

Safety and Technical regulations (ST_2017:01E)

Revised 1 November 2017

1. Definitions

An Event is when Floor Space is made available, with or without accommodation and refreshments or other ancillary services in relation, for example, to trade fairs, congresses, conferences, events or meetings.

A Participant is an entity – legal or physical – who has entered into a contract to utilise the Exhibition & Congress Centre's Premises during the Event (e.g. exhibitors, arrangers or collaboration partners).

The Exhibition & Congress Centre is the company who provides floor space and other services during the Event, and is a part of the corporate group of Svenska Mässan Stiftelse, 857201-2444.

A Visitor is a person visiting the Event.

The Floor Space is the exhibition Floor Space that a Participant utilises during the Event in accordance with a valid contract.

The Exhibition & Congress Centre's Premises means partly the Floor Space, and also additional space that is part of the premises owned by the corporate group of Svenska Mässan Stiftelse, or space that in any other way is made available to the Participant during the Event.

2. Validity

These Safety and Technical regulations apply wherever relevant to the Participant's utilisation of the Exhibition & Congress Centre's Premises. To the extent that specific safety and technical regulations have been drawn up for a specific Event, they constitute a part of the Safety and Technical Regulations, but shall additionally be granted precedence to the general Safety and Technical Regulations. The period of validity shall commence based on an agreed contract, and is otherwise implied as the time for the execution of the Event.

3. Changes

Changes and additions to these Safety and Technical regulations shall be made in writing in order for them to be applicable between the Parties.

4. Participant's liability

The Participant shall follow current applicable laws, regulations and directives as well as the agreed contract concerning the utilisation of the Exhibition & Congress Centre's Premises. If the Participant causes damage or breaches these Safety and technical regulations, the Participant is liable for all such damage caused. The Participant's liability shall prevail regardless of whether the damage or contractual breach is caused by the Participant or other physical or legal entity that the Participant has engaged or that the Participant is responsible for. If the Participant violates the agreed contract or these Safety and Technical regulations, the Exhibition & Congress Centre reserves the right to refuse the Participant or any other physical or legal entity that the Participant has engaged, or who the Participant is responsible for, access to the Exhibition & Congress Centre's Premises and to take corrective measures at the Participant's expense.

5. General guidelines for the Exhibition & Congress Centre's Premises

General safety and order information

The premises are to be used solely for purpose(s) stipulated in the agreed contract. The Exhibition & Congress Centre's Hall Manager conducts safety rounds before and during each Event. Points of view and observations made during these rounds shall be immediately actioned by the Participant. The Participant shall be charged for any costs involved due to the rectification of such observations.

It is the responsibility of each Participant to take safety measures to ensure that relevant current legislation and the Exhibition & Congress Centre's guidelines are followed in order to mitigate the risk of personal injury during the Event.

Security guards for the Event are provided by the Supplier and paid for by the Participant. Should the Participant over and above security guards want an additional security presence, such as in the form of bodyguards, for example, this must first be approved by the Exhibition & Congress Centre.

The Participant is responsible for ensuring that only silent-running machinery is used and is inside the Premises.

Activities deemed by the Exhibition & Congress Centre to be disruptive to other Participants or Visitors shall cease if the Exhibition & Congress Centre so advises the Participant. The Participant has no right to damages, refund or other form of compensation due to any such ceased activity.

In accordance with Swedish law smoking is not allowed other than in areas specifically designated for that purpose.

Advertising and posters

Handing out advertising material or other marketing is only allowed on the floor space that the Participant utilises during the Event under the terms of the contract. Setting up posters is only allowed at locations indicated by the Exhibition & Congress Centre.

Sound and vision

All playing of music, showing of films, photography or the like inside the Exhibition & Congress Centre's Premises shall follow current applicable laws, regulations and directives, for example, Copyright Laws.

