

**"APPROVED"**

**Director General  
"EF-International" Ltd.**



**/Voronkov S.G./**

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## **GENERAL TERMS**

### **OF PARTICIPATION IN EXHIBITIONS AND EVENTS IN THE TERRITORY OF EXHIBITION COMPLEX "LENEXPO" "EF-International" Ltd.**

**Effective date:  
October 01, 2013**

**St. Petersburg**

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## General provisions

These "General terms of participation in exhibitions and events in the territory of Expocenter "LENEXPO" (hereinafter referred to as the "General terms of participation") contain general data on the requirements presented to participants (hereinafter referred to as the Exhibitors), joint organizers (hereinafter referred to as the Organizers) and to installation contractors (hereinafter referred to as the Contractors) of events and exhibitions in the territory of Expocenter "LENEXPO" located at the address: 199106, Saint-Petersburg, Bolshoy prospect V.O., house 103 (hereinafter referred to as EC "LENEXPO"), on the form and volume of the presented information, the procedure and terms of fulfillment of some or other actions for preparation and carrying out of events and/or exhibitions.

**Exhibitions** – home and guest exhibition and trade fair events, at which goods, services and (or) information are exhibited, and which take place in expressly fixed terms and with certain regularity.

**Events** – congresses, forums, conferences, symposiums, seminars, trade fairs, competitions, corporate events, music and other festivals, as well as other non-exhibition events.

Terms and definitions in these "General terms of participation" are established according to the national standard of the Russian Federation **GOST R 53103-2008** "Exhibition and trade fair activity. Terms and definitions".

The documents regulating carrying out of events and/or exhibitions in the territory of EC "LENEXPO" are binding for the persons who have entered into civil contracts of any nature with LLC "EF-International". Control over compliance by Exhibitors with requirements stated therein is assigned to the Directorate of exhibition and/or event, Site management directorate and Engineering Directorate of LLC "EF-International".

Information on terms, conditions and venue of events and/or exhibitions, as well as regulatory documents (subjects, reference book of services, forms of orders of services, contracts for services), contact phones and addresses of corresponding Directorates and services are published separately, form an integral part of the Participant's Manual for each of the events and are published on the website [www.EXPOFORUM.RU](http://www.EXPOFORUM.RU)

## 1. Established standards for determination of the minimum terms of sublease at carrying out of events and/or exhibitions in pavilions and in open areas of EC "LENEXPO"

### Exhibition assembly

Building volume in n pavilion (net, sq.m.)	Installation (works are conducted From 8:00 to 20:00) (days)	Arrival of exhibitors (from 8:00 to 20:00 – assembly works, from 14:00 to 20:00 – arrival of exhibitors)	Additional factor, $Kn$	Load of pavilion (days)	Estimated number of hours (without additional factor) taking into account time required for arrival
up to 900	1	1	$Kn = (k1+k2) + 1$	2*Kn	26 hours
900–3000	2	1		3*Kn	38 hours
3000–5500	3	1		4*Kn	50 hours
5500–7500	4	1		5*Kn	62 hours

### Exhibition disassembly

Building volume in n pavilion (net, sq.m.)	Disassembly (works are conducted from 8:00 to 20:00) (days)	Additional increase factor	Load of pavilion (days)	Estimated number of hours (without the additional factor)
To 3500	1	$Kn = (k1+k2) + 1$	1*Kn	12 hours
From above 3500	2		2*Kn	24 hours

### Additional increase factor on account of complexity

Additional factor $Kn$ is calculated under the formula $Kn = (k1+k2) + 1$ proceeding from the following figures:		
<b>k1</b>	The need of delivery (removal), assembly (disassembly) and connection of complex large-size process equipment and exhibits of participants (this indicator is established by expert assessment with attraction of company "PAN-BALTServis" depending on the complexity and duration of works and the area of building with impeded access)	0,15–0,3
<b>k2</b>	Quantity and complexity of suspended structures at the exhibition, quantity of suspension points in the pavilion (this indicator is established by expert assessment with attraction of company "ART-Festival")	0,2–0,4

**Note:**  $Kn$  – factor, taking into account the complexity of construction, logistics in the pavilion. This indicator is calculated for each built pavilion.  
 $n$  – sequence number of the pavilion which is built up with exhibition stands.

## **2. Registration for participation**

2.1. The Exhibitor, who wishes to take part in the exhibition and/or the event conducted by LLC "EF-International", sends to the mailing and/or electronic address of LLC "EF-International" the application form for participation not later than 30 calendar days prior to the beginning date of assembly works unless otherwise established in the Participant's Manual of specific exhibition/or event, as well as other documents necessary for registration of participation in the event (exhibition), with authorized signatures and seal. The list of necessary documents is determined separately in the Participant's Manual and (or) the agreement of participation in the specific event (exhibition).

The specified documents should be presented in original or in electronic scanned original with authorized signatures and seal, in facsimile copy, but subject to subsequent presentations of originals of such documents.

The demonstrated exhibits should correspond to the theme of the event (exhibition).

At submission the request is subject to obligatory registration by the Guest Events Directorate or the Home Events Directorate.

2.2. Within 10 working days after receipt of the request LLC "EF-International" and the Exhibitor enter into the agreement of participation in the event (exhibition), as a rule not later than 20 days prior to the beginning of installation, if the Exhibitor can be granted the corresponding exhibit space.

2.3. Organization of joint participation in the events (exhibitions) which are conducted by LLC "EF-International", as well as carrying out by joint organizer of guest exhibitions and/or events in the territory of EC "LENEXPO" are permitted. At this, the Organizer and LLC "EF-International" shall enter into an agreement, positions of which must conform to requirements of these "General terms of participation".

Transfer by the Organizer of its rights and obligations on joint participation organization to another person is not permitted.

2.4. Dates of installation, operation and disassembly of the exhibition and/or the events, end date of application acceptance, rates of sublease of the area, size of the registration fee for each exhibition and/or event shall be determined by LLC "EF-International" subject to subsequent publication in official information materials of LLC "EF-International" (including electronic) and on the website: [www.expoforum.ru](http://www.expoforum.ru). Data contained in information materials is not final and can be changed by LLC "EF-International".

2.5. At carrying out of event (exhibition), the terms of installation and disassembly of the exposition are established in the agreements of participation in the exhibition (event).

### 3. Exhibition area

3.1. The exhibition and warehouse areas, including outside of exhibition halls, congress halls (exhibition hall 8A), conference halls, offices and other areas are granted to the Exhibitor (Organizer) on lease for assembly/disassembly and carrying out of the event (exhibition) in the condition fit for its use for such purposes. Acceptance and delivery of the leased exhibition area shall be executed by statements signed by authorized persons of the Parties, holding original powers of attorney authorizing to sign such documents.

3.2. The exhibition area is granted to the Exhibitor (Organizer) according to the agreement of participation in the exhibition and/or the event both in non-equipped and equipped forms ("turn-key" stand). Technical specifications of exhibition areas of EC "LENEXPO" are set out in the Appendix № 1.

Acceptance of the order or the application of the Exhibitor (Organizer) for carrying out of assembly and disassembly, artistic design and decoration and other kinds of works related to equipment of the exhibition areas shall be carried out by the Guest Events Directorate or the Home Events Directorate.

3.3. Payment for these areas must be effected in full to the settlement account of LLC "EF-International", two weeks prior to the established beginning date of assembly works, unless otherwise established in the agreement of participation in the exhibition and/or the event.

3.4. The exhibition area rent rate for the Exhibitor (Organizer) includes:

- payment for use of the exhibition area;
- cost of cleaning of common areas of the exhibition and/or the event, passages in pavilions (provided that maintenance in cleanliness of temporary construction facilities and their cleaning shall be performed by the Exhibitors);
- cost of common electric lighting, heating, ventilation of the closed exhibition areas and common electric lighting of open territory of the exhibition and/or the event;
- cost of general security guarding of the external perimeter of exhibition halls, access control in the territory of the facility, namely watches of guards in the pavilion:
  - pavilion № 7 – four employees;
  - pavilion № 8A – two employees;
  - pavilion № 8 – two employees;
  - pavilion № 6 – two employees;
  - pavilion № 5 – two employees;
  - pavilion № 4 (1st and 2nd floor) – four employees;
  - pavilion № 4 (1st floor) – two employees;
  - pavilion № 3 – two employees.
- cost of passes for access of representatives of the Exhibitors to the exhibition and/or the event, issued by LLC "EF-International" according to the lists submitted by the Exhibitor, with the following quota: 6 sq.m. – one pass. The

pass is issued to the specific person (surname, name, patronymic). Transfer of the pass to another person is forbidden. Additional passes are issued subject to additional fee.

3.5. The minimum size of the exhibition area granted on sublease:

- The organizer of event (exhibition) is granted the exhibition hall on sublease in full;
- To the Exhibitor – 4 sq.m..

Each partial square meter shall be considered as full meter.

3.6. The Exhibitor (Organizer) has the right to use the area granted thereto on sublease only according to the objects and theme of the exhibition and/or the event.

Sublease of the area subleased to the Exhibitor (Organizer) in the exhibition area is forbidden without written consent of LLC "EF-International".

3.7. The Exhibitor (Organizer) is obliged to accept the exhibition area simultaneously with commencement of assembly works and to deliver it upon termination of disassembly works under the Delivery and acceptance certificate. The exhibition area is considered delivered or accepted provided that the Certificate has been signed by authorized persons of LLC "EF-International" and the Exhibitor (Organizer). The Exhibitor (Organizer) undertakes not to leave the exhibition and/or the event before its official termination.

The exhibition areas which were ordered by the Exhibitor (Organizer) but were not occupied 12 hours prior to opening of the exhibition and/or the event shall be considered free, and LLC "EF-International" has the right to dispose of them at its own discretion. In this case the sum received for sublease of the area is not refunded to the Exhibitor (Organizer).

#### **4. Services and payment procedure**

4.1. LLC "EF-International" under applications of the Exhibitors (Organizers) and at their expense renders services full list of underground group is set out in the List of services rendered by LLC "EF-International" and rates for services at carrying out of events (exhibitions) in the territory of EC "LENEXPO" (hereinafter referred to as the List of services) which form an integral part of the "General terms of participation". LLC "EF-International" reserves the right to change the rates for services.

4.2. All applications for services shall be executed by the Guest Events Directorate or the Home Events Directorate.

4.3. The Exhibitor (Organizer) must submit applications requests for the required services to LLC "EF-International" not later than 15 working days before the fixed date of assembly works, unless otherwise established in the agreement of participation in the exhibition and/or the event. At application for services (electrical, sanitary and other engineering works) the Exhibitor must submit for the coordination to LLC "EF-International" layouts of exhibition stands with placing points of electric equipment and lighting, reference data and technical specifications for each unit of equipment (machines, power tools), exhibited and auxiliary equipment, and must specify the list of materials used for demonstration. At



exhibiting of heavy equipment (more than 1 t) its dimensions and weight must be specified.

4.4. Services are rendered subject to receipt of monetary funds to the settlement account or to the cash desk of LLC "EF-International".

After fulfillment of works (rendering of services) before termination of disassembly of the event (exhibition), an authorized representative of LLC "EF-International" shall sign with an authorized representative of the Exhibitor (Organizer) the Statement of fulfilled works.

4.5. In case of waiver of the ordered services the Exhibitor shall compensate the sum of costs actually incurred by LLC "EF-International" connected with registration and fulfillment of such services, as well as the cost of actually rendered services / fulfilled works as at the date of written waiver of the Exhibitor (Organizer), and at waiver of the ordered personnel penalty shall be payable in the amount of daily rate.

4.6. The Exhibitor before completion of disassembly must deliver under the certificate all equipment leased from LLC "EF-International" in good working order, and in case of loss or damage must pay their full value at the average market price of such equipment.

4.7. Final payments for participation in the exhibition and/or the event shall be effected on the basis of Statements of fulfilled works or rendered services and invoices issued thereunder.

Arrears of payments for participation of the Exhibitor (Organizer) in the event (exhibition) are payable within 10 (calendar) days from the end date of the exhibition and/or the event.

The sum remaining after payment the Exhibitor (Organizer) of all bills for rent and additional services shall be refunded to the account of the Exhibitor (Organizer) at the bank details specified in the agreement.

4.8. Rendering of any kinds of communication and audiovisual services in expocenter shall be performed exclusively by LLC "EF-International" at the rates specified in the List of services. The Organizer is not entitled to establish rates for telecommunication services.

Exhibitors (Organizers, Contractors) are forbidden:

- to connect mini telephone exchanges and other equipment to communication lines without approval of corresponding services of LLC "EF-International";
- to lay cable communication lines in pavilions of Expocenter by forces and facilities of the Exhibitor (Organizer, Contractor);
- to connect telecommunication equipment to the provided communication channels for the purpose of rendering of services to third party organizations;
- to use own equipment and personnel, as well as to engage third party organizations for rendering of audiovisual services at the exposition area without written approval of LLC "EF-International";
- to use own equipment and personnel, as well as to engage third party organizations for audiovisual support of lecture events in conference halls;

- to go on the air without corresponding permission, as well as to deliver and operate radio-electronic and high-frequency systems and exhibits without written approval of LLC "EF-International";
- at the border with adjacent and opposite stands of other participants, and in the open territory – within the radius of 5 m to exceed noise level of 75 dB created by the equipment operated at the stand;
- to carry out actions interfering easy access of visitors of the exhibition and/or the event to adjacent and opposite stands of other participants.

Non-observance of clause 4.8 entails penalties in the size established in the Appendix № 2.

At waiver of the ordered audio- and video services less than 24 hours prior to exhibition and/or event opening, and telecommunication services less than 72 hours prior, payment shall be levied from the Exhibitor (Organizer) in the amount of 20 % of the total cost of the ordered services, and at waiver of telecommunication services less than 48 hours prior to opening of the event (exhibition) – 50 %.

4.9. LLC "EF-International" renders services related to carrying out of business programs (symposiums, conferences, seminars, presentations etc.) according to the List of services.

4.10. Catering at the event (exhibition), organization of buffets, receptions, business dinners in the territory of EC "LENEXPO" shall be provided by LLC "CAMEL-Catering". Orders are submitted directly to LLC "CAMEL-Catering".

## **5. Technical supervision of placing and installation of temporary construction facilities in the pavilions and in open areas of EC "LENEXPO"**

5.1. Technical supervision of placing and installation of temporary construction facilities (exhibition stands, stage facilities, exhibits and other objects) shall be performed by the Engineering Directorate of LLC "EF-International" and Quality Control Department of LLC "EF-Design" (control of design-engineering specifications of exhibition stands, temporary premises of third-party contractors).

5.2. The purpose of the technical control is safety of life and health of the people visiting the pavilions and temporary construction facilities (exhibition stands, temporary premises, stage facilities, mobile pavilions and other objects) in the territory of EC "LENEXPO", both at carrying out of exhibitions and/or events, and during performance of assembly-disassembly works.

