

| | |
|--|--|
| Writer: Dominique Meurant <i>KNV Conseil Incendie</i> | Building, Maintenance & Safety Service |
| Updated: 6 november 2009 | cc: |

Specifications and Special Clauses**Safety Regulations****SQUARE BRUSSELS MEETING CENTRE**

CONTENTS**I DEFINITION OF RESPONSIBILITIES****1.1 Obligations of the delegatee**

- 1.1.1 Mission of the delegatee
- 1.1.2 Main characteristics of the Brussels Square Meeting Centre
- 1.1.3 Access roads for emergency and fire-fighting vehicles
- 1.1.4 Access for deliveries

1.2 Obligations of the organiser

- 1.2.1 Mission of the organiser

II GENERAL PROVISIONS RELATING TO SAFETY**2.1 General****2.2 Safety of Personnel****2.3 Partial occupancy of spaces****2.4 Acceptable numbers of public****2.5 Acceptable Loads on Structure****2.6 Emptiness of exits****2.7 Storage areas****2.8 Deliveries and Collections of Equipment****III SPECIAL PROVISIONS RELATING TO SAFETY****3.1 Environment**

- 3.1.1 Ionising Radiation
- 3.1.2 Use of lasers
- 3.1.3 Noise
- 3.1.4 Harmful smells
- 3.1.5 Carting / Moto-Auto Cross
- 3.1.6 Waste

3.2 Electricity

- 3.2.1 General Provisions

3.3 Gas

- 3.3.1 Inspection

3.4 Fire

- 3.4.1 No Smoking
- 3.4.2 Fire Permit
- 3.4.3 Kitchens
- 3.4.4 Legal Provisions
- 3.4.5 Fittings

3.5 Dances**3.6 Fire safety service****3.7 Instructions for use**

- 3.7.1 General
- 3.7.2 Car Parks
- 3.7.3 Panoramic Hall

3.8 Fairs and Exhibitions

- 3.8.1 Stands
- 3.8.2 Hydraulic Machines
- 3.8.3 Suspensions and Fixings
- 3.8.4 Temporary Structures
- 3.8.5 Electricity
- 3.8.6 Gas Installations

- 3.8.7 Fittings
- 3.8.8 Waste and Packaging
- 3.8.9 Exhibiting Dangerous Products

3.9 Other Uses

- 3.9.1 Podiums, Stands
- 3.9.2 Pyrotechnical Devices and Items
- 3.9.3 Rows of Seats
- 3.9.4 Special Effects

4.1 Use of water

4.2 Useful contact details

The main purpose of these specifications and special clauses as drawn up is to serve as a framework for the reciprocal legal and administrative obligations between the various users and the company GL events Brussels, which operates Brussels Convention Centre (SQUARE BRUSSELS MEETING CENTRE) in Brussels.

The objective of these specifications is based on the need to guarantee as far as possible the safety of people likely to use all the premises reserved for the various events.

- The organiser of the event is entirely responsible for the activity it arranges on the levels and associated premises made available to it.

Thus, a contract shall be drawn up that shall take into consideration both the imperative and non-negotiable nature of certain safety rules and the management constraints inherent in all events.

In addition to the measures prescribed by law or by the local authorities that apply to events held in its buildings, GL events Brussels may issue specific instructions.

GL events Brussels appoints a Safety Coordinator pursuant to the Act of 4 August 1996. Organising Committees, exhibitors and any other person directly involved in the event, its assembly or disassembly, are obliged to collaborate with the Safety Coordinator.

GL events Brussels reserves the right to have these regulations inspected in due course by the local fire Brigade, an approved inspection body or by its technical services.

Should these regulations not be followed, GL events Brussels reserves the right to refuse entry to any person if it feels that his/her activities represent a danger to others.

INTRODUCTION

These specifications are the result of the application of the regulations in force.

LEGAL PROVISIONS

The provisions included in the following legislation shall (or may) apply.

1. EUROPEAN LEGISLATION:

European directives shall apply as soon as transposed in to Belgian law (Royal Decree).

2. NATIONAL or FEDERAL LEGISLATION:

Such as:

- ✓ RGPT (*Règlement Général pour la Protection du Travail* – General Regulations on Industrial Safety)
- ✓ Act of 4 August 1996 on the welfare of workers in the performance of their work
- ✓ CODE (on welfare at work)
- ✓ RGIE (*Règlement Général pour les Installations Electriques* – General Regulations on Electrical Installations)
- ✓ NBN STANDARDS

3. REGIONAL LEGISLATION:

Such as:

- ✓ The instructions of the I.B.G.E. (*Institut Bruxellois pour la Gestion de l'Environnement* – Brussels Institute for Environmental Management)
- ✓ Environmental permit 92C/08

4. Regional LEGISLATION:

Such as:

- ✓ Disaster contingency plans

5. REGIONAL LEGISLATION:

Such as:

- ✓ Police Regulations
- ✓ The instructions of the Fire Brigade

The aim of these specifications is to define and apportion the obligations and responsibilities of each of the parties contributing towards activities in the establishment and to specify the conditions of use specific to each hall, exterior space and piece of equipment made available to the tenant.

The obligations and responsibilities of the owner and operator shall be shared between:

- 1 – The delegatee, in this case, GL events Brussels SA
- 2 – The organisers of fairs, exhibitions or other events
- 3 – The exhibitors, tenants of stands or users of the halls.

The Acceptance in full of the present specifications by the organisers of fairs, exhibitions or other events shall be an essential condition of any rental commitment on the part of the delegatee.

The corresponding plans shall constitute a basic reference system for the specifications, with a specific nomenclature for each case.

I – DEFINITION OF RESPONSIBILITIES

The various parties are defined as follows:

| | |
|--------------------------|-----------------------|
| The owner (delegator) | SA PDC |
| The delegatee (operator) | GL events Brussels SA |
| The tenant | The organiser / user |

The exhibitor

The representative of the organiser of the event

1.1 OBLIGATIONS OF THE DELEGATEE

1.1.1. Mission of the delegatee

The delegatee's task is to manage and administrate all the premises of the Square Brussels Meeting Centre, together with their access roads, both internal and external.

During events, a representative of the management of GL events Brussels SA shall be present on site to take the initial safety measures.

The delegatee shall provide the organiser with installations which must be maintained in accordance with the provisions of the applicable regulations.

