

GENERAL TERMS AND CONDITIONS OF THE AVAILABILITY

1. THE SITE – AREA MADE AVAILABLE - RIGHT TO A TRADEMARK

1.1. The site that is referred to as 'TOUR & TAXIS' and is abbreviated to 'T&T' can be found in Brussels, postcode 1000, and is bordered by:

- (i) Havenlaan
- (ii) Picardstraat
- (iii) The borders of the ZIR 6A zone to the north west up to Scheldestraat, (partially) Lakenveldstraat, Samberstraat, Emile Bockstaellaan, Dieudonné Lefèvrestraat and a new road that must be built alongside the sites of the port and transport zone.

Hereinafter to be referred to as the 'Site'

Sheds 1, 2, 3 and 4 ('Sheds') and Sheds 1 BIS, 2 BIS, 3 BIS and 4 BIS ('Sheds BIS') that are the subject of the availability to which these General Terms and Conditions refer can be found on this Site.

- 1.2. The availability is only related to the areas that have been defined as being the 'Venue' in the Special Terms and Conditions and Appendix 1.
- 1.3. The Tour & Taxis name is a protected brand name. The User shall therefore only be able to use the Tour & Taxis name to indicate the location where the event shall unfold. It is prohibited to use the name in such a way that the public could assume that the event is being organised by or with the cooperation of the Owner.

2. SUBJECT

- 2.1. Only events may be organised as set down in the Special Terms and Conditions and Annexes.
- 2.2. The Venue may be used for private or public events with a professional character.
- 2.3. It is expressly determined that the Act of 30 April 1951 regarding trade agreements does not apply to the availability that is the subject of the Agreement.

3. GROUNDS FOR REFUSAL FOR THE OWNER AFTER ENTERING INTO THE AGREEMENT

- 3.1. The Owner reserves the right to refuse an exhibitor who is accepted by the User or to have the exhibitor's activities cease with immediate effect if the Owner is of the opinion that (i) the activities of this exhibitor are not related in any way with the nature or objective of the event described in the Special Terms and Conditions and Annexes, (ii) this exhibitor breaches in any way an obligation under this Agreement and/or (iii) this exhibitor breaches any legislation or regulation that may apply or the rights of any third party.

The User shall cooperate in full if the Owner wants to refuse an exhibitor or wants to stop the exhibitor's activities due to the above. The User shall fully protect and indemnify the Owner when the case arises and shall, if relevant, intervene voluntarily in any legal action regarding this at the first request of the Owner.

- 3.2. The Owner reserves the right at all times to refuse the availability, at a later date, after entering into the

Agreement if it is shown that the events would be contrary to public order or common decency or that the safety of the Site is being put at risk.

The Owner also reserves the right to refuse events that, in the opinion of the Owner, damage the material or moral standing of the Site and Tour & Taxis brand.

3.3. This shall be at the sole discretion of the Owner who does not have to provide an explanation for the reasons for his refusal decision. The Owner shall exercise the Owner's right in a reasonable manner.

3.4. If the event that is the subject of the availability does not go ahead because of a refusal decision, the Owner shall again have at the Owner's free disposal the Venue as from the date of the refusal decision.

If the refusal decision of the Owner is the result of a breach of contract of the User (including if the User has provided incorrect information about the event when the Agreement was entered into), the Owner reserves the right to claim compensation from the User in accordance with article 24 (Termination due to breach of contract) of the General Terms and Conditions.

4. SERVICES

4.1. The Owner shall also provide the following services to the User that are an inherent part of the availability of the Venue under the Agreement:

- Heating

Sheds: Two (2) lateral heating devices per individual Shed; with an average temperature of 20 °C when the outside temperature is -5 °C.

Sheds 2: Hot air blowers.

The Owner shall manage the heating devices in accordance with the instructions of the User.

- Electricity and power

Two x 630 kVA for the entire building (Sheds and Sheds BIS).