5.3. Tasks of technical control are:

- check of conformity of design solutions for placing and installation of temporary construction facilities (exhibition stands, temporary premises, stage facilities, mobile pavilions and other objects) to effective standards in the field of fire safety, to construction standards and regulations, specifications and other regulatory documents effective in EC "LENEXPO" and LLC "EF-International";

- control over the progress of assembly works and operation of temporary construction facilities (exhibition stands, temporary premises, stage facilities, mobile pavilions and other objects) according to General terms of participation in exhibitions and events, requirements of Safety regulations (SR) and industrial safety regulations (ISR), Rules for the Operation of Customer's Electrical Installations (ROCEI), Electrical Installations Regulations (EIR), Fire Regulations in the Russian Federation (FR), Construction standards and regulations (CSaR), requirements of design, engineering solutions and the production drawings, approved detail projects;
- control over provision and fulfillment of organizational, technical events for fire safety at carrying out of assembly, disassembly works, operation of temporary construction facilities (exhibition stands, temporary premises, stage facilities, mobile pavilions and other objects), as well as at carrying out of exhibitions and events in EC "LENEXPO".

#### 5.4. Functions of Engineering Directorate of LLC "EF-International":

- consideration and accounting of incoming design-engineering specifications for placing and installation of temporary construction facilities (exhibition stands, temporary premises, stage facilities, mobile pavilions and other objects) in closed and open areas of EC "LENEXPO";
- consideration and accounting of incoming engineering documentation of technical and process equipment manufacturers of the Exhibitor (exhibits);
- consideration of organizational and accounting of as-built documentation for carrying out of exhibition and/or event;
- consideration of organizational and accounting of as-built documentation for assembly-disassembly works, operation of temporary construction facilities (exhibition stands, stage facilities, mobile pavilions and other objects);
- coordination of technical parameters of development layouts of temporary construction facilities (exhibition stands, temporary premises, stage facilities, mobile pavilions and other objects);
- coordination of application of additional load on metal structures of roofing of EC "LENEXPO" pavilions;
- coordination of placing of banner structures in the places permitted (by project) on facades of buildings and structures of EC "LENEXPO";
- coordination of connections to system of water supply and sewerage of pavilions (stands and other objects), connections of power consumers of the Exhibitor, temporary construction facilities, temporary electric and other networks;
- coordination of demonstration of technical and process equipment (exhibits) of the Exhibitors;
- coordination and consideration of special specifications and estimates of fire risks under layouts of the Organizer developed by specialized organizations;
- coordination of design documentation for placing of banner structures on facades of buildings and structures of EC "LENEXPO";

- acceptance, accounting of conclusions and projects of specialized design organizations;
- issue of Admission certificate for installation of temporary construction facilities (exhibition stands, temporary premises, stage facilities, mobile pavilions and other objects);
- issue of Admission certificate for installation and demonstration of engineering and process equipment (exhibits) of the Exhibitor;
- issue of specifications for placing of temporary construction facilities (exhibition stands, temporary premises, stage facilities, mobile pavilions and other objects) in closed and open areas of EC "LENEXPO";
- granting of supplementary information on technical specifications of buildings, structures of EC "LENEXPO" for development of technical projects for specialized design organizations (Special Technical Regulations, fire risk estimate, placing of banner structures on facades of buildings of EC "LENEXPO").

5.5. The following divisions of EC "LENEXPO" are included in the Engineering Directorate of LLC "EF-International":

- Chief Engineer's Office of EC "LENEXPO" LLC "EF-International" by specializations (water supply and sewerage, power supply, buildings and structures);
- Administration Sector Support Department of LLC "EF-International";
- Quality Control Department of LLC "EF-International";
- Quality Control Department of LLC "EF-Design";
- Industrial Safety Officer (SR and ISR).

5.6. The structure of areas of responsibility and functions by divisions of Engineering Directorate are stated in the Appendix № 3 to the "General terms of participation".

5.7. In the presence of all approvals according to clause 6.5., the Engineering Directorate issues the Certificate of admission for fulfillment of assembly works.

5.8. The membership composition of the Engineering Directorate for the period of preparation, organization and carrying out of an event, including assembly and disassembly works, can be expanded with technical and administrative specialists of other organizations subject to determination of areas of responsibility and functions thereof.

5.9. The list of documents necessary for technical control, documentation on arrangement of exhibition stands, temporary premises, the procedure and cost of its carrying out shall be specified in the "Regulations of technical control for exhibition stands of LLC "EF-International" in the territory of EC "LENEXPO", published on [www.EF-design.ru](http://www.EF-design.ru).

5.10. The list of documents required for technical control of the documentation (from the Organizers) for placing of temporary construction facilities (exhibition stands, temporary premises, stage facilities and other objects) in the closed and open areas of EC "LENEXPO" is set out in the Appendix № 5 to the "General terms of participation".

5.11. The list of documents necessary for carrying out of technical control of the documentation for demonstration of engineering and process equipment (exhibits) of the Exhibitor is set out in the Appendix № 8 to the "General terms of participation".

## **6. Specifications for placing and arrangement of temporary construction facilities in the territory of EC "LENEXPO"**

6.1. Specifications for placing of temporary construction facilities (exhibition stands, temporary premises, stage facilities and other objects) at support of exhibitions and other events in EC "LENEXPO" (hereinafter referred to as the Specifications) are applied for the purpose of:

- definition of the procedure of assembly, disassembly and operation of temporary construction facilities in exhibition areas of EC "LENEXPO";
- systematizing of technical requirements to temporary construction facilities;
- provision of safety at assembly-disassembly and operation of temporary construction facilities;
- provisions of fire safety at carrying out of exhibitions and events in EC "LENEXPO".

6.2. The Specifications establish requirements to placing, arrangement and operation of temporary construction facilities (exhibition stands, temporary premises, stage facilities and other objects) in closed and open areas of EC "LENEXPO", as well as establish the procedure of control over observance of these requirements.

6.3. Specifications (hereinafter referred to as the Specifications) consist of the following sections:

- Specifications for placing of temporary construction facilities (exhibition stands, temporary premises, stage facilities and other objects) in closed and open areas of EC "LENEXPO" (for Organizers). Appendix № 4 to these "General terms of participation";
- Specifications for arrangement of temporary construction facilities (exhibition stands, temporary premises, stage facilities and other objects) in closed and open areas of EC "LENEXPO" (for Contractors). Appendix № 6 to these "General terms of participation";
- Specifications for placing of banner structures on facades of buildings, structures of EC "LENEXPO" (for Contractors). Appendix № 7 to these "General terms of participation".

6.4. Observance of the Specifications is obligatory for all legal entities, as well as for individual businessmen at planning, organization of exhibitions and/or events, as well as at assembly-disassembly, operation of temporary construction facilities (exhibition stands, temporary premises, stage facilities and other objects) in closed and open areas and at operation of banner structures on facades of buildings of EC "LENEXPO".

6.5. The Specifications can be supplemented and amended subject to the justification in the projects of specialized design organizations (design, Special Technical Regulations or fire risk estimate) and receipt of approval of the Engineering Directorate. (Appendix № 3 to these "General terms of participation").

6.6. All organizational and engineering documentation of the Exhibitor (Organizer) according to Regulations for the technical control and the lists specified in appendices to the "General terms of participation" in exhibitions and events in the territory of EC "LENEXPO" must be sent to the Engineering Directorate not less than 14 calendar days prior to the beginning of assembly of the exhibition and/or the event.

## **7. Requirements to performance of works related to installation of temporary construction facilities**

7.1. LLC "EF-International" appoints as the general developer in the territory of EC "LENEXPO" the Limited Liability Company "Expoforum-Design" (hereinafter referred to as the LLC "EF-Design") which performs assembly, disassembly and decorating of both standard, and non-standard, exclusive stands, temporary premises.

Assembly, disassembly and decorating of standard stands can be performed only by LLC "EF-Design".

Carrying out by the Exhibitors (Organizers) by own strength of assembly and disassembly and other engineering, art and decoration works or attraction by them of third-party contractors for fulfillment of these works is permitted only in case of assembly-disassembly by them of non-standard, exclusive exhibition stands.

7.2. Admission to exhibition areas of third-party contractors and service providers (equipment) shall be carried out in the terms established by the Organizer after the Engineering Directorate will have performed technical control the engineering documentation for objects of temporary construction presented by the abovementioned organizations according to rules and requirements in effect in the territory of EC "LENEXPO".

Contract organizations and service providers (equipment) who didn't pass technical control of design-engineering specifications for temporary construction facilities, are not allowed to perform assembly works.

7.3. Assembly (building) of temporary construction facilities (exhibition stands, temporary premises, stage facilities, mobile pavilions and other objects) in closed and open areas of EC "LENEXPO" shall require permission of the Engineering Directorate, which can be given after check of design-engineering specifications of the contractor.

7.4. At assembly of temporary construction facilities (exhibition stands, temporary premises, stage facilities, mobile pavilions and other objects) in closed and open areas of EC "LENEXPO" drilling of floor, columns, walls, paving slabs, an asphalt covering on sidewalks and open areas of EC "LENEXPO" are permitted subject to written approval of LLC "EF-International".

7.5. Assembly of temporary construction facilities, exhibition stands, temporary premises, stage facilities, mobile pavilions and other objects in closed and open areas of EC "LENEXPO" must be carried out only after layout of site for construction, which was performed on the basis of assembly plans and checked together with representatives of Engineering Directorate.

7.6. Before the beginning of works the representative of the contractor appointed by the head of this organization as the person responsible for performance of works is obliged to verify the assembly layout with the general building plan together with representatives of the Engineering Directorate (manager and technical control specialist). In case if discrepancies are found, which can lead to disruption of performance of works, the Engineering Directorate must be immediately applied to for decision-making.

7.7. If works related to temporary construction facilities (exhibition stands, temporary premises, stage facilities, mobile pavilions and other objects) in closed and open areas of EC "LENEXPO" are carried out by several third-party contractors (subcontractors), each contractor (subcontractor) shall coordinate with the Engineering Directorate all engineering documentation for the scope of work.

7.8. Liability for observance of safety regulations at assembly, disassembly and operation of temporary construction facilities shall be borne by the company performing assembly (disassembly) works.

In the period of carrying out of the exhibition and/or the event, the liability for observance of safety regulations at operation of the stand shall be borne by the Exhibitor.

In the period of carrying out of exhibitions and events, the liability for observance of requirements of Safety regulations (SR), Rules for the Operation of Customer's Electrical Installations (ROCEI), Electrical Installations Regulations (EIR), stage facility operation regulations shall be borne by the assembly contractor.

All assembly works must be carried out with observance of the effective Safety regulations (SR) and industrial safety regulations (ISR), Rules for the Operation of Customer's Electrical Installations (ROCEI), Electrical Installations Regulations (EIR), Fire Regulations in the Russian Federation (FR), Construction standards and regulations (CSaR), requirements of engineering solutions.

7.9. The general control of observance of construction standards and regulations effective in the territory of EC "LENEXPO", regulatory documents of the Russian Federation and Saint-Petersburg, acceptance of works related to carrying out of specific event (exhibition etc.), shall be performed by representatives of the Engineering Directorate of LLC "EF-International" according to areas of responsibility and functions (Appendix № 3 to these "General terms of participation").

7.10. After termination of disassembly works, the contractor receives from the manager of pavilions and open areas a stamp on the assembly pass permitting departure. The departure pass is issued only after the contractor has delivered the development area to the administration service of LLC "EF-International". Disposal of elements of disassembled structures and packing containers (timber, chip board,

fober board, plywood etc.) in garbage containers for household waste belonging to EC "LENEXPO" is forbidden.

7.11. Artistic decoration of stands, as well as the contents of posters, texts, insignia must conform to requirements of exhibition subjects and esthetic principles. It is forbidden to place materials on walls, floors, columns, glasses and doors, as well as on metal structures of ceilings of the pavilions.

7.12. Electrical works are carried out according to requirements of regulatory documents of the Russian Federation and "Regulations of fulfillment of electrical works in the territory of Expocenter "LENEXPO" (Appendix № 11 to these "General terms of participation").

Connection of temporary construction facilities to sources of power supply, water supply and sewerage shall be carried out only by specialists of LLC "EF-International". The connected electric cables, hoses for supply of water and sewerage must be closed with protective cables trunking or protective rubber bonds.

7.13. Placing on the stands of standard development of additional lighting or mobile stands, including with inherent electric circuits, is permitted only subject to approval of the General developer. Assembly of elements of non-standard structures of stands and interior design, other than exhibits, in standard modular structures (independent extension of standard stands by the Exhibitor or the contractor engaged for this purpose) is possible only subject to approval of the General developer.

7.14. It is strictly forbidden: to use stationary disk saws, flat surface grinders not equipped with dust exhaustion, chain saws, open fire, to fulfill welding works. Fixture of stand elements to walls or floor is not permitted.

7.15. Laying of floor coverings in passages shall be carried out by the General developer.

7.16. Handling and assembly-disassembly works connected with application of load-lifting mechanisms shall be carried out only by specialists and facilities of LLC "PAN-BALTServis" (hereinafter referred to as PAN-BALTServis).

Use of the mechanized facilities (including the cars equipped with load-lifting manipulators) and personnel of other organizations is forbidden.

Arrival of motor transport to showrooms for cargo handling operations by forces of contractors and Exhibitors (Organizers) is not permitted.

7.17. Stacking of building materials and structures during assembly (disassembly) period is permitted only within the area allotted for construction of temporary construction facilities, blocking up of passages between them is not permitted.

7.18. The Exhibitor (Organizer) can use exhibition areas prior to the beginning or after termination of the general period of carrying out of the exhibition (event) in coordination with LLC "EF-International" on the terms of overtime use provided in the Rates of services, unless otherwise provided by the agreement of carrying out of the exhibition (event) or supplementary agreements. Provided that assembly works must be performed during the period stipulated by terms of the agreement of carrying out of the exhibition (event). Fulfillment of assembly and art and decoration works on the opening day of the exhibition (event) is forbidden.



7.19. Prolongation of assembly-disassembly period shall be performed by submission of an application signed by the authorized person of the company (participant, developer, organizer of the exhibition) in accordance with the established procedure (Appendices № 12 and 13 to these "General terms of participation", being an integral part hereof) to the Service bureau of LLC "EF-International".

The application must be submitted and agreed not later than one hour before termination of the official term of assembly-disassembly, when it is necessary to extend the operation hours of the pavilion. In case if the organizer of the exhibition (event) is not LLC "EF-International", the application must be agreed with the organizer of the exhibition (event), if possible.

Upon prolongation of assembly-disassembly period, the Statement of terms of assembly-disassembly extension shall be drawn up. Payment for prolongation of assembly-disassembly period shall be paid within 2 bank days from the moment of issue of the invoice.