6. Guidelines for construction

General

Each Participant is responsible for the working environment, construction management and fire protection within each respective Floor Space. This means, inter alia, that the Participant must take necessary measures to protect themselves and others from the risk of accidents and injury. The Participant is responsible for the construction of the Floor Space utilised by the Participant in accordance with the contract or the dimensions and measurements stated in these Safety and Technical regulations. If special circumstances dictate, the Trade fair, following the Participant's request, may and in writing allow exceptions to the regulations.

All building and construction work shall to any applicable extent meet the requirements stated for buildings in planning construction legislation, planning and building directives, the National [Swedish] Board of Building, Planning and Housing' Construction Code, regulations and general advice concerning the application of European construction standards (eurocodes). For further information please refer to www.boverket.se. They shall also meet the specific fire and evacuation directives determined by authorities. All materials shall be classified in accordance with applicable fire directives.

All work that requires intervention in the Exhibition & Congress Centre's Premises may only be carried by personnel or companies duly authorised by the Exhibition & Congress Centre. Examples of such works are suspension of wires from the ceiling (even in existing fittings), anchoring machinery to the floor, affixations to pillars or joists and connections for electricity and water in floor conduits.

In cases where equipment is used in connection with works on subfloors, or other metallic objects, tools shall be used that do not cause dangerous noise levels. For example, only rubber mallets must be used when working on subfloors in consideration of the noise levels that otherwise may arise. If saws, sanding and smoothing machinery, etc., are used a vacuum suction device must be used to collect shavings and dust.

Moving in and out

During moving in and out of the Event, or when some sort of building, construction or dismantling work is ongoing, the Exhibition & Congress Centre Premises are to be regarded as a construction site. This implies that persons under 18 are not allowed access to the Exhibition & Congress Centre Premises, even if they in the company of a guardian. The official times for moving in or out are advised by the Exhibition & Congress Centre to the Participant via Exhibitor Service Online (<http://uso.svenskamassan.se>) or by means of a separate communication. If an earlier time for moving in or extended time is required, a written request in this respect must be made to the Exhibition & Congress Centre Event Sales Office and the Participant will be charged for the cost. Unless advised to the contrary work may continue in the exhibition hall until 20:00 on the last moving in day, after which the exhibition hall shall be empty.

Walkways and other floor surfaces

All walkways are emergency evacuation routes. Emergency evacuation routes, fire-fighting equipment, alarm buttons and signs may **never** be blocked or obstructed. Construction over the walkways is not permitted without written authorisation from the Exhibition & Congress Centre. This also applies to signs that project outwards and to decorations.

Exhibition material that is placed outside the stand will be removed at the Participant's expense.

Laying of a Participant's own flooring/carpeting within the stand or walkways requires specific written authorisation to be requested via the Exhibition & Congress Centre's Event Sales Office. Carpet laying is restricted to certain types of weave only. Note that all tape must be removed by the Participant when vacating the stand.

Due to evacuation reasons carpeting across walkways shall be marked in a contrasting colour along the edging towards the stand. The floor surface in the exhibition halls is mainly epoxy-treated concrete. The floor may not be painted or in any other way exposed to damage. The cost of restoring any damage to the floor surface will be charged to the Participant.

Stand dividing walls

Stand dividing walls are not normally included in the cost of utilising the Floor Space. Wall orders require support walls around every four metres. Support walls and other types of support may be directed inwards towards the stand. No support walls or other forms of support may be removed without the written consent of the Exhibition & Congress Centre's Hall Manager. In the event of unauthorised removal the Participant may be charged for restoration thereof. Walls erected adjacent to walkways must be approved by the Exhibition & Congress Centre's Event Sales Office. Following the Event the stand walls shall be cleared of staples, tape, screws, nails, sticky patches and the like. Destroyed walls will be charged to the Participant. Wallpapering is only permitted on chip-clad walls and shall be glued to the substrate, not stapled, taped or the like.

Ceiling fittings

Ceiling fittings may be loaded with a maximum of 50 kg. Only approved wire locks may be used. If safety calls for it, the Exhibition & Congress Centre reserves the right to secure or increase the number of wires at the Participant's expense. The exact positioning of the wires cannot be guaranteed, fault margin \pm 50 cm.