- Cleaning

The cleaning of the rooms including the car parking facilities and the surrounding area.

The containers for mixed waste can be obtained from the Owner upon the request of the User.

- Surveillance

The surveillance and supervision of both the Site and the access gates to the Site during erection and dismantling and during the event shall be provided by the Owner in accordance with the provisions as referred to in article 11 (Surveillance of the buildings) of the General Terms and Conditions.

- Parking

There are 693 car parking spaces at the Site that the Owner can make available to the User. The signposting must be provided by the User.

The car parking spaces are solely intended for cars, vans and trucks.

- Person responsible for the room

The Owner shall ensure that there is a person responsible for the room during the event.

The presence of the person responsible for the room is mandatory during the duration of the event and can be requested optionally by the User during erection and dismantling.

- Lavatory attendant
The Owner shall ensure that there is a lavatory attendant during the event and shall ensure that toilet paper, towels and soap are available.
The presence of the lavatory attendant is mandatory during the entire duration of the event.
- Blacking out
The Venue can be completely blacked out. The User must contact the person who is indicated for this in the Special Terms and Conditions and Annexes and make specific agreements with him or her.
- Internet access
Internet access is available at the Venue.
- Additional services
The Owner can supply additional services (such as publicity, etc) upon the request of the User.

4.2. The Special Terms and Conditions and the Annexes determine the specific modalities for these services provided by the Owner.

5. USE

- 5.1. The use of the Venue must take place in accordance with the terms and conditions of the Agreement under the understanding that the Venue and the surrounding area must have been cleared on the last day of the availability as established in the Special Terms and Conditions.
- 5.2. The User commits to executing the Agreement with due care and diligence and use the Venue and have it used with care by the exhibitors, appointed individuals, subcontractors, intervening parties, employees, visitors and/or participants. The User shall report every case of damage or loss immediately to the Owner regardless of whether this damage or loss has occurred on the inside or outside of the Venue.

The User shall closely supervise that no activities are allowed to take place that may disrupt users of the Site or could cause damage of whatever nature. The User shall not allow any activities to take place that may breach any right of third parties or any applicable legislation or regulation. The User shall implement all required measures and shall fully protect and indemnify the Owner with regard to this issue.

There are two access gates for each Shed alongside Gare Maritime. The User may not dismantle these gates under any circumstance. The User shall ensure and is responsible for ensuring that suppliers or other persons do not remove these gates. If the gates are dismantled, the User shall pay compensation to the Owner of €2,000 per dismantled gate without prior notice of default and without prior legal intervention being required.

- 5.3. The User commits to guarantee the peaceful enjoyment of the other users of the Site and to respect the rules of good neighbourliness. The User shall, if required, impose a proper code of conduct to the User's exhibitors, appointed individuals, subcontractors, intervening parties, employees, visitors and/or participants.

The noise limit amounts to 86 decibels at all times. The events that would then cause noise pollution shall be limited to 2 a.m. The Owner shall determine which events may cause noise pollution and shall inform the User about this in advance.

- 5.4. The User commits to respecting traffic rules at and adjacently to the Site as well as the rules regarding parking. The User shall therefore take the required precautions to ensure that these rules are also observed by the User's exhibitors, appointed individuals, subcontractors, intervening parties, employees, visitors and/or participants.

- 5.5. If additional equipment is made available to the User, the User commits to use this equipment with due care and

attention and to report all cases of damage or loss to the Owner immediately. The User must take the required precautions to ensure that the equipment made available to this User is also used with due care and attention by the User's exhibitors, appointed individuals, subcontractors, intervening parties, employees, visitors and/or participants.

- 5.6. Smoking is expressly banned at the Venue. Keeping animals at the Venue is prohibited except with prior written approval from the Owner. The User shall take all required precautions to have this ban and this prohibition respected by the User's exhibitors, appointed individuals, subcontractors, intervening parties, employees, visitors and/or participants.
- 5.7. By entering into the Agreement, the User commits to observing the acts, regulations and decisions that are both special and general of the State, the Province, the Region and/or the City of Brussels that are related to the organisation and activities of the event.

