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General Terms of Holding Non-exhibition and Congress Events at Crocus Expo (hereinafter referred to as Event and General Terms respectively) contain the most significant terms and conditions to be met by Organizers and Participants of the Events held at the Crocus Expo International Exhibition Centre (hereinafter referred to as Exhibition Centre), regarding the form and scope of information to be provided, the procedure and deadlines for performing certain actions during the preparation and holding of Events. Other requirements, norms and terms are provided in the Basic Contract for the provision of the Exhibition area for the Event holding; requirements of BuildExpo LLC, the General Builder of the Exhibition Centre (hereinafter – the General Builder); Fire Safety Regulation during Buildup (Dismantling) of Expositions and Events Holding in Pavilions and Outdoor areas of Crocus Expo; Instructions for Crocus Expo logo usage; Rules of Visiting Events Held in the Crocus Expo International Exhibition Centre, as well as in applicable laws and other regulations.

General Terms including rules and regulations set in the documents mentioned above shall be binding for the Organizers and Participants of the Events held at the Exhibition Centre. Communication of these terms to other Event Participants as well as control over compliance therewith shall be the responsibility of the Event Organizer.

## TERMS USED HEREIN:

**Day** – operation time during 24 hours period from the Event opening till closing except for the section 12 herein. It is accepted the period from 08:00 till 20:00 if otherwise is not stipulated by the Basic Contract. The term “conference day” is used for the Section 12 of the General Terms (clause 12.6.);

**Concluding Cleaning** – cleaning of the Exhibition area contracted and aisles and waste removal upon completion of stands buildup and prior to the Event opening;

**Built up area (stage, console, exposition, stand, photo zone and other building elements)** - a single complex of the area with limited dimensions and structural elements located within the indoor or outdoor Exhibition area, which the Event Organizer provides to the Participant/Exhibitor for the Event or demonstration of exhibits (goods, works, services);

**Builder** – an organization, an individual entrepreneur or a natural person that has entered into an agreement with the Organizer or Exhibitor to perform a full range of works (including construction waste disposal after dismantling) on installation and dismantling of exhibition stands, structures and equipment, and/or to carry out design and decoration works in the contracted Exhibition area;

**Indoor and Outdoor Exhibition Area**– the floor/part of exhibition halls and other premises of the Exhibition Centre and outdoor areas located on areas adjacent to exhibition pavilions which, under the terms of existing agreements, have been transferred to the Organizer for commercial use with a view to holding the Event (hereinafter referred to as Overall area);

**Material Handling area** – a designated fenced area adjacent to the exhibition pavilions or outdoor exhibition areas allocated by Crocus Expo for material handling during move-in and move-out of materials arriving by vehicles during the Event buildup and dismantling subject to compliance with all applicable standards and rules;

**Foreign goods** – a foreign exhibit or other goods delivered to the Event against customs clearance for temporary entry (admission);

**Event** – a corporate, congressional, related exhibition, trade fair, forum or other event held at the Exhibition Centre and organized by the Organizer that have entered into the Basic Contract with Crocus Expo for holding said events;

**Public Exhibition Centre Territory** – the floor of the exhibition halls, other premises and outdoor Exhibition area which has not been transferred to the Organizer for commercial use with a view to holding the Event, but will be temporarily used by Event visitors and participants for moving around, recreation, and similar purposes;

**Overall Event Period** – the period of time intended for the Exhibition area usage stipulated in the Basic Contract comprising buildup and move-in, Event days, dismantling and move-out;

**Final Cleaning** – cleaning of the Exhibition area contracted, and waste removal aiming to put it to the initial state upon completion of stands dismantling and prior to the transfer procedure of the Exhibition area to Crocus Expo;

**Basic Contract** – agreement (including all appendixes and supplemental agreements thereto) to be entered into between SC CROCUS (represented by Crocus Expo), acting as the owner of the Exhibition area, conference halls, and other resources, and service provider, on the one part, and the Organizer or Exhibitor, acting as the

user of the above resources and service customer, on the other part (hereinafter referred to as the Parties) for the purpose of holding the Event;

**Official Freight Forwarders** – specialized organizations accredited in Crocus Expo which are entitled to deliver to the Event all exhibition freights of the Event Participants which are subject to customs clearance, to provide customs clearance and to ensure handling works in accordance with the established procedure, on the basis of separate contracts signed between them;

**Event Period** – the period of time when the Event is opened for the general public excluding buildup and dismantling periods;

**Self-Propelled Exhibits** – exhibits which, according to their specifications, are supposed to move by their own power (regardless of their actual ability to move determined by their technical condition);

**Overtime Use of the Exhibition area** – extra periods of the Exhibition area usage outside periods stipulated in the Basic Contract;

**Services Guide** – a compilation of conditions, terms and costs (tariffs) of equipment lease and services provided to the Event Organizers and Event Participants during events held in the Exhibition Centre;

**Full Day** – a period of 24 hours from the beginning of an event;

**Timing** – schedule of the Overall Event period;

**Authorized Person** – employees of Crocus Expo or the Organizer authorized by administrative documents and under powers of attorney to supervise compliance with the terms and conditions of the Basic Contract;

**Organizer** – the person holding all rights to the developed concept, theme or name of the Event, who forms the list of participants, organizes and holds the Event;

**Participants** – anyone recognized as an event participant: a forum, conference, congress and etc. participant; exhibitors, builders and other persons having contractual relations (in terms of rendering or ordering services) with the Organizer, Crocus Expo or the General Builder, as well as contractors, promoters, advertising distributors and etc;

**Exhibitors** – organizations, individual entrepreneurs or physical persons that have entered into a space contract with the Organizer for participating in the Event to display their exhibits (goods, works, and services).

## 1. CONCLUSION AND PERFORMANCE OF THE BASIC CONTRACT

**1.1.** Optimally the Basic Contract should be entered into 10 (ten) months before the Event period. When entering into the Basic Contract 10 months in advance, Crocus Expo, the Organizer and the Exhibitors will have an opportunity to book the most suitable Exhibition area and best prepare the Event.

**1.2.** Overall Event period is segmented as follows:

1.2.1. the Exhibition area lay out;

1.2.2. delivery of materials, stands buildup and connection of utility infrastructure, move-out of Builders' equipment;

1.2.3. move-in and installation of exhibits, preparation of exposition for presentation (including the Concluding Cleaning upon completion of stands buildup and finishing works);

1.2.4. Event period;

1.2.5. dismantling of exposition and exhibition stands, aiming to put the Exhibition area to the initial state (including Final Cleaning).

**1.3.** The Basic Contract with a non-resident Organizer shall be entered into and implemented subject to the requirements of the legislation of the Russian Federation on currency regulation and currency control. For such Basic Contracts the governing law shall be the law of the Russian Federation and the official working language shall be Russian.

**1.4.** To enter into the Basic Contract, a resident Organizer or Exhibitor shall submit to Crocus Expo notarized copies of the following documents:

1.4.1. Charter of the legal entity;

1.4.2. Foundation Agreement of the legal entity (if it is part of the foundation documents of a legal entity of such type of incorporation);

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

1.4.4. Certificate of State Registration of the legal entity;

1.4.5. Certificate of Tax Registration;

1.4.6. Document evidencing election (appointment) of a person entitled to act without power of attorney on behalf of the legal entity as well as power of attorney to represent the legal entity.

**1.5.** To enter into the Basic Contract, a non-resident Organizer or Exhibitor shall submit to Crocus Expo copies of the following documents:

1.5.1. document evidencing the legal status of the organization under the laws of the country of incorporation (in particular, the foundation documents of the organization and documents evidencing its state registration);

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

1.5.3. Document evidencing election (appointment) of a person entitled to act without power of attorney on behalf of the legal entity as well as power of attorney to represent the legal entity if the agreement is signed not by the CEO.

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

**1.7.** During performance of the Basic Contract all notices and other messages provided by the Basic Contract shall be made in writing and sent to the addresses specified in the Basic Contract or by mailing with notification, or by delivery of courier service, or e-mails to addresses specified in the Basic Contract.

**1.8.** Upon execution of the Basic Contract, settlements shall be made by transferring funds to the Crocus Expo settlement account specified in the Basic Contract, or by making cash payments on the basis of issued invoices to the Crocus Expo cash register located in the Exhibition Center, in accordance with the rules established by the current legislation and the limit amount of cash settlements between legal entities in the Russian Federation. The payment day of the Parties shall be the day of receipt of funds to the settlement account or to the Crocus Expo's cash register.

The remittance transfer services by banks during execution of the Basic Contract shall be paid by the Event Organizer.

For overdue of financial obligations under the Basic Contract the Organizer shall pay to Crocus Expo a penalty of 0.1 (one tenth) percent of the unpaid amount for each day of delay, unless otherwise provided by the Basic Contract.

**1.9.** The Parties seek to resolve all disputes arising from signing or interpretation of the Basic Contract by direct negotiations. The disputes and disagreements failed to be resolved by negotiations are subject to settlement in the Arbitration court of the city of Moscow.

**1.10.** Legal relationship of the Parties under the Basic Contract shall become obligatory for them from the moment of signing of the Basic Contract (article 425 of the Civil Code of the Russian Federation) and shall be in force until performance by the Parties of the taken liabilities. The rules about rent of the Exhibition area stipulated by the second part of the Civil Code of the Russian Federation aren't applied. Such relations are governed by the first part of the code (article 421 of the Civil Code of the Russian Federation).

**1.11.** The Organizer shall not be entitled without Crocus Expo written concern to transfer to the third parties the rights and/or liabilities of the Organizer as of the Basic Contract.

**1.12.** At the conclusion of the Basic Contract the Organizer gives its consent to follow norms and Requirements of the General Builder in all aspects of preparation and holding the Event.

