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

Effective as of January 1, 2005

MOSCOW

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Approved by the order No. 116 of ZAO EXPOCENTR Director General from November 30, 2004. Amendments approved by the order No. 89 from August 16, 2005.

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

**1. REGISTRATION OF PARTICIPATION**

1.1. In order to register for participation in the exhibition, the exhibitor shall forward to ZAO EXPOCENTR (hereinafter referred to as the COMPANY) an application.

1.2. The application, filled in accordance with COMPANY's set form, shall be submitted in with a copy of the exhibiting company's registration attached and signed by an authorized person<sup>2</sup>.

The reception of applications shall begin one year prior to the exhibition opening; the usual deadline shall be four months prior to the exhibition opening.

All applications shall be registered by the COMPANY's Exposervice.

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

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

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

COMPANY for each exhibition and are published in the COMPANY's official information materials (including electronic means). The information published in these materials is by no means final and may be changed by the COMPANY.

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

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

1.5. It is allowed to arrange collective expositions (see Section 3).

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

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

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

## **2. REGISTRATION FEE**

The exhibitor shall pay an obligatory registration fee, amount of which is settled by the COMPANY for each exhibition. The fee covers expenses on organization and publicity campaign of the exhibition.

If the exhibitor withdraws from the exhibition, the registration fee shall not be reimbursed.

## **3. ORGANIZER OF COLLECTIVE EXPOSITION**

3.1. The organizer of collective exposition shall provide the COMPANY with the list of exhibiting companies indicating countries of their origin, postal address and size of the exposition space not later than 90 days before the mounting of the exhibition.

The organizer of collective exposition shall pay the registration fee for each exhibitor of the exposition.

The organizer of collective exposition bears the full responsibility for compliance with the present General Terms of Participation by his exhibitors. The COMPANY shall reserve the right to exclude any company (organization) from the list of participants prior to the confirmation of the application.

The organizer of collective exposition shall submit information for publication in the Official Catalogue on every exhibitor of his exposition as well as on his own company providing it arranges its own stand.

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

The contract shall in particular stipulate:

– after the signing of the contract the organizer of collective exposition shall pay the registration fee, which is to be determined by the COMPANY for each exhibition;

– the General Terms of Participation shall be an integral part of the contract;

– the organizer of collective exposition bears the full responsibility for compliance with the present General Terms of Participation by his exhibitors.

## **4. EXHIBITION SPACE**

4.1. Exhibition space shall be leased to the exhibitor for the mounting, running and dismantling periods of the exhibition in condition suitable for use for the above-mentioned purposes. Formal acceptance and lease of exhibition space documents shall be drawn up and signed by authorized representatives of contracting parties.

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

4.3. The exhibition space rental rate shall include:

(1) organizational expenses;

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

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

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

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

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

– one pass for every 3 sq m of the leased space if the exhibitor leases up to 90 sq m;

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

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

– cost of consumption of electric energy within 100 watt of installed capacity per 1 sq m of the leased space;

– cost of the publication of information about the exhibitor in the Official Catalogue of the exhibition as stipulated in art. 12.4. of the present General Terms of Participation.

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

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

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

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

## 5. SERVICES AND PAYMENT FOR THEM

5.1. At the exhibitor's request and expense, the COMPANY shall provide services described in the detailed list given in the Rates for Services to Exhibitors at EXPOCENTR Fairgrounds (hereinafter referred to as the Rates for Services), which are an integral part of the present General Terms for

Participation (Enclosure # 1)<sup>3</sup>. The COMPANY shall reserve the right to change rates for certain services.

All orders for services shall be processed by Exposervice Firm of the COMPANY.

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

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

After the services are rendered, a representative of the COMPANY's Exposervice and the exhibitor sign the Performed Work Report.

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

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

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

5.4. Telecommunication and audio/video services shall be rendered on the territory of the Fairgrounds only by the COMPANY (which is an official communication provider) against rates indicated in the Rates for Services. Organizers of collective expositions shall not be allowed to set their own prices for telecommunication services.

