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**EXPOCENTRE**  
**International Exhibitions and Conventions**  
**Moscow**

**GENERAL TERMS OF PARTICIPATION**  
**IN EXHIBITIONS HELD AT EXPOCENTRE FAIRGROUNDS**

January 1, 2005

Moscow

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Approved by Order No.116 d/d  
November 30, 2004 of Director  
General of EXPOCENTRE ZAO  
Amendments approved by Orders  
No.89 d/d August 16, 2005,  
No.112 d/d October 28, 2005,  
No.44 d/d May 22, 2006,  
No.38 d/d May 30, 2007,  
No.108 d/d December 12, 2008,  
No.64 d/d October 16, 2009,  
No.78 d/d December 04, 2009,  
No.67 d/d August 13, 2010,  
No.73 d/d August 30, 2011,  
No.21 March 6, 2012,  
No.117 d/d September 28, 2012,  
No.134 d/d November 13, 2012,  
No.154 d/d December 24, 2012,  
No.157 d/d December 26, 2012,  
No.12 d/d February 5, 2013,  
No.63 d/d July 28, 2014,  
No.30 d/d March 11, 2015,  
No.51 d/d April 9, 2015,  
No.62 d/d May 13, 2015,  
No.72 d/d June 8, 2015,  
No.155 d/d December 14, 2015,  
No.104 d/d July 21, 2016,  
No.65 d/d April 12, 2017,  
No.5 d/d January 23, 2018

The present General Terms of Participation in Exhibitions<sup>1</sup> Held at EXPOCENTRE Fairgrounds (hereinafter referred to as the General Terms of Participation) shall be mandatory for all participants (exhibitors), organizers of Group Stands and organizers of exhibitions held at EXPOCENTRE Fairgrounds.

## **1. REGISTRATION OF PARTICIPATION**

1.1. In order to register for participation in the exhibition, the exhibitor shall forward to EXPOCENTRE AO (hereinafter referred to as the Company) an application.

1.2. The application, filled in with accordance with the Company's set form and signed by an authorized person<sup>2</sup>, shall be submitted in one original with a copy of the exhibiting company's registration and a list of exhibited products attached. Only products complying with the main topic of the event (salon/section) and not prohibited to be sold and used in the Russian Federation are permitted to be exhibited. In case if some laws or other regulatory documents of the Russian Federation stipulate special conditions for circulation of the exhibits, such exhibits should be demonstrated only if the said conditions are satisfied. The responsibility for following laws, regulations and conditions lays with the exhibitor.

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<sup>1</sup> Exhibitions, fairs and other similar events.

<sup>2</sup> The person acting on behalf of another person according to full power based on a letter of attorney or statutes of the Company

1.3. The dates of the mounting, running and dismantling of the exhibition, deadline for applications, space rental and registration fees are set by the Company for each exhibition.

1.4. When all terms of participation are settled, the Company and the exhibitor shall conclude a contract for participation in the exhibition, usually not later than 90 days before the mounting of the exhibition.

The present General Terms of Participation with its enclosures, amendments and supplements shall be an integral part of the contract.

1.5. It is allowed to arrange Group Stands (see Section 3).

1.6. In case the exhibition held at EXPOCENTRE Fairgrounds is organized by third-party companies (organizers), a contract shall be signed between the Company and the organizers of the exhibition. All clauses of the contract shall comply with the present General Terms of Participation.

1.7. The contract for participation in the exhibition including all supplements and amendments shall be signed by authorized persons.

When signing the agreement (contract), persons authorized by the parties shall confirm that they have the signing authority to conclude the agreement (contract) in accordance with the current statutory requirements and constituent documents, and no additional coordination or consultations are required to sign the agreement (contract).

1.8. For urgent settlement of arising questions and problems, it shall be permitted during the preparation and running of the exhibition to conclude contracts and exchange documents between the Company and the exhibitor by fax and e-mail providing the originals are sent later.

1.9. Any monetary obligation between the Company, participants (exhibitors), organizers of business related events (associated events) and event organizers do not bear interest (interest on debt for the period of the use of monetary funds) stipulated by the Civil Code of Russian Federation, cl.1, art. 317.1. The law took effect on June 1, 2015.

## **2. REGISTRATION FEE**

The exhibitor shall pay an obligatory registration fee, amount of which is set by the Company for each exhibition. The fee covers expenses on the organization and publicity campaign of the exhibition. If the exhibitor withdraws from the exhibition, the registration fee shall not be reimbursed.

## **3. ORGANIZER OF GROUP STAND**

3.1. The Organizer of Group Stand shall provide the Company with the list of exhibiting companies, showing the country of their registration, postal address, list of exhibits to be showcased at the exhibition, and size of the exposition space, not later than 90 days before the mounting of the exhibition.

The Organizer of Group Stand shall pay the registration fee for each exhibitor of the exposition.

The Organizer of Group Stand bears full responsibility for compliance with the present General Terms of Participation by his exhibitors. The Company reserves the right to exclude any company

(organization) from the list of participants prior to the confirmation of the application.

The Organizer of Group Stand shall submit information for publication in the Official Catalogue on every exhibitor of his exposition as well as on his own Company providing it arranges its own stand.

3.2. On the Company's demand a separate contract for participation in the exhibition shall be signed with the organizer of Group Stand. The contract shall be signed not later than 90 days before the mounting of the exhibition.

The contract shall in particular stipulate:

- after the signing of the contract the Organizer of Group Stand shall pay a registration fee, which is to be determined by the Company for each exhibition;
- the General Terms of Participation shall be an integral part of the contract;
- the Organizer of Group Stand bears full responsibility for compliance with the present General Terms of Participation by his exhibitors.

#### **4. EXHIBITION SPACE**

4.1. Exhibition space shall be leased to the exhibitor for the mounting, running and dismantling periods of the exhibition in a condition suitable for use for the above-mentioned purposes. A certificate of acceptance of the rendered services and leased space shall be signed by the authorized representatives of the parties not later than on the last day of the exhibition dismantling period.

4.2. The exhibitor shall be provided with raw or equipped (a stand on turnkey conditions) exhibition space in accordance with the contract for participation in the exhibition. Orders for mounting, dismantling and design of the exhibitor's stand and other kinds of work connected with the installation of standard scheme booths shall be performed by the Company's constructor-in-chief – OOO EXPOCONSTA (hereinafter referred to as EXPOCONSTA, see Section 6).

