
- That guard rails are sufficiently sturdy and rigid;
- The quality of the construction and the use of construction materials such as wood, iron, aluminium, synthetic materials, etc.
- During the construction stage, it is mandatory to verify compliance of the finished works with plans and/or design calculations.
- The capacity of entrances and exits for each floor.

A copy of the SECT's inspection report must be provided to the Event Organiser and Tour & Taxis (or the Health and Safety Officer named by Tour & Taxis) before the start of the event. The original document must be kept at the stand to be shown to the Safety Department.

2.11 HANGING ELEMENTS AND MOUNTINGS

All stands and decorative elements must be self-supporting, without being suspended from or attached to ceilings, walls, or any other part Tour & Taxis' infrastructure.

Exceptions may be made to this rule only if the Event Organiser so requests, in observance of the following procedure:

- For each exception requested, the Event Organiser must send a request to Tour & Taxis as early as possible in which all the details required to make a correct judgment are included. If Tour & Taxis refuses the request, there is no requirement that it provide justification for refusal, and its decision is not subject to appeal.
- Tour & Taxis will name a contractor who will be responsible for all works pertaining to hanging elements (i.e. this contractor will handle all anchoring points) and a SECT (pursuant to the RGPT) who will be responsible both for approving plans and calculations before work begins and for overseeing the work itself prior to the start of the event.
- The exhibitors will be responsible for installing hanging elements themselves or having them installed.
- The SECT's inspection reports (in 3 copies), which must be free of any negative remarks

- or violations, must be sent to Tour & Taxis before the start of the event.
- The Event Organiser must take out a “Civil Liability” insurance policy that explicitly covers the risks associated with these hanging elements. This policy must stipulate that Tour & Taxis will be indemnified and held harmless from all suit.
- Organisers and exhibitors are prohibited from going on the roof or making their way into drop ceilings. These areas are reserved for contractors working for Tour & Taxis. Violators will be punished.

2.12 RAISED GALLERIES

Compliance with NBN 03-004 and ENV 1991-1-1 standards on guard rails is mandatory.

Raised galleries must be rated to withstand loads as specified in the NBN B03-103 safety standards:

- Seats, walkways, passageways, and stairs:
 - 400 kg/m² for galleries with fixed seating;
 - 500 kg/m² for galleries with movable seating or with no seating. In addition to the distributed loads specified above, stairs and flooring must be capable of withstanding loads of 200 kg concentrated at any 10 cm x 10 cm point.
- Handrails and other railings: concentrated horizontal load of 100 kg/m. Furthermore, any element acting as a guard rail must be capable of resisting a concentrated horizontal load of at least 50 kg. A horizontal guard rail element must be capable of resisting a concentrated vertical load of 100 kg. Calculations for raised galleries can be made in accordance with EC1 (Eurocode) standards if desired. Please note, however, that the EC1 calls for a greater safety margin.

Tiered seating may only be authorised on fixed or retractable structures specifically designed for this purpose.

Global stability must receive approval and be vouched for by a SECT before use (see above in these rules).

Seating arrangements for both tiered and ground-level seating, must meet the following requirements:

- the number of seats placed side-by-side may not exceed 10 for rows of seats with only one access corridor and 20 for rows with two access corridors;
- seating must be in the form of individual seats or seats with a physical barrier between them;

- the free space between rows of seats must be at least 45 cm; this free width may be reduced to 40 cm for seating arranged in tiers with steps at least 15 cm high.

Stairs must have sturdy handrails on either side. Tiered seating must have sturdy handrails all around the edges of elevated sections, as well as everywhere where there are steps.

The hallways, doors, and stairwells leading to exits must be tall enough to allow easy movement; the minimum height is 2 metres.

Control systems must be securely attached and placed in such a way as to not reduce the clear width of hallways and exits.

All parts of the facilities that are open to the public, as well as all passageways and evacuation routes, must be equipped with emergency lighting that meets the requirements set forth in the following standards (or equivalent standards):

1. NBN C71.1000: Installation and Instructions for Inspection and Maintenance;
2. NBN C71.598-222: Self-Contained Devices;
3. NBN L13.005: Photometric and Colorimetric Requirements;
4. EN 1838-1999: Art. 4 defines the photometric requirements for emergency lighting.

2.13 FLOOR LOADS

In several areas of the site, the maximum floor load is limited. The Organising Committee must verify that it is not exceeded before submitting its report to the Health & Safety Officer. The maximum load is 1T per m². This maximum load may not be exceeded without written consent from Tour & Taxis. If there is a high risk that the maximum load might be exceeded, Tour & Taxis may ask for additional guarantees.

2.14 ON-SITE VEHICLE TRAFFIC

Parking is prohibited and measures should be taken to prevent vehicles from parking around the sheds in places where an environmental permit does not allow parking, so that:

- fire brigade vehicles have access to the buildings at all times;
- delivery vehicles can move around the site; and
- emergency exits are not obstructed during events.

“No-parking” signs and/or physical obstacles will be placed to physically render parking impossible.

2.16 WORK AT HEIGHT

During events, an up-to-date public transport map, as well as the hours for tramways, buses, and trains with stops near the site, must be clearly posted in different areas of the sheds. In addition, all advertising for events, particularly via internet, must include a message encouraging visitors to use public transport.

The maximum speed authorised on the site is 30 km/h. In some places, clearly marked by signs, the speed limit is 20 km/h.

Speed-limit violations will be considered as serious offenses. Violators will be removed from the site, their access permit (or entry permit) will be revoked, and they will be refused further access to the Tour & Taxis site.

The only exceptions made are for (on-site and outside) emergency response vehicles with lights and sirens activated, whenever an emergency requires them to drive at higher speeds.

2.15 OPENING AND CLOSING DOORS, ENTRANCES, AND PASSAGEWAYS

Locking and unlocking doors is the sole responsibility of Tour & Taxis employees and the security services working for it.

All points of access, emergency exits, and passageways must always remain clear for evacuation purposes and accessible to emergency vehicles at all times. Gates may never be obstructed by any type of locking system. Passageways and corridors must be kept free from waste and stacked objects. The Health and Safety Officer, Tour & Taxis, and the security service working for it may take all measures necessary to ensure safety, at the risk and expense of exhibitors or the Organising Committee.

