

January 2016

**Re: Licensing and safety instructions for events and exhibitions
At the Exhibition Center**

Dear customer,

In order to make things easier for our customers and accomplish uniformity in our service, we enclose basic information concerning the licenses and permits held by the Exhibition Center and the procedures for maintaining applicable safety and licensing rules:

Exhibition Center booths hold valid licenses for the following items:

1. A venue for performances, exhibitions and fairs.
2. A retail store over 500 square meters (such as a home appliance exhibition, designers' market, etc.).
3. A venue for artist performances at private events (such as family events, social events, business events).
4. Serving / selling alcoholic beverages.
5. Pavilion 1, 2, 10, 11, 12 night operation license.

The outdoor areas of the Exhibition Center are only licensed for exhibitions.

Any event requiring an exception to these licenses (such as outdoor artist performances, function hall, etc.) requires an individual license to be issued for the event.

- The licensing process is the responsibility of the organizing entity / producer who should apply directly to the authorities.
- On the day of the event, the organizing entity / producer is to ensure a final authorization to hold the event has been provided by the police.
- The client is to present the license to hold the event to the Exhibition Center's security officer prior to launching the event, as a condition for commencing it.

Every element for which the Exhibition Center has not been licensed (such as animals, inflatables, etc.) requires a license / specific insurance policy to be issued, according to the element and the security officer's instructions, and subject to coordinating the matter in advance with the Exhibition Center's representatives and obtaining their permission in advance. Further details will follow.



The client is responsible for submitting the following documents for every event:

1. Safety permits:

A) Safety consultant approval:

Hiring a safety consultant for the event is at the client's responsibility and account subject to the list of recommended safety consultants provided by the Exhibition Center.

The safety plan and appendix will be forwarded by the client to the Exhibition Center's security officer for general inspection and if necessary for his comments, 4 days prior to the exhibition.

On the day of the event and before the event begins, final approval will be granted by the client's safety consultant as a condition for commencing the event. The Exhibition Center's security officer will patrol all parts of the event (construction, event, dismantling) to ensure compliance. To confirm the event's security aspects, only the safety consultants recommended by the Exhibition Center should be contacted.

B) Appointing a safety officer:

Any event requiring any type of construction work (including but not limited to constructing a stage, backstage, lighting structures, stands, structures, LED screens, etc.) requires the organizing entity to appoint a safety officer on its behalf for the entire construction and dismantling periods of these facilities as requires by applicable laws and regulations. A confirmation of having appointed a safety officer will be presented to the Exhibition Center's security officer as a condition for commencing such construction work. To remove any doubt, appointing a safety officer will not replace any other requirement contained in this document.

2. Electrical engineer's approval:

The client is responsible for hiring the services of an electrical engineer and paying the cost, subject to a list of recommended electrical engineers provided by the Exhibition Center.

The customer will submit the electrical plan for the event at least 4 days before the event to the Exhibition Center's chief electrician. During construction, the electrical engineer will conduct inspections accompanied by an electrician appointed by the Exhibition Center, and at the end will provide a final permit for the event prior to its launch.

3. Security plan:

The security plan will be forwarded by the customer to the Exhibition Center's security officer no later than 4 days before the event. The Exhibition Center's security officer will supervise every part of the event throughout the event (construction, event, dismantling) to ensure compliance with the plan.

The security plan is derived from the safety plan, the event's characteristics and business licensing instructions. In addition to their existing security team, events for over 1000 personnel must have a security manager authorized by Israel Police and an armed scanner or more (depending on the number of participants).



All security personnel that interact with the audience in the course of the event (main entrances, emergency exits and general exit) must carry a certified security checker certificate from the Israeli Police.

Important safety instructions for events:

1. Gas connections

Operating gas-operated facilities with an open fire (such as a brick oven, stove-top, etc.) inside the booths is strictly prohibited. Use of gas-operated facilities in the outdoor areas or outside a booth will be permitted subject to describing the facility on the safety plan submitted before the event and after prior coordination with the Exhibition Center's representatives and when their prior approval has been obtained. The facility's actual operation on the day of the event depends on the final approval of a Class B gas technician. Coordination with the gas technician will be done by the producer / organizing entity.