Exhibitors shall be prohibited to:

1) connect mini-ATS and office equipment to the COMPANY's communication lines;

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

2) lay cable communication lines inside pavilions of the Fairgrounds by the exhibitor's own means;

3) connect telecommunication equipment to the rented lines for rendering services to third parties;

4) use attendees and equipment owned by the exhibitor as well as attraction of third-party companies to render audiovisual services on the territory of the Fairgrounds without the COMPANY's written permission;

5) use attendees and equipment owned by the exhibitor as well as attraction of third-party companies to provide audio/video services during lectures given in conference halls;

6) put on the air without permission or using not allowed frequency and to import and use radio electronic equipment and high-frequency devices (REE and HF) and exhibits without a written agreement with the COMPANY;

7) use equipment on the exhibitor's stand with sound that exceeds 75 dB on border with adjacent and opposite stands of other participants, or less than 5 meters away from the stand on open-air sites.

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

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

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

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

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

The exhibitors may employ third-party organizations (contractors) to carry out mounting, dismantling and design of stands or undertake it entirely on their own only if they mount or dismantle non-standard or exclusive stands and have obtained a written consent of EXPOCONSTA (Enclosure #2, "Permitting Regulations of Mounting of Non-standard and Exclusive Stands

at Exhibitions Held at EXPOCENTR Fairgrounds", and Enclosure #3, "Regulations of Electrical Installations at Exhibitors' Stands").

### **6.2. Mounting regulations**

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

EXPOCONSTA's permission is required when mounting stands higher than 2.5 meters and placing various advertising plants. The permission shall be given providing the exhibitor furnishes complete technical documentation. The maximum allowed height of stands including additional constructions is 6 meters.

If the exhibitor or his contractor fail to coordinate with EXPOCONSTA the scheme of the stand exposition or fail to stick to the coordinated scheme, the COMPANY shall reserve the right to suspend the mounting and demand carrying out of the mounting in accordance with the scheme.

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

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

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

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

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

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

It shall be prohibited:

- to carry out mounting of building constructions in areas of allocation of board power panels, structural actuator accesses, fire fighting equipment and other engineering equipment;

- to bring woodworking equipment and saw-timber, to carry out sawing, planning and other woodwork connected with production of a stand's components;

- to varnish and paint if it is connected with covering the whole construction of an assembling stand;
- to apply paint, varnish, glue or other coat difficult to remove to the floor, walls and pillars of any pavilion;
- to drill holes in the floor, walls and pillars.

**6.3. Allocation and maintenance of stands, constructions and exhibits**

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

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

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

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

**6.4. Dismantling regulations**

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

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

If the exhibitor or his assignee fail to complete dismantling within the specified time limit, the COMPANY shall have the exhibition space vacated from the property belonging to the exhibitor, including sold exhibits, at the latter's expense by personnel of Expowestrans. In this case the COMPANY and Expowestrans bear no responsibility for any likely damage in transit and shall charge the exhibitor or his assignee the triple of the rental charged for the use of the exhibition and storage space between the dismantling completion date and the date on which these areas are vacated.

**7. WORKING HOURS**

Working hours in pavilions during the mounting, running and dismantling periods of the exhibition shall be from 8 A.M. to 8 P.M.

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

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

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

**8. PASS REGIME AND SECURITY**

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

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

8.3. The exhibitor has the right to stay at the leased stand from 8 A.M. to 8 P.M. (from the moment of switching-off of the alarm system till switching on of the alarm system in pavilions).

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

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

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

**9. FIRE AND LABOR SAFETY RULES**

Exhibitors shall follow Fire Safety Rules (see Enclosure # 5) and the labor safety rules, and shall be held responsible for any breach thereof.