**1.13.** In the course of preparation and running the Event both the Organizer and Participants must meet the requirements of legislations and any other legal acts of the Russian Federation (including exclusion of any copy-right protected and related items performance without conclusion of 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.

**1.14.** If penalties are imposed on Crocus Expo by the supervision or other state authorities due to violation of the requirements of laws or other legal acts by the Organizer or the Participant, including in cases specified in clauses 1.13., 6.14., 8.7., 8.8., 11.25. herein, the person who violates these requirements shall indemnify Crocus Expo for the specified penalties in full including all expenses incurred by Crocus Expo to restore its violated rights.

## 2. PREPARATION PERIOD

**2.1.** To document orders for services and enter into contract-applications, resolve business issues related to the preparation and holding of the Event, receipt of notifications, acts and performance of other actions related to execution of the Basic Contract, the Organizer shall appoint an authorized person vested with all necessary powers within 10 (ten) office days and notify Crocus Expo accordingly including provision of the power of attorney. For its part, Crocus Expo shall also notify the Organizer of the appointment of its authorized person responsible for the Basic Contract execution.

**2.2.** During the preparation period the Organizer shall review the specifications of the areas of the Exhibition Centre to be used for the Event (Appendix 1 herein) as well as the terms of services provision and the contents thereof (Services Guide).

**2.3.** Taking into account the information received, the Organizer shall layout the exposition, catering zones, stage set, technical zones, associated objects, movement routes on the exposition, actions in the Exhibition area as of the Basic Contract in terms of space and location with requirements of the General Builder Requirements set out in the Basic Requirements of BuildExpo LLC for Organization of Events in Crocus Expo (hereinafter referred to as General Builder Requirements), restrictions on weight loads of floors, electrical safety and other operating specifications, requirements of ensuring fire and public safety when holding mass events taken into consideration. Authorized representatives of Crocus Expo and the General Builder pursuant to assigned duties shall verify the compliance with the requirements hereof.

The relevant Crocus Expo departments and services and the General Builder monitor the compliance with the regulations and requirements.

**2.4.** The exposition and auxiliary facilities buildup, catering zones, stage buildup, technical facilitation, movement routes at the exposition, holding of the Event actions on the Overall Exhibition Centre area outside the contracted space is allowed only if approved by Crocus Expo.

**2.5.** The exposition and auxiliary facilities buildup, catering zones, stage buildup, technical facilitation, movement routes at the exposition, holding of the Event actions shall be made on the basis of exhibition halls technical specification received by the Organizer at the General Builder with a due account for the General Builder Requirements.

**2.6.** The developed and approved exposition plan with a buildup schedule taking into account the installation of bulky exhibits in the stands and special installation equipment required therefore, shall be agreed by the Organizer with the General Builder at least 10 (ten) office days prior to the Overall Event period. The Organizer shall transfer the approved plan to Crocus Expo person responsible for the Basic Contract support for approval. Unless approved and agreed upon, no plan shall be accepted for execution.

**2.7.** The Organizer shall establish the time schedule for related events in accordance with the Event schedule specified by the Basic Contract and other regulatory documents, if any.

**2.8.** Not later than 10 (ten) office days prior the Overall Event period the Organizer shall submit to Crocus Expo in agreed form the following documents and materials:

- 2.8.1. list of the Event Exhibitors with their names specified;
- 2.8.2. samples of badges for the Event Participants;
- 2.8.3. invitations/badges for the Event not less than 10;
- 2.8.4. Event timing.

**2.9.** All information of the Organizer as of terms and conditions of the Basic Contract and the General Terms herein shall be signed by the person who has signed the Basic Contract or by any other Authorized Person.

**2.10.** The Organizer shall acquaint the Exhibitors of the Event and contracted Builders with the Event regulating documents effective during preparation and holding the Event in the Exhibition Centre including the General Terms herein, Instructions for Crocus Expo logo usage, General Builder Requirements, Fire Safety Regulation during Buildup (Dismantling) of Expositions and Events Holding in Pavilions and Outdoor Areas of Crocus Expo Krasnogorsk Subsidiary SC CROCUS and shall provide for meeting all of conditions and requirements specified in the documents.

**2.11.** The Organizer shall provide for the emergency medical service for the Event period if required by Crocus Expo.

### 3. PROVIDING THE EXHIBITION AREA FOR THE EVENT

**3.1.** The Exhibition area shall be transferred to the Organizer exclusively for the Event organization and holding (Participation in the Event) in accordance with terms and conditions of the Basic Contract and the General Terms herein.

Costs for using the Exhibition area includes the following Crocus Expo expenses related to supporting due condition of the Exhibition area:

- cost of general electric lighting, ventilation, heating of the Exhibition area;
- cost of the Exhibition Centre general security services (security posts on the entrance groups of the pavilion and the loading gates of the exhibition halls involved. The service of the control access at the entrance to the used halls is carried out at the expense of the Organizer);

- cost of garbage removal from the Exhibition area and removal of construction waste to burial on solid domestic waste landfills daily one time a day during buildup and dismantling of the Event (disposal of stand fitting materials and collection of bulk waste, packaging and empties shall be paid for by the Organizer or Participant extra according to the Services Guide rates);

- cost of cleaning of the Exhibition Center territory and aisles daily one time a day during the Event period within opening hours from 08:00 to 20:00. Cleaning of the contracted area including rest rooms cleaning beyond the specified period shall be made at the expense of the Organizer or Participant;

Additional cleaning of the hall aisles, cleaning of stands and offices of the Event, as well as garbage collection from packaging and containers shall be made at the expense of the Organizer or Participant;

- cost of waste baskets removal 3 times a day during the Event period;

- cost of services rendered by Crocus Expo employees on duty (administrators and technical staff).

**3.2.** Crocus Expo shall provide for service personnel in the premises of the Exhibition Centre in accordance with the conditions stipulated in clause 3.1. of the General Terms herein and in other provisions of the Basic Contract.

**3.3.** Configuration and size of the Exhibition area and relevant rental payment stipulated by the Basic Contract shall not be reduced by the Parties after the Basic Contract signing save cases stipulated herein.

**3.4.** The 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 against 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 double-decker (second floor) has been added to the Event stand: on the grounds of an act drawn up by the Parties not later than on the last day of the Event period on the results of actual measurement of the double-decker space. Thus the Organizer shall pay extra amount at the rate of 70 (seventy) percent of the rental rate for using the Exhibition Area specified by the Basic Contract for each square meter of the second floor space per day during the Overall Event period;

3.4.2. if the Organizer intends to use extra Exhibition Area: under the relevant supplementary agreement signed by the Parties prior to the Overall Event period beginning or on the grounds of an act drawn up by the Parties not later than on the last day of the Event period on the results of actual measurement of the Exhibition Area.

Thus the extra Exhibition Area in the size not exceeding 10 (ten) percent of the size of the Exhibition Area specified in the Basic Contract on the conclusion date shall be paid at the rental rate for use of the Exhibition Area specified in the Basic Contract on the conclusion date, and in the size exceeding the specified size – at the rental rate defined by the supplementary agreement of the Parties or on the grounds of actual measurements.

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

**3.6.** During the actual measurement, the size of the Exhibition Area is defined as Follows:

- in the case of corporate events with several building elements (stage, wardrobe, kitchen, utility rooms, technical areas for catering, etc.) – as a rectangle, describing the external dimensions of the Buildup space of each element or group of elements of the same functional purpose.

- in the case of expo events - as a rectangle, describing the external dimensions of the Buildup space of the exposition space. When placing an exhibition exposition with boundaries other than a straight line, it is allowed to define this dimension as a hexagon area where each side adjoins the adjacent side at a right angle.

One side of such a rectangle (hexagon) is taken to coincide with the wall line with the entrance group. In this case, if the distance from any other side to the hall wall is less than 3 m, the side of the rectangle (hexagon) taken into account in the actual measurement is taken to coincide with the line of this wall.

The procedure for actual measurement of the Exhibition Area is contained in the Basic Requirements of the General Builder.

During the actual measurement at the outdoor area, the size of the outdoor Exhibition Area is defined as the area of a rectangle, describing the external dimensions of the outdoor Buildup space. When placing an exhibition exposition with boundaries other than a straight line, it is allowed to define this dimension as a hexagon area where each side adjoins the adjacent side at a right angle.

**3.7.** The Organizer shall accept the Exhibition Area contracted for the Event prior the buildup starts. The Exhibition area shall be transferred in accordance with the Basic Contract and against a bilateral Transfer/Acceptance Act of the Exhibition area under the contract for the Event holding, conforming size and configuration of the Exhibition area space for the Event holding.



In case the Organizer refuses to sign the Transfer/Acceptance Act of the Exhibition area for the Event holding, the Exhibition area is considered not transferred (not accepted) about what the Act of Refusal, specifying the reasons for which the Transfer/Acceptance Act of the Exhibition area for the Event holding has not been signed, is arranged. All works on the Exhibition area shall start only after the Transfer/Acceptance Act for the Exhibition area for the Event holding has been signed by the Parties.

The Transfer/Acceptance Act of return of the Exhibition area after the Event holding shall be made and signed by the Parties on the grounds of actual measurement of the Exhibition area no later than the last day of the Overall Event period. The Act shall specify the size of the used Exhibition area (in accordance with conditions specified in clauses 3.3. and 3.4. herein) and also its condition and return date and time.

Obligations under the contract to provide and return the Exhibition area are considered completely executed on the date of the signing of the Transfer/Acceptance Act of the Exhibition area under the contract for the Event holding and the Transfer/Acceptance Act of return of the Exhibition area after the Event holding.

**3.8.** In case of Overtime use of the Exhibition area and lack of the order or the order-contract for Overtime use of the Exhibition area, the Organizer shall be charged for the Overtime use of the Exhibition area under terms and conditions set forth in the Services Guide for services provided during holding events in Crocus Expo (hereinafter referred to as Services Guide) and according to the section 4 herein.