2. Gas containers

Placing gas containers / compressed containers (such as containers used for inflating helium balloons) inside a booth is strictly prohibited. Placing gas containers / compressed containers outside of a booth is subject to blocking their circumference (with a shelter / sandbags). In this case the approval of a gas technician is unnecessary.

3. Pyrotechnical effects (fireworks / smoke / confetti)

Exhibition Center booths – use of pyrotechnical effects inside the booths will be permitted subject to the approval of a certified operator, the approval of a safety consultant and coordinating with the Exhibition Center representatives and obtaining their approval. The Exhibition Center's security officer must be notified of the matter in the event's coordination meeting. The responsibility of presenting all final approvals lies with the client.

Use of pyrotechnical effects outdoors requires the approval of a safety consultant subject to the following: the approval of an explosives and hazardous substances operator, the approval of the police and an inspection by a sapper prior to operation, notifying the fire department and if necessary placing a fire engine in the area, fencing the operation area and obtaining the approval of the Aviation Administration to coordinate operation. All of the following papers will be forwarded to the Exhibition Center's security officer by the client's safety consultant in order to obtain the final permission for the event and as a condition to using the pyrotechnical effects.

Important: the Exhibition Center's security officer must be notified of the matter at least 4 days prior to the exhibition. If he isn't notified, the pyrotechnical effects will not be used even after the safety consultant's approval is presented.

4. Car displays

If cars are displayed on the event, this should be mentioned on the safety plan forwarded to the security officer at least 4 days prior to the event. It is forbidden to start cars inside the exhibition halls during the events! During the event itself, such cars will be empty of fuel and their batteries disconnected. The responsibility for such matters lies with the client and requires coordination with the Exhibition center's representatives and obtaining their approval.

5. Fire extinguishing stations, electrical cupboards, public address stations (as part of all required emergency systems)

Fire extinguishing stations / electrical cupboards – the way to fire extinguishing stations must not be blocked. Additionally, a one-meter space should be left in each direction around the fire extinguishing station / electrical cupboard to allow it to be opened. The path must be completely clear, with no rear stage elements or any other obstructions.

Public address station – free access should be provided to the public address stations, and their location should not be hidden by a curtain or any other means. It is forbidden to use fire extinguishing stations for exhibition purposes!

6. Openings and emergency exits

Openings and emergency exits, the openings appropriately labeled on the confirmed safety plan and should be free of any obstructive element (equipment, stages, presenters, etc.). In the event of a request to block an emergency exit, this must be approved by a safety consultant and the Exhibition Center's representatives, and should be coordinated in advance with them. Additionally, emergency exit signs must not be blocked / covered and this also applies to any other type of emergency sign. It is the production's responsibility to conceal all signs that were not designated by the safety plan as emergency exit signs.

7. Serving / selling alcoholic beverages

Any time alcoholic beverages are served / sold, appropriate signage must be posted (over the age of 18 only).

8. Animals

Any time animals need to be placed in the Exhibition Center's area, the producer must ensure the approval of the Tel Aviv Municipality's veterinarian has been obtained and is valid for that specific event. If the event's concept is displaying animals (such as animal exhibitions, agricultural exhibitions, etc.), full licensing for the event must be obtained for the appropriate category, as the producer's responsibility. Placing animals within the Exhibition Center's area will be done after coordinating in advance with the Exhibition Center's representatives and obtaining their approval.

9. High altitude work

Any work performed at high altitudes will only be done by workers licensed for high altitude work, wearing wear the required safety equipment, as per the regulations concerning high altitude work.



In case of work at high altitude, the safety supervisor specified in paragraph 1B is required to be present at all times. **Pavilion 2** contains 11 bundles from west to east and 2 bundles from north to south, designed for hanging heavy constructions. The safety consultant and construction engineer will issue permits for hanging heavy weights, for every event separately, at the organizer's expense. Furthermore, there are 5 bundles on which one may walk in order to make electric and infrastructure connections, subject to a Signe access permit to these facilities.

For the safety of all exhibition center visitors, please follow the above instructions fully.

The Exhibition Center's security officer and the operations division will be at your service and answer any question you may have at 03-6404413