

## **RULES**

### **for Contractors of Exhibition Stands and Expositions at Expocentre Fairgrounds**

#### **1. General provisions**

1.1. The present Rules are established to manage, coordinate and control the work of contractors and departments of Expocentre ZAO, Expoconsta ZAO (a general contractor of Expocentre) and ExpoWesTrans ZAO (a general forwarding agent and customs broker of Expocentre).

1.2. The Rules regulate the procedures to control adherence to production process and fire safety rules during construction of exhibition stands and expositions, timely completion of construction, to maintain cleanness and order, and to observe occupational safety during the set-up and dismantling works.

1.3. The Rules are based on The General Terms of Participation in Exhibitions Held at Expocentre Fairgrounds and are to be observed by all contractors both Russian and foreign of exhibition stands and expositions on the territory of Expocentre Fairgrounds.

1.4. Contractors are allowed to carry out set-up and dismantling works at Expocentre Fairgrounds with a Letter permitting delivery/removal and set-up/dismantling of exhibition equipment, materials and stand structures (Enclosure No.7) on condition of execution of all the necessary coordinations and provisions stipulated by The General Terms of Participation in Exhibitions Held at Expocentre Fairgrounds, Exhibitor Manual and the present Rules.

1.5. Compliance control is to be carried by pavilion and open-air site managers of the Maintenance Division of Expocentre, the General Contractor and the Exhibition Management.

#### **2. Regulations for coordination, set-up and dismantling of exhibition stands and expositions**

2.1. The layout of stand construction showing locations of exhibition equipment and power supply sources is to be presented by the Contractor for coordination with the Fire Department No.160 and Expoconsta ZAO 15 days prior to the start of the set-up period. In case of construction a two-storey stand, the layout is to be presented 45 days prior to the start of the set-up period.

Control over stand construction according to the coordinated layouts is to be carried out by Expoconsta ZAO.

2.2. All used and delivered building materials must be accompanied by documents send in advance proving that these materials comply with requirements of the Article No.134 of the Russian Federal Law from 22 July 2008 No.123-FZ “Technical Regulations for Fire Safety Requirements”, and Section 150 of the Regulation of Fire

Safety in the Russian Federation including specifications of the manufacturer, fire safety certificates, expert report of fire safety, documents proving fire-resistant finish, etc. (Enclosure No.8).

2.3. Passes for delivery and removal of materials, stand structures and equipment are processed by the Management of the pavilion where the stand is to be located based on the Letter permitting delivery/removal and set-up/dismantling of exhibition equipment, materials and stand structures (Enclosure No.7), in three copies with signatures and stamps of the persons authorized by:

- Fire Department No. 160 located at Expocentre Fairgrounds
- Expoconsta ZAO
- Exhibition Management (“Delivery approved”)
- Telecommunications Department of Expocentre ZAO (if deliver presentation equipment and other radio and high-frequency equipment for installation)

The Letter (see Enclosure No.10) for passes for stand builders is to be made in three copies with signatures and stamps of the persons authorized by:

- Fire Department No. 160 located at Expocentre Fairgrounds
- Expoconsta ZAO
- Exhibition Management (“Approved”)

To receive staff passes, a representative of the Contractor has to present the Power of Attorney (Enclosures No. 9.0; 9.1.) and the Letter (Enclosure No.10) in the Service and Protocol Department of Expocentre ZAO.

2.4. The responsibility for observation of the fire safety rules and occupational safety during the stand set-up lies with a representative of the Contractor (authorized by the head of the Contracting Company, see Enclosure No.14) or with an authorized person (for foreign contractors). The authorized person (by an Administrative Order or a Power of Attorney for foreign contractors, see a sample in Enclosures No.9.0 and 9.1) has to carry out all the necessary steps connected with fire safety and occupational safety processing relevant papers before the set-up begins.

In case representatives of the Fire Department No.160 find violations of fire safety rules in coordinated stand construction layouts, the Fire Department No.160 should inform Expoconsta ZAO and take part in drawing up a statement and instructions on how to make corrections.

2.5. The Contractor must inform ExpoWesTrans ZAO about delivery of equipment and building materials from other countries though customs not later than the first day of delivery. ExpoWesTrans ZAO in its turn informs Expoconsta ZAO and the Fire Department No.160 (see Enclosure No.11).

2.6. Preliminary set-up, installation and paint of a custom-made stand (made of non-standard elements) are to be made at the Contractor’s production facilities with following dismantle into components to deliver them to Expocentre Fairgrounds.

It is prohibited to saw, shave, scrape, varnish, paint and carry out other processing of materials at Expocentre Fairgrounds.

The stand set-up at the exhibition grounds using building materials is to be carried out with stand structures and elements prepared in advance and precoated and painted at the Contractor's production facilities.

Under exceptional circumstances it is allowed to fit and retouch stand structural elements in junctions using electric instruments with dust collectors.

2.7. All works connected with the set-up and installation of exhibition stands, and unpacking of containers are to be carried out within the area rented by the Exhibitor (Event Organizer, Organizer of a Joint Exposition); passages between stands must be free of any packaging, building materials, structures, equipment and exhibits.

Packaging free of goods and other freight (boxes, trays, pallets, etc) must be immediately removed from pavilions and from the territory of Expocentre Fairgrounds or to the temporary storage warehouse of ExpoWesTrans ZAO with the payment for removal and storage.

2.8. All wiring installation (connection of stands and exhibits to power supply sources), works connected with compressed air and all plumbing works are to be carried out by Expocentre personnel only. Payment for these services is to be done in advance according to established procedure.

Electric instruments for the stand set-up and break-down are to be used with standard electrical outlets (220W 16A) located along pavilion walls and in pillars.

2.9. Every stand must have an information plate with the name of the construction company, the name and mobile phone number of a person responsible for observing the present Rules and fire safety regulations.

2.10. The Contractor's team working on stand set-up must wear company uniforms. All stand builders must also wear a badge with the name of their construction company and their own name.