#### 4. OVERTIME USE OF THE EXHIBITION AREA

**4.1.** The Organizer, Builder or Exhibitor, where possible and by agreement with Crocus Expo, may use the Exhibition area overtime including prior to, and after the end of, the Overall Event period. Overtime use of the Exhibition area is subject to terms and conditions set forth in the Services Guide if otherwise is not stipulated by the Basic Contract.

When ordering overtime use of the Area before the Overall Event period the Organizer or the Participant shall provide the period necessary for the General Builder to mark layout of the Exhibition Area.

**4.2.** Overtime use of the Exhibition area during the Overall Event Period shall be decided by Crocus Expo.

**4.3.** Minimum ordered Overtime use period is 2 (two) hours.

**4.4.** Overtime use of the Exhibition area for buildup works within the period from 20:00 of the last day of buildup and till 08:00. of the first day of the Event period is subject to 100% surcharge.

**4.5.** Overtime use of the Exhibition area during the Overall Event period shall be registered by the Service Centre up to 18:00 of the day in question.

**4.6.** In cases of Overtime use of the Exhibition area during buildup and dismantling periods, the Organizer, Builder or Exhibitor shall provide for presence of an authorized representative and also persons, responsible for observance of occupational safety regulations, from the companies carrying out works.

At Overtime use of the Exhibition area during the Overall Event period at nighttime (from 20:00 to 08:00) Crocus Expo shall provide for a set of measures aimed at maintaining public order during work at the specified time.

**4.7.** Overtime use of the Exhibition area, move in/out of extra cargoes during overtime use of the Exhibition area at night time shall be approved by Crocus Expo and the Organizer, Exhibitor or Builder shall settle all costs incurred.

#### 5. THE EXHIBITION AREA CLEANING

**5.1.** Any works on cleaning of floor covering in the Exhibition Centre during the Event period shall be carried out only by the Crocus Expo Administrative department (hereinafter the Administrative department) directly or by accredited contractors, except for the works relating to cleaning, wiping and polishing of exhibits and cleaning of catering zones. Any third party or unrestricted works on cleaning of floor covering in the territory of the Exhibition Centre during the Event period are forbidden. Independent works with use of technical means on cleaning of floor covering in the territory of the Exhibition Centre during the Event period are forbidden.

**5.2.** All kinds of cleaning, waste and garbage removal save for those specified in clause 3.1. herein shall be charged extra by the Organizer.

**5.3.** Cleaning volume related to removal and disposal of construction debris in containers, works timing shall be agreed and resolved by the Organizer with the Event Administrator of Crocus Expo at least 10 (ten) office days prior the beginning of the Overall Event period if otherwise is not stipulated by the Basic Contract.

**5.4.** The Organizer by agreement with Crocus Expo shall allocate necessary amount of time but not less than 2 (two) hours for the Concluding and/or Final cleaning. By the time of the Concluding and/or Final cleaning starts

the Organizer shall provide for the termination of all buildup and dismantling works and actions which may result in garbage buildup, and to clear aisles from any goods which are not subject to utilization.

**5.5.** If the Organizer fails to allocate time and ensure the conditions stipulated in clause 5.4. herein for the Concluding and/or Final cleanings within the Overall Event period specified in the Basic Contract, the Organizer shall order and pay for the time required for the Concluding and/or Final cleanings on the terms of the Exhibition Space Overtime in accordance with section 4 herein and at the rates specified in the Services Guide.

**5.6.** It is not allowed to put waste in aisles after buildup works and the Concluding cleaning. In case of violation removal and disposal of garbage shall be charged at the rates of the Services Guide for 1/5 of aisles space in the hall.

**5.7.** During Event buildup and dismantling periods the Contractors and Participants shall package waste and garbage into their own garbage bags and dispose them into ordered dustbins. To remove bulk waste (waste not fitting into garbage bags), the Contractors and Participants shall order special containers. Storage of garbage outside containers is prohibited. The containers shall be loaded during the day in question and delivered to burial on solid domestic waste landfills if otherwise is not agreed with the Crocus Expo Administrative department. Orders for container for bulk waste, packaging and empties 8 cubic m and 27 cubic m submitted during the Overall Event period are executed in agreed with Crocus Expo Administrative department time and are subject to availability.

**5.8.** During the Event period the Participants shall put the waste to be utilized in the aisles in provided waste baskets. Time for removing baskets shall be agreed between the Organizer and Crocus Expo Administrative department. Baskets not put into the aisles will not be emptied. For the rates for disposal of the garbage please refer to the Services Guide.

**5.9.** It is not allowed to carry out waste-producing and finishing works after the Concluding cleaning. The violators shall pay penalty and shall effect payment for the extra cleaning. The space to be cleaned shall be agreed with the Crocus Expo Administrative department. The cost of the service is subject to 100% surcharge to the rates of the Services Guide.

**5.10.** The Exhibition area is considered ready to return after the end of the Overall Event period if it is vacated from the exhibition equipment and garbage. In case of untimely vacation of the Exhibition area there come the consequences provided by conditions of the Basic Contract and the General Terms (clause 3.8. herein).

**5.11.** No vehicle washing and utilization of waste liquids is permitted at Crocus Expo or in the adjacent territory, except for the designated areas.

## 6. BUILDUP AND DISMANTLING WORKS

**6.1.** The procedure of buildup and dismantling works shall be specified by terms and conditions of the Basic Contract, the General Terms herein and by terms and conditions of the contract between the Organizer (Exhibitor) and General Builder and the General Builder Requirements.

**6.2.** Access to the space contracted of the Builder is allowed in due time under the Basic Contract save the Builder hasn't come into contract for Overtime use of the Exhibition area and effected the payment for the Overtime use, upon condition that construction and engineering documentation of the stands, provided to the General Builder for examination, conforms to the rules and requirements in force at Crocus Expo (1<sup>st</sup> and 2<sup>nd</sup> floors of the stand).

**6.3.** The Builders failed to obtain approval of the documentation submitted to the General Builder for examination will not be allowed to the space contracted.

Only non-standard and exclusive stands could be built and decorated by means of the Exhibitors or by the stand-builders contracted by the Exhibitors.

It is not allowed for Builders and Participants to perform buildup and dismantling, decoration works inside standard stands constructed by the General Builder without approval of the General Builder.

**6.4.** A list of documents required for review of stand construction documents shall be determined by the General Builder based on the requirements and rules effective at Crocus Expo as well as regulatory documents of the Russian Federation.

**6.5.** Access to the space contracted for buildup of exposition on the Exhibition area in the Exhibition Centre is allowed upon condition of full complex of required permission documents availability. For the list of documents required for review of stand construction documents please refer to the General Builder Requirements.

**6.6.** Vehicles are not permitted to drive into the exhibition halls for material handling by Event Participants.

**6.7.** The Builder shall obtain a move-out permit from the Crocus Expo Administrative department after clearing the occupied Exhibition area of garbage and duct tape. It is prohibited to dispose of dismantled structural



elements and packaging materials (sawn timber, flakeboard, wood fiberboard, fiberboard, plywood, etc.) into household waste bins installed on the grounds of Crocus Expo.

**6.8.** Move in/move out of exhibits, equipment and other material possessions to/from the Exhibition Area shall be allowed against the Letter required to move in/out exhibits and equipment. Move in/out procedure is available on the official Crocus Expo web site ([www.crocus-expo.ru](http://www.crocus-expo.ru)).

**6.9.** Employees involved in exhibits and equipment installation and dismantling at stands shall observe terms and conditions specified in the General Builder Requirements.

**6.10.** Event Participants, their representatives and agents shall be fully liable for any damage caused to the areas and property of SC CROCUS or other participants by their acts or omissions.

**6.11.** Crocus Expo reserves the right to forbid the Exhibitor to display exhibits which might be hazardous to public and might cause damage to health of the public.

**6.12.** Projects intended for use of smoke scenic generators, drones (unmanned aerial vehicles), gas cylinders under pressure, gas equipment, products using open source flame shall be inspected and approved by the specialists of the Crocus Expo Technical Maintenance Service (hereinafter the Maintenance department), the General Builder and the Crocus Expo Fire Safety department (hereinafter the Fire Safety department).

**6.13.** No presentation or audiovisual equipment of the Organizer and Participants may be permitted for use at the Event, until duly inspected and approved by a specialist of the General Builder.

**6.14.** In the Overall Exhibition period, control over compliance with applicable standards and rules during installation and dismantling of the stand and its decorative elements, over work performance requirements provided by law as well as other safety regulations shall be exercised by the General Builder, compliance with fire safety rules shall be monitored by Authorized Persons of the Crocus Expo Technical Maintenance Service, compliance with occupational safety regulations shall be monitored by authorized representatives of the Organizer, Builder and Exhibitor respectively.

**6.15.** All persons within the Exhibition Area during buildup and dismantling works shall use protective helmets, as well as other personal protective equipment necessary for the performance of specific types of work.

**6.16.** Access to the Exhibition Area during buildup and dismantling works is prohibited to persons under 18 years of age.

**6.17.** The use of personal mobility equipment on the Exhibition Area during buildup and dismantling periods is prohibited.

## 7. EVENT PERIOD

**7.1.** During the Event period the Exhibition Centre operating hours are from 08:00 to 20:00, if otherwise is not stipulated by the Basic Contract.

**7.2.** It is not allowed to move in equipment and exhibits on the first day of the Event without Crocus Expo approval.

**7.3.** The Event will be open for visitors maximum 8 hours a day. Daily, two hours before and two hours after the Event hours shall be assigned to Crocus Expo services for cleaning, preventive maintenance, repair and other works in the Exhibition areas. At this period of time the Organizer and Exhibitors may perform any works only within the limits of their stands, management offices, press centers and other premises, provided that it does not hinder the work of Crocus Expo services if otherwise is not stipulated by the terms and conditions of the Basic Contract.

