

General Conditions for Holding of Events on the Premises of Kongresové centrum Praha, a.s.

Article I. SUBJECT AND BASIC PROVISIONS

1 CONTRACTING PARTIES

These general conditions for the holding of events (hereinafter referred to as “*the Conditions*”) are an integral part of the lease contract (hereinafter referred to as “*the Contract*”) agreed between the company Kongresové centrum Praha, a.s. (hereinafter referred to as “*the Lessor*”) and a natural or legal person (hereinafter referred to as “*the Lessee*”) for the purpose of holding the Event.

2 THE TERM EVENT

For the purpose of the Conditions, the Event particularly means the organization of: a congress, a conference, an exhibition, a presentation, a social, cultural and sports event or any other similar event for which the Lessor’s non-residential premises will be rented in the Lessor’s headquarters (hereinafter referred to as “*the Building*”) or related works and services will be secured by the Lessor.

Article II. OBLIGATIONS OF THE LESSEE

1 ORGANIZATION AND PROMOTION OF THE EVENT

- 1.1 In order to prepare the Event, the Lessee will provide the Lessor at least 20 days prior the Event with specific information about the organizational aspects related to the preparation and holding the Event (in particular, the timetable of the Event, the number of people, plans, service requests, etc.). If the range of services is not specified at least 7 days prior the Event, the Lessor reserves the right not to provide the services.
- 1.2 If the Event will be attended by people with reduced mobility and disabled people, the Lessee is obliged to communicate this fact to the Lessor sufficiently in advance. In case that the Lessee fails to comply with the obligation to provide information despite the Lessor’s notice, the Lessor may cancel its cooperation in the preparation of the Event in whole or in part until the Lessee’s misconduct is corrected. In such case, the Lessor is not liable for related or consequential damages, not even if the Lessor resumes cooperation with the Lessee in the preparation of the Event.
- 1.3 Unless expressly agreed otherwise, the Lessee ensures the promotion of the Event while being fully obliged to proceed in accordance with the applicable legal regulations. The Lessee may use only the designated (official) areas for sticking printed advertising materials (posters) on the basis of an agreement with the owner or operator of such areas.

2 ACCESS TO AND MOVEMENT ON THE LESSOR’S PREMISES

- 2.1 The Lessee is obliged to observe the security measures specified by the Lessor in connection with the entry, movement and stay in the rooms, halls or accessories of the leased premises.
- 2.2 When handling cargo on the leased premises, the Lessee is obliged to act in such a manner that it does not damage or pollute the premises of the Lessor, their facilities and equipment. In particular, the Lessee undertakes not to use personal elevators, escalators to transport any cargo. The Lessee is obliged to use freight elevators and transport trucks for the transport of cargo. For each individual breach of these obligations, the Lessor is entitled to require the Lessee to pay a contractual fine of CZK 10,000 (in words: ten thousand CZK).
- 2.3 Further, the Lessee is obliged to abide by the smoking ban in the Building during the preparation, course and winding up of the Event. This prohibition also applies to the stage area and the stage background. In

case of a breach of this prohibition, the Lessor is entitled to require the Lessee to pay a contractual fine of CZK 20,000 (in words: twenty thousand CZK) for each identified case of breach of this prohibition.

- 2.4 Outside the premises rented by the Lessee, the Lessee is not authorized to conduct a sale or offer goods or services to third parties unless the Lessor has given a written consent in advance. In case of a breach of this obligation on the part of the Lessee, the Lessor is entitled to claim for each individual breach of this obligation a contractual fine of CZK 100,000 (in words: one hundred thousand CZK) and compensation for damage suffered by the Lessor in each particular case.

