

**BASIC REQUIREMENTS OF GENERAL DEVELOPER BUILDEXPO LTD FOR
ARRANGEMENT OF EXHIBITION EVENTS AT IEC CROCUS EXPO**

2016

PREAMBLE

BuildExpo Ltd, as the General Developer of IEC Crocus Expo under the Agreement No. 02-03/25-1 as of October 01, 2010, shall exercise exclusive rights to performing works and services in the mentioned territory and establish rules, which shall be binding for all Organizers and Participants of events being held.

"The Basic Requirements of the General Developer BuildExpo Ltd for arrangement of Exhibition Events at IEC Crocus Expo contain the most general information regarding the requirements set for the Organizers and Participants of events held at the International Exhibition Center "Crocus Expo" (hereinafter – Exhibition Center), the form and scope of the documentation and information they need to provide, the procedure and deadlines for performing certain activities during the preparation and holding of events.

Additional requirements may be set forth in the Events Agreements or Agreements concluded with Independent Developers.

Requirements set forth in the said documents shall be binding. Communication of these requirements to Event Participants shall be the responsibility of the Event Organizer. Control over their compliance shall be the responsibility of the General Developer BuildExpo Ltd

Independent Developer – an organization, unincorporated entrepreneur or individual performing works on assembly and installation of exhibition booths, structures and equipment, and/or carrying out design and decoration works in the exhibition space;

Event – an exhibition, fair, corporate, congressional, or other event held at the Exhibition Center;

Overall Event Period – the period of time comprising move-in, event days, and move-out;

Move-in and Move-out – the period of time for installation and dismantling works, provided in the schedule of the held Event;

Construction Agreement – an agreement for arrangement of an Event entered into between BuildExpo Ltd, acting as the General Developer at IEC Crocus Expo as one party, and the Organizer, acting as the user of the services indicated by the Customer as the other party (including all Appendices and Additional Agreements thereto);

Cooperation Agreement – an agreement entered into between BuildExpo Ltd, acting as the General Developer at IEC Crocus Expo as one party, and an Independent Developer, acting as the builder of exclusive exhibition booths in the territory of IEC Crocus Expo;

Authorized Person – an employee of BuildExpo Ltd assigned with representing BuildExpo Ltd in issues arising in the process of holding Events and controlling compliance with the terms and conditions of the Agreement for Arrangement of Events, as well as provisions of

the Cooperation Agreement;

Organizer – a legal entity holding all rights to the developed concept, subject or name of the Event, making up the lists of Event Participants and providing them with a range of services required for participation in the Event;

Participants – exhibitors and other persons recognized as Event Participants (promoters, advertising distributors, forum, conference, congress participants, etc.) as well as contractors employed by them;

Exhibitors – organizations, unincorporated entrepreneurs or individuals that have entered into an agreement with the Organizer for participating in the Event to display their exhibits (goods, works, services).

1. Concluding an Event Construction Agreement

An Agreement with the Organizer for Holding the Event shall be concluded with the General Developer BuildExpo Ltd after signing an Agreement with Crocus Expo for allocating the exhibition space.

1.1. The Organizer shall enter into the Agreement with the General Developer not later than 45 days prior to assembly of the Event.

1.2. The Agreement with an Organizer incorporated outside the Russian Federation shall be concluded with account of provisions of the Russian legislation governing currency regulation and control. The applicable law for such agreements shall be the Law of the Russian Federation, and the official language shall be Russian.

1.3. To enter into the Contract, a resident Organizer shall submit to BuildExpo Ltd copies of the following documents signed and sealed by the head of the legal entity or individual entrepreneur:

1.3.1. Legal entity's Articles of Association;

1.3.2. Legal entity's Certificate of Incorporation (if applicable to a legal entity's of type of incorporation);

1.3.3. Extract from the Unified State Register of Legal Entities (issued within the past month);

1.3.4. Certificate of State Registration of the legal entity;

1.3.5. Certificate of Tax Registration.

1.3.6.

1.3.7. Document on election (appointment) of a person entitled to act without power of attorney on behalf of the legal entity (Protocol, resolution) as well as power of attorney to represent the legal entity.

1.3.8. Order on assumption of office of the person entitled to act without power of attorney on behalf of the legal entity.

1.3.9. Order on appointment of Chief Accountant.

1.3.10. Unincorporated individual entrepreneurs are required to submit the Certificate of State Registration, Certificate of Tax Registration, an Extract from the Unified State Register of Individual Entrepreneurs issued within the past month (the Individual entrepreneur's status in the extract should be indicated as active).

1.4. To enter into the Contract, a non-resident Organizer shall submit to BuildExpo Ltd copies of the following documents:

1.4.1. Document confirming the legal status of the organization under the laws of the country of incorporation (in particular, the foundation documents of the organization and doc-

uments evidencing its state registration).

1.4.2. Certificate of Tax Registration (if the entity is subject to such registration under the laws of the Russian Federation);

1.4.3. Document on election (appointment) of a person entitled to act without power of attorney on behalf of the legal entity or a representative's power of attorney if the Agreement is signed by a person other than the chief executive.