Construction height restriction

For high structures less than 2 metres from a neighbouring stand, the following applies:

The Exhibition & Congress Centre has a standard maximum height of 2.5 metres for structures and graphics.

- In order to build a structure or place graphics above a height of 2.5 metres, the Participant must inform both the closest adjacent stand and the Event salesperson at The Exhibition & Congress Centre no later than 6 weeks before the start of the fair.
- The reverse side of the structure above 2.5 metres at the stand boundary must be white (or another colour if agreed with the closest adjacent stand).

For safety reasons or other similar reasons, the Swedish Exhibition & Congress Centre reserves the right not to approve proposed high structures and to require dismantling if the required information has not been provided within the stated timeframe.

- Charges for displaying advertising may apply.
- Exceptions may apply for certain projects. If so, these will be detailed in the exhibitor information and/or on our online exhibitor service.

Two-level construction

Two-level construction requires written approval from the Exhibition & Congress Centre. The Participant can apply to the Exhibition & Congress Centre for same under the following circumstances:

- The distance between two separate Floor Spaces where two-level construction occurs shall be at least 10 m.
- The Participant shall have received written approval from the closest adjacent stand or other construction. Application can be refused even if adjacent stands or other constructions have granted their approval. Contact the Exhibition & Congress Centre's Event Sales Office for further information.
- Two-level construction to where Participants and Visitors have access shall meet the requirements stated for buildings in planning construction legislation, planning and building directives, the National [Swedish] Board of Building, Planning and Housing' Construction Code, regulations and general advice concerning the application of European construction standards (eurocodes). They shall also meet the specific fire and evacuation directives determined by authorities. All materials shall be classified in accordance with applicable fire directives.
- The Participant shall have paid the floor space fee for the second level, which may cover a max of 50 % of the lower level floor space. All construction height may not exceed 5 m and the free height of the lower level shall be 2.3 - 2.5 m.
- The walking distance to the stairway may not exceed 10 m from any part of the surface of level 2. The stair distance is calculated at right-angles across the longest route, and walkways adjacent thereto are calculated doubly.
- Stair width is to be calculated based on the surface of the upper level. Up to 25 m² implies a stairway of at least 0.8 m. For every 25 m² or part thereof another 0.8 m width stairway is required. Alternatively these two stairways can be substituted by a 1.2 m straight stairway.
- If closed rooms or the like are to be constructed, smoke detectors shall be connected to the Exhibition & Congress Centre's fire alarm system.

- Each respective Participant is responsible for safety and construction project management. The Exhibition & Congress Centre exempts itself from any liability concerning the execution of construction and the responsibility thereof, but reserves the right to request supplementary data in respect of construction, material selection, etc.

Applications for two-level construction must be sent to:

Svenska Mässan

Att: Ansökan om byggnation i två plan

[Event name]

SE-412 94 Göteborg, Sweden

7. Installations and connections

Electrical installations and electrical connections

All electrical installations and electrical connections shall meet the requirements stated in the publication ELSÄK-FS 2008:1 concerning how electrical facilities are to be designed, and the application directives in Swedish Standard SS 436 40 00 issue 2 "Electrical installation regulations" must be followed. In respect of temporary electrical installations at trade fairs and exhibitions, etc., Section 711 is particularly applicable, stating requirements for the protection of the users.

The Exhibition & Congress Centre's electrical supply is AC 50Hz 230 V 1-phase and 400 V 3-phase. All electrical sockets are earthed. There is at least 1 m free space in front of every electrical distribution board. Lighting ramps shall be permanently fixed and shall hang at least 2.2 m from the floor and be fitted with end-stop protection. Fittings and utility articles made from conductive materials must be earthed and be of at least material class 1. Only earthed or double-insulated equipment may be connected. Equipment not meeting these requirements may be immediately disconnected by the Exhibition & Congress Centre with no right of recourse or compensation for the Participant.

