

APPROVED BY
Order of the Director
of Krasnogorsk subsidiary
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BASIC REQUIREMENTS WHILE HOSTING EVENTS IN CROCUS EXPO IEC

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"Basic requirements while hosting events in Crocus Expo IEC" contain the most essential conditions which need to be observed by Participants of events hosting in the Crocus Expo International Exhibition (hereinafter referred to as – the Exhibition Center), concerning the form and the volume of information provided by them, procedure and terms of performance of these or those actions during the preparation and hosting of Events. These data are stated in more details in the Basic contract for hosting events, requirements of the General Builder of the Exhibition center – LLC BuildExpo (hereinafter referred to as – the General Builder), "Instruction fire safety during assembling (disassembling) of exhibit displays and running of exhibition events in indoor and outdoor areas of Crocus Expo IEC", Guidance in the use and application of the Crocus Expo IEC Logotype, and also in current laws and other regulatory acts.

The stated requirements are obligatory. The Organizer is responsible for bringing them other Participants' notice, and for control over their execution.

Concepts used in "Basic requirements while hosting events in Crocus Expo IEC":

Day – working hours within 24 hours from opening till closing of Event, except for sections 7 and 8. For sections 7 and 8 the term "conference day" shall apply. Usually there shall be taken the time from 08.00 a.m. till 08.00 p.m.;

Finishing Cleaning – garbage removal and cleaning of passes of assigned exhibition area, to be carried out upon completion of all installation works before opening of the Event and dismantling works after the termination thereof;

Builder – an organization, an entrepreneur without the formation of a legal entity or an individual who concluded with the Organizer or the Exhibitor the contract for performance of all complex of works on assembly and installation of exhibition stands, structures and equipment (including utilization of construction garbage after dismantling), and/or for performance of decoration works at the assigned exhibition area;

Indoor and Open Exhibition Area – floors/part of premises and parts of open areas which in accordance with the terms of concluded agreements are transferred for compensated use to the Organizer in order to hold the Event. Holding of events, placement of property and facilities, as well as the routes across the exhibition shall be carried out solely within the exhibition area assigned for the Event (hereinafter "gross area");

Loading and Unloading Works Zone – designated, fenced territory adjacent to exhibition buildings or open exhibition areas, allocated by Crocus Expo for performance of loading and unloading works at assembly and dismantling of the Event with observance of all established norms and rules;

Event – exhibition, fair, corporate, congress or other event held in Crocus Expo IEC the organizer of which is Crocus Expo IEC or other persons signed necessary contracts for hosting of such events with Crocus Expo (see "Basic Contract");

Exhibition Center Total Area – floors of premises and open areas of the exhibition center which were not transferred for compensated use to the Organizer in order to prepare and hold the Event, but will be provisionally used by visitors and Participants for movement, rest and other similar purposes;

Total Event Period – time period including the whole period of use of assigned exhibition area, contemplated by the Basic Contract;

Basic Contract - the contract signed between JSC CROCUS (in the person of Crocus Expo), operating as the owner of the exhibition area, conference halls and other resources and the service provider, on the one hand, and the Organizer acting as the user of specified resources and the service customer, on the other hand (including all appendices and additional agreements to it), for the purpose of Event organization and hosting;

Mobile Stairway (Staircase) – the equipment used for unloading (loading) of a self-propelled exhibit, arrived on the cargo vehicle by rolling method;

Event period – time period without time of installation, preparation of stands and exposition, dismantling and bring the assigned exhibition area into its initial state;

Self-Propelled Exhibits – exhibits which according to technical characteristics should move under their own power at the expense of own engine (irrespective of ability to move because of their technical condition);

Day - the period including 24 hours since the beginning of the event;

Authorized Person – the worker of Crocus Expo or the Organizer who control the implementation of conditions of the Basic contract;

Organizer – person that owns all rights to the developed concept, subject area and name of the Event, choose Participants, prepares and hosts the Event;

Participants – Exhibitors and other persons recognized as participants of the Event (promoters, distributors, participants of forum, conference, congress, etc.), and also Builders attracted by them;

Exhibitors – organizations, entrepreneurs without the formation of a legal entity or individuals that concluded Event participation contracts in order to display their exhibits (goods, works, services) with the Organizer.

1. CONCLUSION OF THE BASIC CONTRACT

1.1. Optimal term for conclusion of the Basic contract is 13 (thirteen) months prior to the beginning of the Event. In case the Contract is concluded in this period the Organizer has the opportunity to order the most suitable exhibition areas, to prepare the Event in the best way. In turn, Crocus Expo provides the most favorable tariff policy for Organizers hosting Events according to the schedule and such Organizers are first for allocation of exhibition area,

conference halls and other resources.

1.2. The Total Event Period should be divided into strictly designated stages and should include all works, including works for bringing the assigned exhibition area into a primary condition. As a rule, these stages shall include:

1.2.1. delivery of materials, construction of stands and connection of communications, transportation of Builders' equipment;

1.2.2. delivery and installation of exhibits, preparation of an exposition for display (including cleaning after the termination of building and finishing works);

1.2.3. Event period;

1.2.4. dismantling of an exposition and exhibition stands, putting the assigned exhibition area into a primary condition.

1.3. The Basic contract is concluded with the Organizer being a non-resident and executed taking into account requirements of the legislation of the Russian Federation On Currency Regulation and Currency Control. For such Basic contracts the applicable law is the law of the Russian Federation, and an official working language is Russian.

1.4. For the conclusion of the Basic contract the Organizer, being a resident, submits notarized copies of the following documents to Crocus Expo:

1.4.1. charter of a legal entity;

1.4.2. foundation contract of a legal entity (if it is one of constituent documents of the legal entity of this legal organizational form);

1.4.3. extract from the Register of Legal Entities (which is issued not later than 1 month ago);

1.4.4. Certificate of State Registration of a Legal Entity;

1.4.5. Certificate of Registration with the Tax Authorities;

1.4.6. document confirming the election (assignment) of the person entitled to act without a power of attorney on behalf of the legal entity, and also the power of attorney of the representative of the legal entity.

1.5. For the conclusion of the Basic contract the Organizer, being a resident, submits copies of the following documents to Crocus Expo:

1.5.1. document confirming legal status of the organization according to the legislation of the country where it is established (in particular, constituent documents of the organization and documents confirming its state registration);

1.5.2. Certificate of Registration with the Tax Authorities (in case the person is subject to registration with tax authorities according to the legislation of the Russian Federation);

1.5.3. document confirming the election (assignment) of the person entitled to act without a power of attorney on behalf of the legal entity, and also the power of attorney of the representative of the legal entity if the contract isn't signed by the first person.

1.6. The abovementioned documents shall be translated from the foreign language and are certified by a notary or a translator (the signature of whom shall also be certified by the notary).

1.7. The Organizer and Participants while preparing to host the Event are obliged to observe requirements of laws and other legal acts of the Russian Federation (and avoid the performance of copyright- and related rights-protected materials without the conclusion of the relevant contract with the author (manufacturer, performer) or with the organization for management of rights on a collective basis which has State accreditation) and be solely liable for violation of the aforementioned requirements.

2. PREPARATORY PERIOD

2.1. In order to resolve working issues connected with the Event preparation and hosting, the Organizer shall appoint the Authorized Person vested with all necessary authorities, and inform Crocus Expo thereof in the form of power of attorney. In return, Crocus Expo shall also inform the Organizer of the appointment of its Authorized Person (contract manager). During the preparatory period the Organizer shall inform Participants of the provisions of the Basic Requirements and liabilities for the breach thereof. The security issues when holding public events shall be resolved in close interaction with the Organizer. In order to secure such interaction the Organizer shall appoint a responsible person and shall inform Crocus Expo thereof while providing an extract from the relevant order.

2.2. During the preparatory period the Organizer is obliged to become familiar with technical characteristics of exhibition areas of the Exhibition center which will be involved when hosting the Event (Appendix 1), and also with conditions of provision and contents of necessary services.

2.3. Taking into account the obtained data the Organizer places an exposition on the exhibition area, estimates the quantity of consumed electric power, volume of consumed compressed air, water, quantity and type of necessary telephone lines, Internet accesses, conference halls and other resources. The Organizer sets working time for accompanying events according to the mode of Event hosting stipulated by the Basic contract or other regulatory documents, sets the mode of smoking.

