

## Section 5

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### Shell Scheme and Space Only Stand Information

#### GENERAL

##### Build-up and breakdown

Please refer to the timetable at the beginning of the manual and contact Claire Bassett at [cottm@tarsus.com](mailto:cottm@tarsus.com) if you have any queries.

##### Canvassing

Exhibitors may only conduct business and distribute literature from their own stands. Under no circumstances may activities spill into gangways. If you are approached on your stand by unwelcome visitors trying to sell their products, please take a business card and inform the Organisers Office so that appropriate action can be taken. Note that it is not uncommon in China for exhibitors to be approached by individuals not associated with the exhibition, touting for business, selling goods such as DVDs, electrical equipment, clothing etc. Please inform the Organisers Office if you are approached, so that we can remove the offenders from the venue.

##### Contractors

The Organisers have appointed contractors to undertake specific duties in connection with the Exhibition. A list of these 'Official Contractors' is contained in the front of this manual and Exhibitors are requested to utilise their services wherever possible. Unfortunately, it is very difficult to prevent unauthorised contractors entering the hall and it is important that you do not conduct business with any unofficial contractors as they are not trustworthy and may not deliver goods promised. All solicitations should be ignored - please go to the service desk onsite if you need any assistance

##### Compressed air (Form B3)

The maximum pressure available is ½ Hp standard piping. Please contact Beijing Sidex to place an order for this service, or use the form in the forms section.

##### Dilapidations

Exhibitors are responsible for all panels, walls, columns, flooring, shell scheme stands, hired accessories etc within their stand area and any damages will be made good at the exhibitor's own expense. All exhibits and stand fitting materials must be cleared from the venue and charges will be levied for the removal of any abandoned articles.

##### Drop wires / Hanging Points

There are facilities for hanging points in Hall 1 and this is for hanging lightweight banners only. For specific areas where drop wires can be facilitated, or for approval of hanging banners, exhibitors and/or their stand fitting contractor should contact Beijing Sidex. Relevant costs apply. Please submit a copy of your stand plans, with indications of required hanging points, along with all other information required as per the stand fitting section, to Eric Thong at [sidex@163.net](mailto:sidex@163.net)

##### Fixings to building

As stated in the Rules & Conditions, exhibitors may not fix or attach anything to the structure of the building. This also applies if you have a pillar in your stand - you may build around the pillar but may not attach anything directly to it. Fire hydrants and hoses and electrical service boxes may not be obstructed.

### Furniture hire (form B1)

Beijing Sidex is responsible for all furniture hire. Please complete the order forms in the form section to order additional furniture.

If you have ordered a Shell Scheme stand, it will be equipped with the following package, per 9m<sup>2</sup> of space (ie you will receive 1 set for a 9m stand, and 2 sets of this package for an 18m stand)

- One white square table
- Two white chairs
- Waste paper basket
- Lockable cupboard

(See electrical section for details of electrical items included)

### Graphics

If you require graphics for your stand, Sidex can print these for you, to fit the shell scheme panels. Please contact Eric Thong directly for a quotation on [sidex@163.net](mailto:sidex@163.net)

### Height restrictions

Please note that height restrictions are in place in the halls. Please use the floor plan that you will have received with your contract, to check the height restriction applicable to your stand position. If you are uncertain, please contact us. **In Hall 1, the maximum height for stand build is 5 metres. In Hall 2, the maximum height for stand build is 3 metres.**

### Nameboards

As a Shell Scheme Exhibitor, you are automatically provided with a sign on your stand indicating your company name.

Please complete this via the online exhibitor system:

[http://prereg.cottm.cn/exhibitor/login\\_en.asp](http://prereg.cottm.cn/exhibitor/login_en.asp), specifying the company name you require. The deadline for this form is 12 March 2012. If this is not completed, the name will be taken from our records and we cannot guarantee that it will be correct. If you wish your name to appear in Chinese, please supply the Chinese translation. Alternatively, we can arrange for your name to be translated into standard mandarin but can not be held accountable for subjectivity of translation etc.