The company which has ordered the service of extension of the assembly-disassembly period shall incur full liability for observance by its own and by engaged workers of the Industrial safety regulations and safety regulations, Fire safety regulations, sanitary code and regulations, as well as other regulations and standards regulated by legislative acts of the Russian Federation. The company bears full liability in case of causing of damage to property of LLC "EF-International", property of third parties; in case of causing harm to life and health of own and engaged workers, workers of LLC "EF-International" and third parties, including, but not limited to, as a result of non-observance by the Company of all abovementioned standards and regulations, and undertakes to compensate the caused damage in full.

7.20. Works related to assembly-disassembly of exhibits and temporary construction facilities shall be performed from 8:00 to 20:00, on the last day of assembly and the last day of operation of the exhibition (event) – from 8:00 to 22:00. Works during other time shall be permitted only subject to approval of LLC "EF-International".

Terms of assembly (disassembly) works shall be reserved in the terms of the agreement of participation in the exhibition (event).

7.21. For admission to fulfillment of assembly works (including assembly of technical and process equipment of the Exhibitor for carrying out of demonstrations in the period of exhibition) in the territory of EC "LENEXPO" the contractor must have the following:

- the letter for receipt of permit to import with the list of imported property (equipment);
- the list of names of contractor's personnel participating in assembly of temporarily erected objects, specifying ID details;
- the certificate of admission issued by Engineering Directorate of EC "LENEXPO" (LLC "EF-International" and Quality Control Department of LLC "EF-Design") for fulfillment of assembly works.

7.22. For the admission to assembly of temporary construction facilities in the territory of EC "LENEXPO" the Exhibitor (Organizer) must have the following:

- engineering documentation for temporary construction facilities approved by the Engineering Directorate of EC "LENEXPO" (LLC "EF-International" and Quality Control Department of LLC "EF-Design");
- the letter for receipt of admissions with the list of personnel, specifying names and ID details;
- the admission for motor transport (permit to import-export) for assembly and disassembly issued by the Service bureau.

7.23. Parking of motor transport of the Exhibitor (Organizer) and the assembly contractor in the territory of EC "LENEXPO" during assembly (disassembly) period is permitted:

- cars – no more than one hour;
- trucks – no more than two hours.

7.24. The Exhibitor (Organizer) and its contractor can proceed with disassembly of temporary construction facilities and decoration only after termination of the exhibition and/or the event, and must finish such operations, including works related to bringing to the initial state of the area received on sublease, as well as removal of property used at the exhibition (event), within the term of sublease established by the agreement.

After termination of the exhibition (event) all units, elements and details of structures of temporary construction facilities (including timber) not belonging to LLC "EF-International" and LLC "EF-Design" shall be removed by the Exhibitor (Organizer) or its contractor independently, or under its request and at his expense – by forces of LLC "EF-International".

If the Exhibitor (Organizer) or its contractor didn't have time to finish disassembly in accordance with the established procedure, LLC "EF-International" shall independently vacate the exhibition area from property used by the Exhibitor at the event (exhibition), including exhibits, at the expense of the Exhibitor (Organizer). Provided that LLC "EF-International" does not bear liability for possible damages at transportation and shall collect from the Exhibitor (Organizer) or its assembly contractor triple rent for using the exhibition and warehouse areas from the date of the termination of the disassembly period until the day of their vacating.

7.25. Hours of opening and closing of pavilions and the hours of access for visitors and Exhibitors (Organizers) to the pavilions shall be established by terms of the agreement of carrying out of the exhibition (event). LLC "EF-International" does not bear liability for exhibits, property and equipment located at the stand or in the areas of EC "LENEXPO".

7.26. Removal of property of the company which performed disassembly of temporary construction facilities shall be performed after delivery by this company of occupied closed and open area to the manager of exhibition hall, in witness whereof he (the manager) shall make a mark in the Exit permit.

7.27. After termination of disassembly works by contractors, the Exhibitor (Organizer) shall deliver the exhibition areas. Acceptance of the areas shall be carried out by managers of pavilions and open areas under the Certificate of acceptance-delivery of the areas. In case of detection of remarks they shall be rectified by the Exhibitor (Organizer) or its contractors independently. In case of failure to rectify the remarks, the cost of repair work or material damage to the shall be payable to the settlement account of LLC "EF-International" or cash desk of the Service bureau.

7.28. The exhibition area is considered delivered, provided that:

- the revealed remarks have been rectified by contractors or Exhibitors (Organizers) independently, or payment of cost of repair work or material damage was effected to the settlement account of LLC "EF-International" or to the cash desk of the Service bureau (pavilion 4) on the basis of damage statement;
- payment documents have been enclosed with the space acceptance act;
- acceptance-delivery certificate has been signed by the parties.

## **8. Cleaning of exhibition areas**

8.1. In the period of assembly and disassembly, cleaning of exhibition areas (removal from the work area of construction waste, packages, trash etc.) shall be carried out by the companies carrying out assembly of expositions (stands).

For removal of large-sized waste (waste not placed in waste bins), the contractor and the Exhibitor (Organizer) shall in advance order special containers from LLC "EF-International".

8.2. Final cleaning of general exhibition areas and passages between stands on the first day of beginning of work of the event (exhibition) shall be carried out after termination of building and assembly of exhibits, as a rule, from 08:00 to 10:00. After final cleaning it is forbidden to carry out works resulting in generation of waste, or to put waste in passage areas. If building and assembly of exhibits, as well as temporary construction facilities are not completed on the time provided by the agreement of participation in the event (exhibition), the contractor or the Exhibitor (Organizer) shall independently remove waste from the stand and adjoining territory of passages between the stands. In case of need such cleaning can be ordered prior to the beginning of assembly works from the Guest Events Directorate or the Home Events Directorate, during the assembly works or in the period of carrying out of the exhibition (event) - from LLC "EF-International" Service bureau. The cost of works shall be calculated at the rates of the List of services with 100 % markup.

8.3. In the period of carrying out of the exhibition and/or the event, in the end of each working day waste from the stands shall be put in passages in the bins placed on the stands.

8.4. Removal of building waste for recycling from the territory of EC "LENEXPO" shall be carried out by forces of LLC "EF-International" at the expense of the Exhibitor (Organizer) at the rates established in the List of services.

## **9. Period of carrying out of the exhibition (event)**

9.1. In the period of operation of the event (exhibition) access of visitors to the territory of EC "LENEXPO" shall be open from 10:00 to 18:00, unless otherwise provided by the agreement of participation in the exhibition (event).

9.2. Operation time of the exhibition (event) is 8 hours a day, unless otherwise established in the agreement of participation in the exhibition (event).

Two hours prior to the beginning of work of event (exhibition) daily are intended for carrying out of cleaning, preventive, repair and other works in exhibition areas. Exhibitors (Organizers) at this time are permitted to carry on work only within the exhibition areas occupied by them.

9.3. According to the established operating hours of the exhibition (event) the Organizer shall monitor timely termination of the conducted events, observance by other participants of the exhibition (event) of the regulations effective in the territory of EC "LENEXPO", provides vacation of exhibition areas and premises from visitors and participants within no more than 30 minutes after termination of the exhibition (event).

9.4. From 18:30 to 09:00, unless otherwise established in the agreement of participation in the exhibition (event), the exhibition halls are closed, sealed and guarded. No people are allowed in the sealed halls.

9.5. In case of carrying out in the exhibition halls of receptions, buffets, concerts etc. after operating ours of the event, the Exhibitor (Organizer) in coordination with LLC "EF-International" shall take additional measures to provide safety of the property and exhibits.

9.6. Security services in the territory of EC "LENEXPO" shall be performed by forces and means of LLC "OO Megacity 78". In the territory of EC "LENEXPO" the activity of engaged protection enterprises shall be permitted only in coordination with LLC "EF-International". The protection enterprises which do not comply with internal regulations effective in the territory of EC "LENEXPO", are not permitted to work in the territory.

9.7. Car parking in the territory of EC "LENEXPO" in the period of carrying out of the exhibition (event) is permitted subject to permits, unless otherwise specified by other documents of LLC "EF-International". Staying of cars in the territory of EC "LENEXPO" without special permits is forbidden from 20:00 to 08:00.

## **10. Forwarding services. Customs registration**

10.1. Forwarding servicing of the exhibitions conducted in EC "LENEXPO", customs registration of exhibits and other exhibition property shall be provided by LLC "PAN-BALTServis" – the general forwarding agent of LLC "EF-International".

10.2. Handling and lifting operations in the territory of EC "LENEXPO" during assembly (disassembly) shall be provided by LLC "PAN-BALTServis" from 08:00 to 20:00, unless other hours are established in the agreement of participation in the event (exhibition).

10.3. Placement of the order for handling operations shall be carried out at the manager of LLC "PAN-BALTServis". At placement of the order approximate time of its fulfillment (car serving for loading/discharge) and termination of works is stated.

10.4. Entrance to the zone of loading-discharge of motor transport of the organizations and independent handling operations shall be performed only subject to receipt of permit from LLC "EF-International" and coordination of handling operations with LLC "PAN-BALTServis".

10.5. Transfer of unpackaged cargoes and cargoes packaged not in conformity with effective standards and regulations shall be carried out in the last turn, if technically possible.

10.6. The sequence of placing/removal of large-sized exhibits shall be determined by LLC "PAN-BALTServis" in coordination with LLC "EF-International" or the Organizer according to the schedule of their delivery/export and sequence of construction of temporarily erected objects in the areas of EC "LENEXPO", taking into account the possibility of moving of cargoes.

10.7. The Schedule of arrival/departure of the Exhibitors is drawn up by LLC "EF-International" or the Organizer who shall send it to LLC "PAN-BALTServis" not less than 14 calendar days prior to the beginning of assembly of the event (exhibition).

10.8. Data on specificity of loading/discharge of large-sized and supersize exhibits and their delivery from the vehicle to the stand, the need to use of special equipment shall be sent by the Exhibitor (Organizer) to LLC "PAN-BALTServis" not less than 30 calendar days prior to the beginning of the general period of carrying out of the exhibition (event).

10.9. Removal of exhibits on the last day of operation of the event (exhibition) shall be permitted in coordination with LLC "EF-International".

10.10. For transportation of cargoes in showrooms the participants of the event (exhibition) are authorized to use own manual carts equipped with wheels coated with polyurethane or white rubber. Entry of carts in the showroom is permitted only through the assembly gate. Entry of carts to other premises without permit of hall manager is prohibited.

## **11. Advertising services**

11.1. An official catalog or an electronic catalog is published before the opening of the exhibition (event). The Exhibitors of the exhibition (event) must place information thereon in the catalog. In case of non-conformity of such information LLC "EF-International" has the right to use at publishing of the catalog edition the available information without its coordination with the Exhibitor (Organizer). The materials are submitted to the Event Directorate and publication shall be performed in Russian and English languages. Publication volume – 500 printed characters in each language. Materials for the official catalog must be received 21 day prior to the beginning of assembly works by mail, fax or by e-mail.

11.2. Any organization which is not participating in the exhibition (event) can place in the official catalog its advertisement, the wording of which must be received by LLC "EF-International" 21 day prior to the beginning of assembly works. Payment shall be carried out by the advertiser.

The Organizer of guest events issues its official catalog independently or within the scope of agreement entered into with LLC "EF-International".

11.3. Advertising of the exhibition centers and exhibitions (events) conducted not in the territory of EC "LENEXPO" are not permitted in the territory of EC "LENEXPO" without coordination with LLC "EF-International".

11.4. Within the area used by the Exhibitor (Organizer) it is permitted to advertise only goods and services corresponding to the theme of the exhibition (event).

11.5. Advertising carriers are understood as any promotional and informational goods: banners, flags, labels, posters, plasma panels etc.

Structures, advertising carriers etc. of Participant of event (exhibition) include objects containing information of advertising and/or information nature and used to attract attention to advertising of the Participant of event (exhibition) (assemblies, cars, racks, mobile stands, show-windows etc.).

11.6. Assembly works are understood as one-time placing of the advertising carrier.

11.7. Specific determination of the place granted for placing of outdoor advertising, advertising in pavilions shall be carried out by Guest Events Directorate or Home Events Directorate and agreed with Engineering Directorate of LLC "EF-International". Advertising placing on the website in the Internet shall be carried out in coordination with Directorate of marketing, advertising and PR of LLC "EF-International".

11.8. Assembly of advertising vehicles, including mobile billboards is possible after written approval of the Engineering Directorate of EC "LENEXPO" of LLC "EF-International".

11.9. Equipment for fixture of advertising structures and aeronautic (tethered) equipment and advertising carriers, as well as necessary fixtures for suspension of advertising carriers to ceiling trusses and ceilings shall be provided by Participants of the exhibition (event) with simultaneous presentation of proper certificates of quality and conformity.

Safety of fixtures for advertising structures and used equipment shall be provided by the Customer requiring its placing.

The Exhibitor shall bear liability for quality of structures belonging thereto, advertising carriers, as well as of fixtures.

11.10. Production of advertising carriers (banners on the facade and in reception halls, carriers on boards and roller structures, labels), as well as assembly and disassembly works related to placing of advertising carriers on structures belonging to LLC "EF-International" shall be performed exclusively by forces of LLC "EF-International".

11.11. Placing of advertising structures on the building facade is permitted only on the places permitted by the project and according to specifications (Appendix № 7). In case of need to place banner structures, other advertising carriers on facades of EC "LENEXPO" pavilions and in other places, the Exhibitor (Organizer) is obliged to develop design-engineering specifications in a specialized organization, subject to its subsequent approval by the Engineering Directorate of EC "LENEXPO" of LLC "EF-International".

11.12. Ready advertising carriers of the participant of event (exhibition) can be are taken for placing only in the event that they have been prepared on the basis of technical requirements received from Engineering Directorate of EC "LENEXPO" of LLC "EF-International". The ready advertising carrier of the Participant of the event (exhibition) must be submitted for assembly not less than 5 (five) working days prior to the date of order fulfillment. The execution department of LLC "EF-International" is entitled not to accept ready advertising carriers of the Participant of the exhibition (event) for placing in case if the advertising carrier does not correspond to the established technical requirements.

11.13. The balloons used in the premises of EC "LENEXPO" must be filled with helium and must not have special treatment for long-term use. documents confirming absence of such treatment of balloons must be enclosed.

11.14. Aeronautic and tethered equipment (aerostats, dirigible balloons, pneumofigures, etc.) used by the Participant of event (exhibition) is installed only subject to presentation of permit issued to the participant of the event (exhibition) by state structures for use of this kind of equipment and for elevation of the aeronautic equipment. For the period operation of aeronautic and tethered equipment attendance of representatives of the maintenance company is compulsory. At night and/or under adverse weather conditions the aeronautic and fastened equipment must be taken down and fixed reliably to the ground.