3 TAKE OVER AND RETURN OF THE LEASED PREMISES

- 3.1 The Lessor shall hand over and the Lessee shall take over the premises, their facilities and equipment before the Event begins. A Hand-Over Protocol will accompany the handover of the premises, their facilities and equipment. In this protocol or its appendix the Lessee is obliged to communicate and describe in writing any found defects of the acquired premises, facilities and equipment.
- 3.2 The Lessee may not exceed the capacity of the leased premises.
- 3.3 The Lessee shall, upon the date of termination of the lease relationship, return the leased premises and their facilities and equipment to their original condition and remove all objects and equipment that has been put to the leased premises. A Take-Over Protocol conducted between the Lessor and the Lessee will accompany the takeover of the premises and their facilities and equipment. In case that damage to its property is discovered upon the Lessor taking over the premises, these will be described by the Lessor and the Lessee will be notified. The Lessee is obliged to pay the Lessor compensation for damage corresponding to the cost of repairing the item or for the purchase of a new item in case it is not possible to fix.

4 MODIFICATION OF PREMISES

- 4.1 The Lessee is authorized to make modifications in the leased premises, install heavy or voluminous items or technical equipment, decorations, advertising posters, boards or other promotional items and equipment only upon the prior written consent of the Lessor. In the preparation, holding and winding up of the Event, the Lessee is obliged to adhere to the Lessor's operating instructions and is only entitled to use the technical and other equipment owned by the Lessor only with the prior consent of the Lessor and according to its instructions.
- 4.2 Any equipment of the Lessee must not be attached or supported by columns, glass walls, perimeter walls, air conditioning grilles or other interior elements. The suitability of the location of the Lessee's objects is subject to a prior consultation with the Lessor or a person designated by it.
- 4.3 In case that an exhibition is carried out on the leased premises, the provisions of Point 7 of these Conditions must be observed. The condition of the exhibition is the prior consent of the Lessor with the placement of individual stands and other parts of the exhibition on the leased premises. The location of the exhibition stands must respect the approved grid.
- 4.4 Any changes to the leased premises may be performed by the Lessee only with the prior written consent of the Lessor and at Lessee's expense. If there is a change of the leased premises that increases their value, the Lessee will not be entitled to any compensation after the termination of the lease, irrespective of the reason for the termination of the lease relationship.
- 4.5 The following is not allowed in the Building:
- a) Drilling, screwing or nailing on walls, ceilings or columns.
 - b) Hanging any materials and constructions on walls, HVAC diffusers on ceilings or columns is not allowed.
 - c) No combustible or combustion-supporting material may be placed near the glass surfaces of the building envelope.
 - d) The storage, use and any handling of combustible and combustible-supporting substances and liquids, including fireworks, propane-butane burners, stoves and heaters, pressure vessels (technical cylinders) with technical gases, such as propane butane, and handling of open flame. There may be an exception to this prohibition only with the prior consent of the Lessor, while the Lessee is obliged to ensure compliance with the relevant legal and technical standards and instructions of the Lessor throughout the whole period of handling of the specified substances or equipment.

- e) Performing welding or cutting work in all premises of the Lessor is possible only with the prior consent of the Lessor. The Lessor is not responsible for any technical deficiencies arising from the equipment installed by the Lessee or for any damages resulting from such defects.
 - f) Hanging logos and banners from the ceilings without prior consultation with the Lessor or a person designated by the Lessor.
 - g) Sticking posters or advertising banners to walls or columns.
 - h) Any disassembly of the Lessor's equipment without prior written consent.
 - i) Covering the heads of the fire extinguisher sprinklers.
 - j) Cover the HVAC diffusers.
 - k) Place heat sources next to the space temperature sensors.
- 4.6 Technical equipment owned by the Lessor may only be operated by the Lessor's personnel or by other people appointed by the Lessor.
- 4.7 The Lessee is allowed to use technical equipment complying with all the conditions as set by the legal regulations for their use only and only in the manner prescribed by the relevant legal and/or technical regulations or standards for their use. Only people qualified in terms of expertise and health can handle this technical equipment.
- 4.8 The Lessee is entitled to use its own audiovisual equipment only upon the prior written consent of the Lessor.