The Participant may order one or more electrical connection points. Connection may only be made to the designated connection point. The Participant may connect their own equipment if the connection is CEE-type plugs or Schoko sockets. If current ratings greater than 63 A are involved, competent personnel designated by the Exhibition & Congress Centre shall carry out the connection. The Exhibition & Congress Centre reserves the right to at any time inspect connected equipment. Should the equipment fail to meet the applicable safety regulations, the Exhibition & Congress Centre reserves the right to immediately disconnect such equipment with no right of recourse or compensation for the Participant. No installations may be made to or in an energised facility.

The Exhibition & Congress Centre's electrical distribution system is live at the latest from the day prior to the opening of the Event until an hour after the closure of the Event on its last day, but must always be treated as being live. If a Participant requires electricity at other times, the Participant must contact the Exhibition & Congress Centre Event Sales Office. Participants shall switch off their lighting at the end of the day.

In the event of damage or faults to an electrical connection or installation, the Participant shall immediately contact the Exhibition & Congress Centre's Hall Manager.

Audio installations

Speech amplification or loudspeakers may not be mounted or used so as to disturb Visitors or Participants. Loudspeakers shall be directed inwards towards the stand. Wireless microphones may generally not be used without permission under Swedish law, but under certain circumstances the requirement for permission can be exempted. If the Participant needs to use wireless microphones on the Exhibition & Congress Centre premises, the Participant shall contact the Event Sales Office for approval.

Compressed air

The compressed air supply in the Exhibition & Congress Centre's Premises is 6kp/cm² (600 kPa, 6 bar), connectors are KLO and Cejn type and connections are to be requested through the Exhibition & Congress Centre's Event Sales Office.

Water

The water supply in the Exhibition & Congress Centre's Premises is 3kp/cm² (300 kPa, 3 bar), connectors are Nito or R15 type and connections are to be requested through the Exhibition & Congress Centre's Event Sales Office.

IT communication.

The Exhibition & Congress Centre's Event Sales Office can assist Participants in ordering telephone, fax and internet connections through all parts of the Exhibition & Congress Centre's Premises. There is additionally a free WiFi network available within the building. If the Participant wishes to use their own wireless network this required advance approval by the Exhibition & Congress Centre. The Exhibition & Congress Centre is not responsible for any hacking or other damage caused by a

third party - it is the responsibility of the Participant to take the security measures needed that the Participant deems necessary.

The fixed connection (cable) that the Exhibition & Congress Centre provides is in its basic form intended for connection to one computer or other device. If the Participant wishes to connect more than one device, the Exhibition & Congress Centre Events Sales Office must be contacted and an upgrade order placed for further devices. If the Participant wishes to use their own networking equipment, the Exhibition & Congress Centre's IT department must approve this prior to installation.

The Participant is responsible for their own equipment as well as installation and configuration of same. The Exhibition & Congress Centre is not responsible for faults and damage to the Participant's equipment unless this is solely and exclusively the fault of the Exhibition & Congress Centre. The Trade fair recommends that the Participant's guest equipment is security protected with personal hardware or software firewalls, regularly updated virus protection programmes and that VPN (Virtual Private Network) is used for connection to the Participant's own network.

The Exhibition & Congress Centre reserves the right to charge a support fee in accordance with the current pricelist for call-out support if the fault turns out to lie outside the Exhibition & Congress Centre's demarcation of responsibility, or within the Participant's own equipment or network.

The Participant is responsible for following legal, ethical, moral and generally accepted internet and e-mail conduct when communicating across the Exhibition & Congress Centre's network. The Exhibition & Congress Centre reserves the right to disconnect and/or limit a user's right to or use of the network if rules and conditions are not respected.

The Exhibition & Congress Centre is not liable for the functionality or content of any internet site or service connected to the Exhibition & Congress Centre's network.

