



## General Conditions

### 1. Applicability:

These General Conditions shall apply to all categories of customers (Lessees, organizers, guests, participants, other persons) inside CCIR Business Center. The General conditions complete the specific conditions set out pursuant to an agreement, to the extent they do not contradict other terms expressly agreed by the parties.

CCIR Business Center:

CCIR Business Center is located in Bucharest, Blvd. Octavian Goga no.2, Sector 3, the building being owned by CCIR and includes both rental spaces as well as conference halls (presented on website [www.ccir.ro](http://www.ccir.ro))

### 2. General conditions:

#### 2.1. Access:

The access to CCIR Business Center is done only at especially designated points, corresponding to each Section/Wing (I, II and III) and exclusively based on invitations / nominal lists of participants.

#### 2.2. Security Services:

2.2.1. CCIR provides general security of the common areas, without being held responsible for the security of products in the rented space. Assets insurance is recommended or, where applicable, personal insurance.

2.2.2. In case one asset is stolen, the Lessee shall immediately notify the competent authority. The Lessee shall be responsible for the security of its property.

#### 2.3. Cleaning:

CCIR provides cleaning of all areas within CCIR Business Center.

#### 2.4. Health and Safety – Emergency Situations:

2.4.1. Are strictly forbidden: the access with explosives, as well as with other objects that could generate immediate dangers, organising pyrotechnic shows, storage and use of compressed/liquefied gas, fuels, flammable liquids, use of smoke machines, as well as smoking inside CCIR Business Center.

2.4.2. The Lessee has the following main obligations on Health and safety at work:

- a) to communicate the name of the person responsible on issues of Health and safety at work, to the employees designated of CCIR.
- b) to provide qualified and trained personnel, in accordance with the law in force, depending on the characteristics and nature of the work to be performed.
- c) to provide information to its own employees on the risks of accidents and occupational diseases specific to the work perimeter, as well as on the prevention and protection measures to be taken and followed with a view to avoid the occurrence of labour accidents, fire or pollution of the environment.
- d) to provide all working conditions to avoid accidents and occupational diseases, to provide individual and collective means of protection and, depending on the risk factors identified, to ensure medical examination upon employment and regular examination to its own personnel.



- e) to daily verify, on site, by designated persons, the manner of providing measures on health and safety at work, emergency situations and environmental protection, knowing that it is directly responsible for the occurrence of such events as those covered by these conditions.
  - f) to carry out regular training on safety and health at work, fire prevention and extinction - emergency situations and environmental protection and that of its own personnel.
  - g) any event (work accident) involving the Lessee's personnel shall be immediately communicated to the employees designated by CCIR.
  - h) occupational accidents undergone by the Lessee's personnel, within CCIR Business Center, due to their failure to provide and comply with the health and safety at work rules and Fire prevention and extinction - Emergency situations, as well as with the provisions of this Agreement, shall be registered by the Lessee.
  - i) the occupational accidents undergone by the Lessee's personnel within the facilities and/or at workplaces belonging to CCIR, following the entry hereinto with no work duties, shall be registered by the Lessee.
  - j) the accidents occurred on CCIR personnel, due to not taking technical, organizational and hygiene and sanitary measures by the Lessee's personnel shall be recorded and reported as the work accident of the Lessee.
  - k) the accidents occurred on the Lessee's personnel as failure of CCIR employees to comply with health and safety at work requirements shall be recorded by the CCIR.
  - l) in case of occurrence of events (human, technical accidents, fires, explosions, etc.) the parties shall have the obligation to notify the bodies authorized by law, such as: the Territorial Labour Inspectorate, the Fire brigade, Prosecutor's office, the police, etc. and take all appropriate measures not to change the state of things that resulted from the event, unless its maintenance would generate other events or would endanger the lives of workers or of other persons.
  - m) in case of occurrence of any events, there shall take place a joint intervention to provide first aid and for sending the victim to the hospital for medical intervention.
  - n) in case of occurrence of an incipient fire, there shall be a prompt intervention using the means of first response, evacuation of people, goods, including first aid, as applicable;
  - o) in case of circumstances unforeseen in this Agreement, the registration of the accident shall be established by the Territorial Labour Inspectorate;
- 2.4.3. The Lessee shall have the following main obligations, regarding the issues of Emergency Situations:
- a) to know and follow the fire safety measures established by the CCIR.
  - b) to use the facilities, appliances and equipment according to technical instructions and those given by the CCIR.
  - c) to maintain and use, for the purpose for which they were made, the facilities for fire protection provided by CCIR.
  - d) to comply with fire safety rules specific to the activities it organizes or conducts.
  - e) not to carry out unauthorized modifications and without the written consent of CCIR management, of the original designer of the building, installation, equipment, device or means of transport or of a technical expert certified according to the law in force.
  - f) not to conduct any illegal manoeuvres or unauthorized modification of systems and installations of fire protection.
  - g) to inform the representatives of CCIR on any technical failure or any other situation constituting a fire hazard.