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

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

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

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

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

Transportation and forwarding services provided during the running of exhibitions held at EXPOCENTR Fairgrounds and customs clearance for exhibits and other exhibition assets of participants shall be provided to exhibitors by Expowestrans, the COMPANY's general forwarding agent and customshouse broker.

Expowestrans shall carry out delivery, handling and storage of exhibits and containers, customs clearance for exhibits and other exhibition assets of participants, and provide other kinds of services. Procedure for rendering of services is stipulated in Expowestrans' Transportation and Forwarding Terms for Participants.

During the exhibition running, the territory of the Fairgrounds shall be considered to be a temporary customs zone.

## **11. COMMERCIAL ACTIVITIES**

The sale of exhibits and conclusion of business transactions at exhibitions shall be carried out in accordance with the legislation in force in the Russian

Federation. It shall not be allowed to transfer the exhibits sold against contract from the stands until the end of the exhibition.

It shall be prohibited to retail the exhibits.

## **12. ADVERTISING, INFORMATION AND CATALOGUE**

12.1. All types of advertising shall be allowed within the bounds of the leased stand and with respect to the exhibitor's company, as well as of goods and services produced or provided by the exhibitor in strict conformity with the subject of the exhibition.

Distribution of printed materials by exhibitors or collective exposition organizers outside the leased stands shall be allowed only in the presence of the Certificate of Information and Advertising Materials Distributor acquired from the COMPANY at extra cost.

Distribution of advertising materials shall not hinder visitors and other exhibitors.

Posting of any kinds of outdoor advertisements outside the exhibitor's stand shall be authorized by the COMPANY at appointed sites only and in accordance with the rates applicable.

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

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

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

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

12.4. Closer to the exhibition opening date, the Official Catalogue shall be released (in a print edition and/or a CD) containing the following information on exhibitors: company name, address, e-mail, web address, telephones, faxes, number

of pavilion and stand, and brief information on the company's activity up to 3 lines long (each line contains 50 symbols including spaces and punctuation marks).

On the exhibitor's request and for extra charge (at the rates of the COMPANY), it is possible to publish an extended annotation in the Official Catalogue.

Organizer of collective participation shall be obliged to provide information about all his sub-exhibitors.

The company's name and brief information of activity shall be also placed in the Internet Catalogue section of the COMPANY's website. On the exhibitor's request and for extra charge, it is possible to place an extended annotation and contact information of the exhibitor.

### **13. ENTRY FORMALITIES**

The COMPANY shall render assistance in issuing of entry visas to participants of exhibitions (see Enclosure # 6, "Visa Formalities").

In case of need, the exhibitor who made use of the COMPANY's services has an opportunity to register his/her stay at a private address.

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

14.1. The exhibitor shall insure on a compulsory basis and the exhibitor's expense with the OSAO Ingosstrakh:

- the closed exhibition, storage and other space leased to the exhibitor for the mounting, running and dismantling periods of the exhibition, property situated on the territory of the COMPANY where the space is leased, and property of the COMPANY, which guarantee successful and complete performance of the Fairgrounds;

- the exhibitor's civil responsibility.

The insurance payments at the Ingosstrakh rates shall be transferred in full to the account of the COMPANY simultaneously with the payment for the lease of exhibition space.

Insurances shall take effect only after the exhibitor has transferred the total sum of insurance premiums.

The COMPANY shall act as a plenipotentiary of the exhibitor, namely sign insurance agreements, provide the insurer with information on make-up of exhibitors and dates of exhibition events, and carry out any other kind of activity necessary for the proper fulfillment of an insurance agreement.

The exhibitor shall reimburse the COMPANY for losses not included in the insured risks according to actual damages.

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

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

14.3. The COMPANY shall under no circumstances be liable for:

- 1) loss of or any damage to the exhibits and other assets belonging to the exhibitor, his assignee or persons in his employment, or those invited by him, or for any losses caused by fire, explosion, storm, flood, lighting and other disasters;

- 2) any harm done to the person of employees, assignees or any other individuals employed or invited by the exhibitor, irrespective of the manner in which harm has been done.