2.11. The Contractor is obliged to:

- ensure completion of the stand set-up before 20:00 of the day preceding the exhibition opening day, or following the established procedures prolong the set-up hours to not later than 08:00 of the exhibition opening day. To prolong and pay for the prolonged set-up hours, the Contractor's representative has to present a Letter of Guarantee (see Enclosure No.12) not later than 17:30 in the Maintenance Department or the Hosted Exhibitions Division of Expocentre ZAO

- clean the area around the stand of construction waste and packaging before 17:00 of the last day of the set-up period

- ensure cleaning of the exhibition stand before 20:00 or the end of the prolonged set-up time

- provide the Exhibitor with the stand equipped with the ordered furniture (in compliance with a statement).

2.12. The Contractor is obliged to remove small construction waste and other waste produced when unpacking to special containers located behind pavilion assembly gates.

The Contractor is obliged to remove packaging and large-size packages made of industrial wood, chipboard, wood fiberboard, fiberboard, plastic and other similar materials from the territory of Expocentre Fairgrounds within the established deadlines of the set-up and dismantling periods.

2.13. Break down of exhibition stands and expositions can be started only after the end of the exhibition running period. It must be over before 20.00 every day till the last day of the dismantling period. It can be prolonged to 24.00 of the last day of the dismantling period providing the exhibition does not have other hours set for the dismantling period.

2.14. All exhibition belongings, design and decoration elements, equipment and structures (materials, components) of exhibition stands are to be removed from the territory of Expocentre Fairgrounds before the end of the dismantling period.

2.15. The rented area free of building waste, garbage, floor coverings, adhesive tapes, spots and glue is to be accepted by the Pavilion Management.

**2.16. It is prohibited to:**

- a) carry out set-up of building structures in areas where electric service panels, structural access doors, fire cabinets and other engineering equipment are located
- b) bring woodworking equipment and sawn wood to carry out sawing, shaving and other woodwork connected with manufacture of stand elements
- c) varnish and paint if it requires covering the whole stand structure
- d) apply paint, varnish, glue or other hard-to-remove coatings to pavilion floor, walls and pillars
- e) drill holes in pavilion floors, walls and pillars
- f) suspend hardware and any kind of advertising structures from pavilion ceiling structures
- j) run into or drive over floor coverings when delivering goods or equipment to an exhibition stand
- h) be within the stand set-up area if not necessary
- i) place and store materials, clothing, footwear and other personal belongings outside the stand set-up area
- j) use stands belonging to other contractors and furniture and equipment brought by other exhibitors to carry out construction and set-up works, take a rest and a meal
- k) take exhibition furniture and equipment out from the stand set-up area
- l) lean any constructions and materials against pavilion walls, pillars, windows and doorways
- m) glue, stick and place any pointers or signs on pavilion walls, glass, pillars, floor, on fire cabinets and other interior elements of pavilions; damage floor covering in

pavilions, asphalt, concrete and block pavements and coverings of the open-air area of Expocentre Fairgrounds

n) dismantle stands throwing over stand structures and throwing stand elements from above.

### **3. Responsibility of Contractor and settlement of disputes**

3.1. All questions arising during the set-up, running and dismantling periods are to be solved with the help of pavilion managers, the General Contractor, the Exhibition Management, and the Organizer of a Joint Exposition using The General Terms of Participation in Exhibitions Held at Expocentre Fairgrounds, the present Rules, agreements (contracts) about participation in the exhibition and carrying out set-up and dismantling of stands, and the Rates for Services provided by Expocentre ZAO and Expoconsta ZAO.

3.2. Whenever the Contractor violates any of the present Rules, a Statement (see a Statement sample in Enclosure No.13) must be drawn up and signed by representatives of the Pavilion Management, the General Contractor, the Exhibition Management as well as authorized representatives of the Contractor.

The Contractor bears full liability for damage to any property of Expocentre ZAO and/or third parties including but not limited to damage to equipment, accessories and interior elements of a pavilion. The damages are to be paid by the Contractor in full.

3.3. In case of a repeated violation of the present Rules, the Contractor shall be denied the Permit to carry out set-up and dismantling of stands at next events held at Expocentre Fairgrounds.

#### **Enclosures:**

1. Enclosure No. 1: Set-up and Dismantling of Stands, Stand Design (Section 6 of The General Terms of Participation in Exhibitions Held at Expocentre Fairgrounds)

2. Enclosure No. 2: Permitting Regulations for Set-Up of Non-Standard and Exclusive Stands at Exhibitions Held at Expocentre Fairgrounds (Enclosure No. 2 to The General Terms of Participation in Exhibitions Held at Expocentre Fairgrounds)

3. Enclosure No. 3: Regulations for Electrical Work at Exhibitors Stands (Enclosure No. 3 to The General Terms of Participation in Exhibitions Held at Expocentre Fairgrounds)

4. Enclosure No. 4: Pass Regulations, Delivery and Removal of Exhibits, Equipment and Materials for Stand Construction (Enclosure No. 4 to The General Terms of Participation in Exhibitions Held at Expocentre Fairgrounds)

5. Enclosure No. 5: Fire Safety Regulations (Enclosure No. 5 to The General Terms of Participation in Exhibitions Held at Expocentre Fairgrounds)

6. Enclosure No. 6: Fire and Occupational Safety (Section 9 of The General Terms of Participation in Exhibitions Held at Expocentre Fairgrounds)

7. Enclosure No. 7: Sample Letter permitting delivery/removal and set-up/dismantling of exhibition equipment, materials and stand structures

8. Enclosure No. 8: the list of documents for Fire Department No.160 located at Expocentre Fairgrounds for permission to deliver building materials, structures, equipment and exhibits (from Enclosures No. 2 and 5 to The General Terms of Participation in Exhibitions Held at Expocentre Fairgrounds)

9. Enclosure No. 9: Sample Powers of Attorney 9.0 and 9.1.

10. Enclosure No. 10: Sample D.04 from Exhibitor Manual. Sample application for work passes (Contractor's staff)

11. Enclosure No. 11: Sample notice of ExpoWesTrans ZAO and other forwarding agents delivering materials for stand construction through customs

12. Enclosure No. 12: Sample letter for prolongation of the set-up and dismantling hours

13. Enclosure No. 13: Statement about Violations of the General Terms of Participation in Exhibitions Held at Expocentre Fairgrounds, the present Rules, and an Agreement with Expoconsta ZAO.