4.3. The exhibition space rental rate shall include: (1) organizational expenses;

(2) cost of shared electric illumination, heating, ventilation of the roofed exhibition areas, shared electric illumination of the open-air exhibition space;

(3) cost of security for the exhibition area and exhibition pavilions, pass regime;

(4) cleaning costs of the shared exhibition area and aisles in pavilions and open-air lots (excluding the stand area);

(5) cost of removal of garbage and packaging and construction waste from specially allocated areas during the mounting, running and dismantling periods of the exhibition;

(6) cost of passes to the Fairgrounds (Certificate of Exhibitor) issued by the Company according to the following:

- one pass for every 3 sq m of the leased space if the exhibitor leases up to 90 sq m;
- 30 passes and one additional pass for every 6 sq m of the leased space if the exhibitor leases more than 90 sq m;

(7) at the exhibitions organized by the Company, the exhibition space rental shall cover:

- cost of consumption of electric energy within 100 watts of installed capacity per 1 sq m of the leased space;
- cost of the publication of information about the exhibitor in the Exhibition Official Catalogue as stipulated in art. 12.4. of the present General Terms of Participation; one copy of the Exhibition Official Catalogue (in the event of publication).

4.4. The minimum size of the exhibition space available for lease shall be equal to 9 sq m, each fraction square metre being considered as a full square meter.

4.5. The area leased to the exhibitor shall not be subleased without the written approval of the Company.

4.6. The space rental payment shall be transferred to the Company's account within the time limit indicated in the contract for participation in the exhibition.

4.7. The exhibition area unoccupied by the exhibitor before 12:00 of the last mounting day of the exhibition shall be considered as free-for-lease. The Company shall have the right to dispose such space at its own discretion. In this case, the sum received for the lease of such space shall not be reimbursed to the exhibitor.

4.8. The Company reserves the right, in certain circumstances, to change the location of the exhibition space leased to the exhibitor within the limits of the total exhibition space reserved for the exhibition.

## **5. SERVICES AND PAYMENT FOR THEM**

5.1. At the exhibitor's request and expense, the Company shall provide the services described in a detailed list given in the Rates for Services to Exhibitors at EXPOCENTRE Fairgrounds (hereinafter referred to as the Rates for Services), which are an integral part of the present General Terms of Participation (Enclosure No.1)<sup>3</sup>. The Company shall reserve the right to change rates for certain services.

All orders for services shall be processed by Service Bureau.

When ordering services (electrical, plumbing and other kinds of engineering services), the exhibitor shall provide the Company for coordination purposes with the lay-out of the exhibition stand indicating electric power and lighting equipment, technical description of every piece of technological equipment of the exhibitor (voltage, max. power consumption, compressed air consumption, water flow, etc.), terminals (connection of electric equipment to power-supply sources), and a plan of plumbing fixtures.

Services shall be rendered under the condition that payments were transferred in full to the Company's account or paid directly to the Company's cashier.

After the services have been rendered, a representative of Service Bureau and the exhibitor sign the Performed Work Report.

5.2. In case the exhibitor renounces the services he has ordered, he shall be required to reimburse the Company for the expenses actually incurred to provide such services. In case the exhibitor renounces the staff he has ordered, he shall be required to pay a penalty equal to one-day wages of the ordered staff.

5.3. Before the completion of dismantling, the exhibitor shall be required to return against a certificate all the equipment and tools leased from the Company in good condition. In the absence of a certificate confirming the handover of the equipment and tools to a representative of the Company, the exhibitor shall not be allowed to remove the cargo from the site of the exhibition.

The balance of the account shall be reimbursed to the exhibitor's account in accordance with the bank requisites indicated in the exhibitor's application.

5.4. Telecommunication and audio/video services shall be rendered on the territory of the Fairgrounds

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<sup>3</sup> Rates for Services are to be published as a separate issue.

only by the Company (which is the official communication provider) against the rates indicated in the Rates for Services. The organizers of Group Stands shall not be allowed to set their own prices for telecommunication services.

Exhibitors shall be prohibited to:

- 1) connect mini-ATS and office equipment to the Company's communication lines;
- 2) lay cable communication lines inside pavilions of the Fairgrounds by the exhibitor's own means;
- 3) connect telecommunication equipment to the rented lines for rendering services to third parties;
- 4) use attendees and equipment owned by the exhibitor as well as attraction of third-party companies to render audiovisual services on the territory of the Fairgrounds without the Company's written permission;
- 5) use attendees and equipment owned by the exhibitor as well as attraction of third-party companies to provide audio/video services during lectures given in conference halls;
- 6) put on the air without permission or use a forbidden frequency or import and use radio electronic equipment and high-frequency devices (REE and HF) and exhibits without the written agreement with the Company;
- 7) use equipment on the exhibitor's stand with sound level that exceeds 75 dB on the border with the adjacent and opposite stands of other participants, or less than 5 metres away from the stand at the open-air sites.

The violators of these articles shall be fined. The amount of fines is set in the Rates for Services.

If the exhibitor cancels his application for audio and video services less than 24 hours and for telecommunication services less than 72 hours prior to the exhibition opening day, the exhibitor shall pay 20 % of the total cost of the ordered services. If the exhibitor cancels a telecommunication order less than 48 hours prior to the exhibition opening date, he shall pay 50% of the total cost.

5.5. The Company renders services connected with holding accompanying business events during the exhibition running (symposia, conferences, seminars, presentations, etc.).

## **6. MOUNTING AND DISMANTLING, DESIGN OF STANDS**

6.1. Mounting, dismantling and design of stands shall be carried out by EXPOCONSTA, the contractor-in-chief on the territory of the Fairgrounds.

The exhibitors may employ third-party organizations (contractors) to carry out the mounting, dismantling and design of stands or undertake it entirely on their own only if they mount or dismantle non-standard or exclusive stands and have obtained a written consent of EXPOCONSTA (Enclosure No.2, "Permitting Regulations on Mounting of Non-standard and Exclusive Stands at Exhibitions Held at EXPOCENTRE Fairgrounds", and Enclosure No.3, "Regulations on Electrical Installations at Exhibitors' Stands").

6.2. Mounting regulations

The mounting of the exhibition stand shall be carried out only within the area leased to the exhibitor, with the mandatory provision that aisles shall be left free from crates and construction waste.

EXPOCONSTA's permission is required for mounting stands higher than 2.5 metres 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 metres.