An incoming and outgoing inventory of fixtures shall be systematically drawn up with the tenant.

All these installations shall be subject to regulatory technical verifications carried out by an approved body.

The delegatee shall provide each organiser of fairs, exhibitions or other events with a copy of these specifications, and shall receive from this organiser a signed attestation in which the latter acknowledges having received and read these specifications, and undertakes to respect the various safety measures specific to the establishment, and the premises, or parts of premises, rented for the occasion (a specimen of this attestation is attached to this document).

1.1.2. Main characteristics of the Convention Centre

The delegatee shall specify below the main characteristics in relation to safety concerning Square Brussels Meeting Centre:

The Square Brussels Meeting Centre establishment consists of the spaces indicated in **Appendix 1**.

Delivery access for the *Grand Hall* is via 23, rue des sols.

Fire Service access is via the **Main Cube Staircase**.

These entrances must remain passable and free from any storage at all times.

Square Brussels Meeting Centre has an independent Fire Safety System with, if need be, broadcasting of a pre-recorded evacuation message, which must be followed, broadcast in accordance with the alarm zones defined in each identity dossier.

For initial interventions, the fire protection devices are Armed Landing Valves and extinguishers.

The exhibition halls are protected by an automatic sprinkler extinguishing system.

1.1.3. Access roads for emergency and fire-fighting vehicles

These access roads are reserved for the intervention and emergency services (fire service, emergency services, police, etc.).

They must be kept free at all times of parked vehicles, structures or deposits of any kind.

It is the operator's responsibility to make sure these obligations are strictly observed, notably on the free access of authorised light vehicles in front of the control room of the Square Brussels Meeting centre, as well as along façades, gables, etc.

It is up to the operator to take any measures it considers necessary to ensure this free access is respected at all times.

Access to the upper terrace of the cube is prohibited to all vehicles.

1.1.4. Access for deliveries

Deliveries are made via:

- ✓ the area of 23 Rue des Sols for the infrastructure part
- ✓ other entrances according to the schedule defined by GL events Brussels SA

The headroom for the delivery area in the rue des sols is limited to 2 m, and the authorised load limit is 5 tonnes by goods lift (DRMC1).

This limit must be respected by exhibitors and transporters required to supply their events.

During deliveries, no obstacle must obstruct the automatic closure of the street-front shutters.

The delegatee shall guarantee the free access of delivery vehicles involved with events organised at the Square Brussels Meeting Centre.

Exhibitors attending the Grand Hall Amont may use levels -1 and -2 of the Albertine car park, max. height 2 m. A connection allows access to the exhibition spaces.

The delegatee shall take any measures it considers necessary to ensure compliance with these rules, including calling in the law enforcement authorities.

The entrances, roads and spaces used to deliver equipment and/or assembly and installation from the unloading points to the event locations must be protected:

- Use of trolleys or other handling apparatus with rubber tyres,
- Use of weight-spreading floors,
- Protection of carpets and floors with a resistant covering to prevent holes being made.

No fixing likely to damage the supports (floors, walls, posts, ceilings) shall be allowed.

1.2. OBLIGATIONS OF THE ORGANISER

1.2.1. Mission of the organiser

The organiser of the event undertakes with respect to third parties and the administrative authorities to accept sole responsibility for the event being organised, any necessary accompanying work, and the application of provisions intended to ensure the safety of the public, whose presence is justified by the event in question.

The organiser shall be obliged to make all appropriate arrangements to ensure the applicable safety regulations are observed.

The organiser shall acknowledge being solely responsible for applying the safety rules in all or part of the building, its surroundings and usable outer areas made available to it, as soon as the contract binding it to the concession-holder is signed.

While the premises are occupied, the organiser shall be responsible for any deterioration it may cause to the fittings and technical installations provided. An ingoing and outgoing inventory of fixtures shall be signed between GL events Brussels and the organiser. In case of absence, the organiser shall generally accept any damage noted by GL events Brussels.

The organiser undertakes to respect all the provisions of these specifications and special clause, as well as those resulting from the Lease(s).

Any breach duly noted of any one of these clauses shall bring about the automatic termination of the Lease.

To control the arrival and departure of personnel and equipment, the organiser shall take steps to have arranged, at its own expense, a watchman service by the delegatee during periods of assembly and disassembly.

The delegatee shall not be held responsible for any theft or deterioration noted on this occasion.

II – GENERAL PROVISIONS RELATING TO SAFETY

2.1 GENERAL

- 2.1.1 In accordance with the instructions given or to be given by the authorities in the interests of safety, each party concerned (organisation, exhibitor, subcontractor, visitor, etc.) shall be obliged, regardless of the event, to comply with the instructions, provisions and indications which GL events Brussels has given or shall give in the interests of safety.
- 2.1.2 The law on the welfare of workers applies here. In this case, there is a specific regulation for contractors.
- 2.1.3 The Act of 4 August 1996 (the welfare of workers in the performance of their work) deals with working with third parties. It takes account not only of subcontractors with the status of employers, but also of independent subcontractors.
- 2.1.4 The welfare law governs on the one hand the exchange of information, collaboration and coordination between the various parties concerned, and on the other introduces a system by which the employer having the work carried out by external companies may ensure that the legislation is properly applied by the contractors.
- 2.1.5 The employer in whose establishment workers from external companies carry out work shall be obliged:
- to provide the employers of these workers with the necessary information for the attention of their workers concerning the risks and the measures concerning the welfare of workers in the performance of their work applicable in its establishment;
 - to make sure these workers have received the appropriate training and instructions inherent to the company's activity;
 - to coordinate the activities of external companies and to ensure collaboration between these companies and its own when implementing measures relating to the welfare of workers in the performance of their work.
- 2.1.6 Employers of external companies shall be obliged:
- to provide the employer for whom their workers will carry out their work with the necessary information regarding the risks inherent to these activities;
 - to cooperate in coordination and collaboration.
- 2.1.7 The employer in whose establishment workers from external companies carry out work shall be obliged to remove a company if it becomes aware that the latter's employer is failing to respect the legislation relating to the health and safety of workers.

