

EESTI NÄITUSTE AS
FIRE AND WORK SAFETY, LABOUR PROTECTION AND INTERNAL
REGULATIONS

PART I

FIRE SAFETY REGULATIONS FOR THE PERSONNEL OF COMPANIES ORGANIZING AND PARTICIPATING IN THE
EXHIBITIONS AND FAIRS IN THE ESTONIAN FAIRS CENTER

1.1 GENERAL PROVISIONS

1.1.1 These fire safety regulations (hereinafter as **Regulations**) shall determine the basic fire safety requirements in the Eesti Näituste AS (hereinafter as **Exhibition**) complex of exhibition pavilions, mobile structures (hereinafter as **Pavilions**); warehouses, workrooms and edifices (hereinafter as **Buildings**); working and auxiliary rooms (hereinafter as **Rooms**) and outer sites (hereinafter as **Site**).

1.1.2 The Regulations are compulsory for all workers of the companies (hereinafter as **Organizers**) organizing exhibitions and fairs at the Exhibition, for the employees of companies participating in their work (hereinafter as **Exhibitors**) and for the people visiting exhibitions and fairs (hereinafter as **Visitors**).

1.1.3 In order to guarantee fire safety, all other valid regulations of the Republic of Estonia stipulating fire safety regulations and -requirements as well as fire inspection prescriptions must be observed in addition to these **Regulations**.

1.1.4 The **Organizers** and **Exhibitors** of exhibitions and fairs at the **Exhibition** as events connected with mass participation of people, are obliged to take all possible and necessary measures for preventing fires and maintaining the safety of people in case of fires.

1.1.5 All prescriptions of the National Fire and Rescue Board and of other bodies of fire inspection in matters related to the guaranteeing of fire safety and the maintenance of people's safety, are meant for compulsory fulfilment by all **Organizers**, **Exhibitors** and **Visitors**.

1.1.6 In addition to prescriptions by the bodies of fire inspection, **Organizers** and **Exhibitors** are obliged to fulfil the requirements and prescriptions by the authorized employees of the **Exhibition** presented for guaranteeing fire safety.

1.1.7 Eesti Näituste AS is responsible for the fulfilment of fire safety requirements at the **Exhibition**.

1.2 MAINTAINING FIRE SAFETY IN BUILDINGS AND ROOMS

1.2.1 The target function of **Buildings** and **Rooms** must be observed at their use. Changes in the function of **Buildings** and **Rooms**, or their rebuilding must be reconciled with bodies of fire inspection.

1.2.2 It is strictly prohibited to jam the evacuation ways and entrances and additional exits used as possible emergency exits, fire safety signs pointing to them as well as fire-fighting and rescue utensils with stand-building materials, exhibits, pieces of furniture and other exhibition fittings, but also with tare and packaging boxes and materials.

1.2.3 Minimum leeway between the **pavilion** walls and stands erected into the **pavilions** must be 0,9 m; the width of passage leading to the exit must be 3 m at the least.

1.2.4 It is prohibited to store tare and packaging boxes and materials, the exhibits, supplies of goods etc. behind the stands. Empty tare and packaging boxes are stored in **rooms** specially allocated by the **exhibition** for that purpose.

1.2.5 The carpets and floor coverings used in the **pavilions** must be of non-combustible materials (class DFL-s1) and affixed to the floor.

1.2.6 It is strictly prohibited to use open fire, solid, liquid and gas combustibles in the **buildings** and **rooms**.

1.2.7 It is prohibited to carry out and expose appliances, works or technological processes that make use of, treat, manufacture or preserve flammable combustible substances or materials.

1.2.8 The use and maintenance of functioning technological and other appliances must meet the requirements outlined in technical documentation, instructions and other standardizing documents issued for the pertinent appliances.

1.2.9 The **exhibitor** must possess certificates characterizing their combustibility upon substances and materials used together with the exhibition of functioning technological appliances.