14. Enclosure No. 14: Sample order for designation of a person in charge of the set-up/dismantling and compliance with the fire and occupational safety regulations.

## **6. Set-up and dismantling of stands, stand design**

**6.1.** Set-up, dismantling and design of stands shall be carried out by Expoconsta, the general contractor of Expocentre. The exhibitors may employ third-party organizations (contractors) to carry out set-up, dismantling and design of stands or undertake it entirely on their own only if they set-up or dismantle non-standard or custom-made stands and have obtained a written permission of Expoconsta (Enclosure No. 2, Permitting Regulations for Set-Up of Non-Standard and Exclusive Stands at Exhibitions Held at Expocentre Fairgrounds; and Enclosure No. 3, Regulations for Electrical Work at Exhibitors Stands).

### **6.2. Set-Up regulations**

Set-up of the exhibition stand shall be carried out only within the area leased to the exhibitor, with the mandatory proviso that aisles shall be left free from crates and construction waste. Expoconsta's permission is required when mounting stands higher than 2.5 meters and placing various advertising plants. The permission shall be given providing the exhibitor furnishes complete technical documentation. The maximum allowed height of stands including additional constructions is 6 meters.

If the exhibitor or his contractor fail to coordinate with Expoconsta the layout of the stand exposition or fail to stick to the coordinated layout, Expocentre shall reserve the right to suspend the set-up and demand carrying out of the set-up in accordance with the layout.

All high-altitude works shall be performed by Expoconsta staff only.

Electric services (connection of exhibitors' stands and exhibits to power supply sources), work connected with compressed air and plumbing services shall be performed by Expocentre staff only.

Freight handling, construction, installation and dismantling which require hoisting devices shall be carried out only by the staff of Expowestrans ZAO (hereinafter referred to as Expowestrans), Expocentre's general freight and forwarding agent (see Sector 10). The use of mechanical devices (including vehicles equipped with hoisting devices) and staff of other companies shall be prohibited.

During the set-up and on completion of the set-up of the exhibition stand and the exposition (before opening of the exhibition), the exhibitor and his contractor must:

- remove all containers, packages and remainder of building materials from the territory of the Fairgrounds;

- remove all exhibition waste of main and auxiliary building materials, garbage and solid domestic waste from the mounting area to specially allocated places and containers on the open-air territory of the Fairgrounds.

It shall be prohibited to:

- carry out set-up of building structures in areas where electric service panels, structural access doors, fire cabinets and other engineering equipment are located
- bring woodworking equipment and sawn wood to carry out sawing, shaving and other woodwork connected with manufacture of stand elements
- varnish and paint if it requires covering the whole stand structure
- apply paint, varnish, glue or other hard-to-remove coatings to pavilion floor, walls and pillars
- drill holes in pavilion floors, walls and pillars.

### **6.3. Allocation and maintenance of stands, structures and exhibits**

All temporary structures and the stand shall be set up within the boundaries of the area allotted to the exhibitor.

Aisles for visitors shall always be unobstructed and have a width of at least three meters.

The exhibits shall stay at the stand during the whole period of the exhibition running.

Keeping the stands in a clean condition and cleaning the leased space shall be in the care of the exhibitor himself or shall be done for him at his request and at his expense.

### **6.4. Dismantling regulations**

The exhibitor may start dismantling of exhibits and decoration only after the exhibition is closed and shall be required to complete it and to return the leased exhibition area to its original condition and to remove of exhibition cargo before or on the specified date.

After the closure of the exhibition, all units and components of the exhibition stand (including saw-timber) shall be removed by the exhibitor on his own or by Expocentre on the exhibitor's request and at his expense.

If the exhibitor or his contractor fail to complete dismantling within the specified time limit, Expocentre shall have the exhibition space vacated from the property belonging to the exhibitor, including sold exhibits, at the latter's expense by personnel of Expowestrans. In this case Expocentre and Expowestrans bear no responsibility for

any likely damage in transit and shall charge the exhibitor or his assignee the triple of the rental charged for the use of the exhibition and storage space between the dismantling completion date and the date on which these areas are vacated.

## **Permitting Regulations of Set-Up of Non-standard and Exclusive Stands at Exhibitions Held at Expocentre Fairgrounds**

### **Definition of non-standard and exclusive exhibition stand**

- 1. Non-standard stand:** any stand higher than 2.5 meters custom-made of non-standard exhibition elements and equipped with original furniture and electrical equipment.
- 2. Exclusive stand:** any stand custom-made of non-standard exhibition systems, elements and materials using special creative and technological solutions, which are not subject to duplication.

To receive the permission to carry out the installation, the exhibitor or his contractor shall provide Expoconsta with the following documents by the following date:

- 15 days prior to the beginning of the mounting of one-storied stands;
- 45 days prior to the beginning of the mounting of two-storied stands:
- a letter about the stand construction
- a compliance certificate GOST R ISO 9001 as applied to design and construction of exhibition stands, electric installations up to 1000 V
- a stand layout made in the isometric projection
- a certificate for a load-bearing unit for the two-storied stand
- a statistical computing for the load-bearing unit of the two-storied stand with an attached position plan of construction elements
- a 1:100 scale drawing, which indicates all sizes of the two-storied stand elements, with sectional views, signed by the designer in charge and stamped by the company, which carried out the layout of the stand
- electrical specifications indicating necessary power load, layouts of exhibition stands indicating locations of electric power and lighting installations
- a list (made on the company letterhead) of electricians taking part in the installation of the stand signed by the company's head
- copies of certificates of all listed electricians with a class of electrical safety admittance not lower than 3, with the check of certification
- a copy of the examination journal of electricians
- a copy of the assignment order for the electrician in charge (including safety regulations)
- permission of Fire Department No.160.