2.4. The exposition is placed on the exhibition area within the boundaries specified in the Basic contract, taking into account the placement of the line of building restriction (so-called "red line" and "red zones"), restrictions by weight floor loads, electrical safety and other operating specifications, requirements of ensuring the fire and public safety while hosting mass events. The observance of these requirements and rules are made by Crocus Expo divisions and services.

2.5. The placement of the exposition and auxiliary objects of the Event on open areas, as a rule, isn't allowed.

2.6. The placement of the exposition is shown in the plan. Thus it is necessary to provide:

- 2.6.1.** free access to control element located on support pillars and along walls (fire cabinets and hydrants, power distribution panels, switchboard cabinets);
- 2.6.2.** rational use of floor hatches for connection of power supply, the water supply system, the sewerage system and compressed air. If necessary and if technically feasible they can be connected to hatches located under neighboring stands;
- 2.6.3.** free passage to emergency exits taking into account design standards for premises of similar purpose;
- 2.6.4.** availability of common areas (fast food bars, drink machines, toilets).
- 2.7.** When making the plan schemes of showrooms and the exhibition area are used. They are received in hard copy and also in electronic form when concluding the Basic contract.
- 2.8.** The approved plan of exposition placement with the building schedule, considering the installation of large-size exhibits at stands and special equipment for their installation, no later than 10 (ten) calendar days prior to the beginning of the Total event period shall be approved by Crocus Expo divisions and services and the General Builder. The Organizer shall give the approved plan to the General Builder for execution. Plans which haven't been approved aren't accepted for execution.
- 2.9.** The Organizer's information provided by conditions of the Basic contract sent to Crocus Expo shall have the signature of the person signed the Basic contract, or another person whose authorities are confirmed by the power of attorney.
- 2.10.** The volume of the data conveyed during the preparatory period to Crocus Expo by the Organizer is set by the Basic contract, the present requirements and standard acts, and the applicable legislation of the Russian Federation.
- 2.11.** The Organizer and Crocus Expo, as a rule, hold coordination meetings at least 5 (five) calendar days prior to the beginning of the Total Event period, and sum up the results within 5 (five) calendar days after the end of the Event.

3. ALLOCATION OF THE EXHIBITION AREA FOR HOSING EVENTS

- 3.1.** The Organizer accepts the exhibition area given for the Event hosting prior to the beginning of installation (building). The allocation of the exhibition area is made on the basis of the Basic contract and the order of the Director of Crocus Expo allowing hosting of the Event and is drawn up in the form of a bilateral act fixing state and the size of the exhibition area.
- 3.2.** The size and configuration of the given exhibition area corresponds to the approved plan of exposition placement. The increase of the exhibition area given under the Basic contract, and the change of its configuration and/or location is allowed only by agreement with Crocus Expo.
- 3.3.** The return of the exhibition area to Crocus Expo by the Organizer after the termination of the Event is made by drawing up a relevant act. Reasonable claims relating to the size of the exhibition space occupied by the Event are accepted up to the last day of the Event. Claims aren't accepted after the specified term.

4. EXHIBITION AREA BUILDING

- 4.1.** As a rule, builders shall be admitted to the exhibition area by the timelines contemplated in the Master Contract once they undergone the control by the General Builder of engineering design documentation of stands in terms of conformity to the rules and requirements in force at the Exhibition Center (1st and 2nd floors of stands to be built)..
- 4.2.** Building in pavilion No. 3 and on the 2nd exhibition floor of pavilion No. 2 is allowed only after coordination of the project of the built stand on compliance to maximum permissible weight floor load with the Maintenance Department of Crocus Expo. The total weight of stand structure, installed equipment and exhibits is thus considered.
- 4.3.** Those Builders who haven't passed the control of compliance to project design documentation of stands to existing rules and requirements can't be on the exhibition area. Builders can perform assembly and dismantling works and decoration works only when constructing non-standard and exclusive exhibition stands. Builders and Exhibitors can perform assembly and dismantling works inside the mounted standard stands built by the General Builder only with the approval of the General Builder.
- 4.4.** The list of documents necessary for inspection of project design documentation of stands is set by the General Builder on the basis of requirements and rules existing in Crocus Expo, and on the basis of normative documents of the Russian Federation.
- 4.5.** In the course of designing and development two-storeyed booths, booths subject to installation on open areas and load-bearing suspender units the Builders must meet the requirements of legislation and conditions of the contract concluded with the General Builder concerning additional control over calculations and quality of manufacturing of constructions subject to installation.
- 4.6.** In case works at the exhibition stand are performed by several Builders, each Builder shall submit project design documentation for its amount of works to the General builder for approval.
- 4.7.** All construction and installation works, including laying of floor coating of passes shall be performed during the period provided for by conditions of the Basic contract or the Contract signed between the Organizer and the General Builder. The performance of construction and installation works and decoration works in the opening day of the Event isn't allowed. In case floors are carpeted then morning additional delivery in the opening day of the Event isn't allowed.
- 4.8.** The Organizer or any Participant where feasible and by agreement with Crocus Expo can use the exhibition area

overtime at night prior to the beginning and after the termination of the Total event period. Overtime use of the area is made on the conditions provided by the Reference book of services if other isn't provided by the Main contract.

4.9. Overtime use of the exhibition area during the Total event period is documented in the Department "Service Center" till 6 p.m. of the day of works performance.

4.10. A Participant shall execute the overtime use of exhibition area by agreement with the Organizer. The Organizer shall also provide at the place of works the presence of its authorized representative, as well as the persons liable for the compliance with safety procedures by the companies involved in work performance. When the overtime use of exhibition area directly before the commencement of Event period from 08.00 p.m. till 08.00 a.m. the safeguarding of the premises (area) where the works are carried out shall be secured by the Organizer.

4.11. During the period of the overtime use of the exhibition area additional delivery of freights to the exhibition area isn't allowed.

4.12. . For admission to the construction of the exposition within the Crocus Expo exhibition area and registration with the Department "Service Center" the Builder when the entry needs to have:

4.12.1. project documentation approved by the Crocus Expo Maintenance Department and the Fire Department of JSC CROCUS. The volume of provided data and approval procedure are set by "Instruction fire safety during assembling (disassembling) of exhibit displays and running of exhibition events in indoor and outdoor areas of Crocus Expo IEC";

4.12.2. the contract for execution of a technical examination of the stand project documentation with the General Builder, act with its results;

4.12.3. The letter (in 5 copies) for entry for installation-dismantling with the list of names of working crews (in duplicate), specification of their passport details, the list of exhibition equipment to be delivered. The letter shall be executed in the working language of the exhibition, have notes of the Organizer and the General Builder allowing the entry. Passes for builders involved in installation-dismantling shall be issued by the General Builder.

4.13. The entrance of motor transport to showrooms for performance of loading and unloading works by forces of Participants isn't allowed.

4.14. Warehousing of construction materials and structures during installation (dismantling) is allowed only within the exhibition area given for building construction. Blocking of passes between stands isn't allowed. In case additional place is necessary for placement of materials and structures, the Participant can give the part of the property for storage in the Crocus Expo warehouse.

4.15. The placement of additional lighting or mobile stands with their own electric chains at stands of standard building is allowed only by agreement with the General Builder. The installation of elements of non-standard structures of stands and interior) design, which aren't exhibits, inside standard modular structures (unassisted completion or design making essential impact on the structure of the Participant's standard stand) is possible only by agreement with the General Builder after passing inspection of project design documentation of the works..

4.16. The use of silicate glass at height of more than 1.8 m from the floor level to the top edge of fixed glass is forbidden. At the specified height it is allowed to use special glass of "triplex" type.

4.17. Exclusive stands should be constructed from high readiness elements, which were preliminary assembled and painted at the Builder's working area. In showrooms it is allowed only to join ready elements, to close and paint joints after covering the floor in passages with a protective film. In transformed showroom No. 20 the construction of stands higher than 5.0 m, and also the performance of any works connected with painting, dust and chips production isn't allowed. It is absolutely forbidden to use stationary circular saws, flat-polishing machines, which aren't equipped with a dust extraction, to perform welding works. When constructing and finishing stands the use gypsum plasterboards and gypsum-fiber sheets is forbidden. It is forbidden to connect any electric equipment to the electric network of Crocus Expo without permission. Projects providing the use of cylinders under pressure, gas cylinder equipment and burning processes in any forms shall be considered and approved by the Fire Department of JSC CROCUS and the Maintenance Department of Crocus Expo.