2.2. SAFETY OF PERSONNEL

- 2.2.1 During an event (construction, disassembly, etc.), it is advisable that the following occurs:
- Warning of risks;
 - Assessing the risks that cannot be avoided;
 - Tackling risks at source.
- The workers concerned are obliged to wear the necessary personal protective equipment (work boots, gloves, hard-hat, safety goggles, harness, etc,) as imposed by the RGPT, and also to use the necessary collective protective equipment. The collective protection measures must take priority over individual means of protection.
- 2.2.2 The tools, ladders, scaffolding, etc. used must comply with the provisions of the RGPT.
- 2.2.3 Machines and installations must satisfy the applicable regulations and may not under any circumstances represent a danger for the personnel on the stands or for visitors. They may only be operated by competent persons.
- Tools and machines must be supervised at all times, otherwise they must be switched off.

2.3. PARTIAL OCCUPANCY OF SPACES

Where a space (or hall) is not fully used, the organiser shall be obliged to install at the end of the unoccupied area a partition at least 2.00 m in height made from category M3 materials. The mechanical stability of this partition must enable it to withstand pressure from the public. Exits must remain clear.

Unused areas must be free from any deposits or storage for the duration of the event.

Exceptionally, storage may be allowed by the delegatee (subject to written request), subject to:

- o Correct tidying away;

- Free access to the emergency facilities and to exits opening onto the outside;
- Permanent surveillance by the qualified personnel assigned to security.

Where an event is being assembled or disassembled while another event is open to the public on the same level, the organiser of the event being assembled must take all steps necessary to ensure nothing disturbs public order and safety (noise, drafts, evacuation of the public, access to façades and to emergency facilities).

2.4. ACCEPTABLE NUMBERS OF PUBLIC

The admissible number is assessed according to the areas accessible to the public and the available exits. A table showing these numbers is held by the safety team (**Appendix 2**).

2.5. ACCEPTABLE LOADS ON STRUCTURE

The organiser is obliged to respect, when erecting stands or structures, and have respected by visitors, exhibitors and participants, the maximum operational overload provided for in the building acceptance dossier. Depending on the location allotted to the event(s), the delegatee shall provide the organiser or exhibitors with this information.

In the event of a request to install special equipment, the load of which exceeds the limits given above, the exhibitor is obliged to provide the technical inspection office approved by GL events Brussels SA with the following:

- An approval report for the distribution on the ground of the loads of the equipment concerned,
- An approval report for the steps taken to move equipment between the delivery zone (delivery bay, outside square), and the envisaged installation zone.

The delegatee is authorised to supply and install the necessary distribution plates.

The organiser is obliged to prohibit any element suspended or fixed on the establishment's fixed structures such as ventilation and smoke extraction ducts, electric distribution pipes, posts and columns, wall coverings, plumbing networks, etc.

Concerning the various event locations in Square Brussels Meeting Centre, metal structures on the ceiling allow various pieces of equipment to be suspended, within the limits of the suspended weight approved by the inspection body and held by the safety team of GL events Brussels SA. These maximum weights must never be exceeded.

2.5.1 Suspending loads

Once the loads implemented exceed the approved levels, the delegatee shall, regardless of their geographical location:

- ✚ Draw up a calculation note and a technical dossier on the implementation of these loads,
- ✚ Have this note validated by an inspection office duly commissioned for this purpose,
- ✚ Have the implementation of the structures used to support the loads inspected by a technical inspector duly commissioned for this purpose.

2.6. EMPTINESS OF EXITS

Walkways must remain free at all times and their safety markings must not be hidden by stand signs or decorations.

In case of obstacles on the floor of walkways (electric cables, water pipes, etc.), a fixed means of protection must be applied ("boat" type).

The use of doors must be kept freely available to the public while present in the premises. It is the organiser's responsibility to ensure this instruction is strictly observed.

The use of signs with white letters on a green background is prohibited, since these colours are exclusively reserved for the indication of "exits".

2.7. STORAGE AREAS

The storage of inflammable and hazardous materials in event premises accessible to the public is prohibited. Packaging, waste or any other material or object that is not used during the event shall be stored outside the premises being used for the event on the instructions of those in charge of safety at GL events, who shall have authority over those attending the event with regard to safety.

The storage of empty packaging is only allowed outside those areas accessible to the public, and with the consent of the delegatee.

It is therefore essential, when drawing up the application dossier for authorisation to open to the public, that the exact location of this storage is specified, together with any additional measures proposed in terms of fire-fighting and protecting against fire.

2.8. EARLY DELIVERIES AND COLLECTIONS OF EQUIPMENT, FURNITURE AND PRODUCTS

Early deliveries of equipment, furniture or products in connection with organising an event are allowed under the following conditions:

- ✓ GL events Brussels SA does not provide security for objects or products it agrees to store on behalf of an organiser, participant or exhibitor. It may therefore not be held responsible for any losses, deteriorations or thefts.
- ✓ The organiser, participant or exhibitor wishing to plan an early delivery of equipment, furniture or products must ask GL events Brussels SA for its consent, and fix a date and time with the person responsible, as well as a delivery address.
- ✓ Each package delivered in advance must bear a visible label which clearly indicates:
 - The name of the owner
 - The name and date of the event or occasion concerned
 - The delivery details (name of hall or stand number)
 - The name of the transporter
 - The telephone details of a representative of the organisation

Only under these conditions will the package(s) be made available to the client before the event begins. Under no circumstances may the owner invoke its absence during installation to implicate the responsibility of GL events Brussels SA in the event of loss, theft or deterioration.

Similarly, the organiser, participant or exhibitor may ask GL events Brussels SA for authorisation to leave a package on site after disassembling event installations.

Each package left for the attention of a transporter must bear a visible label which clearly indicates:

- The name of the owner
- The name and date of the event or occasion concerned
- The details of the transporter
- The planned date and time for collection of the package by the transporter.

The transporter must report to the Central Security Office, where he will be given the package. He must sign an internal Square Brussels Meeting Place collection receipt (27 rue des sols, 1000 Brussels).

2.9. Security:

Depending on the configuration of events, a security and access control operation must be implemented by GL events Brussels, at the organiser's expense.

III. SPECIAL PROVISIONS RELATING TO SAFETY

3.1 ENVIRONMENT

3.1.1 IONISING RADIATION

To exhibit appliances that use ionising radiation or are equipped with radioactive sources, it is advisable to contact GL events Brussels SA, in good time, to determine in advance by mutual agreement with the Works Inspectorate and the Fire Service, the conditions under which this exhibition may take place.