11.15. Promotional events and distribution by Participants of the event (exhibition) of any printed advertising and/or finished goods outside of the exhibition area used by them is possible only in the presence of the corresponding permit of Guest Events Directorate or Home Events Directorate of LLC "EF-International" and after payment at corresponding rates of the List of services. Distributors must not create hindrances to carrying out of the event (exhibition) and operation of the expocenter.

11.16. Advertising using any technical facilities, effect of which extends beyond the limits of the used exhibition area, carrying out of presentations and show

programs are possible only subject to written consent of Directorate of marketing, advertising and PR of LLC "EF-International". Without the permit carrying out of lotteries and other advertising actions requiring presence of participants of the event (exhibition) and visitors in a certain place and during a certain time is not permitted.

11.17. Any advertising contradicting the legislation of the Russian Federation is not accepted for placing, advertising events conducted with non-observance of the established regulations shall be suspended under the decision of management of LLC "EF-International".

11.18. The event (exhibition) organized by LLC "EF-International" can be advertised in press, radio and television, as well as other media.

Directorate for marketing, advertising and PR of LLC "EF-International" shall renders to the Exhibitor (Organizer) assistance in organization of press conferences, meetings with representatives of media, etc. Expenses connected with organization of these events shall be incurred on request of the Exhibitor (Organizer) and at his expense.

11.19. Requests for carrying out of symposiums, lectures and display of video films must be presented to the Guest Events Directorate of LLC "EF-International" 30 days prior to the beginning of assembly works. At submission of requests after the fixed term the rates for such services shall increase by 50 %.

## **12. Fire safety regulations**

12.1. Exhibitors (Organizers) and contractors are obliged to observe Fire Regulations of the Russian Federation and the Fire safety guidelines at assembly (disassembly) of temporary construction facilities at carrying out of events in the pavilions and in open areas of EC "LENEXPO" (Appendix № 10 to these "General terms of participation", being an integral part hereof), and they bear liability for their non-observance according to the current legislation.

12.2. Liability for observance of fire prevention regime, carrying out of organizational-technical events for fire safety at demonstration of technical and process equipment shall be borne by heads or the authorized representatives of the Exhibitor.

12.3. At organization and carrying out of events (exhibitions) the Exhibitor (Organizer) and contractors shall be governed by the following documents:

- The Federal Act dated December 21, 1994 № 69-FZ "On fire safety";
- The Federal Act dated July 22, 2008 № 123 "Technical regulations for fire safety requirements";
- Fire Regulations in the Russian Federation, approved by the Order of the Government of the Russian Federation dated April 25, 2012 № 390;
- The Fire safety guidelines at assembly-disassembly of temporary construction facilities (temporary premises, exhibition stands and other objects) on covered and open areas of EC "LENEXPO" and carrying out of events (exhibitions etc.) (Appendix № 10 to these "General terms of participation", being an integral part hereof);



- Instructions on fire safety at carrying out of demonstration, welding works in the territory of EC "LENEXPO";
- Specifications for placing of temporary construction facilities (temporary premises, exhibition stands and other objects in internal and open areas of EC "LENEXPO") (Appendix № 4 to these "General terms of participation", being an integral part hereof);
- Specifications for arrangement of temporary construction facilities (exhibition stands, temporary premises and other objects in closed and open areas of EC "LENEXPO") (Appendix № 6 to these "General terms of participation", being an integral part hereof).

12.4. The officials responsible for observance of fire prevention regime at performance of assembly and disassembly works, as well as for carrying out of events (exhibitions) must be appointed by the order of the head of the Exhibitor (Organizer) and contractor, and are obliged to ensure observance of requirements of the fire safety regulations effective in the territory of EC "LENEXPO".

12.5. The stands on which electric equipment, machines, cars are demonstrated, must be equipped with 8–10-liter CO<sub>2</sub> or powder fire extinguishers with a certificate, in the quantity of one fire extinguisher per 20 sq.m. (one car).

12.6. Smoking in exhibition halls and at stands is strictly forbidden.

### **13. Liability and insurance**

13.1. LLC "EF-International" does not bear liability in the following cases:

- loss and/or damage to exhibits and other material assets belonging to the Exhibitor (Organizer), the contractor, their agents or persons engaged by the Exhibitor (Organizer). In case of need the Exhibitor (Organizer) can order services for protection of the stand at additional expense;
  - any losses arisen due to fire, acts of God and other hazards;
  - damage caused to employees, agents and other citizens working for the Exhibitor or invited by the latter, as well as their property.

13.2. The Exhibitor (Organizer) is obliged to insure liability for causing of harm and damage to life, health, property of third parties for the whole period of assembly and disassembly works and operation of the event (exhibition).

13.3. The persons performing construction and equipment of exhibition stands and offices are obliged to insure liability for causing of harm and damage to life, health, property of third parties for the whole period of assembly and disassembly works and operation of the event (exhibition).

## **14. Reduction of area. Waiver of participation**

14.1. Waiver by the Exhibitor (Organizer) of participation in the exhibition or other event entails payment to LLC "EF-International" of penalty depending on the term of submission of the waiver:

- At waiver of remote participation not less than 2 (two) months prior to the established beginning date of work of the exhibition (event) – 0 % of cost of remote participation;
- At waiver of remote participation 2 (two) months and not less than three weeks prior to the established beginning date of work of the exhibition (event) – 50 % of cost of remote participation;
- At waiver of remote participation three weeks and less prior to the established beginning date of work of the exhibition (event) – 100 % of cost of remote participation;
- At partial or complete waiver of participation in the exhibition (event) not less than 2 (two) months prior to the established beginning date of assembly works – 0 % of cost of sublease of non-used exhibition area and 100 % of cost of actually fulfilled works and rendered services as at the date of receipt of the notice of the Exhibitor (Organizer);
- At partial or complete waiver of participation in the exhibition (event) 2 (two) months and not less than three weeks prior to the established beginning date of assembly works – 50 % of cost of sublease of non-used exhibition area and 100 % of cost of actually fulfilled works and rendered services as at the date of receipt of the notice of the Exhibitor (Organizer);
- At partial or complete waiver three weeks and less prior to the established beginning date of assembly works – 100 % of cost of sublease of non-used exhibition area and 100 % of cost of actually fulfilled works and rendered services as at the date of receipt of the notice of the Exhibitor (Organizer).

## **15. Liability for non-observance of the "General terms of participation in exhibitions and events in the territory of EC "LENEXPO"**

15.1. Failure to observe the "General terms of participation" and other regulating Acts at carrying out of exhibitions (events) shall be considered as material non-observance of terms of the agreement of carrying out of the exhibition (event) and entails application of penalties provided by the agreement of carrying out of the exhibition (event), as well as the current legislation of the Russian Federation.

15.2. The following penalties can be applied to infringers of the "General terms of participation" according to the current legislation: warning, suspension of work until rectification of the revealed non-observance, imposing of penalty, damage compensation, deprivation of accreditation for a certain term or permanently, transfer of materials on the revealed non-observance to law-

enforcement and supervising bodies. The size and the procedure of application of penalties are set out in the Appendix № 2.

15.3. Resumption of works suspended on the basis of revealed non-observance shall be permitted subject to their rectification and payment of the imposed penalty.

15.4. Application of sanctions to infringers of the "General terms of participation" shall be carried out on the basis of the Act drawn up by authorized representatives of LLC "EF-International".

## Technical specifications of EC "LENEXPO" pavilions

№	Description	Pavilion 3	Pavilion 4		Pavilion 5	Pavilion 6		Pavilion 7		Pavilion 8	Pavilion 8A
			Floor 1	Floor 2		Floor 1	Floor 2	Floor 1	Floor 2		
1.	Characteristics of showrooms	S = 2513M <sup>2</sup>	S = 2417M <sup>2</sup>	S = 2490M <sup>2</sup>	S = 2754M <sup>2</sup>	S = 1589M <sup>2</sup>		S = 8132M <sup>2</sup>	S=528 M2	S = 2670M <sup>2</sup>	S = 3450M <sup>2</sup>
1.1	Max. admissible distributed load on the floor	q=2,5 t/M <sup>2</sup> (25 kN/M <sup>2</sup> )	q=2,0 t/M <sup>2</sup> (20 kN/M <sup>2</sup> )	q=2,0 t/M <sup>2</sup> (20 kN/M <sup>2</sup> )	q=1,0 t/M <sup>2</sup> (10 kN/M <sup>2</sup> )	q=2,5 t/M <sup>2</sup> (25 kN/M <sup>2</sup> )	q=0,4t/M <sup>2</sup> (4 kN/M <sup>2</sup> )	q=2,5 t/M <sup>2</sup> (25 kN/M <sup>2</sup> )	q = 0,4 t/M <sup>2</sup> (4 kN/M <sup>2</sup> )	q=2,5 t/M <sup>2</sup> (25 kN/M <sup>2</sup> )	q=2,5 t/M <sup>2</sup> (25 kN/M <sup>2</sup> )
1.2	Height to ceiling trusses	h = 7M	h = 4,6M	h = 4,2M	h = 7M	h = 16 m		h = 8M	h = 3,7	h=7M	h = 8M
1.3	Maximum admissible height of building	6000 mm	4000MM	3500MM	6000 mm	6000 mm		6000 mm		6000 mm	6000 mm
2.	Quantity of cargo elevators	–	2 pc./ 5000 kg (50 kN)	2 pieces / 5000 kg (50 kN)	–	–	–	–	–	–	–
2.1	Maximum admissible sizes of transported cargoes		h = 2.2M b = 2.5M	h = 2.2M b = 2.5M							
3.	Quantity of assembly gates	1	2+1 (Cellar)	–	2	2	–	4+1 (A hall 7.1)	–	1	2+1
3.1	Overall dimensions of assembly gate H*V, mm	5000*4800	3800*3500 (2500*2500)		4800*4800	4000*4000 3200*2000		5000*4800 3800*3800 (2200*2500)		4000*4800	5200*5800
4	Overall dimensions of interstage gate				2500*2500 Between 5 and 5A						4000*4000 sliding in pav. 8
5.	Possibility of connections by access doors located in the floor:										
5.1	Electricity pressure 220/380 V, total for the showroom	13 points N = 350kWA	24 points N = 320kWA	24 points N = 280kWA	13 points N = 380kWA	12 points N = 210kWA	2 points N = 40kWA	77 points N = 800kWA	5 points N = 60kWA	13 points N = 350kWA	30 points N = 600kWA
5.2	with tap water	10 points	8 points	8 points	15 points	4 points		60 points	5 points	7 points	30 points
6.	Quantity of conference halls (meeting rooms)	–	(2)	–	1 + (2)	1	1	5	–	–	–
7.	Max. load on beams (farm) at suspensions (summer/winter *)	50/0 kg per unit (0,5 kN)	–	50/0 kg per unit (0,5 kN)	50/0 kg per unit (0,5 kN)	50/0 kg per unit (0,5 kN)		70/15 kg per unit (1,0 kN)		50/0 kg per unit (0,5 kN)	70/15 kg per unit (1,0 kN)

\*Application of additional load (suspensions) on metal structures of pavilion roofing during the winter period is determined by Chief Engineer's Office of EC "LENEXPO".

**Penalties for non-observance of the "General terms of participation in the events and exhibitions in the territory of EC "LENEXPO" LLC "EF-International"**

№	Non-observance	Clause	Penalty
1	<p>Connection of mini telephone exchange and other equipment to communication lines without coordination with corresponding services with LLC "EF-International".</p> <p>Laying of cable communication lines in the pavilions of expocenter by forces and facilities of the Exhibitor.</p> <p>Connection of telecommunication equipment to the provided communication channels for the purpose of rendering of services to third party organizations.</p> <p>Use of own equipment and personnel, as well as attraction of third party organizations for rendering of audiovisual services in the exposition area without written approval of LLC "EF-International".</p> <p>Use of own equipment and personnel, as well as attraction of third party organizations for audiovisual support of lecture events in conference halls.</p> <p>Broadcast without corresponding permit, as well as import and operation of radio-electronic and high-frequency systems and exhibits without written approval of LLC "EF-International".</p> <p>Excess by the equipment of level of noise applied at the stand (75 dB (at the border with the stands of other adjacent and opposite participants, and in open territory – in the radius of 5 m)</p>	4.8.	20 000 rubles
2	Carrying out of assembly works on the basis of design-engineering specifications, which didn't pass coordination in accordance with the established procedure	7.3.	45 000 rubles or deprivation of accreditation for the term up to 1 year. In case of further violation deprivation of accreditation can be permanent
3	Abuse of regulations of warehousing of building materials and structures	7.17	10 000 rubles
4	Painting of building structures in the places not designated for this purpose	Appendix №6 Clause 6	3 000 rubles
5	Use of manual tool not equipped with exhauster	7.14	15 000 rubles
6	Use at performance of works of open fire, performance of welding works in the places not designated for this purpose	7.14	20 000 rubles
7	Use of the adhesive tape contaminating surfaces of the floor or other structures used for fixing	Appendix №6 Clause 22	2 000 rubles