5 EMERGENCY EXITS, SAFETY AND HEALTH PROTECTION ON THE LEASED PREMISES

- 5.1 Corridors and emergency exits, safety lighting, fire extinguishers and fire alarms will be secured in accordance with applicable legal regulations throughout the preparation, progress and winding up of the Event, and the Lessee will ensure that these premises and entrances to the leased premises remain unimpeded. The corridor must be free, especially where there are escape doors, electricity switchboards, water supply and fire protection equipment (hydrants, sensors, etc.).
- 5.2 Exhibition stands must be deployed according to a grid approved by the Lessor, and the passage between them must remain free, without obstructions. The walking corridor between the stands must be at least 2m wide. The free space between the stands that are standing individually must be at least 85cm wide.
- 5.3 The maximum permissible floor load on the Lessor's premises is 400 kg/m².
- 5.4 The columns on the Lessor's premises may be covered only if they will not be damaged.
- 5.5 Works that produce small flammable waste (shavings, chips, etc.) are subject to a prior permission from the Lessor, and under the condition that the used machines and tools have bags or suction installed.
- 5.6 The installations of the Lessee, which include their own wiring installation, will require a valid revision report before connecting to the Lessor's TN-S power supply network.
- 5.7 On the Lessor's premises, the Lessee is prohibited from the following:
- 5.8 A prohibition on the entry of all gas fueled vehicles (LPG) on the Lessor's premises.
- 5.9 Grinding, welding, open fire work, etc. are subject to the prior written consent of the Lessor. In such cases, supervision by the Lessor's firefighters will be ensured at the Lessee's expense. For dusty work (grinding, cutting, etc.), the air-conditioning in the floor along the windows must be switched off and covered, and the air-conditioning of the premises must be switched off.
- 5.10 The Lessee is required to provide the Lessor with certificates of the non-flammable treatment of used materials and exhibited goods within the Event.

6 CATERING

- 6.1 The Lessee is entitled, with the prior written consent of the Lessor, to provide catering and gastronomic services through the third parties of its choice. In such a case, the Lessee is obliged to ensure that the provision of catering services is in accordance with legal and hygienic regulations and is responsible for any damage caused to the Lessor as a result of such an activity of a catering services provider.
- 6.2 Labeling according to the commercial or other register of the catering or gastronomic provider ensured by the Lessee must be placed on a rectangular background with a shorter side of at least 8 cm. The inscription shall be orientated on width and shall be made in a suitable, clearly legible font (or in capitals) in such a way that the font height exceeds 3 cm. If the Lessee fails to secure the placement of this labeling, or if it does not contain the above-mentioned elements, or if the labeling is illegible, the Lessor is entitled to require the Lessee to pay a contractual fine of CZK 50,000 (in words: fifty thousand CZK). For the

avoidance of any doubt, this obligation does not apply to Lessor's provider of catering and gastronomic services the company Zátíší Catering Group, a.s. (ID No.: 15269574).