3.1.2 USE OF LASERS

The use of lasers in halls is authorised provided the following provisions are satisfied:

- ✓ When using lasers, the energy of the output beam may not exceed 2.5 mW/m². At greater powers, the output beam must be completely confined.
- ✓ The public must not under any circumstances be subjected to the direct or reflected laser beam.
- ✓ The appliance and its equipment must be securely fixed to stable elements.
- ✓ The environment of the appliance and the space scanned by the beam must not include reflective elements at the wavelengths in question.
- ✓ The user of the laser must make sure, during tests carried out away from the public, that the fittings, decorative materials and fire-protection equipment do not react with the thermal energy given off by the output beams.

3.1.3 NOISE

The sound level may not exceed x dB per stand (see table).

The organiser shall send requests for dispensations to GL events Brussels SA.

3.1.4 HARMFUL SMELLS

If chemicals are used (e.g. solvents) as part of an event, the organiser shall arrange effective ventilation to keep odours to a minimum and shall obtain the permission of GL events Brussels in advance.

3.1.5 CARTING / MOTO-AUTO CROSS

During carting, moto- or auto-cross events organised inside an exhibition hall, the organiser must check that the existing ventilation is adequate (removal of exhaust fumes) to prevent CO intoxication. In the event of non-conformity, it shall arrange to improve this. CO detection (with visual and acoustic alarm) may be imposed.

3.1.6 WASTE

Each participant is responsible for removing its waste in application of the local regulations.

The waste produced during the fair, both solid waste such as paper, cardboard, plastic, etc. and liquid waste, must be removed from stands and their surroundings every day.

Waste or other liquid products must not under any circumstances be poured into the drains (or toilets).

If the participant fails to observe these rules, GL events Brussels SA shall be entitled to have the waste removed. To this end, a cleaning company appointed by it shall be used, at the risks and expense of the party responsible.

3.2. ELECTRICITY

3.2.1 GENERAL PROVISIONS

Electrical installations shall be inspected by an approved body prior to being put into use, in accordance with the provisions of the RGIE (*Règlement Général pour les Installations Electriques* – General Regulations on Electrical Installations) in relation to:

- ✓ risks of direct contact (Articles 30 to 40, 48 and 49)

- ✓ risks of indirect contact (Articles 68 to 95)
- ✓ risks of fire due to electrical equipment (Article 104)

The temporary electrical installation shall be installed in accordance with the relevant rules of good practice (Article 5), by qualified, competent electricians (cf. NBN EN 50110 1998).

The creation of a connection, the installation of a distribution cabinet and the provision of electric current to the stands shall be carried out, at the expense of the clients, exclusively by the personnel of GL events Brussels SA.

Powering up may only be enacted by the personnel designated by GL events Brussels SA.

3.3. GAS

Prohibited because no public network.

3.4. FIRE

3.4.1 No SMOKING

There is a complete ban on smoking in the buildings of Square Brussels Meeting Centre. We refer here to the following legislation:

- ✓ The Royal Decree of 15/05/1990
- ✓ The Royal Decree of 09/01/1991
- ✓ The Royal Decree of 19/09/2005 relating to "the protection of workers from tobacco smoke". This law came into force on 01/01/2006 and deals with the ban on smoking for employers, workers and third parties (therefore also all self-employed persons, exhibitors, clients, etc.) in all workplaces. Briefly, every person entering the Centre must observe the smoking ban, both during assembly, disassembly and the fair or event.

Compliance with this legislation shall be verified by the qualified bodies. These inspectors shall be authorised to serve participants with a formal notice and to punish them.

In the event of a violation and comments to this effect, the person concerned must respond immediately and put out his or her cigarette. If not, the offending person must immediately leave the confines of Square Brussels Meeting Centre.

To allow workers and visitors to smoke outside, GL events Brussels SA shall place several rubbish bins in certain places which have been specially designed for extinguishing cigarettes.

3.4.2 FIRE PERMIT

The use of fire, naked flames or heat sources (welding, gas cutting, soldering, defrosting) during operations to install or disassemble an event or during fairs is only permitted if a fire permit has been obtained.

Applications for this fire permit must be submitted IN ADVANCE to GL events Brussels SA (*fax number: 02 474 83 94*).

Person to contact: *The Building Director*.

3.4.3 KITCHENS

If a kitchen installation does not run exclusively on electricity (see Chapter 3.3 "GAS"):

- ✓ Fryers shall be fitted with a lid.
- ✓ The stand or hall shall be equipped with a metal waste bin with lid.
- ✓ An appropriate extinguisher should be provided.

3.4.3.1 Perishable products and foods:
See sanitary regulations

3.4.4 LEGAL PROVISIONS

GL events Brussels SA must make all the legal arrangements relating to fire-fighting equipment in its buildings. The organiser is responsible for applying the fire-fighting instructions.

3.4.5 FITTINGS

Spaces or stands may not be fitted out or objects placed there in a way which might impede use, access or visibility:

- ✓ Stand pipes, connections for fire hoses, extinguishers, alerts, etc.;
- ✓ Passageways, exits and emergency exits, etc.;
- ✓ Emergency telephones;
- ✓ Signs for fire-fighting equipment.

The risk of fire or the fire load of an event may require the installation of additional extinguishers (of one or more extinguishing units: ABC powder, CO₂ or water), at the expense of the Organiser.

Extinguishers shall be placed or suspended in a clearly visible manner and must remain readily accessible at all times. They shall be subject to annual inspections.

All exits, emergency exits or evacuation routes must be indicated on the plans. At times while the public is present, all doors shown on the plan must be clear and unlocked. They must be able to open immediately by under simple pressure or action. Inflammable materials may not be used, and stands or fittings may not be placed in front of doors, emergency doors or in passageways that may be used as exits for the public.

In the buildings, exits and emergency exits are indicated by effective signs and emergency lighting.

3.5. DANCES

The organiser must apply to GL events Brussels SA for authorisation. The local Police Regulations apply to dances held at Square Brussels Meeting Centre.

3.6. FIRE SAFETY SERVICE

Continuous active surveillance shall be put in place in the exhibition halls during construction, the event itself and its disassembly, so that any fires can be detected, signalled and immediately tackled while waiting for the fire service to arrive.