Any corrections to a nameboard, unless the fault of the contractor, will be charged for.

### Pillars

Please note that some of the stands have pillars on them. Please ensure you have checked your stand position on the floor plan and are aware of any stand restrictions. Please also note that it is not possible to affix anything to pillars.

### Space only

If you have booked a Space Only stand you will need to order your own carpet, electrics, stand build, furniture etc. We strongly suggest you arrange this through the official contractors, Beijing Sidex, as all other contractors are subject to strict regulations and will be required to submit full details to the official contractors - see the stand fitting section for full details. If you wish to change your type of stand from space only to shell scheme, please contact Jane Carter on W: +44 (0)20 8846 2902.

Please submit a copy of your stand plans, along with all other information required as per the stand fitting section, to Eric Thong at [sidex@163.net](mailto:sidex@163.net)

### Stand sharers

It is important that you let us know who your stand sharers are, in order that we can contact the stand sharers directly to obtain their show guide entry. You are responsible for letting us know the details of the stand sharers on your stand, please do this by completing the form in the forms section. Please note that stand sharers do not receive a copy of this manual. To avoid confusion and duplication, we ask that only main stand holders order items from the contractors (such as electrics etc). Therefore please liaise with your sharers and ensure you order any items they require on their behalf.

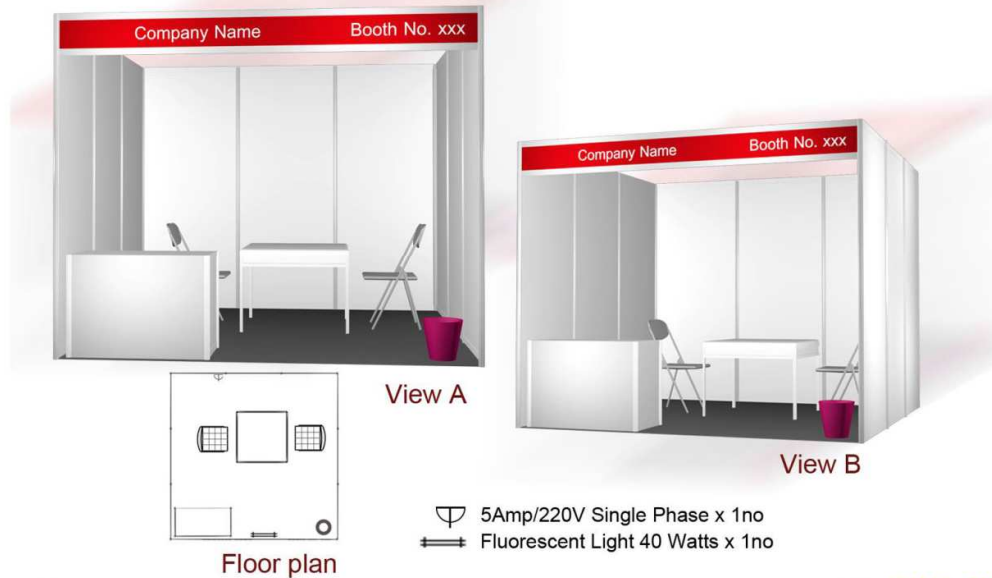
### Stand personnel/temporary staff

Interpreters, stand attendants and security guards can be ordered using the form in the forms section. Please ensure you order an exhibitor badge for all personnel working on your stand - see section 3.

## Shell Scheme Stands

The exhibition has been sold on the basis of either 'space only' or 'shell scheme package'. Your stand dressing should be contained within your shell scheme stand - ie should not be more than 2.35m in height.

### COTTM 2012 Standard Booth



\*All Rights Reserved Designer:Hanyanjie 2011.10.14

beijing **SIDEX**  
EXHIBITION SERVICE CO., LTD

SHELL SCHEME PACKAGE consists of:

Rear & dividing walls in white laminated panels with white aluminium system poles. The panels are approximately 1m wide by 2.5m in height. However, for graphical purposes, the panels are 95cm by 235cm.

