



RULES AND REGULATION MECC MAASTRICHT B.V.



FOREWORD/INTRODUCTION

- MECC Maastricht B.V. (referred to below as MECC Maastricht) is situated in Maastricht, the Netherlands. Hundreds of events are held every year at MECC Maastricht, including conferences, trade shows, public exhibitions, seminars, theatre performances, and sporting events such as the equestrian show Jumping Indoor Maastricht (JIM) and the world famous art exhibition TEFAF. MECC Maastricht operates and manages the MECC complex.
- As MECC Maastricht is located in Maastricht, the Netherlands, it follows:
 - (i) that the relevant **national** legislation and regulations in the Netherlands must be complied with, and
 - (ii) that the **regional and local** legislation and regulations must also be complied with, and
 - (iii) that MECC Maastricht must ensure that in a number of cases the applicable regulations are also observed during activities and work in the MECC complex.

Examples of subjects covered by national legislation and regulations are:

- health and safety at work, including smoking policy;
- the Hazard Analysis and Critical Control Points (HACCP) regulations on the preparation, processing, treatment, packaging, transport, and distribution of food products, including catering products;
- copyright, including licences in respect of musical copyright (for composers, lyricists, and music publishers – Buma/Stemra/Sena) and related rights (for music makers, performing artists, and record producers).

Examples of subjects covered by local legislation and regulations are:

- abstraction of groundwater (Province of Limburg);
 - lighting theatrical fireworks/pyrotechnics (Province of Limburg);
 - the environmental licence linked to the premises (Municipality of Maastricht);
 - the licence for the use of the premises, in particular the (Fire) safety regulations (Municipality of Maastricht);
 - the event-related municipal licences under the General Municipal By-Laws (APV).
- In addition to the national and local rules and regulations, there are also additional regulations drafted by MECC Maastricht itself concerning the activities in and around the MECC complex and the presence of Participants, Hirers, Suppliers, and other relevant natural and legal persons in the MECC complex.

These building and facility-related general rules and regulations are included in the present Rules and Regulations MECC Maastricht B.V. (this concerns access provisions, transport during build-up, fitting out and dismantling, structural load etc.); certain further rules and regulations may be drawn up by MECC Maastricht for each Event (in consultation with the Hirer of the Event) in order to replace and/or supplement the above-mentioned general Rules and Regulations.

- Upon the introduction of these Rules and Regulations, MECC Maastricht will also introduce stricter monitoring of compliance with the regulations. In special cases, for example where there is a manifest danger to human safety, MECC Maastricht will not hesitate to terminate the dangerous activities concerned or arrange for their termination.
- These Rules and Regulations have ten (10) Annexes.

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RULES AND REGULATIONS MECC MAASTRICHT B.V.**I. DEFINITIONS RULES AND REGULATIONS MECC MAASTRICHT B.V.****Article 1 – Definitions**

The terms used in these Rules and Regulations MECC Maastricht B.V. have the following meanings, unless agreed otherwise in writing. Definitions in the singular include the plural and vice versa, in so far as the text so requires.

- 1.1 Rules and Regulations MECC Maastricht B.V.:
the Rules and Regulations of MECC Maastricht B.V., including numerous regulations and/or recommendations concerning activities (such as the performance of work) in and the further use of the MECC complex.
- 1.2 MECC complex:
the MECC complex, situated at Forum 100 in Maastricht, the Netherlands, consisting of the Convention Centre, the Euro Centre, and the exhibition and event halls, as well as the relevant central entrances, corridors, staircases, cafés and restaurants, and other areas, including the underground car parks and parking spaces as well as the outdoor sites, unless expressly provided otherwise in writing.
- 1.3 Participant:
a natural or legal person who participates in an Event as exhibitor or sponsor or in some other capacity.
- 1.4 Event:
each conference, trade show, exhibition, presentation, meeting, theatre production or other event for which the MECC complex is made available.
- 1.5 Hirer:
a natural or legal person who concludes a Contract of Hire with MECC Maastricht for the holding of an Event or, for example, in connection with business premises.
- 1.6 MECC Maastricht B.V.:
MECC Maastricht B.V., which has its registered office at Forum 100, Maastricht, the Netherlands.
- 1.7 MECC Maastricht Exhibitor Services:
the department of MECC Maastricht that is responsible for the delivery and/or installation of a product or service to Participants, Hirers, and/or other natural or legal persons in the context of Events in the MECC complex.
- 1.8 Suppliers:
the suppliers used by MECC Maastricht, the Hirer, or the Participant or by others to provide products and/or services for the purposes of an Event or the MECC complex, together with other related activities.
- 1.9 Webshop:
the virtual shop established by MECC Exhibitor Services to provide certain products and/or services online for the benefit of Participants, Hirers, Suppliers, and other interested parties. The General Conditions referred to separately in the Webshop apply.

II. GENERAL

Article 2 – Applicability of the Rules and Regulations

- 2.1 These Rules and Regulations MECC Maastricht B.V. are applicable, in so far as not expressly provided otherwise in writing, to every Participant, Hirer, and Supplier and to other relevant natural or legal persons in relation to Events in the MECC complex.
- 2.2 MECC Maastricht shall arrange for the maintenance of public order in and around the MECC complex. For this purpose it shall issue further regulations and directions insofar as MECC Maastricht deems this necessary in the interests of public order, safety, health, welfare, and the environment.
- 2.3 MECC Maastricht shall determine the opening and closing times of the MECC complex (in consultation with the Hirer).
- 2.4 Any person who is on the property of the MECC Complex must be able to prove his identity or identify himself at the request of MECC Maastricht's security officers (referred to below as Security) and is also obliged at all times to comply with and obey the directions given by Security.
- 2.5 MECC Maastricht shall decide on all matters for which the Rules and Regulations MECC Maastricht make no provision or which are deemed unclear.
- 2.6 This English text of the Rules and Regulations MECC Maastricht B.V. is a translation of the Dutch original. If the Dutch and English texts of the Rules and Regulations MECC Maastricht B.V. are unclear or mutually inconsistent, the Dutch text will prevail.

The Rules and Regulations MECC Maastricht B.V. and other relevant documents can be consulted at all times (24 hours a day) on the MECC Maastricht website (www.mecc.nl).

III. LEGISLATION AND REGULATIONS (NATIONAL, REGIONAL, AND LOCAL)

Article 3 – Safety, the Environment, and Safe Working Practices

3.1 Introduction

This article deals with the legislation and regulations that must be observed by Participants, Hirers, Suppliers, and other relevant natural or legal persons in connection with their activities/work in the MECC complex in relation to Events.

The Working Conditions Act (*Arbeids- omstandighedenwet*) is in force in the Netherlands, which deals with the rights and duties of employers and employee in relation to working conditions. Other relevant regulations include the Working Conditions Decree (*Arbobesluit*), which implements the Working Conditions Act by introducing rules to be observed by the parties in order to prevent risks at work (with different and/or supplementary rules for certain industries and categories of employee) and the Working Conditions Regulation (*Arboregeling*), which must always be observed by everyone.

To ensure that safe working practices are observed in and around the MECC complex, MECC Maastricht has drawn up a Safe Working Practices Manual. This manual also includes a number of regulations resulting from the Occupancy Permit and Environmental Licence that applies specifically to the MECC complex. This is why this environmental section has been kept brief.

Employees are responsible for their own working conditions and also for the safety of colleagues and other persons in their immediate proximity in the place of work. This means that employees should comply with all applicable regulations, directions, instructions, and procedures connected with safety in the broadest sense. In addition, they should draw the attention of persons in their immediate proximity to dangerous situations and to the importance of complying with regulations, directions, instructions, and procedures.

The regulations are subdivided into:

- Regulations on health and safety at work
- (Fire) Safety Regulations
- Hazard Analysis and Critical Control Points (HACCP) regulations on catering (food safety)
- Environmental regulations.

It is the responsibility of the Participant, Hirer, Supplier, or other relevant natural or legal person active in connection with Events in the MECC complex to provide his/her staff (or other natural or legal persons used by him/her) with proper information about the legislation and regulations and the provisions contained within them, insofar as these in any event relate to activities/work and/or presence in the MECC complex.

3.2 Health and safety at work and safe working practices

Annexe 4 includes the complete text of the Safe Working Practices Manual, which must be complied with by everyone.

The Safe Working Practices Manual deals at length with the following subjects:

- general information
(identification obligation, aggression and violence, alcohol and drugs, and age restrictions)
- crisis management plan
(fire safety, emergency exits, fires, accidents, and evacuation)
- means of transport
(traffic, loading and unloading, forklift trucks, aerial lifts, and exhaust fumes)
- personal protective equipment
(fall protection, protective clothing and footwear, hearing protection, and head/face protection)
- stand construction
(transport routes, electrical work, cable entry holes in the floor, working conditions, compulsory use of fall protection)
- working at height
(ladders, stairs, rigging, and compulsory fall protection)
- dangerous substances
(storage, battery charging area, asbestos, waste, environmental licence)
- enforcement
(rules and sanctions)

MECC Maastricht focuses special attention on three aspects.

3.2.1 Smoking policy

The MECC complex is a public building in which smoking is completely prohibited under the Tobacco Act (*Tabakswet*). This smoking ban applies to the entire MECC complex, including the covered car parks.

Any fines imposed on MECC Maastricht by the Food and Consumer Product Safety Authority (*Voedsel en Warenautoriteit*) for infringement of the smoking prohibition within the MECC complex will be passed on, wherever possible, to the Hirer or to the individual who has committed the breach. Every MECC Maastricht employee and security officer has a duty to ensure that these rules on smoking are enforced and complied with.