This surveillance is provided by a Fire Safety team, which is independent of the client's security service. Its geographical location is the Central Security Office of Square Brussels Meeting Centre. The personnel present (supervisors, technicians, etc.) must be duly informed of the dangers inherent in a fire, as well as the measures to be taken:

- ✓ Knowledge of the safety plans on which are indicated the exits and emergency exits, extinguishers, telephones, etc.;
- ✓ Knowledge of the guidelines to be followed in case of fire;
- ✓ Adequate training in the use of extinguishers;
- ✓ Signalling of any fire;
- ✓ Organisation of an evacuation where required.

Surveillance of the Square Brussels Meeting Centre is provided as follows, according to the number of persons admitted to the establishment:

| Total number of people (public and personnel) | Additional chief operator | Fire Safety Officers |
|--|----------------------------------|---------------------------------|
| fewer than 300 | | 1 |
| 301 to 1200 | | 2 |
| 1201 to 3000 | | 3 |
| 3001 to 5000 | 1 | 5 |
| 5001 to 8000 | 1 | 7 |
| More | 1 | 1 officer per 1000 extra people |

The establishment is under constant surveillance (24/24) by a Chief Operator and a Fire Safety Officer, not included in the numbers given in the above table, who man the Central Security Office.

The total number of people present shall be assessed specifically for certain events of a special nature, the size, sensitivity or popularity of which would require an increased level of building inspection (bomb disposal, risks of attack, etc.).

3.7. INSTRUCTIONS FOR USE

3.7.1 GENERAL

The organiser is obliged to have the premises occupied by it cleaned daily at its own expense.

All waste and rubbish created by cleaning must be removed from Square Brussels Meeting Centre daily before it opens to the public by the approved service provider.

Empty packaging and bulky waste must be removed by the organiser. Any fly-tipping of waste outside the designated skips is prohibited. The organiser is responsible for the collection of skips.

The organiser must leave free access to the rented premises, firstly to the personnel of GL events Brussels SA carrying a badge, secondly to Police Officers and Firemen in the exercise of their duties.

Any incident, operational failure of an installation, discovery of a suspicious device or package must immediately be reported to the security officers. Any suspicious package may be removed from the confines of the Square by the teams of GL events Brussels.

Organisers, exhibitors and suppliers are not permitted to access the technical areas and storage areas. Only the personnel of GL events Brussels SA is authorised to do so.

No intervention, of any kind, on the permanent technical installations of the Square Brussels Meeting Centre (water, low-voltage installations, telephone, video, PA systems, power installations) shall be tolerated by persons who are not members of the personnel of GL events Brussels SA.

Smoking is not permitted in all areas.

Any posters must be approved by GL events Brussels SA.

Means of advertising must be handled by GL events Brussels SA.

No unauthorised means of advertising may be put up on walls, windows, doors, in lifts and in the vicinity of the Square Brussels Meeting Centre in public spaces etc.

The layouts defined and created by GL events Brussels SA may not be modified except with the latter's consent.

The furniture layouts defined in the contract may not be subject to modification by the organiser alone.

Deliveries shall be made exclusively from the rue des Sols for the exhibition zone.

In the case of events on the upper levels, a lift attendant service is mandatory, at the expense of the organiser for the use of goods lifts.

In the case of events requiring a ticket office, a number of tickets greater than the maximum capacity for each space, or than that corresponding to the standard layouts appended to the present specifications, shall not be permitted.

Any attachment to the structures of the building, of any kind whatsoever, shall be made exclusively by the technical teams of GL events Brussels SA.

While electrical installations are powered up, the organiser is obliged to ensure they are supervised by competent, qualified officers who are familiar with these installations.

While an event is open to the public, the number of these electricians, who are made available by GL events Brussels SA at the expense of the client, is 1 for every 3000 m² gross for the exhibition halls.

To control the arrival and departure of personnel and materials, a watchman service is mandatory during periods of assembly, use and disassembly.

3.7.2 CAR PARKS

The organiser is obliged to inform its conference participants or exhibitors and their visitors of the paying car parks available to them.

These are, notably, the Albertine, Place d'Espagne and Justice car parks.

All parking is prohibited outside of these car parks.

If these instructions are ignored, vehicles shall be towed away and impounded by the Police.

It is understood that a vehicle is parked and driven under the sole responsibility of its owner. GL events Brussels SA shall in no way be held responsible for any thefts or deteriorations suffered by a vehicle.

Drivers must observe:

- The highway code,
- The directions of travel marked on the ground,
- The marking of parking spaces.

3.7.3 PANORAMIC HALL

The decoration of the Panoramic Hall means particular attention must be paid to any fittings in this space.

A special inventory of fixtures shall be required before and after the use of this space. Failing this, the organiser must report to GL events Brussels SA any significant soiling or wear before fitting out the space.

The organiser shall be billed extra for any repair following any significant soiling or wear that occurred during assembly, the event or the disassembly of the hall.

In this respect, a request including an accurate description of the planned fitting out must be submitted to GL events Brussels SA for authorisation.

3.8 HALLS AND EXHIBITIONS

3.8.1 STANDS & HALLS

Although the provisions of the RGPT (*Règlement Général pour la Protection du Travail* – General Regulations on Industrial Safety), this regulation and the special measures imposed by the competent local Fire-Fighting Service as a result of the design or specific intended use of the stands or the professional hall still apply, their construction and interior fitting out must comply with standard NBN S21-203 "Protection against fire in buildings – Reaction to fire of materials – Tall buildings and average-sized buildings".

GL events Brussels SA must make all the legal arrangements relating to fire-fighting equipment in its buildings. The organiser is responsible for applying the fire-fighting instructions.

GL events Brussels SA has a set of layout plans referred to as standard plans, which have been submitted to the prevention services and are available to organisers. Any modification of these plans shall require the approval of GL events Brussels SA.

The location of stands must, no later than 6 weeks before the event, be submitted for approval to GL events Brussels SA.

To facilitate the study of these plans, the number assigned to each stand should appear on the plans submitted for approval, as well as being clearly and visibly affixed to the stand itself.

These plans shall indicate the location of:

- ✓ hydrants;

- ✓ portable extinguishers;
- ✓ fire alarms;
- ✓ fuse boxes (specific to the building);
- ✓ exits and emergency exits available to the public.

