

<b>Exhibition:</b>		<b>Name of the exhibitor:</b>	
<b>Hall/Meeting room number:</b>		<b>Contact person:</b>	
<b>Billing address:</b>		<b>Phone number:</b>	
		<b>Fax number:</b>	
<b>VAT Number:</b>		<b>E-mail:</b>	

## STAND BUILDING DOCUMENTATION

**CONTRACTOR'S NAME:**

**PHONE:**

**ADDRESS:**

**FAX:**

PERSON RESPONSIBLE FOR CONSTRUCTION:

PHONE:

PERSON DEDICATED AS ON-SITE CONTACT:

PHONE:

E-MAIL ADDRESS:

Type of installation system:  Syma  Octanorm Other: \_\_\_\_\_

Size of rented area: \_\_\_\_\_sqm=\_\_\_\_\_m x\_\_\_\_\_m Size of the stand: \_\_\_\_\_m x \_\_\_\_\_m

In multi-storey stands the size of the gallery: \_\_\_\_\_sqm (without stairs)

### I. BASIC INSTALLATION

*Declaration:* We declare that the stand we intend to build qualifies as a shell scheme stand under Point II/1.4. of Chapter II. Stand Construction Rules of the Rules and Regulations of Operation. During the construction we shall observe and enforce applicable EU and Hungarian standards as well as the Rules and Regulations of Operation.

We enclose the following documents according to the Point II.1. of the General Rules and Regulations of Operation in 1 copies for approval:

- Floor plan
  Electric plan
  Application for suspension  
 Insurance
  Waste removal order

### II. CUSTOM-BUILT STAND

We enclose the following **documents over the ones mentioned in section I.** according to the Point II.1. of the General Rules and Regulations of Operation in 1 copies for approval:

- Designer's declaration
  Construction plans
  Technical description  
 Expert opinion from a structural designer

In case of placement of mobile home, tent, self-propelled machinery, vehicle or container an installation sketch which includes the height parameters, -layout- should be provided.

We are aware of the **Rules and Regulation of Operation** and accept those as binding on us. We have taken note the **Information** overleaf.

**We acknowledge the preconditions for the commencement of construction are:**

- Approved stand building document
- Submitted waste removal order form
- Presented valid insurance or duly filled Caution for Space only stands document

**DECLARATION OF COMPLIANCE WITH ELECTRICAL STANDARDS**

We hereby declare that we are aware of the relevant EU and Hungarian standards and the regulations for the installation of electrical equipment installed by us for the exhibition described above, and during the installation of the electrical equipment in

pavilion/open area

stand no.

We observed the following effective standards:

MSZ 1610	Safety regulations for installing high voltage equipment below 1000 V
MSZ 10900:2009	Periodic review of electrical equipment below 1000 V
MSZ HD 60364	Low voltage electrical equipments
MSZ EN 61439	Low voltage switch- and controll equipments
MSZ 2364	Installation of electrical equipment in building
MSZ 2364:2003	Exhibitions, presentations, stands
MSZ 1585:2016	High voltage operating regulations. General provisions and operating regulations for electrical equipment in buildings
54/2014. (XII. 5.) BM rendelet	Ministry of Interior National Fire Safety Regulations
HUNGEXPO C.Co.Ltd.	Rules and Regulations of Operation

Name of company carrying out the electrical installation:

Address:

Name of person executing the job:

Signature:

**Date:**

**Firm signature:**

## STAND BUILDING DOCUMENTATION INFORMATION

### 1. Basic stand

is a stand with specifications in conformity with Point II.1. Stand Construction Rules of the Rules and Regulations of Operation as follows, i.e.

- the stand is constructed on covered area
- the stand is constructed from prefabricated standard material (e.g.: Syma, Octanorm, etc.),
- the stand is constructed on no more than 50 sqm, including the building, lighting structure, company fascia
- its height does not exceed 3.00 m, and the corporate signature or logo – to be placed exclusively within a 1.00-metre strip along the inside of the stand walls – is not higher than 3.50 m,
- there is max 2 pcs of max. 4,5-metre high towers, on 1 sqm floorspace
- its electric consumption does not exceed 5 kW (3x10 A) including that of exhibits operated on the stand
- there is only one water connection, with size of 1/2",
- the fire protection class of the flooring is minimum C<sub>fl</sub>-s1.

it is enough to return the statement in Point I. of the form duly signed.

### 2. In the case of a custom-built stand, please mail the present form and all the documentation listed in Chapter II. Stand Construction Rules of the Rules and Regulations of Operation. The name and the number of the designer's licence should be indicated in the form.

The technical contents of the documentation to be mailed should meet the relevant EU and Hungarian standards, standing regulations and design principles. HUNGEXPO C.Co. Ltd. is not responsible for any damage arising from plans which are incomplete, submitted after the deadline or not suitable for approval.

### 3. The Exhibitor is responsible for the stability of the stand built on his/her rented area, as well as for any material and immaterial damage caused by a lack thereof.

### 4. In case of multi-storey stands the written declarations of consent of the neighbours should be attached to the stand construction documentation.

### 5. The built-up area of a stand built in an open area must not exceed 70% of the rented area. A clearance of at least 2.00 meters from the neighbouring area must be maintained. (See Point II.1.17. of Stand Construction Rules of the Rules and Regulations of Operation.)

### 6. In case you wish to place only a caravan, tent, self-propelled machine, vehicle or container in the open area, it is enough – in addition to mailing the duly signed statement in Point I. of the form – to submit a sketch floor plan including height measurements.

### 7. When erecting a basic stand, the designer or the builder must make a written declaration that work safety criteria are met and the work is organised with due regard to ergonomic considerations.

### 8. Please contact the relevant member of the Exhibition Co-ordination Unit before occupying the area in order to specify the leased exhibition area on the spot, clarify conditions for work, and receive approved documentation. If HUNGEXPO C.Co. Ltd. has added comments to the approved design, and further co-ordination or clarification is required, please contact HUNGEXPO C.Co. Ltd.'s Exhibition Co-ordination Unit or Security Unit.

### 9. In case of constructing a building in an open area, the rules of the official licensing procedure in force should always be adhered to.