

Approved by
Order of the Director
of Krasnogorsk subsidiary
of Crocus Expo JSC CROCUS
No. 01-02/69 P (П)
issued on 08.11.2016

**BASIC REQUIREMENTS WHILE RUNNING EVENTS
IN CROCUS EXPO IEC**

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“Basic requirements while running events in Crocus Expo IEC”(hereinafter referred to as “the Basic requirements”) include the material terms and conditions subject to observance by Organizers and Participants of any Events running in the International Exhibition Centre “Expo Crocus” (hereinafter referred to as the Exhibition Centre); the said terms and conditions are applying to forms and scope of any information they are providing, procedure and time limit for any actions in the course of preparation and running Events. In much more details the said data are specified by the Basic Contract on providing the Exhibition area for running Events, in requirements of the Master Developer of the Exhibition Centre – Limited Liability Company BuildExpo (hereinafter referred to as the Master developer), “Instruction for fire safety measures in the course of installation (deinstallation) of expositions and in the course of running exhibition arrangements in halls and open areas of Crocus Expo IEC”, “Crocus Expo IEC logo use guideline” and in current legislation and any other regulatory legal acts.

All specified Basic requirements should make an integral part of the Basic agreement and should have binding effect. The Organizer of the Event should be charged with making the said Basic requirements available to other Participants as well as with supervising their execution.

Terms in the Basic Contract and in the Basic requirements:

Day: operating hours within 24 hours from opening to closing the Event, except for Section 12 of these Basic requirements. Except as otherwise set forth in the Basic Contract, period of time between 08:00 and 20:00 (08:00 a.m. and 08:00: p.m.) should be taken. In Section 12 the term “Conference-day” should be applied (item 12.4).

Finishing cleaning: works related to cleaning passages and garbage removal from the rendered Exhibition Area which should be carried out after completion of all installation operations before opening the Event;

Developer: any organization, any unincorporated entrepreneur or any individual person who concluded with the Organizer of the Event or the Exhibitor any contract for assembly and installation of booths, structures and equipment (including debris recovery after deinstallation) and/or any contract for performance any decorating works on the rented exhibition area;

Indoor area and Open area: floors/parts of exhibition rooms and other premises in the Exhibition Center, as well as open areas on the territory adjoining exhibition pavilions which, subject to terms of the Basic Contract, have been handed over for compensated use to the Organizer for running any Event (hereinafter referred to as “the Gross Area”;

Handling operation area: marked, enclosed area adjoining exhibition pavilions or open areas assigned by “Crocus Expo” for handling operations in the course of installation and deinstallation of the Event subject to all prescribed regulations;

Event: any exhibition, fair, corporate, congress or any other event running in the Exhibition Center, organized by “Crocus Expo” or any other persons who have concluded the Basic Contract with “Crocus Expo”;

Total area of the Exhibition center: floors of exhibition rooms, of any other premises and open areas of the Exhibition center which failed to be handed over for compensated use of the Organizer but on a temporary basis will be used by visitors and Participants for moving, rest and for any other similar purposes;

Total running time of the Event: total period of time prescribed by the Basic Contract for using the Exhibition Area including time for installation, running and deinstallation of the Event;

Final cleaning: works related to cleaning the Exhibition Area and subsequent removal of garbage for its putting into initial state which should take place after completion of all deinstallation operations before returning the Exhibition Area to “Crocus Expo”;

Basic Contract: the contract concluded between Joint-Stock Company “CROCUS” (in the person of “Crocus Expo”), acting as owner of the Exhibition area, conference-halls and other resources and service provider on one hand, and the Organizer or Participant acting as user of the specified resources and as the services consumer on the other hand (including all enclosures and additional agreements to it) with the purpose of organization and running the Event;

Official forwarding agents: any specialized organizations accredited in “Crocus Expo” and responsible for delivery on the Event all exhibition goods of Participants of the Event which are subject to customs registration, support of customs registration and providing handling operations in accordance with the established procedure, on the grounds of particular contracts concluded between them;

Event period: any “net” Event period (without regard to time necessary for installation and deinstallation of the Event);

Self-moving exhibits: any exhibits which in accordance with their technical specifications should be moved as self-powered (irrespective of their ability to move because of their technical state);

Overtime use of the Exhibition Area: using the Exhibition Area in excess of the period specified in the Basic Contract;

Services reference book: a book of types of service and equipment (with tariffs) and conditions of their rendering and granting to Organizers, Participants and Developers of Events running in the Exhibition Center;

24-hours: a period of time which makes 24 hours from the beginning of the Event;

Authorized person: any official of “Crocus Expo” and Organizer who, in accordance with any documents of disposition or by any Powers of Attorney, has been entrusted to monitor compliance of terms and conditions of the Basic Contract;

Organizer: any person possessing all rights on the developed concept, subject matter and denomination of the Event, forming the entry list of Participants, preparing and holding the Event;

Participants: Exhibitors and other persons recognized as participants of the Event (promoters, advertising distributors, participants of any forum, conference, congress, etc.) as well as engaged Developers;

Exhibitors: any organizations, unincorporated entrepreneur or any individual person who concluded with the Organizer of the Event any contract for participation in the Event for demonstration of their exhibits (goods, pieces of work, services).

1. CONCLUSION AND PERFORMANCE OF THE BASIC CONTRACT

1.1. 13 (thirteen) months before running the Event should make an optimal period for conclusion the Basic Contract. When concluding the Basic Contract within the said period, the Organizer and the Participants should have a possibility to order the most suitable exhibition areas and to prepare the Event in the best possible way. In turns, for those Organizers who are holding the Event according to this schedule, “Crocus Expo” should grant the most advanced pricing policy, as a matter of priority should allocate exhibition area, conference halls and other resources.

1.2. Total running time of the Event should be divided on strictly defined stages and should include all works on preparing and holding the Event, including putting the Exhibition area to initial state. In general there should be following stages:

1.2.1. Marking the Exhibition Area, delivery of materials, booths constructing and utility hook-up, removal of Developers’ equipment;

1.2.2. Delivery and installation of exhibit units, preparation of exposition to be exhibited (including Finishing cleaning after development and finishing works will be completed);

1.2.3. The Event period;

1.2.4. Deinstallation of exposition and booths, putting the Exhibition area to initial state (including Final cleaning).

1.3. The Basic Contract with the Organizer, who is non-resident, should be concluded and performed in accordance with the requirements of Foreign Exchange Control Law of the Russian Federation. The said Basic Contract is subject to law of the Russian Federation and Russian language is the official working language.

1.4. For to conclude the Basic Contract Organizer or Participant, who are residents, should submit to “Crocus Expo” notarized copies of the following documents:

1.4.1. Articles of Association of the legal entity;

1.4.2. Memorandum of Association of the legal entity (if the said document is a part of constituent documents of the legal entity of this business legal structure);

1.4.3. Extract from the Uniform State Register of legal entities (date of issue should not exceed 1 month);

1.4.4. Certificate on state registration of legal entity;

1.4.5. Tax authority registration Certificate;

1.4.6. Any document on election (appointment) any person entitled to act on behalf of the legal entity without any Power of Attorney and a Power of Attorney of any representative of the legal entity.

1.5. For to conclude the Basic Contract Organizer or Participant, who are not-residents, should submit to “Crocus Expo” copies of the following documents:

- 1.5.1.** Any document confirming legal status of the organization under legislation of the country of its incorporation (in particular, constituent documents of the organization and any documents confirming its state registration);
- 1.5.2.** Tax authority registration Certificate (if the said person is subject to such registration in accordance with legislation of the Russian Federation);
- 1.5.3.** Any document on election (appointment) any person entitled to act on behalf of the organization without any Power of Attorney and a Power of Attorney of any representative of the organization if the person signing the said Contract is not a chief executive officer.
- 1.6.** The specified documents of non-resident should be translated from any foreign language and certified by Notary Public or by translator (whose signature should be notarized as well).
- 1.7.** When performing the Basic Contract all notifications and any other correspondence prescribed by the Basic Contract should be drawn in writing and sent to the addresses specified in the Basic Contract either by certified mail, or by express courier service, or by telegraph facsimile communication or by e-mail.
- 1.8.** All questions resulting from signing or interpretation of the Basic Contract the Parties should seek to settle by direct negotiations. Those disputes and disagreements which failed to be settled by negotiations should be settled in the Moscow Arbitration court.
- 1.9.** Legal relationships between the Parties under the Basic Contract should become binding on them when the Basic Contract signed (Article 425 of the Civil Code of the Russian Federation) and should remain in force until all obligations under the contract have been fully completed by the Parties. As regards relationships of the Parties with regards to usage of the Exhibition area, the provisions concerning rent prescribed by Part Two of the Civil Code of the Russian Federation, should not apply. The said relationships are subject to regulation by Part One of the said Code (Article 421 of the Civil Code of the Russian Federation).
- 1.10.** If there is no written consent of “Crocus Expo”, the Organizer should not have any right to transfer rights and/or obligations of the Organizer under the Basic Contract to any third party.
- 1.11.** In the course of preparation and running the Event both Organizer and Participants must meet the requirements of legislations and any other legal acts of the Russian Federation (including to exclude performance of any copy-right protected and related items without conclusion relevant agreements with their author (manufacturer, performer) or with any organization holding rights on collective basis and having governmental certification) and independently bear any liability for breaking the specified requirements.