The User shall apply for all permits at the User's own expense that must be obtained for the organisation of the User's event with regard to both public departments and private organisations. Not obtaining the required permits shall not form grounds for termination with respect to the User.

If the aforementioned acts, regulations and decisions are breached or not recognised, the User cannot demand compensation from the Owner, and the User shall indemnify the Owner for any damage or loss that the later may suffer due to such a breach or failure to recognise.

6. CONDITION OF THE VENUE AND DELIVERY REPORT

- 6.1. The Owner shall make himself available to the User to draw up an incoming and outgoing delivery report. The User shall inform the Owner at least 2 weeks in advance of the date on which the incoming and outgoing delivery reports should take place. The Owner may have himself represented for drawing up the delivery report.

If the User is not present or does not have himself represented, the expert shall draw up this delivery report on his/her own and keep the report of this available to the User. No remark of the User whatsoever shall, in this case, be stopped.

- 6.2. The costs of the delivery reports and the intervention of the expert called in for this purpose shall be borne by the User.
- 6.3. The User declares that he has received the Venue in a good condition with the exception of the defects that have been established during the incoming delivery report and included in the report.
- 6.4. Special attention is required for the events where sand, stones and earth are used in the rooms. The used materials must be completely removed including dust when the rooms are vacated.

The organisers of the events where animals are present commit to remove, for example, all straw, manure, urine and other residue and to take the required measures to disinfect the rooms and destroy pests.

- 6.5. The User is responsible for all damage to the building, furniture and material that may become apparent from the outgoing delivery report.

The repair of the damage shall be performed by the Owner and the costs that the Owner may incur with regard to this shall be invoiced to the User or may be deducted from the Deposit.

7. COSTS

7.1. The following costs shall be at the expense of the User (this list is not exhaustive):

- The costs for measures taken within the framework of order and safety.

The User shall repay the Owner for the costs that the Owner incurs within five (5) days after invoicing.

- All costs that are referred to in article 4 (Services) in accordance with the provisions referred to in Appendix 2 (Overview of costs and charges).

These costs shall be invoiced by the Owner to the User and shall be paid by the User in accordance with the provisions referred to in article 4.4 (Costs and charges) of the Special Terms and Conditions and Appendix 2 (Overview of costs and charges).

If the Owner provides additional services at the request of the User in accordance with article 4.1.10 (Additional services) or the General Terms and Conditions, the User shall pay for the costs incurred by the Owner within five (5) days after invoicing.

- All taxes and levies that are related to the event such as copyrights.

The User shall submit proof of payment of these taxes and levies to the Owner before the event starts. If these taxes and levies are being levied with respect to the Owner, the User shall repay them at least 48 hours before the start of the event to the Owner.

- All costs for the delivery reports.
- All other costs of whatever nature that are related to the organisation of the event.

The User shall repay the Owner for the costs that the Owner has incurred within five (5) days after invoicing.

8. PAYMENTS

8.1. The Basic Fee, Additional Fee, Commission, Deposit, costs and charges and part of the insurance premium that shall be borne by the User in accordance with the Special Terms and Conditions shall be paid in accordance with the Special Terms and Conditions.

8.2. Any amount that has not been paid on its expiry date shall incur a lateness interest of 10% per year by operation of law and without prior notice of default being required.

The prompt payment of the fees under this Agreement is essential for the Owner, who has the right to terminate the Agreement when payment is not made or when payment is made late by the User in accordance with Article 25.1 of the General Terms and Conditions with the Owner's related right to receive compensation in accordance with article 25.3 of the General Terms and Conditions.

8.3. The compensation that the User must pay in accordance with Article 25.3 of the General Terms and Conditions for the early termination of the Agreement must be paid within fifteen (15) days at the latest that follow from the registered notification by the Owner to the User in accordance with Article 25.1 of the General Terms and Conditions or by the User to the Owner in accordance with Article 25.2 of the General Terms and Conditions.