4.18. Elements of stands or other constructed facilities can't be fixed to walls or floor.

4.19. Technical documentation of light-weight structures suspended to ceiling girders of showrooms shall be approved by the Fire Department of JSC CROCUS and the Maintenance Department of Crocus Expo not less than 14 (fourteen) calendar days prior to the beginning of the Total event period. The following documents shall be submitted for approval:

4.19.1. stand project;

4.19.2. information letter with the indication of structure weight, number of suspension points, calculated load to each point, height of the top point of structure suspension, data of persons responsible for design, installation and safety measures when installing the suspended structure;

4.19.3. project of suspension design;

4.19.4. work request drawn up according to Crocus Expo form.

4.20. Only special tapes with a sticky layer approved by the Maintenance Department of Crocus Expo can be used for fixing of floor coverings.

4.21. Floor coverings in passages shall be laid by the General Builder. For performance of works connected with laying of floor coverings the Organizer provides time after the end of all installation works, delivery of exhibits and cleaning in passages. The time of termination and duration of performance of work shall be approved by Crocus Expo

and the General Builder. If necessary this approval shall be fixed in the additional agreement to the Basic contract not less than 14 (fourteen) days prior to the beginning of the Total event period.

4.22. Laying of floor covering without protective film can be made only by agreement with the Administrative Department of Crocus Expo. After carpet laying exhibits and exhibition equipment can't be moved with the use of wheel and other vehicles.

4.23. Fastening of construction structures and design elements to bearing structures of showrooms (floor beams, columns and so forth) is made by specialists of LLC "Conta". The project of production of such works with the indication of weight of the suspended structure and suspension points shall be carried out by the Builder and approved by the General builder and the Maintenance Department of Crocus Expo. In case the Builder perform installation works at the height more than 5.0 m from the floor level safety requirements stated in "Standard labour protection regulations for workers performing climbing works" shall be fulfilled (TI RO-055-2003).

4.24. During the Total event period the General Builder shall control the observance of the code of practice when installing and dismantling, both the stand itself, and its decoration. The General Builder shall also control the implementation of requirements when works stipulated by the legislation are performed, and shall control the observance of safety measures. Authorized persons of the Fire Department of JSC CROCUS shall be responsible for fire protection

4.25. When the Builder clears out exhibition area (garbage and sticky tape shall be removed) the administrator of the Event gives the Builder the exit permit. The utilization of elements of unmounted structures and package (saw timber, particle board, wood fibreboard, construction paper board, plywood and so forth) in containers for solid domestic wastes, established in the territory of Crocus Expo is forbidden.

5. EVENT POWER SUPPLY

5.1. Crocus Expo provides the Organizer with electric power at the rate of 50 Watt per each square meter of the gross exhibition area, intended for the Event. The cost of electric power delivered to the Organizer according to the specified standard is included in the cost of electric connections and isn't paid additionally.

5.2. In order to receive more electric power than it is specified in clause 5.1. of the standard (hereinafter referred to as "additional power supply") the Organizer shall, at least 30 (thirty) calendar days before the beginning of the Total Event Period, order additional external sources of power supply from Crocus Expo. The order cost shall include the payment for use of relevant equipment, cost of spent fuel, costs for service, transportation and connection of external sources of power supply to Crocus Expo electric distribution networks.

5.3. The Organizer shall agree conditions of additional power supply of the Event with the Maintenance Department of Crocus Expo concluding the relevant additional agreement to the Basic contract.

5.4. Temporary electric networks for Events on open spaces of the Exhibition center shall be mounted by the General Builder on the basis of the contract signed between the General Builder and the Organizer.

6. CLEANING OF EXHIBITION AREAS

6.1. Cleaning of exhibition areas shall be organized by the Organizer taking into account quantity and types of construction wastes and technological wastes which are appeared at various stages of installation, hosting and dismantling of the Event. The volume of cleaning of exhibition areas, necessary equipment, number of cleaners and time of work shall be approved by the contract manager and the Administrator of the Event at least 14 (fourteen) calendar days before the beginning of the Total event period unless otherwise stipulated by the Basic contract.

In case the Organizer failed to allow time for Finishing cleaning, having provided the end of installation or dismantling of the Event by preconditioned time in one or several halls, the Organizer shall order and pay according to special tariff the extra time for Finishing cleaning which is equal to the period of delay of the end of installation or dismantling. The organizer shall provide time for Finishing cleaning after the termination of all works at performance of which garbage is appeared.

6.2. Spread debris in the aisles after the installation is not allowed. In case of violation of the requirements of cleaning and disposal of garbage is paid according to the rates of the Services Guide.

6.3. The price of the Basic contract includes:

6.3.1. cost of removal of garbage from the exhibition area and removal of construction garbage and wastes once a day during the period of installation and dismantling;

6.3.2. cost of cleaning of the total territory of the Exhibition center, passages in halls once a day during the Event period (additional cleaning of passages in halls and cleaning of stands and offices of the Event is carried out at the expense of the Organizer);

6.3.3. cost of emptying of waste baskets of stands, as required, but no more than three times a day during the Event period. Any other types of cleaning and removal of garbage and wastes are organized and paid additionally.

6.4. During the period of installation and dismantling of the Event Participants pack construction garbage and wastes into their own bags and fill them in containers ordered by them. For bulky garbage (garbage which isn't gone into garbage bags) containers for bulky garbage shall be used. It is forbidden to store garbage outside containers.

6.5. During the Event period Participants shall leave waste baskets filled with solid domestic wastes in passages. Time of emptying of baskets can be established by the Administrator of the Event or by the Organizer by agreement with the Administrative Department of Crocus Expo. Baskets which have been left at stands aren't emptied.

Disposal of remaining waste is carried out at the same time at a price Services Guide.

6.6. The performance of any construction, finishing or adjustment works after Finishing cleaning before opening of the Event is forbidden. Fines stipulated by the Appendix 2 are imposed upon violators, and they pay additional cleaning of the polluted area. The area which is subject to cleaning is defined by the Administrator of the Event and is paid according to rates of the Service Guide with premium of 100% to the rate.

6.7. The exhibition area is considered ready to return after the termination of the Total event period if it is exempted from exhibition equipment and garbage. In case of untimely vacation of the exhibition area there are consequences stipulated by conditions of the Basic contract.

6.8. Washing of transport and disposal of waste liquids in the territory of Crocus Expo and in the adjacent territory is forbidden, except for places specially allotted and equipped for such purposes.

7. INSTALLATION OF EXHIBITS AND ACCOMPANYING EQUIPMENT

7.1. Participants shall be admitted to the exhibition area by the timelines stipulated by the Master Contract according to the order by the Director of Crocus Expo allowing hosting of the Event.

7.2. For admission to the exhibition area of Crocus Expo the Exhibitor shall, when entering, provide the Department "Service Center" with:

7.2.1. letter (in triplicate) on entry of exhibits, materials and equipment enclosing fire safety certificates (conclusions of test fire laboratory, declarations on conformity) for materials used for stand dressing. Passes for adjusters and fitters shall be issued at the Department "Service Center". The letter shall have the Organizer's note allowing the entry;

7.2.2. letter (in triplicate) for obtaining passes to installation-dismantling with the list of personnel names, indication of passport data. The letter shall have the Organizer's mark allowing the entrance;

7.2.3. passes to installation-dismantling (issued by the General Builder).

7.3. When installing and dismantling exhibits the personnel working at stands shall be guided by the requirements stated in the section "Building of Exhibition Areas". It is forbidden to fix exhibits and decoration elements to structures of standard stands, electric equipment, lamps and other equipment being at the stand and not intended for these purposes.

7.4. Participants, their representatives and agents bear full responsibility for any damages caused by their actions or inaction, caused to areas or property of JSC CROCUS and also to other Participants.