If the exhibitor or his contractor fails to coordinate the scheme of the stand exposition with EXPOCONSTA or fails to stick to the coordinated scheme, the Company shall reserve the right to suspend the mounting and demand that the mounting be carried out in accordance with the scheme.

All high-altitude work shall be performed by EXPOCONSTA only.

Electrical services (the connection of exhibitors' stands and exhibits to power generation sources), work connected with compressed air and plumbing services shall be performed by the Company's specialists only.

The freight handling, construction, installation and dismantling which require hoisting devices shall be carried out only by OOO EXPOWESTRANS (hereinafter referred to as EXPOWESTRANS), the Company's general freight forwarding agent (see Section 10). The use of mechanical devices (including vehicles equipped with hoisting devices) and personnel of other companies shall be prohibited.

Authorization of EXPOWESTRANS is obligatory and must be received not later than 14 days before the start of the set-up period when delivering bulk exhibits with the unit weight of over 7.0 tonnes.

Expocentre has the right to prohibit the set-up of bulk exhibits with the unit weight of over 7.0 tonnes if these exhibits were delivered to the venue later than 48 hours after the start of the set-up period.

During the mounting and on completion of the mounting of the exhibition stand and the exposition (before the opening of the exhibition), the exhibitor and his erection crew must:

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

It shall be prohibited:

- to carry out the mounting of building constructions in the areas of allocation of board power panels, structural actuator accesses, fire fighting equipment and other engineering equipment;
- to bring woodworking equipment and saw-timber, to carry out sawing, planning and other woodwork connected with production of stand structures;
- to varnish and paint if it is connected with the covering of the whole construction of an assembling stand;
- to apply paint, varnish, glue or other coat difficult to remove to the floor, walls and pillars of any pavilion;
- to drill holes in the floor, walls and pillars.

### 6.3. Allocation and maintenance of stands, constructions 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 the exhibits and decoration only after the exhibition has been closed (it is prohibited to remove any exhibits before the exhibition is closed) and shall be required to complete the dismantling and return the leased exhibition area to its original condition and remove off the exhibition cargo by 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 the Company on the exhibitor's request and at his expense.

If the exhibitor or his assignee fails to complete the dismantling within the specified time limit, the Company 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 the Company and EXPOWESTRANS bear no responsibility for any possible damage in transit and shall charge the exhibitor or his assignee three times as much as 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.

### 7. WORKING HOURS

Working hours in pavilions during the mounting, running and dismantling periods of the exhibition shall be from 8 a.m. to 8 p.m.

Permission of the Company shall be required for mounting and dismantling to be carried out in non-working hours.

Overdue working hours in pavilions during the mounting, running and dismantling periods of the exhibition shall be allowed under a letter of guarantee at extra charge and shall be registered not later than 24 hours in advance.

Following the official opening, the exhibition shall be open for visitors from 10 a.m. to 6 p.m. daily. Working hours of the final day of the exhibition shall be set till 4 p.m. unless otherwise provided.

### 8. PASS REGIME AND SECURITY

8.1. The Company shall ensure the outside security of the Fairgrounds, its buildings and constructions, and check the observance of the pass regime, which is obligatory for everyone (Enclosure # 4, "Pass Regime, Convey and Removal of Exhibits").

8.2. The Company shall provide the guarding of stands and exhibits at an exhibitor's order and expense. The attraction of third-party organizations and persons for providing guarding of stands and exhibits is not allowed.

8.3. Exhibitors have the right to stay at the leased stands from 8 a.m. to 8 p.m. (from the moment of switching-off of the alarm system till the switching on of the alarm system in pavilions).

8.4. The night parking on the territory of the Fairgrounds without the Company's consent is prohibited; violators shall be fined. The amount of fines is set in the Rates for Services.

8.5. Convey and removal of exhibits and exhibition materials, which are not subject to customs clearance, shall be carried out according to the passes issued in accordance with the Enclosure # 4, "Pass Regime, Convey and Removal of Exhibits".

8.6. Convey and removal of exhibits and exhibition materials, which are subject to customs clearance, shall be carried out according to passes issued by EXPOWESTRANS (see Section 10).

## **9. FIRE, ENVIRONMENTAL AND LABOR SAFETY RULES**

Exhibitors shall follow the Fire Safety Rules (see Enclosure No.5) and the Labour Safety Rules, and shall be held responsible for any breach thereof.

In order to prevent breaches of the fire and labour safety rules during the mounting, running and dismantling periods of the exhibition, the exhibitors shall be required to:

- fulfill the requirements of the management of the Company based on the current labour and safety rules;
- use electrical equipment and electric cables which meet the requirements of the Russian safety standards;
- not to overload the 2.5 tonnes permissible load for one square meter of the open-air (podium) and roofed exposition space;
- not to exceed the maximum permissible weight of an exhibit which is 5 tonnes.

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

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

It is prohibited to dump into the drains (sewage) of the fairgrounds synthetic and natural resins, oils, lubricants, paints, coatings and wastes, petrochemical products and wastes, organic chemicals, coolants, contents of fire extinguishing appliances, and other substances prohibited to be dumped by the legislation of the Russian Federation.

## **10. TRANSPORTATION AND FORWARDING SERVICES. CUSTOMS FORMALITIES**

Transportation and forwarding services provided during the running of the exhibitions held at EXPOCENTRE Fairgrounds and customs clearance of exhibits and other exhibition assets of the participants shall be provided to exhibitors by EXPOWESTRANS, the Company's general forwarding agent and customs house broker. During the exhibition running, the territory of the Fairgrounds shall be considered a temporary customs zone; here is located the Exhibition Customs post of the Russian FCS Central Customs Administration.

EXPOWESTRANS shall provide information and logistics services, carry out handling and storage of freight and containers, exhibit installation, customs clearance of exhibits and other exhibition assets of the participants, and provide other kinds of services. The procedure for rendering these services is stipulated in EXPOWESTRANS Transportation and Forwarding Terms for Participants.

## 11. COMMERCIAL ACTIVITIES

The sale of exhibits and conclusion of business transactions at exhibitions shall be carried out in accordance with the legislation in force in the Russian Federation. It shall not be allowed to transfer the exhibits sold against the contract from stands until the end of the exhibition.

It shall be prohibited to retail the exhibits.

## 12. ADVERTISING, INFORMATION AND CATALOGUE

12.1. Within the rented exhibition space the exhibitors:

- are allowed to advertise goods and services that are related to the exhibition's subject matter, and produced or offered by the exhibitors. In this case, the advertising can include the distribution of printed materials and/or other information about their goods and services;
- are prohibited to advertise goods and services, related to the exhibition's subject matter, which are produced or offered by a third party, without getting written permission from the Exhibition Management. In this case, it is also prohibited to distribute printed materials and/or other information about a third party's goods and services.

