

BRUSSELS EXPO

GENERAL SAFETY REGULATIONS

These regulations apply to work on the site of BRUSSELS EXPO, as well as the work in and on the premises of BRUSSELS EXPO, executed by its own personnel, and/or carried out by companies from outside the framework of an agreement with BRUSSELS EXPO and the respective subcontractors. These regulations also apply to the activities relating to erection, realization and dismantling of events and the parties involved when doing this (organising committees, exhibitors, stand builders, their contractors and subcontractors, etc.). All parties must demonstrate discipline on the day and at their level of responsibility must take all necessary measures to prevent accidents to themselves and others. Everyone must ensure that the personnel under their responsibility have received the necessary information and instructions in order to carry out his work safely. Any deliberate breach of the rules will be considered a breach of the regulations of BRUSSELS EXPO.

This version replaces all previous versions. The only valid version is available online (www.brusselsexpo.be organisers download centre). Copies of previous versions are not valid.

As and when there might be a difference between the Dutch language version and versions in other languages (French, English), then the Dutch language version applies.

PART 1 - GENERAL SAFETY REGULATIONS

(APPLICABLE FOR EVERYONE)

1. FOREWORD

These safety regulations are intended to contribute to the focus on safety, quality and the living environment, on the basis of statutory regulations.

In addition to the statutory measures or those prescribed by the local authorities that are applicable to the events that take place in the buildings, BRUSSELS EXPO may issue specific regulations.

The term «event» is used in this document in its broadest possible sense for all activities in the context of the BRUSSELS EXPO buildings being made available to third parties (shows, fairs, congresses, exhibitions, etc.)

Pursuant to the Act of 4 August 1996, BRUSSELS EXPO appoints a safety coordinator. The Organising Committees, the exhibitors and other persons directly involved in the event, its erection or dismantling, must have their own safety manager, who works together in a constructive manner with the safety coordinator of BRUSSELS EXPO. The instructions that are given by the persons responsible from BRUSSELS EXPO, the security agents and the safety coordinator of BRUSSELS EXPO must be followed.

BRUSSELS EXPO reserves the right to check compliance with these regulations or have this checked, in due time, by the local fire service, an external service responsible for the technical control (ESTC) or its own services. The inspectorate of the FPS ELSD is always authorised to take action on the site and to enforce its regulations.

If these regulations are not complied with, BRUSSELS EXPO reserves the right to take action at the expense of the offender, if it believes that the infringements constitute a danger, for example, for its own personnel, third parties or for the infrastructure.

BRUSSELS EXPO may take measures such as (not an exhaustive list): refusing access, refusing or shutting off the supply of electricity, gas, compressed air or water, and the (temporary or permanent) closing of the stand.

2. LEGISLATIVE FRAMEWORK

The provisions of at least the following legislation and regulations apply:

Act of the 4 August 1996 concerning the well-being of the employees in the execution of their work;

Codex about well-being in the work place;

ARAB (General Occupational Health and Safety Regulations);

AREI (General Regulations for Electrical Installations);

Environmental legislation (ordinances) of the Brussels Capital Region;

The regulations of the BIM (Brussels Institute for Environmental Management);

The traffic regulations, likewise in force on the BRUSSELS EXPO site;

The police regulations of the Brussels Capital Region;

All other current legislation and regulations;

Special provisions incorporated hereinafter (including VLAREM (Flemish Environmental Protection [General Provisions] Act) with regard to legionella).

3. GENERAL CONTRACTUAL PROVISIONS

The provisions of these safety regulations originate from BRUSSELS EXPO and are aimed at both the organisers and exhibitors, and secondly to external enterprises employed on the site of BRUSSELS EXPO, such as building contractors, subcontractors, contractors, etc. Both target groups are also referred to hereinafter as: contractor.

In this document BRUSSELS EXPO is referred to by name. As and when necessary, other parties that possibly give orders are referred to as 'client'.

The first part of the safety regulations describes all regulations applicable to everyone. Additional regulations are incorporated in two separate parts specifically applicable for firstly, the organisers and exhibitors (PART 2), and secondly, the outside companies employed on the site of BRUSSELS EXPO (PART 3).

The contractor undertakes to comply with all statutory requirements with regard to safety, health and hygiene, and to ensure compliance by its contractors and their possible subcontractors. By implication this also means: any self-employed persons without personnel and other intermediaries as defined in the Act of 4/8/1996.

The purpose of this document is to draw attention to various safety regulations that must be observed when carrying out the assignment. Information is also provided regarding the specific risks inherent in the installations of BRUSSELS EXPO and the measures to be taken for the Wellbeing of workers in the performance of their work. The contractor will transfer the appropriate information to their employees and any subcontractors.

In addition to the statutory provisions mentioned above, the following also apply:

3.1. ADDITIONAL PROVISIONS

The contractor is responsible for the safety in the execution of his contracting assignment. He ensures that his personnel employed (own employees and those of any subcontractors) are adequately trained to carry out the work orders, and that these employees have the appropriate work equipment and protective equipment;

- The contractor shall immediately notify BRUSSELS EXPO of any circumstances that would prevent him from carrying out the work in accordance with safety regulations.
- Supervision by an appointee of BRUSSELS EXPO:

BRUSSELS EXPO may check whether the safety regulations are being applied during the execution of the works. If these are not or inadequately complied with, BRUSSELS EXPO may take measures such as:

- Stopping the work until all safety requirements have been met;
- Prohibiting the use of unsafe materials and equipment;
- Prohibiting the employees of the contractor from access to the site or workplace if it is established that they do not want to comply with the rules on Well-being in the work place, or through unsuitability or by compromising the proper execution of the work through lack of professional experience.
- The supervision of works by BRUSSELS EXPO or the issuing of guidelines and safety regulations may in no way exempt the contractor from his responsibility nor may he invoke co-responsibility for this from BRUSSELS EXPO.

3.2. CONTRIBUTION OF THE CONTRACTOR TO THE SAFETY AND HEALTH PLAN (ROYAL DECREE ON TEMPORARY OR MOBILE CONSTRUCTION SITES)

For works – outside of events - that fall under the Royal Decree on Temporary or Mobile Construction Sites, BRUSSELS EXPO will always appoint a safety coordinator in order to monitor the works. The contractor must always cooperate fully with the safety coordination and the overall safety on the site.

4. PREVENTION & COORDINATION

4.1. PREPARATION OF THE WORKS

For all activities, likewise with those concerning the realization of an event (construction, dismantling) people must:

- prevent the risks;
- evaluate the risks that cannot be avoided and apply suitable prevention measures;

- tackle the risks at source;

The employees involved must wear the requisite personal protection equipment (PPE, e.g. safety shoes, gloves, safety helmet, safety glasses harness) as imposed by the Act on Well-being at work and the implementing orders, and make use of the necessary collective protective equipment (CPE). Priority should be given to collective protection measures over individual protection measures.

4.2. THE RISK ANALYSIS AND THE CHARTER

Before commencing the work, each contractor must draw up a risk assessment of specific work and submit this to BRUSSELS EXPO or its representative.

For this, the contractor carries out research into the working conditions, safety risks, and in particular, the specific risks of the BRUSSELS EXPO installations. He is expected to take note of the information obtained from BRUSSELS EXPO w.r.t. these specific risks and to evaluate these in terms of the work to be carried out. The contractor will transfer the appropriate information to their own employees and any subcontractors. If there are specific risks associated with the working methods, materials, tools or products used by the contractor, these must be reported to BRUSSELS EXPO so that protective measures may be taken for its personnel.

There is a charter to be completed for working with third parties and for works in the context of the erection of a stand or event. Since the client will differ, this is a specific charter in each case. The contractor is required to complete this charter and to submit it to BRUSSELS EXPO or its representative.

4.3. COORDINATION OF THE WORKS

The contractor will be responsible for the safety organisation of his work to be carried out, as well as that of any subcontractors. If necessary, BRUSSELS EXPO will appoint a safety coordinator to exercise supervision in the areas of safety, health and hygiene, and to coordinate action with other contractors or subcontractors.

In case of simultaneous work of both personnel of the contractor and personnel of BRUSSELS EXPO, the risks associated with work to be carried out will be evaluated in joined consultation. In relation to this, the necessary prevention and protection measures will be taken in accordance with the safety regulations that are applicable at BRUSSELS EXPO.

4.4. WORKING ON THE BRUSSELS EXPO SITE - STATUTORY PROVISIONS

The Act of 04/08/1996 on the well-being of employees and its implementing orders always apply, also for companies, employers and employees of foreign origin or nationality.

Chapter III of this Act deals with the provisions of the employment in the same work place or at neighbouring workplaces (in this case the site of BRUSSELS EXPO).

The provisions of Chapter III are replaced by those of Chapter IV when it concerns work carried out by outside companies or temporary workers.

The provisions of Chapter IV are replaced by those of Chapter V when it concerns work on a temporary or mobile construction site.

BRUSSELS EXPO emphasizes that the social inspection (Federal Public Service for Employment, Labour and Social Dialogue) has the same resources as the judicial police.

4.4.1. OBLIGATIONS OF OUTSIDE COMPANIES

The employer from outside companies (including the self-employed) must:

- provide BRUSSELS EXPO on time with the requisite information regarding the risks inherent to their activities. This information at least comprises the risk analysis (see above) of their specific works and the anticipated preventive measures associated with this.
- at all times cooperate with the organisation and coordination of safety at BRUSSELS EXPO (e.g. compliance with the safety regulations, respecting the comments made by supervisors, prevention counsellors, coordinators, etc., participating in evacuation exercises as required, and so on);
- at the request of BRUSSELS EXPO or its representative (supervisors, prevention counsellors, coordinators, etc.) is able to present certificates of proficiency and training of its personnel present on the site, and inspection certificates of work equipment present on the site.

4.4.2. BARRING EXTERNAL COMPANIES

Pursuant to the Act of 08.04.1996 art. 9, §2, 1° BRUSSELS EXPO is obliged to exclude any company of which it is aware that the employer does not comply with the legislation related to safety and health of workers.

To this end, BRUSSELS EXPO reserves the right to check the compliance with the safety regulations by the personnel of the contractors at any time.

5. WORKPLACE ACCIDENT

Each contractor of BRUSSELS EXPO is responsible for providing first aid to its personnel and the organisation of those of its subcontractors. To that end they themselves provide the required care equipment in relation to the nature of the activities on the BRUSSELS EXPO site and from the associated risk analysis.

However, if an employee of a contractor (or its subcontractor) wishes to avail themselves of external assistance, he should notify the permanent security service of BRUSSELS EXPO to this end, via 02/658.42.21 which will be responsible for calling up and assisting the emergency services.

If the circumstances so require, BRUSSELS EXPO may impose invoking external assistance or take the initiative to do so itself. In exceptional cases, where the care equipment of the contractor (or its subcontractor) falls short (e.g. pending arrival of the emergency services), or in consultation with BRUSSELS EXPO, further appeal may be made to the assistance of BRUSSELS EXPO (care equipment, care locally, care provider).

6. FIRE SAFETY AND SUPERVISION

- Continuous and active monitoring must be exerted in the halls, in order to detect, report and combat possible fires from the start, pending the arrival of the fire brigade, during the erection, event and dismantling. The fire brigade must immediately be warned via safety dispatching (emergency number: 02/658.42.21), even if the fire may be extinguished with the resources available.
- The personnel present should be sufficiently aware of the dangers of a fire and the measures to be taken:
 - Knowledge of the safety plans wherein the exits, emergency exits, fire-extinguishing equipment, telephones, etc. are shown;
 - Knowledge of the guidelines in the event of fire;
 - Sufficient training in the use of fire-extinguishing equipment;

- Notification of any fire;
- Organisation of a possible evacuation;
- ...

7. SMOKING BAN

Smoking is prohibited everywhere in the BRUSSELS EXPO buildings. The specific locations where smoking is permitted (e.g. a smoking place set up outside) are indicated as such.

8. WORK INSTRUCTIONS

8.1. FIRE PERMIT

No work with fire, open flame or heat points may be conducted without a prior written fire permit (e.g. burning, welding, soldering, brazing, grinding, flame cutting, etc.).

The executor or the person responsible for the work applies for the fire permit from the technical manager of BRUSSELS EXPO with a detailed description of the work to be performed or activities with an increased fire risk.

The application is examined by the authorised representative of BRUSSELS EXPO who draws up (or refuses) the fire permit, and it may be checked by the prevention counsellor of BRUSSELS EXPO or by the safety coordinator of the work.

The fire permit sets out a description of the fire-hazardous work and all the precautions that one must mandatorily and closely follow during and after work. For example: always keep an ABC type fire extinguisher from one extinguishing unit at the ready in the vicinity of the activities constituting a fire hazard, remove all easily combustible and flammable materials in the vicinity (e.g. 10 m.), exercise supervision at the site of the work for at least 1/2hr after the works in order to detect smouldering; with large risks the presence of a second person (fire watch) equipped with firefighting equipment, shielding from sparks by placing a screen, covering of sewers, etc.

There are two types of fire permit in force on the BRUSSELS EXPO site. One is applicable for all fire-hazardous work conducted on the site and on the buildings of BRUSSELS EXPO (MODEL A), and is directed towards its own employees, contractors, subcontractors and contracting parties. The other is applicable for the realization of fairs and events (including assembly and dismantling) and is aimed at exhibitors and stand builders (MODEL B).

Each fire permit is only valid for the specific work and the specific location indicated on the permit. Whenever a fire permit is issued, it is MANDATORY that a copy thereof is available at the specific location where the relevant works are being carried out.

8.1.1. FIRE PERMIT FOR PERSONNEL AND CONTRACTING PARTIES OF BRUSSELS EXPO (MODEL A)

The fire permit for fire-hazardous work on the site or on the buildings of BRUSSELS EXPO (Model A) carried out by the personnel or by contracting parties of BRUSSELS EXPO is always applied for from the technical department prior to the execution of the work. The application is made by the person responsible or the executor of the works. The fire permit must be signed by a representative of the technical department or a representative, by the executor of the work itself and by the prevention counsellor of BRUSSELS EXPO or a representative.

The fire permit is valid for up to 1 day (24 hours) and may never be extended. For work that takes multiple days, a new permit must be applied for every day.

Fire permits may be issued or revoked at any time without justification by BRUSSELS EXPO.

Blank fire permit (MODEL A): see Appendix 4 - Fire permit for third parties that carry out work commissioned by BRUSSELS EXPO

8.1.2. FIRE PERMIT FOR EVENTS (MODEL B)

The fire permit for events applies to fire-hazardous work during the erection and dismantling phase, carried out by exhibitors, stand builders and their (sub)contractors, and for fire-hazardous activities, demonstrations, etc. during an event by an exhibitor.

This fire permit is applied for by the exhibitor-executor of the activity with fire risk and is signed by the authorised representative of BRUSSELS EXPO or by a person or body designated by BRUSSELS EXPO, by the organising committee and by the executor of the work themselves.

This fire permit is valid at maximum for the duration of the erection period, the event or the dismantling period.

Fire permits may be issued or revoked at any time without justification by BRUSSELS EXPO.

Blank Fire permit (MODEL B): see Appendix 2 fire permit events

8.2. ENTRY PERMIT FOR NON-PUBLIC AREA

The entry permit applies for entry to all areas on the site of BRUSSELS EXPO that are considered non-public areas, in particular the roofs and ceilings of the halls, and all enclosed spaces such as crawl spaces under the halls and technical premises. It is strictly prohibited for third parties to enter these areas, unless special permission has been given by BRUSSELS EXPO.

Except for personnel of BRUSSELS EXPO, all other persons must be in possession of an entry permit before they gain access to these areas. Any violation will be punished.

If permission to enter a non-public area has been granted, the procedure laid down must be adhered to, importantly including:

- Access to the structure only if one is accompanied by personnel of BRUSSELS EXPO.
- Being in the possession of a fire permit for fire-hazardous work, the provision of a mobile extinguishing device at least.
- Being present with at least two people
- Being in the possession of a GSM or walkie-talkie
- The carrying/wearing of special safety equipment such as spark-free tools, safety shoes, head protection, safety harness with anti-fall line, etc.

This entry permit is applied for by the contractor and signed by the authorised representative of BRUSSELS EXPO (technical service) or by a person or body designated by BRUSSELS EXPO and by the executor of the work themselves and their responsible person.

Each entry permit is only valid for the specific work and the specific location(s) indicated on the permit. Each entry permit is only valid for the time period specified on the permit and may not be renewed automatically, nor extended on the basis of the same form.

Whenever an entry permit is issued, it is MANDATORY that the executor of the work carries a copy thereof with them.

Each entry permit expires immediately with an alarm and/or evacuation signal on the site. All persons working with an entry permit must respond appropriately to the alarm and leave the place of their work in a safe manner. They must report to the person responsible for project from BRUSSELS EXPO who signed the permit. In the event of an evacuation, they must go directly to the assembly point.

Besides the instructions listed on the entry permit, the safety regulations at the scene of the work should also be observed (e.g. respecting the boundary between accessible and non-accessible areas).

The staff member from BRUSSELS EXPO who accompanies the contracting party has the right to monitor compliance with all safety measures and, if necessary and without any prejudice, to deny access as long as the instructions listed on the spot and/or included in the entry permit, have not been duly complied with.

This entry permit may be issued or revoked at any time without justification by BRUSSELS EXPO.

The application form for the entry permit can be found in Appendix 3 - Entry Permit for non-public areas.

9. INFRASTRUCTURE: INTERNAL CIRCULATION & TRAFFIC

9.1. TRAFFIC ON THE SITE

The traffic regulations are integrally applicable on the BRUSSELS EXPO site.

A general speed limit of 30 km/hr applies on the site. In some places, which are clearly indicated, there is a limit of 20 km/hr.

Violations of the maximum speed will be considered a serious offense. Where relevant, the driver of the vehicle may be removed from the site, their site access permit (or permit to enter the site) may be revoked, and the driver may be denied access to the BRUSSELS EXPO site in the future.

Only vehicles with a valid site access permit are admitted to the site. Vehicles of the intervention services (both internal and external) are excepted if their mission requires it. In that case they are obliged to use their flashing lights and siren.