7.5. Crocus Expo reserves the right to prohibit the Exhibitor to expose products which can be dangerous for people around.

7.6. Presentation and audiovisual equipment of the Organizer and Participants can be used on the Event only after special check of such equipment by experts of the General Builder.

8. EVENT PERIOD

8.1. During the Event period the Exhibition center works from 8 a.m. till 8 p.m. unless otherwise stipulated by conditions of the Basic contract.

8.2. The duration of work of the Event and access of visitors to exhibition areas makes up 8 hours a day. Two hours prior to the beginning of work of the Event and two hours after its termination are daily given for services of Crocus Expo for cleaning, performance of preventive, repair and other works on the exhibition area. The Organizer and Participants at this time can perform works only within their stands, director's offices, press centers and other used rooms provided that works performed by them don't prevent Crocus Expo services.

8.3. According to the established operating mode of the Event the Organizer shall watch for its timely termination, observance of rules existing in Crocus Expo by Participants, take measures for timely vacation of exhibition platforms and rooms from visitors and Participants after the end of the Event.

8.4. At 8 p.m. showrooms are closed, sealed up and given for secure keeping. Staying in sealed halls during the period from 8 a.m. till 8 p.m. is forbidden.

8.5. In case there are receptions, stand-up parties, concerts, etc. in showrooms after the termination of the Event, the Organizer by agreement with Crocus Expo takes additional measures in order to ensure the security of exhibition property and exhibits.

8.6. Activity of attracted security companies in the territory of the Exhibition center is subject to the permission of Crocus Expo. Security companies defying the rules existing in the Exhibition center aren't allowed to work in its territory.

9. RENDERING OF SERVICES TO THE ORGANIZERS AND PARTICIPANTS

9.1. All applications for rendering services are made by the Organizer and are sent to Crocus Expo and to the General Builder no later than the term specified in the Basic contract, the Service Guide or the present document. Services are provided according to rates of existing Service Guides.

9.2. Participants shall be provided with the services based on contract-applications with prepayment by bank transfer or for cash via Crocus Expo cash register within the limits of amounts contemplated by the current norms.

9.3. Services which aren't provided by the Service Guide are provided at contractual prices.

9.4. Entrance tickets for the Event and official catalogs are sold by Crocus Expo unless otherwise stipulated by conditions of the Basic contract.

9.5. Any types of trade, public catering and public services on exhibition areas can be carried out only upon authorization of Crocus Expo and according to requirements of current laws and other normative legal acts regulating activity in the sphere of trade, public catering and public services. Penalties provided for violation of the rules in force are given in Appendix 2.

9.6. Signing of the act of services rendered (act of works completed) is carried out by the Organizer no later than the last day of the Total event period. Acts not signed by the Organizer under which reasonable claims aren't received within 3 calendar days after the termination of the Total event period are considered signed and are shown for payment unless otherwise stipulated by the Basic contract.

9.7. The order for rendering services can be cancelled no later than the first day of the beginning of the Total event period (except for advertising services) unless otherwise stipulated by the Basic contract or the Service Guide. The order cancelled or not demanded after the specified term is paid to the full extent.

9.8. Reasonable claims for terms, quality and volume of services provided by Crocus Expo are accepted up to the last day of dismantling of the Event unless otherwise stipulated by conditions of the Basic contract. Otherwise the service is considered rendered in time, in full volume and properly.

9.9. The participant shall, prior to withdrawal of exhibits, deliver under the Report all property leased from Crocus Expo. Otherwise, the withdrawal of exhibits from the exhibition area may be prohibited for the Participant.

10. LOADING AND UNLOADING WORKS AND DELIVERY OF VISITORS

10.1. Loading and unloading works and assembly and dismantling works which are carried out with the use of load-lifting mechanisms are made only by experts and by means of Crocus Expo.

10.2. Loading and unloading works and lifting works are carried out during the period of installation and dismantling from 8 a.m. till 8 p.m. (break from 2 p.m. till 3 p.m.) by the Transport and Logistics Department of Crocus Expo.

10.3. Loading and unloading works during the Total event period are made only in Zones of loading and unloading works. The access of motor transport to Zones of loading and unloading works is made according to special passes acquired in the Department "Service Center". Stay of motor transport in the Zone of loading and unloading works over time specified in the pass isn't allowed.

10.4. Loading and unloading works with non-packaged cargo and packaged cargo with the violation of existing rules and standards are made in after all the others to the extent technically feasible.

10.5. The order for loading and unloading works is made by the Organizer unless otherwise stipulated by the Basic contract.

10.6. Freight forwarding and customs services for processing of exhibition freights for non-resident participants are provided by the Official forwarding agent and the Official customs broker of Crocus Expo.

10.7. Participants can use own lifting tackles only as agreed upon with the Transport and Logistics Department of Crocus Expo.

Independent works on loading and unloading, installation or dismantling of equipment, and also freight transportation with the use of load-lifting mechanisms, all types of load-lifting and load-transfer equipment (cranes, loader cranes, electric or hydraulic stackers and other load-lifting mechanisms) are forbidden.

The transfer from one vehicle to another with the use of load-lifting mechanisms of all types and kinds in the territory Crocus Expo is forbidden.

10.8. The Organizer shall provide Crocus Expo with the application for performance, handling works schedule and sequence of stand building, at least, 14 (fourteen) calendar days before the beginning of the Total Event Period. The Organizer shall provide, subject to approval the details on weight, dimensional and other characteristics of cargo to be processed.

10.9. The technical project on performance of works (dimensional and weight characteristics, slinging diagrams, feature of loading and unloading of large-sized exhibits and performance of sophisticated installation works when installing (assembling) exhibits, transport route of freight from the vehicle to the stand, and also the need to use special equipment when performing lifting works) shall be sent by the Organizer to the Transport and Logistics Department of Crocus Expo at least 30 (thirty) calendar days before the beginning of the Total event period.

10.10. Self-propelled exhibits are accepted and processed in the Zone of loading and unloading works.

10.11. The movement of caterpillar self-propelled exhibits from the Zone of loading and unloading works to the place of exposition or back is carried out in the company of the representative of the Transport and Logistics Department of Crocus Expo or with his consent in the company of the representative of the Event Management and according to regulations of the Event.

10.12. Export of exhibits in the last day of the Event is allowed only by agreement with Crocus Expo. In day of closing of the Event the internal regulations of the beginning of dismantling works provide the following: departure of self-propelled exhibits from the exposition place to the loading place, delivery of reusable tare to Exhibitors (from the storage place to the stand), performance of remedial works on dismantling of exhibits and expositions according to the work schedule. Loading and export of large-sized and heavy-weight exhibits in the last day of the Event is forbidden.

10.13. Entrance of third-party buses to the territory of the Exhibition center, parking on its parking lots and platforms near metro stations is allowed only by agreement with the management of Crocus Expo.

10.14. Buses of third-party organizations with more than 10 seats are allowed to be on the territory of the Exhibition

center in the presence of the special pass acquired in advance in the Transport and Logistics Department of Crocus Expo.

10.15. Staying of the vehicles on the territory adjacent to the Exhibition center is allowed in designated areas from 07:00 to 20:00 hours. At other times staying of the vehicles on the territory adjacent to the Exhibition center, is permitted only on terms agreed with the management of "Crocus Expo".

10.16. Staying of the cargo trucks on the territory of Trade-Exhibition Complex "Crocus City" more than one day is not allowed. Day is the period including 24 hours since the beginning of staying an appropriate vehicle. Each started the day is counted as a whole day at the calculation.

11. CONNECTION OF ELECTRICITY, WATER, COMPRESSED AIR, TELEPHONE LINES AND INTERNET

11.1. Connection to electrical, water and sewerage networks, and also to the pressed-air system is made by the General Builder on the basis of the Card of electric connections executed by the General Builder, location plan of connection points of water and compressed air, specified in applications of the Organizer.

11.2. Communications services are provided by the Official Operator of Crocus Expo – Flekslajn-N Limited Liability Company (licenses No. 122414, 122146, 122142, 122147). Connections are made on the basis of data on location of points of connection of telephones and Internet in applications of the Organizer.