**7.4.** Following the Event schedule set forth by the Basic Contract the Organizer shall ensure the due time closing of the Event and compliance with the regulations in force at Crocus Expo. The Organizer shall ensure the due time vacating of the Exhibition areas and premises by the visitors and Participants after closing of the Event and shall be present with opening/closing of exhibition halls.

**7.5.** The Exhibition halls will be closed and sealed and placed under security during the period from 20:00 to 08:00 if not otherwise stipulated by the Basic Contract save cases stipulated by clause 4.6. herein. No one will be allowed to stay in the sealed halls.

**7.6.** In case drink receptions, concerts etc. are held in the halls after the end of the Event hours the Organizer in coordination with Crocus Expo shall take measures to ensure safety of the premises and the exhibits.

## 8. SERVICES PROVIDED TO THE EVENT ORGANIZER AND PARTICIPANTS

**8.1.** Crocus Expo shall render services to the Organizer and Exhibitors under concluded Basic Contracts on the

basis of submitted and accepted orders (save services rendered to the Organizer in accordance with order-contracts specified in clauses 10.2. and 13.2. herein).

Services shall be rendered to other Participants with which there is no Basic Contract on the basis of submitted and accepted contract-orders and orders.

The Organizer shall submit orders and order-contracts in standard forms effective in the Exhibition Centre.

The service customer with whom there is no Basic Contract may be:

- a natural person who is not an individual entrepreneur, acting independently on behalf of himself;
- a natural person, an individual entrepreneur, who enters into a contract-order in person (with the provision of a document confirming his identity) or through a legal or authorized representative (with the provision of a document confirming the identity of the representative, as well as a document confirming the representation, or notarized power of attorney);
- a legal person on whose behalf the contract-order is concluded by a legal representative (general director or other person who has the right to act on behalf of a legal person without proxy) or an authorized representative. These representatives of a legal entity provide a document confirming the identity of the representative, as well as a document confirming the legal representation (as a rule, an extract from the Unified State Register of Legal Entities), or a power of attorney issued in simple written or notarized form.

The orders shall be submitted by the Organizer, Exhibitor or other participants within a timeframe stipulated in the Services Guide if otherwise is not stipulated by the terms and conditions of the Basic Contract.

Crocus Expo shall accept or refuse the acceptance of the order within 3 (three) office days.

Thus the duly arranged order shall become the order-contract on the date of acceptance notification by Crocus Expo to the service customer. The mandatory condition of such contract with the Organizer is 100% prepayment for each ordered service before the beginning of the Overall Event Period. The mandatory condition of such contract with Participant or any other person outside the Basic Contract with Crocus Expo is 100% prepayment for each ordered service before the service provision.

The services provided will be charged as per rates of the Services Guide on the payment date if otherwise is not stipulated by the terms and conditions of the Basic Contract. Services not stipulated in the Services Guide shall be rendered at agreed rates.

The service shall be rendered at the presence of the customer or his representative.

In case of untimely payment by the customer of works and services provided in accordance with the Services Guide, Crocus Expo shall be entitled to retain property owned by the customer and/or refuse to fulfill its obligations under the works (services) ordered by the customer until full payment for works and services has been made in accordance with Articles 328, 359 and 712 of the Civil Code of the Russian Federation.

**8.2.** Late orders submitted by the Organizer outside the timeframe specified in the Services Guide are subject to 50% surcharge.

For the list of services which are not subject to 50% surcharge please refer to the Services Guide.

The terms and conditions for submission of applications and cancellation of an order for a service shall not apply if the Basic Contract or the order-contract for the Event holding is signed less than 45 (forty-five) days before the beginning of the Overall Event period.

**8.3.** Orders submitted by the Organizer during the Overall Event period are provided subject to technical availability and shall be paid for during 5 (five) office days after the date of the Overall Event period end. Orders submitted by the Participant during the Overall Event period are provided subject to technical availability and shall be paid for 100% in advance.

**8.4.** If the customer refuses the service (cancellation of the order for the service) later than the terms specified in the Services Guide, the customer of the service shall pay to Crocus Expo property compensation in the amount and in the manner provided for in the Services Guide. Thus the money paid for such an order is subject to offset against the payment by the customer of the amount of property compensation. The same rules apply if the customer refuses part of the service (partial cancellation of the service order).

**8.5.** In cases when the customer increases the volume and accordingly the ordered service cost under one section of the Services Guide, within the period when the service is payable with a surcharge according to clause 8.2. herein, the surcharge applies only to the cost of the additional amount of the service.

If the customer replaces one service with another service of the same type with an increase in its volume and corresponding cost within the period when this service is payable with a surcharge according to clause 8.2. herein, the surcharge shall apply to the cost of the entire scope of the service. And the customer is exempted from payment of property compensation for cancellation of the initial order of the service.

**8.6.** Crocus Expo is to sell entry tickets and the Event show catalogues on the Exhibition Centre territory during the Event period, if otherwise is not stipulated by the Basic Contract.

**8.7.** Any commercial activity, catering and consumer services provision within the space contracted shall conform to the statutory regulations and laws regulating commercial activities, catering and consumer services provision and provision of fee-based services.

**8.8.** Employment of a foreign citizen or a person without citizenship to work in the Exhibition areas shall be made in strict accordance with rules of attraction to work in the Russian Federation of foreign citizens and persons without citizenship and rules of migration registration.

**8.9.** Involvement of entities for catering services provision and/or sale of food products shall be approved by Crocus Expo;

**8.10.** After the service is provided Crocus Expo submits to the Organizer a Work Completion Act. The Organizer shall consider the act during 5 (five) office days and after that shall submit to Crocus Expo either the signed act or a written reasoned refusal for its signing.

Crocus Expo obligations shall be deemed provided on the date of the act signing save a case herein.

If the act has not been signed or a written reasoned refusal for its signing hasn't been submitted the act is deemed signed and the service shall be deemed provided in due time, in full and with proper quality.

**8.11.** Prior to removal of exhibits the Exhibitor shall return the rented equipment to Crocus Expo against a receipt. If the Exhibitor fails to provide the receipt signed by the authorized representative of Crocus Expo, the exhibits move out will not be allowed.

## 9. HANDLING SERVICES

**9.1.** Handling, installation and dismantling services with use of hoisting devices are provided by the specialists of the Transportation and Logistics department of Crocus Expo (hereinafter Transportation and Logistics Department).

**9.2.** Material handling shall be performed only in the Material Handling areas. Admission to the Material Handling area of the vehicles of the Customers, having a permit to handle the cargoes by their own means, is allowed against a pass issued by the Service Centre (Information and Services Documentation counter).

The pass purchased by the service customer entitles for independent loading and unloading from/to a vehicle of a certain type within the Material Handling area during buildup and dismantling periods of the Event meeting all requirements and limitations stipulated herein.

Participant's transportation means shall be allowed to the Material Handling areas during the Event period only against the approval of the Organizer. The Organizer shall get relative approval at Crocus Expo authorities.

The type of pass (passenger car, truck) depends on the vehicle type specified in the Vehicle Registration Certificate (transport means not defined as passenger cars are considered trucks).

Allowed standard time period for a transport mean stay in the Material Handling area:

- car – 1 hour;
- truck – 2 hours;
- car with trailer – 2 hours.

For vehicles carrying out loading (unloading) in halls of the second exhibition level, the standard period of time of stay in the Material Handling area increases by 1 hour.

Overtime staying in the Material Handling area shall be paid for according to the Services Guide rates.

The Organizer is entitled to one free pass for the consignment related to the Event management.

For the Organizer and Participant applied to handling services provided by Crocus Expo Transportation and Logistics department (truck cargo, containerized cargo) access to the Material Handling area shall be provided free of charge if there are passes which entitle for one-time use for the duration of the work. The pass is issued on the day of work when vehicles are located on the territory of the Crocus City Trade and Exhibition Complex.

Restoration of the pass to the Material Handling area (for the same type of a vehicle) shall be issued provided that the pass hasn't been used. To restore the pass, a corresponding application shall be submitted to the Service Center (Information and Services counter) indicating the pass number.

Passes are not subject to return.

**9.3.** Independent works on loading and unloading, equipment installation or dismantling and cargo transportation with use of hoisting devices, all types of lifting and transportation equipment (cranes, manipulators, loaders, electrical or hydraulic pilers and other hoisting machinery) are forbidden.

**9.4.** Cargo movement with use of hoisting and transportation devices of all types (hydraulic lift including) from one vehicle to another is forbidden in the Crocus City territory.

**9.5.** Forwarding and customs clearance services for foreign exhibition cargo subjected to the customs clearance shall be provided by the Official freight forwarders and the Official customs broker of Crocus Expo.

Following request from Crocus Expo Transportation and Logistics department the Participant shall provide documents confirming the customs and ownership status of freights arriving to Crocus Expo territory. In case of non-compliance with the specified requirements, Crocus Expo reserves the right to forbid implementation of independent loading / unloading (to cancel the issued pass to the Material Handling area) and to refuse render services on cargo handling).

Handling of foreign exhibition cargo subjected to the customs clearance and not delivered by the Official freight forwarder is subject to 100% surcharge.

**9.6.** The Organizer or the Participant shall submit to Crocus Expo an application for loading/unloading works within the timeframe specified in the Services Guide, providing data regarding weight, size and other specification of the cargo to be handled. Dates and duration of works shall be agreed with Crocus Expo Transportation and Logistics department.

Cargos arrived outside the agreed dates and deadlines shall be handled subject to technical availability.