8	Abuse of regulations of performance of assembly works at height more than 5 meters		5 000 rubles
9	Leaving by the contractor of large-sized waste at the place of stand disassembly	7.10	2 000 rubles
10	Motor transport parking in the territory of EC LENEXPO during the period from 20:00 to 08:00, without a special permit	9.7	2 000 rubles
11	Use for transportation of cargoes of manual carts of non-permitted types	10.10	2 000 rubles
12	Excess of admissible noise standards	9.14. CSaR 23-03-2003	5 000 rubles or transfer of materials to law enforcement bodies
13	Bringing to the territory of the exhibition hall, assembly and use of the equipment and materials not provided by the design documentation, not accompanied by certificates of fire safety; use for decoration of exhibition stands (expositions) of combustible materials not treated with fireproof compound	Appendix №10 Clause 2.1	45 000 rubles
14	Assembly and operation of electric equipment in violation of regulations of arrangement of electric installations, technical operation of electric installations of consumers; independent connection to electric system; use of non-standard (self-made), damaged electric devices, electric fixtures; placing of fabric, paper and other combustible materials on lighting devices; placing of lighting equipment closer than within 0,5 m from combustible materials, expositions, decorations and sprinklers of fire suppression system	Appendix №10 Clause 2.6	10 000 rubles
15	Reduction of width of passages, blocking of evacuation routes, basic and emergency exits, access to technical premises, fire clearances between walls of buildings and stands, expositions, racks, approaches to fire alarm facilities, fire hydrants, fire extinguishers, electric boards and other process equipment with various goods, equipment, property, containers, package and other devices impeding evacuation of people	Appendix №10 Clause 2.5	10 000 rubles
16	Warehousing of goods, property, building materials, containers, packing and other materials in immediate proximity to the walls of buildings and fire hydrants, under passage galleries. Blocking of access to fire hydrants, gas and diesel generators, transformer substations, as well as installation of containers, pallets, boxes with goods, property and vehicles on the manhole covers of fire hydrants	7.17	4 000 rubles
17	Smoking at the workplace, in the	12.6	5 000 rubles

	territory of exhibition or sales floor, stand, exposition, administrative residential, production, technical or warehouse premises, in other places not designated for these purposes.		
18	Making of fire and other fire-hazard works without receipt of work permit, coordination with services of technical operation and fire division, as well as in violation of fire safety regulations	<b>Appendix №10</b> Clause 1	5 000 rubles
19	Use during carrying out of the events in buildings, structures, exhibition halls of spark-generating electric tools, open fire, demonstration of exhibits, goods with application of open source of fire, making of fireworks, salutes, fire shows, pyrotechnic special effects without coordination with fire department management.	<b>Appendix №10</b> Clause 2.9	10 000 rubles
20	Application and storage of highly flammable liquids, flammable liquids and flammable gases; refueling of exhibition vehicles with fuel and its discharge; storage of vehicle with open fuel tanks, as well as in the presence of fuel and oil leakages; additional charge of accumulator directly on the exhibition vehicle	<b>Appendix №10</b> Clause 2.6	7 500 rubles
21	Non-observance of fire safety listed in clause 1, which caused fire, damage to the property of LLC "EF-International".	<b>Appendix №10</b>	Compensation of the caused damage + 45 000 rubles 100 000 rubles
22	Non-observance of the fire safety listed in clause 1, which caused fire, but didn't cause damage to property of LLC "EF-International".	<b>Appendix №10</b>	Penalty sum increases by 100 %
23	Damage of manual fire alarm of the automatic fire alarm system, its triggering without signs of fire		5 000 rubles
24	Damage of fire hydrant cases, fire extinguishers. Non-target use of fire hydrants, fire hoses, fire extinguishers and facilities, their loss, equipment and fixture of property to the main pipelines of fire system	<b>Appendix №10</b> Clause 2.6	Damage compensation + 5 000 rubles
25	Damage of sprinklers of the automatic fire sprinkler system	<b>Appendix №10</b> Clause 2.6	Compensation of the caused damage +30 000 rubles
26	Landing of helicopter in the territories of EC "Lenexpo" without corresponding permit and approval		10 000 rubles
27	Washing of vehicles in the territory of EC "LENEXPO" in non-designated places		20 00 rubles
28	Non-observance of effective standards and rules of recycling of waste liquids and paint and varnish waste		10 000 rubles
29	Moving of exhibition equipment and exhibits by means of wheel vehicles along passages after carpeting		5 000 rubles

## Structure, areas of responsibility and functions of the Engineering Directorate of EC "LENEXPO" LLC "EF-International".

№	Division name	Legal entity	Title	Functions	Submission due dates	Note
1.	Event Department	LLC "EF-International"	Head of Event Department	Coordination of the schedule of work and access control in the territory of EC "LENEXPO".	Not less than 14 days prior.	
2	Quality Control Department	LLC "EF-Design"	Technical Director	Coordination of design-engineering specifications stands of third-party contractors. Static estimates of two-storeyed stands. Electrical laboratory.	According to the "Technical control regulations"	
3	Engineering Directorate	LLC "EF-International"	Chief of Quality Control Department	Coordination of development layouts, sample albums of construction schemes. Coordination of technical projects for development of Special Technical Regulations and fire risk estimates. Coordination of Special Technical Regulations and fire risk estimates.  Coordination of design-engineering specifications for non-exhibition events. Summary coordination of design-engineering specifications for arrangement of the exhibition stand, temporary premises (which passed coordination of design-engineering specifications in Quality Department of LLC "EF-Design").	Not less than 30 days prior. Not less than 60 days prior. Not less than 3 days prior.  Not less than 14 days prior. Not less than 14 days prior.	
4.	Engineering Directorate	LLC "EF-International"	Chief of Department for operation of buildings and structures	Coordination of load on the floor.  Coordination of application of additional load on metal structures of roofing of pavilions. Coordination of laying of low-current networks. Admission to high-rise works. Admission to hazardous works at lifting of cargoes.	Not less than 14 days prior.	
5.	Engineering Directorate	LLC "EF-International"	Chief power engineer	Coordination of load on connections of power consumers and temporary networks. Admission to hazardous electric installation works.	Not less than 14 days prior.	
6.	Engineering Directorate	LLC "EF-International"	Head of department for operation of TEU and TS	Coordination of connections to systems of water supply of EC "LENEXPO". Admission to hazardous works.	Not less than 14 days prior.	



**Specifications for placing of temporary construction facilities  
in exhibition areas of pavilions and open areas of EC "LENEXPO"**

1. At planning of placing of temporarily erected objects (exhibition stands, temporary premises, stage facilities and other objects) in exhibition areas of EC "LENEXPO" is necessary to be governed by plans of the "red zones" of exhibition areas of EC "LENEXPO" pavilions and to observe the following conditions:
  - at planning of passages between temporary premises, exhibition stands and other objects circular motion principle must be ensured, provided that dead-end passages are not permitted;
  - the width of passages (free from columns and other bearing structures of buildings) between temporary premises, exhibition stands and other objects must be not less than 3 meters (in the light).
2. In case of impossibility to provide basic passages (evacuation) in the places free from columns and other bearing structures of buildings, the width of passages should be fixed at 4 meters (in the clearance between stands, temporary premises and objects).
3. At placing of temporary premises, exhibition stands and objects the following distance must be provided:
  - From building structures (walls, columns, partitions etc.) - not less than 1 meter;
  - From electric boards, sewer pipes, storm drains etc. - not less than 1 meter;
  - Passages to doors of emergency exits from halls and office accommodations - doorway width, but not less than 1,5 m.
4. At placing of temporary premises, exhibition stands and objects in the locations of doors of adjacent halls and office accommodations with exhibition areas, it is necessary to provide passage at the width of a doorway, but not less than 1,5 m.
5. For the purpose of possibility of roll out fire hoses in locations of fire hydrant cabinets and fire extinguishers in exhibition areas of EC "LENEXPO" pavilions it is necessary to provide passage between temporary premises, exhibition stands and objects to the nearest basic passage in development. The width of passage should be not less than 1 meter. Arrangement of exhibition stands in the locations of fire hydrants is permitted only in the following cases:
  - stand structure is made of prefabricated modules;
  - stand arrangement by layout is "open" towards the basic passage;
  - in the back wall of the exhibition stand there is a rolling shutter door;
  - direct passage is provided through the exhibition stand from the basic passage between the placed and established equipment, furniture and exhibits at the given exhibition stand;
  - fire safety sign "fire hydrant" is established in a prominent place according to GOST R 12.4.026 – 2001.
6. In case of the organization and carrying out of non-exhibition events (concert, corporate events, discos, etc.), the width of evacuation pass in the light between furniture, equipment etc., must be not less than 1,2 meters. At placing of stage complex in the internal areas of EC "LENEXPO" circular passage must be

provided not less than 3 meters wide, and the area for storage of replaceable props, the equipment and container for transportation out of zones of circular passage also must be provided.

7. By the placed temporary objects, exhibition stands, other objects in the exhibition areas of EC "LENEXPO" pavilions the length of the evacuation route from any point of the area must not exceed 55 meters to the nearest emergency exit.

8. On the evacuation routes must be specified and established part of elements of the evacuation system fulfilled in conformity with GOST R 12.2.143-2009, GOST R 12.4.026-2001, on the basis of the developed evacuation plan.

9. It is necessary to carry out assembly of light pointers "Exit" in all temporary closed premises, exhibition stands (irrespective of quantity of people being therein), as well as in the premises with simultaneous accommodation of 50 and more persons – over the emergency exits; over the emergency exits from building floors, directly outside or leading to the safe area. It is necessary to install (at the height not less than 2 m) evacuation signs specifying the direction of movement: in the passages more than 50 m long. Provided that fire evacuation signs must be installed along the length of corridors at a distance not exceeding 25 m from each other, as well as in places of corridor bends.

10. Construction of temporarily erected premises, objects, exhibition stands must be carried out only within the layout of the construction site.

11. In case if the design solutions offered by the Organizer for placing of temporary premises, exhibition stands and other objects in exhibition areas of EC "LENEXPO" do not correspond to the given specifications, the Organizer shall independently and at own expense develop special specifications (hereinafter referred to as the Special Technical Regulations) for each pavilion of EC "LENEXPO" with the purpose of substantiation of these design solutions and determination of additional technical and organizational events for fire safety at preparation of exhibition events. Within the limits of Special Technical Regulations fire risk estimate must be carried out for each built up area, in order to specify the required level of fire safety at carrying out of the event.

12. In case of construction of temporary structures and other objects in the open areas, separation distances between buildings of EC "LENEXPO" and objects of building must be observed. Build-up of wells of the external fireproof pipe is prohibited. At planning of arrangement of temporary structures and other objects, SP 4.13130.2009, clause 4.3 (Table 1), clause 4.15 shall apply. In case if design solutions offered by the Organizer for placing of temporary structures and objects on the open areas do not conform to standard requirements on fire safety the Organizer shall independently and at own expense develop special specifications in order to determine additional organizational and technical events for fire safety at carrying out of the event.

13. In case of organization and carrying out of non-exhibition events (concert, corporate events, discos, etc.) the Organizer shall develop the local plan of the area of pavilion and the technical project for development of Special Technical Regulations for firefighting measures. The local plan and the technical project for development of Special Technical Regulations shall be agreed with the Engineering

Directorate of LLC "EF-International" and sent to the specialized organization for implementation.

14. The necessary information for development of Special Technical Regulations shall be provided under written request of the Organizer.

15. Development of Special Technical Regulations shall be carried out by the specialized organization holding a license of the Ministry of Emergency Measures of the Russian Federation.

**List of documents for passing of technical supervision of placing of temporary construction facilities (exhibition stands, temporary premises and other objects) and carrying out of an event**

1. Development layouts of exhibition and open areas.
2. In case of failure to observe Specifications for placing of temporary premises, exhibition stands and other objects of EC "LENEXPO", the Organizer shall provide Special Technical Regulations and (or) fire risk estimate for each pavilion and open areas.
3. The order of appointment of responsible representatives of the Organizer for fire safety and observance of fire prevention regime at carrying out of events (exhibitions etc.).

The order shall determine persons responsible for the following events:

- for fire occurrence notification to fire security and notification of management and services of duty services of EC "LENEXPO" object;
- for organization of people salvation, employing for this purpose all available forces and facilities;
- for termination of all events in the period of exhibition etc.;
- for termination of all works in the period of exhibition etc.;
- for removal beyond the borders of hazardous zone of all workers of the Organizer not engaged in fire extinguishing;
- for organization simultaneously with fire extinguishing of evacuation and protection of material assets;
- for provision of observance of safety requirements by workers who are engaged in fire extinguishing and evacuation of material assets;
- in case of carrying out of exhibitions and other events with participation of animals a person responsible for evacuation of animals from the hazardous zone must be appointed;

Contact phones of responsible persons must be specified in the appendix to the order on appointment.

4. Copies of certificates of training of responsible persons in the program of fire safety minimum;
5. List of structural divisions of the Organizer specifying responsible managers of divisions, managers on duty, administrative and other personnel engaged at carrying out of an event (exhibition etc.).

**Specifications for arrangement of temporary construction facilities  
(temporary premises, exhibition stands etc.) in EC "LENEXPO"**

1. Building of temporarily erected premises, objects, exhibition stands must be carried out only within the layout area, and passages must remain free from container and construction waste. At non-observance of arrangement of erected structures with respect to general layout the contractor is obliged at own expense to disassemble and repeatedly assemble the structures. Carrying of any details of the structure beyond the borders of the allocated area accepted for building is not permitted.
2. The height of temporarily erected objects and premises in open areas of EC "LENEXPO" must correspond to the engineering solutions accepted in the Detailed development project. The greatest possible height of building of temporarily erected objects and premises in the EC "LENEXPO" pavilions:
  - Pavilion № 3 – 6 meters
  - Pavilion № 4 (1 этаж) – 4 meters
  - Pavilion № 4 (2 floor) – 3,5 meters
  - Pavilion № 5 – 6 meters
  - Pavilion № 6 – 6 meters
  - Pavilion № 7 – 6 meters
  - Pavilion № 8 – 6 meters
  - Pavilion № 8A – 6 meters
3. It is permitted to use only the tempered glass. At the height over 1.8 m from floor level to the top edge of the erected premises, object, stand only "Triplex" glass can be used.
4. The erected walls of temporary premises, exhibition stands, objects and any devices for advertising demonstration must be steady and must not pose threat to health and life of the third parties. Frames and elements of erected walls and other structures with application of combustible materials must be subject to fireproof treatment. Structures of frames of false ceilings must be only made of nonflammable materials. The contractor shall bear liability for safe assembly of any structures and must be able to confirm it if needed. Objects, premises, exhibition stands temporarily erected by the Contractor must not be fastened to means adjacent temporarily erected objects, premises, exhibition stands.
5. Fixture of temporarily erected objects, premises, exhibition stands and structures to stationary walls and floor of EC "LENEXPO" pavilions is not permitted.
6. Assembly works of EC "LENEXPO" in the pavilions must be carried out from units and elements of high readiness degree, which passed preliminary assemblage and painting at production facilities of the building organization. In EC "LENEXPO" pavilions it is permitted to carry out only joining of ready elements, sealing and painting of seams, subject to preliminary covering of passage floors with protective film. It is forbidden to use circular stationary saws, flat surface grinders not equipped with dust exhaustion, open fire, welding works.
7. It is forbidden to use building materials for production of walls, ceilings and filling of false ceilings in temporarily erected premises, objects and exhibition

stands with fire hazard higher than class KM1 (G1, V1, D2, T2, RP1). Frames of false ceilings can be made only of nonflammable materials.

8. It is forbidden to use building materials for covering of floors in temporarily erected premises, objects and exhibition stands with fire hazard higher than KM1 (G1, V1, D2, T2, RP1).

9. In case of need to apply (drapery) of fabric finishing of objects (stands etc.), the fabric must correspond to class KM1 (V1, D2, T2), (fabric type "Kendl" or from "Trevira CS", or equivalent).

10. For finishing of walls and ceilings of hall premises of pavilions it is forbidden to apply building materials with higher fire hazard class below KM0 (materials of NG class). Use of finishing materials by with fire hazard class below KM2 for finishing of floors of hall premises of pavilions (including between temporary structures) is forbidden. Provided that for finishing works on evacuation routes application of following classes of materials is admissible: KMO – for finishing of walls and ceilings in lobbies staircases and elevator halls; KM1 – for finishing of walls and ceilings in general corridors, halls and foyer, as well as for covering of floors in lobbies, staircases and elevator halls; KM2 – for covering of floors in common corridors, halls and foyer.