11.3. For performance of electrical connections the Organizer shall:

11.3.1. at least 14 (fourteen) calendar days before the beginning of the Total event period provide to the General Builder information of Exhibitors on power consumption of stands of standard building and transfer the application for connection of stands of independent building to Crocus Expo electric networks with the indication of their quantity and power consumption. Data presented with the violation of the specified term are considered in the general electric circuit of the Event as separate electrical connections;

11.3.2. at least 7 (seven) calendar days before the beginning of the Total event period approve the Card of electrical connections of stands developed by the General Builder. The Card includes the information on number of electrical connections and consumed electric power of stands of independent building and blocks of standard building. On the basis of the approved Card of electrical connections the Organizer completes and transfers to Crocus Expo the established form with data on power consumption of the Event where specifies number of connections and the consumed electric capacity for each connection.

11.3.3. Connection of exhibition stands and other objects of building to electrical supply networks is made after check of quality of electric installation works and check of operability of protective equipment by the General Builder.

11.4. Connections of electricity, water, compressed air, telephone lines and Internet shall be planned by the Organizer taking into account the location of inputs and terminal units in hatches on the floor of showrooms, switchboards and cabinets located along walls and on basic columns.

11.5. Connection of compressed air on the second floor of pavilion No. 2 is possible only from the Exhibitor's compressor. The connection is made by forces of the Exhibitor or forces of third parties after obtaining a permit from the Maintenance Department of Crocus Expo.

11.6. The Organizer shall come to agreement with the Maintenance Department of Crocus Expo about the placement of laid communications and inform Participants of the scheme of their placement.

11.7. It is forbidden for participants of the Event:

11.7.1. to connect mini-automatic telephone exchange and other equipment to provided communication lines without securing approval of the relevant services of Crocus Expo;

11.7.2. to lay communication lines inside showrooms at their own expense and using their own resources;

11.7.3. to connect telecommunication equipment to provided communication channels for rendering services to third-party persons;

11.7.4. to take the equipment leased from Crocus Expo outside the Exhibition center.

11.8. The use of own audiovisual devices is allowed only by authority of relevant services of the General Builder.

12. ADVERTISING IN "CROCUS EXPO"

12.1. Advertising services provided by "Crocus Expo" are divided into two groups:

a) provided only to Organizers and Participants as agreed upon with the Organizer;

b) provided to any advertiser without approval of the Organizer. The Organizer may acquire the exclusive right to advertisement positioning. The conditions for obtaining the exclusive rights to advertisement positioning are determined by the "Crocus Expo" management.

12.2. Any individual or legal entity can place advertising in the Exhibition Centre and the surrounding area. In addition to the cases provided for by applicable law, it is not allowed to advertise the exhibition centers and exhibitions held outside the territory of the "Crocus Expo" activity. The administration of the Exhibition Centre reserves the right to deny the advertisement positioning in its sole discretion.

12.3. Only the advertising of the exhibits (goods, works, services) corresponding to the Event topics is allowed within the exhibition area used by the Organizer or the Participant.

12.4. The advertising should be placed on the media provided (used) by "Crocus Expo". The use of the own Organizer and Participants' media is permitted only upon prior consultation with the Department of Advertising and Information of the "Crocus Expo". The medium is understood to be any advertising and information products:

banners, flags, stickers, posters, and any objects containing the information of advertising and / or informational nature, which are used to attract attention to the Participant's advertising (installations, plasma display panels, liquid crystal displays, cars, racks, booklet holders, various types of standers, roll-ups, showcases, stickers, etc.). When renting the "Crocus Expo" advertising structures on the General Event Period (from the first day of installation) the cost increases by 20%, when renting for up to 1 month, the cost is increased by 2 times. In case of loss or damage of "Crocus Expo" structures during the lease term the Participant pays the fivefold cost of the structure rent based on the Services Guide.

12.5. The Department of Advertising and Information of the "Crocus Expo" shall have the right to refuse to place the flags of certain countries and companies in its own discretion. The Organizer or the Participant agrees the flags technical parameters (size, weight, material) with the Department of Advertising and Information of the "Crocus Expo".

12.6. The installation works are understood to be the single medium placement. Any change in location or design shall be made with the permission of "Crocus Expo" and extra paid.

12.7. The specific definition of the place provided for the placement of outdoor advertising, advertising inside the pavilions, as well as advertising on the Internet site is produced upon consultation with the Department of Advertising and Information of the "Crocus Expo", unless it is not required by the Services Guide.

12.8. The technical connections necessary for the equipment of advertising purpose (electric power, water, etc.) are extra paid according to the tariffs of the Services Guide.

12.9. The installation of advertising vehicles, including "mobile billboards", is possible after the approval of the Department of Advertising and Information of the "Crocus Expo".

12.10. The fitting for advertising constructions mounting and aeronautic (tethered) equipment and advertising media, as well as necessary accessories for hanging advertising media to the ceiling girders and joists are provided by the Participants and are agreed with the Department of Advertising and Information of the "Crocus Expo".

12.11. The "Crocus Expo" is not responsible for the quality of constructions and / or media, as well as mounting materials owned by the Participant.

12.12. The safety of advertising constructions, owned by the Participant, is provided by the customer.

12.13. The production of media (banners on the front and in the registration halls, media on boards and rolling constructions, labels), as well as installation and dismantling works on the structures are carried out exclusively by the Department of Advertising and Information of the "Crocus Expo".

12.14. The prepared media of the Participant may be taken for placement only with the written permission of the Department of Advertising and Information of the "Crocus Expo", if they are prepared based on the specifications received from the Department of Advertising and Information of the "Crocus Expo". The prepared medium of the Participant shall be provided for installation not less than three (3) days prior to the execution of the order or on the first installation day of the Event. The Department of Advertising and Information of the "Crocus Expo" shall have the right not to post the prepared media of the Participant if the media does not meet the specifications. The prepared for installation media are provided for three (3) days before the date of the order execution. When providing the prepared for installation media less than 24 hours before the date of the order execution, the tariff for installation work is increased by 100%.

12.15. The layouts and files are provided in electronic form with colored printout, signed off by the Organizer / Participant, in accordance with the specifications provided by the Department of Advertising and Information of the "Crocus Expo". If the Organizer / Member does not provide the signed layout in press, the "Crocus Expo" is not responsible for the accuracy of the printed information. The layouts are provided for ten (10) calendar days prior to the date of the order execution. The providing of file for printing less than five (5) working days prior to the date of the order execution increases the manufacturing cost of the medium by 50%. The providing of file for printing less than 2 (two) working days prior to the date of the order execution increases the manufacturing cost of the medium by 100%. The orders received less than ten (10) calendar days prior to the General Event Period are executed if technically feasible.

12.16. The Internet banner for placement is accepted in accordance with the technical requirements of the advertising banners imposed by the Department of Advertising and Information of the "Crocus Expo". The vertical logo should not exceed 80 pix height; the horizontal logo should not exceed 150 pix wide. The square logos should be not more than 80x80 pix. There are no more than 3 Participants in the dynamic banner.

12.17. The media made by the "Crocus Expo" as well as the media of the Participant are not stored after dismantling.

12.18. The air balloons released indoors should be filled with helium and should not have special treatment for long-term use. The documents confirming such lack of balloons treatment shall be provided.

12.19. Aeronautical and tethered equipment (aerostatic balloons, dirigibles, pneumatic figures, etc.) used by the Organizer / Participant are placed only after the consultation with the Department of Advertising and Information of the "Crocus Expo" after the presentation of the permit to use this type of equipment and implementation of lifting of the aeronautical equipment issued to the Participant by the state authorities. The presence of the operating company's representatives is compulsory during the operation of the aeronautical and tethered equipment. At night time and bad weather the aeronautical and tethered equipment shall be landed and firmly secured to the ground.

12.20. Promotion actions and distributing of print advertising or finished products outside the used exhibition area by the Participants can only be strictly subject to availability of the authorization of the Department of Advertising and

Information of the "Crocus Expo". The distribution is permitted in places agreed with the Department of Advertising and Information of the "Crocus Expo". The distributors shall not interfere the carrying out of the Events and the work of the "Crocus Expo". When two or more events are held in one pavilion the coefficient 1.2 is applied to the cost of services. For the advertisers, not participating in the Event, the cost of services increased by 20%.