An estimate of the expected number of visitors should be provided, as well as the maximum number of people that can be present at the same time.

Once the aforementioned scale plans have been approved, these shall be sent in 5 copies by the Organising Committee to the Management of GL events Brussels SA.

The electrical cabinets of the Square Brussels Meeting Centre must be accessible at all times.

The standard construction height of the partitions or fixed structural elements of stands is normally 240 cm – 200 cm in the low sections of the exhibition halls.

Dispensations may be granted by the organiser in agreement with GL events Brussels SA.

In the event of a construction with a second level, conditions relating to safety and fire prevention are imposed.

The general stability of stands including one or more different levels must be approved by an approved inspection body.

The inspection shall cover:

- ✓ The stability and load-bearing capability of the construction;
- ✓ The protection preventing people from falling through the banisters of the stairs (at least 2 handrails per banister);
- ✓ The intervals (openings) in the railings;
- ✓ The adequate rigidity and solidity of the railings;
- ✓ The execution of the various constructions and the use of construction materials such as wood, iron, aluminium, a synthetic material, etc.;
- ✓ The correspondence of the performance of the work with the plans and/or calculation notes must be checked during assembly.

Any fitting out of glazed ceiling, partitions or walls must be done using Triplex-type glass.

A copy of the inspection report must be submitted to the organiser and GL events Brussels before the event opens, while the original is kept on the stand for consultation by the Safety Services.

Stands with an area in excess of 72 m² must be provided with suitable extinguishers at all times.

The total width in cm of evacuation routes must always be at least equal to the total number of people present (visitors + exhibitors!).

Depending on the nature and/or risks of the event, a larger minimum total width of evacuation routes may be imposed.

These evacuation routes must be spread uniformly around the hall.

Narrowings, displacements, etc. in the longitudinal axis of corridors are prohibited.

Stands often have no partition on at least one side, a limited floor area and no corridors. In such cases there is no point imposing specific requirements in terms of the indication of exits.

In other cases, various measures may prove necessary, such as:

- ✓ The indication of exits(s) and emergency exit(s) by means of pictograms;
- ✓ The installation of emergency lighting.

3.8.2 HYDRAULIC MACHINES

Care must be taken of equipment (machines, installations) fitted with hydraulic systems. The necessary safety measures must be taken to avoid the exhibited equipment presenting a danger to personnel or the public.

Where machines with hydraulic jacks are exhibited in the raised position, the hydraulic safety systems must be supplemented with mechanical safety measures, to prevent the lifting system from lowering unexpectedly.

3.8.3 SUSPENSIONS AND FIXINGS

All stands and decorative elements shall be self-supporting, without being suspended from or leaning on the ceilings or walls.

This provision may only be departed from at the request of the organiser and in accordance with the following procedure:

- ✓ For each departure and in due course, the organiser shall send to GL events Brussels SA a request accompanied by all the details allowing it to be correctly assessed.
- ✓ GL events Brussels SA shall not be obliged to justify any refusals, which may not be appealed.
- ✓ GL events Brussels SA shall firstly appoint a contractor, responsible for all suspension work (i.e. this contractor shall provide anchoring points), and secondly an inspection body approved within the context of the RGPT, accepted by GL events Brussels SA, responsible both for approving plans and calculation notes before they are implemented and for the actual implementation itself, before the event opens.
- ✓ The exhibitor shall have suspensions provided by GL events Brussels SA from the anchoring points, at its expense.
- ✓ The reports of the approved inspection body (in triplicate), free from comments and/or violations, shall be sent to GL events Brussels SA before the event opens.
- ✓ The applicant shall explicitly include cover against the risks associated with these suspensions in its "Civil Liability" insurance policy. This policy shall stipulate the abandonment of any appeal against GL events Brussels SA.

Both organisers and exhibitors are expressly prohibited from walking on the roof. This zone is reserved for contractors acting on behalf of GL events Brussels SA. Any violation shall be punished.

3.8.4 TEMPORARY STRUCTURES

The construction or installation of an infrastructure or a temporary installation (such as tents, covered passageways, advertising masts, trucks, generator sets, etc.) must be the subject of a prior written request to GL events Brussels SA, and must appear on the layout plan submitted to the body charged with approval (fire safety regulation).

The fixing of these constructions to or in the infrastructure of the Square Brussels Meeting Centre is strictly prohibited (in firebreaks, granite, concrete slabs, walls, floors, hardstandings, etc.), including exterior access roads, pavements and lawns of any planted areas. All these temporary installations shall be self-supporting, and their general stability may only be strengthened using concrete blocks (or any other type of counterweight).

3.8.5 ELECTRICITY

The creation of a connection, the installation of a distribution cabinet and the provision of electric current to the stands shall be carried out exclusively by the personnel of GL events Brussels SA.

3.8.5.1 THE SWITCHBOARD (OR DISTRIBUTION CABINET)

Electric installations shall include:

Permanent and semi-permanent installations, the construction, operation and maintenance of which shall be carried out by GL events Brussels SA, under its responsibility. Installations established in the stands intended for exhibitors and constructed by them or on their behalf, under the responsibility.

The limit between these two installations is located at the fuse box of each stand.

In each stand, semi-permanent installations must terminate in a board or a distribution box housing the gear that must provide the following functions:

- ✓ emergency cutting of all active wires;
- ✓ protection against surges;
- ✓ protection against indirect contact.

Surge protection devices must be leaded and the terminals of the various apparatus, with the exception of downstream terminals, must be made inaccessible.

This therefore formally rules out the connection of several stands to a single distribution box or a single board.

3.8.5.2 ELECTRICAL EQUIPMENT

The use of "domino" type plugs is prohibited (adaptor blocks must be used).

Plugs which conform to NBN C61-112 must be used, fitted with an earth and equipped with a fuse system.

Surface-mounted switches and plugs must be fitted with mounting plates.

The use of unprotected insulating screw joints is prohibited. Insulating screw joints shall only be used in junction boxes, except for lighting appliances, provided the insulating screw joint is fully insulated by an element in the luminaire.

Halogen spotlights and low-voltage spotlights may not be less than 50 cm from combustible material. Combustible materials may not be less than 50 cm from the light beam (unless otherwise indicated on the spotlight).