**9.7.** Storage of building and stand fitting materials during the Event buildup (dismantling) periods is only allowed within the space contracted. Aisles between the stands shall be kept clear. If required, the Event Participant can lease an extra space at the Crocus Expo warehouse to store stand-fitting materials subject to space availability.

Storage of cargo prior the beginning of the Overall Event period shall be on space allocated to the Organizer in accordance with the Basic Contract. Should there be necessary to store cargo on space not allocated to the Organizer in accordance with the Basic Contract it is required to enter into Overtime Space Use agreement (according to conditions of the General Terms herein and Services Guide rates).

**9.8.** Handling works include unloading from the truck and delivery to the stand. When submitting order for handling works with use of crane and special devices, the customer shall provide to the Crocus Expo Transportation and Logistics department representative the scheme of the consignment slinging, instructions and other related documents providing for labour safety and also, if necessary, special gripping devices (traverses, captures, etc.). Loading and unloading works with usage of handling mechanisms and their storage for the Event Period shall be carried out without extra cost. The general supervision of handling works with use of hoisting equipment shall be carried out by the Crocus Expo Transportation and Logistics department representative.

Hoisting handling works without a handler (slinger) shall not be made.

Non-palletized cargo and cargo palletized in violation of applicable standards and rules shall be handled at the bottom of the priority and shall be subject to technical availability.

**9.9.** Self-propelled exhibits arriving to Crocus Expo territory independently or on a mobile ramp shall proceed to the exposition site via the Material Handling area by passes purchased at the Crocus Expo Transportation and Logistics department. The mobile ramp shall be admitted to the Material Handling area provided there is no extra cargo on it.

Clause 6.3. of the Services Guide shall not be applied when handling of self-propelled exhibits with the usage of Crocus Expo Transportation department hoisting mechanisms.

At movement of a self-propelled caterpillar exhibit across the Crocus Expo territory there shall be arranged technical works on prevention of damages to the floor covering on the route to the exposition by forces and means of the Participant (Exhibitor).

**9.10.** The reusable container shall be palletized and enframed. The stored containers will be delivered to the Participant stand after the end of the Event period in the order established by Crocus Expo Transportation and Logistics department subject to terms of applications for the storage of the container and technical availability. Crocus Expo shall not bear responsibility for the container contents (cargo in the container).

**9.11.** Exhibits and equipment move-out on the last day of the Event period (save stand fitting elements dismantling) shall be agreed with and approved by Crocus Expo. The internal rules of the beginning of dismantling works on the Event closing day provide for move-out of self-propelled exhibits from the exposition to the point of loading, delivery of reusable containers to Exhibitors (from the storage place to the stand), small works of exhibits and exposition dismantling in accordance with the time-schedule. Move-out of bulky and heavy exhibits on the last day of the Event period is not permitted.

**9.12.** Parking of third-party buses for transportation of the Participants and guests of the Event in the Crocus City territory shall be allowed by special passes purchased at the Crocus Expo Transportation and Logistics department.

**9.13.** Parking of trucks in the Crocus City territory for more than one day is not allowed. Day means 24 vehicle parking hours starting from the time of arrival. Every started day is charged as full. Overtime parking in the Crocus City territory shall be charged in accordance with the clause 6.8. of the Services Guide.

## 10. CONNECTING UTILITY AND COMMUNICATION SERVICES

**10.1.** Connection to power-, water-, compressed-air and sewage mains are carried out by the General Builder on the basis of worked out electrical installations layout, layout of water and compressed air supply mains, and orders submitted by the Organizer.

Any independent connection of any electrical device to the Crocus Expo mains is strictly prohibited.

**10.2.** Communications services shall be provided by the Official Operator (hereinafter the Operator) of Crocus Expo, Flexline-N Ltd. (Licenses No. No. 167169, 167168, 167167, 167174, 185549, 182450 issued by the Federal Service for Supervision of Communications, Information Technology and Mass Media). Connection to communication and Internet lines is carried out on the basis of phones and Internet connections layout and orders submitted by the Organizer (Participant). Rules and regulations of communication services provision are available on the Operator's web site (<http://www.flexline.ru>).

The order-contract for the provision of communication services shall be executed between the Organizer (Participant) and the Operator.

**10.3.** The Event Participants are not allowed to:

- 10.3.1. lay communication lines in the Exhibition halls by their own means;
- 10.3.2. connect telecommunication equipment to leased lines to provide services to the third parties;
- 10.3.3. take the equipment leased from the Operator and/or General Builder outside the Exhibition Centre grounds.

## 11. ADVERTISING SERVICES AT CROCUS EXPO

**11.1.** The Organizer undertakes to specify the name of the Exhibition Centre and/or Crocus Expo logo within information support of the Event and also in any advertising concerning activity of the Organizer on the Exhibition Centre territory in accordance with the Instructions for Crocus Expo Logo Usage. The Organizer doesn't acquire any intellectual property rights belonging to Crocus Expo and used for advertising of the Exhibition Centre.

**11.2.** The Organizer shall not be entitled to use symbols, elements of graphic design, the name, the signs and emblems belonging to Crocus Expo on legal grounds without preliminary written consent of Crocus Expo except for the cases stipulated in clause 11.1. herein.

**11.3.** Advertising services rendered by Crocus Expo are divided into two groups:

- a) services provided to the Organizers and Participants only;
- b) services provided to any advertiser.

The Organizer may secure an exclusive advertising right, the terms of which shall be determined by Crocus Expo Management.

**11.4.** Advertising in the Exhibition Centre and on the adjacent premises is permitted for any individuals and organizations. In addition to the cases set forth in applicable laws, it is not permitted to promote other exhibition centers and exhibitions held outside the area of the Exhibition Centre operation. Crocus Expo management reserves the right to refuse advertising at its own discretion.

**11.5.** Advertising is only allowed within the space contracted; only exhibits (goods, works and services) conforming to the subject of the Event can be advertised.

**11.6.** Advertising outside the space contracted must be placed on the media provided (used) by Crocus Expo. The Organizer and Event Participants may use their own advertising media only by agreement with the Advertising and Information department of Crocus Expo. By medium is understood any advertising material: banners, flags, stickers, posters as well as any items containing any promotion and/or information and used to draw attention to the advertising of the Event Participant (installations, plasma or LCD panels, cars, racks, leaflet holders, different types of sidewalk signs, mobile stands, showcases, stickers, etc.). Advertising structures of Crocus Expo rented for the Overall Event Period (from the first day of move-in) are subject to 20% surcharge. Advertising structures rented for a period of up to 1 month are subject to 100% surcharge. In case of loss of or damage to Crocus Expo advertising structure during the rental period, the Organizer (Participant) shall pay fivefold the rent of the structure as set forth in the Services Guide.

**11.7.** Use of any advertising or brand information on the space contracted and outside the space contracted in public areas (lobby, food courts, outdoor territory and skywalks between pavilions) shall be paid for according to the Services Guide rates.



- 11.8.** The Advertising and Information department of Crocus Expo may refuse placement of certain national and corporate flags at its own discretion. The Organizer or Participant shall get approval for the flag specifications (size, weight, material) from the Advertising and Information department of Crocus Expo.
- 11.9.** Installation works mean one time installation of one advertising medium. Any change of the location or the medium shall be subject to Crocus Expo approval and shall be charged extra.
- 11.10.** The exact place to be provided for placement of outdoor advertising, indoor advertising or website advertising, unless it is specified in the Services Guide, shall be determined by agreement with the Advertising and Information department of Crocus Expo.
- 11.11.** Connection of the Customer's equipment to supply mains (electric power, water etc.) shall be made by the General Builder and shall be extra charged.
- 11.12.** Placing of advertising vehicles, including mobile billboards, shall be approved in written form by the Advertising and Information department of Crocus Expo and shall be paid for according to the Services Guide rates. Placement of advertising transportation means within VIP parking lot against the pass is prohibited.
- 11.13.** Fittings for fastening advertising structures and aerostatic (tethered) equipment and advertising media as well as fixtures required for suspending advertising media from the ceiling trusses and beams shall be approved by the Advertising and Information department of Crocus Expo and provided by the Participant. Crocus Expo shall not bear responsibility for the quality of structures and/or media as well as fasteners belonging to the Participant.
- 11.14.** The safety of the advertising structures belonging to the Event Participant shall be the responsibility of the Participant.
- 11.15.** Manufacturing of advertising mediums for surfaces and structures (both stationary and movable), installation and dismantling works shall only be carried out by the Crocus Expo Advertising and Information department employees.
- 11.16.** Ready-made mediums of the Participant may be accepted for placement only with written permission of the Advertising and Information department of Crocus Expo. Mediums of the Participant not complying with technical requirements set forth by the Advertising and Information department of Crocus Expo will not be accepted. Ready-made mediums of the Participant shall be provided for placing at least 3 (three) office days prior to the order performance due date or on the first day of the Event buildup. The Advertising and Information department of Crocus Expo is entitled to refuse the placement of ready-made of the Participant if the medium does not meet technical requirements. Installation works for ready-made media submitted for installation within 24 hours of the order due date is subject to 100% surcharge.
- 11.17.** Layouts and files shall be provided in electronic format with a model preview (image) in JPEG or PDF format meeting technical requirements set forth by the Advertising and Information department of Crocus Expo. If a model preview (image) is not provided, Crocus Expo shall not be responsible for the accuracy of the information printed. Layouts shall be submitted 10 (ten) office days prior to the order due date. The production cost of the medium with file submitted for printing within 5 (five) office days prior to the order due date and medium installation are subject to 50% surcharge. The production cost of the medium with file submitted for printing within 2 (two) office days prior to the order due date and medium installation are subject to 100% surcharge. Orders submitted less than 10 (ten) office days prior to the Overall Event Period will be executed subject to technical availability.
- 11.18.** Internet banners and the Event logo are accepted for placement if conform to the requirements set forth by the Advertising and Information department of Crocus Expo.
- 11.19.** Mediums manufactured by Crocus Expo and mediums provided by the Customer will not be stored after dismantling.
- 11.20.** Indoor air balloons shall be filled with helium and not be treated with composition for long-term use. Documents confirming lack of treatment shall be attached.
- 11.21.** Aerostatic and tethered equipment (aerostats, airships, pneumatic figures, etc.) used by the Organizer/Event Participant shall be installed only after approval of the Advertising and Information department of Crocus Expo upon production of a statutory permit to operate this type of equipment and launch aerostatic equipment, granted to the Participant by government authorities. Representatives of the operating company must be present for the entire period of operation of aerostatic and tethered equipment. At night and in bad weather, aerostatic and tethered equipment must be brought down and firmly attached to the ground.
- 11.22.** Promotion actions and distributing of print advertising or goods by the Participants outside the space contacted shall be approved in written form by the Advertising and Information department of Crocus Expo. Promotion actions and distributing shall be carried out at the sites defined by the Advertising and Information department of Crocus Expo, and shall not disturb the operation of Crocus Expo and the Event. If two or more

Events are held in the same Pavilion, the cost of the services shall increase by a multiplier of 1.2. The cost of the services for advertisers not participating in the Event is subject to 20% surcharge.