12.21. The advertising with the use of technical means, which are applicable outside the used exhibition area, the holding of performances and shows are allowed only with the prior written consent of the Department of Advertising and Information of the "Crocus Expo". The lotteries and other promotions, that require the presence of Participants and visitors in a certain place at a certain time, are not allowed without the permission.

12.22. The minimum duration of advertising on LED screens located throughout the Exhibition Center is 5 (five) days. The videos ready for the placement are provided in accordance with the technical requirements maintained by the Department of Advertising and Information of the "Crocus Expo".

12.23. The advertising, contravening the laws of the Russian Federation, is not accepted for the placement; the promotions holding with the violation of the prescribed rules are stopped by the decision of the "Crocus Expo" management.

12.24. The advertiser shall have the right to cancel the execution of the order, not involving the production of advertising media not less than seven (7) business days prior to the General Event Period. In the case of the cancellation of the order, involving the production of advertising media, the Customer shall pay all costs incurred by the "Crocus Expo", but not less than 50% of the order value.

12.25. The unauthorized installation of advertising and information media and other items within the exhibition area not reserved therefor shall not be allowed. In the event of breach of that prohibition Crocus Expo shall reserve the right to individually dismantle the said structures and items without any notice to the Organizer/Participant and take other steps aimed at terminating the event.

13. PUBLIC LIABILITY INSURANCE

13.1. The public liability for infliction of damage during the Total Event Period shall be insured by the Organizer prior to the Total Event Period. The uninsured areas shall not be provided for holding the Event. Insurance shall be individually carried out pursuant to the terms of the Basic Contract. The Organizer or the Builders shall, when executing installation works prior and after the Total Event Period, also execute public liability insurance.

13.2. The insurance company with which there is concluded the public liability insurance contract of the Organizer and the Participants (exhibitors, builders) shall meet the following requirements:

13.2.1. the experience of the activities required for such type of the insurance of not less than 5 years;

13.2.2. the amount of the paid share capital is not less than 250 million rubles;

13.2.3. the actual amount of the equity funds is not less than 300 million rubles;

13.2.4. the availability of at least A + rating of the "Expert" assigned agency;

13.2.5. the availability of optional reinsurance contract on the Western market of not less than 1 million USD;

13.2.6. the possession of a license to carry out the public liability insurance;

13.2.7. the Insured's own involvement in the payment of the loss is not more than 1000 USD.

13.3. In confirmation of the abovementioned information, the Organizer shall provide the "Crocus Expo":

13.3.1. the information about the insurance company (advertising brochure, advertising sheet, etc.);

13.3.2. the published balance of the insurance company;

13.3.3. the copy of the license to pursue the insurance activities with all the attachments, including liability insurance;

13.3.4. the link to a web site;

13.3.5. the letter from the insurance company confirming the existence of the concluded obligatory contracts for liability risks reinsurance. The foreign partner (reinsurer) should be indicated in the letter;

13.3.6. the notarized copy of the insurance policy. It should be stated in the insurance policy that public liability of the Organizer and the Participants (exhibitors, builders), associated with use of the exhibition area of the exhibition center, is insured. The insurance territory is the territory of the indoor and outdoor exhibition areas, used by the Organizer for the Event, in accordance with the Principal contract concluded with JSC CROCUS. The insurance territory in the insurance policy must provide the possible expansion of exhibit area on the results of actual measurement. The period of insurance in the insurance policy must comply with the General Event Period, specified in the Principal contract, and provide the possible early commencement of installation and dismantling extension. It should be stated in the policy that the notice of early termination of the insurance contract shall be at least thirty (30) days prior to the date of termination of the insurance contract. The discovery period under the policy must be at least 3 years from the end of the insurance period;

13.3.7. the waiver of subrogation to JSC CROCUS.

13.4. The other types of insurance are carried out by the Participants individually. The only acceptable forms of insurance contracts are the contracts which found that right to claim to JSC CROCUS shall not go to the insurer who paid the insurance indemnity within the amount paid.

14. ACCESS TO THE EXHIBITION HALLS AND REGISTRATION OF THE PARTICIPANTS

14.1. The access mode to the exhibition area is determined by the agreement of the Organizer with the "Crocus Expo", is recorded in the Principal contract and is carried out using an automated access control system (AACS)

serving the "Crocus Expo" .

14.2. The number of inputs and access rules for the visitors and Participants to the exhibition areas is defined by the Organizer. He shall agree these rules with an Authorized Person of the "Crocus Expo" in the prescribed form not less than thirty (30) days prior to the General Event Period.

14.3. The registration of the Participants and the visitors of the Event is managed by the Organizer, unless otherwise provided by the Principal contract.

14.4. The information about the Event visiting, resulting from the use of AACCS, is provided to the Organizer by the Authorized Person of the Crocus Expo upon the request.

15. RESPONSIBILITY FOR THE VIOLATION OF "BASIC REQUIREMENTS WHILE HOSTING EVENTS IN CROCUS EXPO IEC"

15.1. The violation of "Basic requirements while hosting events in Crocus Expo IEC" and other acts regulating the Events are treated as the material breach of the terms of the Principal contract and involves sanctions stipulated by the Principal contract , as well as the current legislation of the Russian Federation .

15.2. The following sanctions can be applied to the violators of "Basic requirements while hosting events in Crocus Expo IEC " in accordance with applicable law: warning, suspension of works to eliminate violations with a fine, as provided for by the applicable "Crocus Expo" rules and compensation for damage caused, denial of accreditation for a specified period or indefinitely; transfer of materials about the identified violations to the law enforcement authorities. The size and terms of sanctions are provided in Appendix 2.

15.3. Resumption of work, suspended on the basis of violations shall be allowed in the case of elimination of the identified violations and the payment of the penalty.

15.4. Taking actions to violators of "Basic requirements while hosting events in Crocus Expo IEC" is made on the basis of the Act made by authorized representatives of the Crocus Expo.



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Appendix 1: Crocus Expo exhibition area as technical specifications

No. In sequence	Contents list	Pavilion No. 1	Pavilion No. 2		Pavilion No. 3		Notes
		floor 1	floor 1	floor 2	floor 1	floor 2, 3	
1.	Exhibition halls characteristics ⁽¹⁾ :						⁽¹⁾ See the configuration, size and limitations in the hall plans
1.1.	maximum load on the floor ⁽²⁾	20 t per 1,0 sq. m.	20 t per 1,0 sq. m.	1,0 t per 1,0 sq. m.	2,5 t per 1,0 sq. m.	1,0 t per 1,0 sq. m.	⁽²⁾ For a distributed load. The allowable point load is determined based on the number and size of the supports, and the total weight of the exhibit (booth).
1.2.	Height to frame work covering	hall 1 – 9,0 m ⁽³⁾ hall 2 – 9,0 m hall 3 – 9,0 m hall 4 – 9,0 m	hall 5 – 7,95 m hall 6 – 7,95 m hall 7 – 7,95 m hall 8 – 7,95 m ⁽³⁾	hall 9 – 7,85 m hall 10 – 7,85 m hall 11 – 7,85 m	hall 12 – 9,5 m ⁽³⁾ hall 13 – 9,5 m hall 14 – 9,5 m hall 15 – 9,5 m	hall 16 – 8,5 m hall 17 – 8,5 m hall 18 – 8,5 m hall 19 – 8,5 m	⁽³⁾ See the height under balconies and passages in the hall plans
1.3.	Maximum permitted building height	hall 1 – 7,5 m ⁽³⁾ hall 2 – 7,5 m hall 3 – 7,5 m hall 4 – 7,5 m	hall 5 – 6,95 m hall 6 – 6,95 m hall 7 – 6,95 m hall 8 – 6,95 m ⁽³⁾	hall 9 – 6,85 m hall 10 – 6,85 m hall 11 – 6,85 m	hall 12 – 8,5 m ⁽³⁾ hall 13 – 8,5 m hall 14 – 8,5 m hall 15 – 8,5 m	hall 16 – 7,5 m hall 17 – 7,5 m hall 18 – 7,5 m hall 19 – 7,5 m hall 20 – 5,0 m	
2.	The number of load elevators. See the plan of exhibition housing for elevator numbers ⁽⁴⁾	no	no	hall 9 – 4 hall 10 – 2 hall 11 – 4	no	hall 16 – 5 hall 17 – 5 hall 18 – 5 hall 19 – 6	⁽⁴⁾ Elevators of the hall 16 deliver cargo on the third exhibition level.
3.	Maximum permitted size of transported goods ⁽⁵⁾ : a) height b) width c) length	– – –	– – –	a) 2100 mm b) 2500 mm c) 5500 mm	– – –	a) 2100 mm b) 2350 mm c) 5650 (6600) mm	⁽⁵⁾ See the dimensions of the load elevators in the hall plans
4.	Maximum permitted weight of transported goods	–	–	3200 kg	–	2500 kg	