7 EVENTS WITH THE ACCOMPANYING EXHIBITION

- 7.1 The Lessee is obliged to provide the Lessor with an exact scheme with the dimensions of the stands and descriptions in advance for its approval. All stands must be drawn in the display grid. These grids are available on the Lessor's website: <https://www.praguecc.cz/en/planky-a-vystavni-rastry>. The same applies to Lessees who order an exhibition inventory from the Lessor. Electricity, water, low voltage wiring, etc. shall be drawn for individual stands.
- 7.2 For atypical installations of the Lessee (higher than 2.8m, two-story, etc.), technical drawings with a description of the construction and statics expert statement need to be submitted to the Lessor for its approval. If such structure is approved, the Lessor requires from the Lessee authorization to work at heights when the construction exceeds 2.8m.
- 7.3 It is not allowed to store any material behind a stand due to safety reasons.
- 7.4 Unused information materials, brochures, and other waste must be removed from the leased space upon completion of the Event. If they are left at the site, the Lessor will charge the Lessee for the disposal of waste.
- 7.5 The height of the Lessor's space is from 2.80m to 11m, therefore the height of the stand may be limited by the location where the stand is installed.
- 7.6 The dimensions of the column base in the foyer are 45cm x 45cm.
- 7.7 For glass areas inside the Building, a so-called Fire Partition with a minimum width of 150 cm must be left between the stands and the glass surfaces.
- 7.8 The Lessor recommends the use of carpet to prevent floor damage in areas where the floor of the leased premises is covered with marble.
- 7.9 In the case of stands with a raised floor, i.e. over 50cm, the Lessor requires a technical certificate. Any part made of the glass that is on the floor surface must be laminated and at least 0.5cm thick.
- 7.10 The Lessor recommends installing floors for stands where there is more demanding electrical installation. The edges of this floor must be fixed and secure. Floors must be placed according to the given border of the stand. These floors must not prevent disabled people from movement. For this reason, it is advisable to install ramps.
- 7.11 The obligations of the Lessee in relation to services provided during the exhibitions:
- 7.11.1 Cleaning of exhibition and waste disposal
The Lessee is responsible for removing all waste from the area of the stand and the exhibition premises of the Lessor. The Lessor recommends in this case that the Lessee should order in advance cleaning service for the stands for each day of the Event. Any waste (including promotional materials) that remains on the premises before, during or after the exhibition will be removed at the expense of the Lessee. Cleaning of common paths is included in the price of the lease of the premises.
- 7.11.2 Revision of the stand
If the Lessee fails to comply with fire and safety rules, the Lessor may decide to remove the stand. In this case, the Lessor is not liable for any financial loss incurred by the Lessee.
- 7.11.3 Distribution of water and waste
The connection points are marked on the display grid and must be ordered in advance.
- 7.11.4 Liability for loaned equipment
Prior the Event the Lessee signs the "Handover Protocol" and is responsible for all leased equipment, such as a standard stand, AV equipment. In case of any loss or damage, the damage will be charged to the Lessee.
- 7.11.5 Storage of empty packaging
No waste or empty packaging (such as boxes, crates, etc.) should be left in side lanes or behind the stand. If the Lessee leaves these items on these premises, the Lessor may charge this waste disposal to the Lessee. We recommend that in this case the Lessee contacts the BECK shipping company and arranges for the storage of empty packages during the Event.
- 7.11.6 Exhibition supervision and security

The Lessor is not responsible for the items or goods in the stands. The Lessor is not responsible for any damages or loss of the goods brought onto the premises.

The Lessee is responsible for the exhibited goods during the Event at the Lessor's premises throughout the day and night. The Lessee is advised to pay attention to the exhibited goods at the time of preparing the Event and its subsequent winding-up. It is essential that the Lessee secures the stand against damage and theft of goods. Such objects should be stored overnight, for example, in a lockable cabinet or display case that is part of the stand. The Lessor is not responsible for goods stolen from the exhibition. The Lessee can order security prior to the Event.

7.11.7 Insurance

Insurance for the exhibited items, goods or packages shall be ensured by the Lessee. The Lessor does not bear any liability for damage, loss or theft of objects or injury to health. The Lessee bears the cost of insurance and related matters.

7.11.8 Exhibition of motor vehicles

- a) containing up to 5 liters of fuel in the tank
- b) disconnected car battery

The vehicle located inside the Building must under no circumstances be put into operation. If the vehicle is exhibited for more than 24 hours, the Lessee will hand over the exhibit keys to the Lessor, which will be handed over to the local fire brigade, which will take over the car in case of danger.