9.2. OPENING AND CLOSING OF DOORS, ENTRANCES AND PASSAGEWAYS

Locking and unlocking of the doors and gates to the site is the exclusive authority of BRUSSELS EXPO personnel and its mandated security service.

All exits, emergency exits and escape routes must always be free and unimpeded for evacuation. The passageways must be free of waste and stacked objects / materials / equipment. The same applies to the accessibility of all emergency equipment such as fire extinguishers, wall reels, surface and underground hydrants, stop cocks, escape ladders, etc.

Also, the visibility of safety lighting and safety signage (pictograms, demarcations, signals etc.) may in no way be obstructed.

BRUSSELS EXPO or a representative (e.g. the safety coordinator) may take the necessary measures to safeguard this. This is done at the expense of the contractor.

10. INFRASTRUCTURE: MAINS SERVICES

10.1. ELECTRICITY: LOW VOLTAGE

10.1.1. GENERAL

Prior to the use of the electricity of BRUSSELS EXPO, the necessary arrangements should be made in connection with using the tapping point.

All the machines and resources used must comply with AREI (General Regulations for Electrical Systems). All machines should be well maintained and used only for that purpose for which they are designed. A machine must be complete and safety devices must not be bridged. To avoid electrocution, all cable reels and adaptors must at least be to IP44. For the use of electricity, the necessary arrangements should be made with BRUSSELS EXPO. On simple request from BRUSSELS EXPO, damaged cable reels and machines will immediately be taken out of service and replaced by way of sound equipment.

10.1.2. SAFETY INSTRUCTIONS FOR WORKING ON ELECTRICAL INSTALLATIONS

Work on electrical installations is only carried out by qualified electricians who have been sufficiently informed and have the necessary instructions, rules and diagrams, or are monitored by authorised persons (BA5 according to Art. 4701 avh AREI) in order to avoid the hazards due to electricity. In other words, the work may only be carried out by BA5 or BA4 (supervision by BA5) The contractor must obtain the express and written consent from BRUSSELS EXPO to work on the electrical installations.

To explain

BA4 - warned: Persons who have been sufficiently informed or are supervised by qualified persons in order to avoid the dangers due to electricity.

BA5 - authorised: Persons who possess sufficient technical knowledge or experience in order to avoid the dangers due to electricity.

Work on electrical installations is considered as “without voltage” if:

- all active components which are worked on are dead;
- no active uninsulated component remains under voltage within the accessibility volume (according to Article 28. of the AREI, the space bounded wherein persons are situated or move in order to carry out work)

Any other work to an electrical installation must be considered as «working live».

10.1.3. WORKING WITHOUT VOLTAGE

A work that has to be performed “without voltage” by a building contractor / contractor on a low voltage installation, forms the subject of a procedure where essential instructions (the vital 5 rule) must be complied with:

1. Switching off (in consultation with BRUSSELS EXPO);
2. Locking the interruption and affixing warnings;
“Forbidden to switch on - people are working on the line”;
3. Measuring as to whether the voltage actually is switched off;
4. Earthing and short circuiting the circuit on which people are working;
5. Shielding components that are still live.

10.2. GAS

The use of gas for performing work or demonstrations should always be requested in advance from BRUSSELS EXPO or its representative. They will investigate whether the use of the gas will be authorised. Exception: the use of gas for the use of dispensing equipment (although one should limit the reserve and always keep within the halls (may only be present for day consumption).

10.3. WATER

Prior to the use of water of BRUSSELS EXPO, the necessary arrangements should be made in connection with using the tapping point.

10.4. COMPRESSED AIR

Prior to the use of compressed air on the BRUSSELS EXPO site, the necessary arrangements should be made in connection with use of compressed air and possible interference with other activities on the site. BRUSSELS EXPO is entitled at any time to decide to prohibit certain activities with compressed air with immediate effect or to impose a certain time slot re. the use of compressed air.

11. BUILDING INFRASTRUCTURE

11.1. FIXTURES ALONG THE OUTER SIDE

All fixtures along the outer side of the building must be applied for from BRUSSELS EXPO. The contractor who will carry out the mounting must obtain permission from BRUSSELS EXPO to carry out this work. BRUSSELS EXPO has the right to request the work to be carried out by another contractor.

Fabrics that will be attached to the outer side must be micro-perforated. If for any reason a safety problem would arise, then the organiser, in consultation with BRUSSELS EXPO, should see immediately what actions should be undertaken - if necessary the fabric should be removed.

11.2. SUSPENSION POINTS

All stands and decorative elements must be fully self-supporting, without suspension from or support against walls or ceilings, or other infrastructure of BRUSSELS EXPO.

This provision may only be deviated from at the request of the organiser and subject to the following procedure:

For each deviation, the organiser submits a request to BRUSSELS EXPO in due time with all details that enable a correct assessment. BRUSSELS EXPO is not obliged to justify any refusals. Redress against refusals is not possible.

BRUSSELS EXPO firstly appoints a contractor, responsible for all suspension works (this contractor will take care of the anchor points), and secondly, appoints an External Service responsible for the technical controls (ESTC = External Technical Control Services) in the context of the Well-being legislation, which is responsible for the approval of plans and calculations before they are carried out and the audit of the actual implementation prior to commencement of the event. The realization of suspension points must always be implemented prior to the erection of the stand itself. If the suspension points still need to be executed during other activities in the hall, the area should be made completely free. No suspension points will be placed if there are personnel present in the work zone. This may affect the stand of the applicant, and sometimes also the neighbouring stands.

The exhibitor himself must further carry out the suspension or have it carried out. Low hanging anchor points will be additionally signalled by the contractor. These signs may only be removed if the exhibitor carries out work at the location of the anchor point as soon as he has suspended his own chains and hoists. The reports from the ESTC, without comments and/or infringements, are transferred to BRUSSELS EXPO prior to the opening of the event. Attaching spotlights and the like (loudspeakers, screens, curtains, etc.), on the structure of the lighting bridges and all accessories (fasteners, rings, etc.) that form part of the suspension are randomly checked, but not an integral part of the inspection. In no way do the checks replace the statutory obligations concerning the periodic control of hoisting accessories and/or motors used. The controls do not relieve the exhibitor / stand builder from the obligations for proper use and maintenance as provided for by the manufacturer. Suspension points that are fully implemented by the exhibitor, within their own stand (suspended from their own structure) are excluded from the inspection that is being carried out. If (coincidentally) infringements are established on this part, then these are communicated to the exhibitor/stand builder as well as to the Organisation and to BRUSSELS EXPO. The exhibitor must then carry out the necessary adjustments.

The applicant will underwrite a «civil liability» insurance policy that expressly covers the risks resulting from the suspensions. This policy will specify the relinquishment of all redress against BRUSSELS EXPO.

11.3. LOADING OF FLOORS

A maximum floor load applies at various places on the site. The organising committee must be aware of this before submitting its file to the technical department of BRUSSELS EXPO. The data about the maximum floor loads are available in the technical description of each location (see website or technical department of BRUSSELS EXPO). This maximum load may in no case be exceeded without the prior written consent of BRUSSELS EXPO. If there is a significant risk that the maximum load will be exceeded, BRUSSELS EXPO may require additional guarantees.

12. GUIDELINES IN CONNECTION WITH SAFE WORKING

The guidelines below do not detract from the responsibility of every contractor to carry out the work in all safety. If the work can be carried out differently and more safely, the contractor should definitely execute it in that way, BUT always on condition that the legislation and guidelines of BRUSSELS EXPO are taken into account.

The tools, ladders, scaffolding, etc. used must comply with the statutory requirements of the ARAB (General Occupational Health and Safety Regulations) and the CODEX. BRUSSELS EXPO reserves the right to prohibit the use of defective or dubious tools.

Some examples:

- Wobbly ladders or ladders in poor condition
- Gondolas and scaffolding of which the validity of the test report has expired
- Damaged portable machines
- Machines of which the periodic inspection is no longer valid (forklift truck, crane, gondola, etc.)
- Other hazardous situations, according to ARAB.

The machinery and installations must comply with the relevant regulations in force and should in no way form a danger for personnel on the stand or for visitors.

- They may only be used and operated by authorised persons.
- Tools and machines must always be supervised; if not they must be switched off.

12.1. WORKING AT HEIGHT

There are different ways of operating safely at height:

a (rolling) platform

all types of lifts, but under no circumstances a materials lift a forklift truck with people carrier may be used if: The forklift truck and the carrier dispose of a CE certificate in their entirety. The whole must be inspected every three months by an External Service for Technical Control. a ladder: ONLY for short-term work, NOT for repetitive work - always prepare a risk analysis to justify the choice of the ladder. A step ladder: is a safer alternative to a ladder, but comes completely under the same legislation as a ladder.

12.1.1. THE ROLLING PLATFORM

Legislation

The construction of a platform is in accordance with the Royal Decree of 31/08/2005 and with art. 434.7 of the General Occupational Health and Safety Regulations as regards the railing Using the platform is done in accordance with art. 434.6 of the General Occupational Health and Safety Regulations

Practical requirements

As long as a platform is not released, one may not set foot on this platform The platforms must be stable. Guideline: The height must always be less than three times the smallest width The substrate on which the platform is placed is firm. The distance between the platform floor and the walls may not exceed 20 cm. If this is not possible, a railing is positioned along the side of the wall. The platform floors are firm, connect together and are free of obstacles. The floors of the platforms may not be overloaded. The weight is distributed evenly across the work floor. When using rolling platforms, the wheels are always locked. Special attention is paid to the stability and the complete assembly (handrails, intermediate railings, side frames, etc.). Workers may not stand on the platform while it is being moved! A work floor must be placed every 2.0 metres. These work floors must be provided with a trapdoor, so that the platform may be entered along the inside (this way the right working height can be reached safely). A platform should be entered along the inside.

Outside of these practical tips, we wish to point out to you that only authorised persons are allowed to erect, dismantle and use the platforms. During the erection, the manufacturers diagram should be present.

Administration to be made available from the client

The employer that assembles, disassembles or modifies the scaffolding must dispose of:

- the manufacturer's instructions for use accompanied with the strength and stability calculations.
- the assembly, modification and disassembly if this is not available in the manufacturer's instructions for use.
- an instruction note produced by the authorised person regarding the use of scaffolding.

The authorised person checks the platform:

- before it is put into service or when it's put into service again.
- on a regular basis, to determine changes in function, and the duration for which the platform is being used.
- in each case as to whether the stability or the resistance may be compromised.

12.1.2. THE USE OF LADDERS

The Royal Decree of 31 August 2005 is aimed at strongly restricting the use of ladders.

Principle

In principle ladders should only be used to bridge a height difference. They are not intended for carrying out work. It is only permissible if the risk is small (of limited duration), or when existing characteristics of the locations cannot be changed. The justification for a ladder being used over another piece of work equipment must be supported by means of a risk analysis. In the other case a cherry picker or platform is used

Legislation

- The construction of ladders is in accordance with the General Occupational Health and Safety Regulations art. 434.2-3
- The following standards are likewise applicable: NBN I.08.001, I.08.002, I.08.003.
- The use of ladders should be in accordance with the Royal Decree of 31/08/05 (BS 15/09/05).

Practical requirements

Ladders are used in a way that workers always have secure support and hand hold. In particular, the carrying of loads is limited to light loads and must not impede a safe handhold. Only ladders constructed according to the standards of good practice and that are in good condition may be used. Ladders that are not in good condition are immediately judiciously repaired or removed and destroyed. The ladders must be periodically inspected by an employee of the contractor or by an External Technical Control Service. The test certificates must be submitted to the safety coordinator. Repaired ladders must be inspected prior to use. The ladders are fitted with non-slip footrests. Ladders are positioned such that their stability when accessing and during use is ensured and that their rungs remain horizontal. The ladder is erected with a proper set-up angle (about 70 degrees). Ladders rise sufficiently above the access level (minimum 1.0 m), unless other measures were taken to ensure a firm handhold. A ladder is never climbed by more than one person at a time. Ladders used for electrical work must protect employees in an appropriate manner against the risk of direct or indirect contact with electricity. Double folded ladders may not be used to sit / stand on diagonally and "be walked round with".

12.1.3. THE USE OF CHERRY PICKERS

The cherry picker must have a valid inspection certificate issued by an Authorised Technical Inspection Service. This inspection has been carried out in accordance with Belgian legislation or European legislation.

During work in the buildings or on the sites of BRUSSELS EXPO, it is possible that the organiser, the person responsible from BRUSSELS EXPO or the safety coordinator requests the inspection. If this inspection is missing, necessary measures must be taken in order to swiftly submit the official documents so that the work can be continued. Without a valid inspection certificate, the safety coordinator will advise the contractor, exhibitor and/or organiser to no longer use the cherry picker.

It is forbidden to go outside the railings of a cherry picker without proper fall protection (approved safety harness). Never carry out repairs to the cherry picker yourself. In the event of a defect, inform the maintenance department or the hire company.

A cherry picker is not suitable as access means to false ceilings. For access to a false ceiling it is necessary to submit an application for an «entry permit for non-public zone», see 8.2 of Part 1.

12.2. WORKING ON LIGHT-BRIDGES

In most cases, the light-bridges are reached via a cherry picker or a rolling platform and one can carry out the work from there. If one still needs to leave the cherry picker or the rolling platform, one must always be protected against a fall. This protection should not be by means of a hip-belt. Only an approved safety harness is permitted. One may move with the aid of a fall protection system with a Y-spread (two hooks or attached to a lifeline above the structure. While moving forwards on the lighting structure, one should also be protected from falling.

12.3. WORKING WITH FORKLIFT TRUCKS

Forklift trucks must comply with the Royal Decree of 4 May 1999 concerning the use of mobile working equipment. Forklift trucks may only be operated by employees over 18 years of age, who have been suitably trained for this. They also must dispose of a medical examination certificate (see ARAB art. 124)

The maximum permissible carrying capacity may not be exceeded.

It is forbidden to ride along on the forklift truck other than on the designated seat (thus prohibited are: people on the back as an extra counterweight, transporting persons on the forks, transporting persons along with you in the cabin - unless an extra seat is provided for this.

While driving, one should keep the forks approximately 15 cm from the ground (in the event of contact with people this usually results in a fracture that heals easily whereas if the ankle or kneewere to be hit, this may result in a more difficult healing process). When parked, rest the forks on the ground.

The forklift truck driver must also adhere to the maximum speed limits. When loaded, drive no faster than 10 km/hr. Adjust the speed to the environment (uneven floor, bends, narrowings, etc.). Always give priority to emergency services. If visibility is obstructed at the front, drive backwards and then it's best to call on an assistant. Only handle properly stacked loads, which are secured against falling. Know the weight and centre of gravity of the load and compare this with the load table. Only operate the lifting mechanism using the controllers provided - or from the operating area.

Tilting laterally

Do not drive with a raised load

Drive on and off any inclined surface in the longitudinal direction

Ensure correct and even tyre pressures

Tilting forwards

Do not abruptly drive in reverse, certainly not with a raised load

Do not brake suddenly

When reversing, keep an eye out for obstacles (in height) and allow yourself to be assisted

Drive forwards on to and reverse off of an incline.

Bring the mast backwards and distribute the load equally across the forks

12.3.1. FORKLIFT TRUCK AS HOISTING MEANS

A forklift truck is normally only suitable for the purpose of lifting materials. If the forklift truck disposes of the correct means (a lifting beam) and also a quarterly inspection certificate, then it may likewise be used for hoisting. If the forklift truck is not approved as a hoisting device, under no circumstances may one hoist materials with this forklift truck. Note that this lifting beam, together with the forklift truck in their entirety must be approved as a hoist (by ESTC).

12.3.2. FORKLIFT TRUCK WITH PEOPLE CARRIER

In order to move people in height with a forklift truck, one must dispose of a specially constructed people carrier. The forklift truck and the people carrier in their entirety must dispose of a CE certificate. The whole must be inspected every three months by an External Service for Technical Control.

12.4. THE USE OF MATERIAL LIFTS

A material lift should only be used for the purpose of moving materials in height. An authorised person inspects the material lift annually. The last inspection is clearly specified on the device, or the last report is available during the work. If there are doubts about the last inspection date or about the condition of the material lift, the device will immediately have to be re-inspected. The moving of people with the aid of a material lift is not permitted under any circumstances.

12.5. GENERAL USE OF MACHINES

When using machinery (saws, grinders, drills, etc.) the guidelines of the manufacturer must always be followed. The guidelines of the prevention counsellors must be regularly maintained. Machines may only be used for the purposes for which they were designed.

PART 2 - ADDITIONAL SAFETY REGULATIONS

(APPLICABLE FOR THE ORGANISER AS WELL AS FOR THE EXHIBITOR AND STAND BUILDER)

Apart from Part 2, it is necessary that you also go through part 1. These 2 parts together form the safety regulations that apply to you.

1. ADMINISTRATION

As generally cited, each exhibitor / stand builder should complete a safety charter and if necessary (see Appendix 7 - Charter for exhibitors and their stand builder) the charter should be supplemented with a risk analysis of the work. These documents must be delivered on time to the safety coordinator of BRUSSELS EXPO (date to be determined by the organiser).

2. FIRE AND EVACUATION

2.1. UNOBSTRUCTED USE OF THE EXTINGUISHING EQUIPMENT

Owing to the arrangement of the stand it is forbidden to place objects in such a way that because of this, the immediate use, access or visibility is obstructed of:

- The hydrants, fire connections, fire extinguishers, alarm buttons, etc.
- The passageways, exits and emergency exits.
- The alarm phones.
- The signage for the fire-extinguishing equipment.

Accessibility of the firehose reels

- As the fire hoses have a limited length, they should be directly accessible from the corridors (with a right of way to the fire hose reel with a corridor perpendicular to the outer wall)
- No stands may be placed in front of the firehose reels. Any discrepancy, however small also, must clearly be visible on the plans. After consultation and on certain conditions, BRUSSELS EXPO and the ESTC may still accept a position for a firehose reel (e.g. using a door without a lock or a curtain in front of the fire hose reel). The entire firehose reel must be able to be used. Any discrepancy permitted by BRUSSELS EXPO and the ESTC must be mentioned in the report on fire safety.
- Even if there is an unobstructed passage between the wall of the hall and the back wall of the stands, the passageway to the firehose reel is still obligatory.