2. PREPARATORY STAGE

- 2.1.** For to settle any working problems relating to preparation and running the Event, receipt of notifications, acts and taken any other steps for performance of the Basic Contract, the Organizer or the Participant, within 14 (Fourteen) calendar days after conclusion the Basic Contract, should appoint any Authorized person invested with all necessary authorities, should notify “Crocus Expo” about it and should submit relevant Power of Attorney. For its part “Crocus Expo” also should notify the Organizer about appointment of the person responsible for the Basic Contract support.
- 2.2.** Within the preparatory period the Organizer should be familiarized with specifications of exhibition areas of the Exhibition Center which should be activated in the course of the Event running (Enclosure No. 1) as well as with the Provision of services and content of all necessary services.
- 2.3.** The exposition should be placed on the Exhibition area within the boundaries specified in the Basic Contract, with account for standards specified in “Core requirements of Master Developer” (hereinafter referred to as “Requirements of Master Developer”), restrictions relating to floor loading, electrical safety and other current specification, requirements for ensuring fire safety and social security when public event running. Relevant sub-divisions and services of “Crocus Expo” and Master Developer should control compliance of the said requirements.
- The Organizer should determine operating hours for associate events in accordance with the mode of the Event running prescribed by the Basic Contract and any other regulatory documents, if any.
- 2.4.** Is should not be allowed to locate any exposition, any support facilities, footpaths for visitors through the expositions, to carry out any actions of the Event on the Total Area of the Exhibition Center and in any area which failed to be provided for use to the Organizer.
- 2.5.** Location of the exposition should be in line with technical plans of exhibition halls the Master Developer should submit to the Organizer, and in compliance with the requirements of the Master Developer.

2.6. The Organizer, not later than 14 (Fourteen) calendar days prior the date when the Total running day of the Event will start, should agree with relevant sub-divisions and services of “Crocus Expo” and with the Master Developer the developed and approved exposition location plan with the development schedule where installation of large-sized exhibits and special technic for their installation on booths should be taken into consideration. The approved plan the Organizer should hand over to the Master Developer for execution. Those plans that failed to be agreed and approved should not be subject to execution.

2.7. Not later than 14 (Fourteen) calendar days prior to the beginning of the Total running day of the Event the Organizer should be obliged to submit to “Crocus Expo” the below specified documents and materials in agreed form:

2.7.1. The list of exhibitors of the Event, specifying their denomination;

2.7.2. Samples of pass-cards of participants of the Event;

2.7.3. Invitation cards for visiting the Event in a number of not less than 200 pieces and invitation cards for visiting the formal opening of the Event in a number of not less than 20 pieces;

2.8. Not later than 1 (One) day prior to the beginning of the Event period the Organizer should make available for “Crocus Expo” an exhibition catalogue in a number of 3 (Three) copies.

2.9. All information of the Organizer prescribed by terms and conditions of the Basic Contract and these Basic Requirements should be signed by the persons who signed the Basic Contract or by any other Authorized person.

2.10. The Organizer should be obliged to make exhibitors of the Event and any involved firms of developers aware of content of the documents regulating the procedure of preparation and running the Events in the Exhibition Center, including those prescribed by these Basic requirements, “IEC Crocus Expo logo use guideline”, Requirements of the Master Developer and in “Instruction for fire safety measures in the course of installation (deinstallation) of expositions and in the course of running exhibition arrangements in halls and open areas of IEC “Crocus Expo”.

2.11. If it is necessary, the Organizer and “Crocus Expo”, at least 5 (Five) calendar days before the date of the Total running time of the Event, should hold a coordinating meeting for to discuss problems relating to preparation and running the Event and for making relevant decisions. As a result of the above mentioned meetings a relevant minutes should be drawn up.

3. GRANTING THE EXHIBITION AREA FOR RUNNING EVENTS

3.1. The Organizer (Participant) should get the Exhibition Area only for the organization and running the Event (for participation in the Event) in a state meeting the provisions of the Basic Contract and the present Basic requirements.

Costs for using the Exhibition Area should include the following expenses of “Crocus Expo” related to supporting due condition of the Exhibition Area:

- Cost of general electric lighting, ventilation, heating of the Exhibition Area;

- Cost of the general protection of the Exhibition Center;

- Cost of garbage disposal from the Exhibition Area and removal of garbage and building refuse on landfill once a day during installation and deinstallation of the Event (expenses for utilization of booth equipment and removal of bulk waste, packing and wrapping materials the Organizer or the Participant should pay additionally in accordance with the Services rendering book);

- Cost of cleaning of the total area of the Exhibition Center passages in halls once a day during the Event running (additional cleaning of passages in halls, cleaning of booths and offices of the Event, as well as removal of packing and wrapping waste should be at the expense of the Organizer or the Participant);

- Cost of removal of baskets with solid municipal waste 3 times a day during the Event running;

- Cost of services rendered by service personnel of “Crocus Expo” (administrators, employees of fire posts and outposts, plumbers and electricians on duty).

3.2. “Crocus Expo” should have service personnel in the premises of the Exhibition Center in accordance with the provisions of item 3.1 of the Basic requirements and in other provisions of the Basic contract.

3.3. After conclusion of the contract the Parties should not have any right to make any changes in size of the Exhibition Area and the period of its use, as well as in the related amount to be charged for using the Exhibition Area, specified in the Basic Contract, except as otherwise prescribed by this item.

Size of the Exhibition Area as well as related amount to be charged for using the Exhibition Area can be reduced by agreement of the parties on the grounds of the certificate drawn up by the parties no later than

the last day of the Event running period following the results of actual measurement of the Exhibition Area, but not more than by 10 (Ten) percent of the size of the Exhibition Area fixed in the Basic Contract. If the Organized increased payment for using the Exhibition Area against its size determined by results of its actual measurement, the excessive amount should be transferred to the settlement account of the Organizer or can be taken into consideration on mutual settlements for services.

3.4. Size of the Exhibition Area and related amount to be charged for using the Exhibition Area specified in the Basic Contract can be increased in the below stated cases and under the below specified documents signed by authorized representatives of both parties and being an integral part of the Basic Contract:

3.4.1. If the second storey has been added to the booth on the Event: on the grounds of a report drawn up by the parties not later than on the last day of the Event running period of carrying according to the results of actual measurement of the floor on the second floor of the booth. Thus the Organizer should be obliged to pay extra amount at the rate of 70 (Seventy) per cent of the rental rate for using the Exhibition Area prescribed by the Basic Contract for each square meter of the floor on the second storey of the booth per day during the Total running time of the Event.

3.4.2. If the Organizer is going to use the extra Exhibition Area: under the relevant additional agreement signed by the parties not later than 5 (Five) working days prior to beginning of the Total running time of the Event. If there is no any relevant additional agreement, no extra Exhibition Area should be granted.

Thus the extra Exhibition Area in the size not exceeding 10 (Ten) per cent of the size of the Exhibition Area fixed by the Basic Contract should be paid at the rental rate for use of the Exhibition Area prescribed in the Basic Contract, and in the size exceeding the specified size – at the rental rate defined by the additional agreement of the parties, on the grounds of the amount of actual inflation for time which has passed from the date of the Basic Contract conclusion and up to discussion the problem relating to conclusion of the specified additional agreement.

3.5. Size of the used Exhibition Area and the related amount to be charged for using the Exhibition Area should be defined on the grounds of bilateral act drawn up following the results of actual measurement of the Exhibition Area not later than the last day of the Event running period. After the specified date no claims on size of the used Exhibition Area should be accepted.

3.6. The Organizer should accept the Exhibition Area granted for running the Event before installation (development) will start. The Exhibition Area should be granted on the grounds of the Basic Contract and Order of Director of “Crocus Expo” permitting running of the Event, and should be finalized by bilateral act fixing state and size of the Exhibition Area where the Event will run.