**11.23.** Advertising with the use of technical means producing effect, holding of performances and shows beyond the Exhibition area contracted and specified in the Basic Contract, shall be approved in writing by the Advertising and Information department of Crocus Expo. Holding of lotteries and other advertising events involving presence of the Event Participants and visitors at certain place and time shall also be approved.

**11.24.** The minimum duration of advertising on the LED screens located on the outdoor grounds of the Exhibition Centre is 5 (five) days. Ready-to-go commercials shall comply with the specifications established by the Advertising and Information department of Crocus Expo.

**11.25.** Advertising materials contravening the laws of the Russian Federation in force will not be accepted. Advertising events not complying with the requirements herein will be stopped by the decision of the authorities of Crocus Expo.

**11.26.** In case of cancellation of the order providing for the production of an advertising medium the Customer shall reimburse all expenses incurred by Crocus Expo and shall pay compensation specified in clause 8.4. herein.

**11.27.** Unauthorized installation of advertising and information media outside the rented Exhibition area is not permitted. In the event of violation, Crocus Expo reserves the right to dismantle such structures without notifying the Organizer/ Event Participant and undertake other measures to stop the action.

## 12. SPECIAL-PURPOSE PREMISES

**12.1.** Special-purpose premises are conference halls and meeting rooms located in the Exhibition Centre pavilions.

**12.2.** All special-purpose premises are equipped with electric plug sockets with power up to 1,5 kW to connect electric equipment.

**12.3.** The cost of a special-purpose premise includes onetime daily dry cleaning with a vacuum cleaner of floor covering (carpet) and regular waste baskets emptying. In case of additional cleaning requirement after promotional events, presentations, master classes, catering, etc. holding in special-purpose premises, the service is ordered according to the Services Guide rates.

**12.4.** Rent conditions are applied when special-purpose premises are used for buildup/dismantling works, including installation of audiovisual equipment, preparation to catering services provision and etc.

### Special-purpose premises, Pavilions 1 and 2:

**12.5.** The seating in special-purpose premises of pavilions 1 and 2 is stationary. There are tables for presidium according to the size of the hall and chairs by quantity of seats with "theatre" seating except conference rooms Blue and Red with "amphitheatre" seating.

**12.6.** Term "conference day" is applied when ordering special-purpose premises.

- "conference day" means period from 10:00 to 18:00,

- "½ conference day" means period of 4 hours within conference day period.

Use of special-purpose premises outside the defined periods are charged on an hourly basis.

**12.7.** Special-purpose premises:

- shall be open 30 minutes prior due time as per order;

- shall be vacated within 30 minutes after the closing due time as per order.

Every started hour in excess of 30 minutes is charged as full.

**12.8.** Any change in the type of seating in the special-purpose premises of Pavilions 1 and 2 shall be subject to technical capability and subject to required approval by the Crocus Expo Department of Non-exhibition and Congress Events.

Change of seating type in special-purpose premises L, Red and Blue is not performed.

**12.9.** No banquet, stand-up party, coffee breaks and other catering events are allowed in conference halls L, Red and Blue.

### Crocus Congress Hall:

**12.10.** The special-purpose premises of Congress Hall (hall No. 20) of Pavilion 3 with transformable sound-insulating partitions are 3 blocks of 12 conference rooms. It is possible to combine both several conference

rooms and two or three blocks at the same time. Each conference hall is equipped with presidium tables and chairs according to the number of seats with a maximum capacity of 150 people at the theater seating.

**12.11.** Applications for change of configuration of the space and type of seating (class, round table, etc.) in special-purpose premises are accepted not later than 5 (five) office days prior to the beginning of the Overall Event period. Transformation of the soundproof partitions during the Overall Event period shall not be made.

**12.12.** It is a prerequisite to use extra protective flooring for the movement of goods during installation and dismantling works.

### 13. SECURITY SERVICES

**13.1.** Crocus Expo provides for general security of the Exhibition Centre.

**13.2.** Security services in the territory of the Exhibition Centre can be ordered only at Crocus Expo. Security services are rendered by licensed security entities accredited at Crocus Expo. For rendering security services an order-contract shall be concluded between the Organizer (Participant) and Crocus Expo, acting on behalf of the security entity under the contract of agency.

**13.3.** Crocus Expo provides for the overnight security during the Overall Event period ensuring integrity of exhibition halls perimeter and seals located at entrances to exhibition halls, escape exits, technical premises, partitions between halls and loading gates of the Exhibition Centre save cases specified in clause 4.6. herein.

**13.4.** The Organizer shall undertake all reasonable measures for the security of the Event.

**13.5.** Collector services on the Exhibition Centre territory during the Event period are allowed only against the approval of Crocus Expo.

### 14. ACCESS TO THE EXHIBITION AREA AND REGISTRATION OF PARTICIPANTS

**14.1.** Access of Crocus Expo attendants to the Exhibition area during the Overall Event period shall be allowed by Crocus Expo badges.

**14.2.** Access of representatives of the Organizer and Exhibitors to the Exhibition area during the Overall Event period shall be allowed by Participant badges issued by the Organizer.

**14.3.** Access of representatives of stand-building agencies to the Exhibition area during buildup and dismantling periods shall be allowed by passes issued by the General Builder in accordance with submitted lists of workers.

Access of representatives of installers and exhibition equipment service engineers to the Exhibition area during buildup and dismantling periods shall be allowed by passes issued by the Service Centre (Information and Services Documentation counter) in accordance with submitted lists of workers.

**14.4.** Visitors admittance to the Exhibition area shall be allowed during the Event opening hours if otherwise is not stipulated by the Basic Contract as follows:

- by invitations issued by the Organizer;
- by e-tickets issued and distributed by the Organizer;
- by paid entrance tickets issued and distributed by Crocus Expo (hereinafter entrance tickets).

Cost of the entrance ticket and procedure of its distribution shall be specified in a supplementary agreement to the Basic Contract.

**14.5.** Admittance to the Exhibition area shall be allowed via Automatic Access Control System (AACS) installed at Crocus Expo.

**14.6.** The number of entrances and the rules for access of visitors and Event Participants to the Exhibition area shall be determined by the Organizer and agreed at least 30 (thirty) calendar days prior to the Overall Event period with the Authorized Person of Crocus Expo.

**14.7.** Registration of Participants and visitors of the Event shall be arranged by the Organizer, if otherwise is not stipulated by the Basic Contract.

**14.8.** Event attendance data obtained from the AACS shall be provided to the Organizer upon the request.

### 15. CIVIL LIABILITY INSURANCE

**15.1.** Civil liability of the Organizer and Participants (Exhibitors, builders) against harm and/or damage caused to health and/or property of Exhibitors, Event visitors, Crocus Expo and third parties during the Overall Event Period including the Event buildup, dismantling and overtime use of the Exhibition area shall be insured by the Organizer prior to the Overall Event Period. Insurance company insuring civil liability of the Event participants at

the grounds of Crocus Expo shall meet the requirements specified in clause 15.3. herein. The liability limit of all insured events during the Overall Event period shall be defined according to the Basic Contract.

**15.2.** The Organizer shall submit to Crocus Expo a notarized copy of the insurance policy (hereinafter Insurance policy) not later than 10 (ten) office days prior the Overall Event period beginning. Crocus Expo shall be entitled to carry out legal expertise of the provided Insurance policy.

If there will be revealed discrepancy of the Insurance policy to the requirements specified in clause 15.1. herein by the results of the expertise and also in case of not provision of the Insurance policy in due time specified herein Crocus Expo shall be entitled to forbid buildup of the Event and also to stop execution of own obligations specified in the Basic Contract. With all these any of the circumstances specified herein shall be regarded as a unilateral refuse of the Organizer to hold the Event and shall involve responsibility of the Organizer in compliance the Basic Contract.

**15.3.** Insurance company insuring civil liability of the Organizer and Participants (Exhibitors, builders) at the grounds of Crocus Expo shall meet the following requirements:

15.3.1. experience in the relevant field of insurance activity at least 5 (five) years;

15.3.2. paid authorized capital at least 250 000 000 RUB;

15.3.3. equity capital at least 300 000 000 RUB;

15.3.4. rating according to Expert agency not less than A+;

15.3.5. optional reinsurance contract with foreign partners at least 1 000 000 USD;

15.3.6. license granting the right to carry out civil liability insurance;

15.3.7. funds paid by the Insured to indemnify the damage not more than 1 000 USD.