In light of this, it should also be noted that the basement level, used only for restroom access, is not an area in which individuals are permitted to gather. Security personnel are tasked with keeping constant watch over the stairs and ensuring that no crowds form at the basement level.

Furthermore, measures must be taken to ensure that the public does not gain access to closed-off buildings or neighbouring construction sites.

All work at height (on stands) must be performed with appropriate equipment. Please note! Ladders and stepladders are means of reaching things at height. Working atop them is strictly prohibited.

Only equipment featuring a platform and railings can be used for work at height. Those setting up the stand must provide this type of equipment themselves.

For work at height, appropriate means of protection such as safety harnesses and life lines must be used.

Access to drop ceilings and roofs is prohibited without prior consent from Tour & Taxis.

3. ENVIRONMENT

3.2 IONISING RADIATION

For the use or display of devices that emit ionising radiation or that have radioactive sources, organisers must contact Tour & Taxis at least 3 months before the start of the event. In a joint decision with the FANC (Federal Agency for Nuclear Control) and the fire brigade, Tour & Taxis will determine the conditions under which such devices that may be used or displayed.

3.2 LASERS

When laser lights are used, the energy level of the light beams may not exceed 2.5 mW/m². At higher power levels, the light beams must be completely enclosed.

Class 1 and 2 lasers are permitted. Exhibitors must inform the Health & Safety Officer of the type of laser used (technical fact sheet). If gas lasers are used, the type of gas must be specified.

The use of Class 3 and higher lasers is strictly prohibited without additional safety measures and without the consent of Tour & Taxis or its Health and Safety Officer.

3.3 NOISE

In the conditions for the organisation of events (rental contract), the Operator stipulates:

- that noise in the area may not exceed the levels specified in Article 4 of the Brussels-Capital Regional Government Decree of 21 November 2002 on Combating Excessive Noise;
- that in order to achieve this, the maximum noise level at any given time (measured in LAeq over 1 second) may never exceed 86 db(A) inside the sheds during periods B and C;
- that the equipment needed to monitor and limit excessive noise must always be in operation each time the sheds are used from Monday to Friday between 7 PM and 7 AM or at any time during the week-end.

The Operator must have a fixed sound-level meter installed by an acoustics expert who is licenced in one of the three Belgian regions. This acoustics expert decides on the number and position of microphones needed to ensure that maximum levels can be recorded in all occupancy scenarios. At least one microphone per shed must be installed. The equipment

must also have a visible display of noise levels that can be seen by the person responsible for sound.

The public cannot have access to the sound equipment. The equipment must be calibrated, adjusted, and regularly maintained by an acoustics expert who is licenced in one of the three Belgian regions. Adjustment of the meter's settings should only be possible using a code known only to the installer and the acoustics expert responsible for making adjustments.

The meter must be activated during every event that takes place during the aforementioned period, and the display must be visible to the person responsible for sound at all times so that he or she can modify the sound levels being produced.

The meter must be able to store the history of sound levels over a period of at least 30 days. The data must be downloadable in a common digital format and indicate the start time for each measurement period and the noise levels for each measurement period.

At each of the 2 main entrances to the site, in a location that is visible and accessible to the public and area residents, the Operator must place display boards that describe at least the following:

- the programme for events; and
- recommendations for the public explaining the conduct needed to avoid disturbances to area residents.

3.4 HARMFUL EMISSIONS

If chemical products such as solvents are used during an event, the Event Organiser must, at a minimum, put in place effective ventilation in collaboration with Tour & Taxis' technical departments so as to keep disturbances to a strict minimum.

All use of chemical products during events must be reported in advance.

Event Organisers will transmit requests to use chemical products to Tour & Taxis.

3.5 WASTE DISPOSAL

Pursuant to local regulations, all participants are responsible for disposing of their own waste through the Tour & Taxis waste collection centre. They must contact the cleaning company to make arrangements for it to be collected, disposed of, and recycled.

Waste produced during the event (both liquid waste and solid waste such as paper, cardboard, plastic, and

other materials) must be removed from the stands and their surrounding area each day.

Waste and other liquid products can never be poured into drains or toilets.

Waste must be stored and collected on the loading docks, located near the warehouses. It must also be protected against fire risks.

If participants do not comply with these rules, Tour & Taxis has the right to have waste removed. In this case, Tour & Taxis will hire a company to do so at the expense and risk of the exhibitors.

Hazardous waste (paint, solvents, etc.) may not be thrown away with normal waste, and must be left in designated areas (contact the cleaning company for further information).

3.6 LOADING AND UNLOADING

Goods may only be loaded and unloaded at the loading docks intended for this purpose, which are located next to the warehouses (on the south-west side of the sheds building). Arrow signs must be put into place on site to guide delivery vehicles toward these

docks. Loading and unloading is strictly prohibited on public streets.

4. ELECTRICITY

SAFETY RULES FOR ELECTRICAL EQUIPMENT

A distinction is made between normal commercial connections and industrial connections.

These rules apply to all commercial connections. A specific set of rules governs industrial connections, and can be obtained from Tour & Taxis upon request.

4.1 INTRODUCTION

These rules exist for the following purposes:

- To act as a guide for exhibitors and their electrical installers;
- To ensure the quality and electrical safety of stands;
- To prevent risks of fire and electrocution.

They in no way supersede legal and regulatory requirements on electrical installations.

Definitions

1. **Electrical cabinet** refers to the fixed electrical infrastructure of the sheds,

used to provide power via cables run to the stands by Tour & Taxis.

2. In contrast, **electrical distribution boards** refers to the temporary “boxes” placed at the location of the stands by Tour & Taxis or by exhibitors.

4.2 GENERAL PROVISIONS

Electrical lights are the only kind that may be used for artificial and decorative lighting.

Electrical installations, even when they are temporary electrical installations, must be inspected by a SECT before operation. Pursuant to RGIE (General Regulations on Electrical Installations) requirements, the SECT verifies compliance in terms of:

1. risks of direct contact (Art. 30 to 40, 48, and 49)
2. risks of indirect contact (Art. 68 to 95)
3. risks of fire due to electrical equipment (Art. 104).

If any problems are observed, they must be rectified before the start of the event. The Operator

is required to keep the proof of inspection of the electrical equipment and make it available to Brussels Environment and municipal authorities in the event of an inspection.

Electrical equipment must be installed in accordance with industry best practices (Art. 5) and by qualified and competent professional electricians (see NBN EN 50110 1998).