Expoconsta shall reserve the right to request additional information connected with stand installation safety.

The exhibitor or his contractor shall have a Letter of Attorney that allows him to sign the Agreement of chargeable rendering of technical control services and the Act of compliance of the presented documentation with the General Terms of Participation.

The exhibitor shall carry out permitted work in accordance with the General Terms of Participation.

Alteration of approved layouts shall not be allowed without a written permission of Expoconsta and Fire Department No.160.

Upon obtaining the permission for stand installation, the exhibitor or his contractor shall receive a permission for delivery and removal of equipment. The permission is issued by the Director of the Exhibition.

## **Regulations for Electrical Work at Exhibitors Stands**

### 1. Electrical work requirements

**1.1.** To get permission to carry out such services at exhibitors stands, a company or organization must have a compliance certificate GOST R ISO 9001 or a competency certificate issued by the Regional Public Organization 'Partnership of Electrical Engineers' jointly with the Moscow Interregional Territory Administration for Engineering and Environmental Supervision (Moscow Rostekhnadzor).

**1.2.** Electrical installation and maintenance of the equipment at exhibitors stands can be carried out only by persons complying with the professional requirements and qualified according to electrical safety standards (corresponding to the 3rd or higher grade of the Russian electrical safety standard).

**1.3.** In the case where a contractor is commissioned by the exhibitor to carry out electrical installation and services at the exhibition stand (or in case where the exhibitor carries out the installation on his own), Expoconsta will authorise the contractor's personnel assigned to carry out such services according to the personnel list signed by the contractor. Expoconsta and the Power Supply Division of Expocentre will supervise the installation progress. The manager of the installation company (or the exhibitor himself) will assign a person to be responsible for the electrical equipment at the stand and will submit the authorised personnel list for permits to be issued by Expocentre.

All electrical installations must be carried out according to the current Regulations for the Operation of Electrical Equipment (PTEEP), Safety Regulations (PTB), Regulations for Electrical Installation (PUE), Fire Safety Regulations and Construction Engineering Regulations of the Russian Federation (SNiP). Special requirements for fairs and exhibitions must be also observed.

**1.4.** Electrical installations must be carried out according to the stand layout to be provided by the exhibitor. The layout should detail the positions of the electric power and lighting equipment, rated voltage, maximum permissible loads for all electrical units, and terminal points for connecting the equipment to power supply sources.

**1.5.** Upon issuing the permits to work at the exhibitors stand, the contractors shall be in charge of supervising the personnel authorised to carry out electrical installations.

**1.6.** All operations at or near power circuits must be carried out only after disabling the power supply.

**1.7.** When laying exposed circuits, provided no mechanical damaging is possible, cables with a fire protection shield must be used.

**1.8.** At exposed places and where people pass, cables must be protected with special ramps/gangways.

**1.9.** Open wiring and mounting of lighting equipment on inflammable structures are not permitted.

**1.10.** For all wire/cable connections and junctions, special clips and plugs must be used. Connection of power-consuming equipment to mains through direct wiring is not permitted.

The supply cable for the 380/220B leading-in device (power panel) of the exposition stand must be five-wire. The lines of single-phased electric wiring must be three-wire. It is permitted to use four-wire cable if the thread section is not less than 10 mm<sup>2</sup> along copper.

The stand hardware must have neutral earthing according to PUE requirements.

**1.11.** For mobile and portable power-consuming equipment, flexible wires/ cables protected against mechanical damaging must be used.

**1.12.** Every stand must be equipped with power panels with RSD (residual current protective device) according to PUE requirements and with proper design load of extra current and overload protective devices installed separately for the lighting network and the power supply for equipment, as well as stand-by equipment which is permanently switched on (such as fax machines, refrigerators etc.).

**1.13.** Free access must be provided to the main electricity terminal.

**1.14.** Lighting equipment for halls and stands must comply with the Fire Hazard Regulations grade B2.

Lighting equipment with lenses made of plexiglass, polystyrol and/or other easily flammable materials may not be used. Lights should be installed so that the distance to flammable surfaces shall be no less than 40 cm.

**1.15.** Upon completion of installation work and presenting the Act of Quality Control of Electrical Work Conducted by Contractor at Exhibition signed by Expoconsta, a representative of the Power Supply Division of Expocentre must check the quality of the installation and connect the installed equipment to the power supply sources of Expocentre according to the layout.

**1.16.** The Power Supply Division of Expocentre must switch on the power supply to the switchbox at the exhibitor's stand upon presenting the Act of Quality Control of Electrical Work Conducted by Contractor at Exhibition and in the presence of the exhibitor's representative in charge of the electrical equipment (installation), and upon signing the Division of Liability Act for the Operation of Electrical Equipment Rated at max. 1000 V which specifies the division of liability between Expocentre and the exhibitor (power consumer), see Section 3 of the present Enclosure.

**1.17.** The exhibitor must supervise the state of the electrical equipment installed and operated at exhibitors' stands for the duration of the exhibition in accordance with the Division of Liability Act.

**1.18.** Upon the end of the exhibition a representative of the exhibitor or the contractor in charge of dismantling the electrical equipment must apply to a technician of the Power Supply Division of Expocentre authorised to disable the power supply to the switchbox of the exhibitor's stand.

**1.19.** The dismantling of electrical equipment and its disconnection must be carried out by the same personnel who carried out the installation.

## **2. Liability**

**2.1.** Property rights and liability for electrical equipment and networks for the duration of the exhibition are stipulated in the Division of Liability Act (see Section 3 of the present Enclosure) to be signed by the parties to the power supply contract (Power Supplier and Power Consumer) immediately prior to the delivery of power to the stand.

**2.2.** The Power Supply Division is in charge of operating power supply sources of Expocentre Fairgrounds.

**2.3.** During the set-up, running and dismantling periods of the exhibition, electrical equipment of the stand including the mains cable is operated by the exhibitor.

**2.4.** The Power Supply Division of Expocentre as the electric power provider for the exhibitor's stand has the right to disable the power supply in case of emergency to prevent accidents and as a preventive measure in the case of incidents which may be caused by gross violation of the regulations specified in PTEEP and PTB.