12.2. The Company's written authorization shall be required in case of advertising through technical means which produce an optical or acoustic advertising effect outside the exhibitor's stand and for carrying out performances and shows.

It is prohibited to use at Expocentre Fairgrounds, for any purpose, any animals and birds without the written consent of the Company.

It is prohibited for exhibitors to use during the exhibition running musical compositions with or without words performed by entertainers or reproduced by any technical means without the settlement of all issues connected with the author's royalties.

12.3. All orders for photography, video recording and filming during the exhibition running shall be fulfilled by the Company or other persons and organizations with the written consent of the Company.

The Company shall reserve the right to carry out all types of filming on the territory of the Fairgrounds including the filming of the exposition as a whole and of individual exhibits, and to use the materials filmed for advertising its exhibition activities in mass media.

12.4. Before the exhibition opening date, the Official Catalogue shall be released (as a print edition and/or a CD) and/or published online (at the event's official website) containing the following information on the exhibitors: company name, its addresses (postal address, e-mail and web address), telephones, faxes, pavilion and stand number, and brief information about the company's activity up to four lines long (each line contains 50 symbols including spaces and punctuation marks). In addition to it Official Catalogue also contains brief information about company under two headings: company name in Russian and Latin scripts, country, pavilion, hall and stand number.

12.5. Provision of advertising services to the Exhibitor and distribution of information and advertising materials by the Exhibitor at Expocentre Fairgrounds shall be carried out in accordance with Enclosure No.7 "Advertising at Expocentre Fairgrounds". The Exhibitor shall be fully responsible for the content and accuracy of any information forwarded to the Company for publication regardless of the means of transfer of the said information as well as the information distributed by the Exhibitor at Expocentre Fairgrounds.

12.6. The Company reserves the right to make editorial changes to submitted materials related to the Russian and English spelling, grammar and style.

### **13. ENTRY FORMALITIES**

The Company shall render assistance in issuing entry visas to the Russian Federation to the participants in exhibitions.

To obtain an entry visa to the Russian Federation, the applicant shall present an invitation issued by EXPOCENTRE AO or the Administration for Migration Issues of the General Administration of the City of Moscow of the Russian Ministry of Internal Affairs (depending on the applicant's citizenship) to the Russian Consulate of the applicant's country of residence.

To obtain the invitation, the exhibitor shall send a request to the Company's Protocol Department by e-mail at: [visa@expocentr.ru](mailto:visa@expocentr.ru) or by fax + 7 (495) 605-72-10.

### **14. INSURANCE AND LIABILITIES**

14.1. The Exhibitor shall, at its own expense and with an insurance company selected by the Company, insure the following:

- an exhibition space, storage space and other space rented by the Exhibitor for the duration of the build-up, open and dismantling periods of the exhibition (trade fair), the property located on the premises where the Exhibitor has rented a space, and the property of the Company that ensures normal and full operation of Expocentre Fairgrounds;
- public liability for the whole period of build-up, running and dismantling of the exhibition (trade fair).

The Exhibitor shall transfer the full amount of insurance premiums according to the rates of the insurance company to the bank account of the Company alongside the space rental.

Insurance is not in place until the Exhibitor has paid the amount of insurance premiums in full.

The Company acts as the Exhibitor's attorney-in-fact that is it makes insurance agreements, provides the Insurer with information about the Exhibitor and the dates of the exhibition (trade fair), and performs other actions necessary to duly comply with the terms of the insurance agreement.

If the Company incurs damages that are not covered by the existing insurance policies, the Exhibitor is charged the actual amount of damage payable within 5 (five) working days from the date the Exhibitor has received an appropriate claim from the Company.

14.2. The exhibitor shall take care of any other kind of insurance payments without the Company's assistance.

The only acceptable form of insurance agreements shall be those in which the insurance institution renounces its right to have recourse against the Company.

14.3. The Company bears responsibility in accordance with the existing legislation for the fulfillment of its obligations stipulated in the Contract/Agreement for Participation in an exhibition.

The Company shall under no circumstances be liable for:

- 1) loss of or any damage to the exhibits and other assets belonging to the exhibitor, his assignee or persons in his employment, or those invited by him, or for any losses caused by fire, explosion, storm, flood, lighting and other disasters;
- 2) any harm done to the employees, assignees or any other individuals employed or invited by the exhibitor, irrespective of the manner in which the harm has been done.

14.4. The exhibitor shall bear legal responsibility arising from his participation in an exhibition, including the liability for compliance with the labour safety regulations and the fire safety rules at the exhibition, and for disorderly conduct in accordance to the legislation in force in the Russian Federation.

14.5. The exhibitor shall bear responsibility for actions/inactions of the third parties contracted by the exhibitor as for the exhibitor's own actions/inactions. The exhibitor's responsibility shall include but not be limited to any damage and injuries inflicted by the third parties on life and health of people, property of the Company, as well as property and belonging of individuals and legal entities present at the exhibition.

#### **15. RESPONSIBILITY FOR DELAY IN PAYMENT, BREACH OF GENERAL TERMS OF PARTICIPATION, REDUCTION OF AREA, WITHDRAWAL FROM PARTICIPATION**

15.1. The failure of the exhibitor to transfer the rental and insurance payments in time shall give the Company the right to cancel the Agreement on participation in an exhibition unilaterally.

The Agreement may be cancelled in any other case upon violation by the exhibitor of the General Terms of Participation, including the cases of exhibiting products that do not comply with the main topic of the exhibition or its salons/sections, as well as the violation of exhibits sale regulations (see Section 11).

In these cases the Agreement shall be cancelled by means of a written notification about cancellation of the Agreement.

The date indicated in the notification shall be considered as a date of the Agreement termination.

All the money transferred by the exhibitor shall be withheld and all the invoices in excess of the sums transferred as payment for the services shall be paid by the exhibitor in accordance with the established procedure.

15.2. In case it is discovered that the exhibits do not comply with the art. 1.2 of the present Agreement, the exhibitor at fault shall be fined at the rate of 100% of the stand rental cost according to the Agreement. Simultaneously the exhibitor must immediately remove such exhibits from the showcase.

In case the exhibitor does not remove the said exhibits, the Agreement may be cancelled under the terms set out in 15.1.