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5.	The number of adjusting gates	hall 1 – 3 hall 2 – 3 hall 3 – 3 hall 4 – 7	hall 5 – 3 hall 6 – 3 hall 7 – 5 hall 8 – 5	no	hall 12 – 3 hall 13 – 3 hall 14 – 3 hall 15 – 3	no	
6.	Maximum permitted size of cargo moved through the adjusting gates ⁽⁶⁾ : a) height b) width	a) 4,3 (7,5) m b) 4,0 (4,9) m	a) 4,3 (7,5) m b) 4,0 (6,8) m	– –	a) 4,3 (7,5) m b) 4,0 (6,8) m	– –	⁽⁶⁾ See the location and dimensions of the adjusting gates in the hall plans
7.	Maximum permitted size of cargo moved through the interhall doors ⁽⁷⁾ : a) height b) width	a) 5,8 m b) 5,0 m	a) 4,3 m b) 5,3 m	a) 5,8 m b) 5,3 m	a) 5,8 m b) 5,3 m	a) 5,8 m b) 5,3 m	⁽⁷⁾ See the location and dimensions of the interhall doors in the hall plans
8.	The ability to connect through the hatches ⁽⁸⁾ :						⁽⁸⁾ See the location of the hatches in the hall plans
8.1.	Electricity voltage 220/380 V ⁽⁹⁾	yes	yes	yes	yes	yes	⁽⁹⁾ Electrical connections can also be made from the power boards located on the walls and pillars of the halls.
8.2.	tap water	yes	yes	yes	yes	yes	
8.3.	Wall compressed air	yes	yes	no	yes	yes	
9.	The number of conference halls (meeting rooms)	4 (4)	7 (5)	2 (0)	0 (0) ⁽¹⁰⁾	0 (0) ⁽¹⁰⁾	⁽¹⁰⁾ 36 transformable conference rooms are located on the third exhibition level of the pavilion. Each area is 162 square meters
10.	Maximum permitted loads on joists during the hanging:						
	a) on one point	250 kg	250 kg	250 kg	250 kg	250 kg	
	b) on one joint (frame work)	900 kg	1600 kg	1600 kg	1600 kg	1600 kg	

Appendix 2: The penalty for violation of “Basic requirements while hosting events in Crocus Expo IEC”

№ In sequence	Violation	The clause of general requirements	Penalty	Notice
1.	Unauthorized connection of the equipment to the "Crocus Expo" utility networks.	Clause 4.15.	50.000 rubles	The penalty is imposed by the administrator of the Event and General Builder manager.
2.	Using adhesive tape, polluting the surface of the pavilion structures.	Clause 4.18.	10.000 rubles	The penalty is imposed by the administrator of the Event.
3.	Leaving trash or adhesive tape on the work area.	Clause 4.25.	10.000 rubles	The penalty is imposed by the administrator of the Event. Damages caused by the violator are paid separately under the presented calculation.
4.	Garbage storage outside the containers.	Clause 6.4.	10.000 rubles	The penalty is imposed by the administrator of the Event. Damages caused by the violator are paid separately under the presented calculation.
5.	Exceeding the residence time of the vehicle in the area of loading and unloading, for every 30 minutes of excess.	Clause 10.3.	1.000 rubles	The penalty is imposed by the representative of the Transport and Logistics Department of the "Crocus Expo".
6.	Cargo handling of non-residents that were received not through the Official forwarding agents and Customs brokers.	Clause 10.6.	Equal to 100% of extra charges to the tariff for services ordered.	The penalty is imposed by the representative of the Transport and Logistics Department of the "Crocus Expo".
7.	Incompliance with the timelines for submission of applications subject to performance of handling works.	Clause 10.8.	Equal to 50% of extra charges to the tariff for services ordered.	The penalty is imposed by the representative of the Transport and Logistics Department of the "Crocus Expo".
8.	The use of handcarts of not allowed types for goods transportation.	Clause 10.7.	3.000 rubles	The penalty is imposed by the administrator of the Event. Damages caused by the violator are paid separately under the presented calculation.
9.	The use of lifting mechanisms during the loading, unloading and transportation.	Clause 10.7.	100.000 rubles	The penalty is imposed by the representative of the Transport and Logistics Department of the "Crocus Expo".
10.	Exceeding the permissible noise level standards.	clause 12.21., instruction "On the implementation of urgent noise measurements during the events"	25.000 rubles	The penalty is imposed by the administrator of the Event. Additionally, the disconnection of the noise source from the power supply network may be carried out.
11.	The import on the territory of the exhibition hall,	The Federal Law №120-FZ dated	10.000 rubles	The penalty is imposed by the authorized

	installation and use of equipment and materials that not covered by the project documentation without fire safety certificates; use of combustible materials not treated with flame retardant for exhibition stands (expositions).	03.06.2011 and Order by the Director of Krasnogorsk subsidiary of Crocus Expo JSC CROCUS No.01-02/28P dated 23.04.2015 «On the Procedure for Ensuring the Fire Safety within the Territory, in Buildings, Structures and Premises of the Facilities of Crocus Expo Krasnogorsk subsidiary JSC CROCUS»		representative of the JSC CROCUS Fire protection administration.
12.	The installation and maintenance of electrical equipment with the violations Electrical Installations Code, the maintenance of electric consumers; the use of non-standard (self-made), damaged electric appliances of electrical fittings; placing the tissue, paper and other combustible materials on lighting fixtures; the placement of lighting equipment closer than 0.5 m from combustible materials, displays, decorations and sprinkler fire-extinguishing system.	The Federal Law №120-FZ dated 03.06.2011 and Order by the Director of Krasnogorsk subsidiary of Crocus Expo JSC CROCUS No.01-02/28P dated 23.04.2015 «On the Procedure for Ensuring the Fire Safety within the Territory, in Buildings, Structures and Premises of the Facilities of Crocus Expo Krasnogorsk subsidiary JSC CROCUS»"	10.000 rubles	The penalty is imposed by the authorized representative of the JSC CROCUS Fire protection administration.
13.	The reducing of the walkways width, the blocking of escape routes, main and emergency exits, approaches to technical facilities, fire breaks between the walls of buildings and stands, exhibitions, shelves, approaches to fire alarm media, fire hydrant cabinets, fire extinguishers, electrical boards and other technological equipment by various goods, equipment, property, containers, packaging and other devices to prevent evacuation.	The Federal Law №120-FZ dated 03.06.2011 and Order by the Director of Krasnogorsk subsidiary of Crocus Expo JSC CROCUS No.01-02/28P dated 23.04.2015 «On the Procedure for Ensuring the Fire Safety within the Territory, in Buildings, Structures and Premises of the Facilities of Crocus Expo Krasnogorsk subsidiary JSC CROCUS»"	10.000 rubles	The penalty is imposed by the authorized representative of the JSC CROCUS Fire protection administration.
14.	Storage of goods, property, building materials, containers, packaging and other material with the violation of the distances to the walls of buildings and fire hydrants under passage galleries. The blocking of approach to fire hydrants, gas and diesel generators, transformer substations, as well as installation of containers, pallets, crates and vehicles on fire hydrant manhole covers.	The Federal Law №120-FZ dated 03.06.2011 and Order by the Director of Krasnogorsk subsidiary of Crocus Expo JSC CROCUS No.01-02/28P dated 23.04.2015 «On the Procedure for Ensuring the Fire Safety within the Territory, in Buildings, Structures and Premises of the Facilities of Crocus Expo Krasnogorsk subsidiary JSC CROCUS»"	5.000 rubles	The penalty is imposed by the authorized representative of the JSC CROCUS Fire protection administration.
15.	Smoking in the workplace, on the territory of the exhibition hall, stand, exhibition, in the administrative, production, technical, or warehouse premise, in other places not designated for such purposes.	The Federal Law №120-FZ dated 03.06.2011 and Order by the Director of Krasnogorsk subsidiary of Crocus Expo JSC CROCUS No.01-02/28P dated 23.04.2015 «On the Procedure for	5.000 rubles	The penalty is imposed by the authorized representative of the JSC CROCUS Fire protection administration. The damage done is paid additionally.



