

HILTON SORRENTO PALACE CONFERENCE CENTRE HEALTH AND SAFETY REGULATIONS

The undersigned hereby acknowledge that they have read and understood and will comply with the general health and safety guidelines at Hilton Sorrento Palace Conference and Meeting venues.

All temporary electrical installations shall comply with the law. All the materials used shall be in good conditions and bear the declaration of conformity as in D.M. 37/2008. All wirings and connections to the power grid shall be approved by the Hilton Sorrento Palace technical staff.

A copy of the declaration of conformity for all equipment and fixtures installed shall be submitted before the start of the event. Failure to do so will result in the default of the undersigned and the event will be cancelled and the contract will be terminated as of right.

All temporary metal fixtures supporting electrical and sound systems and appliances shall be grounded and provided with all the necessary documentation certifying their stability, bearing capacity and proper assembly.

A copy of the above technical documents shall be submitted before the start of the event. Failure to do so will result in the default of the undersigned and the event will be cancelled and the contract will be terminated as of right.

In the conference centre rooms and areas:

- Equipment emitting harmful radiations is not permitted unless it is duly protected and in good conditions and bears the CE marking.
- Smoking is not allowed.
- Using pieces of equipment and machinery that do not work properly is not permitted.
- All activities, demonstrations and shows that may cause risk of fire or any other danger for the public are not permitted.
- Using free flames is forbidden unless duly authorised by Hilton Sorrento Palace technicians.
- Access of unauthorised people during fitting up and during the course of events is not allowed.
- Applying mirrors or glazed/glass surfaces that may mislead access to exit doors and ways is not permitted.
- All exit ways and doors and fire equipment stations shall be kept free of any encumbrances, even temporary.
- Any glazed/glass surface installed along exit ways shall be made of safety materials or structured so as to avoid collisions or so as they are not dangerous in case of breaking.
- Entering materials that contain asbestos or cause lead exposure is not permitted.

- Using machinery and equipment that may cause harmful exposure to noise is not permitted unless a copy of the documentation certifying the compliance with the relevant regulations has been submitted.
- Storing and/or using hazardous substances and/or products bearing symbols Xn (harmful), T (toxic), O (oxidising), C (corrosive) is not permitted unless special safety procedures have been previously agreed upon with the Hilton Sorrento Palace representatives.
- All the materials used shall have reaction-to fire properties corresponding to the declaration of conformity herewith and no derogation is allowed.

Date: _____

In witness whereof

**MATERIALS FOR TEMPORARY INSTALLATIONS IN EXHIBITION AND CONFERENCE
CENTRE AREAS**

- DECLARATION OF CONFORMITY -

We, (Company name, Address, Phone, FAX) declare under our sole responsibility that all the materials we will use at your Company exhibition area and conference centre are in conformity with D.M. 19 Aug 1996 (S.O.G. U. n°149 of 12/Sept/96) as to reaction-to-fire properties and with specific reference to their installation.

In particular:

- Floor covering materials shall belong to a reaction-to-fire class not exceeding 2 [**maximum European classes (C_{FL}-s1) (C_{FL}-s2)**]. Any wooden floors shall be laid on an incombustible support and shall belong to a reaction-to-fire class not exceeding 1 [**maximum European classes (A2_{FL}-s1) (A2_{FL}-s2) (B_{FL}-s1) (B_{FL}-s2)**];
- All covering materials and those susceptible to fire on both sides shall belong to a reaction-to-fire class not exceeding 1 [**maximum European classes (A2-s1,d0) (A2-s2,d0) (A2-s3,d0) (A2-s1,d1) (A2-s2,d1) (A2-s3,d1) (B-s1,d0) (B-s2,d0) (B-s1,d1) (B-s2,d1)**];
- Armchairs and any stuffed furniture shall belong to a reaction-to-fire class not exceeding 1IM [**parameter not standardised in the EU**];
- All combustible though not stuffed chairs and seats shall belong to a reaction-to-fire class not exceeding 2 [**maximum European classes (A2-s1,d2) (A2-s2,d2) (A2-s3,d2) (B-s3,d0) (B-s3,d1) (B-s1,d2) (B-s2,d2) (B-s3,d2) (C-s1,d0) (C-s2,d0) (C-s1,d1) (C-s2,d1)**];
- All external insulating materials shall belong to a reaction-to-fire class not exceeding 1 or 0-1, 1-0, 1-1 if the insulating element is non directly exposed to flames in case of fire [**WALLS OR FLOORS maximum European classes (A2-s1,d0) (A2-s2,d0) (A2-s3,d0) (A2-s1,d1) (A2-s2,d1) (A2-s3,d1) (B-s1,d0) (B-s2,d0) (B-s1,d1) (B-s2,d1) -- CEILINGS maximum European classes (A2-s1,d0) (A2-s2,d0) (A2-s3,d0) (A2-s1,d1) (A2-s2,d1) (A2-s3,d1) (B-s1,d0) (B-s2,d0)**];
- All counter ceilings shall belong to a reaction-to-fire class not exceeding 1 [**maximum European classes (A2-s1,d0) (A2-s2,d0) (A2-s3,d0) (A2-s1,d1) (A2-s2,d1) (A2-s3,d1) (B-s1,d0) (B-s2,d0)**];

- All wall and floor wood coverings shall be duly treated with authorised paints of reaction-to-fire class 1 [**WALL maximum European classes (A2-s1,d0) (A2-s2,d0) (A2-s3,d0) (A2-s1,d1) (A2-s2,d1) (A2-s3,d1) (B-s1,d0) (B-s2,d0) (B-s1,d1) (B-s2,d1) -- CEILING maximum European classes (A2-s1,d0) (A2-s2,d0) (A2-s3,d0) (A2-s1,d1) (A2-s2,d1) (A2-s3,d1) (B-s1,d0) (B-s2,d0)**], in compliance with the provisions as in I DM. 6 March 1992 (G. U. n°66 of 19/March/92);
- Only materials belonging to reaction-to-fire class not exceeding 1 [**maximum European classes (A2-s1,d0) (A2-s2,d0) (A2-s3,d0) (A2-s1,d1) (A2-s2,d1) (A2-s3,d1) (B-s1,d0) (B-s2,d0) (B-s1,d1) (B-s2,d1)**] shall be used to make any fixed or mobile scenes and backdrops.

All the materials herein shall comply with D.M. 26 June 1984 (S.O. G.U. n° 234 of 25/Aug/84), with specific reference to their installation.

The undersigned hereby declare they possess **all** the certificates for the materials used and for the installation of fire-retardants and fire-proofing materials applied to wood elements and shall submit the originals within 24 hours upon request of any Authority or of the Congress Centre Director.

The undersigned hereby affirm they will supervise and take all measures so as to guarantee that the properties of the materials are not altered during assembly and fitting up and that any maintenance intervention complies with the relevant technical certificates.

Date: _____

In witness whereof

Note: Art. 10, par. 1, D.M. 15/March/2005 (translated extract): *Products legally commercialised in one of the EU member states and Turkey or in one of the EFTA member states signing the SEE agreement can be employed in Italy in works for which their reaction-to-fire class is allowed, for their specific purpose, provided that they bear the CE marking as provided for by the EU directives. Should EU norms not exist or be work-in-progress the relevant Italian regulation is applicable as in D.M 5/Aug/1991.*