If rails are used for spotlights:

- ✓ The rail may not be positioned less than 2 m from the ground (except in the lower section of the Hall).
- ✓ Blanks must be fitted to the ends.

Very low-voltage spotlights may not be placed on/in combustible materials.

The use of autotransformers (recovery transformers) in a very low-voltage power supply is prohibited. A safety transformer is required.

The transformers used shall comply with NBN standards or the harmonised standard (NBN CN 60-742 or NBN 61-558).

The transformer shall have primary and secondary protection against overload.

The secondary protection is not imperative in the case of a transformer that is resistant to short-circuits.

Transformers may not be mounted on combustible supports or in a combustible environment (except for adapted models).

3.8.5.3 VERY LOW-VOLTAGE LIGHTING APPLIANCES

The use of very low-voltage appliances comprising live bare wires or parts may be authorised under the following conditions:

- ✓ This type of lighting may only be used in a fire-resistant environment and at a minimum height of 2 m above the ground.
- ✓ All inflammable material must be removed within a minimum radius of 0.5 m around lighting appliances and wires.
- ✓ The power transformer used must be a safety transformer in accordance with NBN standards or harmonised standards.
- ✓ The transformer shall be protected against surges at primary and secondary level.
- ✓ The secondary voltage of the transformer must be limited to 24 V and 12 V respectively for BB1 and BB2 situations (BB1 not very dry, BB2 not very damp).
- ✓ Sockets for halogen lamps including bare wires may only be connected by pressure screws or any other equivalent connection. Sliding contacts or connections by crocodile clips are not allowed (due to the risk of sparks).
- ✓ Bare wires (cables) must be designed to carry electric current. The use of cables with a textile core is prohibited.
- ✓ The section of power-supply wires must be such that the maximum current scheduled for normal use shall not cause any dangerous increase in temperature in these wires.

With the exception of appliances powered by very low voltage, the degree of protection of equipment must be at least IP2X. In addition, electrical appliances and machines that are readily accessible to the public and are not supervised by the party responsible for the stand must have a minimum degree of protection of IP4X (i.e. impossible to touch a live bare part).

3.8.5.4 INSPECTION OF INSTALLATIONS

Each stand shall be inspected by qualified personnel, or an independent approved inspection body, appointed by GL events Brussels SA. It is in the interests of the stand holder or its representative to make sure they are present during the inspection by the approved body, to point out all the elements of the installation and to personally receive any comments.

If comments are made, a note shall be left on the stand listing all the violations found. The comments and violations must be followed up.

The independent approved inspection body or the qualified personnel, in consultation with GL events Brussels SA, shall subject the stand where violations have been remedied to a new inspection.

Powering up shall only take place once a report free from violations has been submitted.

The user formally undertakes to switch off the lights of its stand each evening and to unplug all electrical appliances except fridges, computers and the like, provided these are essential.

The user must personally provide the installation with current stabilisers, no-break devices, overvoltage protection for all applications requiring a pure electrical network, such as, for example, computer equipment.

The use of generator sets inside the Square is strictly prohibited.

3.8.6 GAS INSTALLATIONS

The use of gas is strictly prohibited.

3.8.7 FITTINGS

The materials used to construct or generally fit out stands in the exhibition halls may not be highly inflammable or give off toxic fumes under the influence of heat.

The construction of stands must satisfy standard NBN S21-203, namely:

- ✓ Material A3 for floorings on stable subsurface (concrete, sand, etc.).
- ✓ Material A2 for other cases.
- ✓ Material A2 for vertical partitions and decorative material.
- ✓ Material A1 for false ceilings and canopies.

A certificate confirming the fire resistance of these materials must at all times be able to be submitted to the competent Fire-Fighting Service, the approved body charged with inspecting installations or the safety coordinator.

All suspended fittings must be situated more than 50 cm from any heat source, such as spotlights, lighting equipment, illuminated signs, functioning equipment, etc.).

These materials may only be impregnated by firms that are competent in this field.

The certificate must include the following:

- ✓ A description of the material (name, type, colour, etc.);
- ✓ The date of treatment;
- ✓ The process used and the impregnating substance;
- ✓ The period of efficacy of the treatment and any measures to be taken to preserve it;
- ✓ The company's stamp, the name and signature of the person responsible.

For some inflammable materials, impregnation will not improve fire resistance.

These include:

- ✓ Plastic sheets and plates;

- ✓ Materials with plasticised surfaces;
- ✓ Compacted or stretched synthetic materials;
- ✓ Textiles with 100% synthetic fibres;
- ✓ Natural or synthetic rubbers;
- ✓ Plants;
- ✓ Etc.

Some materials may be treated during manufacture so that they satisfy the right fire propagation class.

Notwithstanding the presence of a certificate, the competent Fire-Fighting Service or the inspection body is entitled to demand in situ that the stand constructor or exhibitor provide a sample for examination. Providing the requested sample **IS MANDATORY**.

Oil paints, lacquers or other coatings that present a risk of fire may only be used on A1 materials.

3.8.8 WASTE AND PACKAGING

Waste, paper, cardboard and other inflammable materials intended for disposal must be regularly removed from stands and their vicinity. Crates, barrels and packaging may not be left on or behind stands. Empty packaging must be removed immediately.

If the organiser fails to observe these rules, GL events Brussels SA shall be entitled to have the waste and rubbish removed by the contractor it has appointed to store empty packaging, at the expense and risk of the organiser.

3.8.9 Exhibiting Dangerous Products

Chemical products, explosives and other highly inflammable products may not be exhibited, except with the express permission of GL events Brussels SA.

When vehicles and boats are being exhibited, their tanks may only contain a minimum level of fuel (max. 5 litres).

Barrels, bottles and other receptacles for fuel, even empty, may not be held on the stand. The fuel tank must be securely locked at all times.

Batteries shall be safely disconnected or removed.

Inflatable balloons containing inflammable or toxic gases may not be exhibited or distributed. Only helium and air are authorised in this connection.

The exhibition or use of candles lit by naked flame on a stand is only authorised after having submitted an application for a fire permit and having first taken the necessary safety precautions:

- ✓ one 9 kg ABC powder extinguisher present on the stand;
- ✓ candles placed on a non-inflammable base;
- ✓ no inflammable materials within a radius of 1 m;
- ✓ candles inaccessible to visitors.