9. RELEASE OF THE DEPOSIT

- 9.1. The Owner shall return the Deposit to the User within 10 days after the full performance of all obligations by the User.
- 9.2. If required, the Owner may deduct the sums from the Deposit that are required to repair the damage or losses to the Venue or to restore the Site to a good condition.
- 9.3. If required, the Owner may deduct the Additional Fee from the Deposit.

10. EVENT CANCELLATION BY THE USER

- 10.1. If the Agreement is entered into for several editions of an event and the User cancels an edition without terminating the full Agreement, the User must pay fixed compensation to the Owner of:
 - 50% of the total price if the event is cancelled within thirty (30) days before the event's starting date; and
 - 25% of the total price if the event is cancelled within a period that is longer than thirty (30) days before the event's starting date.

The User recognises that these payments correspond to the real loss that the Owner suffers in case an event is cancelled.

- 10.2. The User must only inform the Owner in writing by registered letter regarding the fact that the event is being cancelled. The date of receipt of the registered letter by the Owner is the decisive factor within this context.

11. SET-UP WORKS

11.1. Prior steps:

The Owner shall approve the layout and set-up plans of the events in writing in advance. They must be submitted to the Owner in advance one (1) month before the use of the Venue by the User at the latest. The Owner reserves the right to implement changes that the Owner deems necessary or useful in light of the terms and conditions as referred to in this article 11 (Set-up works).

A lack of comments from the Owner may never be interpreted as approval.

11.2. Safety Coordinator

The Owner shall appoint a Safety Coordinator if there is a legal obligation to do so or if the Owner deems this useful. The payment to be made with regard to the Safety Coordinator shall be borne by the User.

The Safety Coordinator shall provide recommendations about safety issues and shall draw up a report after every visit to site.

11.3. Erection and dismantling

The set-up and decoration works must be performed without causing damage to the Venue, without impeding fittings and furnishings and without putting at risk any persons or items whatsoever either directly or indirectly.

The User may not implement any changes whatsoever to the structure, walls or interior of the Venue.

The Venue is only available on the first agreed day of erection and must be fully cleared and must be returned in a neat and tidy condition on the agreed dismantling day. The Owner reserves the right to visit the rooms without, however, inconveniencing the User in the performance of the User's work.

Heavy means of transport are not permitted within the rooms. The User shall guarantee access control during

erection. The User must monitor the User's material himself. The Owner cannot be held liable for losses, theft or damage.

It is strictly prohibited to leave material in the pathways that would obstruct the passageway during the erection and dismantling of the stands. Free passageway must be guaranteed at all times. Empty packs may not be stacked in the rooms at any time. The User must remove this without error and at the User's own initiative. If they cannot be immediately removed, the Owner reserves the right to remove them at the expense of the User.

Only experts indicated by the Owner may implement the connections to public utilities. All connections (water and electricity) of devices to the grid must take place in accordance with the applicable regulations.

In addition to the measures and regulations that apply to the events that take place in the buildings, it must be ensured that the safety systems, doors to the service rooms, power points, heating grilles or similar facilities are not impeded or obstructed due to the set-up works of the stands.

11.4. Suspensions and fixings

All stands must be fully load-bearing without fixing to or support against walls or ceilings. You may only deviate from this provision upon the responsibility of the User and provided that the following procedure is respected: (technical file for examination purposes with the person responsible for the room)

- The request must be submitted to the Owner before the event starts at the latest [XX] accompanied by all details that shall make a correct assessment possible. The Owner does not have to justify any refusal. The refusal is irrevocable.
- The User shall, on the one hand, designate a contractor for all fixing to the trusses (max. 43 kg for suspension from the structure of the roof or the building) and, on the other hand, the User shall designate an approved supervisory body that shall approve the plans and calculation prior to the implementation. This body will afterwards approve the implementation of the works before the event starts.
- Civil liability insurance shall be taken out by the User in which the specific risks are covered with regard to these suspensions and fixings. Rights to recourse shall be waived in this policy with regard to the Owner.