The Exhibition & Congress Centre will conduct service and necessary maintenance, but does not guarantee the full and complete functionality or security of WiFi and internet services without any delay in or interruption to service.

8. Painting and handling of chemicals

Products containing organic solvents may not be used within the Exhibition & Congress Centre's Premises. Examples of these are contact adhesives, spray paint and sprays containing petroleum thinner as a solvent. Products used within the Exhibition & Congress Centre's Premises shall meet basic environmental regulations and should not contain substances which are included in the Swedish Chemical Agency's restricted substances register or PRIO-list www.kemi.se. There is a general prohibition against the use of spray painting on the Exhibition & Congress Centre's Premises, however a written permit for the use of spray painting can be applied for via the Exhibition & Congress Centre's Event Sales Office. For further and directives refer to, for example, the Swedish Work Environment Authority's instructions concerning chemical health & safety risks.

9. Fire protection

Construction materials and décor

Materials in stand walls and ceilings (decorative ceilings in textiles and other materials) shall be of type-approved and fireproof materials, i.e. not more flammable than wood. Chipboard, wood-fibre board (non-porous), plywood and similar materials are acceptable. A type-approval can be substituted by a written declaration from SP- the Technical Research Institute of Sweden. Type-approval or certification shall be accessible at the stand or other construction, unless it is in some other way clear that the material can be accepted. In the event of uncertainty from the Exhibition & Congress Centre's side, a simple test procedure can be carried out by the Exhibition & Congress Centre's Hall Manager.

Textiles and similar materials for covering walls or other decorations shall be impregnated to the level of fireproof. Corrugated board, styrofoam, straw and sawdust are not normally accepted as or in construction materials and décor. Textiles for use in ceilings shall be of woven netting type or so-called sprinkler fabric and shall be impregnated to the level of fireproof as the Exhibition & Congress Centre's Premises are sprinkler-fitted.

Roofs for superstructures or closed-in constructions shall be built in accordance with the aforementioned. For material selection concerning roofing in excess of 30 m² the Exhibition & Congress Centre's Fire Protection Officer must be consulted. In the case of closed-in constructions smoke detectors must be connected to the Exhibition & Congress Centre's fire alarm system.

Tents

In respect of tents raised within the Exhibition & Congress Centre's Premises, a certificate must be available certifying that the material is fireproof. If the tent is

designed so that smoke can gather at the apex or has side that create a closed space, smoke detectors shall be connected to the Exhibition & Congress Centre's fire alarm system.

Packaging and other materials

Packaging and other flammable material may not be stored in the exhibition halls during an on-going Event. The Participant can order dry goods handling via the Exhibition & Congress Centre's Service Centre.

Naked flames

Within the Exhibition & Congress Centre's Premises no naked flames such as candles or the like are allowed in connection with the Event. Written permission can be sought from the Exhibition & Congress Centre's Event Sales Office, and may be granted, if such materials form a part of the Participant's product range. Approved fire-fighting equipment shall consequently be available in the stand and the candles' positioning may not infer any risk to Visitors or other Participants. The candle shall be kept under observation and may only be lit when the stand is manned.

Flammable and explosive goods

Handling and storage of flammable and explosive goods such as liquids, gasses or pressurised vessels are generally prohibited within the Exhibition & Congress Centre's Premises. The Participant may apply to the Exhibition & Congress Centre for temporary authority for handling of flammable explosive goods. The Participant is responsible for following current applicable laws, regulations and directives, and for following the terms of permission granted.

Used cleaning cloths soaked with oil, grease or other solvents shall be stored in specific sealed, non-flammable containers with self-closing lids. Vehicle fuel tanks shall be filled and fitted with lockable caps. For propane-driven vehicles the main valve closest to the tank shall additionally be closed off.