8 USE OF THE LESSOR'S PATHWAYS AND PUBLIC PREMISES

- 8.1 The Lessee is not entitled to do anything without the Lessor's consent that could lead to a limitation of the operation on the Lessor's dedicated pathways, supply and entry pathways on the first underground floor or other public areas of the Lessor; especially the placement of objects (boxes, furniture, transport trucks, etc.) on these pathways and the standing of vehicles outside the loading and unloading area is considered as the restriction of traffic.
- 8.2 All transportation of material, goods, equipment, etc. of the Lessee is only allowed through the entry route on the first underground floor, unless agreed otherwise.
- 8.3 Vehicles carrying cargo for the Lessee will be (upon prior notice of this entry to the Lessor) allowed to enter on entry route provided that appropriate attention will be paid to the dimensions of the pathway and underpass at the entrance. All drivers of the Lessee and its suppliers are required to comply with traffic regulations, to adapt their driving to the entry route conditions, to take into account the dimensions of the passage/underpass for the arrival in a way not to cause any damage with the vehicle, as well as to observe the instructions of the Lessor's authorized personnel.
- 8.4 The use of the Lessor's public space for loading or unloading items for the purpose of the Event is defined as follows:
 - 8.4.1 Standing of vehicles for the purpose of loading or unloading is only allowed in a specified area, which means the guarded outside premises of the Lessor bounded by the entrance barrier, the guarded area bounded by the barrier at reception V 3 - sub-floor of the Lessor's building, the first underground floor, (hereinafter referred to as "***the space for loading and unloading***"), and within 1 hour (vehicle up to 3.5 tons) or 2 hours (vehicle over 3.5 tons).
 - 8.4.2 The entry and standing of the vehicles of the Lessee or the carrier contracted by the Lessee for the purpose of loading or unloading is subject, unless agreed otherwise, to a deposit of:
 - a) CZK 2,000 (in words: two thousand CZK) for each motor vehicle weighing up to 3.5 tons,
 - b) CZK 3,000 (in words: three thousand CZK) for each motor vehicle weighing over 3.5 tons.Unloading shall be understood as the unloading of items from the vehicle to the loading and unloading area. Loading shall be understood as the loading items from the loading and unloading area into the vehicle.
 - 8.4.3 The deposit will be returned to the Lessee provided that the loading/unloading will be performed:
 - a) in the case of a vehicle weighing up to 3.5 tons, within the time limit of 1 hour (60 minutes) from the entry of the vehicle to the loading and unloading area,

- b) in the case of a vehicle weighing over 3.5 tons, within the time limit of 2 hours (120 minutes) from the vehicle's entry to the loading and unloading area.
- 8.4.4 If the vehicle does not leave the loading and unloading area within 1 hour (60 minutes) after the relevant time limit, the Lessor is entitled to require an hourly parking fee of CZK 500 (in words: five hundred CZK) from the Lessee.
- 8.4.5 Access to the supply and exit pathway on the first underground floor of the Building is possible only in a reflective vest.
- 8.4.6 People moving along the exit route are required to observe the security instructions of guards' or the Lessor's authorized personnel.
- 8.4.7 The Lessee acknowledges that the security check of a person/vehicle can be carried out when entering/leaving the building.
- 8.4.8 Only trucks not exceeding the following dimensions and weight can drive into the underground garages of the Building to the reception V3, which is in proximity to the freight elevators: height 3.3m, width 3.5m, length 10m, weight 10 tons,.
- 8.4.9 Cargo vehicles not meeting the above stated limits must be loaded/unloaded outside of the freight route and the cargo must be transported into the building on carts.
- 8.4.10 The front of the Building, the traffic section of the South Terrace pathway, may be entered only by the trucks not exceeding the following dimensions and weight: length 15m, weight 6 tons per axle.
- 8.4.11 Vehicle movement on the South Terrace is possible only on the gray entry lane, standing and unloading is possible on the red lane – it is forbidden to stand on the boards and move on them.
- 8.5 Only the Lessor's authorized personnel can operate the freight elevators. The elevator operation is subject to an hourly rate according to the Lessor's current pricelist. Parameters of freight elevators: (K) width 2.4m, height 2.5m, depth 5m, load capacity 5 tons, (G) width 2m, height 2.4m, depth 2.85m, load capacity 2tons. The access path to elevators has a width of 220cm and a height of 225cm.
- 8.6 The Lessee acknowledges that the Lessor does not ensure any logistical assistance. The Lessee is advised to use an internal logistics company - Beck Spedition.
- 8.7 The transport of material onto the premises leased by the Lessee is allowed only on carts fitted with rubber leg wheels; transport cages legs should be supported so as not to damage the floor. The use of carts inside the building is not permitted.