Connection to the electrical network, installing electrical distribution boards, and supplying electrical current to stands may only be performed by Tour & Taxis personnel or by persons hired by Tour & Taxis to do so.

The sheds' electrical cabinets must always remain accessible. At least 1.2 m of unobstructed floorspace must be left in front of all electrical cabinets in order to ensure that technicians can quickly and safely intervene. However, an awning, curtain, or (double) door may be placed in front of electrical cabinets. Care should be taken to ensure that 10 cm of additional width (free space) is added on either side of the cabinet.

Example: the cabinet measures 1 m wide by 2 m high; for the door or awning to leave sufficient room, it must be no smaller than 1.2 m wide by 2.1 m high.

4.3 THE EXHIBITOR'S ELECTRICAL DISTRIBUTION BOARD

4.3.1 The Electrical Distribution Board

The outer envelope should be made with an insulated material. If the outer envelope is made of metal, it must be connected to ground by a PE connection (the person installing the board is responsible for this).

The distribution board must remain accessible at all times, and may not be placed on the ground; where possible, it should be placed at a height of 1.5 m (and equipped with legs or supports). In particular, the electrical distribution board may not be placed in a locked area.

The level of protection for the entire box must be at least IP 4X.

Unused cable inlets to the distribution board must be sealed off.

4.3.2 The Power Supply Cable and the Main Circuit Breaker

The connection from the electrical cabinet to the stand, which is carried out by Tour & Taxis, must be made using a flexible cable with a minimum diameter of 5 x 6 mm².

When a stand is first set up, an automatic type "A" differential circuit breaker with a maximum capacity of 30 mA or less must be installed. It must

have cut-off power at least equal to the nominal power made available and be rated for suitable amperage.

4.3.3 Protection of Electrical Circuits

From the moment it leaves the distribution board, each circuit must be protected by thermal fuses or automatic circuit breakers, taking into account the following criteria:

A) FUSES AND CALIBRATION SLEEVES

Sections to be Protected In Standard Colour

1,5 mm² 10 A Orange

2,5 mm² 16 A Grey

4 mm² 20 A Blue

6 mm² 32 A Brown

10 mm² 50 A Green

B) AUTOMATIC CIRCUIT BREAKERS

Sections to be Protected In Standard Colour

1,5 mm² 16 A Orange

2,5 mm² 20 A Grey

4 mm² 25 A Blue

6 mm² 40 A Brown

10 mm² 63 A Green

Placing a single-pole safety device on the neutral wire, on a tri-phase neutral distributed circuit, or as a general protective device in the electrical distribution board is prohibited.

The II circuits (F + N) must be protected on both leads, even if the second is the neutral wire. The terms of Article 28 of the RGIE may be applied, provided that an individual holding a BA4 or BA5 qualification is present.

The use of single-pole switches is authorised for lighting circuits so long as the "In" does not exceed 16A. This switch must cut power to the line wire.

Single-pole switches are prohibited for use with electrical outlets.

4.3.4. Earth Buses

The electrical distribution board must have an earth bus to which all PE wires from the connector cable, all outgoing wires, and any potential compensation connections are connected.

4.4 CHOICE OF ELECTRICAL WIRING

This matter is governed by Articles 198, 199, and 209 of the RGIE.

Protective wiring must be yellow/green (earth wire). This colour or any combination of these colours can never be used for live wires.

Blue is reserved for neutral wires in circuits that have them.

XVB cables may be used provided that they are securely attached for the entirety of their length.

VGVB, VVB, and XFVB cables may not be used in assemblies that are not secured in place.

Wires must be fastened with appropriate wire ties.

The use of wiring that does not meet standards, such as VTLmb (side-by-side) is prohibited.

For connections to stands, Tour & Taxis will exclusively use VTMB (HO5VV-F) or CTMB (HO7-R-NF) wiring (double-insulated flexible cables with a minimum supply voltage of 500 volts or similar).

The minimum diameter required for electrical wires used on stands is:

- 1.5 mm² for lighting equipment
- 2.5 mm² for electrical outlets

Depending on where they are placed, wires should be properly shielded from mechanical damage (for example: cables at ground-level should be protected by baseboards).

All (non-double insulated) Class 1 devices with outside envelopes made of metal must be earthed.

Earthing wires must be an integral part of power cables.

4.5 ELECTRICAL DEVICES

4.5.1 Electrical Outlets

The use of “domino”-type outlets is prohibited (multi-outlet power strips should be used).

Plugs should comply with the NBN C61-112 standard, be grounded, and be equipped with child-safety mechanisms.

Visible switches and outlets should be equipped with mounting plates.

4.5.2 Connecting Electrical Cables

The use of unprotected screw terminals is prohibited. Screw terminals may only be used in junction boxes or with lighting if they are completely insulated by a component built into the lighting.

Junction boxes and fuse boxes (cable inlets) must be sealed using plugs or cable glands.

4.5.3 Low-Voltage Lighting Devices

For halogen and low-voltage spotlights, no flammable material may be placed within 50 cm of the light beam (unless otherwise noted on the spotlight).

If railing for spotlights is used:

- It is prohibited to place the railing lower than 2.2 m from the ground.
- In areas in which there is foot-traffic, a free height of at least 215 cm must be used.
- The ends of the rails must be blocked.

Extra-low voltage spotlights may not be placed on/in flammable materials.

The use of auto-transformers (recovery transformers) as an extra-low voltage power source is prohibited. A safety transformer must be used.

Transformers used must comply with NBN standards or with the harmonised standard (NBN CN 60-472 or NBN CN 61-558).

The transformer must have primary and secondary overload protection mechanisms. The secondary mechanism is not required for transformers with short-circuit protection.

Attaching transformers to support structures or using them in flammable environments is prohibited (unless they are designed for this purpose).

4.5.4 Neon Lighting (High-Voltage Discharge Lamps)

Transformers must comply with the NBN C 71-050 norm and or bear the BNL label. Auto-transformers are prohibited. For convectors: NBN 61347-2-10

The “High Voltage: Lethal Danger” pictogram must be placed on the transformer and on the lighting unit (a lightning bolt inside a triangle).

It must be powered by a separate circuit and equipped with a bi-polar electrical switch marked “NEON”.

Lamps and transformers must be mounted on non-flammable support structures.

Electrodes must be covered.

The use of metal structures or earth conductors as leads is strictly prohibited.