Charcoal grey Carpet

Red fascia board to include cut-out medium letterings of company's name and stand number - please complete the shell scheme nameboard form (via the online exhibitor system [http://prereg.cottm.cn/exhibitor/login\\_en.asp](http://prereg.cottm.cn/exhibitor/login_en.asp)). If you wish your company name to also appear in Chinese characters, you will need to supply the Chinese characters also.

6 - 9m Stands will receive the following package items:

One white square table

Two white chairs

One waste paper basket

One fluorescent light tube

One lockable storage cupboard (not suitable for valuable items - for general storage only)

One 5 amp/220v single phase 3 pin socket

For larger stands, you will receive this package for each complete multiple of 9sqm space occupied (i.e. 18sqm stands will receive 2 packages, 27sqm will receive 3 packages and so on)

#### ADDITIONAL SHELL SCHEME OPTIONS

The shell scheme optional extras are included on the shell scheme additions order form (Form B2)

Exhibitors using the shell scheme service should complete and return this order form only if they require any additional interior work i.e. office/storage area, fasteners for hanging graphic boards etc, or shelving. A sketch showing the position of any shelving, modular partitions, doors etc must be provided using the Service Location plan (Form B5) in the order form section.

#### SHELL SCHEME STAND REGULATIONS/GUIDANCE NOTES

- a) No additional stand fittings or display may be attached to the stand shell structure, by means which will incur permanent damage ie. No drilling, nailing, wall papering, self adhesive tape etc will be allowed, so please ensure that you have enough chains, hooks etc. to hang posters and other displays. The cost of repair or replacement of damaged equipment will be charged to the exhibitor.
- b) No financial credit will be given for items included in the type of stand booked which are not utilized. Please refer to your contract, which will detail the equipment already included in your stand. If required additional services and equipment can be ordered, please refer to the Technical Order Forms.
- c) To stabilize construction it might be necessary to include additional supporting poles and beams or wall panels (up to 3m free standing only) which are not necessarily shown on our stand layouts. Should you need to remove these supports temporarily due to the delivery of large exhibits on to your stand you must have the permission of the stand constructor before and make sure that all possible safety measures are taken.
- d) Keys for folding or hinged doors and/or locks for cupboards and/or showcases can be collected from the stand constructor's office onsite against a returnable deposit of US\$10 for a key and US\$20 for a lock.
- e) Any change to the type or colour of the floor covering provided must be by prior negotiation with Beijing Sidex contractor and any costs incurred must be paid directly by the exhibitor.
- f) An exhibitor occupying a corner booth will automatically have the sides exposed to the gangways open to visitors, with an overhead fascia board displaying their company name.
- g) Please note that some stands have a pillar/column or other restriction. Exhibitors are not permitted to attach anything to columns or any part of the building. Please ensure you check your stand position on the floor plan for any obstructions/pillars.
- H) Height restrictions apply in the venue, please see the floor plan to check the height restriction in your position.

## Space Only Stands

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### NB. HEIGHT RESTRICTIONS APPLY

Please note that the ceiling height is different in each hall. Please consult the floor plan to check the maximum build height for your stand position. If you are uncertain of the height restriction, please contact us immediately to clarify this. You must ensure this information is passed to your stand contractor, to ensure that your stand design is suitable and will fit within the height restrictions.

If you have booked a Space Only stand you will need to order your own carpet, electrics, build, furniture etc through the official contractor or an approved contractor. We suggest for convenience you use the official contractor - Beijing Sidex. If you use a different contractor, it is imperative that you pass this section to the contractor of your choice as it contains vital information regarding the paperwork which **MUST** be completed and approved in advance. You should also consider that if you choose not to use the official contractor, you will be responsible for overseeing that your chosen contractor complies with all legislation and builds the stand safely and within the allocated build up and breakdown period.