**2.5.** The exhibitor as the electric power consumer at the exhibition is not permitted to connect additional loads which are not specified in the application to the stand terminal without obtaining the permission of the Power Supply Division of Expocentre.

**2.6.** In the case of violation of these Regulations, the exhibitor shall be liable according to the Russian law in force.

**Section 3**

**DIVISION OF LIABILITY ACT**

for the Operation of Electrical Equipment Rated at max. 1000 V between Expocentre and Exhibitor (Power Consumer) during the Exhibition running

Moscow

Date \_\_\_\_\_

**Power Supplier** Expocentre, Krasnopresnenskaya nab., 14, Moscow

**Exhibitor (Power Consumer)** \_\_\_\_\_  
(company name)

on Expocentre Fairgrounds, Pavilion No. \_\_\_\_\_, Stand No. \_\_\_\_\_

have hereby agreed as follows:

1. Liability for operating electrical equipment shall be divided along the border formed by the Exhibitor's (Power Consumer's) cable terminals where they are connected to the power supply source.
2. The Exhibitor (Power Consumer) is responsible for the operating of the Exhibitor's (Consumer's) power switchboard, power supply cable, all electrical equipment and cables at the stand.
3. The Exhibitor (Power Consumer) must not connect additional loads other than specified in the application.
4. The Exhibitor (Power Consumer) shall provide access to all electrical installations for Expocentre supervisors.
5. Following persons shall be responsible for operating electrical equipment and observing safety regulations on their own side of the division border:

**Authorized representative of Expocentre (Power Supply Division)**

\_\_\_\_\_  
(position) (name)

Тел. + 7 499) 795 2776

**Authorized representative of the Exhibitor (Power Consumer)**

\_\_\_\_\_  
(position) (name)

**Representative of Expocentre Representative of Exhibitor**

\_\_\_\_\_  
(signature, name)

\_\_\_\_\_  
(signature, name)

## **Pass Regulations, Delivery and Removal of Exhibits, Equipment and Materials for Stand Construction**

During the set-up, running and dismantling of the exhibition, the following procedures of issuance and use of documents, which permit the staff of participating companies to enter Expocentre Fairgrounds, shall be established.

### **1. Issuance procedures and use of exhibitor passes**

Exhibitor passes shall be issued according to an official letter sent by the exhibiting company and signed by the company's executive and duly stamped.

An application for passes made on a company's letterhead shall be attached to the letter. The letters shall be processed and visaed by the Exhibition Management.

The passes with bar codes shall be given to a person authorized by the exhibiting company upon presentation of a power of attorney.

The passes shall be valid for entrance through turnstiles to Expocentre Fairgrounds during the period stated on the pass. Entrance should be made through any turnstile; exit should be made through turnstiles marked as "Service Exit".

### **2. Issuance procedures and use of passes for contractor staff**

Passes for contractor staff shall be issued according to an official letter sent by the Contractor (in accordance with the sample), signed by the company's executive and duly stamped. The letter shall include an attachment with a list of staff with full names, passport details and addresses (non Moscow residents shall provide a copy of their Moscow registration), and a telephone number of persons in charge of safety regulations compliance.

The letters shall be processed and visaed by the Exhibition Management. The passes with bar codes shall be given to a person authorized by the Contractor upon presentation of a power of attorney.

The passes shall be valid for entrance to Expocentre Fairgrounds during the set-up and dismantling periods. An identity document must be shown together with the pass.

The passes shall be valid for entrance through turnstiles to Expocentre Fairgrounds during the set-up and dismantling period stated on the pass. Entrance should be made through any turnstile; exit should be made through turnstiles marked as “Service Exit”.

### **3. Issuance procedures and use of paid vehicle passes**

The vehicle pass form shall contain the pass number and period of validity, name of the exhibition, check-point of entrance and exit, and parking spot location. The form must be stamped by the Service and Protocol Department of Expocentre. The vehicle pass form contains the regulations of its use.

The name of company and license plate number shall be filled in by the exhibiting company.

In case the vehicle was substituted, the respective changes in the pass must be certified by the stamp of the Service and Protocol Department of Expocentre.

The pass, which is not filled in completely, shall be invalid.

The pass shall be valid only for the specific vehicle. In case of the vehicle was substituted, the pass must have two stamps of the Service and Protocol Department of Expocentre.

### **4. Use of vehicles during the set-up, running and dismantling periods**

Parking shall be allowed only on the indicated spot.

Access of vehicles to service entrances and freight gates shall be allowed: during the exhibition running from 8.00 to 9:30, during the set-up and dismantling periods from 8.00 to 19:30 (only for handling operations).

Overnight parking shall not be allowed.

Washing and repair of vehicles shall not be allowed on the territory of Expocentre Fairgrounds. The speed on the territory of Expocentre Fairgrounds shall not exceed 15 km/h.

On demand of a security guard, the vehicle must be provided for examination.

When entering the Fairgrounds, cars shall receive a special card, which shall be returned to a security guard at the check-point when leaving the Fairgrounds.

## **5. Delivery and removal of exhibits and exhibition equipment**

Registration and issuance of one-time passes for delivery/removal of exhibits and exhibition equipment is done in control stations (PDP) located next to entrance gates (KPP).

To receive a one-time pass fore delivery of exhibits and exhibition equipment in a control station, you have to present a power of attorney and two copies of delivery letter for exhibits and exhibition equipment. The exhibitor keeps the first copy of the letter. The second copy should be given to the pavilion or open-air site managers. Upon receiving a one-time pass for delivery of exhibits and exhibition equipment go to the entrance gate (KPP), present the one-time pass and the delivery letter, present vehicle for security check, receive a security stamp about entrance time, and go the pavilion where the stand is located.

Issuance of one-time passes for removal of exhibits and exhibition equipment during the dismantling period is also carried out in control stations (PDP) on the ground of the presented power of attorney.

It is allowed to receive several passes during the set-up and dismantling periods if necessary.