The Parties should sign the Act on granting the Exhibition Area not later than at 12:00 pm on the first day of the Total running time of the Event. If the Organizer refused to sign the said act, the Exhibition Area should consider to be not granted (unaccepted) and the discrepancy report should be drawn the reasons why the act failed to be signed should be specified, and all works on the Exhibition Area should be suspended pending the decision of the Parties concerning their continuation.

The act on returning the Exhibition Area the Parties should draw up and sign based on the results of actual measurement of the Exhibition Area not later than at 12:00 pm on the day after the day of closing the Total running time of the Event; in the said act should be specified size of the used Exhibition Area (considering conditions prescribed by items 3.3 and 3.4 of the present Basic requirements), as well as its state, date and time of return.

Obligations on granting and returning the Exhibition Area should consider to be performed in full on the date on which the Parties signed the acts on granting and returning the Exhibition Area.

3.7. In case of exceeding time-limit prescribed in the Basic Contract for using the Exhibition Area by Organizer or by Participants and if there is no application or contract application for Overtime use of the Exhibition Area, the Organizer should pay for the total Exhibition Area submitted under the Basic Contract in accordance with the procedure and according to tariffs specified in the applicable Services reference book and in section of 4 of these Basic requirements.

4. OVERTIME USE OF THE EXHIBITION AREA

4.1. The Organizer, the Master Developers or the Participant, if possible and by agreement with “Crocus Expo”, can use the Exhibition Area overtime, including before or after the Total running time of the Event. Overtime use of the area should be in line with the conditions prescribed by the Service reference book unless otherwise prescribed by the Basic Contract.

4.2. The decision to grant the Exhibition Area for overtime use should be taken by “Crocus Expo” after consultations with the Organizer.

- 4.2.** When placing order for Overtime use of the Exhibition Area, the minimum period should make 2 (Two) hours.
- 4.3.** If Overtime use of the Exhibition area for carrying out installation works takes place, in the period from 20:00 (08:00 pm) of last day of installation till 08:00 (08:00 am) of the first day of the Event running period the tariff should be increased by 100%.
- 4.4.** Overtime use of the Exhibition Area during the Total running time of the Event should be executed in the “Service Center” Department up to 18:00 (06:00 pm) of the day when works will be performed.
- 4.5.** On site the Organizer should be obliged to secure the presence of his/her authorized representative, and any other persons responsible for enforcement of safety rules of the companies carrying out the works. If Overtime use of the Exhibition Area takes place shortly before beginning the Event running period (from 20:00 (08:00 pm) to 08:00 (08:00 am), the Organizer should secure supervision of the premises (site) where the works are carrying out.
- 4.6.** At night time no Overtime use of the Exhibition Area, goods delivery on the Exhibition Area should be allowed.

5. EXHIBITION AREAS CLEANING

- 5.1.** Any works on cleaning in the Exhibition Center should be carried out only by the Administrative department of “Crocus Expo” (hereinafter “AD), directly or through accredited companies, except for the works relating to cleaning, rubbing, polishing of exhibit items. Any third party or unrestricted works on cleaning of areas on the territory of the Exhibition Center are forbidden.
- 5.2.** Any types of cleaning, removal of garbage and consumer waste, except for those specified in item 3.1 of these Basic requirements, the Organizer should pay separately.
- 5.3.** Volume of cleaning, garbage removing in containers, time of work the Organizer should agree with the AD “Crocus Expo” at least 14 (Fourteen) calendar days prior to beginning of the Total running time of the Event, unless otherwise prescribed by the Basic Contract.
- 5.4.** For Finishing and Final cleanings the Organizer, by agreement with “Crocus Expo”, should be obliged to allocate necessary amount of time but not less than 4 (Four) hours. By the time of beginning Finishing and Final cleanings the Organizer should be obliged to secure termination of all installation and deinstallation works and actions which result in garbage buildup, and to clear passageways from any goods which is not subject to utilization.
- 5.5.** If the Organizer failed to allocate time and to secure conditions prescribed by item 5.4 of the Basic requirements, for Finishing and /or Final cleaning within the framework of Total running time of the Event specified in the Basic Contract, the Organizer should order and pay for the time necessary for Finishing and/or Final cleaning, under the terms of Overtime use of Exhibition Areas according to section 4 of the Basic requirements and according to tariffs specified in the Services reference book.
- 5.6.** After installation no putting garbage in passageways should be allowed. In the event of failure to comply with this requirements collection and disposal of garbage should be paid under tariff rates specified in the Services reference book.
- 5.7.** In the course of installation and deinstallation of the Event, all Participants should pack debris and waste in their garbage bags and fill with them refuse containers they have ordered. All bulk refuse (refuse that is large for garbage bags) the Participants should pack in bulk refuse containers they are to order. No waste storage out of containers should be allowed. Containers should be loaded during current working hours unless otherwise agreed with the Administrative department of “Crocus Expo”. After working hours are over, the Administrative department of “Crocus Expo” should secure removal of all containers on landfill sites. Orders for containers with volume 8 cubic meters and 27 cubic meters, submitted within the Total running period of the Event, if technically feasible, should be executed within the period of time agreed with the Administrative department of “Crocus Expo”.
- 5.8.** In the Event running period the Participants should put out litter baskets filled with domestic solid waste in passageways. Time for removing baskets can be defined by manager of the Event or by the Organizer subject to agreement with the Administrative department of “Crocus Expo”. Those baskets which failed to be put out of the booths would not be emptied. Rates for disposal of the garbage which has been left are specified in the Services reference book.
- 5.9.** Carrying out any development, finishing or adjustment works after Finishing cleaning and before opening the Event is not allowed. Penalties should be imposed on breakers and they should pay additional cleaning of soiled area. Manager of the Event should determine area subject to cleaning; the said cleaning should be paid in accordance with the Service reference book with extra charges at the rate of 100%.

5.10. Upon ending of the Total running period of the Event the exhibition area should consider to be prepared to be returned if there is no any exhibition equipment and garbage. In case of late vacation of the Exhibition Area, consequences prescribed by the terms of the Basic Contract and these Basic requirements should have place.

5.11. Washing any motor transport and waste liquid disposal on territory of “Crocus Expo” and on any area adjoining the Exhibition Center should not be allowed except for the places specially designated and equipped for such purposes.

6. INSTALLATION AND DEINSTALLATION WORKS

6.1. Standard operating procedures for installation and deinstallation works should be defined by provisions of the Basic Contract, these Basic requirements, provisions of the contract between the Organizer (Participant) and the Master Developer, and by Requirements of the Master Developer. If requirements of the Master Developer failed to be observed in the course of installation and deinstallation works, the authorized representatives of the Master Developer should impose penalty on Organizer, Developer or Participant.

6.2. If the Developer failed to sign the contract for Overtime use of the Exhibition Area and failed to effect relevant payment, access of the Developer to the Exhibition Area should be allowed within the time limits prescribed by the Basic Contract, and after the Master Developer will review all engineering design documentation on booths for compliance with regulations and requirements applicable in the Exhibition Area (1st and 2nd levels of the booths which are being installed).

6.3. Those developers who failed to pass the review of engineering design documentation on booths for compliance with current regulations and requirements should be kept out the exhibition area. The Developer should be allowed to perform installation and deinstallation and decoration works only if nonstandard and exclusive booths are subject to development. No Developers and Exhibitors should be allowed to perform any installation and deinstallation and decoration works within installed standard booths developed by the Master Developer without approval of the Master Developer.

6.4. The Master Developer should specify the list of documents necessary for revision of engineering design documentation on booths on the grounds of his own regulations and requirements, as well as laws and other legal acts of the Russian Federation.

6.5. For to get access for development exposition on the Exhibition Area in the Exhibition Center the Developer, at the entrance, should have a whole certification dossier the exhaustive list of which is specified in the Requirements of the Master Developer.

6.6. No entrance of motor transport in exhibition halls for cargo-handling by efforts of Participants should be allowed.

6.7. After the Developer had cleaned the exhibition area of any rubbish and duct tape, Manager of the Event should grant to the Developer the permission to leave. Utilization of elements of prefabricated constructions and package (saw timber, wood particle boards, density fiberboards, orgalite, plywood and etc.) in containers for solid domestic waste placed on territory of “Crocus Expo” should be forbidden.

6.8. Participants should have access of to the Exhibition Area within the time limits prescribed by the Basic Contract, in accordance with the Order of Director of “Crocus Expo” permitting to run the Event.