2.2. FIRE EXTINGUISHER

Depending on the fire risks or fire load of an occurrence, the placement of additional extinguishers may be required (BENOR; one or more extinguishing units, ABC powder, CO₂ or water), this then at the expense of the organiser. (FYI: 1 extinguisher unit corresponds to a 6 kg powder extinguisher). One fire extinguishing unit usually corresponds with e.x. ABC extinguisher 6kg or CO₂ extinguisher 10 kg. The number of fire extinguishing units is indicated on the extinguisher itself. The fire extinguisher must always be present at least 1 day prior to the start of the event, so that control is possible during the fire tour.

2.2.1. DETERMINING THE NUMBER OF FIRE EXTINGUISHERS

Based on the fire risk, the exhibitors themselves should determine how many fire extinguishers (from one extinguisher unit) must be present on the stand. A fire extinguisher is imposed by BRUSSELS EXPO for the following minimum issues:

- Suitable fire extinguishers (at least one extinguisher unit) must always be present on stands with a surface area larger than 72 m². The exhibitor may bring along extinguishing devices themselves, hire them from their own suppliers, provided the devices are checked in accordance with the statutory provisions, or to buy at the De Roeve company on the site (Tel: +32 2/474.85.85).

The fire extinguishers must always have a clear indication w.r.t. the last inspection date or the next date.

- EVERY Stand with catering or a kitchen where there will be cooking during the event must have a fire extinguisher present in the kitchen.

Fire extinguisher always to be provided with: ovens (small / large), cooking hobs or other hot plates, etc. Microwave ovens and coffee makers are excluded from this rule - no fire extinguisher has to be provided for these.

- Stands with an upper floor should be provided with an additional fire extinguisher. These should be positioned on the upper floor itself. In most cases stands with an upper floor should thus dispose of at least 2 fire extinguishers.
- For specific cases:
- Demo-welding, fireworks and also candles: these issues come under the fire permit. At least one additional fire extinguisher must be provided for these. This fire extinguisher must be set up visibly.
- Black boxes and tents: A number of fire extinguishers should be positioned in relation to the surface area, in particular: for every 150m² begun, a fire extinguisher must be present.
- Fireplaces: These fall under the regulation of fireplaces and chimneys. Also here, the fire extinguisher should be set up visibly.

2.2.2. OTHER GUIDELINES W.R.T. FIRE EXTINGUISHERS

Deviations from the amount of extinguisher units may only be permitted based on a specific risk e.g.: for the purpose of control posts (lots of electrical equipment), in order to allow a fire extinguisher of 5 kg CO₂ to be positioned instead of one extinguisher unit. However, this is permissible only if there is also a place in the surroundings where a normal powder extinguisher from one extinguisher unit is present. The extinguishers are clearly visibly set up / suspended and must always be freely accessible. For stands where no fire is present, "clearly visible" is to be interpreted as clearly visible in the storage area of the stand. Directly accessible to all the personnel of the stand in question. Fire extinguishers are checked annually by an authorised person/specialised company. The (visible) positioning of the fire extinguisher in the storeroom may only be done if there is NO fire (candles, stoves, etc) present on the stand. ALL people present from the stands should be given clear instructions regarding the position and use of the fire extinguishers on the stand, so that in case of an emergency they can directly use the extinguishers if necessary.

2.3. ENTRANCES AND EXITS OF THE STANDS

Often, the stands are not closed off by a wall at least on one side, and they have a limited surface area without internal passageways. In such a situation, no further requirements are placed on the indication of the exits.

In all other cases, other measures may be required as necessary, such as:

- Additional indication of the exit(s) / emergency exit(s) by means of pictograms (in which there is a preference for photo-illuminated pictograms)
- The mounting of safety lighting.

Thus safety lighting is obligatory in a stand with a fixed ceiling or a slightly translucent cloth (black cloth for example).

3. WASTE

In compliance with local regulations, each person concerned is responsible for the disposal of their waste via the BRUSSELS EXPO collection centre. They must turn to the contract cleaner for the removal, sorting and collection of the waste.

- Waste that is produced during the event, both solid waste, such as paper, cardboard, plastic etc. and liquid waste should be removed from the stands and their surroundings every day. Crates, drums and packaging may not be located in or behind the stands. Empty packaging must be immediately removed.
 - The organiser makes the necessary arrangements for this with the cleaning contractor.
- Liquid waste or other liquid products may under no circumstances be poured into the sewer system (or toilets).

For hazardous waste (paints, solvents, oil, etc.), the organiser and exhibitors must use containers specially approved by BRUSSELS EXPO that are supplied by cleaning contractors or collection companies.

- If the parties concerned do not adhere to these rules, BRUSSELS EXPO is entitled to have the waste removed.
- This is done by calling on a contractor appointed by BRUSSELS EXPO, at the expense of the exhibitor or organiser
- The cleaning contractors/collection companies appointed by the organising committees must bring their waste to the BRUSSELS EXPO collection centre where it is sorted. Hazardous waste (paint, solvents, etc.) may not be removed together with the normal waste and must be collected at the places provided for that purpose (consult the contract cleaner for more information).

4. NOISE

During the event the noise level may not exceed 80 dB(A). A higher noise level is permissible during the erection and dismantling of the stands, if means of protection against noise are available.

- Deviations must be applied for by the organiser from BRUSSELS EXPO

5. CONSTRUCTION OF SPECIFIC ELEMENTS

5.1. CATERING DURING AN EVENT

Events with catering should always be responsible for their own customized inspections and means of fire-extinguishing. In the case of cooking gas, catering must submit the certificate of conformity of the installation and a check takes place on the spot to see if a leak test will be carried out. Likewise, the kitchen should always be indicated on the plan that is submitted for fire safety approval. The catering set-up (including supply, temporary parking of vehicles, etc.) may not block the firefighting equipment or emergency exits of BRUSSELS EXPO at any time whatsoever. Nor may the catering form any hindrance on the roads and techniques outside the halls. Taking over of zones for catering outside of the stand provided, should always be applied for from BRUSSELS EXPO.

5.2. FOOD TRUCKS

Vehicles that cook on gas cylinders are NOT allowed in the hall unless the cylinders are placed outside the hall.

The vehicles must meet the minimum requirements. Thus they must be able to present a valid certificate of conformity. If this is not available, one must apply for the inspection (which may be done on the spot - provided it's asked for in time - via an ESTC appointed by BRUSSELS EXPO). The vehicle will remain disconnected until the conformity certificate can be delivered and there is approval by BRUSSELS EXPO or its representative. A leak test should always be conducted on the spot and there is a check of the part that is located outside of the vehicle. Apart for the conformity certificate, there is also a general visit in the context of fire safety; this looks at the set-up of the gas cylinders and arrangements must be made w.r.t. the storage of spare cylinders.

6. ANIMATION ON A STAND

For each animation on a stand that may endanger the safety of visitors or personnel of the exhibitor, the exhibitor must request approval in advance from the organiser, BRUSSELS EXPO and a safety coordinator from BRUSSELS EXPO. Attached to this request, the exhibitor must submit a risk analysis in which the animation is clearly described step by step and include all measures that have to be taken in order to ensure the safety of all those present. The animation may only go ahead following recommendations and approval from these 3 parties.

If a technical inspection (for example: commissioning report or a specific electrical test) or a stability control is necessary, this certificate must be drawn up on the spot by a recognized service for technical control from BRUSSELS EXPO, at the expense of the exhibitor. Some examples: use of lasers, smoke machines, fireworks, acrobats, technical demonstrations, passenger lifts, climbing wall, drone, etc.

7. CLEANING AND TIDYING UP OF WASTE

The guidelines for housekeeping are:

- Keep passageways free to the maximum.
- Keep the surroundings free from waste.
- Keep the surroundings free from products.
- During the activities: keep the workplace as free as possible from loose-lying materials and tools.

After the activities: leave the workplace clean. Thus without leaving behind equipment and tools. Store used materials and tools in the correct manner. There is nothing further present in a clean workplace that does not originally belong there, except for possibly a stand.

8. GENERAL CONSTRUCTION AND DECORATION RULES FOR STAND BUILDING

8.1. GENERAL GUIDELINES

The maximum standard construction height of the dividing walls and fixed construction components of the stand are 250 cm. Exceptions may be granted by the organiser in consultation with BRUSSELS EXPO. In the case of a stand built with an upper floor, conditions are imposed in connection with the security and fire safety. The materials used in the stand build and general interior layout of the halls may not easily catch fire or emit gases under the influence of heat. The booths will be built with materials either in accordance with Appendix V (Reaction at fire) of the Royal Decree of 7 July 1994 defining the basic standards for the prevention of fire and explosion, and its modification of 12 July 2012, or with the European Standards EN 13501-1:2010 / 13501 +A1 / 13501-, i.e:

LOCATION	R.D. Basic Standards – Appendix V (Reaction at fire)	EN 13501-1:2010 EN 13501 +A1 EN 13501
Flooring materials on fixed soil (concrete, sand, etc.)	A3	Cfl – S2
Other flooring	A2	C – S3, d1
Walls Decorating materials	A2	C – S3, d1
Ceilings and velums	A1	CB-S3, d1

- A certificate confirming the classification of fire resistance of these materials must be submitted at any time to the competent fire service, or the ESTC responsible for monitoring of the installations, or to the Safety Coordinator.
- All interior furnishing materials suspended in air must be kept at least 50 cm away from any heat source, such as spotlights, all lighting devices, light panels, apparatus in operation, etc.

8.1.1. THE IMPREGNATION OF COMBUSTIBLE MATERIALS

- The impregnation of materials may only be carried out by companies that are competent in this field.
- The attestation must contain the following data:
 - Description of the treated material (name, nature, colour, etc.);
 - Date of the treatment;
 - Procedure used and the impregnating agent used;

- The efficacy duration of the treatment and any precautions to be taken to maintain this effectiveness;
- Company stamp, name and signature of the executor.
- Certain combustible materials cannot be made fire safer by impregnating them.

These materials include:

- Plastic foil and sheet material;
- Materials with plasticised surfaces;
- Compact or expanded plastics;
- Textiles of 100% synthetic fibres;
- Natural or synthetic rubber;
- Plants;
- Etc.
- With some materials, it is possible to treat the material in such a way during the manufacturing process that it still falls into the right flame spread rating.
- Even when a certificate is submitted, the competent fire service or ESTC has the right to ask the stand builder or the exhibitor on the exhibition floor for a sample for examination. It is mandatory to make the requested sample available. The use of one or more Christmas trees and decorations may only be done after authorisation from BRUSSELS EXPO and safety coordinator. If no authorisation was requested, the Christmas tree will be removed.

8.1.2. USE OF PAINT AND COMPARABLE PRODUCTS

- Oil paints, lacquers, varnishes and other coatings which exhibit a fire hazard may be used only on type A1 materials.

8.2. BOOTH WITH A SECOND LEVEL

It's mandatory for booths with a second level to have their stand inspected (in advance and on site) by a ESTC.

The inspection will focus on:

- the stability and the carrying capacity structure;
 - For public second levels:
 - own weights (of the second level) + a live load of 500 kg/m²
 - For private second levels:
 - own weights (of the second level) + a live load of 350 kg/m²
- the height of the handrails
 - minimum height of 110 cm at the level, closed on the first 450 mm in height at least
- the height of the handrails on stairs:
 - minimum height of 90 cm
- The fall protection of the handrails on the stairs (at least 2 rails for each handrail) or a vertical grille.
- any discontinuities in the railings (openings < 11 cm, etc.)
- resistance and rigidity of the railings (have to resist minimum 100 kg at 110 cm height);
- Width of the stairways:
 - min. 800 mm for one-way stairways (up or down)
 - min. 1000 mm for two-way stairways (up and down)
 - min. 1200 mm for stairways which can serve for the evacuation of people (stretchers)
 - derogations: only on the basis of very limited surfaces and for a limited number of persons (<10)
- the quality of the various constructions and the use of construction materials such as wood, iron, aluminium, plastics, etc.
- concordance of the stand 'as built' with the plans and/or the design calculations must be checked during construction
- entrance and exit capacity per floor

There is a request form (prestudy of the project) in see Appendix 7 - Charter for exhibitors and their stand builder).

8.3. INSTRUCTIONS FOR STANDS WITH DEMONSTRATIONS USING OPEN FIRE, HEATERS, HEARTHES

The floor covering must be made of fireproof material with A3 certificate or equivalent (a steel plate / stainless steel / glass / aluminium). A non-combustible plate (A0) of glass, metal etc. must be present under the fireplace/heater, with minimum dimensions of 50 cm by 50 cm and a width that is always at least 10 cm larger than the opening of the fireplace, heater etc. Built-in devices should be installed such that the top is at least at 30 cm height. The panels behind the units and the height of the pipe feedthroughs must be made of fireproof material (Promatec or equivalent). The panels are preferably mounted on Metal studs. When using wooden rafters, a distance of at least 10 cm to the insulated elements of the chimney must be maintained (with double strap or single insulated wall).

On request of BRUSSELS EXPO and the organiser, ESTC will check these regulations.

Any infringement of these regulations will lead to a ban on using the fireplace in question and the possible demolition of non-regulatory outside chimneys at the expense of the exhibitor who is in violation, or until the immediate payment of an invoice for the regularization, on the basis of the applicable rates at the Connections Service of BRUSSELS EXPO.

8.4. ACCESSIBILITY TO STANDS FOR WHEELCHAIR USERS

Small differences in level between aisle and stand up to 2 cm height can quite easily be bridged with a wheelchair. They are best provided inclined and bevelled, so that wheelchair users or people with prams or others can easily ride over them and the stumbling of people over the small edge can be more easily avoided. Ensure that small differences in level on the (walking) route are notified, so that a user can take notice of them.

If the difference in level between aisle and stand is greater than 2 cm, a walkway with ramp must be provided. This walkway has to be integrated in the surface of the stand and cannot therefore be placed in the aisle - detachable walkways will not be permitted.

9. ISSUES TO WHICH SPECIAL ATTENTION IS GIVEN IN THE CONTEXT OF FIRE SAFETY

9.1. KITCHENS

- At any stand with a kitchen where there will be cooking during the event, will be a fire extinguisher from one fire extinguishing unit present in the kitchen. Fire extinguishers shall always be present close nearby: ovens (small / large), cooking hobs or other hot plates, etc. Microwave ovens and coffeemachines are excluded from this rule - no fire extinguisher has to be provided here. A metal dustbin with lid is available on the stand. A suitable fire extinguisher must be present – of at least 1 fire extinguishing unit.
- Stand with deep fryers:
All deep fryers must be equipped with a lid. One fire blanket will be present at each deep fryer, hung up and ready for use

9.2. CHIMNEYS AND FIREPLACES

9.2.1. GAS FIREPLACES

A. Construction of a natural gas installation

- At the beginning of the whole installation: an overall prime shut-off valve (BGV/AGB approved) that is ALWAYS ACCESSIBLE, followed by a T-piece.
- Pipes in steel, copper or a metal hose with welded end pieces and specifically for natural gas;
- The pipelines are attached firmly and are always visible over the entire length.
- A stop valve (BGV/AGB approved) that is ALWAYS ACCESSIBLE is placed for each device.
- Devices in operation are placed in an open space. If not, there must be a top and bottom ventilation of at least 150 cm² provided for each.

B. Pipelines and connections

- Copper
 - compression fittings for natural gas (with extended collar - metal to metal);
 - brazing solder (melting point > 450°C);
 - press connections for natural gas.
- Steel
 - screw thread, sealing material: acrylic fibre with paste or Teflon 0.1 mm thickness
Natural fibres (kemp, hemp, etc.): PROHIBITED.
 - welds
- Metal hose (RHT and KVBG approved)
 - coupling pieces (sealing material: see steel).
- Flexible piping: PROHIBITED!

C. Appliance connection

- Same as “Pipelines and connections” or
- Elastomeric hose (KVBG approved) suitable for natural gas. MAXIMUM length: 2 metres.

D. Natural gas devices

- Always with CE mark (European directive for gas appliances: 90/396/EEG).
- No prototype appliances may be demonstrated at BRUSSELS EXPO without CE certificate.

9.2.2. OPEN HEARTH (WITH WOOD)

- Storing firewood in the hall is permitted up to a maximum of 1 cubic metre / device, but is limited to max. 5 cubic metres per stand. Other storage takes place outside of the halls.
- Storage of firewood is prohibited unless a limited amount (max. 1 cubic metre/device and a max. of 5 cubic metres per stand), solely outside of the hall, and outside of the hatched zones on the appended plan.
- Wooden blocks (untreated) as walls or decoration may only be used if the blocks are secured. The use of wooden blocks (untreated) as walls or decoration must be presented to BRUSSELS EXPO and may be refused in relation to the number of hearths (max. 5 cubic metres per stand). Loose pieces of wood fall under the definition of firewood.
- The exhibitor or his representative monitors free access to water supply points for fire services (marked with a red H on white background with a red-painted plate on the floor). In the event of these rules being infringed, after one warning and without recourse for the exhibitor, any excessive or wrongly positioned amount will be removed by the BRUSSELS EXPO services. In no case whatsoever may ash (even cold) be dumped in the BRUSSELS EXPO containers. The exhibitor controls the removal thereof with his own resources or (if applicable), makes use of the containers that the organisation committee has specially provided for this purpose.

9.2.3. FLUE GAS EXHAUST

This applies for both fireplaces and stoves on gas - unless stated otherwise. The exhibitor ensures a proper extraction of the combustion gases when the devices are in operation (regardless of the type of fuel used).