## **Fire Safety Regulations**

1. Expocentre shall maintain exhibition area in good condition and shall guarantee basic fire safety conditions taking into account construction rules and regulations.
2. In accordance with the Russian Federal Law No.69-FZ from 21 December 1994 and the current Fire Safety Regulations approved by the Russian Emergency Ministry, responsibility for fire safety and taking fire prevention measures during exhibitions lies with exhibitors, event organizers, organizers of joint expositions and exhibition organizers represented by a company head or an authorized person.

During the set-up and dismantling periods, responsibility for fire safety and occupational safety of construction and installation of stands and expositions at the space rented from Expocentre by exhibitors, organizer of joint expositions and event organizers lies with contractors represented by a company head or an authorized person.

3. Compliance with the present regulations shall be supervised by Expocentre engineering departments, Expocentre Exhibition Management, and Fire Department No.160.
4. The exposition layout shall be submitted to Expocentre as regards fire safety regulations at least two months before the announced start of the set-up period.

The layouts of pavilion and open-air expositions submitted by foreign participants shall be required to indicate:

- 4.1. The layout of exhibits, offices, various auxiliary premises (cinema hall, film projecting rooms, kitchen, dining rooms, restaurants, bars, information desks), showing all dimensions and tied up with a particular exposition area.
- 4.2. Location of emergency exits, fire hydrants, internal fire cocks and power cabinets, according to the copy of the pavilion layout received by the company from Expocentre. 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.

- 4.3. Exhibits displayed in operation, operating principles of engines, fuel and lubricants used, and raw materials processed.
- 4.4. Conventional signs and symbols to easily read drawings and the necessary legends. Exposition plans shall be submitted in duplicate. The legends and inscriptions in the plans shall be made in the Russian language.
5. Exhibitors or organizers shall submit, at least one month before the start of the set-up period, to Expocentre information about all radioactive, inflammable and explosion-hazardous materials and exhibits to enable coordinated safety measures to be taken. Delivery of the above-said materials and exhibits without the authorization of Expocentre is not allowed.
6. In accordance with the Russian Federal Law No.123-FZ from 22 July 2008 “Technical Regulations of Fire Safety Requirements”, it is prohibited to use materials with fire hazard higher than KMO class for finishing of walls and ceilings, and filling suspended ceiling; and materials with fire hazard higher than KM2 class for floor covering during stand construction.
- Painting and varnishing with the use of flammable paints in pavilion is prohibited. Two-storied and double deck stands as well as stands with increased fire risks must be equipped with additional fire detectors connected to the central fire alarm board of the Fairgrounds. Certificates of flammability degree of all stand materials used in the exhibitions shall be submitted.
7. Carpets and runners used in pavilions shall be securely attached to the floor along the perimeter and at the joints thereof. These shall be made of a slow-burning material (resisting a burning cigarette or a match).
8. During installation and dismantling of exhibits, the approach ways (passages) in pavilions shall be kept vacant. Unneeded transportation crates, packaging and other materials and equipment shall immediately be removed from the pavilions.
9. Thresholds and turnstiles shall not be set up in evacuation and traffic paths of visitors. Aisles for visitors shall have a width of at least three metres 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 vestibules shall always be kept free from any objects preventing the flow of people.

It shall not be allowed to arrange expositions made of flammable materials, and lay out offices and service rooms in the stairwells and under stair flights.

10. The use of electrical and gas-fired devices for making tea or coffee shall be allowed only in rooms specially allocated and equipped for these purposes by agreement with the fire safety service. Electrical heating devices, refrigerators and air conditioners shall be connected to separate networks equipped with starting protection devices.

11. Exhibition stands shall not be adapted to purposes such as:

- construction of storages and workshops
- storage of combustible and flammable liquids
- installation of combustible gas containers
- demonstration of operating exhibits using naked flame
- storage and usage of fireworks.

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 outer sheathing.

All wire and cable connections and tappings 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 conductors safely protected against mechanical damage. All power installation devices (distribution boxes, sockets, etc.) shall be certified.

15. Electric lighting devices adapted to fire-hazardous premises of class P II 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 40 cm.

16. Demonstration of operating models and units using flammable liquids or combustible gases in exhibition halls shall be allowed 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 Expocentre Exhibition Management and the fire prevention unit.

17. Storage of promotional materials and goods shall not be arranged at exhibition stands. 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 shall be allowed only 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 Expocentre; existing fire safety regulations shall be carefully followed in the process.

20. When placing expositions or temporary buildings or premises on spots No. 21, 22, 23 of the open-air area along the southern side of Pavilion No.8 of Expocentre Fairgrounds, the following requirements shall be met:

20.1. Expositions must be located not closer than 4 meters from the outside wall surface of Pavilion No.8. Additionally:

- expositions must be made from incombustible, non-flammable and non-explosive materials,
- walls, ceilings, floors, bridging and roofs of temporary buildings and premises must be made from incombustible building materials only.

(See classification of substances and materials in Articles No. 12 and 13 of the Russian Federal Law No.123-FZ from 22 July 2008 “Technical Regulations of Fire Safety Requirements”)

20.2. Premises in temporary buildings must be equipped with additional fire detectors with no less than two detectors for one story of the premises and an automatic fire extinguishing system. Dry chemical fire fighting devices Buran-2.5-2C can be used as an automatic fire extinguishing.

Necessary number of detectors and fire fighting devices is calculated when coordinating the layout of the temporary building with Fire Department No.160.

21. All other issues which remain beyond the scope of the present regulations and which might arise during mounting, running and dismantling periods of exhibitions shall be settled on the spot by Expocentre Exhibition Management, Pavilion Management and fire fighting service personnel.

22. If the design of an exposition does not meet the present regulations, Expocentre Exhibition Management shall be entitled to demand from the participants (organizers) that the exposition be dismantled.

23. All exhibition participants shall be required to know and follow fire safety regulations and know how to behave in case of fire and to use first-hand fire-fighting means.

Penalties shall be imposed on exhibitors by State Fire Fighting Service bodies in a legally established procedure for the breach of fire safety regulations.