4.5.5 Extra-Low Voltage Lighting Containing Bare Wires

The use of extra-low voltage devices containing exposed parts or wires conducting electricity may be authorised subject to the following requirements:

- This type of lighting may only be used in areas with a low risk of fire and at a height of at least 2.5 m from the ground.
- All flammable materials must be kept at a distance of at least 50 cm from wires and lighting.
- The power transformer used must be a safety transformer that complies with NBN standards or harmonised standards.
- The transformer must have primary and secondary overload protection.
- The secondary voltage of the transformer must be limited to 25V and 12V, respectively, for BB1 and BB2 situations (BB1 dry skin, BB2 wet skin).
- Sockets for halogen lamps that contain bare wires must be connected by pressure screws or other equivalent connections. Sliding rail or alligator clip connections are prohibited (due to the risk of sparks).

- Bare wires (cables) must be designed to carry electric current.
- Using wires with fabric sheathing is prohibited.
- The diameter of wires used must be sufficient to ensure that even under maximum load in normal conditions, a dangerous rise in the temperature of these wires cannot occur.

4.5.6 Miscellaneous Electrical Devices, Machines, etc.

With the exception of extra-low voltage devices, the minimum degree of protection must be IP2X. In addition, electrical equipment that is easily accessible to the public and not under the supervision of the person in charge of the stand must be at least IP4X rated (i.e. there is no risk of touching bare parts that are conducting electricity). For outdoor installations, see the next point (4.5.7).

4.5.7 Outdoor Installations

Electrical equipment located outdoors must have a protective rating of at least IP54.

For temporary decorative outdoor lighting, normal power outlets may be used so long as they are placed out of reach.

The installation must be protected by a differential circuit breaker of max. 30 mA.

4.6 MISCELLANEOUS PROVISIONS

4.6.1 Electrical Distribution Boards in Stands

Opening or modifying distribution boards after their approval by the SECT is strictly prohibited.

4.6.2 Switching on the Power

Power may only be switched on by employees hired to do so by Tour & Taxis.

4.6.3 Inspection Before Switching on the Power

Each stand will be inspected by a SECT appointed by Tour & Taxis. In their own interest, the person responsible for the stand or a person of his or her choosing should be present during the SECT's inspection in order to point out all of the parts of the electrical installation and hear of any violations that were observed in person.

If the event that problems are found, a note will be left on site summarising the violations that were observed. Any problems or violations must be remedied. The independent SECT, working with Tour & Taxis, will re-inspect the stand in which violations were observed. This additional inspection will be invoiced to the exhibitors.

Power will not be switched on until a clean inspection report is issued.

4.6.4 Switching off the Power

Facility users formally undertake to turn off the stand's lights at the end of every day and to unplug all electrical devices. Only refrigerators, computers, and similar equipment may remain plugged in, and only if it is indispensable that they remain powered on.

4.6.5 Quality of the Power Circuit

Facility users must personally ensure that voltage stabilisers, no-break mechanisms, or surge protectors are put in place for all applications requiring access to a "pure" power source, such as computer equipment. Tour & Taxis may not be held liable for any power outages in the internal or public power grid.

The use of hydrogen-powered or other electrical generators is prohibited.

5. GAS AND WATER

5.1 GENERAL PROVISIONS

5.1.1 Inspection

Gas installations must be inspected by a SECT before being turned on.

In their own interest, the person responsible for the stand or a person of his or her choosing should be present during the SECT's inspection in order to point out all of the parts of the gas installation and hear of any violations that were observed in person.

Provisional Inspection Report

If the event that problems are found, a note will be left on site summarising the violations that were observed. Any problems or violations must be remedied.

The SECT, working with Tour & Taxis, will re-inspect the stand in which violations and/or problems were observed. This additional inspection will be invoiced to the exhibitors. Installations that do not meet requirements must be disconnected.

5.1.2 Important Note

In exhibition halls equipped with a natural gas supply (all of them except for sheds 2 & 10), the use of natural gas (butane, propane, etc.) tanks is strictly prohibited.

5.2 NATURAL GAS

All natural gas appliances that are exposed during operation must be connected to the Tour & Taxis central gas network.

In order to be connected to the gas network, a request must be made to Tour & Taxis. (jean.vandamme@tour-taxis.com)

Installation of a natural gas system (to be carried out by exhibitors):

- At the inlet of the system: a main shutoff valve (BGV/AGB-approved) that is accessible at all times, followed by a T section;
- Steel or copper piping or flexible metallic tubing specifically designed for carrying gas;
- The pipes must be secured into place and be visible across their entire length;
- All appliances must have a main cut-off valve (BGV/AGB-approved) that is accessible at all times;
- Appliances must be shut off and shut-off valves (on the equipment and at the meter) must be closed at the end of each day when the exhibition closes and any time the stand is left unsupervised;

Appliances must be placed in an open area. If this is not possible, 150 cm² or greater ventilation openings must be placed above and below the appliances;

Pipes and Connections

- Copper:
 - Crimped coupling for natural gas (with elongated flange - metal on metal);
 - Strong welding (melting point > 450°C)
- Steel:
 - Threading, sealing: acrylic fibre with pulp, Teflon.
 - Natural fibres (hemp, etc.) PROHIBITED.
 - Soldering
- Flexible metal hosing:
 - Coupling (sealer: see steel)
- Flexible piping:
 - **PROHIBITED**

Combustion smoke extraction: See § 6.15 (Vents)

Connecting the appliance (final section of the pipe):

- Rigid piping, or
- Flexible piping (ARBG-approved) designed for gas, using clamps secured onto couplers.

Maximum length: 2 metres.

The flexible piping may not have been manufactured more than 23 months prior.

Natural Gas Appliances:

- Must always display the CE label (European Directive on gas appliances: 90/396/EC);
- No models without a CE label may be used at Tour & Taxis.

5.3 GAS CYLINDERS

The use of gas cylinders should be kept to a strict minimum. Alternative solutions should be used when possible. The term "gas cylinders" refers to all types of gas stored in pressurised tanks. Examples are (non-exhaustive list): compressed air, butane, propane, acetylene gas, nitrogen, CO₂, etc.

Because gas cylinders, whether they are combustible or not, can explode or be thrown great distances if they are overheated or receive an impact, **ALL** tanks and cylinders (including those used for drinks) must be reported to the administrative offices, and the nature and type of gas must be specified.