6.9. For to deliver any equipment on the Exhibition Area the Participant, when driving into the exhibition area, should submit to the “Service-Center” Department a letter for delivery of exhibit units. The letter should have a relevant mark of the Organizer permitting entrance.

6.10. In the course of installation and deinstallation of exhibit units the personnel working on the booths should follow the provisions specified in Requirements of the Master Developer.

6.11. Participants, their representatives and agents should be fully responsible for any damages caused by their actions or inaction, caused to areas or assets of JSC “CROCUS” property, and to any other Participants as well.

6.12. “Crocus Expo” should reserve a right to refuse to any Exhibitor in possibility to expose any production which can harm life and health of people around.

6.13. The projects envisage use of high pressure cylinders, compressed gas equipment and burning processes in any forms, should receive approval of specialists in the Maintenance Service (hereinafter “MS”) of “Crocus Expo” and the Fire Department (hereinafter “FD”) of JSC “CROCUS”.

6.14. Utilization of presentation and audiovisual equipment of Organizer and Participants should allowed on the Event only after a relevant permission issued by the Master Developer, will be received.

6.15. When using the Exhibition Area for running the Event, the Master Developer should control observance of applicable rules and regulations in the course of installation and deinstallation of booth and its decoration, fulfilment of requirements when carrying out works prescribed by legislation; Authorized persons of FD JSC “CROCUS” should exercise fire safety control; Authorized representative of Organizer, Developers and Exhibitors should be responsible for enforcement of safety rules.

7. EVENT PERIOD

7.1. In the Total running time of the Event the Exhibition Center should work from 08:00 (08:00 am) to 20:00 (08:00 pm) unless otherwise prescribed by terms and conditions of the Basic Contract.

7.2. On the first day of the Event running no delivery of equipment and exhibit items should be allowed without consent of “Crocus Expo”.

7.3. Run time of the Event and access of visitors to Exhibition Areas should make 8 hours per day. Daily services of “Crocus Expo” should assign two hours prior the beginning of work of the Event and two hours after end of work for cleaning, execution any repair and maintenance and other works on the Exhibition Area. The Organizer and Participants should have a right to execute works only within the bounds of their booths, manager’s office, press- centers and other premises put to use provided that the works they are executing should not disturb service of “Crocus Expo”.

7.4. In accordance with working hours the prescribed for the Event the Organizer should control their timely termination, observance by Participants regulations effective in “Crocus Expo”. As well the Organizer should provide for visitors and Participants for timely leaving exhibition area and premises after termination of the Event.

7.5. At 20:00 (08:00 pm) all exhibition halls should be closed, sealed and the security system should be activated. No one should be allowed to stay in sealed halls in period from 20:00 (08:00 pm) to 08:00 (08:00 am).

7.6. If there are any receptions, stand up parties, concerts, etc. in the exhibition halls after termination of the Event running, the Organizer, in conjunction with “Crocus Expo”, should take additional measures to keep safe exhibition property and exhibits.

8. RENDERING SERVICES TO ORGANISER AND PARTICIPANTS OF THE EVENT

8.1. “Crocus Expo” should render to the Organizer service on the grounds of applications received from the Organizer and admitted (accepted) by “Crocus Expo” (except for the services subject to rendering to the Organizer under contracts-applications prescribed by items 10.2, 13.2 of these Basic requirements).

For to draw up applications and contract-applications for rendering services the Organizer should apply standard forms applied in the Exhibition Center.

The Organizer should make an application not later than 14 (Fourteen) calendar days prior to the beginning of the Total running time of the Event, unless otherwise prescribed by the Basic Contract.

Within 3 (Three) working days upon receipt the application made by the Organizer, “Crocus Expo” should be obliged to admit (to accept) it or to refuse acceptance.

Any application drawn up in such a way should be admitted a contract for services which should consider concluded when the Organizer will receive from “Crocus Expo” notification concerning admittance of his application (its acceptance). And the advanced payment for the service on-order at the rate of 100 per cent within 10 (Ten) calendar days from the date of its conclusion, should make a mandatory condition. If the said terms of payment failed to be observed, the application should consider cancelled.

8.2. Unless otherwise prescribed by the Basic Contract, the services should be rendered in accordance with the tariffs specified in the Services reference book applicable on the date when the application has been made.

8.3. If the application has been made less than 14 (Fourteen) calendar days prior to beginning of the Total running time of the Event, the service should be paid with a 50 % increments to the service cost. The list of services to which the said increments do not apply should be specified in the applicable Services reference book.

8.4. If the application has been cancelled later than 14 (Fourteen) calendar days prior to beginning of the Total running period of the Event, the Organizer should compensate to “Crocus Expo” its material losses at the rate of 50% of the cost of the cancelled service.

8.5. All services should be rendered to the Participant on the grounds of the Basic Contract signed with him/her, or contracts-applications with advance payment in the form of bank transfer or in cash through

the cash desk of “Crocus Expo” up to the amounts prescribed by current regulations of the Russian Federation.

As regards any third person who is not Organizer or Participant, the services to that person should be rendered in accordance with contracts-applications signed with him/her.

8.6. The services which failed to be prescribed by the Service reference book should be rendered on the basis of contracted prices.

8.7. “Crocus Expo” should sell admission tickets for the Event and official catalogues unless otherwise prescribed by the Basic Contract.

8.8. Any types of trade, public catering and consumer services on exhibition areas should be carried out only in accordance with the requirements of current legislation and other legal acts regulating activity in retail, public catering and consumer services.

8.9. Employment of foreign citizens or persons without nationality on exhibition areas should be in strict compliance with the rules for employment of foreign citizens or persons without nationality on the territory of the Russian Federation and rules of migration registration.

Those persons who violated the said rules and regulations in excess of penalty should compensate to “Crocus Expo” the total amount all expenses which “Crocus Expo” suffered if any regulatory authorities or any other government authorities imposed penalties upon “Crocus Expo” for violation the said rules and regulations by the above mentioned person.

8.10. Certified partners of “Crocus Expo” should perform catering services in IEC “Crocus Expo”:

- Backstage Catering, Limited Liability Company;
- Sucre, Limited Liability Company.

8.11. For the purpose of health protection of representatives of the Organizer, the Exhibitor, visitors and guests of “Crocus Expo”, no participation of any organizations for performing catering services and/or food products sale without permit of “Crocus Expo” should be allowed, except for the companies specified in item 8.10 of the Basic requirements.

8.12. In response to rendering services “Crocus Expo” should send (deliver) to the Organizer a relevant certificate. The Organizer should be obliged to examine the said certificate within 5 (Five) working days and then sent (deliver) to “Crocus Expo” either countersigned certificate or reasoned written refusal to sign it.

Obligations of “Crocus Expo” on rendering services should consider to be performed on the date when both parties will sign the certificate of services rendered except as otherwise provided by this item.

If within 5 (Five) working days from the date when the Organizer received the said certificate he failed to sign it and no reasoned refusal to sign it has been passed (delivered) to “Crocus Expo”, the said certificate should consider to be signed and relevant obligations performed in a proper way.

8.13. Well-grounded claims against terms, quality and scope of services rendered by “Crocus Expo” should be accepted up to the last day of the Total running time of the Event inclusive, unless otherwise prescribed by the Basic contract. Otherwise, the said service should consider to be rendered in due time, to the full extend and of proper quality.

8.14. Before removing exhibits any Participant should return to “Crocus Expo” under handover certificate all leased property. Otherwise no removing by Participant any exhibits from exhibition area should be allowed.

9. HANDLING OPERATIONS

9.1. All handling operations and works on installation/deinstallation which are carrying out with lifting equipment should be carried out only by specialists and using facilities of “Crocus Expo”.

9.2. Transport and Logistics Department of “Crocus Expo”(hereinafter TLD) should perform all handling operations and rigging works in the course of installation and deinstallation from 08:00 (08:00 am) to 20:00 (08:00 pm) (break from 13:00 to 14:00 (01:00 pm to 02:00 pm)).

9.3. Handling operations should be carried out only in Handling operations areas. Access for vehicles to Handling operation areas should be permitted only with special passes issued by “Service-Center” Department. Pass for Participant of the Event means acquisition of a right, using his own resources, to load or unload any vehicle of particular type in the Handling operation area.

Type of the pass (car, truck) should be determined proceeding from the type of the vehicle specified in the Vehicle registration certificate. If car trailer is used, an additional pass should be acquired according to the tariffs specified in Services reference book.

Standard time for presence a vehicle in the Handling operation area should make:

- for light vehicles – 1 hour;

- for cargo transport vehicle – 2 hours;
- for light vehicles with car trailer – 2 hours.