11.5. Floor loading and positioning of floors

A weight of 1000 kg/m² must be taken into account with regard to every set-up on floors. If an exhibitor wishes to raise his or her stand by laying a floor, this must be deemed a set-up of the interior.

Floors are considered to be decoration and must, therefore, be removed when dismantling.

11.6. Loading and unloading

Loading must take place on the side of Sheds BIS. The maximum load of the platform for loading and unloading on the side of Shed 4 BIS is 1000 kg per loading point with a maximum of 4000 kg.

The loading dock on Shed 4 as well as the platforms that link the docks of the Sheds may only be accessed by people. In the event of a breach, the repair costs shall be at the expense of the User that shall be increased by a fixed compensation of €500 that shall be due and payable without prior judicial review and without notice of default being required, without prejudice to the right of the Owner to prove the Owner's actual losses.

12. SURVEILLANCE OF THE BUILDINGS

- 12.1. The Venue is monitored by an official surveillance company that has been appointed for this purpose by the Owner. The access gate(s) on Picardstraat 3 and/or Havenlaan 86C is monitored based on at least one guard per entry point. The Owner shall not be responsible either for the Venue during the duration that it is being used by the User. If the User has specific monitoring requirements, the User shall discuss this with the Owner in advance on [XX] at the latest. The Owner is not a custodian and does not accept any obligations whatsoever with regard to surveillance or supervision. The Owner cannot be held liable for actions of third parties either.

After the access gates are closed, only the cleaning and repair teams are allowed on Site.

12.2. The specific modalities are included in the Special Terms and Conditions and Annexes.

13. CLEARANCE

13.1. The User must have left and cleared the Site fully on the last day of the availability as set down in the Special Terms and Conditions.

All packaging material and other waste must have been removed from the Site. If after the last day of the availability as set down in the Special Terms and Conditions items are still present on Site, they shall be removed by the Owner at the expense and risk of the User.

13.2. The Owner cannot be held liable for damage, theft or losses of material during the erection, dismantling or the event itself.

14. OWNER'S VISITING RIGHT

14.1. The Owner or the Owner's representatives shall have the right to visit the Venue at all times. If the Owner or the Owner's representatives discover a breach of the Agreement, they may intervene to ensure that the breach of the Agreement is stopped at the expense and risk of the User.

14.2. The User shall hand over to the Owner a number of invitations for communication objectives as referred to in article 7 (Invitations) of the Special Terms and Conditions.

14.3. The User shall admit the teams of the administration of the municipality of Brussels as well as all persons and press persons who have received an invitation from the Owner.

14.4. The User must grant access at all times to the vehicles of suppliers, concessionaires and technical teams of the Owner.

15. WORKS IMPLEMENTED BY THE OWNER

15.1. The Owner reserves the right to implement transformation and set-up works at the Site after the Agreement has been signed without the User being able to demand any compensation for this.

The Owner shall not have to perform any beautification or repair work during the duration of the Agreement except in the case of urgency.

15.2. The User commits to conforming with all decisions that the Owner or the Owner's representatives take to counteract unexpected circumstances.

16. SAFETY

16.1. The User commits to strictly following safety measures and guidelines that the Owner passes on and, if required, inform all visitors, exhibitors, participants and intervening parties regarding this. The User shall fully protect and indemnify the Owner if relevant. To this end, the User commits to intervene voluntarily with regard to any legal

action that is started against the Owner within this context. This obligation applies to this full article.