15.3. Upon failure of the exhibitor to fulfill the General Terms of Participation including the failure to pay fines stipulated in the General Terms of Participation, the Company shall have the right to

disconnect the exhibitor's stand from the source of electric energy, water and other systems, detain the exhibitor's cargo until the penalty payments and payments for forced storage of the exhibitor's cargo are received.

15.4. If the exhibitor reduces the display area or withdraws from the exhibition after the signing of the contract with the Company for participation in the exhibition, the exhibitor shall be required to pay a penalty at the following rate:

- (1) in case of reduction of the requested display area – 50 % of the rental for unused display area;
- (2) in case of withdrawal – 100 % of the rental of the requested display area.

If the exhibitor submits the application for participation after the specified time period and then reduces the display area or withdraws from the exhibition, the rental passed to the Company's account shall not be reimbursed.

## **16. CANCELLATION OR POSTPONEMENT OF EXHIBITION**

If the dates of the exhibition are changed or it is cancelled for reasons other than through the fault of the Company, the Company shall notify the exhibitors in writing, in which case the obligations of the Company under the General Terms of Participation shall be invalidated. The Company shall not be required to reimburse the exhibitor for the sums expended at his order. The exhibitor shall not be entitled to demand reimbursement damages.

If the dates of the exhibition are changed or it is cancelled through the fault of the Company three months prior to holding of the exhibition, the Company shall be released from its obligations to the exhibitor under the condition of an immediate notification of the exhibitor.

The registration fee shall not be reimbursed in any case.

## **17. SUBJECTS OF INTELLECTUAL PROPERTY**

In conformity with the current legislation of the Russian Federation, the Company can, upon request from the Exhibitor<sup>4</sup>, can confirm the Exhibitor's participation in the exhibition and open demonstration of the claimed exhibits and/or trademarks there, and the commencement date of the open demonstration. The Company can also provide information about the exhibition.

All issues related to protection of intellectual property that are within the domain of the relevant authorities (for example, requests to establish exhibition priority or exception to lack of novelty) in the Russian Federation and other countries should be managed by the Exhibitor on its own.

The Company is not liable for the actions of the relevant authorities of the Russian Federation and other countries related to registration of exclusive rights for intellectual property.

Upon request from the Exhibitor, the Company can issue a certificate confirming the demonstration of a registered trademark at the exhibition, given the Exhibitor has presented documents proving its exclusive right for the registered trademark.

The Exhibitor shall act in full compliance with the legislation in terms of IP protection.

The Company shall not be held liable for any possible violations of third party's IP rights by the Exhibitor.

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<sup>4</sup> The Exhibitor shall submit the application together with the documents according to the Company's list on the opening day of the exhibition.

If the Exhibitor is showcasing at an exhibition organized by the Company the goods and services that are prohibited from civil circulation in the Russian Federation by the ruling of a court, the Company is entitled to unilaterally terminate the Participation Agreement with the breaching Exhibitor by sending a written notice to the breaching party. The amounts paid by the Exhibitor under the Agreement are forfeited for breaching the Agreement. All the invoices in excess of the amounts already paid for services shall be paid by the latter in due course. Breaching of this condition is subject to clause 15.2 of the General Terms of Participation.

The Company can, upon the Exhibitor's request, hold consultations on showcasing products and services involving intellectual property at exhibitions, on exhibition priority and establishing novelty of an invention without reference to specific disputes between exhibitors or between exhibitors and third parties.

## **18. SETTLEMENT OF DISPUTES**

All and any disputes, disagreements and claims connected with the participation of the exhibitor in an exhibition held at Expocentre Fairgrounds shall, unless settled by the bilateral negotiations, be resolved:

- with Russian exhibitors: by the International Commercial Arbitration Court at the Chamber of Commerce and Industry of the Russian Federation in accordance with its applicable rules and regulations. Arbitral Award shall be final and binding upon the parties.

It is excluded to file the application to the State Court regarding the lack of the Arbitral Court competence on the basis of the fact that the Arbitral Court rendered the separate decision regarding the availability of its competence as a preliminary matter.

The issue of disqualification of arbitrators or challenges of arbitrators on other grounds shall be nonjusticiable by the State Court;

- for foreign exhibitors: by the International Commercial Arbitration Court at the Chamber of Commerce and Industry of the Russian Federation in accordance with its applicable rules and regulations. Arbitral Award shall be final and binding upon the parties.

It is excluded to file the application to the State Court regarding the lack of the Arbitral Court competence on the basis of the fact that the Arbitral Court rendered the separate decision regarding the availability of its competence as a preliminary matter.

The applicable law shall be the Russian Material law. In case of disagreements arising in the interpretation of the text of the present General Terms of Participation, signed agreements and other documents published in a foreign language, the Russian text shall be decisive.

## **19. FORCE MAJEURE. CONFIDENTIALITY AND PRIVACY POLICY**

19.1. The Parties shall be relieved of responsibility for partial or complete non-fulfilment of their obligations under the present Agreement (contract) due to circumstances beyond the control of the parties (fire, flood, earthquake, military operation, injunctions of the government, etc.), which prevent the Parties from fulfilling their obligations under the contract.

The affected Party shall immediately but not later than within 10 working days notify in writing the other Party of the beginning and cessation of the circumstances.

If the affected Party fails to give notice within that time, it shall not be entitled to claim Force Majeure in the future.

The certificates issued by the relevant appropriate authorities shall be a sufficient proof of the existence of such circumstances.

If the above circumstances continue to be in force for more than one month, each Party shall have the right to renounce to any further fulfilment of the obligations under this Agreement (Contract) and in such a case neither of the Parties shall have the right to make a demand upon the other Party for compensation of any possible damages.

19.2. Each Party shall be obliged not to disclose confidential information obtained from the other Party under the relevant agreement (contract). For the purposes of the General Terms of Participation, the confidential information shall include any documentation, scientific and technical, technological, commercial, management and organizational information, or any other information which has actual potential commercial value by virtue of its non-public nature, which the third parties could use to their benefit in case this information is disclosed, and which is not publicly available on legal grounds and which is protected by any means adequate to its value.

The Parties shall bear responsibility in accordance with the current legislation for the consequences of the actions which lead to the disclosure of the said information.

19.3. The Party, which receives personal data of the personnel of the other Party and/or other persons for the purpose of providing/receiving services under the signed agreement (contract), shall ensure its protection in accordance with the current legislation and bylaws. In accordance with the current legislation, the Party which transfers personal data shall obtain consent of the personal data owner to process and use this data, including transfer of the personal data to contractors under the agreement (contract).