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

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

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

The agreement may be cancelled in any other case upon violation by the exhibitor of the General Terms of Participation including violation of exhibits sale regulations (see Section 11).

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

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

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

15.2. Upon failure of the exhibitor to fulfill the General Terms of Participation including failure to pay fines stipulated in the General Terms of Participation, the COMPANY shall have the right to disconnect the exhibitor's stand from a source of electric energy, water and other systems, detain the exhibitor's cargo until penalty payments and payments for forced storage of the exhibitor's cargo are received.

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

(1) in case of reduction of the requested display area – 50% of the rental for unused display area;

(2) in case of withdrawal – 100% of the rental of the requested display area.

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

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

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

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

Registration fee shall not be reimbursed in any case.

## **17. EXHIBITION PRIORITY**

Only non-infringing exhibits shall be demonstrated at exhibitions.

The Russian Federation is a member of the Paris Convention on Protection of Industrial Property. The Paris Convention created to protect rights of honest entrepreneurs in the sphere of industrial property obliges its

members to provide all participants of officially recognized international exhibitions held on the territory of these countries with a temporary protection of inventions, utility models, industrial patterns and trademarks of exhibits of these exhibitions.

The international exhibitions held by the COMPANY are officially recognized.

Temporary protection (exhibition priority) of inventions and utility models is set in the Russian Federation for twelve months. Protection of industrial patterns and trademarks is set for six months. The said periods start from the first day of open display of exhibits at the exhibition.

If the exhibitor fails to file an application for the aforesaid subjects of industrial property to the Russian Agency for Patents and Trademarks (ROSPATENT) before the exhibition opening date, he may receive an appropriate certificate in the COMPANY and submit such an application to protect his rights.

## **18. SETTLEMENT OF DISPUTES**

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

– with Russian exhibitors: by the Arbitration Court for Economic Disputes of the Chamber of Commerce and Industry of the Russian Federation in accordance with the rules of procedure in force at the Court; the decision of the said Arbitration Court shall be final and binding on both parties to a dispute;

– for foreign exhibitors: by the International Commercial Arbitration Court of the Chamber of Commerce and Industry of the Russian Federation in accordance with the rules of procedure in force at the Court; the decision of the said Arbitration Court shall be final and binding on both parties to a dispute.

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

***Enclosure # 2***  
**to the General Terms of Participation in Exhibitions**  
**Held at EXPOCENTR Fairgrounds**

**Permitting Regulations of Mounting of Non-standard and Exclusive  
Stands at Exhibitions Held at EXPOCENTR Fairgrounds**

**Definition of Non-standard and Exclusive Exhibition Stand**

1. **Non-standard stand:** any stand higher than 2.5 meters custom-made of non-standard exhibition elements and equipped with original furniture and electrical equipment.

2. **Exclusive stand:** any stand custom-made of non-standard exhibition systems, elements and materials using special creative and technological solutions, which are not subject to duplication.

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

- 15 days prior to the beginning of the mounting of one-storeyed stands;
- 45 days prior to the beginning of the mounting of two-storeyed stands;
- a letter about the stand construction;
- a license to build a two-storey stand;
- a license to carry out electric installation and other engineering work;
- a stand scheme made in the isometric projection;
- a certificate for a load-bearing unit for the two-storeyed stand;
- a statistical computing for the load-bearing unit of the two-storeyed stand with an attached position plan of construction elements;
- a 1:100 scale drawing, which indicates all sizes of the two-storeyed stand elements, with sectional views, signed by the designer in charge and stamped by the company, which carried out the project of the stand;
- electrical specifications indicating necessary power load, lay-outs of exhibition stands indicating locations of electric power and lighting installations;



- a list (made on the company's form) of electricians taking part in the installation of the stand signed by the company's head;
- copies of certificates of all listed electricians with a class of electrical safety admittance not lower than 3, with the check of certification;
- a copy of the examination journal of electricians;
- a copy of the assignment order for the electrician in charge (including safety measures);
- permission of the fire depot # 160.