- 16.2. The User commits to observe all rules that are in force and, specifically, those that have been imposed by the fire brigade of the City of Brussels. The Owner cannot be held liable for any breach and the User shall fully protect and indemnify the Owner should this be required. To this end, the User commits to intervene voluntarily with regard to any legal action that is started against the Owner within this context.
- 16.3. The User shall collaborate with the Safety Coordinator if appointed in accordance with article 11 (Set-up works) of the General Terms and Conditions to draw up a plan regarding health and safety. The User shall also demand such collaboration from the User's exhibitors, appointed individuals, subcontractors, intervening parties and employees.
- 16.4. In particular, the User shall follow the guidelines with regard to the following:
- The general regulation for safety measures against fire.
 - The evacuation plan.
 - The report of meetings organised within the framework of the User's event.
 - The visit reports drawn up by the Safety Coordinator.
 - The applicable provisions from labour legislation.
- 16.5. The User must, in particular, ensure that the number of participants or visitors who are being invited is in relation to the capacity of the areas and the number of available emergency exits. The User shall clearly mark the access roads and emergency exits. Emergency exits may never be obstructed.
- 16.6. All required measures must be taken for air spectacles to prevent all accidents that may damage the performer of the spectacle or the public.
- 16.7. In the event of firework or other activities that involve smoke, the User must inform the Owner and provide the Owner with a description of the activity. Prior recommendations from the fire brigade are always required to determine whether the planned activities are in line with relevant regulations. The activity may only take place, in any case, when the fire brigade has issued a positive advice and all applicable legislation is strictly observed.
- 16.8. All (electric or other) systems must be entirely in line with the relevant applicable regulations without breaching labour legislation or the special terms and conditions set by the fire brigade about the special design of the specific intended use of the areas.
- 16.9. The stands may not be furnished or dressed up with flammable materials or materials that exude toxic smoke when there is a fire. Decorations must be implemented using non-flammable materials. You must be able to show a certificate that proves the non-flammability of the used materials at all times to the fire brigade or the competent departments.
- 16.10. All mobile decoration material (for example, material on wheels, etc.) may not come near to sources of heat such as projectors, spot lights, lighting (of whichever kind), illuminated signs, etc.
- 16.11. It is expressly prohibited to put on show explosive materials and/or keep flammable materials at the stands. This concerns flammable liquids or solids that are very flammable and/or liquids or solids that release flammable gases or cause an extreme reaction when in contact with water in the case of fire. It is expressly prohibited to position gas bottles at the stands or within reach of the stands.

17. LIABILITY

- 17.1. The User is liable with regard to third parties and the Owner for all damage and losses that are the result of the User's presence at the site, of the User's activity or of the operation of the User's equipment and devices during the duration of the Agreement.

The User must vouch for the User's exhibitors, appointed individuals, subcontractors, intervening parties, employees, visitors and/or participants who are present at the Site and shall not allow any activities that may inconvenience other users or may cause damage or losses whatever their nature.

The User therefore commits to informing the User's exhibitors, appointed individuals, subcontractors, intervening parties, employees, visitors and/or participants who are present at the Site insofar as this may apply for any of these categories about all instructions, rules and restrictions whatever their nature as referred to in this Agreement and/or that may apply to the Site and/or Venue.

The User shall fully protect and indemnify the Owner if relevant. To this end, the User commits to intervene voluntarily with regard to any legal action that is started against the Owner within this context.

- 17.2. The Owner shall, in any event, never be held liable for a full or partial interruption of the lighting, the supply of power or heating that may also inconvenience availability in whatever way.

The Owner shall not be liable for fire, theft, loss or damage of whatever kind to objects or items that can be found at the site or Venue. The Owner shall not be liable either for accidents that occur as a result of the availability.

The Owner cannot in any case be held liable for damage or losses that the User suffers because the area cannot be made available on the agreed date or for the full duration of the Agreement because an event such as a fire, explosion, crashing aircraft or spacecraft or parts thereof or the collapse or a threatened collapse of one or more buildings represent a significant risk or danger for starting or continuing with the event. The Owner shall have free assessment competence with regard to this. This provision shall also apply to all cases of force majeure that are referred to in article 21 (Force majeure) of the General Terms and Conditions.