Event organisers must note all declarations on a central floor plan of the shed(s) that are being used. This floor plan must be given to the Health and Safety Officer no later than the start of the event. The floor plan must be kept in the crisis-management centre.

All gas cylinders (both indoors and outdoors) must be noted on the floor plan, which must be kept in the crisis-management centre in case of an evacuation. The floor plan is meant give firefighters and other

emergency services the necessary information pertaining to the risks at hand. The presence of gas cylinders indoors or outdoors must be indicated by clearly visible markings (for example, next to the stand number). This must be done by displaying the MSDS gas safety data sheet.

See also § 6.15 (Vents)

5.3.1. Combustible Gas Cylinders (and Catalyst/Accelerant Gas Cylinders)

These cylinders may never be brought indoors for any reason whatsoever.

In specific conditions and in limited quantities, outdoor use may be approved with the agreement of the Event Organiser **and** the Health and Safety Officer.

Exhibitors must declare gas cylinders to the Event Organisers' administrative office, clearly specifying the exact location in which they are stored and the type of gas involved.

All cylinders or tanks containing liquid gas must be placed outdoors in properly ventilated, fenced-off areas that are not accessible to the public and that are shielded from bad weather and sunlight.

In outdoor enclosures, gas cylinders must be stored vertically with 25 cm of space between each cylinder, and must be secured to a stable support structure or to the wall using clamps or chains that are easy to unlock, in order to prevent any possibility that they might fall over. The knob (or key) must be fixed to the cylinder valve rod.

The connection between the gas appliance and the cylinder must be made using rigid piping with a maximum length of 10 metres, which must have metal fittings and a cut-off valve near the appliance that remains accessible at all times. Pipes must be secured into place and visible across their entire length at all times. These pipes must never be laid in floor ducts.

Mechanically-reinforced flexible hoses may be used for lengths of 2 metres at most if they are equipped with sturdy retaining brackets at either end.

Each time the exhibition closes, and at any time the stand is left unattended, the valves of all gas cylinders must be shut off.

See also § 6.15 (Vents)

5.3.2 Non-Combustible Gas Cylinders

Exhibitors must declare gas cylinders to the Event Organisers' administrative office, clearly specifying the exact location in which they are stored and the type of gas involved.

They may be used indoors, but whenever possible, exhibitors should attempt to store them outside of sheds.

Cylinders must be securely fastened to a stable structure using chains.

In the event of a fire, cylinders should be immediately removed from stands and brought outdoors.

The crisis-management centre should be notified if cylinders have not been removed from stands.

Only one cylinder per stand may be present. Backup cylinders may not be stored indoors.

5. 4. WATER

Only water distributed by the *Compagnie Intercommunale Bruxelloise des Eaux* network (Brussels Environment) may be used.

Water supply and evacuation works are performed by Tour & Taxis at the expense of exhibitors using the standard rate. Requests should be made to the connections department (connections@bruexpo.be).

Water for fire hoses and hydrants may not be used.

Exhibitors with installations that use water in a closed circuit (total or partial recovery of the installation's feed water using a pump or any other system) or installations with water that is stagnant **AND** that may result in water being sprayed into the air in fine particles, must install thermometers to inform the exhibition-goers and inspectors that the water being used is too cold to present a sanitation risk.

The water used may never be warmer than 20°C. The water must be replaced at least once daily; failing this, exhibitors must chlorinate the water with a hypochlorite solution to reach a concentration of 3 to 5 mg/L (ppm) of free chlorine. Levels for each appliance must be checked three times per day. Chlorine levels should never fall below 2 mg of free chlorine per litre of water.

Before turning on equipment at the start of the event, exhibitors must entirely disinfect it.

Using decorative fountains that might spray water in fine particles is prohibited.

Exhibitors must perform regular inspections to ensure that the temperature of the water in each demonstration appliance/piece of equipment featuring a closed water circuit does not exceed 20°C, that the water is changed daily, or that the inspections performed prove that chlorine levels comply with the requirement that there be at least 2 mg of free chlorine per litre of water.

This data must be logged for each demonstration appliance, specifying the day and time of the inspection and the time at which the water was replaced. Event Organisers are required to include ad-hoc rules with their general rules. During the show, Event Organisers must hire an independent laboratory at the exhibitors' expense to perform inspections verifying that the log-book has been properly kept up.

6. FIRES

6.1 GENERAL RULES

The aim of this overview is to provide information regarding rules and regulations that apply to the design, construction, fitting-out and use of stands during exhibitions and events. This overview sets out general fire-protection rules. Additional rules, which may be mandatory, may exist in some municipalities and/or regions.

Although the provisions set forth in the RGPT (General Regulations for Workplace Protection), these rules, and special provisions imposed by the local fire service related to the design or specific purpose of stands or trade fairs remain in effect, their construction and interior fittings must comply with the NBN S21-203 standard on "Protection Against Building Fires - Reaction of Building Materials to Fire - Tall and Medium-Sized Buildings".

Tour & Taxis must implement all legally required measures in terms of fire-protection equipment. The Event Organiser is responsible for enforcing fire-protection rules before the start of the event, such as, for instance, testing active prevention mechanisms (freeing emergency exits, alarm systems, emergency lighting) and resolving all problems before the start of the event.

The floor plan for the stands must be submitted to the SECT for approval no later than 6 weeks prior to the start of the event. In order to facilitate the evaluation of floor plans, the number assigned to each stand must be included in the floor plans submitted for approval, and must also be clearly visible on the stands themselves.

These floor plans must specify the location of:

- fire hydrants;
- portable fire extinguishers;
- fire alarms;
- electrical cabinets (belonging to the building);
- exits and emergency exits made available to the public.

An estimation of the expected number of visitors and the maximum number of individuals who will be present at any given time must also be provided.

- Following the SECT's approval of the aforementioned floor plans, the Organising Committee must send them in 9 copies to Tour & Taxis management. These copies are needed for use in different Tour & Taxis departments. If a digital version of the floor plans is available, it can be sent in addition to the paper copies.
- The electrical cabinets for the sheds must always remain accessible. At least 1.2 m of

unobstructed floorspace must be left in front of all electrical cabinets in order to ensure that technicians can quickly and safely intervene. However, an awning, curtain, or (double) door may be placed in front of electrical cabinets. Care should be taken to ensure that 10 cm of additional width (free space) is added on either side of the cabinet. Example: the cabinet measures 1 m wide by 2 m high; for the door or awning to leave sufficient room, it must be no smaller than 1.2 m wide by 2.1 m high.