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

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

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

Alteration of approved projects shall not be allowed without a written consent of EXPOCONSTA.

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

***Enclosure #3***  
**to the General Terms of Participation in Exhibitions**  
**Held at EXPOCENTR Fairgrounds**

**REGULATIONS FOR ELECTRICAL INSTALLATIONS AT EXHIBITORS' STANDS**

**1. ELECTRICAL INSTALLATION REQUIREMENTS**

1.1. Only companies and organisations licensed to conduct electrical installations can be assigned with carrying out such services at exhibitors' stands.

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

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

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

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

1.5. Upon issuing the permits to work at the exhibitor's stand, installation companies shall be in charge of supervising the personnel authorised to carry out electrical installations.

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

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

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

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

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

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

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

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

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

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

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

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

1.15. Upon completion of installation work and presenting the Act of Quality Control of Installation Work Conducted by Constructor at Exhibition signed by EXPOCONSTA, a representative of the COMPANY's Energocentr

must check the quality of the installation and connect the installed equipment to the power supply sources of the COMPANY according to the layout.

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

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

1.18. Upon termination of the exhibition a representative of the exhibitor/subcontractor in charge of dismantling the electrical equipment must apply to a technician of the COMPANY's Energocentr authorised to disable the power supply to the switchbox of the exhibitor's stand.

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

## **2. LIABILITY**

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

2.2. Energocentr is in charge of operating the power supply sources of EXPOCENTR Fairgrounds.

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

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

2.5. The exhibitor as the electric power consumer at the exhibition may not connect additional loads which are not specified in the application to the stand terminal without obtaining the permission of the COMPANY's Energocentr.

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



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

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

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

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

The vehicle pass form shall contain the pass number and period of validity, name of the exhibition, check-point of entrance and exit, and parking spot. The form must be stamped by the COMPANY's Exposervice.

The vehicle pass form contains the regulations of its use.

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

In case the vehicle was substituted, the respective changes in the pass must be certified by the stamp of the COMPANY's Exposervice.

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

The pass shall be valid only for the specific vehicle. In case of the vehicle was substituted, the pass must have two stamps of the COMPANY's Exposervice.

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

Parking shall be allowed only on the indicated spot.

Access of vehicles to private entrances and freight gates shall be allowed: during the exhibition running from 8 A.M. to 9:30 A.M., during the mounting and dismantling periods from 8 A.M. to 7:30 P.M. (only for handling operations).

Overnight parking shall not be allowed.

Washing and repair of vehicles shall not be allowed on the territory of EXPOCENTR Fairgrounds.

The speed on the territory of EXPOCENTR Fairgrounds shall not exceed 15 km/h.

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

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

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

Permission to convey and remove exhibits and exhibition equipment shall be issued in the Exhibition Directorate according to a letter from the exhibitor. The letter shall be in triplicate and contain the list of conveyed goods.

The vehicle pass for one-time use only for convey of exhibits and exhibition equipment shall be issued by the manager of pavilion, where the exposition is arranged, according to the above mentioned letter with the Exhibition Directorate's visa. One copy of the letter shall be handed to the pavilion manager. In case of necessity it is allowed to obtain several passes during the mounting period.

The one-time material pass for removal of exhibits and exhibition equipment after the closing of the exhibition shall be issued by the pavilion manager after submission of the letter signed in the Exhibition Directorate (art. 1). In case of necessity it is allowed to obtain several passes during the dismantling period.

***Enclosure #5***  
**to the General Terms of Participation in Exhibitions**  
**Held at EXPOCENTR Fairgrounds**

**FIRE SAFETY REGULATIONS**

1. The COMPANY shall maintain exhibition area in good condition and shall guarantee basic fire safety conditions taking into account construction rules and regulations.