Functioning equipment that consumes fuel (fires, ovens, open fires, heaters, etc.) are prohibited.

Generally speaking, GL events Brussels must give its approval to any use of equipment that consumes fuel. Applications must be made to us in writing.

Solid- or liquid-fuel appliances must be situated more than 0.5 m from inflammable materials. This also applies to connecting pipes made from metal or another non-inflammable material of low diameter used to heat appliances.

The use of infrared (gas) appliances and petrol-fired heating appliances is not permitted.

Demonstrations of oxyacetylene torches are not permitted.

3.9 OTHER USES

3.9.1 PODIUMS, STANDS

All constructions for temporary use, such as stands, podiums, etc. shall be constructed from materials of at least type A2 and be in good condition.

Wooden floors, stairs and other elements shall be securely fixed to each other.

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

- ✓ Seats, gangways, passages and stairs: 400 kg/m² for stands with fixed seating and 500 kg/m² for stands with removable seating or without seating (subject to the permissible load on the ground)
- ✓ Independently of the aforementioned uniformly distributed loads, floors and stairs must be able to withstand at any point a concentrated load of 200 kg on an area of 10 cm x 10 cm.
- ✓ Banisters and handrails: horizontal load of 100 kg/running metre. Furthermore, any element making up the railing must be able to withstand a concentrated horizontal load of at least 50 kg. A horizontal element of the railing must be able to withstand a concentrated vertical load of 100 kg.
- ✓ The calculation for stands may if necessary be carried out in accordance with EC1 (Eurocode). However, this allows for a greater safety margin.

General stability must be approved by an approved inspection body prior to use.

Except for evacuation routes, the free space below podiums, stands and the like may not be accessible to the public or contain inflammable materials.

Behind, around or below stands, a passage should always be provided, the width of which in cm shall be equal to the number of people having to use this evacuation route.

Stands shall be provided with emergency signs and lighting.

3.9.2 PYROTECHNICAL DEVICES AND ITEMS

The use of fireworks may be permitted, during particular events, within the Square Brussels Meeting Centre. A written application must be made to GL events Brussels 10 days before the event for approval.

These fireworks shall be of class K2 at most, under the control and responsibility of a qualified fireworks officer.

The use of fireworks of a higher category must be subject to authorisation, and must be the subject of a special examination; it may only be authorised if safety precautions appropriate to the risks are taken.

The following directions are mandatory:

- The fireworks officer shall indicate the safety perimeter according to the most powerful firework. Even in the least favourable conditions, no firing element must be able to fall onto the zone accessible to the public.
- Obligatory marking of the safety perimeter by a "solid and effective" barrier, or any other means sufficient to prevent the public from accessing the said perimeter.
- Systematic surveillance of the development of smoke; firing may be stopped in the event of a build-up of smoke in all or part of the spectator zone.
- Installation of the means required to flood a faulty firework in the immediate vicinity of the firing station.
- Make sure that the organisation of the event does not create any congestion or restrict the exits provided for the public.

In all cases, a back-up of the safety team by 3 officers shall be present on site for the entire duration of the pyrotechnical presentation.

A minimum safety distance shall be observed between the public and the fireworks.

Before the event, the organiser must provide GL events Brussels with an extended civil liability insurance certificate.

3.9.3 ROWS OF SEATS

Where halls are equipped with rows of seats, these seats shall be attached to each other along the entire row.

Rows shall include a maximum of 8 seats where there is only 1 passageway and a maximum of 20 seats where there are two passageways.

Rows must be securely attached to adjacent rows in order to create blocks that are difficult to overturn or move.

The width of the passage between rows shall be at least 45 cm. This width may be reduced to 40 cm if the seats have been arranged in the form of a stand with steps at least 15 cm in height.

The minimum width of flights, landings, evacuation routes, galleries and doors must be 80 cm.

Evacuation routes, galleries, doors and slopes shall have a minimum useful width at least equal in centimetres to the number of spectators that may use them to reach the exits.

3.9.4 SPECIAL EFFECTS

The use of carbon dioxide (CO₂) to create fog effects must be the subject of an application to GL events Brussels SA.

4.1 USE OF WATER

Only water distributed by the network of the *Compagnie Intercommunale Bruxelloise des Eaux* (CIBE) may be used.

Work to supply and carry away water shall be carried out by GL events Brussels, at the expense of the exhibitor and at the applicable rate.

The exhibitor of installations that use water in a closed circuit (total or partial recovery of the water supplying the installation by means of a pump or any other system) or installations with stagnant water that is also likely to cause a dispersion of water in the form of spray, shall install a thermometer to indicate to the public and the inspection authorities that the water used is too cold to constitute a risk to health.

The temperature of the water used may never exceed 20 °C.

The water must be replaced at least once a day or, failing this, the exhibitor shall apply chlorine with an initial value at the beginning of the day of 3 to 5 mg/l (ppm) of free chlorine, by adding a hypochlorite solution. It shall carry out three inspections of each appliance throughout the day. The chlorine level must never drop below 2 mg of free chlorine per litre of water.

Before powering up installations at the start of the event, the exhibitor shall disinfect all parts of the installation.

The use of decorative fountains that may cause the dispersion of water in the form of spray is prohibited.

The exhibitor is obliged to verify, by means of regular checks, that the temperature of the water present in each demonstration appliance/installation in a closed circuit does not exceed 20 °C, that it is replaced daily or that the checks carried out prove that the chlorine level meets the relevant standards, namely at least 2 mg of free chlorine per litre of water.

For each demonstration appliance, these details must be recorded in a journal, including the date and time of the check and when the water is replaced.

During the fair and at the exhibitor's expense, the organiser may carry out an inspection of the water by an independent laboratory, which shall also make sure that the inspection journal is being kept properly.

5.1 USEFUL CONTACT DETAILS

POLICE: 1, Rue de la loi, B-1000 BRUSSELS Tel.: 02 279 71 31

FIRE AND EMERGENCY MEDICAL AID: 15, Avenue de l'Héliport, B-1000 BRUSSELS Tel.: 02 208 84 30

RED CROSS: 96, Rue de Stalle, B-1180 BRUSSELS Tel.: 02 371 31 11

GL events BRUSSELS: 2, Rue Ravenstein, B-1000 BRUSSELS Tel.: 02 515 13 00