- Number of burning heaters, cassettes or fire places:

- 1 burning device per 15 m² of stand surface area
- Maximum of 3 devices on the same chimney duct
- Equipment for flue gas connections:
 - Equipment for flue gas connections which go through walls (or vertical flue gas connections along walls): At least 30cm from the wall, the tube should be double-walled stainless steel or singlewalled stainless steel with insulation. In the latter case, there is an additional requirement that the pipe in the wall must go through an Rf-plate (with the dimensions of the sides: at least the diameter of the single-walled pipe + 60cm).
 - Stands under the canopies (gallery) left and right: Behind the walls and to 50 cm above the stand height: Double-walled stainless steel pipes or single-walled stainless steel pipe with insulation
 - Central stands in the hall: Behind the walls and to 50 cm above the stand height Double-walled stainless steel pipes or single-walled stainless steel pipe with insulation
 - Flue gas connections higher than 50 cm above the stand height: Single-walled stainless steel (or flexible stainless steel) – no flexibles on horizontal sections
 - Flue gas connections to the outside: Double-walled through the outside wall. Outside, single-walled stainless steel or flexible, ending on a vertical smoke exhaust discharging at least 60 cm above the air intake for the ventilation (indicate zone on plan).
 - Support elements of the chimney structures outside: Fixings preferably on the walls No wooden (or plastic) support structures For supports on the roof, affix fire resistant plate on the roof covering beforehand
- Specifically for flue gas connections of natural gas devices:
 - Equipment for flue gas connections which go through walls (or vertical flue gas connections along walls): At least 30cm from the wall, the tube should be double-walled stainless steel or singlewalled stainless steel with insulation. In the latter case, there is an additional requirement that the pipe in the wall must go through an Rf-plate (with as dimensions: at least the diameter of the single-walled pipe + 60cm).
 - Closed combustion: concentric pipes behind the walls and up to 50 cm above the stand height; single-walled may be higher up
 - Open combustion: double-walled or single-walled with insulation behind the walls and up to 50 cm above the stand height; single-walled may be higher up

9.2.4. GENERALITIES

E. Material for floor and walls

- Floor covering in fire retardant material – with certificate (A3 or equivalent). At the foot of the fireplace/heater itself there is a non-combustible plate (A0) such as glass, metal, etc. with a minimum dimension of 50 cm and 10 cm wider on both sides of the opening of the fireplace, heater etc.
- Position heaters on the floorcovering with interposition of a floor plate in steel / stainless steel / glass / aluminium
- Position built-in devices with a table height of at least 30 cm
- Both vertical and horizontal panels behind burning appliances and for pipe feedthroughs must be executed in flame retardant material (Promatect or equivalent)
- Preferably mount panels on Metal stud If using wooden rafters retain a minimum 10 cm distance to insulated chimney elements (doublewalled or single-walled with insulation)

9.2.5. CONTROL

The control of these instructions will be carried out by ESTC at the request of BRUSSELS EXPO and the organiser.

Any breach of these regulations will lead to a prohibition on allowing work on fireplaces concerned, to possible dismantling of unregulated outside chimneys at the expense of the offending exhibitor, or to immediate payment of a regularization invoice in accordance with rates in this document. During these inspections the stability of the chimney - with particular attention to chimneys that open onto the roof of the exhibition halls, will also be checked. If infringements are established, these will immediately be put right.

The exhibitor, who orders no chimneys or inadequate ones, must regularize his situation and pay the amounts provided on the order forms of BRUSSELS EXPO, plus a possible penalty in cases of obvious fraud. The personnel of BRUSSELS EXPO or its mandatories may carry out surprise controls at any time and require that appliances that do not meet the regulations of BRUSSELS EXPO are turned off.

9.3. FIREWORKS

No kind of fireworks are permitted at BRUSSELS EXPO without specific approval. This application should be directed to: bruexpo@vincotte.be. The contact person (operation manager) within BRUSSELS EXPO and the organiser of the event.

The applicant should always append a detail plan to the final application; the following items are at least present:

1. Plan: both the location of the event itself as well as the location of the positioning of the fireworks + location of the fire-extinguishing equipment
2. Product information (with as minimum information: the name and duration, quantity, safety distance, safety height supplemented with the product sheet)
3. Preparation of a risk analysis of the fireworks
4. General information of the executors (firm, pyro-operators, with their certificates and diploma)
5. Overview of: the fire-extinguishing means, the zones closed off and how they are closed off
6. Copy of the insurance
7. Copy of the transport licence (for explosives)

10. ELECTRICITY: LOW VOLTAGE

INSTRUCTIONS WITH REGARD TO THE SAFETY OF THE ELECTRICAL INSTALLATION OF STANDS ON TRADE FAIRS
A differentiation made between connections of the commercial type and the industrial type. The provisions below apply to all commercial connections.

There is a specific classification with specific measures for industrial connections, see Appendix 9.

These instructions were drawn up with the objective of:

- forming a practical guide for the exhibitor and his electrical installation technician;
- ensuring the electrical safety and quality on stands;
- avoiding risks of electrocution and fire.

In no way to they replace the regulatory requirements for electrical installations.

Terminology

1. Electrical cabinet always means the permanent infrastructure of the halls from where one can take off electricity using the cables laid up to the stands by BRUSSELS EXPO.
2. Distribution boards are temporary "cases" that are placed on the stand by BRUSSELS EXPO or by the exhibitor.

10.1. GENERAL PROVISIONS

- The electrical installations are inspected by an ESTC appointed by BRUSSELS EXPO on the basis of the AREI regulations (General regulations on Electric installations) with regard to:
 1. risks on direct contact (art. 30 to 40, 48 and 49)

2. risks on indirect contact (art. 68 to 95)
 3. risks of fire caused by electrical equipment (art. 104)
- The electrical installation is carried out in accordance with rules on good craftsmanship (art. 5), by qualified and skilled electricians (cf. NBN EN 50110 1998).
 - The execution of the connection, the positioning of the fuse boxes and the supply of the electric current to the stands is done solely by personnel from BRUSSELS EXPO or from a company mandated by BRUSSELS EXPO.
 - The electrical cabinets in the halls must always remain accessible. For each electrical cabinet there should be a workspace of at least 1.2 metres (deep) free of obstacles, so that any intervention may be carried out safely. Placing a screen, a curtain or a (double) door in front of the cabinet is allowed. Note: the free width (opening) of the door on both sides must be greater than 10 cm than the electrical cabinet behind. Example: if the cabinet is 1 m wide at 2 m height, the open space of the door or the curtain must be at least 1.20 m wide at 2.10 m height, with a workspace of 1.2 m in front.

10.2. DISTRIBUTION BOARD OF THE EXHIBITOR

10.2.1. THE DISTRIBUTION BOARD

- The casing is preferably made of insulating material. If it's made of metal, it is connected to earth with a PE connection (to be installed by the installation technician of the distribution board.)
- The distribution board must always be accessible and may not be directly located on the ground but preferably at 1.50 metres height (on legs or a support). In no way whatsoever may the distribution board be placed in a locked space! A distribution board may not be placed under or in the direct vicinity of a sink (and its drain or any other supply or removal of water).
- The degree of protection of the whole must at least be equal to IP 4X.
- The unused cable inlets of the distribution board must be sealed off.

10.2.2. THE POWER CABLE AND THE GENERAL POWER SWITCH

- The connection by BRUSSELS EXPO from the distribution cabinet to the stand is done with a flexible cable of at least 5 x 6 mm².
- An automatic differential switch, type A, max 30mA or more sensitive is placed at the start of the stand installation. It must have a breaking capacity that is at least equal to the nominal power made available and suitable amperage.

10.2.3. PROTECTION OF THE POWER CIRCUITS

Each power circuit that starts from the distribution board must be protected by means of fuses or circuit breakers, taking into account the following criteria:

Deviations from differential
Fuses and calibrating elements

Section to be protected	In	Standardised colour
1,5 mm ²	10 A	orange
2,5 mm ²	16 A	grey
4 mm ²	20 A	blue
6 mm ²	32 A	brown
10 mm ²	50 A	green

Automatic circuit breakers

Section to be protected	In	Standardised colour
1,5 mm ²	16 A	orange
2,5 mm ²	20 A	grey
4 mm ²	25 A	blue
6 mm ²	40 A	brown
10 mm ²	63 A	green

- Installing a unipolar protection on the neutral conductor is prohibited on a three phase circuit with distributed neutral conductor or as main protection of the distribution board.
- The II (F + N) electrical circuits must be protected on both conductors even if the 2nd is the neutral conductor. The provisions of art. 128 of the AREI may be applied in the presence of an authorised person with BA4 or BA5 qualification.
- The use of unipolar switches in a circuit of lighting devices is permissible, to the extent that this does not exceed 16A. The switch must break the phase conductor.
- Unipolar switches are not permissible for the operating of socket outlets.

10.2.4. THE EARTH STRIP

- The distribution board or cabinet must be equipped with an earth terminal or strip, the PE conductors of the connection cable must be connected to all outgoing leads and all possible equipotential connections.

10.2.5. SELECTION OF THE ELECTRIC CABLES

- Art. 198, 199 and 209 of the AREI are applicable.
- The protective conductor (earth conductor) must be yellow/green. These colours and all their combinations may not be used for active conductors.
- Blue is reserved for the neutral wire in circuits where there is one.
- The use of XVB-cables may be permitted, on condition that they are firmly fastened over the entire length.
- The use of VGVB, VVB and XFVB cables in non-fixed assemblies is not permitted.
- The cables must be fastened with suitable cable clamps.
- The use of non-standardised cables such as VTLMB (next to each other) is prohibited.
- For the connection of the stands, use is made solely of VTMB (HO5VV-F) or CTMB (HO7-R-NF) (dual insulated flexible cables with at least 500 V service voltage or equivalent).
- Minimum diameter of the electrical leads on the stand:
 - 1.5 mm² for the lighting devices
 - 2.5 mm² for the socket outlets
- Depending on the position, the leads must be properly protected against mechanical damage (e.g. cables on the floor to be protected with plinths).
- All metal housings of Class 1 devices (not double insulated) must be earthed.
- The earth and protection conductors must be an integral part of the power cables.

10.3. ELECTRICAL DEVICES**10.3.1. SOCKET OUTLETS**

- The use of adapters is prohibited (one must use conforming multiple adapter sockets)

- Adapter sockets in accordance with NBN C61-112 with earthing contact and child safety must be used.
- Surface mounted switches and socket outlets must be equipped with mounting plates.

10.3.2. CONNECTION OF THE ELECTRIC CABLES

- The use of unprotected terminal blocks is prohibited. Terminal blocks may only be used in junction boxes or for lighting devices, on condition that the clamp is fully protected by an element of the lighting device for that purpose.
- The sealing of branch boxes, junction boxes (cable entry) should be done with end caps or suitable cable glands.

10.3.3. LIGHTING DEVICES ON LOW VOLTAGE

- These include led lighting, halogen spotlights and low voltage spotlights. The transformer of these devices should be installed in a non-combustible housing. As a result the transformer is shielded from the building materials of the stand and the contacts are no longer directly touchable. With halogen spotlights and low voltage spotlights no combustible materials may be located in the light beam at a distance of less than 50 cm (unless otherwise stated on the spotlight). By contrast the light beam from large LED spotlights is not hot and decoration material may be placed (to the front) up to a short distance from this. The rear side may indeed be very hot, and therefore must remain at a safe distance away from all decoration materials.
- When using spot rails:
 - Placing at a height of less than 2.20 m above the floor is prohibited.
 - A free space of 203 cm must always be provided in the circulation zones.
 - Sealing caps must be installed on the ends.

Spots with very low voltage may not be placed in or on combustible materials. The use of autotransformers (one coil transformers) as low voltage supply is forbidden. A safety transformer is required.

- The transformers used must be in accordance with an NBN standard or a harmonised standard (NBN CN 60-742 or NBN CN 61-558).
- The transformer is primarily and secondarily protected against overcurrent. The secondary protection is not necessary for a short circuit proof transformer.
- Mounting the transformers on a combustible substrate or in a combustible environment is not permitted (excepting adapted types)

10.3.4. MISCELLANEOUS ELECTRICAL DEVICES, MACHINES AND OTHER

- With the exception of devices powered by very low voltage, the degree of protection of the electrical equipment must be min. IP 2X. Furthermore the machines that are live and electrical devices that are easily accessible for the public and that are not under supervision of a person responsible from the stand, must have a degree of safety of at least IP 4X (namely: it's impossible to touch a live bare stand component). Consult the following chapter for outside installations!

10.3.5. EXTERIOR INSTALLATIONS

- Electrical equipment set up outside has at least an IP54 degree of protection.
- Ordinary lamp holders may be used for temporary decorative exterior lighting provided they are placed out of reach.
- The installation must be protected by a differential switch of no more than 30 mA.

10.4. MISCELLANEOUS PROVISIONS

10.4.1. DISTRIBUTION BOARDS ON THE STANDS

- Opening the distribution boards or making changes to them after their approval by the ESTC is strictly prohibited.

10.4.2. MAKING LIVE

- The electrical installation may only be made live by personnel designated by BRUSSELS EXPO.

10.4.3. CONTROL VISIT BEFORE MAKING LIVE

- Each stand is controlled by an ESTC designated by BRUSSELS EXPO. In their own interest the exhibitor or their representative will be required to be present on the stand during the inspection by an ESTC, in order to point out all components of the installation and to personally receive any comments
- When comments are made, a note is left on site mentioning the infringements. Follow-up must be given to the comments and infringements.
- In case of infringements the current will be shut down.
- The making live will only happen after the handing over of a report with zero infringements.
- The independent ESTC, in consultation with the organiser(s) of the event and with BRUSSELS EXPO will again proceed to inspection of the stands with infringements. This additional inspection will be charged to the exhibitor by BRUSSELS EXPO.

10.4.4. SWITCHING OFF VOLTAGE

- The user expressly undertakes to turn out the lights and switch off all electrical devices on their stand at the end of the activities. Refrigerators, computers etc. may only remain switched on if it is essential.

10.5. QUALITY OF THE SUPPLY MAINS

- The user of the stand themselves must arrange for the necessary voltage stabilizers, no-break devices and overvoltage protection for applications requiring a pure electric network, such as computer equipment. BRUSSELS EXPO is in no way responsible for any power interruptions on the internal network or the public grid.
- The use of power generators or a hydrogen generator is prohibited.

10.6. LED - LIGHTING DEVICES ON VERY LOW VOLTAGE

- The use of lighting devices on very low voltage with exposed power conductors or live exposed stand components may be permitted under the following conditions:
 - This way of lighting may only be used in a low flammability environment, at a minimum height of 2.5 m above the floor;
 - All combustible materials must be removed in a zone with a radius of min. 0.5 m around the conductors and the lighting devices. The transformers used must be in accordance with an NBN standard or the harmonised standards. The transformer is primarily and secondarily protected against overcurrent.
 - Each transformer must be set up in an easily accessible and non-combustible environment.
 - The transformers must be completely closed off; in the event that a transformer – for any reason whatsoever – is no longer closed off, it should be immediately replaced.
 - The secondary voltage of the transformer should be limited to 25V in situation BB1 and 12V in situation BB2 (BB1 dry skin, BB2 moist skin).
 - The connection of the halogen lamp holders with the exposed leads must be done via a screw press or a similar connection. Sliding contacts or connections with alligator clips are not allowed (owing to risk of sparking).
 - The bare power supply conductors (cables) must be suitable for conducting electric current. The use of cables with textile sheathing is prohibited.
 - The cross-section of the power supply conductors must be such that the max. power provided during normal operation can never cause a temperature increase in the said conductors, which may be dangerous.

11. NEON LIGHTING (DISCHARGE LAMPS ON HIGH VOLTAGE)

Connecting neon lighting must be done according to the AREI subject to some specific issues that, given the temporary nature of the event, are difficult to implement and have little use for a temporary installation (such as e.g. separate connection to the power board of BRUSSELS EXPO, applying a fire service circuit, etc.)

Beyond that there are some specific measures:

The transformer must correspond with the NBN C 71-050 and /or bear the BNL inscription. Autotransformers are prohibited. For the convectors: NBN 61347-2-10.

The “mortal danger!» pictogram and the lighting motif (triangle with lightening) must be affixed onto the transformer. The transformer must be powered through a separate circuit breaker on the electrical board of the exhibitor.



The electrical board and the circuit breaker of the transformer must be easily accessible.

The lamps and transformers must be mounted on non-combustible carriers.

Neon placed on or in a metal chassis has to be separately earthed to the electrical board. This should be executed in accordance with AREI (cable with a cross-section of at least 2.5mm² - colour of the insulation is yellow/green) The electrodes must be covered.

The use of the earthing conductor or the metal framework as conductor is expressly prohibited.

The inspection of the Neon forms part of a separate inspection and will be directly charged to the organiser by the External Technical Control Service - appointed by BRUSSELS EXPO - in relation to the number of Neon lights: The price is determined per season by the ESTC and can be obtained from the contact person. The price may vary in relation to the number of Neon lights that have to be inspected.

12. GAS

12.1. GENERAL PROVISIONS

Natural gas is available in all halls, except in halls 2 and 10. The use of gas cylinders (butane, propane, etc.) is prohibited for cooking. Small gas bottles are exceptionally allowed for demonstrations subject to permission from BRUSSELS EXPO.

12.2. CONTROL

The gas installations are approved for commissioning by an ESTC. In their own interest the exhibitor or their representative will be required to be present on the stand during the inspection by an ESTC, in order to point out all components of the installation and to personally receive any comments

Provisional inspection report

A note is left on site with any comments and mentioning the infringements. Follow-up must be given to the comments and infringements.

The independent ESTC, in consultation with BRUSSELS EXPO will again proceed to inspection of the stands with infringements and/or comments. This additional inspection will be charged to the exhibitor by BRUSSELS EXPO.

Installations that do not meet the regulations must be disconnected.

12.3. NATURAL GAS

- All appliances using natural gas as fuel and which are demonstrated to be in working order must be connected to the mains of BRUSSELS EXPO.
- The connection must be applied for from BRUSSELS EXPO (Connections Department at connections@brussels-expo.be).
- Erection of an installation (by the exhibitor):
 - At the beginning of the installation: a main stop valve (BGV/AGB approved) that is always accessible, followed by a T-piece;
 - Pipes of steel, copper or a metal hose specifically for gas;
 - The pipelines are attached firmly and are visible over the entire length;
 - Each appliance is provided with a general stop valve (BGV/AGB approved) that is always accessible;
 - The appliance and the stopcocks (to appliance and counter) must be turned off and closed daily with the closing of the event and each time the stand is left without effective supervision.
 - The appliances are placed in an open space; if this is not possible, there must be a top and bottom ventilation of at least 150 cm² provided around the appliance.