2. Responsibility for fire safety and compliance with fire safety regulations during mounting, running and dismantling periods of exhibitions shall be borne by exhibitors and organizers of exhibitions, which are arranged and held by the COMPANY and with its assistance.

3. Compliance with the present rules shall be supervised by the COMPANY's technical departments, the COMPANY's exhibition directorate and the local state fire fighting bodies.

4. The exposition plan shall be submitted to the COMPANY as regards fire safety regulations at least two months before the announced commencement date of installation.

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

4.1. The layout of exhibits, offices, various auxiliary premises (cinema hall, film projecting rooms, kitchen, dining rooms, restaurants, bars, information desks), showing all dimensions and tied up with a particular exposition area.

4.2. Location of evacuation exits, fire hydrants, internal fire cocks and power cabinets, according to the copy of the pavilion plan received by the firm from the COMPANY. Unobstructed access to the exits, fire hydrants, internal fire cocks and power cabinets and an adequate zone required for their normal operation must be provided.

4.3. Exhibits displayed in operation, operating principles of engines, fuel and lubricants used, and raw materials processed.

4.4. Conventional signs and symbols to easily read drawings and the necessary legends. Exposition plans shall be submitted in duplicate. The legends and inscriptions in the plans shall be made in the Russian language.

5. Exhibitors or organizers shall submit, at least a month before the commencement of installation, to the COMPANY information about all radioactive, inflammable and explosion-hazardous materials and exhibits to enable coordinated safety measures to be taken. Importation of the above-said materials and exhibits without the authorization of the COMPANY shall not be allowed.

6. Stationary stand structures may be made of conventional building materials (of a normal flammability class). Fireproof and slow-burning materials shall be used for finishing the interior of stands, offices, podiums, ceilings and fencing. All flammable materials must be treated with a fireproofing compound. The use of draping materials from flammable plastics which are not susceptible to treatment with a fireproofing compound shall not be allowed.

Painting and varnishing with the use of flammable paints in pavilion is prohibited.

Two-storeyed and double deck stands as well as stands with increased fire risks must be equipped with additional fire detectors connected to the central fire alarm board of the Fairgrounds.

Documents describing the flammability degree of all stand materials used in the organization of exhibitions shall be submitted.

7. Carpets and runners used in pavilions shall be securely attached to the floor along the perimeter and at the joints thereof. These shall be made of a slow-burning material (resisting a burning cigarette or a match).

8. During installation and dismantling of exhibits, the approach ways (passages) in pavilions shall be kept vacant. Unneeded transportation crates, packaging and other materials and equipment shall immediately be removed from the pavilions.

9. Thresholds and turnstiles shall not be set up in evacuation and traffic paths of visitors. Aisles for visitors shall have a width of at least three (3) metres and a circular layout and offer free access to evacuation passages, power cabinets, fire boxes and other fire fighting facilities. Stairwells, evacuation exits, passages, corridors and vestibules shall always be kept free from any objects preventing the flow of people.

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

10. The use of electrical and gas-fired devices for making tea or coffee

shall be allowed only in rooms specially allocated and equipped for these purposes by agreement with the fire safety service.

Electrical heating devices, refrigerators and air conditioners shall be connected to separate networks equipped with starting protection devices.

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

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

12. If the permissible current of low-power electrical devices (electric motors, transformers, etc.) mounted on an electrically powered stand is below the rated value of the automatic protection device of the network, additional electrical protection shall be provided. All electrical units shall be adequately grounded.

13. In the absence of a threat of mechanical damage being done to open electric networks, it shall be allowed to use cables clad in a non-combustible or slow-burning outer sheathing.

All wire and cable connections and tappings shall be made by welding, soldering, moulding or using special-purpose clamps. Wire and cable strands must be reliably insulated at connecting and tapping points.

14. Mobile power equipment shall be connected with the use of flexible conductors safely protected against mechanical damage. All power installation devices (distribution boxes, sockets, etc.) shall be certified.