The foregoing documents must be translated into Russian and certified by a notary or translator (whose signature shall also be certified by a notary).

2. Preparation Period

2.1. To resolve business issues related to the preparation and holding of the Event, the organizer shall appoint an Authorized Person vested with all necessary powers and notify the **General Developer** accordingly in writing. For its part, the **General Developer** shall also notify the Organizer about the appointment of its own Authorized Person.

2.2. During the preparation period the Organizer shall review the specifications of the areas of the Exhibition Center to be used for the Event (Appendix 2) as well as the terms of required services and the contents thereof.

2.3. Taking into account the information received, the Organizer shall set up the exhibition in the exhibition space, determine the consumption of electric power, compressed air, water, the number and type of required phone lines, Internet access points, conference halls, and other resources; set business hours for supporting events according to the Event Schedule provided in the Agreement or other regulatory documents.

2.4. The exhibition shall be set up in the exhibition space within the boundaries specified in the Agreement with IEC Crocus Expo taking into consideration the construction limit line (the so-called "red-line" and "red zones"), floor load limitations, and other existing technical conditions, fire and public safety requirements for mass events. Control over compliance with these requirements and rules shall be exercised by the appropriate units and services of **BuildExpo Ltd** and **Crocus Expo**.

2.5. The exhibition set-up shall be shown on the lay-out plan. The following shall be provided herewith:

2.5.1. Free access to the controls located on the support columns and along the walls (fire cabinets and hydrants, power switchboards, wiring closets);

2.5.2 Rational use of floor hatches for electric power, water supply, sewage and compressed air connection. If required and technically feasible, connections can be made to the hatches located under the neighboring booths;

2.5.3 Unobstructed access to the emergency exits considering the design standards for

such type of premises;

2.5.4 Accessibility of public facilities (fast food outlets, vending machines, toilets).

2.6. The lay-out plan shall be made based on the exhibition hall and exhibition space layouts received at the conclusion of the Master Agreement with Crocus Expo in hard copy and electronic format.

2.7. At least 15 calendar days prior to the commencement of the Overall Event Period, the developed and approved exposition plan with a set-up schedule taking into account the installation of bulky exhibits in the booths and special installation equipment required, shall be agreed by the Organizer with the following units and services of Crocus Expo: Department for Exhibition Events, Maintenance Service; Fire Safety Administration; Transport Department; private security company Crocus Profi. The Organizer shall hand over the approved plan to the General Developer and Authorized Person of BuildExpo Ltd for execution. Unless approved and agreed upon, no plan shall be accepted for execution.

2.8. The Organizer's information provided under the terms of the Agreement shall be submitted to BuildExpo Ltd, signed by the signatory of the Agreement or other person authorized under power of attorney.

2.9. The scope of information to be provided by the Organizer to BuildExpo Ltd during the preparation period is set forth herein and in the Agreement concluded with General Developer.

2.10. For the purpose of improving interaction during the preparation and holding of the Event, the Organizer and Crocus Expo shall hold coordination meetings between all the services of Crocus Expo and BuildExpo Ltd at least 5 days prior to, and a wrap-up meeting at least 5 days after, the Overall Event Period.

3. Exhibition Space Set-Up

3.1. The General Developer shall provide services for arrangement of standard booths as well as decoration of expositions with such exhibition systems as OCTANORM, MEROR8, ADVANTEC, MERO R8+, MAXIMA, etc.

3.2. While concluding the Agreement with the General Developer, the Organizer shall receive templates with equipment symbols, tables and other necessary forms for using them as the basis for making orders for the construction of booths.

3.3. In the event that orders for the construction of booths are prepared without using BuildExpo symbols, the Authorized Person of the General Developer shall be entitled to require that they be brought in line with the above symbols.

3.4. Not later than 35 days before the commencement of the Overall Event Period, the Organizer shall provide the General Developer with all information necessary for carrying out

assembly works as mentioned in the agreements.

3.5. The Organizer shall send the requirements specification to the General Developer in electronic form, and shall duplicate them in hard copy certified with seal and signature.

In order to receive additional services during the installation and holding of the Event, the Organizer shall submit a Supplemental Application according to the form stipulated in the Agreement. Fulfillment of such applications shall be subject to the General Developer's capacities.

3.6. BuildExpo Ltd shall provide temporary usage of the exposition assembled by the order of the Organizer or other Customer within the time-limits established by the agreement with the Organizer. All services provided by the Contractor shall be strictly regulated and rendered under Agreement with the Organizer.

4. Control over Independent Contractors

4.1. Independent Contractors shall be granted access to the exhibition site within the time frames stipulated by the Order and the Event Schedule after review of booth construction documents by the General Developer for compliance with the regulations and requirements effective at the Exhibition Center.

4.2. Review of technical documentation for construction of exhibitions booths in Pavilion 3 and in the second exhibition floor of Pavilion 2 shall be carried out only after receiving approval of the booth project from the Crocus Expo maintenance department for compliance with maximum floor load, which must take into account the overall weight of booth structures, equipment and exhibits.