3.2.2 Soot filter

Diesel-engine emissions from trucks and other vehicles such as forklift trucks and aerial lifts contain carcinogenic substances (including soot). MECC Maastricht is required to strictly control exposure to such substances. Under the current Working Conditions Act, the Working Conditions Decree, and the policy rules and internal instructions of the Health and Safety Inspectorate, diesel-powered trucks (and other vehicles) must be excluded from the halls of the MECC complex from 2007 onwards unless they are fitted with a proper, approved diesel particulate filter (the standard is EURO IV and higher). Only diesel-powered vehicles that meet Euro Class IV (Euro 4) standards or higher are permitted.

3.2.3 Access policy (during build-up and dismantling)

MECC Maastricht aims to ensure that the MECC complex not only provides a hospitable location and high-quality facilities but is also safe. Safety is therefore an issue that has the highest priority for MECC Maastricht. Moreover, MECC Maastricht is legally bound to comply with the statutory requirements, for example as laid down in the Foreign Nationals (Employment) Act. The Participants, Hirers, or other relevant natural or legal persons are primarily responsible also for their staff and any third parties used by them.

In this context, the access policy in the MECC complex has been made more stringent, as follows:

- A valid identity document is obligatory; non-EU residents also require a work permit.
- Persons may not and will not be admitted by MECC Maastricht without a valid work permit.
- If the law is broken, all associated costs will be payable by the lawbreaker or his/her employer.

3.3 (Fire) safety regulations

To prevent fires, a number of regulations must be observed (fire prevention) by every Participant, Hirer, Supplier, or other relevant natural or legal person who performs activities/work in the MECC complex in relation to Events.

The regulations to be observed have been partly included in the Safe Working Practices Manual already referred to in this article. Many of the regulations have been included in the **(Fire) safety regulations** attached as Annexe 1.

Below are some of the subjects dealt with in detail in the Fire Safety Regulations:

- general regulations for the design, construction and fitting out of stands and stand spaces, and the use of standard materials
- unobstructed use of fire safety equipment and extinguishers
- general stand construction and decoration regulations
- electrical installations and stand lighting
- gas cylinders, toxic liquids, and other fire accelerants
- welding, naked flames, and barbecues

3.3.1 Escape routes

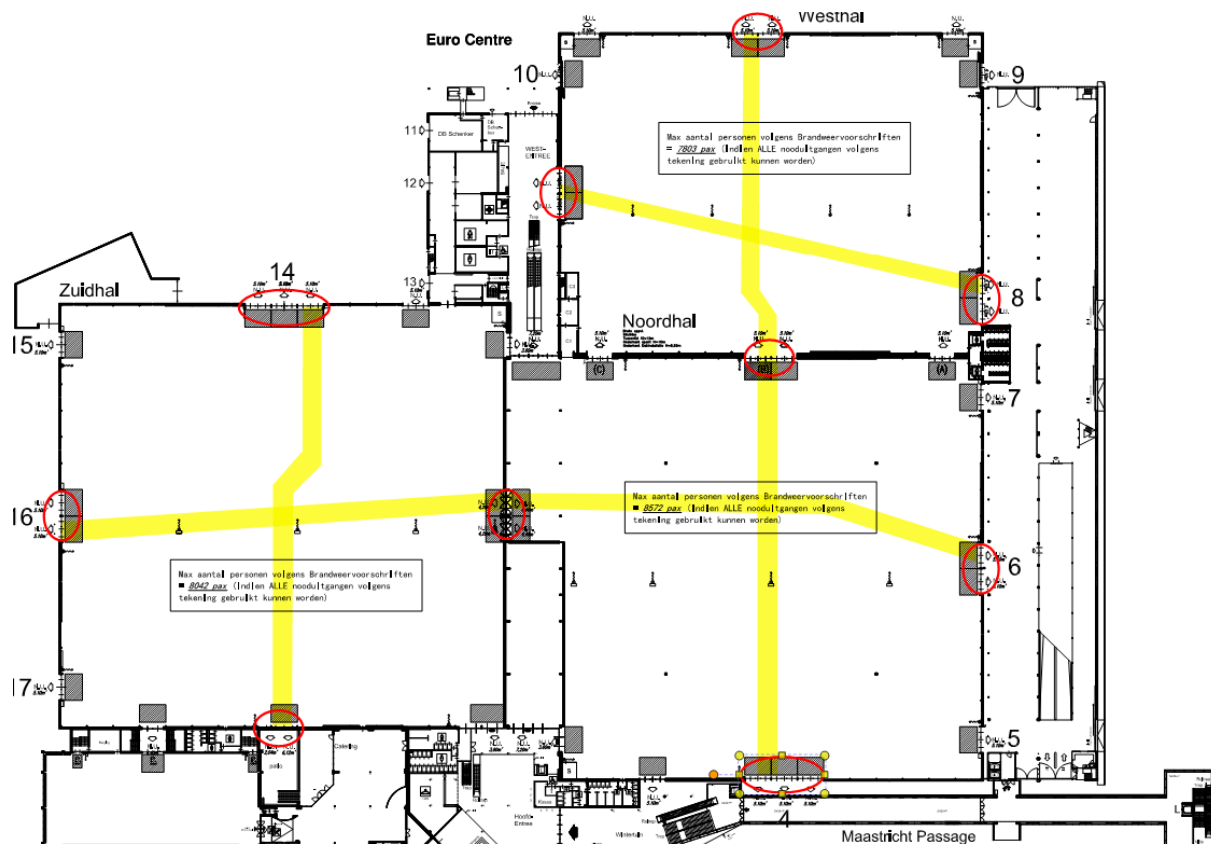
Aisles between stalls, shelves and stands must be at least 2.0 m¹ wide.

There will also be a “main aisle” (= “holy cross”) directly through all the event hall with a width of at least 4.0 m¹ that must be maintained.

For every hall, these main exits must lead to the exits four different walls as they are circled in red in Figure 1. Incidentally, it is not a requirement that the aisles form a completely straight line. Slight deviations from a straight line are permitted.

Figure 1 gives an indication of some permitted variants of main paths with a light deviation from a straight line.

Picture of a “Holy Cross”



The usable width of the doors must remain at least 5.1 m¹ at all times

Main aisles with width 4 m¹

Figure 1: main aisles in yellow and exits to be used in red

The stands, furnishings and layout of the rooms must meet the requirements as stated in Annex 1 of this report.

3.3.2 Fireworks

For the commercial lighting of fireworks in the halls (fireworks are not permitted in the Congress Centre), each time fireworks are fired, a notification must be registered or an ignition permit (ontbrandingstoestemming) requested from the province.

Applying for an ignition permit or notification must be made by fireworks companies that have an application permit for this (granted by the Ministry of Infrastructure & Environment (ministerie van Infrastructuur&Milieu)). The requests/notifications must be carried out digitally with e-Recognition or DigID. The notification obligation for igniting fireworks is 20 kg of theatre fireworks and 200 kg of consumer fireworks (used professionally). Above the stated amounts, an ignition permission must be requested. A report must be submitted at least two weeks before the fireworks are ignited. An application for an ignition permit must be submitted at least 14 weeks before the planned firework ignition.

Use of “stage fireworks”

When using stage fireworks during the Event, fire pickets must be deployed. If fire pickets are deployed, the costs will be entirely borne by the Renter. The fire alarm system in the Rented property may not be put out of operation. Instead, a fire picket must remain by the existing fire alarm system so the system can be reset if smoke is reported. An additional fire picket must also be deployed on stage or at the

location where the stage fireworks are to be set off. The Renter must take care of the necessary permits for the use of (stage) fireworks.

3.4 HACCP Regulations on Catering (food safety)

The processing, transport and preparation of food have to meet exacting requirements in the Netherlands. In order to be able to guarantee (food) safety, MECC Maastricht works with a number of permanent and specifically selected catering partners. Bringing food and/or drinks (or arranging for them to be brought) into the MECC complex and/or stocking or selling them and/or distributing them free of charge is prohibited unless a written permit has been expressly granted by MECC Maastricht.

The required catering permits are in fact in the possession of MECC Maastricht.

If written permission has been granted, the HACCP regulations applicable in the Netherlands must be strictly observed. Without an express written permit it is not permitted to engage in or arrange catering. A copy of the HACCP regulations can be obtained from the government.

3.5 MECC Maastricht environmental licence

Under the Environmental Management Act (*Wet Milieubeheer*), measures should be taken to prevent all activities (in and around the MECC complex) that may harm the environment. The term activities means work that may cause environmental damage, such as surface water pollution, damage to the surroundings, harmful emissions, noise pollution, and soil pollution.

MECC Maastricht was granted a licence to use its premises for conferences, trade shows, exhibitions, and other events. The Act contains a set of measures designed to protect the environment in the Netherlands.

This licence granted to MECC Maastricht contains a large number of regulations that must be observed by MECC Maastricht and all relevant parties operating in and around the MECC complex.

The rules and regulations relate to:

- environmental care
- fire prevention and fire-fighting
- noise abatement
- air pollution and odour nuisance
- storage and use of waste substances and dangerous substances
- storage and use of gas cylinders
- soil protection
- industrial effluent

The Dutch legislation and regulations on the environment and safety has been tightened considerably. The Municipality of Maastricht and the Health and Safety Inspectorate will also be monitoring compliance with the relevant regulations in the MECC complex more closely.

MECC Maastricht attaches great importance to corporate social responsibility and environmental protection. All Participants, Hirers, Suppliers, and other relevant natural and legal persons are therefore expected to adopt an aware and responsible approach to energy, water, the environment, and the surroundings.