Piping	Connections
Copper	compression fittings for natural gas (with extended collar - metal to metal); brazing solder (melting point > 450°C);
Steel	screw thread, sealing material: acrylic fibre with paste, Teflon. Natural fibres (kemp, hemp, etc.) PROHIBITED welds
Metal hose	coupling pieces (sealing material: see steel)
Flexible piping: PROHIBITED	

- Flue gas exhaust: See chimneys
- Connection of the appliance (end of the pipe):
 - Fixed piping or
 - Flexible pipe (BGV/AGB approved) for gas, with clamping brackets fastened to coupling elements.
Maximum length: 2 metres.
The production date of the flexible pipe may not be older than 5 years.
- Appliances with natural gas:
 - Always carry the CE mark (European directive for gas appliances: 90/396/EEC).
 - Prototypes without CE mark may not be used in BRUSSELS EXPO.

12.4. USE OF GAS CYLINDERS

The use of gas cylinders should be limited to a strict minimum. As far as possible an alternative solution should be switched to.

The term «gas cylinders» means all types of gas in the form of a bottle under pressure. These include (not exhaustive list): compressed air, butane, propane, acetylene, nitrogen, CO₂, etc.

Since both flammable and non-flammable gas cylinders may explode upon heating or impact or when thrown out, ALL gas cylinders (thus also including those of tap installations!) must be notified to the secretariat together with the nature of the gas.

The organiser of the event must collect all declarations on a general plan of the hall used. This plan is given to the safety coordinator no later than at the opening of the event. The plan must be held in the crisis centre.

All gas cylinders (both the gas cylinders placed inside and outdoors) must be marked on the layout plan and this plan must be present in the crisis centre in case of evacuation. This plan must provide the fire department or other emergency services with the necessary information on the risks present.

Each location (indoors or outdoors) where a gas cylinder is accommodated must bear a clearly visible uniform marking (for example, next to the stand number). This must be done by affixing the MSDS sheet (safety sheet of the gas).

- Also see Chimneys and fireplaces.

12.4.1. GAS CYLINDERS WITH COMBUSTIBLE GAS (AND CATALYST / ACCELERANT CASES)

- These gases (in the smallest possible volume) are only admitted into the hall following written permission of BRUSSELS EXPO. As far as possible, they will be always refused.
- These gas cylinders may be left outside under certain conditions and in limited quantities with the prior consent of BRUSSELS EXPO and the safety coordinator.
- Exhibitors must declare their gas cylinders to the Secretariat of the organiser. They must clearly state the precise location of the storage and the nature of the gas.
- All gas cylinders or tanks with liquefied gas must be located outside the buildings, in fenced in areas that are inaccessible to the public and are protected from the weather and sunlight and are adequately ventilated.
- In the areas outside the buildings, the gas cylinders must be set up in a vertical position at a distance of 25 cm from each other. They must be attached to a stable object or wall by means of easy-to-release brackets or chains so that there is no risk of them falling over. The hand wheel (or key) must be present on the spindle of the shut-off valve of the gas cylinder.

- The connection between the gas cylinder and the gas consuming appliances must be executed with fixed pipelines, with a maximum length of 10 m, with metal couplings, and provided with an always accessible stop cock in the vicinity of the appliance. The pipelines are attached firmly and are visible over the entire length. These pipes must never be laid in the floor channels.
- Flexible pipelines with mechanical reinforcement may be used for a length of 2m max. with sound fastening clamps on both ends.
- After each closing of the event or whenever the stand is left without effective supervision, the gas cylinder stop cock must be closed.
- Also see Chimneys.

12.4.2. GAS CYLINDERS WITH NON-COMBUSTIBLE GAS

- Exhibitors must declare their gas cylinders to the Secretariat of the organiser. They must clearly state the precise location of the storage and the nature of the gas.
- They may only be placed in the buildings after written permission from BRUSSELS EXPO but where possible, the exhibitor must try to store them outside the halls.
- The gas cylinders must be secured to a stable object with a chain.
- In case of fire, the gas cylinders must be immediately removed from the stands and taken outside of the buildings.
- The crisis centre must be immediately informed if the cylinders have not been removed from the stand.
- Only one cylinder (per gas type) may be present on each stand. Spare cylinders should be stored outside the buildings.

13. WATER — KEEPING THIS UNDER CONTROL FROM LEGIONELLA

Only water from the BIWD (Brussels Intermunicipal Cooperative Society for Water Distribution) may be used. The works for the supply and delivery of water are taken care of by BRUSSELS EXPO, at the expense of the exhibitor and based on the applicable rate. The requests must be submitted to the “Connections” Department (connections@brussels-expo.be).

The water from the fire hoses and fire hydrants may not be used. Exhibitors with installations that use water in a closed loop (full or partial recovery of the water that feeds the installation by means of a pump or another system), or installations with dead water WITH the possibility that the water is atomized, must place thermometers in order to show the public and the controlling body that the water used is too cold to constitute a health risk. The exhibitor must also check the temperatures a number of times per day and note them in a logbook. The water used must never exceed 20°C. The water must be refreshed daily, or the exhibitor may chlorinate it by the addition of a solution of hypochlorite giving a value at the start of the day, from 3 to 5 mg/l (ppm) available chlorine. They must check each device three times per day. The chlorine content may never be less than 2 mg of chlorine per litre of water. These data must be noted for each demonstration device unit in a logbook, indicating the day and time of the check and the time the water is changed. Before the installation is put into operation at the beginning of the event, the exhibitor must disinfect all its components. The use of ornamental fountains which spread water in the form of mist is prohibited.

The organiser of the event must add an ad hoc rule in their general regulations. During the event they must have the water from the demonstration devices of the exhibitor checked by an independent laboratory. The laboratory also checks as to whether the logbook has been kept up to date.

14. COMPRESSED AIR

- In order to keep noise levels under control, the use of compressors inside the buildings is prohibited, except for the erection and dismantling of the stands (portable compressors only). Exhibitors that require compressed air during the event must turn to BRUSSELS EXPO (order form available from the «Connections» Department – connections@brussels-expo.be).
- When using compressed air, the hoses and fittings must be adjusted to the pressure. As far as possible, fixed piping must be worked with. Colour of the compressed air piping: blue.

15. EXHIBITED PRODUCTS AND SALES

Chemical, explosive and highly flammable products should not be exhibited or sold, except with special permission of BRUSSELS EXPO. (Subject to permission, only the daily production/daily sales of chemical products may be present in the halls of BRUSSELS EXPO.)

If the total amount of highly flammable products is too large, BRUSSELS EXPO may impose stocking the products in a dedicated zone. This may also be imposed if the daily turnover is much larger than the maximum permitted amount.

15.1. HYDRAULIC SYSTEMS

- Care should be ensured with equipment (machines, installations) equipped with hydraulic systems. The necessary safety measures are taken in order to prevent the display of equipment from posing a hazard to personnel or public.
- If machines with hydraulic jacks are exhibited in elevated position, the hydraulic safety systems should be supplemented with a mechanical device to prevent the unexpected descent of the system.

15.2. VESSELS AND VEHICLES WITH PETROL OR DIESEL

During exhibitions of vehicles and vessels only a minimal amount of fuel may be present in the tanks (max. 5 litres).

- Barrels, drums and other containers with fuel, even if empty, must not be situated on the stand. The fuel tank must be securely and permanently locked.

15.3. INFLATABLE OBJECTS

- Inflatable balloons with combustible or toxic gas may not be exhibited or handed out.
- Only helium and air are permitted for this purpose.
- During the event the cylinders must be secured outside the buildings and this in such a way that the cylinders are protected against falling or impact of a vehicle. The helium cylinders may be used in the halls outside of the opening hours of the event (short-term) for filling e.g. balloons.

15.4. CANDLES

- Exhibiting or using burning candles with open flame on a stand is prohibited without applying for a fire permit, and after having taken the necessary safety measures in advance:
 - 1 ABC fire extinguisher from an extinguisher unit present on the stand;
 - Candles are placed on a non-combustible surface;
 - No combustible materials are situated in a radius of 1 metre;
 - The candles are not accessible for the visitors;
 - From the moment that candles have been lit, there should be someone from the exhibitor present.

15.5. OXYGEN AND ACETYLENE BURNERS

- Demonstrations using oxyacetylene cutting torches must meet the following conditions: fire permit! See point “fire permit”

- The gas cylinders for the torches are placed outside the hall in an adequately ventilated enclosed space that is inaccessible to the public. The cylinders are protected against falling. Oxygen and acetylene cylinders must be stored separately.
- The fixed pipelines that connect the cylinders with the cutting torches may not exceed 10 metres in length and are protected against any foreseeable mechanical load.
- No combustible material may be situated within a radius of 2 metres around the place where the cutting torches are demonstrated.

15.6. BIOETHANOL FIREPLACES

Placing and burning bioethanol fireplaces is allowed at BRUSSELS EXPO, but subject to a number of conditions:

There may be one device in use, burning per 15 m² of floor surface of the stand. The devices must be set up such that they cannot fall over nor be walked across. The exhibitor should have at least 1 fire extinguisher (one extinguishing unit - e.g. 6kg ABC extinguisher) placed visibly on the stand. The daily amount must not be exceeded on the stand. Sale of bioethanol is only allowed on condition of a special application and on condition of approval.

15.7. IONIZING RADIATION

- Before one exhibits devices with ionizing radiation or with radioactive sources, one must make timely contact (at least 3 months in advance) with BRUSSELS EXPO, to determine beforehand, in consultation with the FANC (Federal Agency for Nuclear Control) and the fire service under what conditions the exhibition may take place.

15.8. LASERS

- When using laser light, the energy of the light beam may not exceed 2.5 mW/m². At higher power levels, the beam must be completely encapsulated.
- Class 1 and Class 2 lasers are permitted. The exhibitor must inform the safety coordinator about the laser type used (technical sheet). In the case of a gas laser, the type of gas must be reported. W.r.t. the gas, we also refer to the paragraph on gas: only daily production may be present in the hall. The exhibitor should make an arrangement separately or via the organiser with a supplier so that the gas cylinders can be changed DAILY prior to the opening of the event)
- The use of lasers from Class 3 and higher is prohibited without additional protective measures and subject to permission from BRUSSELS EXPO and its safety coordinator.

15.9. HARMFUL SUBSTANCES AND PREPARATIONS

- When using chemicals (such as solvents, etc.) within the context of an event, the organiser should at least install an effective ventilation to keep the discomfort to a minimum; this in collaboration with the technical services of BRUSSELS EXPO.
- Any use of chemicals during an event must be declared.
- The organiser must direct the request to BRUSSELS EXPO

15.10. HOUSEHOLD FIREPLACES

- Devices in operation that use fuel (fires, ovens, fireplaces, heating devices), and their chimneys must be hermetically isolated from any flammable materials (floors, walls, partitions, curtains, furniture, stand materials, etc.) located in the vicinity. The installation and set-up of the devices are so constructed that the temperature of floor or wall on which they are resting, is not higher than 90 °C. This does not apply if the floor or the wall consists of non-combustible material (see the rules on the order forms). Only fireplaces that meet these rules may be effectively ignited. Before the start of the event, an ESTC – appointed by BRUSSELS EXPO – will inspect the fireplaces on the spot (the costs associated with this inspection are listed on the order form.) Appliances with solid or liquid fuel are at least 0.5 m from flammable materials. This also applies to connecting tubes of metal or other non-combustible material of small thickness, which provide for heating of the devices.

The organiser must use fire screens.

- The use of devices with infrared rays (on gas) and petrol heaters is prohibited except with the prior written permission of BRUSSELS EXPO and its Safety Coordinator.
- Topping up or adding a heating device may only be done by an authorised person of the exhibitor, who keeps any audience at a safe distance. If, for whatever reason, the public cannot remain at a safe distance, the exhibitor may not refill the heating device.
- In order to prevent leakage, any device that uses liquid fuel must be placed in a watertight container. This tank is filled with sand and should be able to contain the full content of the fuel tank + 20%.
- The storage of firewood is prohibited, except in small quantities (max. 1/2 cubic metre/device), only outside the Hall and outside the shaded parts of it on the plan available on the website of BRUSSELS EXPO.
- The exhibitor or their representative ensures that the fire hydrants remain accessible and unobstructed (marked with a red H on white background and one red-painted plate on the ground).
- In the event of a violation of these regulations, the services of BRUSSELS EXPO will remove excess or incorrectly stored wood, without warning the exhibitor and without the possibility of redress. (Even cold) ashes must never be dumped into containers of BRUSSELS EXPO. The exhibitor must remove them with the use of their own resources and where appropriate, must use containers that the organising committee have provided for this purpose, or rely on a company that collects waste.
- The exhibitor ensures proper extraction of the combustion gases when the devices are in operation (regardless of the type of fuel used).
- The personnel of BRUSSELS EXPO or its mandatories may carry out surprise controls at any time and require that appliances that do not meet the regulations of BRUSSELS EXPO are turned off.

15.11. INDUSTRIAL BURNERS

- Demonstrated operating furnaces and boilers must be installed on a non-combustible base and at least 2 metres away from any flammable materials. The burner must be constructed in such a way that no fuel can accumulate if a defect or malfunction should occur in the furnace.
- The fuel tank is set up outside the hall in a metal tank, filled with sand, which can absorb 120% of the volume of the fuel tank. The reservoir is located in an enclosure that is inaccessible to the public and is constructed of non-combustible materials and located at least 3 metres away from the hall.
- The fixed connections between the burner and storage tank must be in excellent condition.
- The exhaust pipes are properly secured and isolated from any flammable material. The combustion gases must be led directly outside of the hall.

Also see Chimneys.

PART 3 - ADDITIONAL SAFETY REGULATIONS

(APPLICABLE FOR ORGANISORS)

Apart from Part 3, it is necessary that you also go through part 1 and part 2. These 3 parts together form the safety regulations that apply to you.

1. ADMINISTRATION

1.1. GENERAL

Within the general context of security and fire safety the organiser should provide cooperation in activities under this heading. Some examples: The organiser should have the allocation plan approved. The organiser provides the safety coordinator of BRUSSELS EXPO with the required information on time (list of exhibitors, list of direct contractors, completed charters of its contractors, list of stands built by its contractors, etc.) During the event the organiser provides the necessary feedback concerning the follow-up of the comments made during the fire tour.

1.2. DOCUMENTS TO BE SUBMITTED

Before commencing the work, each contractor must draw up a risk assessment of specific work and submit this to BRUSSELS EXPO or its representative. If the principal works with one or more contractors, the organiser should be responsible for submitting the safety charter, see Annex 5 - charter organizer and risk analysis of the work of the contractors.

For this, the contractor carries out research into the working conditions, safety risks, and in particular the specific risks of the BRUSSELS EXPO installations. He is expected to take note of the information obtained from BRUSSELS EXPO w.r.t. these specific risks and to evaluate these in terms of the work to be carried out. The contractor will transfer the appropriate information to its own employees and any subcontractors. If specific risks are associated with the working methods, materials, tools or products used by the contractor, these must be reported to BRUSSELS EXPO so that personnel protective measures may be taken for its personnel.

As the organiser usually relies on one or more contractors, the task of the organiser consists of doing the follow-up to ensure its contractors transfer this information to the safety coordinator of BRUSSELS EXPO;

This information is completing a safety charter and the risk analysis of the contractors' work, to be prepared by each contractor for his own work.

2. FIRE AND EVACUATION - WORKING OUT THE ALLOCATION PLAN

2.1. GENERAL

BRUSSELS EXPO must take all statutory provisions in its buildings associated with the equipment in the field of fire safety. The organiser ensures compliance with the fire safety requirements prior to the start of the event.

The location of the stands must be submitted for approval six weeks before the event to the ESTC appointed by BRUSSELS EXPO.

In order to clarify the analysis of the plan, the number assigned to each stand must appear on the plans submitted for approval and be visible on the stands themselves in a clear and precise manner.

The plans must be drawn on the plans of BRUSSELS EXPO, so that all the elements may be taken into account.

These plans must indicate the position of:

- the fire hydrants
- the portable extinguishing devices
- the fire alarms
- the electrical cabinets (of the building)
- the exits and emergency exits for the public

One should also report the total number of visitors to be expected and the maximum number of people (in other words the sum of visitors and exhibitors) at the same time.

After approval of these plans by the ESTC, they are submitted in 9 fold by the Organising Committee to the management of BRUSSELS EXPO. These copies are intended for BRUSSELS EXPO. If an electronic version of the plans is available, this may be added to the paper plans.

3. GUIDELINES RE. PREPARING AN ALLOCATION PLAN

All exits, emergency exits and escape routes must be indicated on the plans. During the opening hours of the event all relevant emergency doors must be made free and be unlocked. They should be capable of being immediately opened by a simple push or act.

No flammable materials may be placed or stands erected in front of doors and emergency doors in passageways that could serve as an exit for visitors, unless by exception and on condition of sound motivation and after agreement from BRUSSELS EXPO.

The pictograms used and emergency lighting of the hall must remain clearly visible. If this is not the case, sufficiently large icons need to be put in - this will usually be discussed during the fire tour. For events lasting until after nightfall, BRUSSELS EXPO prefers the use of photo-illuminated icons above the normal icons. The former are more conspicuous.

The evacuation routes

The total width of evacuation routes in each hall must be at least equal to the maximum number of persons present (= visitors + exhibitors!). 1 centimetre per person is calculated for this. Dependent on the nature and/or risks of the manifestation, a larger total minimum width of the evacuation routes may be imposed. These evacuation routes must equally distributed across the hall. Narrowing of shifts in the longitudinal axis of the passageways is not permitted.

General guidelines for the width of the passageways: opposite each side exit of the various halls, an evacuation passageway with a minimum width of 4 metres must be set up between the stands.

In the longitudinal direction of halls 1, 3, 4, 5, 6, 7, 11, 9, 10 and 12

The evacuation routes must have a minimum cumulative width of 8 metres, preferably in the continuation of the entrances of these halls, wherein each passageway has a width equal to or greater than 3 metres.