UNOBSTRUCTED ACCESS TO FIRE-SUPPRESSION EQUIPMENT

It is strictly prohibited to organise stands or place objects in stands in such a way as to interfere with the direct use, access, or visibility of:

- Fire hydrants, connections for fire hoses, fire extinguishers, alarms, etc.;
- Passages, exits and emergency exits, etc.;
- Emergency telephones;
- Signs indicating the location of fire suppression equipment.

The use of fire hydrants is reserved for Tour & Taxis personnel and fire services.

Access to Fire Hose Reels

- Because fire hose reels are limited in length, it is vital that they remain accessible in the hallways.
- Stands may not be constructed in front of hose reels. The floor plan must clearly show any exceptions to this requirement. After consulting Tour & Taxis and the SECT, authorisation may be given to place a stand in front of a hose reel (for example, with a non-locking door or a curtain in front of the reel). This must allow the entire length of the hose to be used. Any exceptions made to this rule authorised by Tour & Taxis and the SECT must be mentioned in the fire safety report.
- Access to the front of hose reels must remain unobstructed, even if it is easily possible to make a passageway between the shed's walls and the rear walls of the stands.
- A sign on the curtain or on the stand next to the hose reel should indicate the hose's presence.

6.3 FIRE EXTINGUISHERS

The fire risk or the fire load of an exhibition may require additional extinguishers to be put in place

(BENOR; one or several extinguishing units; ABC powder, CO₂ or water) at the expense of the Event Organisers.

Stands with a surface greater than 72 m² must always be equipped with appropriate fire extinguishers. Exhibitors can rent extinguishers through their suppliers, so long as the equipment supplied has been inspected in accordance with legal requirements, or from De Roeve, a shop located on the Tour & Taxis premises (phone: +32 2 474 85 85).

Fire extinguishers must be placed or hung in a visible manner and must remain accessible at all times. They must be inspected annually.

6.4 EXITS/EMERGENCY EXITS

All exits, emergency exits, or evacuation routes must be shown on the floor plans.

During exhibition hours, all doors shown on the floor plans must be unlocked and unobstructed. It must be possible to open them immediately by simply pushing or activating them. Events which only concern the main sheds must always have exits via the additional (“bis”) sheds; emergency exits on opposing ends are mandatory.

It is prohibited to use flammable materials or to place stands in front of doors, emergency doors, or in passageways that may be used as exits by visitors. Evacuation routes must use materials with that have at least an A1 rating (NBN S21.203 or equivalent standard) for vertical walls and ceilings and at least an A2 rating (NBN S21.03 or equivalent standard) for flooring.

In buildings, exits and emergency exits must be indicated with effective signs and emergency lighting.

All exit doors must be marked with illuminated signs that read “Exit” above them, all of which must be turned on and lit during the entire time the public is present in the facilities. The sign must be either green on a white background or white on a green background. The sign must be lit by two bulbs, one connected to the main lighting circuit, the second connected to the emergency lighting circuit. Green light cannot be used for any other purposes in the room, except for on-screen or on-stage lighting effects. If the layout of the facilities requires it, the directions of passageways and stairways that lead to exits must be clearly indicated with signage bearing green arrows on a white background or white arrows on a green background.

Lighting for this signage must be installed in the same way as the “Exit” signs. Sealed-off emergency exits cannot be counted as exits.

Evacuation routes:

First, the total width in cm of evacuation routes must be greater than or equal to the maximum number of persons present (= visitors + exhibitors!). Depending on the type event and/or the risks involved, a larger

total minimum width for evacuation routes or a restriction on the number of visitors may be required. Maximum visitor capacity may, in particular, differ depending on the number of exits that are effectively available. Reducing the width by one person per cm, evenly spread over evacuation routes, may be taken into consideration. These evacuation routes must be evenly spread through the hall. Constricting, moving, etc., in the longways axis of hallways is prohibited.

The safety officer must ensure that evacuation routes always remain clear, unobstructed, and operational. The minimum width for evacuation routes may not be obstructed in any way whatsoever, even momentarily.

General rules on the width of hallways: evacuation hallways at least 4 metres wide leading to every side exit in each of the sheds must remain open between stands.

During the exhibition, as well as during the work of setting up and removing stands, a permanent supervisory unit with precise instructions will help to ensure that emergency vehicles (fire services, police, Red Cross, etc.) can intervene as quickly as possible.

No later than six weeks before the start of the event, the Event Organiser must provide a thorough layout and evacuation map on which all exits and the passageways leading to them are clearly indicated. This map must be submitted to Tour & Taxis. Tour & Taxis will verify whether the map corresponds to one of the scenarios mentioned in the environmental permit, and will issue reservations or approve the map. Tour & Taxis will provide Event Organisers with 2-metre tall A3-size stands on which the layout and evacuation map must be placed at different places in the exhibition, near the entrances of the sheds. The layout and evacuation map must be kept up to date.

When neighbouring sheds are used among the evacuation routes, no activities related to the event can take place in those sheds for the duration of the event. Before the start of the event, it is necessary to ensure that it evacuation via neighbouring sheds is possible.

6.5 STAND ENTRANCES AND EXITS

Stands are often open on at least one side, have a limited surface area, and have no hallways. When this is the case, there is no reason to impose specific requirements concerning signs indicating exits.

In other cases, however, different steps may need to be taken, such as:

- Indicating the exit(s) and emergency exit(s) using pictograms;
- Installing emergency lighting.

6.6 GENERAL REQUIREMENTS CONCERNING CONSTRUCTION AND DECORATION OF STANDS

The materials used for the construction or general design of the stands in the exhibition halls must not be easily flammable or release toxic or hazardous emissions upon exposure to heat.

Stand construction must comply with the NBN S21-203 standard, which means:

- A3-grade material for flooring on a stable sub-floor (concrete, sand, etc.).
- A2-grade materials in other cases.
- A2-grade material for vertical partitions and decorative elements.
- A1-grade material for drop ceilings and awnings.

A certificate confirming the fire resistance of these materials must be available to be presented at any time to the local fire service or recognised authorities tasked with inspecting on-site facilities or the Health & Safety Officer.