- h) to communicate, immediately after finding out, to the CCIR personnel, any violation of fire safety rules or of any situation set out by it as a fire hazard, as well as any failure noted at fire protection systems and facilities.
- i) to cooperate with the employees designated by CCIR, as appropriate, with the specialized technical representative respectively, who is responsible for fire safety, in order to achieve fire safety measures.
- j) to act, in accordance with the procedures established at the workplace, in the event of any imminent fire danger.
- k) to provide to competent persons all data and information known, regarding the fire occurrence.
- l) to always maintain the evacuation and intervention ways free of any obstacle,
- m) packaging and waste shall be immediately disposed of, their collection being made in the points set out for this purpose.
- n) any damages caused by fire shall be borne exclusively by the person having caused them.

2.4.4. With a view to comply with the rules on labour protection, environment and fire prevention and extinction rules, the Lessee shall have the following obligations:

- a) to provide for the entire personnel it collaborates with the general introductory training on health and safety at work, the training at the workplace on health and safety at work, labour protection and fire prevention and extinctions rules, specific regular training on labour protection and fire prevention and extinction rules.
- b) the obligations and responsibilities regarding compliance and full implementation of the measures on labour protection, environmental protection and fire protection, by the employees working in the activities covered by this document shall exclusively lie with the Lessee. In case of material damage due to work accidents, fires, malfunctions caused by the fault of the Lessee's personnel or the personnel it works with, they shall be borne by the Lessee.
- c) in case of labour accidents, of temporary incapacity, invalidity or even death, undergone at the workplace, within CCIR Business Center, by the Lessee's personnel or the personnel it works with, the accidents referred to above shall be declared and recorded by the Lessee, with the obligation of the Lessee to previously inform CCIR. The Lessee shall be responsible for notifying all its agents and collaborators, including the participants in events, on this contractual term and it shall be responsible for its fulfilment.
- d) in case of emergency situations (for example: fire, flood, gas leaks), for the operative intervention and limitation of damages, CCIR personnel assisted by the Lessee's personnel and, as appropriate, the ISU (fire brigade) representative and /or the police representative, may enter the exposure spaces, drawing up in this respect a report signed by the participating persons.
- e) shall be liable, under the terms of the Civil Code, for the damages caused to CCIR by its own action, its representatives/partners, the participants in the event.

2.4.5. Environment Protection:

- a) The guests shall comply with all legal provisions with regard to the environment protection and the waste regime, including regarding the disposal of waste generated during an event and furnishing/decommissioning of spaces during this event.
- b) It is forbidden the storage of empty packaging of any type (for example packages and packaging materials) inside CCIR Business Center and in outdoor spaces. The articles of this type shall be disposed of as soon as they are emptied.



### 3. General technical conditions:

CCIR shall ensure the general heating and ventilation of spaces, all these spaces being equipped with air-conditioning facility, at least 12 hours/day and during the entire duration of the event organised within the building.