In case of the areas being unavailable as described above, the Owner shall take all possible measures to undo material and immaterial inconveniences as soon as possible that may arise from this situation. The Owner shall never intervene with regard to the consequences that are at the expense and risk of the User.

No compensation whatsoever shall be allocated to the User if the areas cannot be made available on the agreed dates based on the aforementioned circumstances.

- 17.3. The User shall relinquish any recourse with regard to the Owner and/or the Owner's agents, employees or appointed individuals for whatever reason.

- 17.4. If administrative or legal proceedings are started against the Owner as a consequence of the presence of the activities of the User at the Site, the User shall protect and indemnify the Owner regarding this. The User shall intervene voluntarily at the first request with regard to any proceedings and fully indemnify the Owner for all damage or losses that the Owner may suffer and, in particular, in relation to every order in principal, costs and interests.

- 17.5. All measures taken through the intervention of the Owner for entry, inspections and checks do not discharge the User of any liability and cannot lead to the Owner being liable.

- 17.6. The User commits by signing the Agreement to respect social and tax legislation with regard to the activity performed at the Venue. The User shall also commit to impose this obligation on every party that is involved in

the organisation of the event. The Owner cannot, in any case, be held liable for the consequences of the breach of tax or social legislation by the User and the User shall indemnify the Owner regarding this.

The Owner reserves the right to demand full indemnification from the User for the damage and losses (including reputational damage that is the result of actions that are contrary to acts, standards and/or honest trading practices) that the Owner may suffer because the aforementioned legislation has not been applied by the User or by third parties who are acting at the User's instructions or due to the development of the event itself.

18. INSURANCES

18.1. The Owner has taken out fire insurance and no-fault liability insurance in case of fire and explosion with a waiver of recourse for the Venue.

The User shall contribute to these insurance costs as referred to in article 4.5 (Insurances) of the Special Terms and Conditions.

18.2. The User is fully and entirely liable with regard to the Owner and third parties for all damage and losses that arise from the use of the Venue. The User must sufficiently insure the User's liability by at least taking out insurance for the User's civil liability and contents. If required, the User must also take out insurance for occupational accidents.

In accordance with the Special Terms and Conditions and the Annexes, the User may also be made to take out other insurances that must cover the User's liability for the event.

Every insurance policy of the User must entail a waiver of recourse against the Owner and other users of the site.

18.3. The User shall submit a copy of the insurance policy to the Owner within 10 days before the erection of the event. Should this not be forthcoming, the Owner is automatically authorised to take out the required insurances on behalf of and at the expense of the User. If the Owner needs to incur costs for this, the User shall settle them at the first request.

19. EXTERNAL SUPPLIERS

19.1. The User commits to informing the User's exhibitors, appointed individuals, subcontractors, intervening parties and/or employees regarding the following provisions and to have them observe them:

- 'The Owner reserves the right to prohibit access to anybody that impedes the correct outcome of an event.
- *Every exhibitor, appointed person, subcontractor, intervening party and/or employee must observe the guidelines issued by the organiser/User and to refrain from any activity that is not expressly permitted by the Owner.*
- *Every delivery of items and every offer or delivery of services at the Site must have been correctly allowed by the Owner. Exhibitors who wish to use external suppliers must inform the Owner in advance who may refuse without having to provide reasons.*
- *This regulation applies to everyone that is at the Site whether as a trader or not.*
- Every breach of this regulation of internal order shall expose the infringer to a fixed penalty of €5,000 without prejudice to the right of the Owner to claim full compensation.'