1.2.10 Upon the exhibition of flammable consumables, the package of the product must wear pertinent warning and internationally recognized warning signs.

1.2.11 Upon the use of electrical appliances their operating instructions must be strictly obeyed; it is prohibited to use destandardized electrical appliances and connections and overburden electrical network.

1.2.12 Electrical appliances, except the appliances working 24 hours a day pursuant to procedures established by technological requirements or the **exhibition**, must be unplugged after the end of their work.

1.2.13 Upon work or other activities performed on the stand the **exhibitors** must overlook their stand from the point of fire safety and take necessary measures for avoiding fire hazard on the stand.

1.2.14 It is prohibited for the **exhibitors** to leave an operating technological or other appliance or device on the stand without supervision and use appliances with malfunctioning fire and emergency protector systems or any other technical failures.

1.2.15 It is prohibited for the **exhibitors** to make connections with the electrical network of the **exhibition** and install temporary electrical grid, make use of electrical appliances, wires and cables not corresponding to environmental conditions.

1.2.16 Smoking is permitted only in places specially isolated, furnished and marked for that purpose.

1.2.17 At the compilation of exhibition and fair designing drafts the **organizer** is obliged to secure the existence of at least two emergency exits (at the Blue and White pavilions two from every floor) leading during the exhibitions and fairs out of the **pavilions** either directly or through stairwells.

1.3 MAINTENANCE OF FIRE SAFETY AT THE SITE

1.3.1 It is prohibited to block up accesses, approaches and passages; to obstruct accesses to buildings, fire-fighting and rescue utensils.

1.3.2 It is prohibited for the **organizer** and the **exhibitors** to:

1.3.2.1 park the vehicles closer than 4 meters from the **pavilions** and **buildings**;

1.3.2.2 erect temporary edifices and constructions on the **site of the exhibition** without a design reconciled with the National Fire and Rescue Board;

1.3.2.3 carry out fire and explosion hazardous works anywhere else but at places specially designated for that purpose;

1.3.2.4 pour on ground or into the sewerage flammable liquids and oxidants;

1.3.2.5 leave spoilt tare and packaging boxes and useless packaging materials elsewhere on the **site of the exhibition** but at places specially designated for that purpose;

1.3.2.6 use open fire, burn wastes and refuses.

1.4 OPERATION IN CASE OF FIRE

1.4.1 People's security and quick evacuation from **pavilions, buildings** and **rooms** endangered or affected by fire must be guaranteed in case of fire.

1.4.2 The person having detected fire, is obliged to:

1.4.2.1 report the National Fire and Rescue Board orderly without delay about the detected fire, one's identification data and the number of telephone used at the making of this report;

1.4.2.2 inform the administrator of the **exhibition** about the fire detected;

1.4.2.3 warn the endangered people;

1.4.2.4 start isolating and if possible, putting out the fire.

1.4.3 The arrived fire fighting and rescue emergency brigade must be reported:

1.4.3.1 the place and range of fire;

1.4.3.2 its possible threat to people;

1.4.3.3 possible hazards accompanying the fire;

1.4.3.4 steps taken to put up the fire before the arrival of the rescue brigade.

PART II

LABOUR PROTECTION AND WORK SAFETY REGULATIONS FOR THE PERSONNEL OF COMPANIES ORGANIZING AND PARTICIPATING IN THE EXHIBITIONS AND FAIRS IN THE COMPLEX OF EESTI NÄITUSTE AS

2.1 GENERAL PROVISIONS

2.1.1 These labour protection and work safety regulations (hereinafter as **Regulations**) shall determine the basic health protection and labour safety (product, equipment, appliances' and personal protection equipment safety) requirements as well as the necessary measures for guaranteeing people's working capacity and unharmed and secure working conditions, and for the reduction of hazardous and harmful factors of the working environment in the Eesti Näituste AS complex (hereinafter as **Exhibition**).