3.5.1 Noise standard during specific events (e.g. concerts)

For specific events e.g. concerts, where a lot of noise is produced, further agreements on noise level and noise-limiting measures will be established separately. The purpose of this is to limit noise complaints from residents near the MECC Complex, as well as to prevent hearing damage among employees and visitors.

As the license holder, MECC Maastricht is responsible for enforcing the guidelines described in the tailor-made regulations for the Environmental Management Activities Decree (case no. 2017-200385). Consequently, the Renter must comply with the guidelines set before and during the Event. The customised regulations will be handed to you via the relevant MECC Maastricht Project Manager.

If it appears that the Renter is not acting in accordance with the described methodology, or if it appears that the noise level repeatedly exceeds the maximum permitted level, the authorised MECC Maastricht employee present can take measures that may or may not adversely affect the Event. Any consequences of these measures are entirely the responsibility of the Renter. Possible penalties imposed as a result of exceeding the noise standards are entirely at the expense of the Renter.

3.6 Disposal of waste and rubbish

Participants, Hirers, Suppliers, and other relevant natural or legal persons are obliged to dispose of (or arrange for the disposal of) all rubbish and waste that is generated during the build-up and fitting-out period, during the Event, and during the dismantling period in the manner described below. For this purpose, use may be made only of the containers and refuse bags made available by MECC Maastricht. More detailed provisions concerning the disposal of waste and rubbish at the MECC complex are contained in Annexe 4, part III, article 4.6 and article 7.11 in part V of these Rules and Regulations MECC Maastricht.

Article 4 – Licences and permits

4.1 Introduction

This article contains detailed provisions on a number of examples of legislation and regulations that must be observed by Participants, Hirers, Suppliers, and other relevant natural and legal persons in the context of licences and permits.

The rules and regulations are subdivided into:

- the General Municipal By-Law (*APV*)
- Legionnaires' disease/*Legionella* bacteria
- risk of contagion/epidemics
- lotteries

- removal of certain waste substances
- copyright
- Foreign Nationals (Employment) Act (*Wav*)

It is the responsibility of Participants, Hirers, Suppliers, and other relevant legal and natural persons to comply with Dutch legislation and regulations on permits, licences etc.

4.2 Maastricht General Municipal By-Law (*APV*)

A General Municipal By-law (*APV*) is in force in Maastricht. (This by-law is regularly supplemented or updated).

The general by-law sets out regulations and other provisions concerning:

- public order and safety
- the operation of hotels, restaurants and catering businesses, and gaming businesses;
- the use of public areas (parking, flyposting and wall decoration, advertising, and public works)
- the environment (including fireworks, explosives, nuisance (including noise nuisance), protection of greenery etc.)
- enforcement

It is the responsibility of the Hirers, Participants, Suppliers, and other relevant natural or legal persons to comply with Dutch legislation and regulations on consent, permits, etc. The Hirer guarantees vis-à-vis MECC Maastricht that it will have all required permits and exemptions needed for the Event to take place in the hired area on time, including the permits from the Municipality of Maastricht, and that he/she will have complied with any provisions that may be attached to these permits.

An overview of where a permit should be applied for and/or reported is given below:

- Organizing events (High Risk event and all events taking place in the Expo Foyer, North Hall, South Hall, and West Hall)
- Building stands, tiered seating, and stages
- Activities on the outside terrain of MECC Maastricht such as:
 - Flyposting
 - Sampling
 - Pasting and wall decoration
 - Placing objects on the outside site
- Lotteries
- Collection
- Non-amplified music (e.g. barrel organ)
- Amplified music
- Advertising
- Temporary traffic measures
- Lifting of Trading Hours Act

The provisions of the environmental permit of MECC Maastricht also apply during events/ activities. The general provisions apply to anyone present in and around the MECC complex. This concerns preventing nuisance to third parties or negative effects on the environment by keeping the MECC complex clean, preventing litter, etc. In addition, there are a number of specific environmental aspects such as:

- Fire prevention and firefighting (approved wearable and mobile fire extinguishers)
- Noise restriction (to prevent nuisance to other exhibitors or nearby residents)
- Air contamination and odour nuisance (preparation of food)
- Storage and use of waste and hazardous waste (Separating waste, and storing and disposing of it according to CPR-15-1 / PGS 15)
- Above-ground tanks (use of flammable fluids in tanks CPR 9-6 / PGS 30)
- Storage and use of gas bottles
- Soil protection (use of soil protective provisions, reporting unusual events to take measures)
- Industrial effluent (requirements for discharging industrial effluent)

Activities where the above-mentioned environmental aspects apply must be reported well in advance to MECC Maastricht. The possibilities will be discussed with the person making the report and the specific regulations will be made known.

Various departments will control the environmental aspects related to the event. The information on their findings will be coordinated by the Duty Management Department which records the information.

If an activity that could affect the environment has not been reported in advance or the measures are not taken as indicated in a preliminary meeting, then MECC Maastricht is entitled to close down this activity immediately.

For organizations

If there are any questions about activities and any applicable legislation and regulations, please contact the Organizer Services Project Manager. He/she will provide further information.

For exhibitors

If there are any questions about activities and the applicable legislation and regulations, please contact the organizers of the event.

4.3 Legionnaires' disease/Legionella bacteria

Exhibitors are not permitted to use open, flowing, sprayed, or atomized liquids in their displays in the MECC complex. This may be the case, for example, where an exhibitor uses free-standing air-conditioning systems, fountains, high-pressure cleaning systems, air humidifiers, shower equipment, saunas, and/or whirlpool spas.

The functional use of 'open water' may be permitted by MECC Maastricht in certain circumstances. This water must then be taken from a water connection installed by a recognized plumber used by MECC Maastricht, as listed in Annexe 2. MECC Maastricht expressly reserves the right to use a certified testing authority to assess compliance with the specified conditions. The related costs will be borne by the relevant Participant, Hirer, Supplier, or other relevant natural or legal person if it wishes to use open, flowing, sprayed, and/or atomized liquids. Applications should be submitted in writing in advance to MECC Maastricht using the relevant form, which can be found at the webshop under 'Electrics and Water Connections,' or obtained from the relevant Project Manager. Further specific information about the Legionella bacteria can also be found on this site.

4.4 Risk of infection, contagion, and epidemics

The Participant, Hirer, Supplier, or any other relevant natural or legal person is obliged to comply with all reasonable guidelines and instructions given by MECC Maastricht (in order to prevent and combat the risk of infection or contagion).

The cooperation that may be requested in serious situations may consist of: (i) providing MECC Maastricht with the names and addresses of exhibitors, participants, and visitors to the Event so that MECC Maastricht can approach them – albeit only where this is warranted by the seriousness of the situation (serious risk of infection or contagion) – or (ii) the obligation of the Hirer to approach all exhibitors, participants, and visitors directly and pass on a message drafted by MECC Maastricht concerning the situation and its gravity. In such circumstances the Participant, Hirer, Supplier, or other relevant natural or legal person is obliged to cooperate fully in actions and activities undertaken on the instructions of or in consultation with the authorities in order to prevent and/or combat the risk of infection, contagion etc.

4.5 Lotteries

In the Netherlands, only a limited number of games of chance are permitted by law (for more information please consult the Betting and Gaming Act (*Wet op de kansspelen*) and other legislation and regulations based on it). In many cases, the organizer of a game of chance (in which players can compete for prizes or premiums) should have a licence supplied by the Municipality of Maastricht. The Participant, Hirer, Supplier, or other relevant natural or legal person is himself responsible for complying with the existing legislation and regulations.

4.6 Disposal of certain waste substances

The Safe Working Practices Manual (Also see Annexe 4 and article 7.11 in part V of these Rules and Regulations) deals with the rules that must be respected when disposing of normal waste substances (i.e. the usual rubbish and waste such as stand construction material and pallets) and certain contaminated materials or dangerous toxic substances (environmental and fire service regulations).

The Participant, Hirer, Supplier, or other relevant natural or legal person should comply with the legislation and regulations governing all kinds of waste, including biological waste such as anatomical residues.

4.7 Copyright

Copyright is regulated in the Netherlands by the Copyright Act (*Auteurswet*), which sets out who is entitled to protection where the copyright in a work of literature, science, or art is infringed.

Numerous statutory schemes that must be respected by Participants, Hirers, Suppliers, and other relevant natural and legal persons also exist in relation to patents, drawing and design rights, plant breeders' rights, brand names, and trade names (so-called intellectual property rights).

In particular, we refer Participants, Hirers, Suppliers, and other relevant natural or legal persons to the regulations of Buma/Stemra (Dutch Music Rights Organization) and Sena (the Foundation for the Exploitation of Neighbouring Rights).

Buma/Stemra, Sena, and Videma

Beside the obligatory licence from Buma/Stemra, you also need to apply for a licence from Sena for the use of the same music. The former organization is responsible for collecting the fees owed to the composer/lyricist, whereas the latter collects the fees for the performer and record producer.

If you use copyright-protected music and/or visual material at your stand, this constitutes publication, recording, or reproduction. For this you require the prior consent of the author or the copyright organization of which he or she is a member. Buma/Stemra represents the interests of Dutch composers and also of foreign composers who are members of a foreign copyright sister organization. The author gives consent for this use when an agreement is entered into with him/her and a fee is paid for the use of the copyright-protected work. The amount of the fee for publication depends, roughly speaking, on your event/the surface area of your stand, and the number of event days. For consent in advance or more information, you may contact **Buma/Stemra**. You will find the contact details in Annexe 2.

