

» ASSEMBLY AND DISASSEMBLY OF STANDS IN THE FOYER

- 01.** To use the exhibition area in the foyer, the Organiser must submit arrangement plans for exhibition stands for approval by the ICE Kraków Sales Department in relation to access to emergency exits, communication paths etc.
- 02.** The Organiser must present a floor plan of the exhibition stands or other type of stands to be used (foyer floor plan with the numbered stand locations), and should also provide a table containing the following information: stand number, company name, order for ICE Kraków furniture (selected from the catalogue of available ICE Kraków furniture), the power supply required, stand size, visualisation (for expanded stands).
- 03.** Additionally, we request the Organiser to provide certificates and documents, which confirm the use of flame retardant materials in stand construction (no later than 14 days prior to the event).
- 04.** So-called 'dirty assembly', i.e. painting, bonding, plastering, grinding, welding, etc., is not permitted. Only essential assembly and finishing work is permitted.
- 05.** The Project Manager is in charge of ensuring facility aesthetics, so it is not possible to store boxes, fliers or waste behind walls and roll-ups.
- 06.** If non-standard services need to be provided, such as higher power supplies, or special shows subject to fire service approval and others, the Organiser should inform the Project Manager suitably in advance. Late requests for such services may mean that they cannot be provided. Temporary electrical installations require that a separate order is submitted to a specialist company. This is the responsibility of the Organiser (see -> ELECTRICAL INSTALLATIONS).
- 07.** During every assembly/disassembly, the floor must be protected with cardboard, plastic film, covering etc. against any damage or scratches. Hard, scratching and metal elements should be placed on pads.
- 08.** The floor in the ICE Kraków foyer is made of a decorative white terrazzo – special care must be taken not to leave any tape marks. ICE Kraków recommends using removable TESA tape.



TESA – TAPE FOR FLOOR COVERING

PRODUCT CHARACTERISTICS

Special reinforced tape for floor covering, tesa® can be used on many types of delicate surfaces (e.g. parquet), and leaves no traces of glue when removed.

» ASSEMBLY AND DISASSEMBLY OF STANDS IN THE FOYER / cont.

- 09.** The maximum load for the foyer floor is 500 kg/m².
- 10.** During assembly/disassembly, only transport trolleys with rubber wheels that do not mark the foyer floor can be used. Otherwise the floor along the transport route must be protected, e.g. with cardboard. ICE Kraków does not provide trolleys for assembly/disassembly services.
- 11.** The Organiser is responsible for cleaning after assembly/disassembly and returning the facility to its previous condition. The Organiser is also obliged to provide a container for waste generated in relation to assembly/disassembly of stands (the service is charged additionally and must be requested in advance from the Project Manager).

USEFUL INFORMATION FOR SUBCONTRACTORS RESPONSIBLE FOR THE INSTALLATION OF EXHIBITION STANDS IN THE FOYER OF ICE KRAKÓW CONGRESS CENTRE