11. On each object of temporary construction (exhibition stand, temporary premises, stage complex or other object) there must be fire certificates and certificates of fireproof treatment of materials confirming the classification of building materials and possibility of their use.

12. At arrangement of temporary premises (conference halls, auditoriums) the distance from back to back between rows of seats, chairs etc., must be not less than 0,9 m. The number of continuous seats in a row must not exceed 26 at one-side exit from the row, and two-side exit – not exceeding 50. Armchairs, chairs, etc. or chains thereof in halls (more than 12 seats in a row) must be provided with arrangement for fixture to the floor. Assembly of temporary seats for sitting of people (or chains thereof) is not permitted. In halls with number of seats not exceeding 200 fixing of chairs to the floor might not be carried out subject to their interconnection.

13. For fixture of armchairs, chairs etc. or chains thereof to the floor, wooden materials can be used if they were subject to fireproof treatment, providing fire hazard class not above KM2 (G1, B2, D2, T2, RP1).

14. Deciduous and coniferous trees can be used only with damp roots.

15. Bamboo, cane, straw, bark, peat and similar materials can be used only after special handling.

16. Structures of stairs, ramps, steps and bridges must conform to safety regulations requirements. All stairs, elevated platforms, zones must have handrails. Handrail must have the height from floor level not less than 1,1 meters and have at least the top, average and bottom rail. Enclosing of stairs and handrails must be continuous, equipped with rails and designed for of load not less than 80 kg/m. Platforms must sustain load not less than 200 kg/sq.m. Height of single-level platforms must not exceed 0,22 m. Pitch of stairs must not exceed 1:1; tread width– not less than 25 sm, step height – not exceeding 22. Width of stair flights

and stair cases must be not less than 0,9 m. Assembly of spiral, curvilinear and other stairs is prohibited. Gap clearance of floors on the way must be made with not less than three steps or by a ramp with pitch not exceeding 1:6). Width of doors (or doorways) must be not less than 0,8 m (for premises with accommodation of 50 and more persons – not less than 1,2 m), and height – not less than 1,9 m. Height of passage on evacuation routes of the stand including at assembly of additional structures must be not less than 2,2 m.

17. At arrangement in temporary premises, exhibition stands (including exclusive), in other construction objects of furniture, technological, exhibition and other equipment, passages must be provided to the basic evacuation routes (passages between stands) and emergency exits (of the stand). Minimum width of passages must be not less than 1,2 meters.

18. For confirmation of safe evacuation of people and provision of fire safety of the object (two-storeyed stand) fire risk shall be estimated on the basis of clause 5.20 of CSaR 31-06-2009.

19. The contractor engaged in building of temporarily erected objects (exhibition stands, temporary premises, stage facilities, mobile pavilions or other objects) must provide appealing appearance of walls and partitions adjoining passages where visitors of event (exhibition) can be staying, using artistic decoration, displays etc. Partitions, walls of premises, objects, exhibition stands, adjoining neighboring premises, must be white. Internal premises, buildings of pavilions, equipment of EC "LENEXPO" must not be damaged, soiled or otherwise changed. Painting, pasting with wall-paper, sticking of materials to the surfaces of walls and equipment of EC "LENEXPO" pavilions is prohibited. Curbstones, columns located in the territory of building can be hidden to the permitted height of the design provided that they will not be damaged.

20. In cases of need to construct a foundation or a podium, it must be built over the floor level. Digging of holes is forbidden. Coloring of floors of pavilions and road covering of the open areas is forbidden.

21. In case of need to use building mortar, it must be mixed and put on metal, plastic sheets or canvas. Applying of building mortar on the floor of pavilions or road covering is forbidden.

22. Oil and similar substances in case of contact with surfaces of floors or road covering must be removed immediately. Carpets and rugs must be laid according to safety regulations and must not protrude beyond construction site borders. For coupling of carpet with the floor or road covering only polyethylene or polypropylene adhesive tape can be used. These materials must not leave traces.

23. At use of bulk materials (ground, sand etc.), technological manholes or apertures in pavilions and open areas of EC "LENEXPO" must be covered and protected from contamination. If dust is formed, it must be removed by suitable means.

24. Metal structures of roofing in the EC "LENEXPO" pavilions can hold a limited number of suspended structures and equipment. Suspension of structures and equipment shall be carried out by LLC "Art Festival" according to application and drawings agreed with the Engineering Directorate of EC "LENEXPO". Maximum safe load on roofing beams (trusses) of pavilions must not exceed the values specified in the Appendix № 1:

25. In the pavilion № 4, 1st floor – suspended structures are prohibited.

26. In the pavilions № 4, 2nd floor and pavilions № 5, № 6, № 7, № 8, № 8A – the maximum height of suspended structures and equipment is determined by height to the roofing trusses and size of suspended structures.

27. At development of working projects to the extent of decoration and design of stands, premises and objects the Contractor must observe the requirement that all inscriptions on walls, logos and names of the organizations should not protrude above the permitted height of structures and should look attractive from all points of view.

28. Use of displays with slow motion playback and acoustic effects is permitted, such as music-playing, provided that it will not cause inconvenience to people in the adjacent premises and will not muffle public address system messages. Maximum permitted loudness by the edge of the premises – 70 dB, provided that the sources of sound (dynamics) must be facing inside the premises.

29. At development of equipment design and assembly of two-storeyed exhibition stands, premises, objects it is necessary to create a design of the second floor, so that it could sustain the following working load:

- 400 kg / sq.m. at use of premises of 2nd floor;
- horizontal load on balustrades and handrail at the upper edge of handrail of supporting walls of the top floor at the height of 1.10 m from the upper edge to the floor is calculated at 100 kg/m;
- bearing capacity of steps must be not less than 500 kg / sq.m..

30. Reliability of two-storeyed design must be confirmed by corresponding estimates and conclusion of authorized expert organization issued after assembly of bearing elements of the structure.

31. Structures of premises, objects, mobile pavilions erected in open areas of EC "LENEXPO" must have wind load capacity for air flow with speed up to 30 km/s. Designs of structures also should provide for other climatic effects and load according to SP 20.13330.2011 "Load and impacts".

32. At development of equipment design and assembly of exhibition stands, premises, objects in the pavilions and in open areas of EC "LENEXPO" the contractor at performance of works must provide the following maximum admissible distributed load on the floor:

Pavilion № 3 – 2500 kg / sq.m.

Pavilion № 4 (1 этаж) – 2000 kg / sq.m.

Pavilion № 4 (2 floor) – 2000 kg / sq.m.

Pavilion № 5 – 1000 kg / sq.m.

Pavilion № 5A – 1000 kg / sq.m.

Pavilion № 6 – 2500 kg / sq.m.



Pavilion № 6 the second the floor – 400 kg / sq.m.

Pavilion № 7 – 2500 kg / sq.m.

Pavilion №7 balconies – 400 kg / sq.m.

Pavilion № 8 – 2500 kg / sq.m.

Pavilion № 8A – 2500 kg / sq.m.

33. It is necessary to assemble light "Exit" signs in all closed temporary premises, stands, objects (irrespective of quantity of people being therein), as well as in the premises with simultaneous accommodation of 50 and more persons – over the emergency exits; over the emergency exits from building floors, directly outside or leading to the safe zone. It is necessary to install (at height not less than 2) evacuation signs specifying direction of movement, in corridors over 50 m long. Provided that fire evacuation signs must be established along the length of corridors at a distance not exceeding 25 m from each other, as well as in places of corridor bends.

**Specifications for placing of banner structures  
on facades of buildings of EC "LENEXPO"**

1. Banner structures must be established and maintained on the places permitted by the project on facades of buildings only after coordination with services of the Engineering Directorate of EC "LENEXPO" of LLC "EF-International" and in the presence of the engineering documentation from the manufacturer on banner canvas.
2. In case of need to place banner structures in other places on facades of buildings of EC "LENEXPO", the design must be drawn up by a specialized organization and agreed with Engineering Directorate of EC "LENEXPO" of LLC "EF-International".
3. The design documentation on banner structures must be executed according to effective state standards and other standard acts. Production, assembly of banner structures, as well as other works connected with them which require license, must be carried out by organizations holding necessary licenses (certificates of admission to these types of works).
4. The manufacturer of works related to installation (assembly) of banner structures must have an approved application for assembly of banner structure, work permit (in case of carrying out of hazardous works at height), all permit documents for corresponding kind of activity and other documents necessary for performance of works related to assembly of banner structure on facades of buildings.
5. The customer, the manufacturer of works related to assembly of a banner structure is not entitled to introduce additions and changes in the engineering solutions established by the design documentation of banner structure without the coordination with Engineering Directorate of EC "LENEXPO" of LLC "EF-International".
6. At performance of works related to assembly of temporary banner structures the manufacturer of works shall bear liability for non-observance of safety rules, as well as for malfunctions and emergencies arisen because of non-observance by him of coordination with Engineering Directorate of EC "LENEXPO" of LLC "EF-International".
7. The manufacturer of the works which performed works related to assembly of temporary banner structures on facades of buildings of EC "LENEXPO", safely maintains them, monitors a technical condition for the assembly, taking into account weather conditions.
8. The manufacturer of works related to assembly of temporary banner structures at their operation is obliged to ensure safety of these temporary structures for life and health of people, property of all patterns of ownership, and bears liability established by the current legislation of the Russian Federation for damage, caused to individuals and legal entities as a result of failure to maintain banner structures.
9. Placing of banner structures on facades of buildings of EC "LENEXPO" is permitted only in the places permitted by the project of building and in the

presence of engineering documentation from the manufacturer of banner canvas specifying technical specifications and purpose.

10. The banner structures installed with non-observance of the present specifications shall be considered illegal and shall be subject to disassembly by the person that had installed them or at his expense of such person.

11. In the banner structures it is permitted to use the banner canvas intended for external application.

12. The banner canvas must be made by cast technology. The banner canvas made by laminating technology is not permitted.

13. The cloth applied in banner structures must correspond to the following technical specifications:

- high-strength material;
- 100 % polyester thread;
- weaving: 7/7 on 1 sq. sm;
- density: not less than 550 m;
- temperature stability: from -30 to +70°C;
- tearing strength: not less than 2000 H/5 sm;
- fire resistance: category M4, DIN 75200;
- thickness: not less than 0,55 mm.

14. Canvas welding must be performed vertically.

15. The banner canvas is reliably fastened on the frame of metal structure along the with tensioning.

16. In case of fixture of banner canvas along the perimeter using grommets, grommeting of the canvas shall be performed along the perimeter, grommet stem 30 cm. With this fixing method the banner canvas through grommets, metal cable with diameter not less than 5 mm must run along the elements of perimeter of metal frame.

**List of documents necessary for demonstration of technical  
and process equipment (exhibits)**

1. The letter from the Exhibitor with a request to consider possibility of assembly of demonstration equipment enclosing the full list of equipment and used materials.
2. The order of appointment of responsible representatives of the Exhibitor for performance of demonstration works, responsible for fire safety and observance of fire prevention regime at carrying out of demonstration works using process equipment, responsible observer of performance of works.

Responsible persons for following kinds of works are determined in the order:

- performance of demonstration works;
- power cutoff in case of fire origin;
- suspension of operation of demonstration equipment;
- suspension of operation of vehicles, aggregates, units, rotating mechanisms;
- closing of raw, gas, water communications of the demonstrated equipment;
- common management of fire extinguishing at the demonstrated equipment;
- withdrawal of people from the hazardous zone of the demonstrated equipment (observers);
- message to management of EC "LENEXPO" about fire origin at demonstration of the equipment and other states of emergency;
- observance of safety regulations requirements of manufacturer at demonstration and starting-up and adjustment works.

Posts, full names and contact phones of responsible persons shall be specified in the appendix to the Order.

3. The order on appointment of person responsible for electrical safety, including at carrying out of demonstration works.
4. The schedule of carrying out of demonstration works for each day.
5. Manufacturer's engineering documentation for the demonstrated equipment (in Russian), sections: technical specifications, safety requirements; starting-up and adjustment works.
6. List of process media applied in the course of demonstration works.
7. Copies of certificates of conformity for the equipment (effective).
8. Copies of certificates of conformity of materials and process media applied in technological process (effective).
9. Certificate of training under the program of the Fire-technical minimum in fire safety (copy certified by the head of the organization).
10. The certificate of electrical safety (original, copy, not below 2nd group, certified by the head).
11. Work permit for fulfillment of works of increased hazard certified by the head of the organization performing demonstration works, certified by the signature and seal (will be agreed on site by authorized employee of LLC "EF-

International").

12. The statement of technical readiness of the equipment for carrying out of demonstration works, certified by the head of organization conducting demonstration works, certified by signature and seal;

13. Guarantee letter for compensation of unforeseen possible damage caused by fire- and explosive (welding) works performed during exhibition in the pavilions.

14. List of erection electricians.

15. List of assemblers.

16. List of the persons working at the stand (who had passed instructing in labor safety and fire safety), certified by the signature of the head of the company and seal.

**17. Equipment demonstration at carrying out of technical exhibitions of the third party organizations shall be stipulated separately with the Engineering Directorate of EC "LENEXPO" of LLC "EF-International".**

**Guidelines of LLC "EF-International" on fire safety  
at carrying out of demonstration welding works in the territory of EC  
"LENEXPO"**

**1. Requirements to the stand for carrying out of fire-hazardous works**

1.1. In order to receive the permit for performance of welding works, both in the pavilions, and for street exposition, the Exhibitor must provide:

– The statement of technical readiness of welding equipment and other equipment for carrying out of demonstration welding works, certified by the head of the organization conducting the demonstration welding works, certified by the signature and seal;

– Instructions of fire safety, safety regulations, industrial safety regulations of welders and other persons providing welding works, certified by the head and certified by seal of the organization;

- The work permit for fulfillment of works of increased hazard certified by the head of the organization conducting demonstration welding works, certified by signature and seal (it will be approved on site by the authorized employee of LLC "EF-International");
- The order on appointment of person responsible for electrical and fire safety, certified by the signature and seal;
- The list of the persons working at the stand (who passed fire safety training), certified by signature and seal;
- Local plan of stands certified by the head and certified by seal;
- List of applied and used gases, number of gas cylinders;
- Guarantee letter from the Exhibitor on compensation of unforeseen possible damages caused by the conducted fire and explosive (welding) works during exhibition in the pavilion № \_\_\_\_;
- Engineering documentation and certificates for the exhibits demonstrated during work;
- Certificate of welder (original, copy);
- Certificate of fire safety training (original, copy);
- Certificate of electrical safety (original, copy, not below 2nd group);

1.2. In all other cases not stipulated by the present instruction, at carrying out of demonstration welding works the exhibitors must be governed by the Order of the Government of the Russian Federation №390 dated 25.04.2012.