4.3. Technical documentation for the construction shall be submitted in full and prepared in accordance with the requirements for preparation of technical documents, developed by the General Developer BuildExpo Ltd. If any changes and additions are made in the technical documentation, the latter shall be reviewed as if it was newly filed.

4.4. Independent developers, who failed to pass the review of design documentation for the booths, shall not be allowed to conduct works on the territory of IEC Crocus Expo.

4.5. A list of documents required for review of booth construction documents shall be determined by the General Developer based on the requirements and rules effective at the Exhibition Center as well as regulatory documents of the Russian Federation.

4.6. When designing and constructing two-storeyed or outdoor booths as well as load-bearing suspensions, Contractors shall comply with the legal requirements and terms of the Agreement with the General Developer for additional control over structural calculations and workmanship.

4.7. To gain access to exposition construction in the exhibition space of the Exhibition

Center, an Independent Contractor shall have the next documents during move-in:

4.7.1. Agreement for technical review of booth project documentation with the General Developer and the Certificate with the review results.

4.7.2. Project documentation approved by the Maintenance Service and the Fire Department of Crocus Expo. The scope of information to be provided and the approval procedure are set forth in the "Fire Safety Instructions for Exhibit Installation/Dismantling and for Holding Exhibition Events in the Pavilions and Outdoor Exhibition Space of IEC Crocus Expo";

4.8. If the exhibition booth is being set up by several Independent Contractors, each Independent Contractor shall get approval of the construction documents for its scope of work from the General Developer.

4.9. All installation and construction works, including floor covering in the aisles, shall be completed within the period provided in the Event Schedule or the Agreement between the Organizer and the General Developer. No installation, construction, or decoration shall be permitted on the opening day of the Event.

4.10. During installation (dismantling), construction materials and structures may be stored only within the contracted exhibition space. It is not permitted to block the aisles between the booths, or place materials, equipment and personal items in the booths of other contractors. If additional space is required for storage of materials and structures, the Event Participant may transfer part of its property to the warehouse of Crocus Expo for storage.

4.11. Installation of additional lighting or mobile stands with independent electrical circuits in the standard booths shall be allowed only by agreement with the General Developer. Setup of non-standard booth and interior design elements, being not the exhibits, inside standard modular structures (unauthorized additional construction or decoration significantly affecting the design of the Event Participant's standard booth) may be allowed only by agreement with the General Developer after review of the construction documents for the proposed works.

4.12. It is prohibited to use silica glass. Only special triplex-type or organic glass can be used.

4.13. Exclusive booths shall be constructed from prefabricated elements, pre-assembled and pre-painted at the Contractor's production facilities. In the exhibition halls it is permitted only to assemble prefabricated elements, seal and paint joints subject to first covering the aisle floors with protective film. Use of gypsum plasterboards and gypsum fiber boards for booth construction and decoration is prohibited.

4.14. Use of stationary circular saws, naked flame, welding works, orbital sanders without dust extraction are strictly prohibited. It shall be acceptable the use of hand-held circular saws, orbital sanders and other hand-held electric tools equipped with dust extraction for fitting and adjustment of construction elements.

4.15. Electric cables shall be laid on the floor only using protection against mechanical damage. Use of bus ducts with open channels on top is not allowed. The responsible for the closure of the power lead-in cable lying along any stand is the company builder the owner of cable.

4.16. Installation of lighting equipment on the floor is permitted only with fencing preventing contact of the installed equipment with people and various construction elements and items.

4.17. Connection of electrical equipment to power sources shall be carried out using a five wire electrical cable with section compatible with the load, its length should be at least 30 ML. The length of the electrical cable near the power supply connection point should not exceed 1.5 m. Surplus electrical wiring should be removed in the booth or cut off; otherwise, the connection will be denied.

4.18. Connection of installed electrical equipment in the booth shall be possible only after performance of overall measurements of the efficiency of protection equipment and issuance of the Certificate of Delineation of Operational Responsibilities by the Authorized Person of the Maintenance Department at BuildExpo Ltd

4.19. Connection of electrical equipment in booths and exhibits to power lines shall be possible only by means of electrical connectors.

In order to make the connections, the Independent Contractor and/or Participant should have electrical connectors of the following ratings:

Pavilion No.1 – 32A and 63A type ABB;

Pavilion No.2 – 1 floor 125A type ABB, 2 floor 63A type ABB;

Pavilion No.3 – 1 floor 63A type ABB, 2 floor 125A type ABB, 3 floor (Hall No.20) 63A type ABB.

4.20. No elements of booths or other installed facilities may be fastened to the walls or the floor.

4.21. Independent Contractors and/or Event Participants shall be connected to water and compressed air supply networks only after testing the quality of works on connecting water and compressed air consuming equipment in the booth. These works shall be documented by a work acceptance statement that is filled out by a person making the connection of the equipment to the temporary lines of water/compressed air supply of Build Expo Ltd. The form of the acceptance certificate on division of maintenance responsibilities can be found on buildexpo.ru website at the section "Technical documentation". The connection to water/compressed air supply is done using hoses of ½ diameter. The water drainage is done using corrugated hoses with an internal diameter of 32 mm. The hoses of other diameters and/or connectors should be provided by the Independent developer and/or Participant.