**15.4.** In support of the above listed information the Organizer shall provide to Crocus Expo:

15.4.1. information about the insurance company (advertising brochure, advertising blotter etc.);

15.4.2. reported balance-sheet of the insurance company;

15.4.3. a copy of the License (including appendixes) granting the right to carry out insurance activities, including civil liability insurance;

15.4.4. web-link to the web-site of the insurance company;

15.4.5. a letter confirming the availability of obligatory reinsurance contracts effected, including the name of the foreign partner (reinsurer);

15.4.6. a notarized copy of the insurance policy. In the insurance policy it should be stated that: activities of the Organizer and Participants (Exhibitors, builders) related to the use of the exhibition premises leased from the Exhibition Centre for the Event period are insured. The insured territory includes indoor and outdoor Exhibition areas used by the Organizer for holding the Event in accordance with the Basic Contract. The coverage territory of the policy must provide for potential increase in the Exhibition area after actual measurements have been made. Insurance period should cover the Overall Event period under the Basic Contract and must provide for potential early buildup and extension of dismantling days. Notification about early termination of the insurance contract should be forwarded at least 30 (thirty) days prior to the termination date. Reclamation period under the insurance policy should be at least 3 (three) years upon the end of the insurance period;

15.4.7. waiver of subrogation against SC CROCUS.

**15.5.** Other types of insurance policy may be obtained by the Organizer and Participants at their own discretion. Only those insurance policies which provide for waiver of subrogation against SC CROCUS shall be deemed acceptable.

## 16. LIABILITY FOR VIOLATION OF THE GENERAL TERMS

**16.1.** Failure to comply with the General Terms of Holding Events at the Crocus Expo International Exhibition Centre and other regulations governing the conduct of Events shall be deemed a material violation of the terms of the Basic Contract and incur sanctions specified in the Basic Contract as well as by applicable laws of the Russian Federation.

**16.2.** Under applicable laws, violators of the General Terms of Holding Events at the Crocus Expo International Exhibition Centre may face the following sanctions: warning, suspension of works until after the elimination of the identified violations with imposition of a penalty provided by the applicable regulations of Crocus Expo and payment of damages, temporary or permanent withdrawal of accreditation, submission of the materials about the violations to the law enforcement agencies. The amount of sanctions and the sanctions procedure are set out in Appendix 2.

APPROVED BY  
Order issued by Director  
Krasnogorsk subsidiary Crocus Expo  
No 01-02/60P dated 26.12.2022

GENERAL TERMS OF HOLDING  
NON-EXHIBITION AND CONGRESS EVENTS AT  
CROCUS EXPO  
(2023)

**16.3.** Resumption of the works suspended due to violations is subject to elimination of the violations and payment of the imposed penalty.

**16.4.** Action against violators of the General Terms of Holding Events at the Crocus Expo International Exhibition Centre shall be taken on the basis of an Act drawn up by authorized representatives of Crocus Expo.



## APPENDIX 1: Technical specification of Crocus Expo exhibition areas

For configuration, sizes and applicable restrictions related to buildup, height under balconies and passageways, location and dimensions of loading gates and folding gates between halls, dimensions of loading gates and location of access hatches please refer to halls layouts and other documents received from the General Builder.

### PAVILION 1

	Hall 1	Hall 2	Hall 3	Hall 4
Space / allowable buildup floor space	4 730 / 4 447 m <sup>2</sup>	4 338 / 4 024 m <sup>2</sup>	8 391 / 7 744 m <sup>2</sup>	10 750 / 10 329 m <sup>2</sup>
Maximum floor load capacity <sup>1</sup>	20 t/1 m <sup>2</sup>	20 t/1 m <sup>2</sup>	20 t/1 m <sup>2</sup>	20 t/1 m <sup>2</sup>

<sup>1</sup> For distributed load.

Maximum localized load is defined depending on bearings quantity and size and total exhibit (stand) weight.

Height to ceiling beams	9 m	9 m	9 m	9 m
Maximum stand height	7,5 m	7,5 m	7,5 m	7,5 m
Number of loading gates	3	3	3	5
Loading gate number	1, 2, 3	13, 14, 15	10, 11, 12	4, 5, 6, 7, 7a

#### Maximum cargo size moved via loading gates

height	4,3 (7,5) m	4,3 (7,5) m	4,3 (7,5) m	4,3 (7,5) m
width	4,0 (4,9) m	4,0 (4,9) m	4,0 (4,9) m	4,0 (4,9) m

#### Maximum cargo size moved via folding gates between halls

height	5,8 m	5,8 m	5,8 m	5,8 m
width	5,0 m	5,0 m	5,0 m	5,0 m

#### Maximum ceiling beams loading capacity for suspended structures

per point of suspension	90 kg	90 kg	90 kg	90 kg
per a beam	900 kg	900 kg	900 kg	900 kg

#### Connection via hatches

standard voltage 220/380 V	yes	yes	yes	yes
water supply	yes	yes	yes	yes
compressed air mains	yes	yes	yes	yes

Number of conference halls / meeting rooms

7 / 4

## PAVILION 2

	Level 1 (1 <sup>st</sup> floor)				Level 2 (3 <sup>rd</sup> floor)		
	Hall 5	Hall 6	Hall 7	Hall 8	Hall 9	Hall 10	Hall 11
Space	4 425 m <sup>2</sup>	4 423 m <sup>2</sup>	8 538 m <sup>2</sup>	12 780 m <sup>2</sup>	9 735 m <sup>2</sup>	8 443 m <sup>2</sup>	12 635 m <sup>2</sup>
Allowable buildup floor space	4 072 m <sup>2</sup>	4 070 m <sup>2</sup>	7 945 m <sup>2</sup>	12 069 m <sup>2</sup>	9 000 m <sup>2</sup>	7 882 m <sup>2</sup>	11 815 m <sup>2</sup>
Maximum floor load capacity <sup>1</sup>	20 t/1 m <sup>2</sup>	20 t/1 m <sup>2</sup>	20 t/1 m <sup>2</sup>	20 t/1 m <sup>2</sup>	0,75 t/ 1 m <sup>2</sup>	0,75 t/1 m <sup>2</sup>	0,75 t/1 m <sup>2</sup>

<sup>1</sup> For distributed load.  
Maximum localized load is defined depending on bearings quantity and size and total exhibit (stand) weight.

Height to ceiling beams	7,95 m	7,95 m	7,95 m	7,95 m	7,85 m	7,85 m	7,85 m
Maximum stand height	6,95 m	6,95 m	6,95 m	6,95 m	6,85 m	6,85 m	6,85 m
Number of loading elevators	n/a	n/a	n/a	n/a	4	5	4
Loading elevator number	-	-	-	-	9, 10, 11, 12	6, 7, 8, 9, 10	1, 2, 3, 4

### Maximum cargo size moved via loading elevators

height	-	-	-	-	2,1 m	2,1 m	2,1 m
width	-	-	-	-	2,35 m	2,35 m	2,35 m
length	-	-	-	-	5,65 m	5,65 m	5,65 m
Maximum cargo weight moved via loading elevators	-	-	-	-	3 200 kg	3 200 kg	3 200 kg
Number of loading gates	3	3	5	5	4	5	4
Loading gate number	16, 17, 18	44, 45, 46	37, 38, 39, 40, 41	21, 22, 23, 24, 25	19, 20, 42, 43	34, 35, 36, 42, 43	26, 27, 28, 29

### Maximum cargo size moved via loading gates

height	4,3 (7,5) m	4,3 (7,5) m	4,3 (7,5) m	4,3 (7,5) m	-	-	-
width	4,0 (6,8) m	4,0 (6,8) m	4,0 (6,8) m	4,0 (6,8) m	-	-	-

### Maximum cargo size moved via folding gates between halls

height	4,3 m	4,3 m	4,3 m	4,3 m	5,8 m	5,8 m	5,8 m
width	5,3 m	5,3 m	5,3 m	5,3 m	5,3 m	5,3 m	5,3 m

### Maximum ceiling beams loading capacity for suspended structures

per point of suspension	250 kg	250 kg	250 kg	250 kg	250 kg	250 kg	250 kg
per a beam	1 600 kg	1 600 kg	1 600 kg	1 600 kg	1 600 kg	1 600 kg	1 600 kg

	Level 1 (1 <sup>st</sup> floor)				Level 2 (3 <sup>rd</sup> floor)		
	Hall 5	Hall 6	Hall 7	Hall 8	Hall 9	Hall 10	Hall 11
Connection via hatches							
standard voltage 220/380 V <sup>2</sup>	yes	yes	yes	yes	yes	yes	yes
water supply	yes	yes	yes	yes	yes	yes	yes
compressed air mains	yes	yes	yes	yes	no	no	no
<sup>4</sup> Electricity connections can be made to electricity switchboards located on hall pillars and walls.							
Number of conference halls / meeting rooms	7 / 5				2 / 0		

PAVILION 3

	Level 1 (1 <sup>st</sup> floor)				Level 2 (3 <sup>rd</sup> floor)				Level 3 (4 <sup>th</sup> floor)
	Hall 12	Hall 13	Hall 14	Hall 15	Hall 16	Hall 17	Hall 18	Hall 19	Congress Hall (Hall 20)
Space	11 291 m <sup>2</sup>	16 183 m <sup>2</sup>	17 637 m <sup>2</sup>	17 942 m <sup>2</sup>	11 828 m <sup>2</sup>	16 100 m <sup>2</sup>	17 745 m <sup>2</sup>	18 046 m <sup>2</sup>	9 170 m <sup>2</sup>
Allowable buildup floor space	10 546 m <sup>2</sup>	15 363 m <sup>2</sup>	16 800 m <sup>2</sup>	17 051 m <sup>2</sup>	11 159 m <sup>2</sup>	15 493 m <sup>2</sup>	16 980 m <sup>2</sup>	16 727 m <sup>2</sup>	8 755 m <sup>2</sup>
Maximum floor load capacity <sup>1</sup>	2,5 t/1 m <sup>2</sup>	2,5 t/1 m <sup>2</sup>	2,5 t/1 m <sup>2</sup>	2,5 t/1 m <sup>2</sup>	0,75 t/1 m <sup>2</sup>	0,75 t/1 m <sup>2</sup>	0,75 t/1 m <sup>2</sup>	0,75 t/1 m <sup>2</sup>	0,75 t/1 m <sup>2</sup>

<sup>1</sup> For distributed load.