20. PUBLICITY

- 20.1. The Owner may advertise at the Owner's own initiative or that of the User for the event on the Owner's website (www.tour-taxis.com) and on social media. The specific modalities for the support that the Owner offers with regard to advertising are determined in the Special Terms and Conditions and the Annexes.
- 20.2. The only permitted publicity by the User on the Site is the one that is permitted by the Owner in advance and in writing. This publicity may only concern announcements with regard to the User's event.
- 20.3. All announcements placed by the User in and around the Site must have been removed on the last day of the availability at the latest as referred to in the Special Terms and Conditions.
- 20.4. The User shall refrain from all types of flyposting for the User's event on the territory of the City of Brussels and the Brussels Capital Region and commits to closely follow the applicable legislation with regard to this.
- 20.5. The User shall give the Owner permission to record the event. These recordings shall only be used for private objectives and for promotional use by the Owner unless agreed otherwise.

21. FORCE MAJEURE

- 21.1. If the Owner cannot make the areas available because of economic or political reasons or as a result of force majeure of whatever nature, the Agreement shall be terminated without the Owner having to pay any kind of compensation to the User.
- 21.2. Force majeure shall be deemed to mean any circumstance outside the control of the Owner that is of such a nature that it is not reasonable to expect that the Owner complies with the Agreement.

This shall also include: strikes, riots, war and other civil commotions, boycotts, blockades, natural disasters, epidemics, lack of raw materials, disruption and interruption of transport options, extreme weather conditions, fire, machine breakdowns, technical faults and failures at the Venue, issues at suppliers and/or measures of any government agency.

22. NON-TRANSFERABILITY

- 22.1. The Agreement cannot be transferred with respect to the User except with prior written permission from the Owner.
- 22.2. The Owner is permitted to transfer the Owner's rights under this Agreement.

23. APPLICATION OF CLAUSES

- 23.1. These General Terms and Conditions apply to the User and the User's exhibitors, appointed individuals, subcontractors, intervening parties and employees.

The User shall guarantee the correct, meticulous and full information and the corresponding observance thereof under the obligation of protecting and indemnifying the Owner.

24. DEROGATIONS

- 24.1. All derogations from these clauses must be allowed in writing and in advance by the Owner who shall hand over a certificate to the User that must be shown to every person who has been given the instruction to comply with these General Terms and Conditions.

25. EARLY TERMINATION OF THE AGREEMENT

- 25.1. Termination by the Owner due to breach of contract of the User

If the User should not comply in full or in part with the obligations that arise from this Agreement, the Owner shall declare the User in default through a registered letter. If this notice of default has not been responded to for three (3) days, the Owner can terminate the Agreement without prior judicial review at the expense of the User through a registered letter.

- 25.2. Early termination of the Agreement by the User

The User shall be entitled to terminate the Agreement early at any time through a registered announcement.

- 25.3. Fee for early termination

In the event of early termination of the Agreement in accordance with Article 25.1 or 25.2, the User shall owe a fee to the Owner that shall equal the Basic Fee by operation of law and without prior notice of default or prior judicial intervention being required. Without prejudice to the above, the Owner shall have the right to prove the Owner's actual losses and to claim integral compensation that is higher than the aforementioned compensation in case of the termination of the Agreement due to a breach of contract of the User in accordance with Article 25.1 of the General Terms and Conditions.

- 25.4. Availability of the Venue to the Owner

As from the announcement in accordance with Article 25.1 or Article 25.2 of the General Terms and Conditions, the Owner shall have been discharged and shall again have available the Venue as from the date of this registered announcement by operation of law.

26. BANKRUPTCY AND OBVIOUS LIMITED MEANS

- 26.1. In the event of applying for composition (by agreement or legally) or in the event of obvious limited means, the Owner may terminate this Agreement immediately and without prior judicial review at the expense of the User.

In the event of bankruptcy of the User, this Agreement shall terminate immediately and by operation of law as from the bankruptcy order coming into force becoming final.

- 26.2. In the aforementioned cases, the User shall issue an irrevocable mandate to the Owner to make the areas free at the expense of the User, in which hypothesis the Owner reserves the right to receive compensation and interests for the non-execution of the Agreement without prejudice to the right to compensation for the clearance of the site.

27. DISPUTES

- 27.1. Only Dutch-speaking district courts of Brussels shall be competent to take cognisance of disputes that arise from this Agreement.

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