4.22. Attachment of structural and decorative elements to the load-bearing structures of the exhibition halls (joists, columns, etc.) shall be the responsibility of Crocus Expo specialists.

The work design indicating the weight of the suspension structure and points of suspension shall be developed by the Contractor and approved by the General Developer and the Maintenance Department of Crocus Expo. Any installation performed by the contractor at heights shall be subject to the safety requirements established in the Rules on occupational safety when working at heights, approved by Ministry of Labor and Social Protection of the Russian Federation №155n Order dated March 28, 2014.

4.23. Aisle floor covering shall be laid by the General Developer. The Organizer shall set aside time for floor covering works after completion of all installation works and exhibits move-in. The time and duration of the said work shall be established by agreement between the Organizer and the General Developer. Once floor covering has been laid, neither exhibits nor exhibition equipment may be moved along the aisles on wheeled vehicles. So for cleaning aisles and aisle floor covering all installation works carrying out at the last day of installation activities after 16.00 should be carried out only within the territory of the assembling stand, all the construction equipment and tares should be removed from the hall till 16.00

4.24. It is strictly prohibited to dismantle the booths using the "tear-down" method.

4.25. Under the Cooperation Agreement, installation and dismantling works shall be directed by a designated person appointed by order of the manager of the Independent Contractor. Interaction of the Authorized Person of the Independent Developer on issues related to construction of booths shall be carried out only with the designated person of the Independent Contractor.

4.26. In the Overall Exhibition Period, control over compliance with applicable standards and rules during installation and dismantling of both the booth and its decorative elements, over work performance requirements provided by law as well as over safety regulations shall be exercised by the General Developer – BuildExpo Ltd. Control is conducted by the approval procedure of project design documentation and by plan and spot checks of work carrying out during booth installation/ dismantling.

4.27. The Independent Contractor shall obtain a move-out permit from the Event Administrator after cleaning the occupied exhibition space. It is prohibited to dispose of dismantled structural elements and packaging materials (sawn timber, flakeboard, wood fiberboard, fiberboard, plywood, etc.) into household waste bins installed on the grounds of the Exhibition Center.

4.28. The Independent Contractor, at the construction site of the stand must place information desks (pillar) stating the organization builder, responsible for the production of works and their contact numbers. Format pillar shall be not less than A3, yellow background, black letters.

4.29. The authorized person of the Independent Contractor provides and shall be liable for compliance with the requirements of safety rules during work of engaged persons and also

shall take precautions against casualties.

5. Cleaning of exhibition booths, technological periods

5.1. During the installation and dismantling periods, cleaning of the exposition arranged by the General Developer shall be carried out by BuildExpo Ltd. Prior to delivery of the exposition, the booths, wall panels and fascia shall be thoroughly cleaned, tapes removed, etc. All visible elements shall be cleaned of construction dust and delivered to the Customer clean. On the opening day, the floor cover in the booth shall be cleaned with a vacuum cleaner.

5.2. Disposal of spent liquids and wastes of paint and varnish materials shall be carried out by the Participants themselves in accordance with applicable environmental norms and rules. If necessary disposal may be ordered at Crocus Expo.

5.3. Additional cleaning can be ordered in accordance with the conditions and rates stipulated in Services and Rates Guide.

6. Installation of Exhibits and Auxiliary Equipment

6.1. During exhibit installation and dismantling, booth personnel shall also be governed by the following requirements:

6.1.1. It is prohibited to fasten exhibits and decorative elements to electrical equipment, lighting fixtures, and other equipment located in the booth and not intended for such purposes.

6.1.2. It is prohibited to cover the panels without prior permission.

6.1.3. It is prohibited to remove equipment transferred for temporary use, outside the premises.

6.1.4. While decorating the panels (booths) with information and advertising products, it is prohibited to use adhesive tape and self-adhesive materials.

6.1.5. It is prohibited to use staplers for fastening advertising and other materials.

6.1.6. It is prohibited to drill holes in the constructive elements of the booths.

6.1.7. It is prohibited to use chairs as stepladders.

6.2. Event Participants, their representatives and agents shall be financially liable for any damage caused to the property of BuildExpo Ltd or other Event Participants.

6.3. No presentation or audiovisual equipment of the Organizer and Participants may be permitted for use at the Event until duly inspected by specialists of the Audio-Visual Support Department of BuildExpo Ltd

7. Providing Services to Event Organizer and Participants

7.1. All applications for services provided by the General Developer shall be prepared by the Organizer and sent to BuildExpo Ltd by the deadline specified in the agreement or in the current Services Guide and at its rate.

7.2. By agreement between the Organizer and BuildExpo, services shall be provided to Event Participants on the basis of contract-applications subject to prepayment by bank transfer or in cash via the cash office of BuildExpo within the amounts provided by current legislation.

7.3. Services not specified in the Services Guide shall be provided at negotiable prices.

7.4. Reasonable claims regarding the scheduling, quality or scope of services provided by BuildExpo shall be accepted until the last day of move-out unless otherwise stipulated in provisions to the Agreement. Otherwise, a service shall be deemed provided in due time, in full and with proper quality.