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		Ensuring the Fire Safety within the Territory, in Buildings, Structures and Premises of the Facilities of Crocus Expo Krasnogorsk subsidiary JSC CROCUS»		
16.	The conduct of fire and other fire hazard works without issuing the permit, coordination with the Technical Maintenance Service of the "Crocus Expo" and the division of the Fire protection administration of JSC CROCUS and with the violation of fire safety rules.	The Federal Law №120-FZ dated 03.06.2011 and Order by the Director of Krasnogorsk subsidiary of Crocus Expo JSC CROCUS No.01-02/28P dated 23.04.2015 «On the Procedure for Ensuring the Fire Safety within the Territory, in Buildings, Structures and Premises of the Facilities of Crocus Expo Krasnogorsk subsidiary JSC CROCUS»"	6.000 rubles	The penalty is imposed by the authorized representative of the JSC CROCUS Fire protection administration. The damage done is paid additionally.
17.	The use of sparking tool, open fire, demonstration of exhibits/ products using open source flame, fireworks, fire shows, pyrotechnic special effects in buildings, structures, pavilions without the coordination of the Fire protection administration of JSC CROCUS.	The Federal Law №120-FZ dated 03.06.2011 and Order by the Director of Krasnogorsk subsidiary of Crocus Expo JSC CROCUS No.01-02/28P dated 23.04.2015 «On the Procedure for Ensuring the Fire Safety within the Territory, in Buildings, Structures and Premises of the Facilities of Crocus Expo Krasnogorsk subsidiary JSC CROCUS»	10.000 rubles	The penalty is imposed by the authorized representative of the JSC CROCUS Fire protection administration. The damage done is paid additionally.
18.	The use and storage of flammable and combustible liquids and gases, filling the vehicles with fuel and it's unloading; keeping a vehicle with an open neck of the fuel tank, as well as the presence of fuel or oil leakage. The battery recharging directly on the exhibition vehicle.	The Federal Law №120-FZ dated 03.06.2011 and Order by the Director of Krasnogorsk subsidiary of Crocus Expo JSC CROCUS No.01-02/28P dated 23.04.2015 «On the Procedure for Ensuring the Fire Safety within the Territory, in Buildings, Structures and Premises of the Facilities of Crocus Expo Krasnogorsk subsidiary JSC CROCUS»	10.000 rubles	The penalty is imposed by the authorized representative of the JSC CROCUS Fire protection administration. The damage done is paid additionally.
19.	The violations of fire safety regulations that caused the fire(lightning up), causing damage to the property of JSC CROCUS.	The Federal Law №120-FZ dated 03.06.2011 and Order by the Director of Krasnogorsk subsidiary of Crocus Expo JSC CROCUS No.01-02/28P dated 23.04.2015 «On the Procedure for Ensuring the Fire Safety within the Territory, in Buildings, Structures and Premises of the Facilities of Crocus Expo Krasnogorsk subsidiary JSC CROCUS»	500.000 rubles	The penalty is imposed by the authorized representative of the JSC CROCUS Fire protection administration. The damage done is paid additionally.
20.	The violations of fire safety regulations that caused	The Federal Law №120-FZ dated	The amount of the	The penalty is imposed by the authorized



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	the lighting up, not causing damage to the property of JSC CROCUS.	03.06.2011 and Order by the Director of Krasnogorsk subsidiary of Crocus Expo JSC CROCUS No.01-02/28P dated 23.04.2015 «On the Procedure for Ensuring the Fire Safety within the Territory, in Buildings, Structures and Premises of the Facilities of Crocus Expo Krasnogorsk subsidiary JSC CROCUS»	penalty set in clauses 12-19 of the present Appendix shall be increased by 100%.	representative of the JSC CROCUS Fire protection administration.
21.	The damage to the manual alarm call point of the automatic fire alarm system, bringing it into effect without any signs of fire.	The Federal Law №120-FZ dated 03.06.2011 and Order by the Director of Krasnogorsk subsidiary of Crocus Expo JSC CROCUS No.01-02/28P dated 23.04.2015 «On the Procedure for Ensuring the Fire Safety within the Territory, in Buildings, Structures and Premises of the Facilities of Crocus Expo Krasnogorsk subsidiary JSC CROCUS»	5.000 rubles	The penalty is imposed by the authorized representative of the JSC CROCUS Fire protection administration. The damage done is paid additionally.
22.	The damage to the fire cock cabinets, fire extinguishers. Misuse of fire hydrants, fire hoses, fire extinguishers and equipment, their loss, fixing of the equipment and the property to the pipelines of the fire-fighting system.	The Federal Law №120-FZ dated 03.06.2011 and Order by the Director of Krasnogorsk subsidiary of Crocus Expo JSC CROCUS No.01-02/28P dated 23.04.2015 «On the Procedure for Ensuring the Fire Safety within the Territory, in Buildings, Structures and Premises of the Facilities of Crocus Expo Krasnogorsk subsidiary JSC CROCUS»	6.000 rubles	The penalty is imposed by the authorized representative of the JSC CROCUS Fire protection administration. The damage done is paid additionally.
23.	The damage to the sprinklers of the automatic sprinkler fire-extinguishing system	The Federal Law №120-FZ dated 03.06.2011 and Order by the Director of Krasnogorsk subsidiary of Crocus Expo JSC CROCUS No.01-02/28P dated 23.04.2015 «On the Procedure for Ensuring the Fire Safety within the Territory, in Buildings, Structures and Premises of the Facilities of Crocus Expo Krasnogorsk subsidiary JSC CROCUS»	30.000 rubles.	The penalty is imposed by the authorized representative of the JSC CROCUS Fire protection administration. The damage done is paid additionally.
24.	Helicopter landing on the territory of the Exhibition center without appropriate permits and consent of the "Crocus Expo".	Clause 15.1.	30.000 rubles	The penalty is imposed by the JSC CROCUS Deputy Director, responsible for the maintenance of public safety.
25.	Washing the vehicle on the territory of the Exhibition center in non-established locations.	Clause 6.8., environmental regulations which are in force in the Russian Federation.	5.000 rubles	The penalty is imposed by the Deputy Chief Engineer. Additionally, the information is transmitted to the environmental prosecutor's



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				office.
26.	The violation of applicable rules and regulations on waste liquid recycling and paint materials waste.	Clause 6.8., environmental regulations which are in force in the Russian Federation.	50.000 rubles	The penalty is imposed by the administrator of the Event. Additionally, the information is transmitted to the environmental prosecutor's office.
27.	Moving the exhibition equipment and exhibits using the wheeled vehicles along the aisles after laying out the carpet.	Clause 4.20.	50.000 rubles	The penalty is imposed by the administrator of the Event. The damage done is paid additionally.
28.	Unauthorized connection of the equipment to the Exhibition Centre communication channels.	Clause 11.7.3.	10.000 rubles	The penalty is imposed by the Chief of the MASC Department of the "Crocus Expo".
29.	Unauthorized publication of information media on the territory of the exhibition center.	Clause 12.4.	50.000 rubles	The penalty is imposed by the representative of the Department of Advertising and Information of the "Crocus Expo"
30.	Unauthorized organization of any types of trade, public catering and public services on exhibition areas.	Clause 9.5.	100.000 rubles	The penalty is imposed by the representative of the "Crocus Expo" appointed responsible for the Event, on representation of the services which have revealed violation.
31.	Staying of the cargo trucks on the territory of Trade-Exhibition Complex "Crocus City" more than one day.	Clause 10.16.	10.000 rubles	The penalty is imposed by the representative of the Transport and Logistics Department of the "Crocus Expo". A penalty is charged for each started day