In addition to copyright, you may be affected by a related right when using images and/or music. **Sena** is the organization in the Netherlands that represents the interests of performing musicians and record producers in respect of neighbouring rights; you will find the contact details in Annexe 2. If you show films or film fragments, you may also require the consent of **Videma**. This organization represents the interests of affiliated film and TV studios, public and commercial broadcasters, film and video distributors, and thousands of Dutch and non-Dutch TV producers. Once again you will find the contact details in Annexe 2.

4.8 Foreign Nationals (Employment) Act

- 4.8.1 During the term of the agreement with MECC Maastricht or – in the absence of an agreement – during the work or the time spent in the MECC complex, the Participant, Hirer, Supplier, or other relevant natural or legal person is fully responsible and liable for compliance with the Foreign Nationals (Employment) Act (*Wet arbeid vreemdelingen / Wav*) in respect of personnel and persons who in any way work for him/her or on his/her instructions.
- 4.8.2 The Participant, Hirer, Supplier, or other relevant natural or legal person declares that (i) he/she has established the identity of his/her personnel – and of persons who in any way work for him/her or on his/her instructions – by reference to an original identity document as referred to in section 15, subsection 1, of the Foreign Nationals (Employment) Act in conjunction with section 1, subsection 1 (i) of the Compulsory Identification Act (*Wet op de identificatieplicht*), and (ii) he/she has kept a copy of this document in his/her records.

- 4.8.3 At the first request of MECC Maastricht and/or a representative of a government body, the Participant, Hirer, Supplier, or other relevant natural or legal person must immediately supply MECC Maastricht and/or the representative of the government body concerned with a copy of the proof of identity, as referred to in paragraph 2 of this article, of personnel and/or of persons who in any way work for him/her or on his/her instructions.
- 4.8.4 The Participant, Hirer, Supplier, or other relevant natural or legal person declares that he/she has informed his/her personnel and the persons who in any way work for him/her or on his/her instructions that during their work in the MECC complex they must always carry with them a valid proof of identity as referred to in paragraph 2 of this article.
- 4.8.5 Only if and in so far as required under the Foreign Nationals (Employment) Act will MECC Maastricht verify by reference to the copy of the proof of identity referred to in paragraph 2 of this article whether the person concerned is the person to whom the proof of identity belongs and whether the document is valid. If MECC Maastricht has reason to doubt this, or if MECC Maastricht cannot establish the identity of the person concerned, then MECC Maastricht shall bar the Participant, Hirer, Supplier, or other relevant natural or legal person from allowing the person concerned to perform work and must immediately notify the Participant, Hirer, Supplier, or other relevant natural or legal person accordingly.
- 4.8.6 Only if and in so far as required under the Foreign Nationals (Employment) Act will MECC Maastricht verify by reference to the copy of the proof of identity referred to in paragraph 2 of this article whether the person concerned is entitled to work in the Netherlands and whether any work permit that may be required is available. If this is not the case, MECC Maastricht must bar the Participant, Hirer, Supplier, or other relevant natural or legal person from allowing the person concerned to perform work and must, insofar as necessary, refuse the person concerned access to the work in the MECC complex. MECC Maastricht must immediately notify the Participant, Hirer, Supplier, or other relevant natural or legal person accordingly both orally and in writing (by e-mail if possible).
- 4.8.7 Only if and to the extent required by the Foreign Nationals (Employment) Act (Wet arbeid vreemdelingen) does MECC Maastricht retain a copy of the proof of identity referred to in Paragraph 2 of this article and a copy of the required work permit as referred to in Paragraph 6 of this article for its administration; this documentation will be retained for at least ten (10) years from the termination of the work.
- 4.8.8 If during the term of the agreement and in the absence of an agreement, during work or during a stay in the MECC complex, changes occur with regard to the deployment of staff or the validity of the identity document or any required work permit of the staff of the Participant, Renter, Supplier or other relevant (legal) person and/or persons who in any way work for him or on his behalf, paragraphs 1 to 7 of this article apply in full.
- 4.8.9 The Participant, Hirer, Supplier, or other relevant natural or legal person must indemnify MECC Maastricht against any fines imposed on and/or claims brought against MECC Maastricht under the Foreign Nationals (Employment) Act, irrespective of whether such fines and/or claims are justified. The Participant, Hirer, Supplier, or other relevant natural or legal person will bear the full risk and have full responsibility and liability for such fines and/or claims both in relation to MECC Maastricht and, insofar as possible, directly in relation to the body or bodies imposing such fines and/or making such claims.

IV. USE AND LAYOUT OF AREAS IN THE MECC COMPLEX

Article 5 – Building-specific regulations

5.1 Introduction

Each building has its own characteristics and possibilities, but also its own limitations. The Participant, Hirer, Supplier, or other relevant natural or legal person must be clearly informed about the specific features, possibilities, and limitations not only of particular buildings/areas of the MECC complex but also of the surrounding sites (including outdoor sites) that also form part of the MECC complex. This article sets out how the Participant, Hirer, Supplier, or other relevant natural or legal person can use the MECC complex during the hire period of the Event and what regulations apply in this connection.

This article deals with the following rules and regulations:

- general building-specific regulations governing use
- building load (floor and frame load)
- pavilions/tents outdoors
- stand construction and fitting out
- fitting out of stands
- supplementary building-specific conditions relating to the Convention Centre, the Euro Centre, and the exhibition and event halls of the MECC complex.

5.2 General building-specific regulations governing use

This article deals with the general building-specific regulations that must be observed by Participants, Hirers, Suppliers, and other relevant natural or legal persons when using the MECC complex.

A Participant, Hirer, Supplier, or other relevant natural or legal person:

- has access to the MECC complex exclusively for the purpose of constructing, fitting out, using and dismantling the stands and other structures during the period(s) specified in the contract of hire between the Hirer and MECC Maastricht (also included in the Specific Terms and Conditions of Event Participation of the relevant Event) unless expressly provided otherwise in writing by MECC Maastricht;
- is strictly obliged to obey any directions issued by or on behalf of MECC Maastricht, the municipality, the fire service, and/or other authorities relating to the use of the stand space and other areas in the MECC complex;
- should keep the gangways marked in yellow by MECC Maastricht in the exhibition halls entirely free of obstructions;
- should keep fire extinguishers and other firefighting equipment entirely free of obstructions and use them only for extinguishing fires (one reason for the latter requirement is to combat the risk of Legionella infection).

Unless expressly provided otherwise in writing, a Participant, Hirer, Supplier, or other relevant natural or legal person is **not** permitted, among other things, to:

- 5.2.1 engage in activities which, in MECC Maastricht's opinion, cause damage to or detract from the Event as such, or cause harm to one or more participants, visitors or groups of visitors, or third parties;

- 5.2.2 engage in activities as a result of which MECC Maastricht or a Participant, Hirer, Supplier, or other relevant natural or legal person suffers damage or nuisance in the form of odour or noise nuisance, blocking of light or view, or any other form of nuisance;
- 5.2.3 amplify the spoken word by means of loudspeakers, play live or recorded music, and/or generate noise as a result of which the limit, measured at the edge of the stand, reaches or exceeds the limit of seventy-five (75) decibels;
- 5.2.4 place, affix, or hand out goods and/or advertising material of any kind outside the space/stand space that has been taken/made available;
- 5.2.5 damage floors, walls, ceilings, or other parts of the MECC by the use of drills, nails, screws, glue, paint, adhesive tape, or other means of attachment for the purposes of stand construction, affixing, and finishing; stands, stand panels, and/or stand parts and other structures should therefore be constructed as freestanding units and any damage resulting from stand construction should be borne by the Participant, Hirer, or Supplier concerned or other relevant natural or legal person;
- 5.2.6 display mechanically-powered vehicles, vessels, tools and so forth when filled with fuel; these goods may be brought into the MECC complex as exhibition items only if the fuel tanks and fuel hoses have been drained as far as possible and the tanks are effectively and permanently sealed off. The battery clamps must be loosened and plastic sheeting must be laid under the sump to provide for the eventuality of oil leakage. If these measures could result in damage to the electronic circuits of the exhibited goods, an application may be made to the Safety & Security Officer (of MECC Maastricht); see also Annex 2;
- 5.2.7 use passenger lifts, staircases, and escalators for the transport of goods; special goods lifts are available for this purpose;
- 5.2.8 ignore safety measures; as safety may be checked at every Event not only by the Duty Managers & Arbo Prevention Employees (of MECC Maastricht) and the representative of Maastricht Fire Service but also by the Health and Safety Inspectorate, everyone is urgently requested to take all prescribed safety measures (in accordance with health and safety legislation) when carrying out their activities and to have the safety plan to hand during the construction, fitting out, and dismantling of the stands. MECC Maastricht reserves the right to hold the parties liable and to inspect safety plans;
- 5.2.9 use or distribute balloons filled with a gas lighter than air, for example helium.

5.3 Structural loads (floor and frame loads)

When using the MECC complex, the Participant, Hirer, Supplier, or other relevant natural or legal person should take account of the maximum load of the floor; the maximum load may not be exceeded during use. In this article a distinction is made between the floor load and the frame load.

Floors and floor loads

The maximum load permitted on the floors of the MECC complex differs according to the type of space and is recorded in Annexe 6. The floors of the various spaces in the MECC complex are finished in different ways:

- the floors of the exhibition halls of the MECC complex are finished with a layer of asphalt with a thickness of approx. 5 cm; point loading is not permitted and the forces must always be evenly distributed; as a result of difference in settlement, the floors of halls 1-7 may not be entirely flat;
- the floors of the Convention Centre, the Euro Centre, and the entrances of the MECC complex have either been laid with floor covering (carpet) or finished in marble or bluestone and are subject, in view of their nature and location, to a number of additional conditions concerning their use, as recorded in article 5.7 of these Rules and Regulations MECC Maastricht B.V.