If you wish to change your type of stand, please contact Jane Carter on + 44 (0)20 8846 2902

### Choosing a custom design & build stand contractor

If you are interested in an individually designed innovative and original exhibition stand, please contact our official stand contractor.

Beijing Sidex Exhibition Service Co., Ltd.  
No.2A Zhonghuan South Rd, Wangjing,  
Unit 1106, Chaoyang District, China  
100102

Contact Person: Eric Thong / Grace Lu  
Tel: +86 10 8459 2408 / 09 / 10  
Fax : +86 10 8459 2411  
Email: [sidex@163.net](mailto:sidex@163.net)

Please note that if you wish to engage your own stand contractor, apart from the official recognised stand contractor, additional regulations must be abided by as follows. Please ensure your contractors are aware of these regulations:

Provide elevation plan, electrical layout, perspective drawing, a sample of materials used for stand 60 days before move-in date.

Carpet must be treated to be fire retardant and fire certificate provided. No double-sided tapes are allowed for securing carpet to the floor; only black tapes shall be used.

For electricians, they must have locally recognized electrician certificate. A sample of all wires must be submitted for approval 60 days before move in.

A hall management charge will be imposed as it is a standard charge by the hall and a US\$5000 cash deposit must be given before move in. The cash deposit will be refunded immediately after the show, providing that all services (electrics etc) have been paid in full, all waste material has been removed and no damage has occurred to the venue.

A list of contractor names and 2 copies of their respective photographs (1 inch) must be given to the official contractor. The issuing of passes will be from Beijing Sidex and at a nominal charge.

No construction, sawing, painting is allowed on site unless approved by Beijing Sidex. Very minimal construction is allowed.

Unauthorized or illegal contractors are not allowed on site construction. For contractors who wish to do construction, the register of company certificate (photo copy) must be submitted to Beijing Sidex.

If light boxes are used on the stand, they must have heat dissipating facility.

If temporary power is required during the stand build up, this must be applied for through Beijing Sidex. Such power will be connected only by Beijing Sidex, and no other contractors are allowed to tap any power to their stands without the approval of Beijing Sidex.

No smoking is allowed within the halls. Offenders could be fined and barred from the halls by the security personnel.

- a) Upon receipt of this manual, you are required to advise immediately the name of your stand builder, address, contact name, telephone and fax number to Beijing Sidex Exhibition Service Co., Ltd. Please note that Beijing Sidex Exhibition is the only recognised official special stand contractor, the contact details are as follows:

Beijing Sidex Exhibition Service Co., Ltd.

No.2A Zhonghuan South Rd, Wangjing,

Unit 1106, Chaoyang District, China

100102

W Tel: : +86 10 8459 2408 / 09 / 10

Fax : +86 10 8459 2411

Email : [sidex@163.net](mailto:sidex@163.net)

- b) Floor covering (e.g. Carpet) and also rear and side walls of a minimum height of 250cm must be provided by the exhibitor or his stand builder. Construction may exceed a height of 250cm, but only with the permission in writing from Beijing Sidex and final approval by the local authorities, after receipt of the proposed stand design, prior to the exhibition. Submission should reach Beijing Sidex 60 days before move-in and approval will be notified 30 days before move-in.
- c) Construction must not exceed a height of 250cm, without the prior permission in writing from Beijing Sidex. This will only be given after receipt of the proposed stand design, 60 days prior to the exhibition.
- d) The reverse side of your wall/s must be made good, in plain neutral colours with no logos or advertising, if it exceeds the height of those on neighbouring stands (ie if it exceeds 2.5m in height) No part of the stand structure may extend beyond the boundaries of the site allocated.
- e) The outer surface (wall panels 2.5m height) must be decorated if visible from the aisles. Please note that company names and logos are not permitted on the reverse side of walls.
- f) Three copies of the technical stand layouts indicating all measurements including heights have to be presented to Beijing Sidex for approval latest 60 days before move in dates.
- g) The position of entry points for ordered electricity, water, telephone connections etc. must also be clearly marked on the stand layouts. All electrical connections must be done by Beijing Sidex only. Beijing Sidex has the exclusive right for water connection and electrical connection.
- h) Attention! There are also special rules in the CWTC for the approval of space only stands, not built by the official contractor (Beijing Sidex). Plans must be presented to Beijing Sidex no less than 2 months before the show. To find out exactly which documents are needed, in what format and details about the approval procedure, please contact Beijing Sidex at E-mail: [sidex@163.net](mailto:sidex@163.net)