In the longitudinal direction of halls 2, 8, Patios 9 and 10

The evacuation routes must have a minimum cumulative width of 5 metres, preferably in the continuation of the entrances of these halls, wherein each passageway has a width equal to or greater than 2.50 metres.

This general rule may only be deviated from if the organiser is able to justify this (e.g. because of a limited number of people present at a professional event.)

During the event and during the erection and dismantling periods, a rapid intervention of the emergency service vehicles (fire, police, Red Cross) must be ensured, with the assistance of a permanent security service that has received clear instructions.

4. UNOBSTRUCTED USE OF THE EXTINGUISHING EQUIPMENT

During the drawing of stands on the allocation plan, the fire equipment must be taken into account:

- The fire hydrants, fire connections, fire extinguishers, alarm buttons, etc.
- The passageways, exits and emergency exits.
- The alarm phones.
- The signage for the fire-extinguishing equipment.

Accessibility of the firehose reels

- As the fire hoses have a limited length, they should be directly accessible from the passageways (with a passageway directly in front of the fire hose reel with a corridor perpendicular to the outer wall).
- No stands may be placed in front of the firehose reels. Any discrepancy, however small also, must clearly be visible on the plans. After consultation and on certain conditions, BRUSSELS EXPO and the ESTC may still accept a position for a firehose reel (e.g. using a door without a lock or a curtain in front of the fire hose reel). The entire firehose reel must be capable of being used. Any discrepancy permitted by BRUSSELS EXPO and the ESTC must be mentioned in the report on fire safety.
- Even if there is an unobstructed passage between the wall of the hall and the back wall of the stands, the passageway to the firehose reel is still required.

5. UNOBSTRUCTED USE OF THE ELECTRICAL CABINETS

In drawing up the plans the organiser must take into account the fact that all electrical cabinets in the exhibition halls must remain accessible. For each electrical cabinet there should be a workspace of at least 1.2 metres (deep) free of obstacles, so that any intervention may be carried out safely. Placing a screen, a curtain or a (double) door in front of the cabinet is allowed. Note: the free width (opening) of the door on both sides must be greater than 10 cm than the electrical cabinet behind. Example: if the cabinet is 1 m wide at 2 m height, the open space of the door or the curtain must be at least 1.20 m wide at 2.10 m height.

6. CONSTRUCTION OF SPECIFIC ELEMENTS

6.1. GRANDSTANDS AND STAGES

Grandstands are subject to 2 different types of inspection: on the one hand there is a technical inspection into stability; on the other hand there is an inspection w.r.t. fire safety and evacuation of the grandstand.

6.1.1. INFORMATION IN CONNECTION WITH THE STABILITY INSPECTION

The resistance of the grandstands must at least be calculated in accordance with NBN B03-103:

- Seats, walkways, passageways and staircases:
 - 400 kg/m² for grandstands with fixed seats
 - 500 kg/m² for grandstands with moveable seats or without seats.

Separately from the above-mentioned uniformly distributed load, the floors and stairs at any place must be capable of withstanding a concentrated load of 200 kg on an area of 10 cm x 10 cm. Handrails and balustrades: horizontal load of 100 kg/running metre. In addition, each element of the handrail must be able to withstand a horizontal point load of at least 50 kg. A horizontal element must at least be able to withstand a vertical point load of 100 kg. The grandstands may optionally be calculated according to EC1 (Eurocode). This standard takes into account a greater margin of safety. The rear hand rails should be at least 1.1m high compared to the seat height and 2m even if it is possible for spectators to stand on the seats. The general stability must be approved by an ESTC prior to commissioning (see above in this regulation).

6.1.2. FIRE SAFETY INSPECTION

Grandstands must be checked in the context of safety (to this end a detailed plan (and a crosssection) should be submitted, with the following data at least:

- Dimensions of the blocks and passageways
- Number of seating places per block (between 2 passageways)
- Number of seating places per row, per block
- Number of rows per block
- Total number of seating places

6.2. THE INSTALLATION OF A BLACKBOX

6.2.1. SAFETY LIGHTING

A black box is ALWAYS to be equipped with safety lighting above the (emergency) exit. This safety lighting must be sufficiently strong and well planned in order to make the pictogram clearly visible in case of power failure. Depending on the type of event or on the position in the hall (w.r.t. to the safety lighting of the hall) it is possible that additional safety lighting will be also required (type Mickey Mouse emergency lighting or yard lighting (with battery unit)). This safety lighting must serve to sufficiently illuminate the black box so that those present can safely evacuate.

6.2.2. PICTOGRAMS

In addition to the safety lighting, a pictogram indicating (emergency) exits must be installed near the effective (emergency) exit. In terms of dimensions this pictogram must meet legislation, namely: the surface area of the pictogram is at least equal distance squared divided by 2000. This distance is the maximum distance to the (emergency) exit - one may easily assume that this is half the length of the black box (if one has to take into account other dimensions, this will be notified on a timely basis). The use from photo-illuminated pictograms is recommended but not obligatory.

6.2.3. THE EMERGENCY EXIT

The width of the emergency exit is relative to the number of people - with a rule of thumb: 1 cm per person who may be present. Some points of attention for the design of the emergency exit: The curtain at the emergency exit must hang at least 3.0 cm above the ground. The emergency exit itself must be wider than a divide in a curtain: We recommend implementing this on the premises with curtains of 1.0m width (height min. 2.5m) Other options are: The building of an anteroom in front of or behind the emergency exit. The positioning of the curtain - near the emergency exit - on a rail is also acceptable if this rail slides very well and the direction is indicated as to how one opens the curtain. The method of execution of the emergency exit must be indicated when submitting the plan. The number of (emergency) exits and the width of the exits is always a function of the number of attendees. With which, as from 100 people, there must be at least two emergency exits available opposite each other and as from 500 people there should be at least 3 emergency exits available (opposite each other).

If the blackbox is near a gate it is necessary for there to always be an emergency exit available near this gate (this is both for evacuation and for accessibility to the firehose reel (near the gate)).

6.2.4. ADDITIONAL FIRE-EXTINGUISHING EQUIPMENT

Depending on the event and the risks, in each blackbox at least 1 or more fire extinguishing units will be present. (One fire extinguishing unit usually corresponds with e.x. ABC extinguisher 6kg or CO2 extinguisher 10 kg. The number of fire extinguishing units is indicated on the extinguisher itself.) Every blackbox up to 150m² will at least contain 1 fire extinguishing unit.

6.3. EVENTS WITH CATERING AT TABLE

If tables are set during the event, one should ensure that there are passageways present (in the shape of a cross), so that serving the tables may run smoothly. Since there is spacing between the tables, the distance of these passageways may be narrower than the general standard dimensions of other passageways, namely 2.4m. The distance between the tables is at least 1.4m. With such dimensions, it may be assumed that there is sufficient room to serve the tables. The dimensions between the tables should always be indicated on the plans for inspection of fire safety.

6.4. TEMPORARY STORAGE OF MATERIAL IN A HALL

The organiser must apply for each storage area in the halls in advance. (see Appendix 6 - Application for permission to store material in a hall) This may be done by signing this document and returning it to: bruexpo@vincotte.be securitymanager@bitf.be The contact person (Operation Manager) within BRUSSELS EXPO.

The applicant should always append a detail plan to this application; the following items are indicated at least:

- dimensions of the storage area
- dimensions of the passage ways (near gates, between the rear wall of the stand and storage area)
- indication of the entry place to the storage area.
- indication of the placement of additional fire-extinguishing means to be stated on the plan: the maximum storage height

After going through the file, the ESTC in consultation with BRUSSELS EXPO either grants permission or not for the set-up of the storage area.

Storage area must also be included on the plan for approval by the fire safety - In detail: areas and passageways must appear prominently on the plan.

6.4.1. WHAT MAY BE STORED IN THE HALLS?

You cannot just store anything in this storage area.

Permissible items

- Items for erection of modular stands
- Empty racks
- Wooden walls
- Pallets

Definitely not

- Paper or cardboard
- No rolling equipment (forklift trucks, cherry pickers, etc.)
- No highly flammable products

To be considered case by case

- Vehicles (see deviation further on in the text)
Chemical products, only if the MSDS sheets are submitted beforehand and a copy of this sheet is hung in the storage zone. On the basis of the MSDS sheets received, it will be determined as to what measures will have to be taken (incl. receptacle bin, separation of products, additional fire-extinguishing means, etc.)

6.4.2. LIMITING FACTORS IN CONNECTION WITH THE DETERMINATION OF THE SURFACE AREA OF THE STORAGE ZONE

Furnishing a storage area under a footbridge is not permitted.

Each point of the outer circumference of storage area must be accessible with the lance of the firehose reel. (If so desired one may also have mobile firehose reels positioned - for conditions: see BRUSSELS EXPO). The length or width of the storage area is also limited to a maximum of 8.0m. The other dimension is unlimited, but should have a passageway of 2.0m every 15m. Distance between hall wall and storage barrier is at least 2.0m. The spacing between rear wall of stands and storage is the greatest number of: 4.0m minimum or 1.5 times the stacked height of the goods or the height of the rear wall of the stands. All emergency exits of the hall always remain free. The width of these passageways is the greatest number of: 4.0m minimum or 1.5 times the stacked height of the goods. If the event provides other emergency exits (than those in the extension of the gates), items may not be stored in the shortest way to the emergency exit. The width is again determined according to the above rule. Fire resources and electrical cabinets must always remain accessible. A circle with a radius of 2.0m must remain free around a firehose reel.

6.4.3. HEIGHT OF STORAGE

Is to be determined in relation to the material to be stacked. Some items are already unstable at 1.0m height, others may be stacked higher. In case of doubt w.r.t. the stability, the organiser will immediately have the height adjusted.

6.4.4. DEMARCATING THE ZONE

The demarcation of the zone should be done by means of Heras fencing. The reason for this is that by using Heras fencing one always has supervision and oversight of the storage area and in case of fire, can very easily detect the right place and can target the extinguishing very directly. Near the passageway the Heras fencing should be closed with a lock: a dual key should be delivered to the security firm.

6.4.5. PASSAGEWAYS BETWEEN THE STORAGE

See maximum dimensions of the storage area

6.4.6. ADDITIONAL FIRE-EXTINGUISHING EQUIPMENT

If the entirety of the storage area is not accessible with the fire hose reel (length of reel 30m + 5m throw) additional mobile fire hose(s) should be positioned. By each passageway between 2 zones, a fire extinguisher (1 extinguisher unit) should be - clearly visibly - hung up. Additional fire-extinguishing equipment may be requested by BRUSSELS EXPO (or its representative) at any moment. The cost of the placing is always at the expense of the user of the storage area.

6.4.7. SMOKING BAN

The area around the gates on the storage area may not be used as a "smoking area" for visitors, nor exhibitors, nor others. (In bad weather people tend to remain inside rather than outside).

6.4.8. DIFFERENTIATION BETWEEN PUBLIC AND PROFESSIONAL EVENT

At public events security will carry out extra controls of the storage area. After the event closes, security will carry out a final control again, around and through the storage area. During public exhibitions the Heras fencing around the storage area should be connected together using connecting pieces.

6.4.9. EXCEPTIONS W.R.T. VEHICLES

If vehicles are going to be stored in a hall, the organiser must always: provide 1 security agent PER hall and this 24hr/24 and 7/7 and this during the entire period of occupation of the storage area by vehicles. If the storage area is larger or equal to 1000m² or counts 6 storage units per hall, the organising committee will provide one extra agent, exclusively for control on the storage in the hall (and this per hall).

6.5. TEMPORARY CONSTRUCTIONS OUTSIDE OF THE BUILDINGS

The construction or placement of a temporary infrastructure or installation (such as tents, covered passageways, advertisement masts, etc.) must be requested in writing in advance to BRUSSELS EXPO (Infrastructure Services) and must be indicated on the layout plan which is submitted to the ESTC for approval (Regulations for fire safety). It is strictly forbidden to fasten these structures on or in our infrastructure (in fire walls, bluestone, Stelcon or concrete tiles, walls, floors, in the open air, etc.), including the outer roadways, parking areas, footpaths, flower beds etc. All these temporary installations must be self-supporting and their general stability may only be secured with concrete blocks (or other counterweights). At no place whatsoever may piles or anchoring systems be installed in the ground.

6.6. PROJECTION OF FILMS, SET-UP OF AUDITORIUMS AND GRANDSTANDS, MEETINGS AND CONCERTS

- Only permissible with the approval of the organiser, the ESTC and BRUSSELS EXPO.
- The safety and hygiene regulations included in art. 365 and following of the ARAB are applicable without prejudice to any special conditions which may be imposed by a police regulation, by the territorially competent fire service, by other statutory provisions or by BRUSSELS EXPO.
- When one wants to show films in a room or a closed stand, the prior authorisation of the locally authorised fire protection service is required.
- When the rooms are equipped with rows of seats, the seats must be attached to each other over the entire length of the row. The rows have no more than 10 seats when there is a single passageway and a maximum of 20 seats when there are two passageways. The ends of the seats must be affixed to the ground.
- The width of the passageway between the rows must at least 45 cm. This width may be reduced to 40 cm if the seats are set up in the shape of a grandstand, with treads of at least 15 cm height.
- Two emergency exits must be provided that lie opposite each other and are fitted with independent emergency lighting.
- The minimum width of the stair sections, landings, evacuation routes, galleries and doors must be 80 cm.

The evacuation routes, galleries, doors and slopes must have a minimum width that is at least equal in centimetres, to the number of people that can use them to reach the exits.

The steps have a useful width which is at least equal, in centimetres, to this number, multiplied by

- a factor of 1.25 when the spectators descend to the exits or
- a factor of 2 when the spectators have to ascend to the exits.

All structures for temporary use, such as podiums, grandstands, etc. are erected using materials of minimum type A2 and are in good condition. Wooden floors, stairs and other elements are securely interconnected. The free spaces under podia, grandstands, etc. with the exception of the evacuation routes, must not be accessible for the public and must not contain combustible or flammable materials. A passage must always be left behind, around or under the grandstands whose width in cm is equal to the number of persons to use the evacuation route. The grandstands must be fitted with safety lighting and emergency signalling / emergency lighting.

6.7. TENTS

- The tent canvas must be made of Class A2 fabric.

- The decoration material in the tent may not be flammable nor produce toxic substances in the event of fire. Materials that melt at low temperatures are likewise prohibited.
- The presence of portable heating systems, LPG cylinders, flammable substances and liquids in the tent is prohibited.
- Powder fire extinguishers of the ABC type, with one extinguishing unit, in good condition and approved, must be set up in the tent with a ratio of one per 150 m², in clearly visible and easily accessible locations.
- Exits and emergency exits: 1 cm exit / emergency exit must be provided per m² of tent area, situated opposite one another. These exits/emergency exits must always be kept free, open outwards, be well signalled and fitted with autonomous emergency lighting. Every exit/emergency exit is at least 80 cm wide.
- Only electricity is permissible as lighting source. The set-up must be provided with sufficient, autonomous emergency lighting to allow for safe evacuation. Emergency lighting must take effect immediately after a power failure and burn for at least 30 minutes. In the case of an occupancy of over 250 people, safety lighting (yard type lighting / Mickey Mouse) should also be placed in the tent; this is an illumination in addition to the emergency lighting. (also see black box)
- An area of at least 5 m, free of all obstacles, including the tensioning ropes and their attachment points, must be present around the tent in order to allow the passage of intervention vehicles.
- Also see Temporary structures outside the buildings and Projection of films, set-up of auditoriums and grandstands, meetings and concerts.

6.8. DANCE NIGHTS

- The organiser must ask permission from BRUSSELS EXPO.
- Local police regulations apply for the dance nights held in the buildings, on the grounds or parking areas of BRUSSELS EXPO.

6.9. CO-KARTING, MOTOR- AND AUTOCROSS

- Fuelling must take place outside of the halls. The necessary precautionary measures are taken to prevent environmental damage occurring owing to these actions.
- The station for the fuel supply is equipped with a 50 kg mobile powder fire extinguisher and two ABC type portable extinguishers of 9 to 12 kg. In the paddock, one 9kg powder extinguisher must be present per 10 locations. The fire-extinguishing equipment must be visible and accessible.
- The demarcation of the track may not be done with easily combustible materials such as straw, hay, etc.

PART 4 - ADDITIONAL SAFETY REGULATIONS (APPLICABLE FOR THIRD PARTIES)

Apart from Part 4, it is necessary that you also go through part 1. These 2 parts together form the safety regulations that apply to you.

1. ADMINISTRATION

As generally cited, each contractor carrying out work on the BRUSSELS EXPO site must complete a safety charter (see Appendix 1: Charter for third parties that carry out work commissioned by BRUSSELS EXPO) and to be supplemented with a risk analysis of the work. These documents should be provided to the project responsible person from BRUSSELS EXPO and this before commencing the work.

2. ELECTRICITY: HIGH VOLTAGE - WORKING WITH/UNDER AND HV CABINS

Entering a low and medium voltage room is permissible for

- a person who holds a BA4 (notified) or BA5 (qualified) certificate.
- any other person under constant supervision of a person who holds a BA5 certificate.

The BA4 and BA5 certificate is awarded by the employer and comprises at least

- the motivation for the award (e.g.: courses followed, diploma, years of experience)
- validity period
- activities that may be carried out by the person

As a result, for example

- a BA4 certificate may be issued to a painter, for one week, with the work limit being painting walls and ceiling, if they have been sufficiently informed of the hazards.
- a BA4 certificate may be issued to Kevin, for 6 months, with the work limit being work on a telephone distributor, if they have been sufficiently informed of the hazards.

As a rule it is assumed that

- there is no hazardous work: 1 Person with BA4 or BA5 certificate
- hazardous, planned work: at least 1 BA4 and 1 BA5
- hazardous, unplanned work: at least 2 times BA5

2.1. WORKING WITH LIVE VOLTAGE

While working under voltage, the building contractor / contractor will always be accompanied by an employee from BRUSSELS EXPO.

Working in the proximity of live conductors is also regarded as working with live voltage.

The minimum distance is determined by: $d = 2.5 + 0.01 (U_n)m$, with U_n in kV and $d_{min} = 2.5 m$.