The stand builders are generally familiar with this situation. Annexe 6 contains a list of the locations and the type of floor covering in each location. In cases of doubt, MECC Maastricht's Building & Facilities

Department can be consulted. Problems that arise during stand construction and fitting out should be immediately reported to MECC Maastricht's Duty Manager.

Frame load

For the sake of safety in the MECC complex, the attachment of hanging points (rigging) to the roof frame of the MECC complex is possible only in the manner described in article 7.6 of these Rules and Regulations MECC Maastricht B.V. The maximum load permitted on the roofs and ceilings of the MECC complex differs according to the type of space and is recorded in Annexe 3, 'Rigging in the MECC, guidelines for riggers' in the MECC complex.

5.4 Pavilions/tents outdoors

If a covered extension is necessary on the site around the MECC complex, pavilions or tents may be erected. This may be done only after an application for the required permit has been made by the Hirer to MECC Maastricht's Project Manager and a 'permit for the placement of an object' has been given by MECC Maastricht in writing. Pavilions/tents must comply with the fire safety regulations described in Annex 1

5.5 Stands and other structures

What special requirements must be fulfilled in respect of stands and other spaces at an Event must be specified for each Event in the relevant conditions of participation drawn up by the Hirer. The (Fire) safety regulations (as recorded in Annexe 1 and explained in article 3.3 of these Rules and Regulations MECC Maastricht B.V.) should be strictly observed at all times. The following specific conditions concerning stand construction should also be included in the relevant 'Specific Terms and Conditions of Event Participation' drawn up by the Hirer.

As a rule, large and/or heavy goods may be brought on to the stands only on construction and fitting-out days specified for this purpose per Event (as these spaces are not accessible to trucks and other vehicles on all construction and fitting-out days). The following provisions apply in this connection:

Stand construction and fitting out

- 5.5.1 In the case of exhibitions where the gangways must be laid with floor tiles or other floor covering before the construction and fitting-out period, it is not possible to unload stand goods and construction materials in the exhibition halls until after the floor covering has been laid. It is advisable to contact MECC Maastricht's Exhibitor Services Department if you wish to bring materials into the halls after the floor covering has been laid.
- 5.5.2 The Participant should start as promptly as possible with the construction and fitting out of the stand; the Hirer must determine for each Event when the construction and fitting out may start and when it should be completed, for example in relation to the cleaning prior to the opening of the Event.

Dismantling

- 5.5.3 Vacation of stands and removal of goods from the building are possible during the dismantling period(s) notified by the Hirer of the Event to the Participants.
- 5.5.4 The first ninety (90) minutes after the closure of an Event are generally needed for the clearance of the gangways and other activities to aid the speedy removal of goods. Participants in the vicinity of goods entrances may be requested to vacate their stands earlier and will then receive notification from the Hirer of the Event.

- 5.5.5 It is advisable not to leave small and valuable goods unattended at the stand. Boxes and crates may be placed in the gangways only after the floor covering there has been removed. The stand space must be vacated in a clean condition and free of adhesive tape after the dismantling period. Goods, stand construction materials, and rubbish that are still present in the MECC complex or on the sites after the published dismantling period may, at the discretion of MECC Maastricht, be removed, stored and/or thrown away at the expense and risk of the Participant, Hirer, Supplier, or other relevant natural or legal person;
- 5.5.6 For safety reasons, the supply of power to the stands will be shut off on the last day of the Event immediately after it ends; please therefore arrange for equipment to be turned off in good time.

Stand design

Further rules concerning stand design and the approval thereof can be laid down in the 'Specific Terms and Conditions of Event Participation' of the relevant Event. A stand design must always be submitted for approval. The standard design must comply with the requirements specified in these Rules and Regulations MECC Maastricht B.V. In addition, the Hirer may impose its own requirements, including aesthetic requirements. These requirements too should be assessed by the Hirer and should be in keeping with the contents of these Rules and Regulations MECC Maastricht B.V. This is not checked by MECC Maastricht.

Stands higher than two metres and fifty centimetres (2.50 metres) may affect climate control in the relevant space and should therefore be coordinated with MECC Maastricht by the Hirer of the Event in good time.

Stand types

Separate rules for each type of stand apply to each Event organized by MECC Maastricht or by the Hirer. In the case of some Events, it is possible to obtain a written exemption from the stand construction rules from the Hirer. Participants are advised to contact MECC Maastricht, or the Hirer of the Event, in advance to find out whether exemption from the rules can be obtained. A general list of current stand types and the rules for each stand type as applied by MECC Maastricht in the case of exhibitions and events organized by it can be found in Annexe 7.

Multi-storey stands

- the floor height of a stand is maximum 4.2 m, measured from the floor of the hall;
- for a stand design relating to a multi-storey building, the strength of the building construction must comply with 2.1 of the Building Decree 2012. The exhibitor must be able to submit a calculation showing the structural safety meets the requirements stated herein;
- for the construction of a stand with a floor intended for the residence of persons, permission from the MECC is always required.

You will find the complete "Guidelines for multi-storey building" in Annex 10.

Uniform stand construction

The Hirer (Organizer of the Event) can generally arrange for or permit the construction of uniform stands.

Raised floors

The use of raised floors is recommended in the case of stands that have water and compressed air connections and/or many electrical and ICT cables. The stand builder can advise on this. Where raised floors are used for a stand, account should be taken of the following points:

- Maximum height of 10 cm, measured from the floor of the building up to and including the top of the raised floor; if the floor is higher than 10 cm, the entire floor should have ramped edging.

- The sides should be closed off and neatly finished and not have any sharp edges.
- The floors should be within the stand building line.
- Participants who fit their stand with a raised floor are requested to ensure that the stand is accessible for the disabled, for example by applying ramped edging or making special ramps (which should be sufficiently wide and not have any sharp edges and should preferably be recognizable for these visitors).

Construction of grandstands and tiered seating

If a grandstand or tiered seating is to be erected in or near the MECC complex, the Participant, Hirer, or natural or legal person concerned must submit a calculation showing the construction, escape and user safety of the stand meets the requirements of the Building Decree 2012; a stand requires permission from the MECC.

5.6 Fitting out (of stands)

Material used for stand

Materials from structural components that are part of walls and ceilings must meet the requirements set out in the 2012 Building Decree with regard to the propagation of fire and the spread of smoke. For more information, see Annex 1 (Fire safety regulations).

Exhibited goods

Exhibited goods, including movable parts of such goods, may never protrude beyond the building lines of the stand, for example in the case of product demonstrations. Parts that are potentially dangerous, such as sharp, protruding parts, must be effectively shielded.

Stand lighting

The stand lighting may only be connected to the daytime-rate electricity supply; incorrect connection to the continuous electricity supply entails major risks! The continuous supply is clearly marked ('continuous electricity' or '24HR'). See also Article 4.7 in Annex 1 "Emergency lighting and escape route designation" of these MECC Maastricht B.V. Rules and Regulations.

Stage height increases

Where a stage has a height of sixty (**60**) centimetres or more, the Participant concerned (in some cases the Hirer of the Event itself) must arrange for railings around the stage to prevent falling hazard. For other design elements, such as decoration, upholstery, see also Article 4 Layout of the Stand in Annex 1 of these MECC Maastricht B.V. Rules and Regulations.

Loose-laid floor covering

Floor covering for stands etc. may only be affixed directly to the floor, for example by two-sided adhesive tape (specifically on the stone floor) which does not leave any tape residue and is easy to remove. For other design elements, such as decoration, upholstery, see also Article 4 Layout of the Stand in Annex 1 of these MECC Maastricht B.V. Rules and Regulations.

The written consent of the Organizer Services or Exhibitor Service departments is necessary for the use of special floor covering (cement tiles, sand, gravel etc). Before such materials are brought in, a plastic cover should be laid on the floor. Painting floors is not permitted.

If tape from carpet tiles etc should nevertheless be discovered on the floor of the exhibition hall after the exhibition, the Participant, Hirer, Supplier, or other relevant natural or legal person will receive a bill for the costs of removal (see also article 5.8 of these Rules and Regulations MECC Maastricht B.V.).

Projection and sound / smoke machines / chase lighting / advertising messages

The written consent of MECC Maastricht's Organizer Services Department is required for the use of sound, image, and illumination equipment. As regards the copyright of Buma/Stemra, Sena and/or Videma, see article 4.7 of these Rules and Regulations MECC Maastricht B.V.

The use of chase lighting (which is a nuisance to neighbouring stands), smoke machines and laser projectors is not permitted without the consent of the Organizer Services Department.

Animals on the stand

If a Participant wishes to have or exhibit exotic animals at his stand, he/she must seek the consent of the Ministry of Economic Affairs in The Hague. The address can be found in Annexe 2. A copy of the permit should be sent to the Organizer Services Department.

5.7 MECC Maastricht B.V. and Green Key

Green Key is a well-known international quality mark for sustainable companies. This quality mark demonstrates that participants do everything possible to minimize the burden of the company on nature and the environment. In addition, Green Key companies go a step further than required by the normal legislation and regulations.

MECC Maastricht has held a Green Key Gold level certificate since 2010.

We want to include Organizers and Participants in our vision on sustainability and make them aware of sustainable options for an event and/or exhibition participation. Sustainability reduces energy, water, and gas consumption, limits waste production and contributes towards a better environment.