All suspended fittings must be located at least 50 cm away from any source of heat such as spot lighting, lighting equipment, lit panels, equipment in operation, etc.

Flame-Retardant Treatment of Flammable Materials

Flame-retardant treatment of materials can only be carried out by companies with proven expertise in this area.

The certification must specify the following information:

- The description of the material (name, type, colour, etc.);
- The date on which the material was treated;
- The technique and flame-retardant substance used;
- The period of effectiveness for the treatment and any measures needed to preserve its effectiveness;
- The company's stamp, along with the name and signature of the person applying the flame-retardant treatment.

For certain flammable materials, flame-retardant treatment will not increase resistance to flames.

Among them are:

- Plastic sheets and panels;
- Materials with plastic-coated surfaces;
- Compacted or stretched synthetic materials;
- Textiles made of 100% synthetic fibres;
- Natural or synthetic rubbers;
- Plants;
- Etc. ...

Some materials may be treated during manufacturing so as to meet the criteria for inclusion in a specific fire propagation category.

Regardless of whether a certificate is furnished, the local fire service or the SECT are within their rights to require the stand builder or the exhibitor to furnish samples for analysis. Stand builders and exhibitors are under obligation to provide samples upon request.

The Use of Paint or Similar Products

Oil-based paints, lacquers, or other surface coatings that constitute a fire hazard may be used only on A1-grade materials.

Rules for Stands Staging Demonstrations With Open Flames, Stoves, or Home Heating Appliances

The flooring used must be made with a fire-proof material and must be certified (A3 rated or equivalent (steel/stainless steel/glass/aluminium)). Underneath the open flame/stove, a fire-proof (A0) sheet of glass, metal, etc. must be placed; it must measure at least 50 cm in size and be at least 10 cm wider than the open flame, stove, etc. at its opening.

Built-in appliances must be installed in such a way that the work top is at least 30 cm from the ground;

Panels behind appliances being used and panels covering areas where pipes pass must be made from a fire-proof material (Promatec or equivalent);

The panels should be fitted onto metal studs, if possible. If wood brackets are used, at least 10 cm of space should be left from insulated vent elements (double-wall or single-wall insulation)

At the request of Tour & Taxis and the Event Organiser, AIB Vinçotte will perform an inspection to ensure compliance with these rules.

Any violation of these rules will result in the use of the heating appliance being prohibited or in outside vents that do not respect these rules being taken down at the expense of the exhibitor, or in the immediate payment of an additional invoice billed at the standard cost charged by the Tour & Taxis connection department.

6.7 TEMPORARY INDOOR STRUCTURES

All temporary structures such as raised galleries, podiums, etc. must be constructed using at least A2-grade materials and be in good shape. Wood floors, stairs, and other elements must be securely fastened to one another.

Free space beneath podiums, raised galleries, and other similar structures may not, except for evacuation routes, be accessible to the public or contain flammable material.

Behind, around, or beneath raised galleries, a passageway used for evacuation must always exist, which must be as wide in cm as the number of individuals who will be required to use this passageway.

Raised galleries must feature lighting and emergency lighting.

No stakes or anchoring systems may be driven into any surface whatsoever.

Stage accessories and furnishings meant to be used during performances that are not used must be stored in an enclosure that is outside of the shed being used for the event. This enclosure must be built in masonry or concrete. The doors to this enclosure must have at least 30 minutes of fire resistance capability (FR-½) and must be self-closing.

6.8 TEMPORARY OUTDOOR STRUCTURES

Before building or placing structures or temporary installations (such as tents, covered passageways, pole banners, etc.) outdoors, prior written authorisation must be sought from Tour & Taxis (Infrastructure Department) and must be included on the floor plan provided for approval (fire safety rules).

It is strictly prohibited to anchor these structures to our infrastructure (firewalls, bluestone, Stelcon or concrete slabs, walls, earth platforms, the ground, etc.) including any outdoor roads and thoroughfares, pavements, car-parks, and flower beds. All of these temporary structures or installations must be self-supporting, and their general stability must be ensured using concrete blocks (or another type of counterweight).

No stakes or anchoring system may be driven into any surface whatsoever.

6.9 WASTE AND PACKAGING

Waste, cardboard, and other flammable materials intended to be disposed of must be regularly removed from the stands and the area surrounding them. Crates, barrels, and packaging may not be kept inside or behind the stands. Empty packaging must be disposed of at once. Event Organisers must make arrangements to do so with the cleaning company.

In the case of hazardous waste (paint, solvents, etc.), the Event Organiser and the exhibitors must use the containers put in place for this purpose by the cleaning companies or by the Tour & Taxis-approved waste collector;

If the Event Organiser acts in violation of these rules, Tour & Taxis reserves the right to have the waste removed by the business chosen by Tour & Taxis to store empty packaging, at the expense and risk of the Event Organiser.

See also §3.6

6.10 PRODUCTS ON DISPLAY AND SALE

Chemical products, explosives, and other easily flammable products may not be exhibited or sold without express permission from Tour & Taxis.

6.11 MOTORISED GASOLINE AND DIESEL VEHICLES AND BOATS

During vehicle and boat exhibitions, fuel tanks of vehicles and boats may only contain small amounts of fuel (5 litres at most).

Barrels, canisters, and other fuel containers may not be brought to the stand, even when empty. The fuel tank must be locked at all times.

6.12 NON-SMOKING POLICY

Smoking is strictly prohibited in Tour & Taxis buildings, including the administrative offices rented by organisers. The following legislation governs this matter:

- The Law of 22 December 2009, which enacted broad legislation prohibiting smoking in closed public spaces and protecting workers from tobacco smoke. This law has been in force since 01/01/2010, and prohibits smoking by employers, employees, and other persons (including, as such, all sole traders, exhibitors, customers, etc.) in all workplace facilities. In short, each person entering the sheds must comply with the no-smoking policy at all times: while setting up and removing stands and during the show or event.

Qualified authorities will perform inspections to ensure compliance with this legislation. Inspectors will have the power to issue warnings and fine offenders.

If the non-smoking policy is violated and a comment is made on this subject, the person in question must immediately comply and put out his or her cigarette. In the event of refusal to do so, the offender must immediately leave Tour & Taxis premises.

In order to make it possible for employees, exhibitors, and visitors to smoke outside, Tour & Taxis will place trash cans specially designed to extinguish cigarettes at certain strategic points.