7.5. Prior to move-out, the Event Participant must return all property rented from BuildExpo based under a handover certificate. Otherwise, the participant shall not be permitted to move out.

8. Connecting Electricity, Water, Compressed Air

8.1. Connection to the electrical, water, sewage and compressed air systems of the Exhibition Center shall be performed by the Maintenance Service of BuildExpo Ltd on the basis of applications from the Organizer and Event Participants. Using the received data, BuildExpo Ltd shall prepare a layout for connecting the Event to the engineering networks of IEC Crocus Expo.

8.2. To provide the Event with electrical wiring, the Organizer must:

8.2.1. At least 20 (twenty) calendar days prior to the Overall Event Period, submit to the General Developer information received from the Exhibitors about power consumption of the booths. Information submitted after the above deadline shall be considered in the general wiring diagram of the Event as independent electrical connections;

8.2.2. At least 7 (seven) calendar days prior to the Overall Event Period, the Organizer shall get approval for the electrical wiring map for standard booths developed by the General Developer. The map shall indicate the number of electrical connections and power consumption of booths united into blocks. Based on the approved electrical wiring map, the Organizer shall draw up and submit to Crocus Expo an application for connection of the standard booth blocks to the electrical system of Crocus Expo indicating their number and power consumption;

8.3. Connection of exhibition booths and other facilities to the electrical system shall be performed only after inspection of the quality of wiring work and electrical measurement of the electrical system parameters by the General Developer. Connection to water and compressed air supply networks shall be performed only after inspection of the quality of work on connecting water and/or air consuming equipment, carried out by the Independent Contractor and or Event Participant. It is required to order a separate connection of water/air for each unit of water/air equipment. Using power splitters in the booths is prohibited. Booths using electrical splitters will not be connected to water/air supply.

8.4. When planning connection of electricity, water, and compressed air, the Organizer must take into account the location of the inlets and terminals in the floor hatches of the exhibition halls, switchboards and control cabinets installed along the walls and on the support columns.

8.5. On the 2nd floor of Pavilion No.2, compressed air may be connected from the Exhibitor's compressor only. Connection shall be performed by the Exhibitor or by third-parties after obtaining approval of the Department of technical manual BuildExpo.

8.6. Unauthorized connection to engineering networks of IEC Crocus Expo is unacceptable. A fine (point 13, Appendix 2) shall be imposed for any unauthorized connection and the booth shall be disconnected from the engineering networks of IEC Crocus Expo. If such actions result in material damage, those responsible shall compensate the damage in addition to the fine. Power, water, compressed air supply to the booth will be renewed only after full payment of the fine and quality check by BuildExpo Ltd specialists of electrical and sanitary engineering work performed.

8.7. Temporary power networks for outdoor Events of the Exhibition Center shall be set up by the General Developer BuildExpo Ltd under a separate Agreement concluded between the General Developer and the Event Organizer. To provide excess electricity of Events in the open area the Organizer must be ordered in the Maintenance Service in the IEC "Crocus Expo" an additional source of electricity (power generator). During the period of Events

Usage of own generators is prohibited. Usage of own generators on open areas is possible only at the time of mounting / dismantling.

8.8. The cost of connecting electricity, water and compressed air will be calculated taking into account the timing of the event and time of connection to utility networks according to the coefficients:

- up to 5 days or factor of 1;
- up to 7 days or a factor of 1.5;
- to 14 days or a factor of 2;
- more than 14 days a factor of 2.5.

The list of services that are subject to the coefficients:

Connecting to power supply up to 5 kW

Connecting to power supply up to 10 kW

Connecting to power supply up to 20 kW

Connecting to power supply up to 40 kW

Connecting to power supply up to 60 kW

Connection to water supply network cold water and sanitation one technological unit at

the floor level without connection of consumers.

Connection to water supply network of hot water and sanitation one technological unit at the floor level without connection of consumers.

Connection to water supply network cold water and sanitation one technological unit on the second level without connection of consumers.

Connection to water supply network of hot water and sanitation one technological unit on the second level without connections consumers.

Connection to water supply network of hot water and sanitation one piece of equipment flow type (air conditioning, etc.) of the Participant without connection the specified equipment, flow rates up to 1 cubic meter / hour

Connection to water supply network of hot water and sanitation one piece of equipment flow type (air conditioning, etc.) of the Participant without connection the specified equipment, which uses more than 1 cubic meter / hour

Connection to the compressed air line one piece of equipment, at a rate of up to 30.0 cu. m / hr

Connection to the compressed air line one piece of equipment at a rate of more than 30.0 cu. m / hr

8.9. Electrical connection and the electrical equipment required for assembly / disassembly of the stand or the exhibit (compressor, charging equipment, electric hoist, crane, equipment with an electric motor, etc.) more than 2 220 kW optional is ordered additionally. At the time of mounting / dismantling works connection less than 2 220 kW allowed, place data connections (euro 220 V) located near the bearing columns of exhibition pavilions and open areas in coordination with the Division of technical maintenance of "Build Expo." Electrocable (el. Extension cable) from the place of connection to the mains supply to the place of use
Is provided by the user of electricity or ordered additionally according to the Compendium of tariffs for services of "BuildExpo". The coefficients for these kinds of connections and services to them do not apply.