2.1.2 The Regulations are compulsory for all of the workers of the companies organizing exhibitions and fairs (hereinafter as **Organizers**) at the Exhibition, for the employees of companies participating in their work (hereinafter as **Exhibitors**) and for the people visiting exhibitions and fairs (hereinafter as **Visitors**).

2.1.3 In order to guarantee the safety of **visitors, exhibitors** and **organizers**, Labour Protection Law of the Republic of Estonia and other laws, regulations, standards, directions, instructions as well as other legal acts and prescriptions by the authorities must be observed in addition to these **Regulations**.

2.1.4 The **Organizers** and **Exhibitors** of exhibitions and fairs at the **Exhibition** as events connected with mass participation of people, are obliged to take all possible and necessary measures for preventing hazardous and harmful factors accompanying the organization of exhibitions and fairs, and for maintaining the safety of people.

2.2 GUARANTEEING PEOPLE'S SECURITY AND SAFETY AT THE EXHIBITIONS AND FAIRS ORGANIZED AT THE EXHIBITIONS

2.2.1 The exhibition and fair environment (hereinafter as **fair environment**) constitutes part of the natural, artificial and social environment together with all the people (**visitors, exhibitors, organizers**); **pavilions, buildings** and **rooms**, designing constructions and materials, exhibition fittings, technical devices and systems, mechanisms, exhibits, working and protection appliances and other components contained there, where a complex of physical, chemical, biological, psychophysiological and social-economic factors arising from the exhibiting activities are influencing the health and security of people.

2.2.2 The **exhibition, organizers** and **exhibitors** must guarantee secure working and living conditions for the sake of lives and health of all people staying in the **fair environment**.

2.2.3 The **organizers, exhibitors** and employees of the **exhibition** are obliged to:

2.2.3.1 fulfil all the established labour protection requirements;

2.2.3.2 make use of the equipment of individual protection in order to prevent working accidents and health damages;

2.2.3.3 observe that the work performed by them or the consequences arising thereof would not endanger the health and life of the performer of the work, the others, and natural environment;

2.2.3.4 fulfil legal orders and prescriptions by authorities carrying out labour protection supervision and by authorized employees of the **exhibition**;

2.2.3.5 report representative of the **exhibition** administration about accidents or pertinent hazards.

2.2.4 **The exhibition and organizers are obliged to fulfil the following prescriptions in order to create a safe fair environment for the sake of lives and health of people:**