#### 3.1. Emergency routes:

In no time can be restricted the access to intervention areas in case of fire, the evacuation routes in case of emergency and safety zones designed accordingly. Access cannot be restricted by parked vehicles, stored exhibition objects, building or packaging materials, etc. blocking the road.

Vehicles and objects parked or blocking the intervention areas in case of fire, the evacuation routes in case of emergency or safety areas can be removed and the expenses shall be borne by the responsible person.

The hydrants within CCIR Business Center and outdoor areas cannot be obstructed and they have to be easily identified and accessible.

All exits from the event halls and corridors designed as such in the building plans must be free on their entire width. They serve as evacuation routes in emergency situations, therefore they can never be obstructed by objects. The doors along the route of emergency exits must open easily from the inside and on their entire width. The exit doors, escape hatches and any signs indicating their position cannot be obstructed, covered with construction items, blocked, or impossible to be identified. It is forbidden to obstruct the passageways designed as such or their covering with construction items.

#### 3.2. Safety equipment:

Sprinkler systems, fire alarms, fire extinguishing equipment, smoke detectors and other security devices, signs indicating their position and the green emergency exit signs must be accessible and visible at any time; they cannot be obstructed or blocked.

#### 3.3. Evacuation:

CCIR has the right to order the closure and evacuation of rooms, buildings, halls and/or outdoor exhibition areas, for safety and rules compliance.

#### 3.4. Data and technical Characteristics of spaces within CCIR Business Center:

##### 3.4.1 Capacity of halls:

1. Al. I. Cuza Amphitheatre - 300 persons
2. Al. I. Cuza Amphitheatre part I - 130 persons
3. Al. I. Cuza Amphitheatre part II - 170 persons
4. Al. I. Cuza Amphitheatre foyer - 100 persons
5. Al. I. Cuza Amphitheatre foyer - catering - 100 persons
6. Blue Amphitheatre - 100 persons
7. Aurel Ghibuțiu Hall - 50-150 persons
8. Basarabia Hall - 25-40 persons
9. Dobrogea Hall - 25 persons
10. Exhibitions Hall - 150 persons
11. Ștefan Teodorescu Hall - 20 persons



The Lessee shall undertake not to allow the simultaneous access of a larger number of people in the hall that is the subject of the lease agreement, otherwise it shall assume all the consequences arising out of any subsequent action or inaction that could endanger the safety of participants.

3.4.2. Information on the halls:

- a) All halls are equipped with fire detection equipment.
- b) All the corridors are equipped with indoor hydrants.

3.4.3. Normal lighting, type of current, voltage:

- a) The normal lighting in the event halls is provided by CCIR. Each event hall is naturally lit and/or equipped with artificial lighting.
- b) The voltage levels available within CCIR Business Center: 230 volts ( $\pm 10\%$ )/50 Hz single-phase.

3.4.4. Communication equipment:

Inside CCIR Business Center are available telephone connections, data connections and Access point (Wi-Fi) for Internet connection.

3.4.5. Deficiencies:

- a) Any supply deficiencies (regarding for example electricity, water, heating, ventilation, communications, etc.) must be immediately reported to the Dispatcher office of CCIR Business Center, telephone 0733103873.
- b) CCIR shall not be responsible for damage arising out of deficiencies due to fluctuations in supply or force majeure events or if power supply is cut off following the instructions of the Fire Department or the suppliers of services in question (electricity, water, energy).

**4. The extent of liability:**

- a) The person appointed by the Lessee for the use of spaces subject to the lease agreement, referred to within the lease agreement, shall be liable for any damages caused by the non-compliance with the aforementioned rules.
- b) In addition, it shall undertake to exempt CCIR from liability for any claims made by third parties as a consequence of breach of the rules on the use of the spaces inside CCIR Business Center, as expressed above.

**5. Changes to spaces:**

It is forbidden to damage, stain or change in any way the spaces, components and technical installations thereof (for example by drilling, the use of nails or screws, etc.). Furthermore it is forbidden to affix thereon any paint, wallpaper and adhesives.