For those vehicles which are carrying out loading (unloading) in premises of the second exhibition level, the standard of time for presence in the Handling operation area should be increased by 1 hour.

For exceeding the standard time-limit a penalty should be charged.

The Organizer should have a right to obtain 1 free pass to the Handling operation area with cargo for Directorate of the Event.

For the Organizer and the Participant who made use of the handling services provided by TLD of “Crocus Expo” (autoload, containerized cargo) entrance to the Handling operation area should be free while the services are rendering.

Replacement the vehicle pass in the Handling operation area (for the vehicle of the same type) should be permitted once a day, from the second day of use. Passes are not subject to return.

9.4. Use by Participants their own cargo trucks should be allowed only by agreement with TLD of “Crocus Expo”.

9.5. Handling operations, installation\deinstallation of equipment and transportation of goods with the use of load-lifting mechanisms, all types of lifting and load-transfer machines (cranes, articulated cranes, loaders, electric or hydraulic stacker trucks and other load-lifting mechanisms) through one’s individual efforts should be forbidden.

Transshipment from one vehicle on another on the territory of “Crocus Expo” should be forbidden.

9.6. Official forwarding agent and Official customs broker of “Crocus Expo” should provide freight forwarding and customs services relating to handling of exhibition goods for participants-non-residents.

9.7. The Organizer should submit to “Crocus Expo” for approval a bid to work and schedule of handling operations not later than 14 (Fourteen) calendar days prior the beginning of the Total running time of the Event. The Organizer should submit data concerning weight, dimensions and other characteristics of the handle goods.

9.8. Requests of the Participant for handling operations should be accepted from 08:00 (08:00 am) to 20:00 (08:00 pm). Those handling operations requests which have been received after 18:00 (06:00 pm) during the Total running time of the Event should be carried out if there are facilities for carrying out these works in the Transport and Logistics Department of “Crocus Expo” and if cargo is on the territory of “Crocus Expo”. The goods which have been delivered out of the time prescribed by moving in\moving out schedule, handling operations schedule or order of booths development should be handling whenever possible and paid at tariff increased by 50 %.

If handling operations are carrying out from 20:00 (08:00 pm) to 22:00 (10:00 pm) the tariff should be increased by 50%.

If handling operations are carrying out from 22:00 (10:00 pm) to 08:00 (08:00 am) the tariff should be increased by 100 %.

If handling operations are carrying out prior and after the Total running time of the Event, they should be paid at tariff increased by 50%. Those handling operations and services which are payable by bank transfer should be carried out after advance payment at the rate of 100% will be received on the settlement account of “Crocus Expo”.

9.9. Storage of construction materials and constructions during installation (deinstallation) should be allowed only within the Exhibition Area submitted for development. No blocking up passages between booths should be allowed. If any additional space is necessary for placing materials and constructions, the Participant can transfer any part of goods for storage to warehouse of “Crocus Expo”.

9.10. Warehousing goods prior to the Total running time of the Event should be on undeveloped territory. If the service of warehousing cargo on the area granted to the Organizer for use under the Basic Contract is necessary, the Overtime use of the Exhibition area (according to conditions of these Basic requirements and tariffs specified in the Services reference book) is subject to execution without fail.

9.11. Unloading operations should include taking the cargo from the car and delivery to the booth.

When drawing up an application for performance handling operations and assembling and dismantling works involving the use of crane and special tools, the customer should be obliged to submit to the representative of the Department of Transport and Logistics of “Crocus Expo” cargo sling arrangements, instructions and other documents and the standard operating procedures enabling safe works performance and observance of on-the-job safety and safety rules, and also special handling accessories (traverses, lifting attachments, etc.) as appropriate. Representative of the Department of Transport and Logistics of

“Crocus Expo” should have over-all charge with regard to handling operations and assembling and dismantling works involving the use of lifting machines.

9.12. In case of delayed payment of handling operations and transportation services prescribed by relevant section of the Services Reference Book, “Crocus Expo”, in accordance with Articles 359 and 712 of the Civil Code of the Russian Federation, should have a right to withhold property belonging to the customer until cost of works and services of “Crocus Expo” will be paid in full.

Payment for cancelled orders should be in line with item 8.4 of these Basic requirements and in accordance with the following procedure:

- If the order has been cancelled at least 24 hour hours prior to the beginning of works, the customer should pay 50 % of the order cost.

- If the order has been cancelled less than 24 hour hours prior to the beginning of works, the customer should pay 100 % of the order cost;

9.13. Self-moving exhibits should be accepted and handled in the Handling operation area.

Those self-moving exhibit items which arrived under their own power or on transport platform should pass the Handling operation area up to the exhibit place (and from the exhibit place through the Handling operation area) non-stop.

Moving of tracked self-moving exhibit items from the Handling operation area up to the exhibit place back should be accompanied by representative of the Transport and Logistics Department of “Crocus Expo” or, in agreement with him, accompanied by representative of management of the Event and in accordance with regulations of the Event.

9.14. Returnable containers should be placed on a pallet and framed. The containers being stored should be moved on booths of Participants within 2 hours after termination of the Total running time of the Event. Thus the schedule of loading and dismantling works should be removed on two hours and carried out in strict accordance with the Event dismantle regulations and the departure schedule.

“Crocus Expo” should not be liable for container fill (the cargo being in container).

9.15. Move-out of exhibits and removable equipment (without dismantling constructions of the booth) in the last day of running the Event should be allowed only if there is an approval of “Crocus Expo”. On the day when the Event is closing the internal regulations for beginning of dismantling works should prescribe: move-out of self-moving exhibit items from the exposition place to the loading place, delivery of reusable packaging to Exhibitors (from storage area to the booth), performance of remedial works relating to deinstallation of exhibit items and expositions in accordance with the works schedule. In the last day of running the Event should be allowed only if there is an approval of “Crocus Expo”. Move-out of oversize load and heavy exhibits on the last day of the running Event should not be allowed.

9.16. If there is no approval of “Crocus Expo”, no moving in any third-party buses on territory of the Exhibition Center, parking on its parking lots and grounds near underground stations should be allowed.

Buses of any third-party organizations should have access on the territory of the Exhibition Center if there is a special pass which should be obtained in advance in TLD “Crocus Expo”.

9.17. Parking of any vehicles on the territory adjoining to “Crocus Expo” should be permitted in the areas specially designed for these purposes from 07:00 (07:00 am) to 20:00 (08:00 pm) unless otherwise provided in the Basic contract. At any other point of time parking of vehicles on the territory adjoining to “Crocus Expo” should be allowed only on the conditions to be approved by the management of “Crocus Expo”.

9.18. Parking any cargo transport vehicles on the territory of the Trade and Exhibition Center “Crocus Expo” for more than 24 hours should not be permitted. And 24-hours make a period which includes 24 hours from the moment when parking the relevant vehicle began. In the course of settlement each commenced day should be come into account as a full day.

10. UTILITY LINES AND COMMUNICATION SERVICES USAGE

10.1. The Master Developer should carry out connection to power supply, water and sewer systems as well as to the system of compressed air supply on the grounds of the Plan of electrical connections which he drawn up, plan of arrangement of points of water and compressed air connection specified in applications of the Organizer.

No unauthorized connection of any electrical equipment to the power supply system of “Crocus Expo” should be allowed.

10.2. Communication services should be rendered by Official operator of “Crocus Expo” – Limited Liability Company “Flexline-N” (Licenses No.No. 122414, 122146, 122142, 122147). Connections

should be carried out on the grounds of data concerning arrangement of points of connection of phones and Internet network specified in applications of the Organizer.

For to perform services of communication between Organizer (Participant) and “Crocus Expo” acting on behalf of LLC “Flexline-N” under the commission agreement a contract-application should be signed.

10.3. It should be forbidden to Participants of the Event:

10.3.1. To connect mini-automatic switching center and other technics to granted communication lines if there is no approval of relevant services of “Crocus Expo”;

10.3.2. To lay communication lines in exhibition halls at their own expenses and by their own efforts;

10.3.3. To connect communication devices to granted communication channels with a view to render services to any third persons;

10.3.4. To take any equipment leased from “Crocus Expo” and/or Master Developer out of territory of the Exhibition Center.

11. ADVERTISING IN CROCUS EXPO IEC

11.1. The Organizer should undertake to sign name of the Exhibition Center and/or logo of “Crocus Expo” as a part of information support of the running Event, and in any advertising materials relating to activities of the Organizer on the territory of the Exhibition Center in accordance with the content of “IEC Crocus Expo logo use guideline”. The Organizer should not acquire any intellectual property rights belonging to “Crocus Expo” and used for advertising of the Exhibition Center.