Regarding fire safety and safety of stand construction and electrical equipment:

Please contact Beijing Sidex at E-mail: [sidex@163.net](mailto:sidex@163.net)

- i) Before erecting your stand or placing your outdoor exhibits, the Tarsus or Beijing Sidex on-site office must be contacted to ensure that the correct space will be occupied. If a stand is built in the wrong space and Tarsus or Beijing Sidex had not been contacted before, you will be forced to dismantle your stand at your expense and build it up again in the correct space.
- j) We do not provide fascia panels for space only sites. The exhibitor and/or his stand constructor have to ensure that the stand prominently displays the name of the exhibitor as well as the stand number to the aisles.
- k) Exhibitors or their stand builders are not allowed to use double-sided sticky tapes to secure carpet to the floor. The cost of repair or replacement of damaged pavilion facilities/ equipment will be charged to the exhibitor and the damage fee will be subtracted from the US\$5000 deposit.
- l) Double Decker stands are not permitted by the venue.
- m) No part of any structure may extend beyond the boundaries of the site allocated.
- n) The minimum width of the gangways in the exhibition halls is 3 meters. The main gangway width is 4 meters. The width of the gangway facing opening stands on the four sides of the exhibition hall is 2.5metres. **Hall 1 maximum build height is 5 meters and Hall 2 maximum build height is 3 metres.** It is your responsibility to ensure that you have checked the height in your stand position. If you are uncertain, please contact us. Minimum distance between the protruding parts of the wall and stand panel is 0.6 meters. In case there is a power switch board behind your stand panel, a 0.6-1 meters wide passage should be left and permission must be granted by Beijing Sidex.
- o) The name and stand number of the exhibitor should be prominently displayed.
- p) Columns, pillars, fire points and / or utility connection points may not always be conveniently located with regards to the stands allocated. This may result in longer lengths of cables and pipes being visible: possibly across your stand.
- q) No suspension may be made from the ceiling of the exhibition hall nor may be made to the floor, walls or any other part of the building without the approval of Tarsus and Beijing Sidex's Management. Please refer to the Marketing Manual for sponsorship opportunities.

## Design of Stand and Fire Safety/Electrical Regulations

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### Employment of labour

Exhibitors must ensure that their Contractors and sub-Contractors conduct their industrial relations in accordance with good practice. Any person who, in the opinion of the Organiser, is carrying out work contrary to the requirements of the Organiser and of the local or other competent authority and of the Landlords of the building, will be required to stop immediately and may be directed to leave the exhibition site. We suggest you use the officially recommended contractors.

### General

The design of the stand must be such that the stand can be erected and dismantled within the time given. Note that excessive overcharge costs (US\$900 per hour) are charged by the venue. The build up times for space only stands are 08:30 - 17:00 Monday 16th April and 08:30 - 17:00 on Tuesday 17th April. Breakdown is 16:00 - 20:00 on Friday 20th April.

### Height limits & partition walls

All space only exhibitors are required to construct free standing partition walls between their own & adjoining stands. These must be to a minimum height of 2.5m & a maximum height of 5m in Hall 1. However, note the individual stand height restrictions in your area - the maximum build height in Hall 2 is 3m. It is your responsibility to check the ceiling height in your stand position. If you are uncertain, please contact us.

Note: Where partitioning walls are constructed over 2.5 m in height, it is the responsibility of the exhibitor constructing the wall to dress the rear of the partition wall down to a height of 2.5 m in a neutral colour (normally white or light grey) as agreed by the neighbouring exhibitor.