9. The use of audiovisual equipment

9.1. The General Developer shall provide rental services for audio-visual equipment for events to be held in the territory of IEC Crocus Expo.

9.2. Submission of application for renting equipment shall be carried out no later than 5 days prior to the main event period. In case an application is submitted on a later date, the conditions shall be agreed with a representative of the Audio-Visual Support Department; increased rates shall be applied to these works according to the tariffs.

9.3. Installation and mounting devices and tooling circuit equipment (stands, fixings, etc.) shall be rented out together with the audio-visual equipment provided by Build Expo Ltd

9.4. Event Participants may use their own audio-visual equipment in conference rooms, in exhibition halls and in the lobby of IEC Crocus Expo only after obtaining permission from the Audio-Visual Support Department.

10. Rules of works performance

RULES OF ELECTRICAL WORKS PERFORMANCE at Crocus Expo Exhibition Center

1. Installation booth wiring shall be carried out in accordance with the "Rules for Operation of Customers' Electrical Installations", requirements of "Safety Rules for Operation of Customers' Electrical Installations" and guidelines "On Fire Safety in the Premises of IEC Crocus Expo".

2. Each independent electrical installation (booth, machine and etc.) should be equipped with a separate device protecting against short circuits and overload (switchboard and PCD – protective cutout device) with rated triggering current. This device should be installed in an easily accessible place at the height of 1.8 m above floor level.

3. Prior to holding an Event, each Individual Contractor shall agree the electrical diagrams of the booths with the General Developer indicating the necessary capacity with breakdown into groups within the terms and according to the procedure established in the "**Basic Requirements of the General Developer BUILDEXPO LTD for arrangement of Events at IEC CROCUS EXPO**".

4. All electrical works carried out in booths by Individual Contractors must be performed by trained and certified electrical personnel with access category not lower than grade 3. The Access Certificate shall allow electrical personnel to service electrical devices of the organization where they were certified and received access of the relevant category from the manager in charge of electrical facilities.

5. Prior to connecting the booths to the electrical network of IEC Crocus Expo, electrical check measurements shall be performed and the Certificate of Operational Responsibilities shall be signed. All current-conducting elements of the booth should be secured against accidental touching.

6. All switchboards, necessary for layout of internal wiring in the booths of Individual Contractors shall be equipped with protective cutout devices (PSD). The feeding cable from the booth switchboard to the terminal point of the IEC electrical network shall be provided by the contractor. Minimum cable length: 30 m. Mandatory requirement to the cable – 5 wires.

7. The Feeding cable from the electrical hatch or mobile switchboard to the cut-out device should be shielded against mechanical damage, placed in cable channel kind

of Legrand 90-18 (black) or hall defender (kind of Adam Hall Defender III). The maximum length of the electrical hatch or mobile switchboard cable should not exceed 1.5 m. The Independent Contractor or Exhibitor should place the excess cable within the booth.

8. Cable wire connections should be connected using closed fork connectors. Connections by twisting wire pairs, pull boxes and making connection with the help of lay-up as well as build-up (extension) of wiring with terminal blocks are not allowed. The booth wiring should be secured excluding the possibility of mechanical impact.

9. It is forbidden to carry out electrical works placing the open channel of the bus duct facing "up" or "side". The bus duct should be installed at a height of not less than 2.5 m above floor level with the open channel facing down. Installation of bus ducts at a height of less than 2.5 m and/or with the open channel of the bus duct facing "up" or "to the side" shall be possible subject to protection of the bus duct against mechanical damage and ingress of foreign objects.

10. It is prohibited to fasten electrical equipment generating heat during operation (projectors, lighting, etc.) using caprone and plastic straps. This equipment should be fastened with metal fixings. Lighting and sound equipment located on the outboard structures must be additionally insured by metal cables or chains. In the case of non-compliance with this requirement, a suspension mounting structure will be banned.

11. All metal structural elements of the exposition (booth), housings of electrical switchboards, metal chutes, metal wiring pipes, etc. shall be earthed.

12. Connection of the booth shall be carried out only subject to compliance with all the above requirements.

SAFETY REQUIREMENTS FOR THE DESIGN AND CONSTRUCTION OF TWO-STOREYED BOOTHS

Load carrying structure, floor covering:

- the load carrying two-storeyed structure must have a static analysis of load capacity;
- the podium and booth should withstand a load of not less than 500 kg/m²;
- parts of the podium resisting the load of the load carrying structure of the two-storeyed booth should withstand a load of not less than 2500 kg/m²;
- the floor covering of the second storey should withstand a load of not less than 400 kg/m²;

Booth wallings:

- wallings of the second storey should have a height of not less than 1100 mm from the floor level of the second storey and prevent falling of various objects;
- the walling of the second storey should withstand a lateral load of not less than 100 kg/m²;
- the walls of the second storey filled with light-weight filling should be equipped with hard protective wallings at a height of 1100 mm from the floor level of the second storey capable of with-

standing lateral load of not less than 100 kg;

Stairs:

- The main stairs of the booth should only be a stairway; use of spiral stairs can only be used auxiliary stairs;
- The width of the stairway should not be less than 900 mm;
- The stairway should withstand a load of not less than 500 kg/m²;
- The width of the stairway steps should not be less than 250 mm;
- Inclination of the stairway should not exceed 36° from the horizontal axis;
- If the rise of the stairway is more than 450 mm, it should be equipped with railings;
- Railings of the stairway should have a height of 1100 mm and withstand a lateral load of not less than 100 kg;

Decoration of the booth:

- in decoration of the booth, special glass is used-triplex.