## Fire and Occupational Safety

Exhibitors shall follow Fire Safety Regulations (see Enclosure No. 5) and occupational safety regulations and shall be held responsible for any breach thereof.

In order to prevent breaches of fire and occupational safety regulations during the set-up, running and dismantling periods of the exhibition, the exhibitors shall be obliged to:

- fulfill the requirements of Expocentre based on the current fire and occupational safety regulations
- use electrical equipment and electric cables which meet the requirements of the Russian safety standards
- not overload the 3 tonnes permissible load for one square meter of the open-air area and exhibition space in pavilions
- not exceed the maximum permissible weight of an exhibit which is 5 tonnes.

In case of overload or exceed of weight of an exhibit or in case if an exhibit is unstable, requires unconventional fastening techniques or is subject to special requirements to ensure technical safety, the exhibitor shall notify Expocentre in writing simultaneously with applying for participation in the exhibition and then receive Expocentre's permission to put the exhibit on display.

It is prohibited to fasten exhibits or temporary pavilion structures to the foundations of open-air and pavilion exposition areas by the means of embedding.

**LETTER permitting  
Delivery/Removal and Set-Up/Dismantling**

**of exhibition equipment,  
materials and  
stand structures**

**To be made on you company's letterhead (to be submitted in three originals)**

Expocentre ZAO  
To Exhibition Management

We ask you to issue a permit to deliver/remove and to set-up/dismantle the following exhibition equipment and materials which will be demonstrated or used for stand construction (Stand No. \_\_\_\_\_ in Pavilion No. \_\_\_\_\_) during the \_\_\_\_\_ Exhibition.

No.	Name	Quantity of units
1		

\* Add lines if necessary.

We guarantee the timely removal of equipment, packaging, bulk packages and stand construction materials.

Company Head \_\_\_\_\_  
(signature) (full name)

Stamp

**Delivery of LCD panels, plasma panels, powerful projectors, loudspeaker equipment and concert lighting equipment is subject to approval of the Telecommunications Department of Expocentre.**

Stamp of  
Fire Department No.160

Stamp of  
Expoconsta ZAO

Stamp of  
Exhibition Management

Space for stamp of

Telecommunications Department (if necessary)

**Stand layout is subject to coordination with fire protection service of  
Expocentre:**

Fire Department No.160

Tel. +7 (499) 259 1312

24-hour fire watch

Tel. + 7 (499) 256 7470

Department Chief: Sergey Kolodkin Tel. +7 (499) 991 4614 (from 9.00 to 18.00)

Please present the following papers for coordination:

1. Stand layout.
2. List of materials used for stand construction.
3. Documents (certificates, statements, etc.) about conformance of materials used during stand construction to requirements of the Russian fire regulations.
4. In case the material specifications do not conform with requirements of the fire regulations:
  - statements of fire-retardant treatment of flammable materials,
  - a copy of a license of the company that carried out fire-retardant treatment,
  - a copy of a certificate of fire safety of flame retardants.
5. Copy of a license given after a basic course of fire safety for persons in charge of compliance with fire safety regulations during stand construction.
6. Copy of the list of staff that was given instructions about fire safety and occupational safety during stand construction (D/04 sample application).

**Expocentre ZAO**

To be submitted in two copies  
two weeks prior to the set-up start

(Exhibition name)

**POWER OF ATTORNEY**

Company \_\_\_\_\_

Country, address, telephone \_\_\_\_\_

Hereby authorizes to place orders, to receive passes for contractor's staff, vehicle passes, participant passes, to sign financial documents, acceptance reports, statements for rented space at the abovementioned exhibition, and other papers connected with compliance of fire safety regulations\*, occupational safety regulations and other regulations and requirements set by the current Russian legislation (including to receive orders, proposals, protocols and statements of administrative offences and violations from state inspecting and oversight bodies)

\_\_\_\_\_ (Full name)

\_\_\_\_\_ (Signature)

CEO \_\_\_\_\_ (Name)

\_\_\_\_\_ (Signature)

Company stamp

Date \_\_\_\_\_

\* In accordance with the Russian Law No.69-FZ from 21 December 1994, in case of failure to designate a person in charge of compliance with fire safety regulations at an exhibition stand the said responsibility lies with the head of the participating company personally.

**Sample Power of Attorney**

**Power of Attorney No.**

Issue date \_\_\_\_\_

Expiry date \_\_\_\_\_

\_\_\_\_\_  
(Company name and address)

\_\_\_\_\_  
(Payer name and address)

Account No. \_\_\_\_\_ in

\_\_\_\_\_  
(Bank name)

**Hereby authorizes** \_\_\_\_\_

(Full name, position)

Passport number \_\_\_\_\_

Passport issued by \_\_\_\_\_ Passport issue date

1) to sign documents listed below:

- Application for Participation in the Exhibition,
- Contract for Participation in the Exhibition,
- Contract for Holding of Additional Events,
- Delivery and Acceptance Statement for Rented Exhibition Space,
- Orders for Additional Services,
- Acceptance Reports.

2) to receive from Expocentre the listed below documents for participation in \_\_\_\_\_ Exhibition:

- Exhibitor Passes,
- Work Passes (valid throughout the set-up and breakdown only),
- Vehicle Passes.

3) to sign other documents and perform other actions related to participation in the exhibition, including compliance with fire safety regulations, occupational safety and other regulations and requirements set by current legislation, receive and sign orders, proposals, protocols and statements of administrative offences and violations from state inspecting and oversight bodies\*.

Signature of Recipient \_\_\_\_\_

CEO \_\_\_\_\_  
(Full name) (Signature)

Chief Accountant \_\_\_\_\_  
(Full name) (Signature)

Company stamp

\* In accordance with the Russian Law No.69-FZ from 21 December 1994, in case of failure to designate a person in charge of compliance with fire safety regulations at an exhibition stand the said responsibility lies with the head of the participating company personally.