To the General Terms of Participation in  
Exhibitions Held at Expocentre Fairgrounds

**Permitting Regulations of Mounting 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 metres 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-storey stands; - 45 days prior to the beginning of the mounting of two-storey stands: - A letter about the stand construction;
  - A compliance certificate GOST R ISO 9001 as applied to the design and construction of exhibition stands, electric installations up to 1,000 V;
  - A stand scheme made in the isometric projection;
  - A certificate for a load-bearing unit for the two-storey stand;
  - A statistical computing for the load-bearing unit of the two-storey stand with an attached position plan of construction elements;
  - A 1:100 scale drawing, which indicates all sizes of the two-storey stand elements, with sectional views, signed by the designer in charge and stamped by the Company, which carried out the project of the stand;
  - Electrical specifications indicating necessary power load, lay-out of exhibition stands indicating locations of electric power and lighting installations;
  - A list (made on the Company's forms) of electricians taking part in the installation of the stand signed by the Company's head;
  - Copies of the 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 measures); -
- Permission of the fire depot No. 160.

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

The exhibitor or his contractor shall have a letter of attorney authorizing him to sign the Agreement of chargeable rendering of technical control services and the Act of Compliance of the presented documentation with the General Term of Participation.

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

Alternation of approved projects shall not be allowed without the written consent of EXPOCONSTA.

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

To the General Terms of Participation in  
Exhibitions Held at Expocentre Fairgrounds

## **REGULATIONS ON ELECTRICAL INSTALLATIONS AT EXHIBITORS' STANDS**

### **1. ELECTRICAL INSTALLATION REQUIREMENT**

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 the 'Partnership of Electrical Engineers' jointly with Moscow Interregional Territory Administration for Engineering and Environmental Supervision (Moscow Rostechnadzor).

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

1.3. In case a subcontractor is commissioned by the exhibitor to carry out electrical installation and services at the exhibition stand (or in case the exhibitor carries out the installation on his own), EXPOCONSTA will authorize the subcontractor's personnel assigned to carry out such services according to the personnel list signed by the subcontractor. EXPOCONSTA and the Company's Engineering and Technical Centre 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 authorized personnel list for permits to be issued by the COMPANY.

All electrical installations must be carried out according to the current Regulations for the Operation of Electrical Equipment (PTEEP), the Safety Regulations and the Construction Engineering Regulations of the Russian Federation (SNIIP). 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 exhibitor's stand, installation companies shall be in charge of supervising the personnel authorized to carry out electrical installations.

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

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

1.8. At exposed places and where people pass, cables shall be protected with special cladding.

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

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

The supply cable for the 380/220 V leading-in device (power panel) of the exposition stand shall be five-wire. The lines of single-phase electric wiring must be three-wire. It is permitted to use four-

wire cable if the thread section is not less than  $10 \text{ mm}^2$  along copper.

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

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

1.12. All stands shall be equipped with power panels with RSD (residual current protective device) according to the PUE requirements and with the 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 shall be provided to the main electricity terminal.

1.14. Lighting equipment for halls and stands shall comply with the Fire Hazard Regulations grade B2. Lighting equipment with lenses made of plexiglass, polystyrol and /or other easily flammable materials shall not be used. Lights should be installed so that the distance to flammable surfaces is no less than 40 cm.

1.15. Upon the completion of the installation work and presenting the Act of Quality Control of Installation Work Conducted by Constructor at Exhibition signed by EXPOCONSTA, a representative of the Company's Engineering and Technical Centre shall check the quality of the installation and connect the installed equipment to the power supply sources of the COMPANY according to the layout.

1.16. The Company's Engineering and Technical Centre shall switch on the power supply to the switchbox at the exhibitor's stand upon presenting the Act of Quality Control of Installation Work Conducted by Constructor 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 the COMPANY and the exhibitor (power consumer), see Section 3 of the present Enclosure.

1.17. The exhibitor shall supervise the state of the electrical equipment installed and operated at the exhibitor's stand for the duration of the exhibition in accordance with the Division of Liability Act.

Upon termination of the exhibition a representative of the exhibitor/subcontractor in charge of the dismantling of electrical equipment shall apply to a technician of the Company's Engineering and Technical Centre authorized to disable the power supply to the switchbox of the exhibitor's stand. The dismantling of electrical equipment and its disconnection shall be carried out by the same personnel who carried out the installation.

## **2. LIABILITY**

2.1. The 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. Engineering and Technical Centre is in charge of operating the power supply sources of EXPOCENTRE Fairgrounds.

2.3. During the mounting, running and dismantling periods of the exhibition, electrical equipment of the stand including the mains cable will be operated by the exhibitor.

2.4. The Company's Engineering and Technical Centre 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 case of incidents which may be caused by gross violation of the regulations specified in PTEEP and PTB.

**3. DIVISION OF LIABILITY ACT  
for the Operation of Electrical Equipment  
Rated  
at max. 1000 V between the COMPANY and the Exhibitor (Power Consumer) during  
the Exhibition  
running**

Moscow \_\_\_\_\_ 20\_\_

*The Power Supplier – Expocentre AO, Krasnyprensenskaya nab. 14, Moscow and  
the Exhibitor (Power Consumer) – \_\_\_\_\_*

*Company  
name*

at 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 the Exhibitor’s (Consumer’s) power switchboard, power supply cable, all electrical equipment and cables at the stand.
3. The Exhibitor (Power Consumer) shall not connect additional loads other than specified in the application.
4. The Exhibitor (Power Consumer) shall provide access to all electrical installations for the Company’s supervisors.
5. The following persons shall be responsible for operating electrical equipment and observing safety regulations on their own side of the division border:

Authorised Representative of the COMPANY

\_\_\_\_\_ tel.: + 7 (499) 795-27-76  
*(position) (name)*

Authorised Representative of the Exhibitor (Power Consumer)

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

Representative  
of the COMPANY

Representative  
of the Exhibitor (Power Consumer)

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

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

*Enclosure No.4*  
To the General Terms of Participation in Exhibitions  
Held at Expocentre Fairgrounds

## **PASS REGIME, CONVEY AND REMOVAL OF EXHIBITS**

During the mounting, 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 and use of exhibitor passes**

The issuance of exhibitor passes is based upon the official corporate letter signed by the Director of the exhibiting Company with the corporate seal affixed.