11. Liability for Violation of the "Basic Requirements of the General Developer BuildExpo Ltd for Arrangement of Exhibition Events at IEC Crocus Expo"

11.1. Failure to comply with the "Basic Requirements of the General Developer BuildExpo Ltd for Arrangement of Exhibition Events at IEC Crocus Expo" and other regulations governing installation and dismantling works shall be deemed a substantial violation of the terms of the concluded Agreement and incur sanctions provided therein as well as by applicable laws of the Russian Federation.

11.2. Violators of the "Basic Requirements of the General Developer BuildExpo Ltd for Arrangement of Exhibition Events at IEC Crocus Expo" may face the following sanctions: warning, suspension of works until after the elimination of the identified violations with imposition of a penalty provided by the applicable regulations of Crocus Expo and payment of damages, temporary or permanent withdrawal of accreditation, submission of the materials about the violations to the law enforcement agencies. The amount of sanctions and the sanctions procedure are set out in Appendix 2.

11.3. It is allowed to resume works suspended due to violations only after the violations are eliminated and the imposed fine is paid.

11.4. Measures against violators of the "Basic Requirements of the General Developer BuildExpo Ltd for Arrangement of Exhibition Events at IEC Crocus Expo" shall be taken on the basis of a Certificate drawn up by authorized representatives of BuildExpo Ltd.

Appendix 1: Technical Specifications of Crocus Expo Exhibition Halls

NN	Contents	Pavilion 1	Pavilion 2		Pavilion 3			Notes
		Floor 1	Floor 1	Floor 2	Floor 1	Floor 2	Floor 4	
	Specifications of exhibition halls ¹							¹ For configuration, size and existing limitations, refer to hall floor plans
	Maximum floor load ²	20 t per sqm	20 t per sqm	1.0 t per sqm	2.5 t per sqm	1.0 t per sqm	0.6 tons to 1 sq.m.	² For distributed load. Maximum point load is determined based on the number and size of supports as well as total weight of exhibit (booth)
	Height to ceiling trusses	Hall 1 - 9.0 m ³ Hall 2 - 9.0 m Hall 3 - 9.0 m	Hall 5 - 7.95 m Hall 6 - 7.95 m	Hall 9 - 7.85 m Hall 10 - 7.85 m	Hall 12 - 9.5 m ³ Hall 13 - 9.5 m Hall 14 - 9.5 m Hall 15 - 9.5 m	Hall 16 - 8.5 m Hall 17 - 8.5 m	Hall 20 - up to 6.5 m beams Hall 20 -	³ For height under balconies and passages, refer to hall floor plans

		Hall 4 - 9.0 m	Hall 7 - 7.95 m Hall 8 - 7.95 m ³	Hall 11 - 7.85 m		Hall 18 - 8.5 m Hall 19 - 8.5 m	chandeliers to 6.2 m	
1.1.	Maximum construction height	Hall 1 - 7.5 m ³ Hall 2 - 7.5 m Hall 3 - 7.5 m Hall 4 - 7.5 m	Hall 5 - 6.95 m Hall 6 - 6.95 m Hall 7 - 6.95 m Hall 8 - 6.95 m ³	Hall 9 - 6.85 m Hall 10 - 6.85 m Hall 11 - 6.85 m	Hall 12 - 8.5 m ³ Hall 13 - 8.5 m Hall 14 - 8.5 m Hall 15 - 8.5 m	Hall 16 - 7.5 m Hall 17 - 7.5 m Hall 18 - 7.5 m Hall 19 - 7.5 m	Hall 20-5 m	
	Number of freight elevators (for elevator numbers floor plan of the building): ⁴	no	no	Hall 9 - 4 Hall 10 - 2 (4) Hall 11 - 4	no	Hall 16 - 5 Hall 17 - 5 Hall 18 - 5 Hall 19 - 6	3 pc	⁴ Hall 16 elevators deliver cargo to third exhibition level as well
	Maximum size of cargo: ⁵ a) height b) width c) length	- - -	- - -	2100 mm 2500 mm 5500 mm	- - -	2100 mm 2350 mm 5650 (6600) mm	2200mm 2700mm 6100mm	⁵ For freight elevator size, refer to hall floor plans
	Maximum weight of cargo:	-	-	3200 kg	-	2500 kg	3200 kg	