- 2.2.4.1 Design, erect and furnish the exposition the way that guarantees safe work and stay of people and does not endanger their health and natural environment;
- 2.2.4.2 Standard height of the stands erected at the exhibition is 2,5 m. For the erection of higher design elements special permission from the **exhibition** is needed.
- 2.2.4.3 Schedule and organize working operations in connection with exposition erection and furnishing the way that guarantees their safe cumulative effect;
- 2.2.4.4 Hazardous factors of technical exhibits constituting the source of amplified danger must not exceed the pertinent standards;
- 2.2.4.5 The illumination of **pavilions, buildings and rooms** must meet set standards, the **pavilions'** evacuation ways' and exits' signs must be illuminated; **pavilions** and **buildings** must have an emergency illumination system.
- 2.2.4.6 Temperature in **pavilions** during the autumn-winter and spring-summer season exhibitions and fairs must be at least 18 C;
- 2.2.4.7 Technical exhibits, that due to their high or low temperature or moving parts may endanger the people using them or working and staying in their closest vicinity, must be screened and equipped with signalling warner;
- 2.2.4.8 Passages between the stands must be in condition preventing the slipping, tackling or falling down of people, and upon necessity and the requirement of **exhibition** be equipped with fences, crossings or other means of safety;
- 2.2.4.9 Upon the use of glass showcases the edges of glass must be polished;
- 2.2.4.10 Upon the use of high showcases and the hanging of exhibits and advertising utensils to the ceiling or upper edges of stands necessary measures must be taken to avoid their falling down or on.
- 2.2.4.11 It is prohibited to exhibit functioning technological processes or exhibits making use of, manufacturing, or producing as by-products substances and materials hazardous or dangerous to people's health;
- 2.2.4.12 It is prohibited to exhibit functioning technological processes or exhibits generating fume and dust, and making use of aerosols and gases that endanger people's lives and health;
- 2.2.4.13 It is prohibited to exhibit functioning technological processes or exhibits related to noise, infra and ultrasound, vibration, static and electromagnetic field, ultraviolet, infrared, ionisable and non-ionisable radiation and other factors exceeding pertinent standards and constituting health hazard to people;
- 2.2.4.14 It is prohibited to exhibit functioning machines, appliances and tools that have not been tested and do not correspond to work safety requirements;
- 2.2.4.15 It is prohibited to start the machines and appliances at places where it may endanger people;
- 2.2.4.16 The access of outsiders to the service zone of machines and appliances is prohibited;
- 2.2.4.17 The working stages, scaffolds, ladders and other facilities utilized during the construction work of the expositions and fairs must be supporting and enduring;
- 2.2.4.18 Elevating mechanisms, ladders and other facilities must be assembled sturdily in order to avoid their collapsing or spontaneous moving;
- 2.2.4.19 Elevated, transferable and stored loads must be fixed sturdily, well balanced and steady;
- 2.2.4.20 Elevating and load grabbing devices must correspond to measures and weight of the elevated load and be technically sound;
- 2.2.4.21 People are elevated only by elevators designed for that purpose, and have been previously tested;
- 2.2.4.22 The use of a transport elevator must correspond to the service instructions issued by its manufacturer; people are prohibited to stay in the transport elevator during the transfer of goods;
- 2.2.4.23 Means of transport and delivery, automotive vehicles and mechanisms must correspond to technical conditions, be technically sound; during their use at **pavilions, buildings** and on the **site** traffic and operating instructions must be closely followed; only people with pertinent qualification and possession of a driving license are permitted to operate the abovementioned mechanisms;
- 2.2.4.24 Electrical fixtures have to be designed, built, installed and used the way that avoids fire, explosion or electrical damage hazards. Parameters of the consumed electrical current are 220/380V, 50 Hz, 1kW.;
- 2.2.4.25 Electrical works are permitted to be performed only by people having pertinent electrical safety qualification;
- 2.2.4.26 The **exhibition** has sole right on the realization of electrical, fresh water, sewerage and telephone connection works;
- 2.2.5 **The conditions of erecting double-storeyed design constructions at the exhibition:**
- 2.2.5.1...

2.3 **First aid in case of work accidents:**

- 2.3.1 The **exhibition** is obliged to take measures to:
- 2.3.2.1 guarantee the availability of first aid remedies in an amount and choice that corresponds the working conditions in order to give emergency treatment to sufferers;
- 2.3.2.2 transport the sufferer or the injured pursuant to doctor's prescriptions to a medical establishment;
- 2.3.2.3 eliminate the cause of work accident;
- 2.3.2.4 investigate the causes of work accidents pursuant to the established procedures;
- 2.3.2.5 inform the insurance agency, work inspection and other pertinent institutions of the happened work accident. Work accidents that have resulted in severe health damages or death, or several simultaneous working accidents with a number of people must be reported immediately to the police department of the location of the **exhibition**.

PART III

INTERNAL WORKING REGULATIONS FOR THE PERSONNEL OF COMPANIES ORGANIZING AND PARTICIPATING IN THE EXHIBITIONS AND FAIRS IN THE COMPLEX OF EESTI NÄITUSTE AS

3.1 GENERAL PROVISIONS

- 3.1.1 These internal working regulations (hereinafter as **Regulations**) determine the basics of work organization and the rules of behaviour in the complex of Eesti Näituste AS (hereinafter as **Exhibition**).