The corporate letter shall be accompanied by the completed Application for Exhibitor Passes Form. The letter shall be considered and registered by the Exhibition Management.

Barcoded exhibitor passes shall be obtained against a Power of Attorney signed by the CEO of the exhibiting Company with the corporate seal affixed.

Barcoded exhibitor passes allow entrance to Expocentre Fairgrounds via turnstiles within the time period indicated in the pass. Any turnstile can be used for entrance, whereas exit is allowed via the ONLY FOR STAFF turnstile.

### **2. Issuance and use of constructor passes**

The issuance of constructor passes is based upon the official corporate letter signed by the Director of the constructing Company with the corporate seal affixed.

The letter shall contain the telephone number of the constructor's Health and Safety Representative. The corporate letter shall be accompanied by the completed Application for Constructor Passes Form. Non-Moscow residents employed by the constructing Company shall produce their Moscow registration document.

The letter shall be considered and registered by the Exhibition management. Barcoded constructor passes shall be obtained against Power of Attorney signed by the Director of the constructing Company with the corporate seal affixed.

Constructor passes admit access to Expocentre Fairgrounds during build-up and dismantling only and are valid on production of any identity document.

Barcoded constructor passes allow entrance to Expocentre Fairgrounds via turnstiles during the build-up and dismantling periods indicated in the pass. Any turnstile can be used for entrance, whereas exit is allowed via the ONLY FOR STAFF turnstile.

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

The vehicle pass form shall show the number of passes and the period of their validity, the name of exhibition, the check-point of entrance and exit, and the parking lot. The form shall be stamped by the Company's Service & Protocol Department.

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 shall be certified by the stamp of the Company's Service & Protocol Department.

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

The pass shall be valid only for the specific vehicle. In case the vehicle has been substituted, the pass shall have two stamps of the Company's Service & Protocol Department.

#### **4. Use of vehicles during mounting, running and dismantling of exhibitions**

Parking shall be allowed only on the indicated spot.

The access of vehicles to the private entrances and freight gates shall be allowed: during the exhibition running from 8 a.m. to 9.30 a.m., during the mounting and dismantling periods from 8 a.m. to 7.30 p.m. (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 shall 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-entry passes for the delivery/removal of exhibits and exhibition equipment are done at the Control Stations located near the Entrances to the Fairgrounds.

To receive your one -entry pass for the delivery of exhibits and exhibition equipment at the Control Station, present the Power of Attorney and two copies of the delivery/removal permit application. Keep one copy of the application; submit the other copy to the Pavilion or Open-air site Management.

After you have received your one-entry pas for the delivery of exhibits and exhibition equipment, go to the Entrance gates to the Fairgrounds, present your pass and the delivery/removal application, and submit the vehicle for security inspection. When the Security Officer has indicated the time of entrance in the pass, you can proceed to the Pavilion where your stand is located.

To receive your one-entry pass for the removal of exhibits and exhibition equipment during the dismantling period, present the Power of Attorney at a Control Station.

It is allowed to get several passes during the mounting and dismantling periods if necessary.

*Enclosure No.5*  
To the General Terms of Participation in Exhibitions  
Held at Expocentre Fairgrounds

### **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.

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 exhibition lies represented by a Company head or an authorized person.

2. 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 gasfired-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
- smoking of tobacco and tobacco products.

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 of tobacco and tobacco products inside exhibition pavilions during exhibitions shall be prohibited. Smoking of tobacco and tobacco products shall be only allowed in the outdoor and adjacent areas, in specially allocated places designed as Smoking Area and equipped with fire-resistant garbage cans.

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.

Additional:

- 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.

**RULES**  
**for the Use of Vehicles at Expocentre Fairgrounds**

**All drivers of vehicles entering Expocentre Fairgrounds are under obligation to**

1. Obey the traffic regulations enforced in the Russian Federation at Expocentre Fairgrounds.
2. Follow the fire prevention rules enforced in the Russian Federation.
3. Follow all rules enforced at Expocentre Fairgrounds (parking rules, speed limit, etc.)
4. In case of vehicle fire, immediately call 101 and 112 (mobile calls only).

**Drivers are not allowed to**

1. Bring in to the fairgrounds firearms, explosives, drug containing substances, highly flammable liquids, and objects not declared in delivery/removal letters or packing lists including additional equipment such as heating and cooking devices.
2. Enter the fairgrounds and stay at the fairgrounds in a vehicle with faulty electrical equipment and fuel system.
3. Service and repair the vehicle.
4. Use combustible gas cylinders to heat the vehicle's cabin and other units, and to cook and prepare food.
5. Leave the vehicle running or with any working equipment unattended.
6. Smoke outside of designated areas and use open flame.
7. Breach the parking arrangement leaving a smaller space between vehicles.
8. Block the gates and driveways.
9. Recharge an auto battery from inside the vehicle.
10. Leave the vehicle with an open fuel cap.
11. Wash the engine and other car parts using highly flammable and combustible liquids.
12. Refuel the vehicle and dump the fuel and other flammable liquids in the sewer system.

Persons guilty of violating the rules at Expocentre Fairgrounds will be prosecuted according to the current Russian laws.

Passes of the violators can be withdrawn and their vehicles can be expelled from Expocentre Fairgrounds.

To the General Terms of Participation in  
Exhibitions Held at Expocentre Fairgrounds

## **ADVERTISING AT EXPOCENTRE FAIRGROUNDS**

### **I. Requirements for advertising materials, responsibility, guarantees of the Exhibitor**

1. The content and presentation of the advertising materials provided by the Exhibitor shall comply with the requirements of the current legislation of the Russian Federation (including such requirements to presentation of advertising as the presence of obligatory warnings and suchlike as established by the current legislation of the Russian Federation in regard to advertising of selected goods and services). The Exhibitor shall ensure that his/her advertising complies with the current legislation of the Russian Federation.

According to the Federal Law of the Russian Federation No.436-FZ of 29 December 2010 "On Protection of Children from Information Harmful to Their Health and Development", the Exhibitor shall mark the submitted advertising materials with the informational sign appropriate for the category of the submitted information and advertising materials.

The Exhibitor shall ensure that distribution of advertising materials does not infringe on any rights of third parties including but not limited to copyright and related rights. The Exhibitor shall at his/her own cost and expense settle all payments with authors and holders of related rights.

The Exhibitor shall ensure that the advertising placed in accordance with the relevant Agreement does not use/include official state symbols (anthems) of the Russian Federation and other countries as well as symbols of international and religious organizations.