Handling and storage of propane requires specific authority from the Exhibition & Congress Centre's Fire Protection Officer, and shall always be conducted following current applicable laws, regulations and directives, and for following the terms of permission granted. In summary, the following applies in respect of propane:

Users

At every user position (e.g. a stand) there shall be a nominated individual responsible for ensuring that current applicable laws, regulations and directives are followed within the area, e.g. the Flammable and Explosive Goods Act 2010 (Lag (2010:1011) om brandfarliga och explosiva varor) and directives which have been promulgated under legislation, as well as the Exhibition & Congress Centre's directives.

Positioning

Indoor positioning made be allowed if the propane is protected against being heated-up over a period of 30 minutes. In this case a ventilated and non-flammable fire class EI 30 cabinet is required. The propane bottle shall be stored in an upright position and be well-protected against unauthorised persons. Only the daily requirement of propane may be allowed at the point of usage. If the apparatus to be used is portable, the propane bottles shall be stored on the trolley.

Connection

If a hose is used between the bottle and propane burner it shall be type-approved. The propane hose length shall not exceed 1.5 m. Propane hoses shall be placed protected against damage or tampering. A leak test shall be carried out for every connection. The distance between a propane burner and any cabinet, shelf, tent canvas or the like above it may not be less than 1.0 m. The equivalent lateral distance is 0.5 m. The propane burner shall be fitted with a flame failure device that shuts off the gas supply should the flame extinguish.

Hot work

Hot work implies tasks that involve spark production, soldering, welding, cutting, circular grinding or other work using tools that lead to heat generation. If there is no clear definition for what is classified as Hot Work, all work wherein there lies a level of uncertainty is to be classed as Hot Work. Hot Work is not permitted within the Exhibition & Congress Centre's Premises, not even during the construction and set-up phase, without authorisation from the Exhibition & Congress Centre for handling flammable and explosive goods. The official responsible for issuing authorisation determines if the intended Hot Work is feasible. All Hot Work shall be carried out by persons who hold an approved Hot Work Licence.

Pyrotechnics and smoke generation

All use of pyrotechnics or smoke generating machinery/objects is regulated within the Exhibition & Congress Centre's Premises, and under no circumstances may such devices be used without temporary authorisation for handling flammable and explosive goods granted by the Exhibition & Congress Centre, or in contravention of the regulations governing their use. Pyrotechnical goods may generally not be

used in connection with a public gathering or event held indoors without the authorisation of the Police Authority (Police Act Chapter 2 Section 20).

Application for temporary authority for handling of flammable and explosive goods

An application for temporary authorisation for flammable and explosive goods shall be sent to the Exhibition & Congress Centre Fire Protection Officer at the latest four weeks before the start of the Event. An administrative fee of SEK 1 500 shall be paid by the Participant. This fee is to cover costs involved in administration and inspection, as well as fire watch in the event of a disarmed fire alarm in connection with the handling. No flammable or explosive goods may be brought into the Exhibition & Congress Centre's Premises until written authorisation has been granted.

Authorisation may be granted under the following circumstances:

- The person responsible shall be in position and be hold a Hot Work Licence.
- RV marking/official approval shall be available for the products concerned if required.
- Police permission shall have been granted for handling if required.
- Storage of flammable liquids and gases shall take place in specific areas following the Event's closure for the night.

Applications shall be sent to:

Gothia Towers AB

Att: [Fire Protection Officer]

Application for temporary authority for handling of flammable and explosive goods [Event name]

SE-412 94 Göteborg, Sweden

For further information about fire protection refer to the Fire & Rescue Service in Gothenburg www.rsgbg.se.

10. Work Environment, Health & Safety

General

The Participant is responsible for the observance of the applicable Work Environment and Health & Safety regulations on the Floor Space. This means that the Participant shall, inter alia:

- Be knowledgeable about and apply the Work Environment Act and Work Environment Directive as well as the regulations and general guidelines from the Work Environment Authority and MSB - the Swedish Civil Contingencies Agency, that are applicable to the activities concerned.
- Have the requisite knowledge to be able to exercise responsibility and authority as well as govern the financial resources needed to rectify and action work environment emergencies and fire protection measures.
- Inform employees and contracted bodies as well as companies about the applicable work environment and fire protection directives in relation to the activities concerned, and how to avoid accidents and injuries.
- Carry out regular inventories of work environment problems and immediately inform the Exhibition & Congress Centre in the event of accidents, incidents and risks that have been observed.
- Have sufficient knowledge about the work environment and fire protection in order to carry out the aforementioned tasks.
- If any reason to assume there is a threat of violence or other threat directed at the Event, this must be reported to the Exhibition & Congress Centre.