Working under voltage must be avoided as much as possible but is permitted on condition that the following 3 conditions are met:

1. The installation must allow sufficient safety during the work
2. It must be necessary for reasons of safety or operational reasons, such as:
 - when making dead may endanger the life or health of persons;
 - when the nature of the work itself makes it hazardous when dead;
 - when the nature of the work requires the availability of voltage (e.g. when tracing certain types of defect)
3. Adequate measures are taken against the principal risks inherent in working with under voltage: the heightened risks of contact, short circuit or accidental arcs.

2.2. PROTECTION MEASURES AGAINST ELECTROCUTION

The building contractor / contractor will take the following safety measures into account: use insulated equipment (with $R_{min} = U_n / 10 \text{ mA}$) ensure that 2 non-conductors are always in series wear insulating gloves and safety shoes use an insulating mat live conductors that are not being worked on must be mechanically shielded do not wear any conductive decorative objects

2.3. PROTECTION AGAINST BURNING

The building contractor / contractor will take the following safety measures into account: wear 100% cotton clothing wear gloves wear a helmet with a suitable full face maskants, port d'un casque muni d'un écran facial complet adapté.

PART 5 - APPENDICES

1. APPENDICES FOR THE ORGANISER, FOR THE EXHIBITOR AND STAND BUILDER

Appendix 2: Fire permit during events (Model B)

Appendix 3: Entry permit for non-public areas

Appendix 6: Application for storage of material in a hall

Appendix 7: Charter for exhibitors and their stand builder

Appendix 8: Layout of electrical connection and the additional measures to be taken

2. APPENDIX FOR THE ORGANISER

Appendix 5: Charter for building contractors of the organiser

3. APPENDICES FOR THIRD PARTIES

Appendix 1: Charter for third parties that carry out work commissioned by BRUSSELS EXPO)

Appendix 4: Permit for third parties that carry out work commissioned by BRUSSELS EXPO (Model A)

Appendix 3: Entry permit for non-public areas



APPENDIX 1

CHARTER FOR THIRD PARTIES THAT CARRY OUT WORK COMMISSIONED BY BRUSSELS EXPO

Contract for the execution of work, in accordance with the Act of 4 August 1996 on the well-being of workers.
Very important note: each subcontractor or each self-employed person working on behalf of the contractor/contracting party must be known to the Client (the health and safety coordinator if designated) and must complete and sign the same contract.

Client: BRUSSELS EXPO

Head of the Technical Service:
Emin LUKA
Tel/Mobile: 02/658.42.23
e-mail: e.luka@brussels-expo.be

Prevention Counsellor:
Xavier FORTIN
Tel: 02/658.44.83
e-mail: x.fortin@brussels-expo.be

Data concerning the contractor/contracting party/the sub-contractor/selfemployed worker

E-mail:	
Name:	
Address:	
Telephone:	Fax:
Name of the site manager:	
Mobile:	

Description of the assignment:

1. The undersigned agrees, on behalf of the contractor/contracting party, to comply with all obligations relating to the well-being of workers and also those specific to the client's building and/or installation.
2. The contractor/contracting party states that every worker is authorized to work on the site of BRUSSELS EXPO (worker with the appropriate resources and the necessary training and instruction).
3. The client reserves the right to check at any time compliance with the safety regulations and the right to request any certificates (driving permits, training certificates, etc.) held by the people working on the site.
4. If the contractor/contracting party does not meet the outlined prevention and protection measures, the client may take all necessary measures. The costs incurred shall be borne by the contractor/the contracting party in accordance with the Act of 4 August 1996.
5. With this contract, the contractor/contracting party is informed of the «BRUSSELS EXPO Safety Regulations» which are available on the BRUSSELS EXPO website.
6. These safety regulations constitute a part of the conditions under which the contracted assignment can be performed. We refer here to the other performance requirements and specifications that have relevance to the work to be performed.

Done in two copies / / 20.....

	For the contractor/contracting party	For the client
Name		
Function		
Signature		



APPENDIX 2

FIRE PERMIT DURING EVENTS (MODEL B)



PART 1

To be completed at the request for the fire permit. Please always send this document so that the various parties can make the necessary additions. This form should be send to: bruexpo@vincotte.be

GENERAL INFORMATION

Name of the event: _____

Date of the event from _____ until _____

SPECIFIC INFORMATION

Exhibitor / name of the booth: _____

Name and function of the applicant: _____

Place of the booth: Hall _____ Booth Nr _____

Date of execution: _____

DESCRIPTION OF THE WORK

Please indicate what's applicable:

- The installation of a stretched ceiling with fire
- Heating with a heating canon (with gaz)
- Heating with a heating canon on fuel oil (To be avoided as much as possible. The use of a canon on gaz is preferable)
- Welding work
- The installation of roofing or simular
- Cooking with gas
- Fireworks
- Heating with a "bain marie" (with liquid/gel fuel)
- Demonstration booth for welding
- Using candles / tealights (delete what's inappropriate)
- other; like: _____

EMERGENCY NUMBER

Guard, first aid and
intervention in case of
emergency or fire:
G4S : 02/658.42.21

Contact person of exhibitor:
Name: _____
Portable nr: _____

RECAPITULATION OF PART 1

Date of execution: _____

Description of the works: _____

Exhibitor: _____

PART 2

To be completed by Vinçotte after receipt of the application

DESCRIPTION OF THE MEASURES

ALWAYS:

- Fire extinguisher ABC 6kg visibly on the booth and easily accessible

- _____

Approved by

VINCOTTE

Ing. Peter Ghoos

Signature

(Send as pdf to the organizer and Brussels Expo)

PART 3

To be completed by the organizer

ADDITIONAL MEASURES

ALWAYS:

- _____

- _____

Approved by

Organizer _____

Representative _____

Function _____

Signature

(Send as a pdf to: exhibitor, Vinçotte, Brussels Expo and G4S).

PART 4

Read and fulfilled at all measures

Executor _____

Signature

The document has to be on site during the works.

APPENDIX 3

AUTHORIZATION ACCESS FOR NON PUBLIC AREAS

This permit applies to all work/services performed in the ceilings of the halls, on the roofs or in the enclosed spaces (e.g. cellars with confined space). These spaces are out of bounds to all persons who do not have this duly signed permit and who are not accompanied by a member of the BRUSSELS EXPO staff.

AUTHORIZATION ACCESS FOR EXTERNAL COMPANIES TO THE BRUSSELS EXPO PREMISES

Name of the project/event	
Location	
Description of the work	
Start date / /	End date / /
Fire permit	<input type="checkbox"/> Necessary <input type="checkbox"/> Not necessary
Technician – Name of the contractor	
BRUSSELS EXPO contact person	

ASSESSMENT OF THE DANGERS AND RISKS

<input type="checkbox"/> Work with flammable material	<input type="checkbox"/> Work in enclosed spaces	<input type="checkbox"/> Work on the roof
<input type="checkbox"/> Work with electricity	<input type="checkbox"/> Work on or with ceiling glass slabs	<input type="checkbox"/> Work in areas containing asbestos
<input type="checkbox"/> Work at height (> 2m)	<input type="checkbox"/> Work on the hall structure	<input type="checkbox"/> Live-line work
<input type="checkbox"/> Work with hazardous products	<input type="checkbox"/> Dismantling/demolition work	<input type="checkbox"/> Work in technical premises
Other		

PREVENTIVE MEASURES TO BE TAKEN BY THE TECHNICIAN

<input type="checkbox"/> Safety shoes	<input type="checkbox"/> Safety harness + accessories	<input type="checkbox"/> Signs and markings
<input type="checkbox"/> Head protection	<input type="checkbox"/> Lifeline	<input type="checkbox"/> Additional ventilation
<input type="checkbox"/> Safety glasses	<input type="checkbox"/> Smokescreens/screen	<input type="checkbox"/> Additional working lights
<input type="checkbox"/> Safety gloves	<input type="checkbox"/> Lock/Out procedure	<input type="checkbox"/> Emergency telephone or mobile
<input type="checkbox"/> Hearing protection	<input type="checkbox"/> ATEX / EEx / non-sparking equipment	<input type="checkbox"/> 2nd person to oversee safety
<input type="checkbox"/> Protective clothing	<input type="checkbox"/> Extinguisher	<input type="checkbox"/> Environmental protection measures
Other		

SIGNATURES

	Technician – Operator	Manager of the technician (optional)	Technical manager of the BRUSSELS EXPO project
Name			
Date			
Signature			

NUMERO DE SECOURS INTERNE : 02/658 42 21

Important note:

Access is only granted to persons accompanied by a member of the BRUSSELS EXPO staff.

In case of fire alarm and evacuation, all access permits are immediately suspended.

In this case, the person should stop work immediately and safely and go to the nearest assembly point. Once at the assembly point, the person must inform their manager.

This Authorization access may be granted and withdrawn at any time without any justification by BRUSSELS EXPO.

For more information: consult the BRUSSELS EXPO safety requirements on www.brussels-expo.be



APPENDIX 4

BRUSSELS EXPO FIRE PERMIT (MODEL A)

For the purpose of preventing the risk of fire or explosion. It applies to BRUSSELS EXPO staff and external contractors entrusted with work/services involving an open fire, naked flame or hot spot (welding, cutting, soldering, burning of paint or varnish, thawing, etc.).

FIRE PERMIT FOR EXTERNAL CONTRACTORS OR BRUSSELS EXPO STAFF

Ref/N° and project name

Location

Description of the work

Start date & time: ____ / ____ / ____ at ____ : ____ h

End date & time ____ / ____ / ____ at ____ : ____ h

Access permit Necessary Not necessary (applicable to the contracting parties)

Technician – Name of the contractor

BRUSSELS EXPO contact person

ASSESSMENT OF THE DANGERS AND RISKS

Work with flammable material

Work in enclosed spaces

Work on the roof

Work with hazardous products

Work on the hall structure

Live-line work

Other _____

PREVENTIVE MEASURES TO BE TAKEN BY THE TECHNICIAN BEFORE STARTING WORK

AN ABC 6 KG POWDER EXTINGUISHER MUST ALWAYS BE PRESENT NEAR THE WORKPLACE NO RESERVE GAS BOTTLE IS AUTHORISED IN THE VICINITY OF THE WORKPLACE CHECK THAT THE EQUIPMENT IS IN PERFECT WORKING ORDER KEEP ALL COMBUSTIBLE OBJECTS AT A DISTANCE OF 10 M

Safety shoes

Smokescreens/screen

Signs or markings

Safety gloves

Fall protection

Additional ventilation

Safety glasses/screen

Emergency telephone or mobile

Additional working lights

Autres _____

PREVENTIVE MEASURES TO BE TAKEN BY THE TECHNICIAN DURING THE WORK

NEVER LEAVE THE WORKPLACE UNATTENDED WATCH OUT FOR PROJECTIONS OF INCANDESCENT PARTICLES/HEATED METALLIC PARTS, ETC. PLACE BURNING OBJECTS ON HEAT RESISTANT SUPPORTS

PREVENTIVE MEASURES TO BE TAKEN BY THE TECHNICIAN AFTER THE WORK

THOROUGHLY INSPECT THE WORKPLACE AS A WHOLE KEEP THE WORKPLACE UNDER SUPERVISION AS LONG AS NECESSARY

SIGNATURES

	Technician – Operator	Head of the BRUSSELS EXPO Technical Service	BRUSSELS EXPO Prevention Counsellor
Name			
Date			
Signature			

INTERNAL EMERGENCY NUMBER: 02/658 42 21

Important note: In the event of a fire alarm and evacuation, all fire permits are suspended immediately. In this case, the person must immediately stop their work, **secure their workplace** and go to the nearest assembly point. Once at the assembly point, the person must inform their manager.

This fire permit may be granted and withdrawn at any time without any justification by BRUSSELS EXPO.

Pour plus d'informations : voir les prescriptions de sécurité de BRUSSELS EXPO sur www.brussels-expo.be



APPENDIX 5

CHARTER FOR BUILDING CONTRACTORS OF THE ORGANISER

1. GENERAL INFORMATION

Organiser	
Fair / Event	
Date of the fair / event	

2. INFORMATION ABOUT THE STAND BUILDER / DECORATOR / CONTRACTOR

Name: _____
 Address: _____ N°. _____
 Postal code: _____ Town/city: _____
 Tel : _____ Fax: _____
 The safety site manager: _____ Mobile: _____

3. DESCRIPTION OF THE WORK

=>tick where appropriate

- 1. Setting up a modular stand (height limited to 2.5 m)
- 2. Setting up a modular stand (higher than 2.5 m)
- 3. Construction of a tent
- 4. Construction of a tribune /podium
- 5. Installation of professional lighting (lighting bridges) or audio-visual equipment
- 6. Other works (description): _____

Note : for any case of modular stand, the contractor needs to add a risk analysis.

4. ANY SUBCONTRACTORS

	Contractor's details (name, address, tel)	Description of work (see above)
1		
2		

DECLARATION OF INTENT¹

1. The undersigned person returns this SHE charter*, duly completed and signed, and confirms that he/she has read and clearly understood the safety rules applicable at the BRUSSELS EXPO site. The undersigned hereby under takes to meet the Safety, Health and Environment*-related obligations.
2. The undersigned will provide the information brochure to the stand builder and ask the person to include a risk analysis.
3. The undersigned acknowledges having received the BRUSSELS EXPO safety rules from the organiser and will take the necessary steps to inform the undersigned's employees and any (sub) contractors working on the un dersigned's behalf about what the safety rules feature.
4. The undersigned person declares that he/she will provide the additional information to the safety coordinator should a work accident, of whatever nature, occur on the stand.

_____/_____/_____
Date

Name and position

Signature

This document must be returned, together with any risk assessment (s), to the safety coordinator at: bruxexpo@vincotte.be It should be provided before the start of the work.



APPENDIX 6

APPLICATION FOR STORAGE IN A HALL

The organizer must request any storage area in the exhibition halls in advance.

This can be done by signing this application form and returning it to:

bruexpo@vincotte.be

securitymanager@bitf.be

and your person of contact (operations manager) at BRUSSELS EXPO

The organizer must always attach a detailed map to this application, showing at least the following information:

- dimensions of the storage area
- dimensions of the aisles (near doors, between exhibition area and stock)
- indication of the entrance to the storage zone
- indication of the placement of additional fire-extinguishing equipment
- maximum storage height

All guidelines are included in the Safety regulations of BRUSSELS EXPO.

After examining the file, Vincotte will decide in consultation with BRUSSELS EXPO whether or not to grant authorization for setting up a storage area.

The undersigned hereby declares that he/she has received and understood the rules relating to the organization of a storage area within the halls of BRUSSELS EXPO. Also he/she will comply meticulously with the actions imposed.

In the event of a breach of these guidelines, BRUSSELS EXPO or its representative may arrange for the necessary adjustments to be made to the storage area (this can range from installing additional fire extinguishing equipment to modification of the storage area (dimensions/height)).

All expenses that this may cause are always due to the undersigned.

Name of the organizer:

Place of storage - Hall:

Storage period:

Name of applicant:

Mail:

Mobile phone:

Signature:



APPENDIX 7

CHARTER FOR EXHIBITORS AND THEIR STAND BUILDER

Organiser of the fair: _____ Date of the fair: _____
 Exhibitor: _____ Hall N° and booth N°: _____

Dear exhibitor,
 Your booth may be set up in two different ways.
 Tick where appropriate:

- A. You rent a ready-made turnkey booth from the organisers
- B. You set up the booth yourself or you have it done by a stand builder:
 In this case we would like to receive further details about the way the booth is to be set up.

Tick where appropriate:

1. You will set up a modular stand (height limited to 2.5 m)
2. You will set up a stand (lower than 2.5 m)
3. You will set up a modular stand (higher than 2.5 m) – only ground floor – no level
4. You will set up a stand (higher than 2.5 m) – only ground floor – no level
5. You will set up a stand with accessible 1st floor (private or public)
6. You will install professional lighting (lighting bridges) or audio-visual equipment

In case 2, 4, 5 and 6 the stand builder also needs to add a risk assessment.

Information about the STAND BUILDER _____

Address _____ N°: _____

Postal code: _____ Town/city: _____

Tel : _____ Fax: _____

Any subcontractors: _____

	Contractor's details (name, address, tel)	Description of work (see above B)
1		
2		

DECLARATION OF INTENT¹

1. The undersigned person returns this charter, duly completed and signed, and confirms that he/she has read and clearly understood the safety regulations of BRUSSELS EXPO site. The undersigned hereby undertakes to meet the Safety, Health and Environment-related obligations. The undersigned will provide the information brochure to the stand builder and ask the person to include a risk analysis if necessary (see point B).

2. The undersigned acknowledges having received the BRUSSELS EXPO safety regulations from the organising Committee and will take the necessary steps to inform the undersigned's employees and any (sub) contractors working on the undersigned's behalf about what the safety rules feature.

3. The undersigned person declares that he/she will provide the additional information to the safety coordinator should a work accident, of whatever nature, occur on the stand.

____ / ____ / ____
Date

Name and position

Signature

This document must be returned, together with any risk assessment (s), to the safety coordinator at: bruexpo@vincotte.be It should be provided before the start of the work.

¹ Declaration of Intent in keeping with article 29 of the Law on well-being.

APPENDIX: REQUEST FORM FOR A CHECK OF THE SECOND LEVEL

As provided by the safety regulations of BRUSSELS EXPO, an inspection of the multi-level stand must be performed ON SITE by an independent inspection service (ESTC). We thus ask you to have this document completed and to send it to us as soon as possible (prior to the opening of the trade fair).

In the event that this document is submitted after the deadline, the organisers of the event will be requested to simply prohibit access to the stand.

This document is intended to help you erect your stand in compliance with a number of « good practice » rules.

You have two possibilities for complying with the safety regulations of BRUSSELS EXPO.

Tick where appropriate:

1. You can have this inspection performed by the authorised inspection agency Vincotte.

(Content of the inspection: see point 1 above)

This inspection must be requested from L VAN LEEUW

By mail : ivanleeuw@vincotte.be (Phone: +32.476.500.890).

Indicative price: 250 euro – possibly to be modified on the basis of the documents received and the conformity with the structure on site.