Sustainable stand building

Sustainable materials can be used to build the exhibition stand, such as:

- wooden construction walls
- pre-covered wooden construction walls
- system construction walls
- truss construction
- reusable and/or renewable materials
- reuse of previously constructed exhibition stands used at other events
- less environmentally-harmful paints that have been awarded a quality mark
- reusable or sustainably produced floor covering (e.g. carpet tiles)

Sustainable stand lighting

To create a special atmosphere in the exhibition stand and/or to illuminate products, energy efficient lighting is also possible. Energy efficient lighting includes PL lighting (compact fluorescent lamps), fluorescent strip lighting, low-energy light bulbs, and LED lighting. Halogen lighting and bulbs do not comply.

Sustainable printed matter and merchandising

Brochures/flyers or other printed advertising may only be distributed at the stand. Printed matter can be printed on recycled paper with sustainable ink. When purchasing other merchandise, make conscious choices by researching the entire production cycle from start to finish and considering the balance between People, Planet, and Profit.

5.8 Additional building-specific conditions applicable in the Convention Centre, the Euro Centre, and the exhibition and event halls of the MECC complex

The Participant, Hirer, Supplier, or other relevant natural or legal person is subject to the following additional provisions in relation to the construction, fitting out, and finishing of stands in the Convention Centre, the Euro Centre, and the exhibition and event halls of the MECC complex:

- Cables or carpeting must be properly affixed. If tape is used on the floor then no tape residue must be left behind and it must be easily removable. In the event of stumbling risk, cable conduits should be used.
- Tape or self-adhesive messages may not be affixed; for these messages you may use our special messages areas (an application should be made before the Event by the Hirer to the Organizer Services Department and by the Participant through MECC Maastricht's webshop).
- Goods and materials may not be pushed or pulled over bluestone floor and carpet (in order to prevent damage).
- Freestanding stands are possible only if sufficient protective measures are taken to prevent damage.
- When both uniform and wooden stands are constructed, fitted out, and dismantled, the floor at the place of the stand and the requisite working area around it should be adequately protected, for example by means of rubber mats, hardboard panels, carpet tiles, or plastic (which may not be affixed by tape); a record must be made of these once the stand is completed.
- any damage to the MECC complex that results from (stand) construction, for example, will be at the expense of the person(s) causing the damage;
- To allow an unobstructed view through the building and an unobstructed thoroughfare for the public and the proper operation of the air conditioning system the maximum construction height of stands and objects in the Convention Centre, Expo Foyer, and the Euro Centre of the MECC complex is two and a half (2.50) metres (exterior dimension measured from the floor);
- Multi-storey stands are not possible in the Convention Centre, Expo Foyer, and the Euro Centre of the MECC complex. A sprinkler system is installed in the Convention Centre, Expo Foyer, and the restaurant for fire safety. The maximum stand height must be at least 50 cm below the sprinkler system. If a stand in this space is fitted with a canopy (or ceiling), the canopy should be made of sprinkler cloth (this tears when heated and thus allows the sprinkler water to inundate the stand);
- Water connections, supply and discharge of compressed air, and discharge of flue gas are not possible (or possible only to a limited extent) in the Convention Centre, Expo Foyer, and the Euro Centre of the MECC complex; if such connections are possible they may be provided only by the supplier appointed by MECC Maastricht.
- MECC Maastricht inspectors patrol the MECC complex to check compliance with these Rules and Regulations MECC Maastricht B.V. and, where necessary, take corrective action and report cases of damage; where damage has been caused, this must be settled by means of a damage form; wherever possible, the damage is recovered from the person or persons causing the damage.
- Forklift trucks and electrically-powered vehicles/carts may only be used for the transport of goods and not of persons moving from one place to another in the MECC complex; means of transport should be fitted with 'non-marking' tyres (i.e. tyres that leave no tracks on the floor).
- The rinsing cubicles in the halls can be used to clean painting tools and suchlike.

Article 6 – Special schemes

6.1 Introduction

Hundreds of Events are held each year at the MECC complex. To ensure that all activities such as the build-up, fitting out and dismantling of theatre productions, exhibitions, sports events, and so forth go as smoothly as possible, careful planning is essential.

For this reason the Participant, Hirer, Supplier, or other relevant natural or legal person must be aware of a number of special dos and don'ts. Supplementary regulations may be in force for a particular Event.

This article contains the following rules and regulations to which special attention is drawn:

- general
- emergencies and evacuation
- security and access policy
- exhibition logistics (internal transport, storage and customs facilities)
- traffic; parking and loading/unloading.

6.2 General

Identification

Anyone who has reached the age of 14 years is obliged to show his or her identity document at the request of the Duty Managers or Security. If the person concerned refuses, he or she may be removed from the MECC complex. For the purposes of identification, all staff of MECC Maastricht and its suppliers must wear a MECC Maastricht staff badge.

Young people and compulsory identification

People under the age of 16 years may not be admitted to the premises during the build-up, fitting out, or dismantling of Events. Young employees who have not yet reached the age of 18 may only perform work that does not pose a risk to health, and expert supervision should be present while the work is being performed. Everyone is obliged to show his or her identity document at the request of the Duty Managers or Security. If the person concerned refuses, he or she may be removed from the MECC complex.

Alcohol and drugs

Alcoholic beverages, drugs, and/or psychedelic substances may not be brought into or consumed in the MECC complex during work. Likewise, working while under the influence of stimulants or intoxicants of this kind is not permitted.

Obeying orders and directions given by MECC Maastricht

Orders and directions given by an authorized member of the MECC Maastricht staff must be obeyed.

Keeping traffic areas free of obstruction

The general areas in the MECC complex should be kept free of obstruction. In some circumstances it may be decided, in consultation with MECC Maastricht, that temporary use may be made of part of such areas, in which case the general area or areas concerned must retain their original function. Fire emergency routes, staircases, exits/emergency exits and escape routes should always be kept unobstructed. In addition, access to fire extinguishers and firefighting equipment, emergency showers, and other safety facilities may never be blocked.

Cats and dogs

Cats, dogs, other pets, and other animals are not permitted in the MECC complex, unless expressly stated otherwise in writing.

6.3 Emergencies and evacuation**Crisis Management Plan (emergencies)**

Emergencies such as accidents, fire, theft (persons caught in the act), public unrest, and other crisis situations should be immediately reported to MECC Maastricht's Duty Manager at number +31 (0)43 38 38 **390**. The caller should then promptly follow the instructions given.

If a message ordering evacuation of the MECC complex or certain parts of it is given over the MECC Maastricht's public address system, the instructions should be obeyed without delay.

On hearing the evacuation alarm, everyone should immediately leave the building by the nearest emergency exit.

It is prohibited to lock the emergency doors. The emergency doors may not be used other than in the event of an emergency.

Accidents

Call +31 (0)43 38 38 **390** and state:

- who you are
- what has happened
- where it has happened
- how many victims there are

Stay with the victim(s) and, where possible, provide first aid while waiting for the arrival of expert help. Specific information about this can be found in Annexe 4, Safe Working Practices Manual.

Fire

In the event of detecting a fire, break the glass of the closest MECC Maastricht fire alarm. Then immediately report the fire by calling telephone number +31 (0)43 38 38 **390** and specifying the location and nature of the fire.

Theft

When you detect a theft, attempted theft or when catching someone in the act, call +31 (0) 43 38 38 **390**; you will be immediately transferred to the Duty Manager (of MECC Maastricht). If possible, remain within the location with the accused the person(s).

6.4 Security and access policy

General building and site security

MECC Maastricht is not responsible for the security of Events or stands. Participants, Hirers, Suppliers, and other relevant natural or legal persons should take their own measures to provide for event and stand security during Events. This can be arranged through the MECC Maastricht Organizer Services Department or through the webshop. You can find more information about this in article 7.9 of these Rules and Regulations MECC Maastricht B.V.

Access policy (during build-up and dismantling)

MECC Maastricht aims to ensure that the MECC complex not only provides a hospitable location and high-quality facilities but is also safe. Safety is therefore an issue that has the highest priority for MECC Maastricht. Moreover, MECC Maastricht is legally bound to comply with the statutory requirements, for example as laid down in the Foreign Nationals (Employment) Act. The Participants, Hirers, or other relevant natural or legal persons are therefore also responsible for safety, including the safety of their staff and any third parties used by them. The access policy during build-up and dismantling periods is connected with 'Safe Working Practices' (see Annexe 4) and is recorded in article 3.2.3 of these Rules and Regulations MECC Maastricht B.V.

Video surveillance camera system

Video surveillance cameras may be present within the MECC complex for the security of persons and property. The presence of these cameras is also indicated by means of pictograms. Where there is a suspicion that a criminal offence has been or will be committed, MECC Maastricht reserves the right to temporarily use hidden cameras.

6.5 Exhibition logistics

MECC Maastricht has designated a preferred supplier for exhibition logistics in and around the MECC complex for, among other things, internal transport, loading and unloading, storage and customs facilities, see Annex 2. For the options regarding this service, contact the Organiser Services department or look in the webshop.

6.6 Traffic: parking and loading/unloading

There are various schemes for parking (Annexe 9), buffering (stationing goods vehicles) and loading/unloading depending on the type of Event and the stage the Event has reached. This article describes the situation in general terms. If necessary, a specific traffic and parking plan will be drawn up for a particular Event by MECC Maastricht's Parking Management, in consultation with the Hirer of the Event.