Safety and demonstration of products

In order to safeguard people's health, safety and environment, the EU has common safety requirements that manufacturers must meet in order to freely sell and market products. Certain products must be marked with the so-called CE marking in order for them to be sold and marketed within the EU. If a product is marked it means that the product has been deemed to meet the basic safety requirements under one or more EU directives.

The Participant is responsible for the products or substances that are used or demonstrated at a Event do not imply any risk to health and accidents, and that to all other extents meet the requirements in accordance with current applicable laws, regulations and directives.

Safety of machinery and other technical equipment

Specific regulations exist under the Work Environment Act and the directives of the Work Environment Authority concerning machinery and other technical equipment. These are based on the EU's Machinery Directive 2006/42/EU.

In accordance with the Work Environment Act the Participant is responsible for the manufacturer/importer or transferor having ensured that a machine, a tool, protective equipment, other technical appliance that is used or demonstrated at a Event is sufficiently safe, and that required measures have been taken to ensure that the appliance during its intended use does not imply any risk to health or

accident, and otherwise meets the requirements in accordance with current applicable laws, regulations and directives.

A technical appliance that does not meet the applicable safety requirements may not, under the Work Environment Act, be demonstrated at trade fairs, exhibitions or the like, if it is clearly stated that the requirements are not met and that the appliance may not be introduced on the market or be presented for use until such time as it meets the requirements. If the appliance is demonstrated, sufficient safety measures shall be taken against accidents and adequate barriers/safety distances shall be in position to both Visitors and the Participant's own personnel.

Work Environment Authority directives apply to minors under the age of 18 prohibiting their use of certain dangerous machinery.

Inspections

Market inspections during the course of ongoing Events can be made by authorities whose task it is to carry out market inspections to ensure that manufacturers/importers only release products onto the market that meet applicable requirements and that they are marked and tested in accordance with applicable legislation. During an ongoing Event Participants must be able to prove a product's CE marking by providing on request the "Declaration of Conformity" document and the product's description.

For further information and advice contact SWEDAC, who coordinates the Swedish authorities that carry out market inspections of products.

11. Refuse

The Exhibition & Congress Centre operates a system of refuse sorting. The Participant and other physical or legal entities that the Participant has engaged, or is responsible for, shall sort their own refuse and transport same to the environmental stations which are located within the Exhibition & Congress Centre's Premises. During an ongoing Event there is an environmental station in the loading area behind the Exhibition & Congress Centre's Service Centre. Participants are charged for environmentally hazardous waste such as fitted carpets, oils, etc. No refuse is to be left in the walkways. Removal of refuse can be ordered through the Exhibition & Congress Centre's Event Sales Office.

Following the conclusion of the Event the Purchaser shall leave the Floor Space in a condition acceptable to the Exhibition & Congress Centre. If the Exhibition & Congress Centre needs to remove refuse or abandoned property this will be arranged at the Participant's risk and expense.

12. Handling of foodstuffs

Participants who have some form of foodstuffs handling on the Exhibition & Congress Centre's Premises shall in good time consult a relevant competent inspection authority to investigate the requirements under the current applicable laws, regulations and directives in relation to the handling concerning. The Participant shall consequently follow such requirements during the Event.

The relevant competent inspection authority depends on the type and scope of the handling, but is normally the Municipal Environmental Health Committee of the local council where the activities are based. For further information contact the Swedish National Food Administration or the Environmental Administration in Gothenburg.