11.2. Without preliminary written consent of “Crocus Expo” the Organizer should not have any right to use symbols, elements of graphic design, name, signs and emblems lawfully belonging to “Crocus Expo” except for the cases prescribed by item 11.1 of these Basic requirements.

11.3. All advertising services rendered by “Crocus Expo” should be divided into two groups:

a) The services subject to rendering only to Organizers and Participants;

b) The services subject to rendering to any advertiser.

The Organizer should have a right to get an exclusive right on advertising. Conditions of acquisition of exclusive right on advertising should be defined by management of “Crocus Expo”.

11.4. Any individual persons and legal entities should have a right to place advertising in the Exhibition Center and on adjoining territory. In addition to the cases prescribed by current legislation no advertising of any other exhibition centers and exhibitions which are running outside the territory of the Exhibition Center should be allowed. “Crocus Expo” should reserve the right at its own discretion to refuse advertising.

11.5. Within the Exhibition area using by the Organizer or any Participant, only advertising of exhibits (goods, works, and services) which are in line with subjects of the Event should be allowed.

11.6. Advertising should be placed on carriers submitted (used) by “Crocus Expo”. Usage of own carriers of the Organizer and Participants should be allowed only with the approval of Advertising and Information department (hereinafter referred to as “AID”) of “Crocus Expo”. The term “carrier” should understood any advertising and information production: banners, flags, labels, posters as well as any objects containing information of advertising and/or information nature and using for attraction attention to advertising of the Participant (installation, plasma panels, liquid crystal displays, mobile stands, racks, leaflet holders, standers of different types, mobile stands, display cases, labels, etc.). When renting advertising constructions belonging to “Crocus Expo” for the Total running time of the Event (from the first day of installation) the cost should be increased on 20%; when renting it for the period up to 1 month – the cost should be redoubled. If constructions of “Crocus Expo” have been damaged or lost within the rental period the Participant should pay fivefold rental cost of the construction under the Service reference book.

11.7. Advertising and information department of “Crocus Expo” should have a right, at its own discretion, to refuse to place flags of certain countries and companies. The Organizer or any Participant should coordinate specifications of flags (dimensions, weight and material) with Advertising and information department.

11.8. Installation works should understand single placing of one carrier. Any changes in location or design should be allowed only if there is an approval of “Crocus Expo” and should be paid additionally.

11.9. Unless otherwise stated in the Services reference book, specific definition of the place granted for outdoor advertising, advertising in halls and advertising on the site in Internet should be made with the approval of the Advertising and information department of “Crocus Expo”.

11.10. Any technical connections necessary for advertising equipment belonging to the Organizer or the Participant (electric power, water and etc.) should be carried out by the Master Developer and paid additionally.

11.11. Installation of advertising vehicles, including “mobile billboards” should be allowed after drawing confirmation from the Advertising and information department of “Crocus Expo”.

11.12. All equipment for fastening advertising constructions and aerostatic (captive) equipment and advertising carriers as well as necessary fittings for suspension advertising carriers to ceiling trusses and rafters should be granted by the Participant and should be approved by the Advertising and information department of “Crocus Expo”.

11.13. “Crocus Expo” should not bear any responsibility for quality of constructions and/or carriers as well as mounting materials belonging to the Participant.

11.14. The customer should provide safety of advertising constructions belonging to the Participant.

11.15. The Advertising and information department of “Crocus Expo”, only by its own efforts, should make carriers (banners on facades and in registration halls, carriers on boards and roller constructions, labels) and carry out installation and deinstallation works on usable constructions.

11.16. Prefabricated carriers of the Participant should be accepted for placing only if there is a written permission of the Advertising and information department of “Crocus Expo” if they have been made on the grounds of technical specifications obtained from the AID of “Crocus Expo”. Any prefabricated carrier of the Participant should be submitted for installation at least 3 (Three) days prior the period specified for performance of the order or on the first day of installation of the Event. The Advertising and information department of “Crocus Expo” should not have any right to place prefabricated carriers of the Participant if the said carrier failed to meet specifications. Prefabricated carriers should be granted for installation 3 (Three) days prior the date specified for performance of the order. If prefabricated carriers have been granted for installation in little less than 24 hours prior the date specified for performance of the order, the tariff rate for performance installation works should be increased to 100 %.

11.17. Layouts and files should be submitted in electronic form with colour printout countersigned by the Organizer/Participant in accordance with technical specifications submitted by the Advertising and information department of “Crocus Expo”. If the Organizer/Participant failed to submit the layout signed into print in this case “Crocus Expo” should not bear any responsibility for correctness of the printed information. Layouts should be submitted 10 (Ten) calendar days prior the date specified for performance of the order. If the period of time when the file has been passed into print is less than 5 (five) working days prior the date specified for performance of the order, in this case cost of making carrier should be increased by 50 %. If period of time when any file has been passed into print is less than 2 (two) working days prior the date specified for performance of the order, in this case cost of performance the order should increase by 100 %. Those orders which have been received less than 10 (Ten) calendar days prior the beginning of the Total running time of the Event should be executed to the extent technically practicable.

11.18. Internet banner should be taken for placing in accordance with technical specifications on advertising banners specified by the Advertising and information department of “Crocus Expo”. Vertical logo should not exceed 80 pix in height; horizontal logo should not exceed 150 pix at width. Dimensions for placing square logos should exceed 80x80 pix. In dynamic banner not more than 3 Participants should be placed.

11.19. After deinstallation carries prefabricated by “Crocus Expo” as well as carriers of the Participant should not be subject to storage.

11.20. Air balloons flying indoor should be filled with helium and should not been specially treated for long-term use. Documents confirming absence of such treatment should be enclosed.

11.21. Any aerostatic and captive equipment (aerostats, dirigibles, pneumatic figures, etc.), using by the Organizer/Participant should be installed only if there is a concern of the Advertising and information department of “Crocus Expo” and on presentation permission to use of the said type of equipment and to get such aerostatic equipment off the ground; the said permission should be issued to the Participant by relevant state structures. During the period of exploitation of aerostatic and captive equipment representatives of the maintaining company must attend without fail. At night and in bad weather all aerostatic and captive equipment should be grounded and securely fixed.

11.22. Promotions actions and distribution by Participants of any print advertising or prefabricated goods outside of using Exhibition Area should be allowed only if there is a relevant approval of the Advertising and information department of “Crocus Expo”. Distribution should be allowed only in those places which

have been approved by the AID of “Crocus Expo”. Distributors should not interfere with running the Event and work of “Crocus Expo”. If two and more Events are running in the same hall, coefficient 1,2 should be applied to the service fee. For those advertisers who failed to participate in the Event cost of service should be increased by 20 %.

11.23. Using in advertising any technical facilities which operation is spreading beyond using Exhibition area, holding performances and show programs should be allowed only if there is a written approval of the Advertising and information department of “Crocus Expo”. Holding lotteries and other advertising events subject to presence of Participants and visitors in any certain place and on time should not be allowed if there is no any permission.

11.24. Minimum periods of advertising on light-emitting diode screens located on territory of the Exhibition Center should make 5 (five) days. Video clips prepared for placing should be submitted in accordance with technical specifications issued by the Advertising and information department of “Crocus Expo”.

11.25. Any advertising which is contrary to current legislation of the Russian Federation should be accepted for placement; any advertising events resulting in violation prescribed regulations should be terminated under decision of management of “Crocus Expo”.

11.26. If the order stipulating making of the advertising carrier has been cancelled, the customer should cover all expenses suffered by “Crocus Expo” for execution of such order as well as indemnity prescribed by item 8.4 of these Basic requirements.

11.27. No unauthorized installation of advertising and information carriers on the area that failed to be allocated for Exhibition area should be allowed. In case of any violation “Crocus Expo” should reserve the right to remove such constructions and objects by its own, without any notice to the Organizer/Participant and take any other measures for to terminate the action.

12. SPECIAL-PURPOSE PREMISES USE

12.1. The term “special purpose premises” includes conference halls and meeting rooms located in pavilions of the Exhibition Center.

12.2. There is a stationary seating in special-purpose premises in pavilions No. 1 and 2. Conference halls are furnished with tables for presidium in accordance with dimensions of the hall and chairs in accordance with the number of seats with “theatre” seating, except for conference halls “Blue Hall” and “Red Hall” with “amphitheatre” seating.

The special-purpose premises in pavilion No. 3 with convertible sound deadening partitions are made as 3 blocks with 12 conference halls in each.