15. Electric lighting devices adapted to fire-hazardous premises of class P II shall be used for illuminating halls and stands.

It shall not be allowed to use diffusers made of acrylic plastic, polystyrene and other flammable materials in lighting fixtures.

The distance between intensifying lighting fixtures and combustible or slow-burning surfaces shall be equal to at least 40 cm.

16. Demonstration of operating models and units using flammable liquids or combustible gases in exhibition halls shall be allowed with the provision that these are pumped via pipelines from containers installed outside the building and the exhaust gases are vented to the outside.

Installation and demonstration of fire-hazardous exhibits and processes (welding and soldering jobs, other jobs involving naked fire, combustible solvents, etc.) shall be subject to approval by the COMPANY's exhibition directorate and the fire prevention unit.

17. Storage of promotional materials and goods shall not be arranged at exhibition stands. They shall be kept in office premises in quantities not exceeding daily requirements.

Exhibits, standby equipment, crates and packages shall be stored outside the pavilions or in specially allocated premises.

18. Smoking inside exhibition pavilions shall be allowed only in places specially allocated for the purpose and in negotiation rooms provided with ashtrays.

19. Welding and other fire-hazardous jobs shall be carried out with written authorization of the COMPANY; existing fire safety regulations shall be carefully followed in the process.

20. All other issues which remain beyond the scope of the present regulations and which might arise during mounting, running and dismantling periods of exhibitions shall be settled on the spot by the COMPANY's exhibition directorate, pavilion management and fire fighting service personnel.

21. If the design of an exposition does not meet the present regulations, the COMPANY's exhibition directorate shall be entitled to demand from the participants (organizers) that the exposition be dismantled.

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

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

***Enclosure # 6***  
**to the General Terms of Participation in Exhibitions**  
**Held at EXPOCENTR Fairgrounds**

**VISA FORMALITIES**

To obtain an entry visa, the applicant must present the Invitation issued by the Ministry of Internal Affairs of the Russian Federation to the local Consulate or Embassy of the Russian Federation.

To obtain the Invitation, the exhibitor shall send to the COMPANY Foreign Relations Department (fax: + 7 (495) 205-72-10 or 205-60-65, e-mail: ovs@expocentr.ru) the following documents not later than one month prior to the entry into the Russian Federation:

1) request for the Invitation typed on the company's official form and signed by one of company's executives. The request shall contain the following information:

- name of exhibition;
- name of applicant;
- day, month and year, country and place of birth, gender;
- nationality;
- country and city of permanent stay;
- passport number and validity (dates of issue and expiry);
- company's full name;
- position (job);
- company's full address (area code, country, city, street, building, office, telephone, fax, e-mail);
- length of stay in Russia;
- place of visa receipt (area code, country and city where the Russian Consulate is situated);
- name of the hotel where exhibitors are going to stay;
- the company's guarantee to cover all expenses on its representative's stay in Russia including expenses in the event of a deportation;

- 2) clear photocopy of the passport page with photo, passport number and expiry date;
- 3) confirmation of payment.

The COMPANY shall fax the invoice for the Invitation. Bank cheques and drafts shall not be accepted.

Upon receipt of the conformation of payment (copy of a bank document), the COMPANY shall forward the documents to the Ministry of Internal Affairs of the Russian Federation. Within 10-21 days (depending of the nationality of the applicant), the COMPANY receives the Invitation in original and faxes it to the company applicant. In case the Russian Consulate does not accept a fax copy of the Invitation, the company shall find a way to obtain the original in the office of the COMPANY's Foreign Relations Department or use express-mail services.

If the trip did not take place and the COMPANY does not bear responsibility for it, money for issued Invitations shall not be reimbursed.

The COMPANY does not bear any responsibility for work of the Passport and Visa Department of the Ministry of Internal Affairs of the Russian Federation and consular services of the Ministry of Foreign Affairs of the Russian Federation.