Parking

The following basic principles apply (Annexe 9):

- Paid parking is available in MECC Maastricht's car parks and parking spaces other than on event days for persons carrying out work for MECC Maastricht; however, the possibility of parking does not confer entitlement to a parking place in or around the MECC complex.
- Parking at or in the MECC complex is permitted only in the parking spaces designated for this purpose; directions and instructions given by MECC Maastricht Traffic Management should be strictly obeyed.
- The MECC complex is easily accessible by public transport (train and bus).

- During event days, offsite car parks may or will be used in a number of cases (the charge is then the same as for parking in and around the MECC complex); access to the offsite car parks will be signposted, and during the day buses will operate a shuttle service to and from MECC Maastricht.

Paid parking

- The parking rate is €3 per hour (or part thereof) up to a maximum of €15 per calendar day. The first half hour is free for taxi, delivery of package services and kiss & ride, for example. You can pay at the payment terminals in the various entrances of the MECC complex, if this is not successful, you can also pay at the exit terminals. The rates include VAT. The opening time of parking garage and grounds depends on the event times.
- Extended parking tickets: a limited number of special parking tickets are available for stand staff and can be ordered from the webshop.
- These parking tickets are valid on official (external) set-up day(s), event days and tear-down day(s). These dates can be found on the tickets
- Holders of extended parking tickets and special tickets may leave their car in their parking space overnight during exhibitions without incurring extra charges, provided that the extended or special ticket is clearly visible in the car, preferably behind the windscreen. Orders can be processed only if placed with Exhibitor Services through the webshop, under the 'Access and Parking' category. The orders must be submitted before the end of the prescribed period.
- Extended parking tickets can also be obtained in exchange for cash payment at the Exhibitor Services desk and reception in the MECC complex from the first day of the build-up and fitting-out period, provided they are still available.
- For the record, we hereby point out that no refunds can be provided for extended parking tickets.
- Parking is at your own risk.
- MECC Maastricht accepts no liability whatsoever for theft or damage occurring and/or arising in the parking facilities.

Build-up, fitting out, and dismantling

- Vehicles that visit the MECC complex in connection with the build-up, fitting out, and dismantling of an event should always follow the signposts.
- During most events, lorries and delivery vans may be parked on MECC Maastricht sites. A daily rate is charged for such parking.

The general rules of the Road Traffic Act (*Wegenverkeerswet*) apply in and around the MECC complex and the car parks. It should also be noted that access routes designated for use by the emergency services may never be blocked in any way. MECC Maastricht reserves the right to tow away any vehicle blocking such a route, at the expense of the owner.

Loading and unloading

Goods may be loaded and unloaded in and around the MECC complex and some car parks. For this purpose, a parking plan is prepared for each event by MECC Maastricht's Parking Management. The Safe Working Practices Manual (Annexe 4) contains detailed information about the measures in force in relation to loading and unloading. These include the following provisions:

- Loading and unloading is permitted only at the delivery bays intended for this purpose.
- Goods may not be placed in front of an emergency door and emergency doors must be kept free at all times; furthermore, fire extinguishers and hose reels must always be accessible.

- Loading and unloading during the night period (11.00 p.m. - 7.00 a.m.) is not permitted unless explicit permission has been given by MECC Maastricht. This should cause as little (noise) nuisance as possible for local residents and surrounding businesses.

V. Special products, services, and suppliers

Article 7 – Special products, services, and suppliers

- 7.1 Special rules and regulations relate to a number of products and services that are necessary in connection with Events in the MECC complex. In general, these are products and services that directly relate to the infrastructure of the MECC complex.

This article deals with these subjects in relation to each product, service and supplier:

- general
- catering
- electrical work
- media displays
- rigging
- water, gas, compressed air, and flue gas connections
- audio-visual equipment
- safety & security
- ICT and telephony
- cleaning & rubbish and waste disposal

7.2 General

Without prejudice to the provisions of Parts I - IV of these Rules and Regulations MECC Maastricht B.V., the following provisions apply to Participants, Hirers, Suppliers, or other relevant natural or legal persons connected with Events held in the MECC complex:

- MECC Maastricht's General Terms and Conditions of Hire and the General Terms and Conditions for Event Participation (applicable in the event of participation in exhibitions, trade fairs, and other events organized by (or in cooperation with) MECC Maastricht) state that the work to be performed in the Hired Premises with regard to the temporary connections to the MECC Maastricht infrastructure for electricity, compressed air, water, water discharge, gas, flue gas discharge, the central aerial system, media displays, and the telephone and other data communication equipment, as well as pre-rigging and rigging, all security services with regard to an Event and security of the building, and all work and waste processing may only be carried out by MECC Maastricht or one of its designated suppliers, unless otherwise agreed between the Parties, see also Appendix 2.
- A Duty manager is available daily, during your rental period between 6 a.m. and 10 p.m. Hours outside these estimated hours will be charged to the Tenant by the Landlord.
- With regard to other services, the Participants, Hirers, Suppliers, or other relevant natural or legal persons may appoint suppliers as they see fit; on request, MECC Maastricht can recommend suppliers who have frequently carried out work within the MECC complex and whose competence is therefore guaranteed.
- Suppliers must always comply with all statutory and other requirements.

- MECC Maastricht reserves the right at all times to refuse access to the MECC complex to incompetent suppliers in order to safeguard order, safety, health, welfare, and the environment.
- Hirers wishing to obtain services from suppliers designated by MECC Maastricht for the Event may not order them directly from the suppliers concerned, but should instead discuss them with and order them through MECC Maastricht's Account Manager. Stand holders wishing to obtain services provided at the stand or in the rooms of the MECC complex by suppliers designated by MECC Maastricht may place their orders via the webshop. These orders may not be placed directly with a supplier designated by MECC Maastricht.

7.3 Catering

The provision of all catering facilities in and/or around the MECC complex is reserved for the preferred suppliers of MECC Maastricht. Renters can discuss the culinary options and place orders for the Event with the Catering Manager (from MECC Maastricht). Exhibitors can order catering on the stand or in the rooms of the MECC complex via the Webshop and/or in consultation with the Catering Manager.

MECC Maastricht is the holder of a licence for use of the premises as a catering establishment under the relevant catering legislation, a number of activities are reserved for MECC Maastricht's selected preferred catering partners. Consequently, Participants, Hirers, Suppliers, and other relevant natural or legal persons are not permitted to bring food and drink (or arrange for it to be brought) into the MECC complex or keep it on the premises, unless these products have been ordered from selected preferred catering partners. Nor is the sale of beverages and foodstuffs for consumption permitted in the MECC complex.

Copies of the HACCP regulations (including those concerning food safety during preparation, transport, and storage) can be obtained from the government.

7.4 Electrical work

The work of connecting stands to the power supply of the MECC complex (voltage: 230/400 V at fifty (50) Hz) is entrusted by MECC Maastricht exclusively to its preferred supplier. See Annexe 2. (For the record: at the time of adopting these Rules and Regulations MECC Maastricht B.V., in January 2019, the supplier is Mansveld Expotech Infra BV.) Power may not be generated in any other way, for example by means of batteries.

All installations must comply with the regulations in accordance with the most recent issues of NEN 1010-6, NEN 3111, NEN 3140 and NEN 8020-20 as well as the international standard IEC 60364 and EN-50110. An inspection of the installation by the supplier is part of the condition for connection of the installation to the electricity of the building. Daytime-rate electricity is switched on from half an hour before until half an hour after the opening hours in the case of consumer exhibitions and from one hour before until one hour after in the case of trade shows. On the last day of an Event, however, the power supply is **switched off immediately after the Event for safety reasons**.

For the use of equipment that requires continuous power (24 hours), e.g. security or refrigerators and freezers, a continuous connection to the main power can be requested.

Continuous power comes from a separate distribution network; given the limited capacity of this distribution network, it is not permitted to connect other installations, in particular stand lighting, to the continuous power network.

Annexe 8 sets out additional conditions relating to electrical work. These apply to all electrical equipment supplied by the MECC Maastricht. Approval of installations is routinely carried out by the Supplier. If the stand installation does not meet the prescribed requirements as set out in Annexe 8, the stand cannot be connected to the electricity grid within the MECC complex.

Where installations have to be re-inspected because they do not meet the specified requirements and the following general observations, the costs will be separately charged to the Participant, Hirer, Supplier, or other relevant natural or legal person.

Due to safety and legislation (NEN 1010 provision 711.536.2.3), it is mandatory for each individual stand to use its own main connection (end group), this also applies to clusters at events (such as an end group per stage/bar/VIP deck). To maintain control over the chain and to obtain clarity about responsibilities and electrical controllability, all power supply lines per stand or per exhibition participant are only to be provided by the “preferred” Supplier.

7.5 **Media displays**

Media displays may be placed or posted in and around the MECC complex, other than on the stand itself, during the build-up and fitting-out period, during the Event, and during the dismantling period only by the MECC Maastricht Media Solutions department. For contacts concerned, see Annexe 2 (Participants, Hirers, Suppliers, and other relevant natural and legal persons are not permitted, either themselves or through their own supplier, to place or post media displays in and around the MECC complex at locations other than their own stand.

7.6 **Rigging**

The task of rigging involving attachment to the trusses of the MECC complex has been exclusively reserved by MECC Maastricht for a preferred Supplier. For information about its preferred Supplier, see Annexe 2. (For the record, the supplier at the time of adopting these Rules and Regulations MECC Maastricht in January 2019 is Mansveld Expotech B.V.)

The Participant, Hirer, Supplier, or other relevant natural or legal person should, where MECC Maastricht agrees that a different supplier may be used, submit a rigging plan to MECC Maastricht’s Organizer Services Department in accordance with the relevant provisions in Annexe 3.