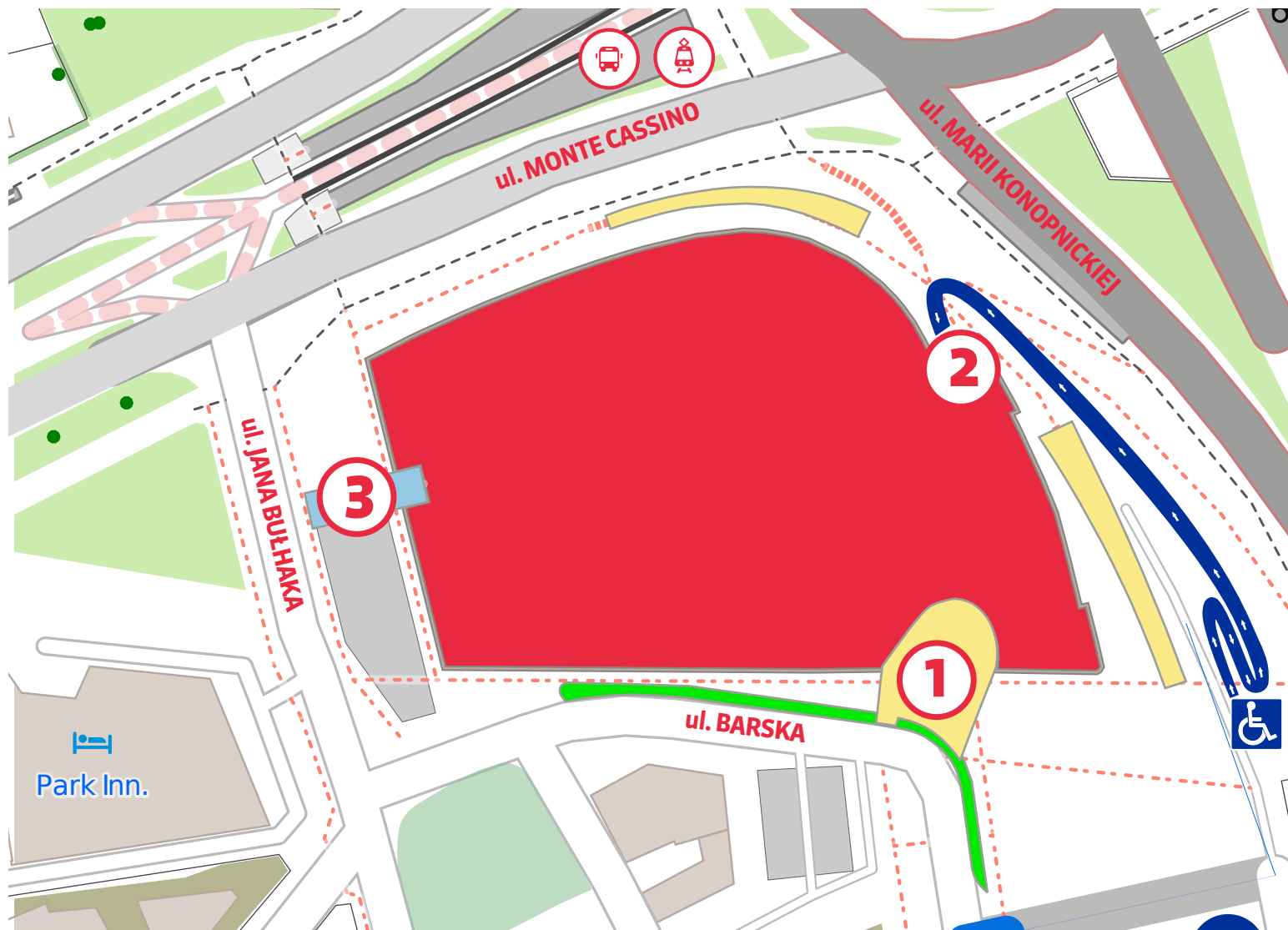
In order to be provided with most accurate information on the procedure to be followed while installing and dismantling stands on the premises of ICE Kraków Congress Centre, our clients are kindly advised to acquaint themselves with the following document.

1. Exhibitors are requested to contact the Event Organiser in order to decide on all the organisational, arrangement and logistic details. Such decisions are subsequently reported by the Event Organiser to the Project Manager.
2. An exhibition stand must be built of flame retardant materials or protected with a fire-proof agent, and the relevant certificates of flame retardancy should be delivered to Event Organisers by the deadline set by them (however not later than 14 days before the event).
3. Each time during any installation/dismantling work the floors must be protected against damage and scratch (with cardboard, foil, carpeting, etc.). Any hard, scratching or metal elements should be placed on pads.
4. The maximum allowed floor load in the foyer is 500 kg per square meter.
5. The floor in the ICE Kraków foyer is made of decorative white terrazzo; special care should be exercised to ensure that no tape residue is left after installation of stands. ICE Kraków recommends use of a TESA tape: a removable double-sided fabric PET tape. We recommend that, whenever possible, no tape be used for installation purposes.
6. Any installation works producing dirt or mess (painting, gluing, plastering, grinding, welding, etc.) are prohibited. It is allowed to carry out only such installation and finishing works on the premises of ICE Kraków as are necessary.
7. It is prohibited to bring in and use within ICE Kraków any flammable materials or cartridges with combustible gases, and to use any flammable liquids as cleaning agents.
8. Any use of naked flame within the facility is strictly forbidden.
9. It is prohibited to install any elements of the set design that interfere with the building's structure, for example with the wiring system, or to drill into walls or façades.
10. It is prohibited to stick any information onto the "glass projection screen" situated behind the reception desk (on either side thereof). Due to the structure of the glass screen it is not possible either to store any items directly behind it.