6.13 INFLATABLE OBJECTS

Inflatable balloons containing **flammable or toxic gas** may not be exhibited or distributed.

Only helium and air may be used for this purpose.

Helium tanks may be used in sheds outside of the event's opening hours.

During event hours, these tanks must be kept outside and securely fastened.

6.14 FIRE PERMIT

Fire, open flames, or heat sources (soldering, cutting with blowtorches, brazing, thawing, etc.) may not be used when setting up or taking down stands or during the event without obtaining a fire permit.

This permit must be requested IN ADVANCE from the in-house safety department (SIPP) at Tour & Taxis.

Point of Contact: Mr Peter Ghoos (+32 (0)479 79 02 74, or bruxexpo@vincotte.be)

6.15 KITCHENS

If a kitchen does not work exclusively with electrical appliances - see § 5: "GAS".

Fryers must have a lid.

The stand must have a metal rubbish bin with a lid.

The stand must also have a fire blanket.

A **6 kg ABC powder fire extinguisher** should be kept in the stand.

Each kitchen must have a hood vent.

See also § 6.15 (Vents)

6.16 SHOWING FILMS - FITTING OUT ROOMS/RAISED GALLERIES - MEETINGS AND CONCERTS

Only permitted with authorisation of the Event Organiser, the SECT, and Tour & Taxis.

Notwithstanding the special conditions that may be required by Police Regulations, the local fire service, by other legal provisions, or by Tour & Taxis, the health and safety measures set forth in Art. 635 et seq. of the RGPT apply.

When films are to be shown in a closed area or stand, prior authorisation must be sought from the local fire service.

When projection rooms are equipped with seating in rows, the entire length of the row of seats must be fastened together with boards. The rows must have no more than 10 seats if only one passageway is present and 20 seats if two passageways are present. The ends of rows must be attached to the floor.

The width between rows must be at least 45 cm. This width may be reduced to 40 cm for seating arranged in tiers if the steps are at least 15 cm high.

There must be two emergency exits located across from each other and featuring a self-contained emergency lighting system.

Staircases, landings, evacuation routes, covered walkways, and doors must measure at least 80 cm in width.

Evacuation routes, covered walkways, doors, and slopes must have an effective width in centimetres of no less than the number of viewers that might need to use them to reach the exits. Stairs must have a minimum effective width in centimetres of this number multiplied

- by 1.25 when viewers travel downward to reach the exits or
- by 2 in the event that they have to climb a staircase to reach the exit.

6.17 TENTS

Tents must be made with A2-grade fabric.

Decorations used in tents (as well as in general) may not be flammable and may not produce toxic emissions in the event of a fire. Materials with a low melting point are also prohibited.

The presence of portable heaters, GPL canisters, and flammable materials and liquids is also prohibited in tents.

ABC-type powder fire extinguishers, in proper working order and duly inspected, must be kept inside the tent, with one extinguisher for every 150 m², in clearly visible and easily accessible locations.

Exits and emergency exits:

Per m² of tent surface, there must be 1 cm of exit/emergency exit space, with exits located across from one another. These exits/emergency exits must always be kept clear, open outward, be clearly indicated, and be equipped with an self-contained emergency lighting system. Each exit/emergency exit must be at least 80 cm wide.

Electric lighting is the only permitted lighting source for tents. In addition, the lighting system must feature safety lighting with enough self-contained power to allow evacuation to take place in safe conditions. Safety lighting must immediately turn on when a power outage takes place and remain turned on for at least 30 minutes.

At least five metres of unobstructed space, including the tents' guy wires and anchoring points, must be maintained around the tent to allow easy access for emergency response vehicles.

See also § 6.5 and § 6.6

6.18 GO-KARTING/MOTO-AUTOCROSS

Fuelling must take place outside of the exhibition hall.

All necessary safety measures must be taken to avoid polluting the environment during fuelling.

The fuelling station must be equipped with a portable 50-kg fire extinguisher and two portable 9- to 12-kilogramme ABC-type fire extinguishers. The track must be equipped with a 9-kg powder fire extinguisher for every 10 seats. It is important to ensure that these extinguishers remain visible and accessible.

The track may not be marked off using easily flammable materials such as straw, hay, etc.

6.19 FIRE PREVENTION SUPERVISION

Constant and active supervision must be put into place in exhibition halls while the event is being prepared and removed, as well as during the event itself, to ensure that fires are detected, reported, and immediately fought while waiting for fire services to

arrive. When emergency services arrive, staff must travel to meet them and show them the best way of reaching the fire (one of the two paths).

The fire service must be notified immediately through the emergency dispatching service (emergency no + 32 2 474 82 21), even if the fire can be extinguished with the resources available on-site.

Personnel present (security guards, technicians, etc.) must be duly informed of the dangers of fires and the measures to be taken:

- Awareness of emergency maps that show emergency exits, fire extinguishers, telephones, etc.;
- Knowledge of procedures to be observed in case of fire;
- Adequate training on how to use fire extinguishers;
- Sounding the alarm in case of fire;

- Organising an evacuation, if needed;
- etc.

At least one person must be tasked only with safety matters in order to ensure provide proper preventive supervision and immediately take action in case of fire. Employees from the security company will be tasked with assisting this person in doing so.

Fire-protection resources must be clearly indicated with legally required pictograms. They must remain visible and accessible at all times.

Exhibitors must install alarm equipment. Alarms must be sufficient in number, readily accessible, sensibly spread throughout the facilities, and properly indicated. Alarms must be audible both to the public and to personnel.

ANNEXES

Annex 1 Occupancy – Maximum Capacity

T&T Shed Occupancy				Max
1				2392
1	Access point 1-2			3424
1	2			4232
1	2	Access point 2-3		5572
1	2	3		6992
1	2	3	Access point 3-4	8567
1	2	3	4	9016
Access point 1-2	2	3	4	7656
	2	3	4	6624
	Access point 2-3	3	4	6124
		3	4	4784
			4	2024
	2			1840
Access point 1-2	2			2872
	2	Access point 2-3		3180
Access point 1-2	2	Access point 2-3		4447
	2	3		4600
Access point 1-2	2	3		5632
	2	3	Access point 3-4	6175
Access point 1-2	2	3	Access point 3-4	7207
		3		2760
	Access point 2-3	3		4100
		3	Access point 3-4	4335
	Access point 2-3	3	Access point 3-4	5675