The overview of the truss load is too complex to be contained in a simple matrix. It depends on how the frame is used.

Annexe 3 contains a ‘Rigging in the MECC, a guide for riggers’ in each hall to show what the truss load options are.

7.7 **Water, gas, compressed air, and flue gas connections**

The work of connecting stands to the water mains and drains and to the gas and compressed air network of the MECC complex has been reserved by MECC Maastricht for its preferred Supplier. These connections can only be delivered to a limited number of spots in the MECC complex; see Annexe 2. (For the record, the supplier at the time of adopting these Rules and Regulations MECC Maastricht B.V. in January 2019 is Breman Geelen.) Compressed air connections are installed by MECC Maastricht’s Event Services.

The following points apply to connections to water mains and drains and to the gas and compressed air network:

- During Events, use may only be made of the infrastructure in the building for connections to the water mains and drains; the use of one's own water supply is not permitted. It is important to note that as a consequence of municipal by-laws, only what is termed 'sanitary waste water' may be discharged; if a Participant, Hirer, Supplier, or other relevant natural or legal person wishes to discharge other effluent, the Supplier must be notified of this.
- Industrial dishwashers (at MECC Maastricht's discretion) may only be used with a grease trap. If toilet units are used in the MECC complex, grinders must be used.
- The use of flue gas discharge pipes is governed by regulations of the fire service and Building & Facilities Department (of MECC Maastricht); The Organizer Services & Exhibitor Services Department can provide further information about this.
- If a gas tank/bottle is used, the connection between the gas tank/bottle must consist of an approved, certified one-piece gas hose (compression fittings, soldering pieces, etc. are not permitted), an approved pressure-reducing system, connections and shut-off valves in which all gas installations must comply with the regulations in accordance with the most recent issue of www.nen.nl and must be inspected by the installer designated by the MECC;
- Gas bottles must be placed in a secure location outside the MECC building (not in an escape route). Open fire and smoking are prohibited in this safe area, which must have signs posted that say "smoking and open fire prohibited". Existing gas pipelines are available at various places in the hall complex. These are shown on the map.
- The gas hose must not run through aisles and public spaces, unless a proper pipe/cable bridge is placed over it;
- Gas bottles must be properly secured in the vertical position so there is no chance of tipping;
- The handwheel (or key) must be on the spindle of the gas bottle valve;
- Every day, after the event is closed for visitors, the gas bottle valve must be closed;
- In the event of an emergency, the gas bottle must be closed;
- Smoke and naked flames are prohibited within the MECC Complex.
- The Participant, Hirer, Supplier, or other relevant natural or legal person should turn off the water mains tap every day when leaving the stand; the next day, the taps should first be allowed to run for at least one (1) minute in order to flush the system.

7.8 Audio-visual equipment

A preferred Supplier has been designated by MECC Maastricht for the work of connecting audio-visual (A/V) equipment (e.g. speaker systems) in the rooms of the MECC complex. See Annexe 2. (For the record, the supplier at the time of adopting these Rules and Regulations MECC Maastricht in January 2019 is Houben Souren verhuur.)

For the operation of the technical installations in Auditorium 1 and Auditorium 2, at least one technical assistant of the preferred Supplier must be used during build up, event and dismantling periods. (For the record: at the time of adopting these Rules and Regulations Maastricht B.V. in January 2019, the Supplier is Houben Souren verhuur.)

The following provision applies to connections to MECC Maastricht's A/V facilities:

For the use of the A/V facilities permanently installed within the MECC complex, the MECC Maastricht's recognized installer is the sole party authorized to make the connections and/or use the equipment.

7.9 Safety & Security

Through its recommended Supplier (see Annexe 2), MECC Maastricht enables the Participant, Hirer, Supplier, or other relevant natural or legal person to order security for the Event or the stand. This Supplier is fully acquainted with the processes, infrastructure, and staff of the MECC complex.

Surveillance and security is mandatory and carried out by one of MECC's Suppliers. Organizing surveillance and security yourself is only permitted with written confirmation from an authorized officer at MECC. If the Participant, Renter, Supplier or other relevant (legal) person chooses to organize the surveillance of the Event himself, this is only possible under the conditions that the company hired by the Participant, Renter, Supplier or other relevant (legal) person is certified and the manager makes himself known, with name and telephone number, to the Organizer Services department (of MECC Maastricht) and to the Supervisor Safety & Security Officer (of MECC Maastricht).

If the Hirer wishes to organize or arrange the security, this should be coordinated with MECC Maastricht carefully and in good time. In such a case, allowance should be made for the fact that the Hirer must conclude a contract for at least one (1) security key holder of MECC Maastricht. This person has the keys of the MECC complex and will liaise with the contact of the security firm hired by the Hirer.

MECC Maastricht's written consent is necessary for meetings (presentations, receptions, and so forth) at the stands outside opening hours. You should contact MECC Maastricht's Organizer Services Department for such consent; see Annexe 2. This requirement of consent is connected with the need for services such as security, hall lighting, and keeping the cloakrooms and toilets open, for which a charge is made. A meeting or reception should end no more than two (2) hours after the closing time of the Event.

If continuous electricity connections are used in the halls, Expo Foyer, Convention Centre, and/or Euro Centre of the MECC complex, the fire risk is increased. Short-circuiting is one of the most frequent causes of fire. This is why in this situation the deployment of a security guard outside the construction, event or dismantling period (incl. at night) is mandatory at the expense of the Renter. A night guard can act and limit any damage in the event of the early stages of a fire, a false fire alarm where smoke hatches in the hall are opened (rain coming in during bad weather), or another emergency. Preferred suppliers of the MECC Maastricht are trained and know how to act in the event of an emergency, are key holders, and can operate the building related systems (such as the fire alarm).

7.10 ICT and telephony

The following services are possible in the MECC complex, these are provided by the ICT department of MECC Maastricht:

Telephony

- Fixed telephone line with fixed telephone device (voice over IP);
- Mobile phone rental;
- Fixed internet line for pin device.

MECC Wi-Fi

MECC Maastricht offers you, as an organiser, free Wi-Fi in both the conference centre and the hall complex. Our free Wi-Fi network is suitable for simple internet use and email traffic. The bandwidth is maximum 2 Mbps per client. Idle time 60 minutes, and there is no coverage and/or connection guarantee.

A maximum of 2 Mbps per client is suitable for simple internet use. If you want more speed, you can choose to increase the bandwidth. The bandwidth depends on the application you use on the Wi-Fi network.

Disclaimer

With this facility, MECC Maastricht offers wireless internet as a service for organisations and visitors and does not guarantee that the use of the wireless connection is safe or that the privacy of users can be protected. Use of this wireless network is entirely at the risk of the user. MECC Maastricht is not liable for loss of information or for damage or injury resulting from the use of the wireless connection. We advise you to use a VPN if you connect to the internet via public Wi-Fi networks, and to change your passwords regularly.

Fixed Internet

If you, as an organisation or for your exhibitors, want to be assured of a more stable connection for uploading and downloading, then we advise you to use wired internet. Bandwidth varies from 512 Kbps to 10 Mbps (the desired bandwidth is guaranteed). Of course we also provide switches for splitting the internet to multiple devices.

Various internet solutions are possible such as increasing bandwidth, extra access points, extra SSIDs, monitoring, fixed IP addresses, etc. For our custom services, please contact your MECC Project Manager.

The IT and telephone services are provided under the following conditions:

- All IT services are active at 8.00 a.m. on the last set-up/lay-out day;
- The Participant, Renter, Supplier or other relevant (legal) person is not permitted to use their own wireless Wi-Fi routers or Access points due to the possibility that these may cause interference;
- the Participant, Renter, Supplier or other relevant (legal) person is not permitted (via their own wireless routers or access points) to operate internet and telephone services, or to make them available (also the Wi-Fi code) to others, unless an arrangement has been made with MECC Maastricht in writing.

7.11 Cleaning & Rubbish and waste disposal

Participants, Hirers, Suppliers, and other relevant natural or (legal) persons are obliged to sort and dispose of rubbish and waste generated during the build-up, fitting-out, and dismantling periods by MECC Maastricht or a supplier designated by MECC Maastricht. The starting point is always that carrying out cleaning work and/or having waste removed is mandatory and is carried out by one of MECC's Suppliers. Carrying out cleaning work yourself and/or having waste removed is only permitted with written confirmation from an authorized MECC official. When MECC Maastricht takes care of the cleaning work and waste disposal, you must order (extra) waste containers from the Organizer Services or Exhibitor Services department of MECC Maastricht. You can also order 240-litre waste bags or 1000-litre containers for plastic waste on location; these are intended for smaller amounts of waste.

Neither the containers nor the bags may contain chemical waste. The MECC Maastricht's Exhibitor Services or Organizer Services Department should be contacted about the disposal of chemical waste. For practical reasons, only MECC Maastricht containers are allowed in and around the building. Refuse bags not obtained from MECC Maastricht will not be collected by the cleaning service. Rubbish and waste left behind on location will be removed at the expense of the Participant.

The following provisions also apply to rubbish and waste disposal:

- After notification to MECC Maastricht's Duty Management Department, dangerous waste (preferably still in its original packaging and labelled with the name of the product) must be placed in the lockable containers specially intended for this purpose.
- Rubbish and waste generated during work must be sorted before it is removed.
- It is strictly forbidden to dispose of chemical waste in the containers or in the refuse bags; this should be notified to MECC Maastricht's Duty Management Department.
- Rubbish and waste from a stand will be removed during an event or exhibition only if it has been deposited in a refuse bag obtained from MECC Maastricht and left next to the stand each day after the close of the Event.