1.3. According to provisions of the "General terms of participation in exhibitions and events in the territory of Expocenter "LENEXPO" LLC "EF-International", LLC "EF-International" Quality Control Department checks the documentation and makes the decision on issue to the Exhibitor of the permit to carry out welding works.

## 2. Additional requirements to the stand for carrying out of fire-hazardous works

2.1. Demonstration welding works can be conducted only on special welding tables equipped with local ventilation or filter ventilation equipment with solid bottom, equipped with lateral walls not less than 65 cm in height, for prevention of scattering of welding sparks and equipped with filter ventilation, CO<sub>2</sub> fire extinguishers (not less than 2 pieces) (reservoir 8-10 liters) or not less than 2 powder extinguishers (reservoir not less than 8 liters) for each welding post; sand box and shovel.

2.2. The welding table must be installed with the back wall at the level of external border of the stand, distance from stand walls must be 5 m, or a protective curtain made on nonflammable fabric should be hung. The height of protective curtain should be not less than 1,8 m from floor level. Bottom edges of the curtains must be lowered and touch the floor.

2.3. Floor under the welding table must be covered with plates made of nonflammable materials or asbestos cloth, provided that plates must cover the whole area of special demonstration place and must protrude by not less than 5.0 m in all directions (clause № 420 of the Order of the Government of the Russian Federation №390). Scattering of sparks beyond the borders of workplace protection during welding is not permitted.

2.4. The workplace must be cleared of combustible and explosive materials within the radius specified in the table below:

Point height over floor level or adjoining territory, m	0	2	3	4	6	8	10	over 10
Minimum radius of the zone of clearing, m	5	8	9	10	11	12	13	14

2.5. Near the welding table-post there must CO<sub>2</sub> powder fire extinguishers certificated and serviceable (in the quantity specified above), as well as a sand box (reservoir up to 10 kg), a shovel and a bucket with water.

2.6. The wires connected to welding devices, switchboards and other equipment, as well as places of welding works must be picked by section according to power consumption, must be reliably insulated and protected in necessary places against impact of high temperature, mechanic damage.

2.7. Power supply of welding devices must be performed through devices of automatic switch-off for protection against short circuits and in order to exclude thermal overload. Electricians of LLC "EF-International" shall perform power connection with observance of requirements of Rules for the Operation of Customer's Electrical Installations effective in the Russian Federation and the SR, taking into account electric capacity consumed by the demonstrated welding devices.

2.8. The electrodes applied at welding must be of factory make and must correspond to the nominal size of welding current. At change of electrodes their remainders (ends) must be placed in a special metal box.

2.9. The metal parts (casings) of electric welding equipment (power supplies) not being under voltage, as well as welded samples and structures must be grounded for the whole period of welding.

2.10. It is forbidden to use as return circuit wires of earthing network, pipes of sanitary-engineering networks (waterpipe, gas pipe, etc.), metal structures of buildings, process equipment.

2.11. In electric welding devices and power supplies all elements under voltage must be closed with protective devices.

2.12. Operation of welding equipment must be performed according to requirements of the "Rules for the Operation of Customer's Electrical Installations" approved by the order of Ministry for the Power Generating Industry of Russia dated 13.01.2003 № 6, "Interindustry rules" POTRM-016-2001 and "Interindustry rules on industrial safety at electric- and gas-welding works" POTRM 020-2001.

2.13. Passages between stationary power supplies must be not less than 1 m wide.

2.14. Storage and transportation of gas cylinders must be performed only with the safety caps screwed on their necks. At transportation of cylinders no pushes or blows are allowed. Cylinders must be delivered to the place of performance of welding works only on special carts, stretchers. Carrying of cylinders on shoulders and in hands is strictly forbidden.

2.15. Gas cylinders at their storage, transportation and operation must be protected from sun rays and other heat sources. The cylinders installed in the premises must be located at a distance not less than 1 m from heating devices, and from sources of heat with open fire and furnaces – not less than 5 m. Distance from torches (horizontally) to coupler blocks (group) installations must be not less than 10 m. **Storage in one premises of cylinders with oxygen and cylinders with explosive and combustible gas, as well as calcium carbide, paints, oil and grease is strictly forbidden.**

2.16. Fastening of gas hoses on connecting nipples of equipment and reducers must be reliable and must be fixed with clamps.

**2.17. Carrying out of gas-welding (demonstration) works with application of fire-hazardous gases is forbidden in the EC "LENEXPO" pavilions.**

2.18. Carrying out of gas-welding or gas-cutting works with application of open gas flame in the pavilion is forbidden, except for cases of remedy of emergencies stipulated in the Certificate of admission.

2.19. At occurrence of fire source it is necessary to take immediate measures for its suppression and to call 01 and the manager of the pavilion.

2.20. At operation of portable electric tool, manual electric machines used for weld seam dressing it is necessary to be governed by section 10 of "Interindustry rules on industrial safety at operation of electric installations" POTRM-016-2001 RD 153-34.0-03.150-00, as well as technical manual of such tool.

2.21. For use of inert gases at corresponding works, the decision shall be made is accepted after presentation of all documentation on organization of works at the stand.



### **3. Basic requirements at carrying out of welding works**

#### **The following is forbidden at carrying out of welding works:**

- 3.1. To commence operation if equipment if defective.
- 3.2. To use clothes and gloves with traces of oils, grease and other highly flammable liquids.
- 3.3. To admit to work persons who do not have qualification certificate and certificate of passage of training under the "Fire safety minimum" program.
- 3.4. Smoking, use of open fire and application of spark-generating tools.
- 3.5. Storage in one premises of oxygen cylinders and cylinders with combustible gases, as well as calcium carbide, paints, oils and grease.
- 3.6. To use wires without insulation or with damaged insulation, as well as to apply non-standard electric safety locks.
- 3.7. To use as return conductor any metal structures, connections and process equipment.
- 3.8. Storage of reserve gas cylinders by the stand, behind the stand, in the subsidiary office premises of the stand and in other places in the pavilion.
- 3.9. To move cylinders on shoulders and in hands.
- 3.10. Storage and transportation of gas cylinders without the screwed-on safety caps.
- 3.11. To carry out welding works on freshly painted structures and items.
- 3.12. To conduct welding works in case of defects in filter ventilation and other process equipment, and equipment used for welding works, as well as if electric wires are in contact with cylinders containing compressed gas, and unless observance of order established by these instructions is provided.

**Fire safety guidelines at assembly (disassembly) of temporary construction facilities, at carrying out of events in the pavilions and in open areas of EC "LENEXPO"**

**1. General provisions**

1.1. The present instruction as been developed on the basis of the Federal Act dated December 21, 1994 № 69-FZ "On fire safety", the Federal Act dated July 22, 2008 №123 FZ "Technical regulations for fire safety requirements" and according to Fire Regulations in the Russian Federation (FR).

The instruction establishes the basic provisions of fire safety in showrooms of pavilions, in open areas of EC "LENEXPO" according to requirements of GOST 12.1.004-91 "Fire safety. General requirements", safety of people and safety of material assets, as well as creation of conditions for successful fire extinguishing, and is binding for all workers of LLC "EF-International", employees of organizations-tenants and assembly contractors, other persons being in the territory of EC "LENEXPO".

1.2. Liability and control over observance of fire prevention regime at fulfillment of assembly (disassembly) of equipment of expositions (stands), carrying out of exhibition and other events is assigned to heads and authorized representatives of the organizations-organizers, assembly contractors and participants of events on the leased area, in the premises and in the territories, as well as to managers (specialists) of exhibition projects, engineers (specialists), services and departments – LLC "EF-International".

Each employee of LLC "EF-International" and employees of the organizations - tenants and other persons being in the territory of EC "LENEXPO", are obliged to know and to observe requirements of the present instruction and Fire Regulations in the Russian Federation.

1.3. The officials responsible for observance of fire prevention regime, are obliged:

1.3.1. To provide observance of fire safety regulations and non-admission of on work sites and territory of the exposition.

1.3.2. At detection of malfunctions in work of engineering networks, which might lead to fire (ignition), to take immediate measures for suspension of operation of networks, installations and equipment, to call qualified specialists of LLC "EF-International" for rectification of the revealed malfunctions.

1.3.3. To organize and supervise constant cleaning of stands, passages and expositions, switching-off of the lighting electric system, computer and multiplying equipment upon termination of work.

1.3.4. Not to permit use of primary fire extinguishing means, fireproof stock for household and other needs not connected with fire extinguishing.

1.3.5. In due time to carry out all fireproof events on request of authorized employees of LLC "EF-International".

1.3.6. Before beginning of assembly of exhibition stands (expositions) to conduct fireproof training (against signature).

1.4. Developers of stands (expositions), participants of exhibitions (events) are obliged to know fire safety regulations, to observe the established fire prevention regime in showrooms and in the territory of EC "LENEXPO".

1.5. The persons guilty in non-observance of fire prevention regime depending on the nature of non-observance and consequences thereof shall bear liability according to the current legislation of the Russian Federation. If assembly, decoration of the exposition has been carried out with non-observance of standards and Fire safety regulations in the Russian Federation and the present instruction, LLC "EF-International" management as the owner of buildings, structures, land plots reserves the right to cease construction and to demand from the participant (organizer) to disassemble the exposition, stand etc.

All issues not stipulated in the present instruction and arising during assembly, operation and disassembly of exhibitions, shall be resolved on site by organizers of exhibition event with the person responsible for fire safety in LLC "EF-International".

## **2. Events for provision of fire safety at assembly of temporary construction facilities in internal and open areas at carrying out of events**

2.1. All equipment, building materials, decorations, draperies, facings etc., applied in building and decoration of premises, objects, exhibition stands, must be certificated under fire safety regulations according to the legislation of the Russian Federation.

Use for performance of assembly works of the equipment, devices, building materials for decoration of expositions is permitted only after presentation of:

- certificates of fire safety (conformity certificates) for the applied materials and equipment;
- contracts and certificates of fireproof treatment of materials applied for decoration of exposition (stand) made of fire-hazardous materials;
- copies of licenses of GPS the Ministry of Emergency Measures of Russia issued to the organization which conducted fireproof treatment, copies of certificates on admission to works related to preparation of design documentation which affect safety of objects, as well as certificates of fire safety for the applied fireproof compounds.

2.2. Contractors cannot use materials for production of walls and ceilings in temporarily erected premises, objects and exhibition stands with fire hazard class below KM1 (G1, V1, D2, T2, RP1).

2.3. The assembly contractors cannot use materials for covering of floors in temporarily erected premises, objects and exhibition stands with fire hazard class below KM1 (G1, V1, D2, T2, RP1).

Deciduous and coniferous trees can be used by the building organizations only with damp roots. Bamboo, cane, straw, bark, peat and similar materials must be used only after special treatment.

2.4. Assembly and operation of temporary construction facilities (exhibition stands, temporary premises, stage facilities or other objects), as well as decorations, draperies and demonstrated equipment for decoration of expositions is permitted only after coordination of the engineering documentation with Engineering Directorate of EC "LENEXPO" of LLC "EF-International".

2.5. Assembly and installation of temporary construction facilities (exhibition stands, temporary premises, stage facilities or other objects), as well as decorations and the exhibition equipment must be carried out so as not to permit their assembly close to columns, blocking access to fire hydrant cabinets, primary fire extinguishing means, exits from halls, pavilions. At entrances and exits placing of any turnstiles and thresholds is forbidden.

Placing of temporary construction facilities (exhibition stands, temporary premises, stage facilities or other objects) in internal and open areas must be carried out according to Technical conditions of EC "LENEXPO" and engineering documentation of the Organizer and the assembly contractor agreed with Engineering Directorate of EC "LENEXPO" of LLC "EF-International".

2.6. In all temporary construction facilities (exhibition stands, temporary premises, stage facilities or other objects) and in all constructed premises, including on the second floor it is necessary to have 8-liter CO<sub>2</sub> or powder fire extinguishers and corresponding documents to them according to fire safety requirements.

2.7. Carpets and other rugs must be reliably fastened to the floor along the perimeter and at the joints.

2.8. All temporary construction facilities (exhibition stands, temporary premises, stage facilities or other objects) must be always kept clean. In the temporary construction facilities (exhibition stands, temporary premises, stage facilities or other objects) at all stages of assembly and at carrying out of events it is forbidden:

- to use the gas equipment, including gas cylinders and open fire for cooking;
- to warehouse building materials in passages, passways, behind stands, including construction waste;
- to mount equipment and to use materials not provided by the design documentation;
- to arrange storage rooms, workshops, warehouses for advertising materials and promotion goods;
- to deliver and establish high pressure vessels without written permit of LLC "EF-International";
- to apply decoration materials made of combustible materials not treated with fireproof compound;
- to use paint on combustible basis for painting of stands;
- to store and to use highly flammable liquids (highly flammable liquids), combustible liquids (flammable liquids) and vessels with combustible gases (flammable gases), as well as containers thereof;
- to use pipelines of fire installations for suspension bracket or fixing of any equipment, advertisements etc.;
- to attach equipment and devices to feed pipelines of fire installations;
- to lay electrocables of water pipes in passages without cable trunking;
- to breach integrity of fire sprinklers;
- to use internal fire hydrants installed on the sprinkler network for purposes other than fire extinguishing;
- to block (to close) fire hydrants and access thereto with any equipment, stands etc., as well as to block operative ranges of fire alarm boxes with banners, posters, decorations, curtains, and other subjects;

- to apply in fixtures diffusers made of organic glass, polystyrene and other combustible materials;
- completely to turn off the light in showrooms during operating time of exhibitions (events);
- to establish additional power consumers not provided by the approved electrical drawings;
- to leave without supervision equipment and devices connected to electricity;
- to use damaged sockets, switches, cables and wires, other defective electric devices, as well as boilers and heaters with open heating elements, spirals;
- to establish fixtures for additional lighting, spotlight, projectors and electric lamp closer than within 0,5 meters to the exhibition equipment, stands, decorations and draperies, sprinklers of fire suppression system, to wrap electric lamps and fixtures in paper, fabric and other combustible materials, as well as to maintain fixtures with removed caps (diffusers) which are provided by fixture design;
- to clean stands, premises using gasoline and other highly flammable and combustible liquids;
- to fill exhibition vehicles with fuel and to withdraw fuel, to hold them with open fuel tanks, or in the presence of fuel and oil leakage;
- to charge batteries directly on vehicles;
- to establish in halls any vehicles for transportation of highly flammable liquids and flammable liquids, as well as flammable gas.

2.9. It is forbidden to install electric switches and protective equipment in closed premises. Input electric switchboards must have free access.

2.10. At placing of expositions (stands, pavilions, tents) in open territories (platforms) organizers of events are obliged to equip with primary fire extinguishing means in the quantity specified by the appendix № 3 of Fire safety regulations in the Russian Federation.