9 OPERATIONAL MEASURES

- 9.1 The Lessor shall, sufficiently in advance before the commencement of the Event, inform the Lessee of the relevant operational, technical and security measures. The Lessee is obliged to become acquainted with these instructions before commencing the Event.
- 9.2 The Lessee is obliged to prove the fire technical characteristics (PTCH - Flammability of Level I, II or III) of all substances, objects, goods and other movable items that will be placed in any object of the Lessor at the time of the course, preparation or winding up of the Event (for purposes of exhibition, sale, storage, etc.).
- 9.3 It is forbidden to park vehicles equipped with permanent or alternative propulsion for compressed natural gas or propane-butane (PB) in the underground garages of the Lessor in the Building.

10 SPECIAL CONTRACTUAL PARTNERS

- 10.1 The activities provided by the Lessee with the necessary specific conditions related to the field of safety and health regulation may be performed only by appointed personnel with the appropriate qualifications, provided the prior approval of the Lessor was granted. Such approval shall not be postponed or denied without reason.

11 AUTHORIZATION, OPERATIONAL RIGHTS AND COPYRIGHT

- 11.1 In case that the alternation of the premises or the equipment activity or other activity of the Lessee intended by the Lessee in connection with the execution of the Event requires the permission of the competent authorities of the state administration or of other authorities or persons, such permits or approvals shall be secured by the Lessee at the expense of the Lessee.

- 11.2 The Lessee is obliged to secure, at its own expense, that the permit for execution or use of the rights protected by law are given by the appointed personnel and authorities for the Event.
- 11.3 In case that the Lessee does not obtain the above mentioned permit and the Lessor will be consequently liable for a fine or other penalty, the Lessee undertakes to pay to the Lessor such fine, any other penalty or any other costs associated with this penalty (remuneration of legal representation, fees, etc.) within 15 days from the moment it is requested to do so.

12 CONDITIONS OF LEASE OF MOVABLE ITEMS

- 12.1 The prices quoted in the offer of services refer to 1 calendar day of services, unless stated otherwise in the heading of the service offer.
- 12.2 The Lessee is responsible for checking the condition of the movable item upon handover. A handover protocol will be drawn upon the handover.
- 12.3 The Lessee is liable in full for any damage caused to the leased movable items.
- 12.4 The Lessee returns the movable item at a day and time according to the agreement of the contracting parties. The Lessor is obliged to take over the item and check its condition. A protocol written in the presence of both parties will accompany the takeover and potential deviations findings. In case of any damage, a loss protocol is drawn up. The Lessor does not waive the right to claim compensation for latent equipment damage that is undoubtedly related to the use of the equipment during the Event.
- 12.5 If any defects are found on the leased items (visual damage, functional damage, inability to operate, loss), the Lessee is obliged to compensate the Lessor for such damage in the amount corresponding to the cost of repair or purchase of a new item if impossible to repair.

13 FINAL PROVISIONS

- 13.1 These Conditions are issued in accordance with the Section 1751 of the Civil Code (Act No. 89/2012 Coll., as amended) and certain rights and obligations of the Lessor and the Lessee under the contractual relationship established by the Contract are governed hereby.
- 13.2 The Lessee expresses its consent to the Conditions at the moment of the Contract conclusion.
- 13.3 Following the conclusion of the Contract, the provisions of the Conditions replace any prior agreements between the Lessor and the Lessee, made in any form whatsoever, within the scope of the Conditions.
- 13.4 Provisions of the Contract always prevail over the provisions of these Conditions.
- 13.5 These Conditions are valid and effective as of April the 1st 2019. The current version of these Conditions is always available at the online address <https://www.praguecc.cz/en/contractual-conditions> .