Maximum height includes platforms and the use of flags and balloons. Logos and branding are not permitted on the rear face of partition walls when these walls overlook neighbouring stands.

### Open frontages

Stand walls (above 1.5 metres in height) that are on a gangway facing another exhibitors' stand should not exceed 4m in length without an opening. Walls should either have natural breaks, glazed panels or other such features. In addition, at least one third of each open side must be kept open. Any exception will require written permission from the Organiser.

### Space Only stand numbering

All space only exhibitors should display their company name and stand number prominently on their stand so that they can be viewed from each approaching gangway. This will assist visitors in locating their position within the hall and finding the stands they wish to visit.

### Obstructing gangways

No part of any stand or exhibit, including fascia, signs, lighting, corner posts, etc, shall project into or over the gangway or obscure any fire or exit signs and the Organisers reserve the right to remove any such item.

### Platforms

Platforms are not essential but where they are incorporated into the stand design the following regulations apply. The general height may not exceed 100 mm (4") but areas may be super-elevated for display purposes. Details of super platforms, above the height of 600 mm (24") to which persons have access must be submitted to the Organiser for approval by the Authorities. Corners should be rounded off and platforms should incorporate a ramp into their design for

disabled access to meet the requirements introduced under the recent Disability Discrimination Act.

The flooring must not be less than a nominal 25 mm (1") thick & be laid with close joints. Platforms must be of a strength and stability sufficient to carry and distribute the weight of the stand fitting, stand personnel, visitors and exhibits having regard to the loading limits of floors.

#### Doors and windows

To avoid accidents, all doors and windows along gangway edges must open inwards. Other doors and windows which open outwards should not exceed beyond the site boundaries and should have a vision panel.

#### Height and floor loading restrictions

The maximum build height restrictions in the exhibition halls are **5 metres in Hall 1 Level 1, and 3 metres in Hall 2 Level 1**. If you are not sure of the ceiling height in your particular area, please contact us for details on [cottm@tarsus.com](mailto:cottm@tarsus.com). The maximum floor loading is 1500kg/sqm

#### Fire safety & electrical regulations

Some stands will be provided with a fire extinguisher (water type) for the duration of the show, by the Fire Officer - it must not be removed. Exhibitors should ensure that their stand contractors & staff are aware of how to use these extinguishers & of the location of the fire exits & alarm points within the halls. Any exhibitor requiring a special type of extinguisher owing to the nature of their exhibits must make their own arrangements. Any exhibitors particularly concerned about the flammable nature of their exhibits are strongly advised to bring their own fire extinguishers.

1. Exhibitors are responsible for fire safety and compliance with fire safety regulations during installation, actual operation and dismantling of fairs and exhibitions.
2. Compliance with the present rules is supervised by the technical personnel of Beijing Sidex, the management of the exhibition and by the state fire protection authorities.
3. The exposition plan of space only stands shall be submitted by the exhibitor or his stand builder to Beijing Sidex as regards fire safety regulations at least two months before the announced commencement date of installation.
4. The layouts of closed and open expositions to be submitted by foreign participants shall be required to indicate:
  - a) The layout of exhibits, offices, various auxiliary premises (cinema hall, film projecting rooms, kitchen, dining rooms, restaurants, bars, information desk). Showing all dimensions and tied up with a particular exposition area.
  - b) Location of evacuation exits, fire hydrants, internal fire cocks and power cabinets, according to the copy of the pavilion plan from Beijing Sidex. Unobstructed access to the exits, fire hydrants, internal fire cocks and power cabinets and an adequate zone required for their normal operation must be provided.
  - c) Exhibits displayed in operation, operation principles of engines, fuel and lubricants used, and raw materials processed.
  - d) Conventional signs and symbols to easily read drawings and the necessary legends.
  - e) Exposition plans shall be submitted in triplicate.
  - f) The legends and inscriptions in the plans shall be made in English.
5. The exhibitor shall submit, at least two months before the commencement of installation, to Beijing Sidex information about all radioactive, inflammable and explosion-hazardous

materials and exhibits to enable coordinated safety measures to be taken. Importation of the above-said materials and exhibits without the authorization of Beijing Sidex shall not be allowed.