11. It is prohibited to store any cardboard boxes, leaflets or rubbish behind the exhibition stand walls or roll-ups.
12. It is prohibited to stick any information materials (such as signs, programmes, etc.) onto walls or pillars within ICE Kraków.
13. Any information in display stands, on sheets of paper or displayed elsewhere should be prepared in an aesthetic manner. It is prohibited to display any handwritten information.
14. It is prohibited to make, on one's own, any connections with the systems in floor boxes. Any works in service ducts as well as any connections going out of the service ducts to the spot indicated in the shell scheme plan, may be carried out only by the ICE Kraków technicians.
15. Installing any free-standing sets, sticking any elements onto glass surfaces, installing any additional interior lighting is permitted only subject to a prior approval by the Project Manager.
16. It is allowed to use passenger lifts to transport materials needed for the installation/dismantling only on condition that the lifts have been secured against damage and a prior approval by the Project Manager has been given.
17. It is permitted to use during the installation/dismantling works the party's own transport trolleys provided that these are equipped with rubber wheels. Prior to entering the premises of ICE Kraków, please make sure that the trolley leaves no traces on the floor. ICE Kraków does not rent any transport trolleys to exhibitors. Alternatively, it is allowed to protect the transport route with cardboard flooring.
18. Unloading and loading of the elements of the event's set design, promotion and catering is allowed in front of the main entrance to ICE only before the start of the Building's opening time for the audience and subject to a prior approval by the Project Manager. Outside this time span, the unloading and loading is permitted only at spots specifically marked as intended for that purpose. Any vehicles that do not adhere to this requirement will be removed at the Event Organiser's expense.
19. If any non-standard services are required, such as connection of any three-phase equipment, grant of permits for performances requiring a prior approval by the Fire Service, as well as in case of any other individual orders, the relevant notice should be given to the Event Organiser not later than 14 days before the event. The Event Organiser reports the overall demand for such services on a collective basis to the Project Manager. If demand for any such services is notified too late, it can be impossible to satisfy.
20. Any installation work must be carried out in compliance with the occupational health and safety rules, and responsibility for this lies with the installation contractors.

PRACTICAL INFORMATION FOR EXHIBITORS

Installation of fair/exhibition shell schemes in the foyer is permitted through Entrance No. 1 or Entrance No. 2.



ENTRANCE NO. 1 – from the Barska street, leads to Level F0. Parking in front of Entrance No. 1 is strictly prohibited; any unloading and loading for the time needed for installation or dismantling works is permitted only in the spot specifically marked as intended for that purpose, namely the area in front of the entrance, covered with small sett paving, marked green on the layout. The need to use the spot must be each time reported to the Project Manager as the entry road to ICE Kraków has to be opened beforehand.

DIMENSIONS OF DOORS AT ENTRANCE No. 1	
Revolving doors with swinging wings	
Width	2,14 m
Height	2,10 m
Side entrance with sliding doors	
Width	2,02 m
Height	2,46 m

ENTRANCE NO. 2 – from the Grunwaldzkie Roundabout, leads to Level F1. The entrance is opened only at a request of the Event Organiser. The need to open Entrance No. 2 must be reported to the Project Manager as an alarm has to be disabled beforehand.

It is not possible to drive a car up to the entrance, however it is possible to transport materials with a small trolley using a wheelchair access ramp. The maximum allowed load capacity of the ramp is 350 kg per square meter. The width of the ramp is 108 cm.

DIMENSIONS OF THE DOORS AT ENTRANCE No. 2	
Width	2,60 m
Height	2,40 m

UNDERGROUND PARKING LOT - a parking lot intended for passenger cars of a maximum height of 2.1 metre. The underground parking lot at the Congress Centre is paid. The hourly parking fee payable per car is PLN 4 inclusive of VAT.

PASSENGER LIFTS - it is permitted to unload or load the fair/exhibition shell schemes from the level of the ICE Kraków underground parking lot using the four passenger lifts, provided that the lifts have been properly protected against damage. The protective padding reduces the lift's dimensions by approx. 5 cm on each side.

DIMENSIONS OF THE LIFTS				
DIMENSIONS OF THE ENTRANCE (IN CENTIMETERS)				
Lift No.	Width [cm]	Height [cm]		
1, 2	87,5	200		
3, 4	89	200		
DIMENSIONS OF THE CABIN (IN CENTIMETERS)				
	Width [cm]	Depth [cm]	Height [cm]	Carrying capacity [kg]
1, 2	128	147	210	900
3, 4	137	147	210	900

DIMENSIONS OF THE FOYER - given the non-standard heights of the foyer in various places, please consult the dimensions of the individual exhibition stands on a case-by-case basis with the Project Manager.

DIMENSIONS OF THE FOYER				
LEVEL	HEIGHT	HEIGHT UP TO THE LAMPS	REMARKS	LOAD CAPACITY
F0	4,2 [m]	3,6 [m]*	*height up to the lamps at the pillars	500 kg/m ²
F1	3,8 [m]	2,6 [m]	3,5 [m] – height up to the emergency signs	
F2	3,3 [m]	2,6 [m]		
F3	3,3 [m]	-		

Additional information

1. No later than 14 days prior to the organisation of the event, the Event Organiser should provide ICE Kraków with a full set of information about the event along with a duly completed Project Card including a shell scheme design for the stands.
2. All the persons responsible for the installation or dismantling of fair/exhibition stands are obliged to hold ID badges authorising them to access the facility. The ID badges will be provided by the Event Organiser.
3. The Event Organiser is responsible for the tidying up after completion of the installation/dismantling works so that the place would be restored to its original condition.