2. Together with advertising materials the Exhibitor shall provide the Company with certified copies of licenses and/or special permissions, if the advertised activities, production and (or) selling of goods (provision of services) are subject to licensing and/or special authorization/permission; certified copies of conformity certificates or other papers (including conformity statements) of conformity of goods (services) to requirements of technical regulations if the advertised goods (services) are subject to obligatory certification or any other obligatory confirmation of their conformity to requirements of technical regulations; certified copies of registration certificates or other papers which confirm the state registration of goods (services) if the advertised goods (services) are subject to state registration.

The validity period of the documents submitted by the Exhibitor and specified in the first paragraph of the present clause shall continue into the period of validity of the relevant Agreement.

In case the validity period of the documents submitted by the Exhibitor and specified in the first paragraph of the present clause changes (is suspended/terminated which includes document cancellation or annulment) during the period of validity of the relevant Agreement, the Exhibitor shall immediately notify the Company about this fact and provide a written confirmation of renewal of the validity of the document or a new valid document.

The Exhibitor's failure to perform the abovementioned actions shall be considered by the Company as grounds for suspension or cancellation of placing the relevant advertising.

Together with advertising materials the Exhibitor shall provide the Company with information about using creative products of Russian and foreign authors in the advertising.

Upon the request of the Company, the Exhibitor shall provide the Company with other documents (including ones confirming truthfulness of information contained in the advertising) within 3 (three) working days.

3. The Exhibitor shall replace the advertising materials rejected by the Company or modify these materials in accordance with requirements of the current legislation of the Russian Federation about advertising and/or demands of the Company and submit new advertising

materials (the replaced or modified in accordance with requirements of the current legislation of the Russian Federation about advertising and/or demands of the Company) before the start of the advertising placement.

In the event the Exhibitor refuses to replace the advertising materials rejected by the Company or modify these materials in accordance with requirements of the current legislation of the Russian Federation about advertising and/or demands of the Company, these actions shall be treated as the Exhibitor's cancellation of the advertising placement. In this case the Company shall reserve the right to refrain from the fulfillment of obligations under the relevant Agreement on advertising services. If this occurs, the Exhibitor shall reimburse the Company all actual costs of the rendering of advertising services.

4. In the event the Federal Antimonopoly Service of Russia (a territorial department) opens administrative proceedings against the advertising submitted by the Exhibitor in violation of the current legislation of the Russian Federation, the Company shall have the right to suspend the placement of the advertising which is the subject of the said proceedings until the Federal Antimonopoly Service of Russia (a territorial department) makes a decision to discontinue the administrative proceedings due to disconfirmation of violation of the current legislation of the Russian Federation about advertising. In case the Federal Antimonopoly Service of Russia (a territorial department) makes a decision that the advertising violates the current legislation of the Russian Federation, the Company shall have the right to withdraw from obligations to render advertising services under the relevant Agreement. If this occurs, the Exhibitor shall reimburse the Company all actual costs of the rendering of advertising services under the relevant Agreement.

5. The Exhibitor shall bear full responsibility for the content and presentation of the advertising provided under the relevant Agreement as well as any infringements of rights of third parties including copyright and any other rights related to creative products used in the advertising in accordance with the current legislation of the Russian Federation.

6. In the event of disputes or claims by third parties related to infringements of copyright and/or related rights and/or any other rights connected with advertising materials provided by the Exhibitor under the relevant Agreement, the Exhibitor shall settle the said disputes and claims at his/her own costs and expense. The settlement of claims by the Exhibitor shall be done within the dates specified in the said claims or within a reasonable time if the dates are not specified.

In the event a third party files a claim against the Company related to truthfulness and content of advertising materials of the Exhibitor as well as infringement of copyright and/or related rights and /or any other rights of third parties resulting from the implementation of the relevant Agreement by the Company, the Exhibitor shall take all actions provided for by the current legislation of the Russian Federation including intervening in legal proceedings as a proper defendant and shall reimburse all related losses and legal costs in full within 5 (five) working days from the date of receiving the demand from the Company.

7. In the event of fines imposed by appropriate authorities on the Company related to any information and advertising materials of the Exhibitor including their content, truthfulness, presentation, etc., the Exhibitor shall be obliged to reimburse the said fines and losses in full within 5 (five) working days from the date of receiving the demand of payment from the Company.

## **II. Regulations for distribution of information and advertising materials by the Exhibitor at Expocentre Fairgrounds**

1. Only exhibitors of exhibitions held at Expocentre Fairgrounds are allowed to hand out information and advertising materials at Expocentre Fairgrounds.

Distributors of information and advertising materials shall obtain the pass of distributor of information and advertising materials (hereinafter referred to as the pass).

2. How to obtain the pass:

2.1. The pass is issued by Service Bureau of Expocentre upon application in the prescribed form with samples of information and advertising materials in printed or electronic form attached. If life-size cutouts or any technical means are used, photos of them shall also be attached.

2.2. The pass shall contain the exhibition name, its location (pavilion numbers), dates, company name, and the distributor's name. The incomplete pass is invalid.

2.3. The pass is individual and non-transferable to third parties.

2.4. All changes/corrections to the pass shall only be made by the Service Bureau staff.

2.5. Pass applications may be refused.

3. Rules for distribution of information and advertising materials at Expocentre Fairgrounds:

3.1. The distributor has the right to hand out information and advertising materials of the company he/she represents from 9.00 to 18.00 during the opening hours of the exhibition indicated on the pass, within the venue of this exhibition (pavilions and open-air sites) and in compliance with its subject matter.

3.2. The distributor is prohibited to

- promote trade shows, conventions and similar events,
- hand out information and advertising materials in the visitor registration zones,
- hinder the work of other exhibitors and obstruct the flow of visitors,
- sell goods,
- use sound amplifying equipment (the use of other technical means requires authorization),
- be dressed in swimwear, underwear or be topless,
- use body art and suchlike in promotional actions,
- use images violating social norms.

4. The distributor is obliged to

- comply with the Fire Safety Regulations (Enclosure No.5 to the General Terms of Participation in Exhibitions Held at Expocentre Fairgrounds),
- keep the venue clean and maintain order,
- wear the pass prominently and have an ID on him/her at all times.

5. In the event of violation of the rules for distribution of information and advertising materials at Expocentre Fairgrounds, the breaching distributor will be issued with a violation report, prohibited from further distributing information and advertising materials and his/her pass will be withdrawn by an authorized person of Expocentre AO.