BILLING DATA

Company name :

Adress :

City :

VAT :

Contact person :

Phone or Mobile :

If the informations above are not properly completed, the invoice will be sent to the signatory of this form

2. You can have this inspection performed by some other authorised inspection agency, i.e. by

The inspection report must be sent to bruexpo@vincotte.be before the opening of the trade fair, and must remain available at all times at the stand in order to be presented during the fire inspection, before the opening of the trade fair. In the event of non-presentation, BRUSSELS EXPO or its authorised agent will demand that the organisation declares the stand to be inaccessible, and this until presentation of an inspection report established by an authorised inspection agency (ESTC).

Conclusion:

The undersigned declares that he/she has read this document and undertakes to comply with it.

Done at:

On:

Company:

Booth no.

Name and Signature:

Position:

APPENDIX 8

LAYOUT OF ELECTRICAL CONNECTION AND ADDITIONAL MEASURES TO BE TAKEN

Prior remarque: This regulation is only valid for professional fairs, without the presence of unaccompanied minors (students, e.a)

TYPE OF POWER SUPPLY / TYPE OF CONNECTION	MEASURES
A machine connected to an earth leak until 100mA	No specific measures to be taken. The machine can be on the same power supply as other equipment (e.g. lighting)
Machines with a power supply less than 63A and with an earth leak until 300mA	Several machines on the same power supply are allowed. For the usual use (lighting, outlets, ...) an other power supply is needed.
Machines with a power supply over 63A and with an earth leak until 300mA	Preferably always with an earth leak until 300mA. Always a separated power supply for each machine. If the earth leak is adjustable, it will be sealed during the inspection.
Machines with a power supply over 63A With an earth leak between 300 and 500mAA	Always a separated power supply for each machine. If the earth leak is adjustable, it will be sealed during the inspection. Only BA5 certified persons can operate the machine and inform the visitors concerning the risks due to the present installation.
Machines with a power supply over 63A With an earth leak between 500 and 1000mA	Always a separated power supply for each machine. If the earth leak is adjustable, it will be sealed during the inspection. Composing a file that includes at least the items mentionned below. All safety measures have to be followed up meticulously.
Machines with a power supply above then 63A With an earth leak higher then 1000mA	No positief report will be granted.

SAFETY REGULATIONS TO FOLLOW UP

1. for machines with an earth leak over 500mA and up to 1000mA
 - a. In advance a file needs to be made (see below, pt. 2)
 - b. Each machine will physically be out of reach for the public (free zone of 1,0 – 1,2m around the machine with a physical barrier)
 - c. Only a “BA5 certified person” has access to this zone (*)
 - d. This person only will operate the machine
 - e. This person only shall inform the visitors concerning the risks due to the present installation.
 - f. Additional fire hose is necessary (acc. the risk assessment)
 - g. No flammable materials in the surroundings of the machine are allowed (e.g. gas recipients, flammable liquids, ...)

- h. Within the restricted zone everybody will respect the measures deduced from the risk assessment (e.g.: no eating nor drinking in the zone)

2. Content of the file

- i. Declaration BA5 by the employer
- ii. Map locating the machine, fire hose, stock, power supply, circuit breaker,...)
- iii. Risk assessment acc. fire and explosion
- iv. Electric installation (type of installation, cable sections,...)

(*) BA5 CERTIFIED PERSON

For all employees who have to work at or nearby the electric installation, a declaration of competence can only be done by their employer.

- BA5 = a person who can, by knowledge, training of experience, judge by himself the risks related to the works and who can take all necessary actions to eliminate the risk or keep the risk to a minimum.
- Content of the declaration of competence:
 - General knowledge:
 - Basic knowledge of electricity / mechanics
 - Training re. the machine: risks, general actions, etc.
 - Type of work by the “BA5” at the machine (installation, operations, training,...)
 - Traceability of the formation, experience
 - Period of validation of the declaration

This declaration of competence shall be available at simple request.



APPENDIX 9

TEMPERATURE RECORDING TO PREVENT AN OUTBREAK OF LEGIONELLA



Temperature recording in order to prevent an outbreak of Legionella throughout the event.

This form must be **displayed at the exhibition stand at all times throughout the event** and is subject to inspection.

After the event, the form must be duly completed, signed and sent to both the organiser
AND the Safety Coordinator: **BRUEXPO@VINCOTTE.BE**

PART 1: EXHIBITION STAND DETAILS (TO BE COMPLETED AT THE BEGINNING OF THE EVENT)

Event Name:	Event Duration: From To
Name of Exhibitor:	Hall: Exhibition Stand Number:
Stand Manager:	Mobile Number of Stand Manager:
Description of Equipment Used:	

- Only water delivered by BRUSSELS EXPO is used at your stand:
 Yes No
- As soon as your stand is assembled, you will only use clean and sanitised equipment:
 Yes No Not applicable
- The equipment contains elements in order to heat water:
 Yes No
- You will implement the following safety measures in order to ensure against any outbreak of Legionella:
 - Daily cleaning of all equipment used: Yes No
 - Replacement of water: Yes: frequency¹: No
 - Temperature Control: Yes: frequency¹: No
 - Use of chlorine: Yes: quantity/litre: No

Name:	Date & Signature:
-------	-------------------

¹ Please specify how the frequency: continuously, every hour, several times per day, daily, ...

PART 2: DAILY TEMPERATURE RECORDING (TO BE COMPLETED DURING THE EVENT)

Temperature recording is compulsory and **must be carried out at least four times per day**. The first temperature measurement must be taken **before the official event opening time (by 9:30am at the very latest)**.

For this purpose, the table below must be completed on a daily basis and kept at your exhibition stand.

The organiser and the Safety Coordinator can check this table at any time.

DAY 1 ... / ... /		DAY 2 ... / ... /		DAY 3 ... / ... /		DAY 4 ... / ... /		DAY 5 ... / ... /	
time	°C	time	°C	time	°C	time	°C	time	°C
9:30		9:30		9:30		9:30		9:30	

DAY 6 ... / ... /		DAY 7 ... / ... /		DAY 8 ... / ... /		DAY 9 ... / ... /		DAY 10 ... / ... /	
time	°C	time	°C	time	°C	time	°C	time	°C
9:30		9:30		9:30		9:30		9:30	

PART 3: EQUIPMENT EVALUATION (TO BE COMPLETED AFTER THE EVENT)

1. What measures were implemented when the water temperature reached or exceeded 20°C?

Stopping of pumps:

Yes No Not applicable

Changing of water:

Yes No Not applicable

Equipment cleaning and disinfection:

Yes No Not applicable

Other:

2. Were there any other reasons that led you to disinfect or change the water during the event?

Yes, in particular: No

Please complete and sign this form on **both sides** and send it to both the organiser
AND the Safety Coordinator: **BRUEXPO@VINCOTTE.BE**

Name:	Date & Signature:
-------	-------------------



APPENDIX 10

CLEARING PROCEDURE

AUTHORISATION TO WORK AT THE TECHNICAL INFRASTRUCTURE OF THE ON-SITE FACILITIES

PROJECT DATA

Reference Number and Project Name:	
Work Location:	
Work Description:	
Start Date & Time: / / at :
End Date & Time: / / at :
Access Permit:	<input type="checkbox"/> Required <input type="checkbox"/> Not required (only for third parties)
Fire Permit:	<input type="checkbox"/> Required <input type="checkbox"/> Not required
Representative – Company Name:	
Project Manager of Contractor:	
BRUSSELS EXPO Contact Person:	

TABLE OF CLEARANCE

TECHNICAL SPECIFICATIONS	COMMENTS
Electricity <input type="checkbox"/> Completely cleared <input type="checkbox"/> Partially cleared <input type="checkbox"/> Not cleared ⚠ <input type="checkbox"/> N/A	Only authorised if BA5-certified employee
Water <input type="checkbox"/> Completely cleared <input type="checkbox"/> Partially cleared <input type="checkbox"/> Not cleared ⚠ <input type="checkbox"/> N/A	
Gas <input type="checkbox"/> Completely cleared <input type="checkbox"/> Partially cleared <input type="checkbox"/> Not cleared ⚠ <input type="checkbox"/> N/A	
Fire panel <input type="checkbox"/> Completely cleared <input type="checkbox"/> Partially cleared <input type="checkbox"/> Not cleared ⚠ <input type="checkbox"/> N/A	
HVAC <input type="checkbox"/> Completely cleared <input type="checkbox"/> Partially cleared <input type="checkbox"/> Not cleared ⚠ <input type="checkbox"/> N/A	

CLEARING PROCEDURE VALIDITY

Cleared Zone:

Start of Clearance: Date: / / Time: : h

End of Clearance: Date: / / Time: : h

Person present during clearance:

BRUSSELS EXPO Representative: Name, position: Signature:

For THE CONTRACTOR: Name, position: Signature:

Technical facilities can only be cleared and reactivated by a qualified member of the BRUSSELS EXPO team.
If you have any doubts regarding the technical condition of the facility,
please contact a member of the BRUSSELS EXPO technical department as soon as possible.

SAFETY MEASURES

It is agreed between the parties present that the following safety measures will be implemented:

<input type="checkbox"/> Safety warning labels will be placed on taps or switches	Placed by:
<input type="checkbox"/> Lockout-tagout procedure will be used for taps or switches	Placed by:
<input type="checkbox"/>	Placed by:
<input type="checkbox"/>	Placed by:
<input type="checkbox"/>	Placed by:

This document is to be retained by the BRUSSELS EXPO technical department. A copy of this document must be placed in the cleared technical area. A copy of this document must also be made available to the project manager and, where applicable, stored in the Safety Coordinator's coordination log.

INTERNAL EMERGENCY NUMBER: 02/650 42 21

Please Note: In the event of a fire alarm or evacuation signal, all individuals must stop working immediately. All persons must act in a responsible manner **by securing their work station and proceeding to the nearest fire assembly point**. Once at the assembly point, all individuals must report to their manager. For further information: please refer to the BRUSSELS EXPO safety requirements at www.brussels-expo.be

→

APPENDIX 11

SAFETY REQUIREMENTS FOR USE OF PREMISES

1. GENERAL INFORMATION

Organiser:	
Exhibition/Event:	
Exhibition/Event Date:	

2. EXHIBITOR DETAILS

Full Name:

Address: Nr:

Postcode: Town:

Main Telephone Number: Fax:

Exhibition Stand Number: Mobile Number:

3. DESCRIPTION OF AVAILABLE PREMISES*

- 1. Premises used as an office
- 2. Premises used as staff rest area
- 3. Premises used for your own catering purposes
- 4. Premises used as a storage facility (see point 4 outlined below)
- 5. Other: (description)

4. IN THE EVENT OF THE PREMISES BEING USED FOR STORAGE: DESCRIBE THE GOODS BEING STORED*

- 1. Storage of paper and cardboard (folders, brochures,...)
- 2. Storage of flammable materials
- 3. Storage of pressure cylinders.
- 4. Storage of highly flammable waste materials (food waste, charcoal, ash, ...)
- 5. Other (description:)

The storage of ash (hot as well as cold) is strictly prohibited within the premises.

All requirements are outlined in the BRUSSELS EXPO safety regulations.

They also apply to all adjacent areas of the palaces (offices, storage areas etc.).

Please see reverse side for a brief yet non-exhaustive reminder of the key safety regulations for storage spaces.


1. In order to validate the use of the premises, the exhibitor must complete and sign APPENDIX 11, and subsequently return it to BRUSSELS EXPO.
2. By returning this form duly completed and signed, the exhibitor confirms that the Organising Committee has provided detailed information regarding all applicable safety regulations within BRUSSELS EXPO and that he has read, understood and agrees to fully comply with all safety regulations.
3. Where applicable, the exhibitor will notify all relevant parties (staff members, subcontractors) of all safety regulations.
4. The exhibitor agrees to fully adhere to all safety regulations and acknowledges that he may be liable to potential civil or criminal prosecution in the event that any part of this agreement (even partially) is breached.

Done in
... / ... / ...

Signature

(*) Please tick all that apply

Preliminary Remark: The BRUSSELS EXPO general safety regulations are applicable at all times and must be observed by everyone.

BRIEF OVERVIEW OF SAFETY REGULATIONS FOR STORAGE PREMISES.	Reference. BRUSSELS EXPO SAFETY REGULATIONS
<p>Naked flames and open fires are strictly prohibited within the premises.</p> <p>Flammable products must be securely stored away from any potential source of ignition.</p> <p>Examples of flammable products:</p> <ul style="list-style-type: none"> - Synthetic paints - Liquids with a flash point of up to 100°C - Fuels and methylated spirits - Gas cylinders - ... <p>Examples of highly flammable products:</p> <ul style="list-style-type: none"> - Cellophane - Paper and cardboard - Candles - Combustion residues (charcoal,...) - Dust particles from flammable materials such as household dust, flour, sugar, wood dust...) - ... <p>Examples of ignition sources:</p> <ul style="list-style-type: none"> - Electricity, electrical appliances - Strong radiation sources (halogen lamps, lasers, IR, UV...) - Battery chargers - ... <p>All flammable products must be securely stored at least 1 metre away from any potential source of ignition.</p> <p>Unless under constant supervision, continuous working machines (i.e. engines, mills, agitators, mixers, ...) cannot be used in storage facilities. Any appliance which produces a heat source is also strictly prohibited unless supervised (i.e. oven, hob, kettle, electric stove, radiation source such as UV laser, IR, ...)</p>	<p>Partie I, art. 6</p> 
<p>Smoking is strictly prohibited in all storage facilities. Smoking is only permitted in the designated smoking areas.</p>	<p>Part 1, Art. 7</p>
<p>It is strictly prohibited to obstruct the visibility of emergency lights and safety signs at any time (pictograms, cones, signals, ...). In addition, these security measures may in no way be modified.</p>	<p>Part I, art. 9.2</p>
<p>The accessibility of all emergency equipment such as fire extinguishers, wall dispensers, hydrants, alarm pushbuttons, stop valves, emergency ladders may not be obstructed under any circumstances.</p>	<p>Part I, art. 9.2</p>
<p>It is strictly prohibited to open electric panels and low-voltage cabinets without the presence of a member of BRUSSELS EXPO or a representative. Any changes to infrastructure are strictly prohibited (electricity, gas, water, compressed air).</p>	<p>Part I, art. 10</p>
<p>Any waste items in the storage rooms must be removed at least once per day. The storage rooms must be cleaned daily and kept in a neat and tidy condition at all times.</p>	<p>Part II, art. 3</p>
<p>The term «gas cylinder» refers to any type of gas in the form of a pressurised cylinder. This includes but is not limited to (non-exhaustive list): compressed air, butane, propane, acetylene, nitrogen, CO₂, etc. Gas cylinders containing flammable or non-flammable gases are only permitted in exceptional circumstances and this must have been explicitly agreed with BRUSSELS EXPO in advance. In addition, this is only permitted in very small quantities and must not exceed the stipulated daily amount. For more information, please refer to the BRUSSELS EXPO general safety regulations.</p>	<p>Part II, art. 12.4</p>



APPENDIX 12

DEROGATION - PLACING OF CABLES IN TECHNICAL DUCTS



We hereby confirm that we have received an exceptional request to place cables in the technical ducts of BRUSSELS EXPO. request must be completed and submitted to: pghoos@vincotte.be & connections@brussels-expo.be It must be clearly indicated in the subject line that it concerns a request for a derogation, with the name of the exhibition and the name of the exhibitor.

We would like to inform you that we will be conducting a two-step investigation:

1. Before the event's setup: an administrative enquiry will determine whether the request is justified, due to the absence of a floor and/or the impossibility of installing the cables in the floor.
2. On site during the build-up: a visual inspection of the installation and a check of the rules described below before the cables can be installed in the ducts.

Please note that this is an exceptional request and additional costs will be charged for:

- Conducting a visual inspection of the installation (day and time to be determined) by the safety coordinator.
- Following this inspection, the correct repositioning of the blocks in order to close the channels correctly will be carried out by a technician of BRUSSELS EXPO.

If you would like an estimate of the cost involved, please contact connections@brusselsexpo.be beforehand.

PART 1 - INFORMATION ABOUT THE APPLICANT

Name fair / event:

Hall / stand number:

Date of start of build-up:

Name of applicant / person responsible for the application:

E-mail address:

Mobile number:

The undersigned declares that he/she is aware of the procedure and accepts the additional costs that will be charged to him/her as a result of this request for a derogation.

Name and signature:

PART 2 - CONDITIONS OF APPLICATION OF THIS REQUEST

This derogation is subject to the following conditions:

1. The derogation is only authorized if there is no raised floor on the stand or if, for technical reasons, it is not possible to place the cables in the floors. You will be asked to justify both cases.
2. Applications may only be submitted for electrical or Ethernet cables. It is forbidden to place water pipes in the ducts.
3. The application must be accompanied by a single-line diagram showing all the cables present on the stand, which will be placed in the technical ducts as well as their length.
4. The application must be accompanied by a situation diagram of the stand's entire electrical installation.
5. The cables must have the correct cross section and corresponding circuit breakers / fuses.
6. The cables must be new. If they are not, they must be placed in a protective tube. Note that the cables can only be placed in the tube after a visual inspection of the cable and tube, i.e., after the installation has been inspected.
7. If the tube cannot be inspected because it is not present on the stand, a second inspection, for which a charge will also be made, must be carried out. The cable and tube must therefore be present at the time of inspection.
8. Approval will only be given based on a positive report drawn up after the inspection. If the inspection report is negative, the cables may not be placed in the ducts.

PART 3 - CONTENT OF THE ON-SITE VISUAL INSPECTION

1. This is NOT an electrical inspection of the installation. Authorization to use the technical ducts will be withdrawn if the electrical control is negative
2. The electrical plan and site plan will be checked to ensure that they correspond to the application
3. Visual inspection before installation:
 - A. The cable to be placed in the duct must be in a single piece
 - B. Check that the cable is undamaged:
 - I: No cracks in the insulation
 - II: No kinks in the cable
 - III: No deformation in the cable
 - IV: No wear in the cable
 - C. Risks for the environment: absence of chemical products in the vicinity of the cable outlet from the ducts so that they cannot be damaged during the exhibition/event