There is a possibility to combine at the same time both several conference halls and two or three blocks. Each conference hall is furnished with tables for presidium and chairs in accordance with the number of seats with saturation point 150 people under the “theatre” seating.

12.3. All special-purpose premises are equipped with electrical outlets rated up to 1,5 kW with possible electric equipment connection.

12.4. When using special-purpose premises, the time from 10:00 (10:00 am) to 18:00 (06:00 pm) should be understood as a “conference day”, 4 hours during this period as ½ of conference day. Use of special-purpose premises out of the periods specified should be made on hourly payment base.

12.5. Special-purpose premises:

- Are accessible for attendance 30 minutes prior to time specified in the application;
- Should be cleared from attendance within 30 minutes after time of the end of the event specified

in the application.

Use of special-purpose premises with duration exceeding 30 minutes should be paid as the whole hour.

12.6. While holding not-exhibition events in special-purpose premises during days-off and holidays and also out of the "conference day" period, the tariff should be increased by 20 %.

12.7. Use of special-purpose premises for carrying out installation and deinstallation, for preparation for catering etc. should be made on a rental basis.

12.8. Organization of banquets, stand-up parties, coffee breaks, etc. in conference halls C, “Red Hall”, “Blue Hall” should not be allowed.

12.9. Any change of seating type in special-purpose premises is subject to approval by the Department of exhibition and Congress events of “Crocus Expo”.

12.10. Applications for change of hall space configuration and type of seating (“class”-type, “round table”-type, etc.) in special-purpose premises of Conference hall No.3 should be handed in not later than

14 (Fourteen) calendar days prior to the beginning of the Total running time of the Event. No transformation of soundproofing partitions during the Total period of running the Event should be made.

12.11 A penalty at a rate of 100 % from cost of the service specified in the application should be paid by the Organizer to “Crocus Expo” at cancellation to use special-purpose premises during the Total running time of the Event.

13. SECURITY ACTIVITY

13.1. Only “Crocus Expo” should organize general protection of the Exhibition Center.

13.2. Security services on the territory of the Exhibition Center can be ordered only via “Crocus Expo”. Security services are to be rendered by the companies having relevant contracts with “Crocus Expo” and a license to carry out security activities. For the purpose to render security services Organizer (Participants) and “Crocus Expo”, acting on behalf of the security company under commission agreement, a contract application should be signed.

13.3. At night time during the Total running time of the Event “Crocus Expo” should be responsible for integrity of exhibition halls perimeters as well as security seals on entrances/exits in exhibition halls and installation gates of the Exhibition center.

13.4. The Organizer should be obliged to take all reasonable steps for enforcement security of the Event.

14. ACCESS TO EXHIBITION AREA

14.1. Access of operating personnel of “Crocus Expo” to the Exhibition area during the Total running time of the Event should be permitted only on production of passes of staff of “Crocus Expo”.

14.2. Access of representatives of the Organizer and exhibitors of the Event to the Exhibition area during the Total running time of the Event should be permitted only on production of passes of participants prepared by the Organizer.

14.3. Access of developers’ representatives to the Exhibition area during the installation and deinstallation of the Event should be permitted only on production of passes issued by the Master Developer in accordance with the submitted lists of a standard form.

14.4. Unless otherwise provided by the Basic Contract, visitors can come to the Exhibition area during working hours of the Event:

- on invitation cards issued by the Organizer;
- on paid entrance tickets prepared and sold by “Crocus Expo” (hereinafter “entrance tickets”).

The entrance tickets price and procedure of their realization should be defined by relevant additional agreement to the Basic Contract.

14.5. Access to the Exhibition is carried out using the Automated Control and Access System (ACAS) operating in “Crocus Expo”.

14.6. Not later than 30 (Thirty) days prior the beginning of the Total running time of the Event the Organizer should coordinate with Authorized person of “Crocus Expo” a number of entrances and regulations of access of visitors and Participants in exhibition area.

14.7. Unless otherwise provided by the Basic Contract the Organizer should organize registration of Participants and visitors of the Event.

14.8. If requested, the Authorized person of “Crocus Expo” should submit to the Organizer data concerning visits to the Event which has been obtained as a result of using the Automated Control and Access System.

15. CIVIL LIABILITY INSURANCE

15.1. The Organizer should undertake to insure civil liability of Organizer and Participants (exhibitors, project developers) of the Event for injury and/or damage of property belonging to exhibitors, visitors of the Event, “Crocus Expo” and any other third persons for the whole Total running time of the Event including period of installation and deinstallation of the Event, as well as the Overtime use of the Exhibition area, by signing the insurance contract with any insurance company which meets the requirements to insurance companies, specified in item 15.3 of these Basic requirements. And the insurance limit during the Total running time of the Event should be determined in accordance with the Basic Contract.

15.2. The Organizer should be obliged to submit to “Crocus Expo” a certified copy of the insurance policy (hereinafter “the Insurance policy”) not later than 14 (Fourteen) calendar days prior to the Total

running time of the Event. And “Crocus Expo” should have a right to perform a legal examination of the submitted Insurance policy.

If on the results of the said examination any non-compliance of the Insurance policy with the requirements specified in item 15.1 of these Basic requirements have been detected, and if the said Insurance policy failed to be submitted in time specified in this item, “Crocus Expo” should have a right to forbid installation of the Event and to terminate execution of its own obligations resulting from the Basic Contract. Thus any of the circumstances specified in this item should be considered as unilateral refusal of the Organizer to run the Event and should result in responsibility of the Organizer in accordance with the Basic Contract.

15.3. The insurance company with which the Organizer and Participants concluded the agreement on compulsory insurance of civil liability should meet the following requirements:

15.3.1. Experience in carrying out activities in the specified type of insurance should make at least 5 years;

15.3.2. Amount of paid authorized capital should at least make 250 000 000 Roubles;

15.3.3. Actual amount of equity funds should not be less than 300 000 000 Roubles;

15.3.4. Rating of the “Expert” agency should at least be A +;

15.3.5. Amount of optional reinsurance agreement on the western market should not be less than 1 000 000 USD;

15.3.6. Availability of the license for the right to carry out civil liability insurance;

15.3.7. Own participation of the Insurer in payment of claims not exceeding the amount of 1000 USD.

15.4. As confirmation of the above stated information the Organizer should submit to “Crocus Expo”:

15.4.1. Information concerning the insurance company (advertising printing, leaflet, etc.);

15.4.2. Publicly disclosed balance of the insurance company;

15.4.3. Copy of the license for the right to carry out insurance activity with relevant enclosures, including liability insurance;

15.4.4. Reference to web-site;

15.4.5. The letter from the insurance company confirming availability of concluded obligatory agreements on reinsurance of liability risks. A foreign partner (reinsure) should be specified in the said letter;

15.4.6. Notarized copy of insurance policy. Information that civil liability of the Organizer and Participants (exhibitors, developers) relating to using exhibition area of the Exhibition Center considers to be insured should be spelled-out in the insurance policy. Area of closed and open exhibition areas the Organizer is using for running the Event in accordance with the Basic Contract concluded with Joint-Stock Company “CROCUS” should be considered to be the territory which is covered by insurance (insurance territory). The insurance territory specified in the insurance policy should provide the possible increase in the exhibition area under results of actual measurement. Period of insurance cover specified in the insurance policy should be in line with the Total running period of the Event specified in the Basic Contract and it should provide possible preschedule starting of installation works and prolongation of period for removal. It should be specified in the insurance policy that notification concerning intention of early termination of the insurance agreement should be sent at least 30 (thirty) days prior the expected date of termination of the insurance agreement. Time for raising claims under the policy should be not less than 3 years from the date when the insurance agreement has been terminated;

15.4.7. Waiver of subrogation claims against Joint-Stock Company “CROCUS”.

15.5. Any other types of insurance Organizer and Participants should carry out on their own. Only those insurance agreement which specify that if any insurer paid insurance settlement, no right of claim against Joint-Stock Company “CROCUS” within the limits of the paid amount should pass to the said insurer, should be considered to be acceptable.

16. RESPONSIBILITY FOR VIOLATION OF THE BASIC REQUIREMENTS

16.1. Failure to comply with these Basic requirements and any others rules regulating running of the Events should consider as essential violation of terms and conditions of the Basic Contract and should result in applying sanctions prescribed by the Basic Contract and current legislation of the Russian Federation.

16.2. In accordance with current legislation the following sanctions can be applied against those persons who are breaking the Basic requirements: warning; termination of works as long as the revealed violations will be corrected and imposing penalty prescribed by effective regulations of “Crocus Expo”

and compensation for the damages caused; deprivation of accreditation for certain period of time or permanently; handing over information about revealed violations to law-enforcement agencies. The scope and procedure of application of sanctions are specified in Enclosure No. 2.