Foodstuffs handling can require registration with the competent inspection authority. Based on the Swedish National Food Administration's guidelines concerning risk classification, it follows that the following is generally allowed to be prepared without the need for registration:

- High-risk foodstuffs (e.g. preparation from raw meat) 5 times per year, 1-2 days on each occasion.
- Medium and low-risk foodstuffs (e.g. keeping warm, preparation of salads, sandwiches, chilling) 10 times per year, 1-2 days on each occasion.
- Very low-risk foodstuffs (bakery, dry goods) 20 times per year, 1-2 days per occasion.

If, however, the activities are moved from Event to Event registration will normally be required regardless of risk category.

The requirements for equipment and fittings vary depending on how advanced the handling is.

Note that even if the activities do not require registration or the approval of an inspecting authority, the Participant handling foodstuffs shall check and ensure that the handling meets certain criteria under current applicable legislation; the requirement that foodstuffs shall be safe, that good foodstuffs handling hygiene shall be observed and that the foodstuffs shall be correctly marked. Established national trade guidelines that may serve as guidelines for meeting the requirements are published on the National Food Administration's website, www.livsmedelsverket.se.

A basic guideline to help the Participant meet the requirements of good hygiene in respect of many type of foodstuffs handling is that:

- The floor shall be easy to clean.
- Work surfaces and other equipment shall be of a non-porous and smooth material that is easy to clean.
- Storage to be on shelves, not on floors. Cupboards for clothing shall be available.
- The personnel shall have suitable workwear.
- Fridges, freezers and heating units shall be available for foodstuffs as required.
- Water and drainage with hot/cold water as well as a sink with washing-up facilities shall be available for foodstuffs if necessary.
- Liquid soap and disposable towels shall be supplied at washing positions.

Additionally, Participants on the Exhibition & Congress Centre's Premises that carry out frying or other food preparation producing a lot of smoke and fumes shall avail themselves of an extractor facility. Extractors, water and drainage connections with hot/cold water and sinks with washing-up facilities can be ordered through the Exhibition & Congress Centre's Event Sales Office.

For further information refer to www.livsmedelsverket.se or contact the Environmental Administration in Gothenburg.

13. Alcoholic beverages

Svenska Mässan Gothia Towers AB holds an alcohol service licence for all of the Exhibition & Congress Centre's Premises including restaurants, exhibition and meeting halls and other premises, which means that only Svenska Mässan Gothia Towers AB's personnel have the right to serve alcoholic beverages. All alcoholic beverages served on the Exhibition & Congress Centre's Premises shall have been purchased by Svenska Mässan Gothia Towers AB and served by personnel of Svenska Mässan Gothia Towers AB. Contact persons for requesting permission to purchase and serve alcoholic beverages are available through the Exhibition & Congress Centre's Event Sales Office. Any other sales and serving of alcoholic beverages is prohibited within the Exhibition & Congress Centre's Premises. It is not permitted to bring, store or in general handle alcoholic beverages within the premises of the Exhibition & Congress Centre.

14. Transportation and storage

Vehicles may not be driven into or inside the exhibition halls in the Exhibition & Congress Centre's Premises. All internal transportation within the Exhibition & Congress Centre's premises, e.g. between the loading yard and the Floor Space and all lifting and truck work shall consequently be provided by the Exhibition & Congress Centre and paid for by the Participant. No engine idling is permitted in and outside the exhibition halls.

15. Goods subject to customs

Transit documentation

On arrival at the Exhibition & Congress Centre's Premises the Participant shall provide the Exhibition & Congress Centre with the Swedish Customs' transit documentation. Before the Participant's customs goods can be placed in the stand the Exhibition & Congress Centre sends the transit documentation to the Swedish Customs for approval.

Customs goods

The number of packages, pallets and weight must be the same on departure as on arrival.

Delivery Order

At the conclusion of the Event, the Participant shall, before the customs goods may be moved, provide the Exhibition & Congress Centre with the Delivery Order that the Participant has received from the Swedish Customs.