3.1.2 The **Regulations** are compulsory for all of the workers of the companies organizing exhibitions and fairs (hereinafter as **Organizers**) at the Exhibition, for the employees of companies participating in their work (hereinafter as **Exhibitors**), and for the people visiting exhibitions and fairs (hereinafter as **Visitors**).

3.1.3 The **exhibition** solves all matters related to the implementation of the **regulations** within the limits of its statutory rights pursuant to the legislation and other legal acts of the Republic of Estonia.

3.1.4 The solving of other matters than those regulated by the **regulations** is governed by the legislation and other legal acts of the Republic of Estonia.

3.2 WORKING HOURS

3.2.1...

3.3 GENERAL CONDITIONS OF ORGANIZING EXHIBITIONS AND FAIRS

3.3.1...

3.3.3 The **exhibitor** is obliged to:

3.3.3.1 reconcile, upon stand assembling and dismantling works carried out on the basis of either his or contractual labour and materials with the **organizer** before the commencement day of the assembling works of the exhibition or fair the working drafts of his stand and the materials used at its construction;

3.3.3.2 start using the stand hired by him by the moment of the opening ceremony of the exhibition or fair at the latest, except in cases when a later term of taking the stand into use has been previously reconciled with the **organizer**. Otherwise the right to use the stand is transferred to the **organizer**.

3.3.3.3 fulfil other obligations outlined in the **regulations**;

3.3.3.4 check quality of the ordered stands and exhibition fittings and appliances, and their conformity with the presented order, and inform the **organizer** through the service bureau about defects detected;

3.3.3.5 use only adhesive tape and/or hanging hooks for the fixing of advertising materials. Other means of fixing are obligatory to reconcile with the **exhibition**;

3.3.3.6 reconcile with the **organizer** matters related to the locating of out-of-stand advertisements;

3.3.3.7 without any arguments follow the procedures of moving and parking means of transport and their traffic scheme worked out by the **exhibition** for implementing on **the exhibition site**;

3.3.3.8 without any arguments follow the demands and prescriptions by the security service on guaranteeing the safety of **fair environment**;

3.3.3.9 at leaving the rented stand after the termination of the exhibition or fair, return the stand, fittings and appliances rented by him to the authorized representative of the **organizer** in their acceptable condition;

3.3.3.10 remunerate the **organizer** damages occurred to the stands, exhibition fittings and appliances used by him in their full extent; upon the wreckage or loss of the abovementioned, replace the abovementioned with their equivalents or remunerate the **organizer** their cost;

3.3.3.11 submit all complaints to the **organizer** in writing during the operation period of the exhibition or fair. Later complaints shall not be taken into consideration.

3.3.4 The **exhibitor is responsible for**:

3.3.4.1 the stand, exhibition fittings and appliances from the moment of their transfer from the **organizer** till their return to the **organizer** after the termination of the operation period of the exhibition or fair. If the **exhibitor** leaves without returning the stand, exhibition fittings and appliances to the organizer, this does not free him from the responsibility to replace the damaged, lost or wrecked fittings and appliances with their equivalents or from compensating their cost;

3.3.4.2 guaranteeing during the operation period of the exhibition or fair the working capacity of the stand rented by him;

3.3.4.3 the existence of valid operating licenses, permits and trading certificate at the exhibitions and fairs approving retail sale.

3.3.5 The **exhibitor is prohibited to**:

3.3.5.1 sublease the stand space rented by him from the **organizer**;

3.3.5.2 make connections with the electrical, fresh water, sewerage and telephone networks of the **exhibition**;

3.3.5.3 after the termination of the exhibition or fair leave without returning the stands, exhibition fittings and appliances rented by him to the **organizer**;

3.3.5.4 leave the stand prior to the termination of the operation period of the exhibition or fair;

3.3.5.5 damage building structure of the stand;

3.3.5.6 leave the rented stand without dismantling advertising materials fixed by him on the walls.

In all matters concerning these fire and work safety, labour protection and internal regulations or their fulfilment, we advise to appeal to the **exhibition** management.