1	2	3	4	5

**Our Authorized Representatives for**

1. Occupational Safety

\_\_\_\_\_  
 \_\_\_\_\_  
 Position Full Name Phone Signature

2. Fire Safety

\_\_\_\_\_  
 \_\_\_\_\_  
 Position Full Name Phone Signature

3. Wiring

\_\_\_\_\_  
 \_\_\_\_\_  
 Position Full Name Phone Signature

**CEO**

\_\_\_\_\_  
 \_\_\_\_\_ / \_\_\_\_\_  
 Full Name Signature dd-mm-yyy

Stamp

**Attention:**

Passes are issued by the Service and Protocol Department from \_\_\_\_\_ .

To receive passes, you **have** to:

1. Authorize one your company’s representatives or a representative of your Contractor to receive the passes by providing him/her with a Power of Attorney.

2. Obtain stamps on this application of:

- Fire Department No. 160
 

Position	Full name штамп	Signature
- Expoconsta ZAO
 

Position	Full name штамп	Signature
- Exhibition Management
 

Position	Full name	Signature

**To Expoconsta ZAO**

[stk@expoconsta.ru](mailto:stk@expoconsta.ru)

Fax: +7 (499) 795 2844

**To Fire Department No.160**

[FD160@mail.ru](mailto:FD160@mail.ru)

Fax: +7 (499) 259 1312

**NOTICE**

from ExpoWesTrans  
About Delivery of Materials for Set-up, Finish and Decoration  
of Walls, Floor and Ceiling of Stand, Exposition

Date \_\_\_\_\_

No. \_\_\_\_\_

Exhibition	
Forwarding company (address, contact details)	
Recipient company	
Number of Pavilion, Hall, Stand	
Date of expected delivery to pavilion	

**E-mail of the sender**

If send by fax, please write your **position, signature, full name**

To Chief Engineer –  
Head of the Maintenance Department  
Expocentre ZAO  
O. Skobelev

**LETTER OF GUARANTEE**

Company \_\_\_\_\_, acting as a  
Contractor at \_\_\_\_\_  
Exhibition, in Pavilion No. \_\_\_\_\_ Stand No. \_\_\_\_\_, guarantees to make payment  
for \_\_\_\_\_ on area of \_\_\_\_\_ sq m  
(type of service)  
from \_\_\_\_\_ to \_\_\_\_\_.

Company full name \_\_\_\_\_  
- ZIP code, legal address \_\_\_\_\_  
- Bank \_\_\_\_\_  
Account \_\_\_\_\_  
- ZIP code, de facto address \_\_\_\_\_  
\_\_\_\_\_  
- Telephones \_\_\_\_\_  
\_\_\_\_\_

Company Head \_\_\_\_\_ (\_\_\_\_\_)

Maintenance department No. \_\_\_\_\_

STATEMENT

Moscow

Date \_\_\_\_\_

Expocentre Fairgrounds

The Present Statement is issued (in three copies) to record that on \_\_\_\_\_

During the set-up, running, dismantling of the \_\_\_\_\_ Exhibition  
(Cross irrelevant) (Exhibition name)

the Contractor or the Exhibitor \_\_\_\_\_  
(Cross irrelevant) (Name)

committed the following violations against The General Terms of Participation in Exhibitions Held at Expocentre Fairgrounds or the Rules for Contractors of Exhibition Stands and Expositions at Expocentre Fairgrounds

Pavilion No. \_\_\_\_\_ Hall \_\_\_\_\_ Stand No. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Content of errors and violations)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As a result the following damage was inflicted \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thereupon Expocentre ZAO and Expoconsta ZAO insist on immediate:

- elimination of violations against The General Terms of Participation in Exhibitions held at Expocentre Fairgrounds, Articles No. \_\_\_\_\_
- elimination of violations against provisions of Enclosure No. \_\_\_\_\_ of the said General Terms \_\_\_\_\_
- elimination of violations against the Rules for Contractors of Exhibition Stands and Expositions at Expocentre Fairgrounds, Articles No. \_\_\_\_\_
- recovery and compensation of damages \_\_\_\_\_

If the violations are not eliminated before \_\_\_\_\_, the Exhibitions Management will suspend the set-up of Stand No. \_\_\_\_\_ in Pavilion No. \_\_\_\_\_.

**In case of repeated violations against the Rules for Contractors of Exhibition Stands and Expositions at Expocentre Fairgrounds and The General Terms of Participation in Exhibitions held at Expocentre Fairgrounds, Expoconsta ZAO notifies the Contractor about termination of the agreement.**

**Copy of the Statement is forwarded to:**

**- Exhibition Management** \_\_\_\_\_  
(Exhibition name)

**- Maintenance Department of Expocentre** \_\_\_\_\_

**- Exhibitor (Event Organizer, Organizer of Joint Exposition) – ordering customer of construction of Stand No.**  
\_\_\_\_\_

**The present Statements is signed by**

<b>Representative of Maintenance Department Expocentre</b>	<b>Representative of of Expoconsta ZAO</b>	<b>Representative of Contractor or Exhibitor</b>
_____ (Position)	_____ (Position)	_____ (Position)
_____ (Signature)	_____ (Signature)	_____ (Signature)
_____ (Full name)	_____ (Full name)	_____ (Full name)
Date _____	Date _____	Date _____

**If necessary:**

<b>Representative of Устроителя или организатора коллективной экспозиции</b>	<b>Representative of Exhibition Management</b>
_____ (Position)	_____ (Position)
_____ (Signature)	_____ (Signature)
_____ (Full name)	_____ (Full name)
Date _____	Date _____

**Order for Designation  
of a person in charge of the set-up/dismantling and compliance with the fire and occupational  
safety regulations**

**To be made on your company's letterhead in three copies**

Moscow

Date: \_\_\_\_\_

To ensure compliance with the set-up/dismantling rules and fire and occupational safety at  
\_\_\_\_\_ Exhibition at Expocentre Fairgrounds,

1. Designate \_\_\_\_\_ as a person in charge of the set-up/dismantling and compliance with the fire and occupational safety regulations.
2. Designate \_\_\_\_\_ as a person in charge of wiring installation and electric equipment at the stand.

CEO \_\_\_\_\_