	Number of installation gates	Hall 1 - 3 Hall 2 - 3 Hall 3 - 3 Hall 4 - 6	Hall 5 - 3 Hall 6 - 3 Hall 7 - 5 Hall 8 - 5	no	Hall 12 - 3 Hall 13 - 3 Hall 14 - 3 Hall 15 - 3	no	no	
	Maximum size of cargo to go through installation gate: ⁶ a) height b) width	4.3 (7.5) m 4.0 (4.9) m	4.3 (7.5) m 4.0 (6.8) m	- -	4.3 (7.5) m 4.0 (6.8) m	- -		⁶ For location and size of installation gates, refer to hall floor plans
	Maximum size of cargo to go through folding doors between halls: ⁷ a) height b) width	5.8 m 5.0 m	4.3 m 5.3 m	5.8 m 5.3 m	5.8 m 5.3 m	5.8 m 5.3 m		⁷ For location and size of folding doors between halls, refer to hall floor plans
	Possibility of connection through floor access holes ⁸							⁸ For location of access holes, refer to hall floor plans
	220/380 V power ⁹	yes	yes	yes	yes	yes	Up to 40 kW on the columns, up to 60 kW on the	⁹ Electrical connections may also be performed from the power switchboards located on the columns and hall walls

							walls	
	Tap water	yes	yes	yes	yes	yes	no	
	Compressed air main	yes	yes	no	yes	yes	no	
	Number of conference halls (negotiating rooms)	4 (4)	7 (5)	2 (0)	0 (0) ¹⁰	0 (0) ¹⁰	36 rooms on 172 square meters, the possibility of transforming	¹⁰ 36 convertible conference halls are located at the third exhibition level of the Pavilion
	Maximum load on ceiling beam (truss) for suspensions:						suspensions prohibited	
	a) per point	250 kg	250 kg	250 kg	250 kg	250 kg		
	b) per beam (truss)	900 kg	1600 kg	1600 kg	1600 kg	1600 kg		

Appendix 2: Penalties for Violation of the "Basic Requirements of the General Developer BuildExpo Ltd for Arrangement of Exhibition Events at IEC Crocus Expo"

NN	Violation	Clause of Basic Requirements	Penalty	Notes
1.	Performance of installation works based on construction documents that were not duly approved; - Installation conducted by another company; - Discrepancies between the construction and the submitted project design documents; - Suspended structure without approval	4.1., 4.2., 4.3., 4.4., 4.5., 4.6.	1383euro or withdrawal of accreditation for up to 1 year. In case of repeated violation, withdrawal of accreditation may be permanent	Penalty to be imposed by a representative of the General Developer.
2.	Violation of storage regulations for construction materials and structures, including during installation and dismantling: - blockage of passages; - storage of equipment, as well as personal items in the booths of other companies	4.10.	230euro and withdrawal of accreditation for up to 1 month.	Penalty to be imposed by a representative of the General Developer.
3.	Use of silica glass for installation of the booth is prohibited. Allowed to use special glass (type triplex) or organic glass (type triplex) or organic glass.	4.12.	601euro and withdrawal of accreditation for up to 3 months.	Penalty to be imposed by a representative of the General Developer.
4.	Use of hand tools without dust extraction,as	4.14.	601euro and withdraw-	Penalty to be imposed by a repre-

	well as stationary circular saws		al of accreditation for up to 6 months.	sentative of the General Developer.
5.	Use of open flames, welding and performs hot work, metal processing polishing machines (angle grinders).	4.14.	601euro and withdrawal of accreditation for up to 6 months.	Penalty to be imposed by a representative of the General Developer.
6.	Violation of installation regulations at a height	4.22.	461euro and withdrawal of accreditation for up to 3 months.	Penalty to be imposed by a representative of the General Developer.
7.	Damage of floor covering in exhibition halls: - performance of paint works without covering the exhibition hall with protective film - leaving remnants of adhesive tape on the floor after dismantling	4.13., 4.26.	601euro and withdrawal of accreditation for up to 1 month.	Penalty to be imposed by a representative of the General Developer.
8.	Violation of the rules perform electrical installation work in IEC "Crocus Expo"	10	461euro and withdrawal of accreditation for up to 3 months.	Penalty to be imposed by a representative of the General Developer.
9.	Breaching the schedule of the installation/dismantling works	4.9.	461euro and withdrawal of accreditation for up to 3 months.	Penalty to be imposed by a representative of the General Developer.
10.	Dismantling by means of tearing down booths	4.24.	691euro and withdrawal of accreditation for up to 6 months.	Penalty to be imposed by a representative of the General Developer.

11.	Absence of information stander of standard design at the time of installation/dismantling works	4.28	230euro and withdrawal of accreditation for up to 1 month.	Penalty to be imposed by a representative of the General Developer.
12.	Absence of the person responsible for performance of works at the booth at the time of installation/dismantling	4.25.	230euro and withdrawal of accreditation for up to 1 month.	Penalty to be imposed by a representative of the General Developer.
13	Unauthorized switch-on to engineer connections of IEC "Crocus Expo"	8.6.	1152euro and withdrawal of accreditation for up to 3 months.	Penalty to be imposed by a representative of the General Developer.
14	The use of audiovisual equipment used by participants of activities without permission.	9.4.	230euro and withdrawal of accreditation for up to 1 month.	Penalty to be imposed by a representative of the General Developer.