16.3. Return to works which have been terminated because of revealed violations detections should be allowed subject to rectifying the violations discovered and payment of the imposed penalty.

16.4. Measures against those persons who are breaking the Basic requirements should be taken on the grounds of certificate drawn up by authorized representatives of “Crocus Expo”.



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Enclosure 1: Specifications of Crocus Expo IEC exhibition areas

No	Content	Pavilion No. 1	Pavilion No.2		Pavilion No.3		Note
		Floor 1	Floor 1	Floor 2	Floor 1	Floor 2	
1.	Exhibition halls specification ⁽¹⁾						⁽¹⁾ Configuration, dimensions and available restrictions have been specified on plans of the halls
1.1	Maximum permissible floor loading ⁽²⁾	20 tns on 1,0 sq m	20 tns on 1,0 sq m	1,0 tn on 1,0 sq m	2,5 tns on 1,0 sq m	1,0 tn on 1,0 sq m	⁽²⁾ For distributed load. Permissible pin load should be ascertained proceeding from number and dimension of bearings and total weight of the exhibit (booth)
1.2	Height to ceiling truss	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⁾ Height over balconies and passage is available on plan of the hall
1.3	Maximum permissible height of development	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	
2.	Quantity of goods elevators. Numbers of elevators are available on the plan of the exhibition pavilion ⁽⁴⁾	NO	NO	Hall 9 – 4 Hall 10 – 2 Hall 11 – 4	NO	Hall 16 – 5 Hall 17 – 5 Hall 18 – 5 Hall 16 - 6	⁽⁴⁾ Elevators in the hall No. 16 are delivering goods on the third exhibition level as well
3.	Maximum permissible weight of delivered 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⁾ Dimensions of goods elevators are available on plans of the halls.



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4.	Maximum permissible weight of delivered goods	–	–	3200 kg	–	2500 kg	
5.	Quantity of mounting gates	Hall 1 – 3 Hall 2 – 3 Hall 3 – 4 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 permissible dimensions of the goods moving through the mounting 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⁾ Location and dimensions of the mounting gates are available on plans of halls
7.	Maximum permissible dimensions of the goods moving through the inter-hall doors ⁽⁶⁾ : 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⁾ Location and dimensions of the inter-hall doors are available on plans of halls
8.	Possibility of connection through actuator access ⁽⁸⁾						⁽⁸⁾ Location of actuator access is available on plans of halls
8.1.	Electric tension 220/380V ⁽⁹⁾	YES	YES	YES	YES	YES	⁽⁹⁾ Electrical interfaces can be made from power panel on columns and walls of the hall
8.2.	Tap water	YES	YES	YES	YES	YES	
8.3.	Wall compressed air	YES	YES	NO	YES	YES	
9.	Quantity of conference halls (meeting rooms)	4 (4)	7 (5)	2 (0)	0 (0) ⁽¹⁰⁾	0 (0) ⁽¹⁰⁾	⁽¹⁰⁾ 36 transferable conference halls located on the third exhibition level of the Hall; square each of them makes 162 sq m
10.	Maximum permissible						



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loading on ceiling rafters in the course of suspension						
a) on one point	250 kg	250 kg	250 kg	250 kg	250 kg	250 kg
b) on one beam (truss)	900 kg	1600 kg	1600 kg	1600 kg	1600 kg	1600 kg

Enclosure 2. Penalty for violation “Basic requirements during running events in Crocus Expo IEC”

No	Breach	Basic requirements of paragraph	Penalty	Note
1.	Unauthorized works or works through accredited cleaning companies related to cleaning areas on territory of the Exhibition Center	Item 5.1.	500.000 Roubles	Penalty should be imposed by manager of the Event
2.	Leaving garbage in situ, Garbage storage out of containers	item 5.7.	10.000 Roubles	Penalty should be imposed by manager of the Event. Losses caused by actions of the breaker should be paid separately under submitted calculation
3.	Carrying out any development, finishing or adjustment works after Finishing cleaning	item 5.9.	50.000 Roubles	Penalty should be imposed by manager of the Event.
4.	Washing any vehicle on territory of the Exhibition Center in places not designated for these purposes.	item 5.11, environmental standards and regulations applicable in the Russian Federation	50.000 Roubles	Penalty should be imposed by deputy chief engineer. Additionally the information will be passed to the environmental prosecutor’s office
5.	Infringement of existing standards and rules for utilization of spent liquors and waste of paintwork materials.	item 5.11, environmental standards and regulations applicable in the Russian Federation	50.000 Roubles	Penalty should be imposed by deputy chief engineer. Additionally the information will be passed to the environmental prosecutor’s office
6.	Any unauthorized trading, catering services and personal services	item 8.8.	100.000 Roubles	Penalty should be imposed by employee of “Crocus Expo” responsible for the Event upon the recommendation of the services detected the said violation
7.	Employment of foreign citizens or persons without nationality on exhibition areas with violation the rules of employment of foreign citizens or persons without nationality on the territory of the Russian Federation and rules of migration registration	item 8.9.	100.000 Roubles	Penalty should be imposed by manager of the Event or by employee of “Crocus Expo” responsible for the Event upon the recommendation of the services detected the said violation



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8.	Third parties participation in catering services rendering	item 8.11.	500.000 Roubles	Penalty should be imposed by employee of "Crocus Expo" responsible for the Event upon the recommendation of the services detected the said violation
9.	Exceeding lime-limit prescribed for being of the vehicle in the Handling operation area; per each 30 minutes of excess	item 9.3.	1.000 Roubles	Penalty should be imposed by representative of the Transport and Logistics department of "Crocus Expo"
10.	Use of not allowed types of hand trucks for transportation	item 9.4.	3.000 Roubles	Penalty should be imposed by representative of the Transport and Logistics department or by manager of the Event. Losses caused by actions of the breaker should be paid separately under submitted calculation
11.	Use of stacker-trucks for loading, unloading and transportation of goods. Transshipment form one vehicle to another	item 9.5.	100.000 Roubles	Penalty should be imposed by representative of the Transport and Logistics department of "Crocus Expo"
12.	Handling of goods of non-residents which have been delivered not through Official forwarding agents and Customs broker	item 9.6.	At the rate of 100% of extra-charges to the tariff for ordered services	Penalty should be imposed by manager of the Event
13.	Storage of construction materials and constructions on the area which failed to be granted for development. Blocking up passages between booths	item 9.9.	50.000 Roubles	Penalty should be imposed by representative of the Transport and Logistics department of "Crocus Expo"
14.	Staying the vehicle on territory adjoining of the Exhibition Center after 22:00 (10:00 pm) without consent of management of "Crocus Expo"	item 9.17.	10.000 Roubles	Penalty should be imposed by representative of the Transport and Logistics department of "Crocus Expo" Penalty should be imposed for each 24-hours that began
15.	Parking any cargo transport vehicles on the territory of the Trade and Exhibition Center "Crocus Expo" for more than 24 hours	item 9.18.	10.000 Roubles	Penalty should be imposed by representative of the Transport and Logistics department of "Crocus Expo" Penalty should be imposed for each 24-hours that began
16.	Unauthorized connection of the equipment to line networks of "Crocus Expo"	item 10.1.	50.000 Roubles	Penalty should be imposed by manager of the Event and manager of the Master Developer
17.	Unauthorized connection of equipment to channels of	item 10.3.	30.000 Roubles	Penalty should be imposed by the Head



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	communication and improper work with communication systems of the Exhibition Center			of the ASCC of “Crocus Expo”
18.	Unauthorized placement of advertising and information carriers on the territory of the Exhibition Center	item 11.6.	50.000 Roubles	Penalty should be imposed by representative of Advertising and Information Department of “Crocus Expo”
19.	Launch of air balloons specially treated for long-term usage and/or filled with any gas except for helium	item 11.20.	30.000 Roubles	Penalty should be imposed by manager of the Event
20.	Third-party participation for securing territory of the Exhibition Center	item 13.2.	500.000 Roubles	Penalty should be imposed by deputy Director of “Crocus Expo”
21.	Excess of permissible noise code	Instruction “About execution urgent measurements of noise level when running the Event”	25.000 Roubles	Penalty should be imposed by manager of the Event. As supplementary measure the noise source can be cut off the power line
22.	Landing helicopter on territory of the Exhibition Center without relevant permissions and approval of “Crocus Expo”		30.000 Roubles	Penalty should be imposed by Deputy Director of “Crocus Expo”