6. Stationary stand structures may be made of conventional building materials (of a normal flammability class). Fireproof and slow burning materials shall be used for finishing the interior of stands, offices, podiums, ceilings and fencing. All flammable materials must be treated with a fireproofing compound. The use of draping materials from flammable plastics which are not susceptible to treatment with fire proofing compound, shall not be allowed.
8. During installation and dismantling of exhibits, the approach ways (passages) pavilions shall be kept vacant. Unneeded transportation crates, packaging and other materials and equipment shall immediately be removed from the pavilions.
9. Threshold and turnstiles shall not be set up in evacuation and visitor traffic paths. Aisles for visitors shall have a width of at least three meters and a circular layout and offer free access to evacuation passages, power cabinets, fire boxes and other fire fighting facilities. Stairwells, evacuation exits, passages, corridors and vestibule should always be kept free from any objects preventing the flow of people.
10. The use of electrical and gas-fired devices for making tea or coffee shall be allowed only in rooms specially allocated for these purposes by agreement with the fire safety service.  
Electrical heating devices, refrigerators and air conditioners shall be connected separate networks equipped with starting protection devices.
11. Exhibition stands shall not be adapted to purpose such as:
  - Construction of storage and workshops;
  - Storage of combustible and flammable liquids;
  - Installation of combustible gas containers; and demonstration of operating exhibits using naked flame.
12. If the permissible current of low-power electrical devices (electric motors, transformers, etc.) mounted on an electrically powered stand is below the rated value of the automatic protection device of the network, additional electrical protection shall be provided. All electrical units shall be adequately grounded.
13. In the absence of a threat of mechanical damage being done to open electric networks, it shall be allowed to use cables clad in a non-combustible or slow burning out sheathing.  
All wire and cable connections and tapings shall be made by welding, soldering, moulding or the use of special-purpose clamps. Wire and cable strands must be reliably insulated at connecting and tapping points.
14. Mobile power equipment shall be connected with the use of flexible conductor safely protected against mechanical damage. All power installation devices (distribution boxes, sockets, etc) used must be certified products only.
15. Electric lighting devices adapted to fire-hazardous premises of class P-P shall be used for illuminating halls and stands.  
It shall not be allowed to use diffusers made of acrylic plastic, polystyrene and other flammable materials in lighting fixtures.  
The distance between intensifying lighting fixtures and combustible or slow burning surfaces shall be equal to at least 30 cm.
16. Demonstration of operating models and units using flammable liquids or combustible gases in exhibition halls are not allowed unless through special approval with the provision that these are pumped via pipelines from containers installed outside the building and the exhaust gases are vented to the outside.

Installation and demonstration of fire-hazardous exhibits and processes (welding and soldering jobs, other jobs involving naked fire, combustible solvents, etc.) shall be subject to approval by the fair (exhibition) management.

17. Storage of promotional materials and goods shall not be arranged in the pavilion buildings. They shall be kept in office premises in quantities not exceeding daily requirements.  
Exhibits, standby equipment, crates and packages shall be stored outside the pavilions or in specially allocated premises.
18. Smoking inside exhibition pavilions will not be allowed unless in places specially allocated for the purpose and in negotiation rooms provided with ashtrays.
19. Welding and other fire-hazardous jobs shall be carried out with written authorization of the fair or exhibition management and existing fire safety regulations shall be carefully followed in the process.
20. If the design of an exposition does not meet the present regulations, the exhibition management shall be entitled to demand from the exhibitor and/or his stand builder that the exposition be dismantled.
21. All fair and exhibition participants shall be required to know and follow fire safety regulations and know how to behave in case of a fire and use first-hand fire-fighting means.  
Penalties shall be imposed on foreign representatives by State Fire Fighting Service bodies in legally established procedure for the breach of fire safety regulations.