2.11. Use of open fire (torches, candles, candelabrum, avenue), as well as demonstration in operation of any exhibits with application of open fire, shooting, fireworks, other pyrotechnic and smoke special effects are permitted in exceptional cases and only outside of pavilions in the presence of written permit of the person responsible for fire safety in the territory of EC "LENEXPO" LLC "EF-International" and in the presence of authorized representative of LLC "EF-International".

After termination of the event it is necessary to carefully check the point of performance of special effects with cleaning of remainders of materials and non-burned pyrotechnic elements, after which to ventilate the premises by means of ventilating systems.

2.12. For performance of all kinds of fire, welding and other fire-hazardous works in places of expositions (stands) the organizer of events must issue a work permit for performance of such operations in LLC "EF-International".

2.13. Organizers of events shall provide presence of Guidelines for operating procedure of engaged attendants in case of origin of fire for safe and fast evacuation of people for the period of carrying out of the event.

2.14. At carrying out of night events with mass attendance of 50 and more persons, the organizers are obliged beforehand to notify the fire brigade on the expected quantity of people.

2.15. Before beginning of events and exhibitions, the organizers of these events must carefully inspect the premises, stands, equipment, temporary electric systems and must make sure that they are completely ready to the extent of fire safety.

2.16. During the period of event carrying out, the organizers are obliged to provide watches of responsible persons on the stage of stage complex and in hall zones.

2.17. The personnel and managers on duty at carrying out of events and exhibitions with mass attendance of people must be provided with direct telecommunication with fire brigade, they must know the call phone number.

2.18. Carrying out of events and exhibitions in the premises with one emergency exit with simultaneous attendance of 50 and more people is not permitted.

2.19. At carrying out of events and exhibitions with mass attendance of people, in case of power cutoff the personnel and managers on duty must have electric torches. The number of torches is determined proceeding from building specificity and equipment, time of carrying out of the event, the estimated number of people in the building. But in any case not less than one torch for each worker on duty.

2.20. In the period of carrying out of mass events (50 and more persons) the number of the people simultaneously accommodated in the premises must not exceed the figures established by the project for these premises or specified in the estimate of such premises at development (exhibition equipment, stage facilities, and other equipment), proceeding from the need to ensure safe evacuation of people in case of fire.

2.21. At operation of evacuation routes and exits it is forbidden:

- to block evacuation routes and exits (passages, corridors, platforms, galleries, elevator halls, stair cases, marches of stairs, doors, evacuation hatches, etc.), access to fire hydrant cabinets, primary fire extinguishing means, alarm system and electric boards with various materials, items, equipment, waste and other items, as well as to block in any manner the doors of emergency exits;

- to fix self-closing doors of staircases, corridors, halls and platforms in open position, or to remove them.

2.22. Smoking in showrooms, in the territory (place) of the exposition is strictly forbidden, and it is permitted only in the places especially designated and equipped for this purpose.

2.23. No longer needed transport boxes, packages, other materials and equipment must be at once removed from pavilions and stored in a warehouse or at a specially designated platform (place), and construction waste must be immediately removed by the developer into own car containers of cars and later disposed of.

2.24. Daily upon termination of work the exhibition stands must be inspected by responsible persons of the exhibitor and must be closed only after switching-off of electric devices, office equipment and stand lighting.

### **3. Procedure of the maintenance of roads, open areas**

3.1. Territories of showrooms, pavilions must always be kept clean, stands must be cleared of waste and containers.

It is strictly forbidden to leave in exhibition halls after termination of work any exhibition waste, bins with waste at stands.

Combustible waste, oiled waste cloth, single container should be stored outside of buildings in especially designated place, in fireproof containers, at least 15 m away from buildings and exhibition halls.

Making of fires, burning of waste and containers in the territory of EC "LENEXPO" is forbidden.

3.2. Roads, passways and entrances to buildings and structures of pavilions, external fire (evacuation) stairs, fire wells and hydrants and fire pier must be always free for passage of fire equipment, be maintained in good working order, and must be cleared of snow and ice in winter. Motor transport parking on covers of wells of fire hydrants, as well as at external doors, assembly gate, evacuation stairs is forbidden.

#### **4. Procedure in case of fire**

4.1. The employee of LLC "EF-International", assembly contractor, participant of events at detection of fire or signs of burning (smoke blanketing, smell of burning, rise in temperature, etc.) are obliged:

4.1.1. To report everyone at the stand, in the premises about detection of fire (combustion).

4.1.2. Immediately to cause the fire crew at:

**01 and 355 75 00**

as well as to report to the manager of the pavilion and the guard on duty of EC "LENEXPO" by calling **321-27-02** or cell phone **+7 921 334 0877**, and the manager and the person on duty (SB), in turn, must notify the management of LLC "EF-International", the superintendent and other services. To state the exact address and place of origin of fire (name of stand, premises, floor), what is burning, to state the surname and phone number from which the notice was transferred.

4.1.3. To take measures for evacuation of people from premises.

4.1.4. To start fire extinguishing with available primary fire extinguishing means.

4.2. Heads and officials responsible for provision of fire safety in places of works of expositions, exhibition stands, who arrived to the place of fire, are obliged:

4.2.1. To repeat the message on fire (combustion) to the operator of dispatching service, to inform the guarding service and top management.

4.2.2. In case of threat to life of people immediately to organize their salvation, using for this purpose all available forces and means. To move beyond the borders of the hazardous zone all employees, visitors not participating in fire extinguishing.

4.2.3. To organize simultaneously with fire extinguishing evacuation and protection of material assets.

4.2.4. Upon arrival of fire brigade of territorial bodies of GPS of the Ministry of Emergency Measures of Russia to state the situation, constructive and technological features of temporary-erected object (exhibition stand, temporary premises, stage complex or other objects), premises of EC "LENEXPO" pavilions, to give other necessary information.

**Attention! Switching-off of power supply of emergency sites, installations etc. showrooms shall be carried out by electricians on duty**

**cell phone 8 921 343 7816,  
office phone 321 2728.**

**Attention! Switching-off of ventilation and air-conditioning system shall be carried out by mechanics on duty**

**cell phone 8 921 343 8243,  
office phone 321 2734.**



**Regulations of fulfillment of electrical works in the territory of EC  
"LENEXPO"**

1. Electrical works shall be carried out according to requirements of EIR, Rules for the Operation of Customer's Electrical Installations, POT RM and the "Instructions on measures of fire safety at assembly (disassembly) of temporarily erected objects, at carrying out of exhibitions and events in the pavilions and in open areas of EC "LENEXPO" LLC "EF-International".
2. Contractor's personnel responsible for mounting of electric equipment must meet the requirements presented to electrical specialists, with electrical safety group not below third. The person responsible for power facilities (for electric equipment assembly) must have admission group not below fourth.
3. For each temporarily erected object electric schemes must be drawn up specifying the section of input cable and outgoing lines from the switchboard, full list of electric equipment and lighting, as well as pressure and capacity of connected load.
4. Each temporarily erected object must be equipped with electric board with GFI, with devices for protection corresponding to estimate load, separately for lighting network, as well as for the equipment which require 24-hour power supply (refrigerators, faxes, etc.), in maximum regular intervals allocated between phases, with a load diagram.
5. Switches of lighting and other electric equipment of temporarily erected object must be located outside of closed premises. Electric distribution input devices must be provided with free access.
6. In the electric board of temporarily erected object there must be insulated from each other (without crosspieces) neutral and grounding bars. The neutral bar must be insulated from the casing. Metal structures of the exhibition temporary-erected object must be grounded with visible grounding from the electric board.  
  
Lines of single-phase wirework must be executed with three-core copper conductors. It is permitted to use only cables and wires of class ng-LS (low combustibility, low smoke and gas generation - Low Smoke).
7. It is forbidden to conduct electric installation works using stranding and terminal blocks (open connections). All connections of electricity cables must be made on electric connectors.
8. The electric lighting devices fixed on the design of temporarily erected object and suspended elements must have safety fixture with metal clamps (cables).
9. In the period of carrying out of assembly and disassembly works the assembly contractors for temporary connection of tools shall use sockets available in showrooms. Use of these sockets in the period of carrying out of the exhibition (event) is forbidden.
10. Connection of temporary premises, exhibition stands shall be carried out by readiness. Before connection of electric equipment of the stand Quality Control

Department of LLC "EF-International" and the General contractor – LLC "EF-Design" shall check readiness of electric equipment of the stand to connection. The following is checked:

- conformity of parameters of electric equipment of the stand to those presented earlier in electric diagram and electrical supply diagram;
- conformity of electric equipment of the stand to EIR requirements, Rules for the Operation of Customer's Electrical Installations, SR and POT RM;
- control metering of parameters of electrical drawings of the stand is performed by specialists of electric lag of LLC "EF-Design" with drawing up of the Report of metering.

Based on the results of testing of readiness of electric equipment, the Quality Control Department of LLC "EF-International" makes the decision on connection (or non-connection) of the stand to electric installations. Before the connection the "Certificate of differentiation of balance sheet attribution of networks and operational liability of the parties" must be signed. Connection of electric equipment of the stand shall be carried out only by electricians of LLC "EF-International".

11. The assembly contractor must present the Protocol of insulation resistance measurement of electric board of each stand. The brand and section of cable must correspond to those specified in the Report. In case of non-conformity of the Report one day prior to the opening day of the exhibition, the corresponding stand cannot be connected to the network. In this and in all other cases measuring shall be effected by LLC "EF-Design" after payment for these services. Protocols of insulation resistance measurement shall be valid during one exhibition only.
12. In places of general passages (outside of the stand), as well as in places where mechanic damage of cable is possible, it must be enclosed in solid electrical tray.
13. At non-observance of the effective Rules for the Operation of Customer's Electrical Installations, EIR, SR and POT RM during carrying out of electric installation works by the assembly contractor, representatives of the Engineering Directorate of LLC "EF-International" (for the assembly contractors performing assembly of temporary premises, exhibition stands – LLC "EF-Design") have the right to prohibit electric installation works subject to drawing up of corresponding "Notice".
14. The electric power consumer at events is not permitted, without coordination with the Engineering Directorate of LLC "EF-International", to attach to the input device any additional high-power load consumers not specified in the request (teapots, microwaves etc.) nor to establish or fix to the exhibition equipment of LLC "EF-Design" lightings or projectors.

**REQUEST FOR PROLONGATION OF TERMS OF ASSEMBLY/DISASSEMBLY  
(for companies – organizers of events)**

Exhibition (event) \_\_\_\_\_

Organization name, (hereinafter referred to as the Company) \_\_\_\_\_

The responsible person \_\_\_\_\_

Pavilion \_\_\_\_\_

Phone \_\_\_\_\_ fax \_\_\_\_\_ E-mail \_\_\_\_\_

Hereby the Company represented by \_\_\_\_\_, acting on the basis of the \_\_\_\_\_ asks to extend the period of operation of the pavilion.

**For prolongation of operation of the pavilion the Company shall bear full liability for observance by its own and engaged workers of rules of industrial safety and safety regulations, fire regulations, the sanitary code and regulations, as well as other regulations and standards regulated by standard acts of the Russian Federation. The company shall bear full liability in case of damage of property of LLC "EF-International", property of third parties. In case of causing of harm to life and health of its own and engaged workers, workers of LLC "EF-International" and the third parties, including, but not limited to, due to non-observance by the Company of all abovementioned standards and regulations, it undertakes to compensate the caused damage in full.**

**Rates for prolongation of terms of assembly/disassembly**

NAME	MEASUREMENT UNIT	RATE (RUR)
Closed exhibition area in the pavilions:		
Pavilion 7	pavilion area/hour	70 800
Pavilion 8A		59 000
Pavilion 4		59 000
Pavilion 4 (1 floor)		35 400
Pavilion 4 (2 floor)		35 400
Pavilions 3, 5, 8		35 400
Pavilion 6		17 700
Open exhibition area		1 hour

**Note:**

The prices are specified inclusive of VAT (18 %). Part of hour is paid as full hour.

**1. Cost of services for prolongation of terms of assembly/disassembly**

Service name	<i>Pavilion №</i>	Time	Number of hours	Total
<b>TOTAL WITH VAT, RUR</b>				

Hereby the Company guarantees payment of the sum specified in clause 1 hereof, within 2 bank days from the moment of receipt of the invoice from LLC "EF-International".

\_\_\_\_\_  
(title)\_\_\_\_\_  
(Signature)\_\_\_\_\_  
(Full name)

" \_\_\_ " \_\_\_\_\_ 201 \_\_\_

**REQUEST FOR PROLONGATION OF TERMS OF ASSEMBLY / DISASSEMBLY**  
(for companies – exhibitors, contractors)

Exhibition \_\_\_\_\_

Organization name, (hereinafter referred to as the Company) \_\_\_\_\_

The responsible person \_\_\_\_\_

Stand number \_\_\_\_\_

Phone \_\_\_\_\_ fax \_\_\_\_\_ E-mail \_\_\_\_\_

Hereby the Company represented by \_\_\_\_\_, acting on the basis of the \_\_\_\_\_ asks to extend the period of operation of the pavilion.

**For prolongation of operation of the pavilion the Company shall bear full liability for observance by its own and engaged workers of rules of industrial safety and safety regulations, fire regulations, the sanitary code and regulations, as well as other regulations and standards regulated by standard acts of the Russian Federation. The company shall bear full liability in case of damage of property of LLC "EF-International", property of third parties. In case of causing of harm to life and health of its own and engaged workers, workers of LLC "EF-International" and the third parties, including, but not limited to, due to non-observance by the Company of all abovementioned standards and regulations, it undertakes to compensate the caused damage in full.**

**Rates for prolongation of terms of assembly/disassembly**

Number of hours	Stand with area up to 50 sq.m. net inclusive	Stand with area 50 sq.m. net and up
up to 2 hours	8 850 RUR per hour	177 RUR per hour, per 1 sq.m.
up to 4 hours	7 080 RUR per hour	141,6 RUR per hour, per 1 sq.m.
up to 5 hours	5 900 RUR per hour	118 RUR per hour in 1 sq.m.

**Note:**

The prices are specified inclusive of VAT (18 %). Part of hour is paid as full hour.

**1. Cost of services for prolongation of terms of assembly/disassembly**

Service name	Metric area	Time	Number of hours	Total
<b>TOTAL WITH VAT, RUR</b>				

Hereby the Company guarantees payment of the sum specified in clause 1 hereof, within 2 bank days from the moment of receipt of the invoice from LLC "EF-International".

\_\_\_\_\_  
(title)\_\_\_\_\_  
(Signature)\_\_\_\_\_  
(Full name)

"\_\_\_" \_\_\_\_\_ 201\_\_

**APPROVED**

Organizer of the exhibition \_\_\_\_\_ represented by \_\_\_\_\_