Maximum localized load is defined depending on bearings quantity and size and total exhibit (stand) weight.

Height to ceiling beams	9,5 m	9,5 m	9,5 m	9,5 m	8,5 m	8,5 m	8,5 m	8,5 m	6 m
Maximum stand height	8,5 m	8,5 m	8,5 m	8,5 m	7,5 m	7,5 m	7,5 m	7,5 m	5 m <sup>2</sup>
Number of loading elevators	n/a	n/a	n/a	n/a	5 <sup>3</sup>	5	5	6	3
Loading elevator number	-	-	-	-	1, 2, 3, 4, 5	6, 7, 8, 9, 10	11, 12, 13, 14, 15	16, 17, 18, 19, 20, 21	3, 4, 5

<sup>2</sup> Construction of stands with more than one level height is prohibited.

<sup>3</sup> Hall 16 elevators deliver cargo to the third level.

Maximum cargo size moved via loading elevators

height	-	-	-	-	2,1 m	2,1 m	2,1 m	2,1 m	2,1 m
width	-	-	-	-	2,35 m	2,35 m	2,35 m	2,35 m	2,35 m
length	-	-	-	-	5,65 m	5,65 (6,6) m	5,65 m	5,65 m	5,65 m
Maximum cargo weight moved via loading elevators	-	-	-	-	3 200 kg	3 200 kg	3 200 kg	3 200 kg	3 200 kg
Number of loading gates	2	3	3	3	5	5	5	6	3
Loading gate number	47, 48	58, 59, 60	65, 66, 67	71, 72, 73	50, 51, 52, 53, 54	55, 56, 57, 61, 62	63, 64, 68, 69, 70	74, 75, 76, 77, 78, 79	52, 53, 54

Maximum cargo size moved via loading gates

height	4,3 (7,5) m	4,3 (7,5) m	4,3 (7,5) m	4,3 (7,5) m	-	-	-	-	-
width	4,0 (6,8) m	4,0 (6,8) m	4,0 (6,8) m	4,0 (6,8) m	-	-	-	-	-

Maximum cargo size moved via folding gates between halls

height	5,8 m	5,8 m	5,8 m	5,8 m	5,8 m	5,8 m	5,8 m	5,8 m	-
width	5,3 m	5,3 m	5,3 m	5,3 m	5,3 m	5,3 m	5,3 m	5,3 m	-

	Level 1 (1 <sup>st</sup> floor)				Level 2 (3 <sup>rd</sup> floor)				Level 3 (4 <sup>th</sup> floor)
	Hall 12	Hall 13	Hall 14	Hall 15	Hall 16	Hall 17	Hall 18	Hall 19	Congress Hall (Hall 20)

Maximum ceiling beams loading capacity for suspended structures

per point of suspension	250 kg	250 kg	250 kg	250 kg	250 kg	250 kg	250 kg	250 kg	-
per a beam	1 600 kg	1 600 kg	1 600 kg	1 600 kg	1 600 kg	1 600 kg	1 600 kg	1 600 kg	-

Connection via hatches

standard voltage 220/380 V <sup>4</sup>	yes	yes	yes	yes	yes	yes	yes	yes	yes
water supply	yes	yes	yes	yes	yes	yes	yes	yes	-
compressed air mains	yes	yes	yes	yes	yes	yes	yes	yes	-

<sup>4</sup> Electricity connections can be made to electricity switchboards located on hall pillars and walls.

Number of conference halls / meeting rooms	1 meeting room				-				36 transformable conference halls. Each hall space comprises 162 m <sup>2</sup>
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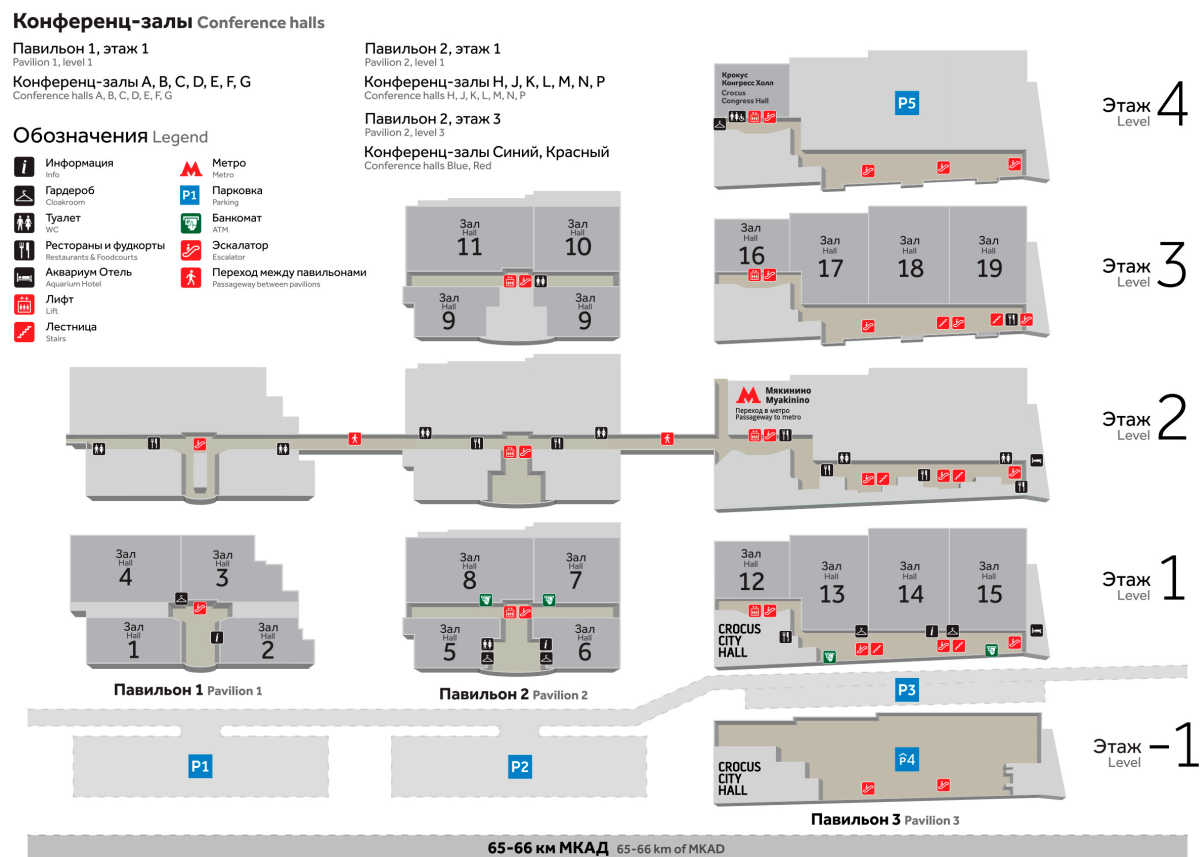
APPENDIX 2: Penalties for violation of General Terms of Holding Events at the Crocus Expo International Exhibition Centre

No.	Violation	Clause of the General Terms	Penalty	Note
1.	Attraction by the Organizer or by the Participant of any third party for cleaning of floor covering in the territory of the Exhibition Centre during the Event period. Independent works with use of technical means for cleaning of floor covering in the territory of the Exhibition Centre during the Event period.	clause 5.1.	500 000 RUB	Penalty is imposed by representative of the Crocus Expo Administrative department.
2.	Waste and garbage left on the site after works. Violation of storage regulations for construction materials and structures.	clause 5.7.	10 000 RUB	Penalty is imposed by representative of the Crocus Expo Administrative department. Damage caused by the violator shall be paid separately based on submitted calculations.
3.	Carry out of waste-producing, installation and finishing works after the Concluding cleaning.	clause 5.9.	50 000 RUB	Penalty is imposed by representative of the Crocus Expo Administrative department.
4.	Vehicle washing at places not designated for it on the Exhibition Centre territory.	clause 5.11., ecological standards and rules in force in the Russian Federation.	50 000 RUB	Penalty is imposed by Crocus Expo Deputy Chief Engineer. Besides the information will be submitted to nature conservation prosecutor's offices.
5.	Violation of standards and rules in force for utilization of waste liquids and varnish and paint waste on the Exhibition Centre territory.	clause 5.11., ecological standards and rules in force in the Russian Federation.	50 000 RUB	Penalty is imposed by representative of the Crocus Expo Administrative department. Besides the information will be submitted to nature conservation prosecutor's offices.
6.	Any unapproved commercial activity, catering and consumer services provision.	clause 8.7.	100 000 RUB	Penalty is imposed by the Crocus Expo employee responsible for the Event holding based on services' report about violation.
7.	Employment of a foreign citizen or a person without citizenship to work in the Exhibition areas with violation of rules of attraction to work in the Russian Federation of foreign citizens and persons without citizenship and rules of migration registration.	clause 8.8.	100 000 RUB	Penalty is imposed by representative of the Crocus Expo Administrative department or by an authorized Crocus Expo representative based on services' report about violation.
8.	Involvement of entities for catering services provision without approval from Crocus Expo.	clause 8.9.	500 000 RUB	Penalty is imposed by the Crocus Expo employee responsible for the Event holding based on services' report about violation.

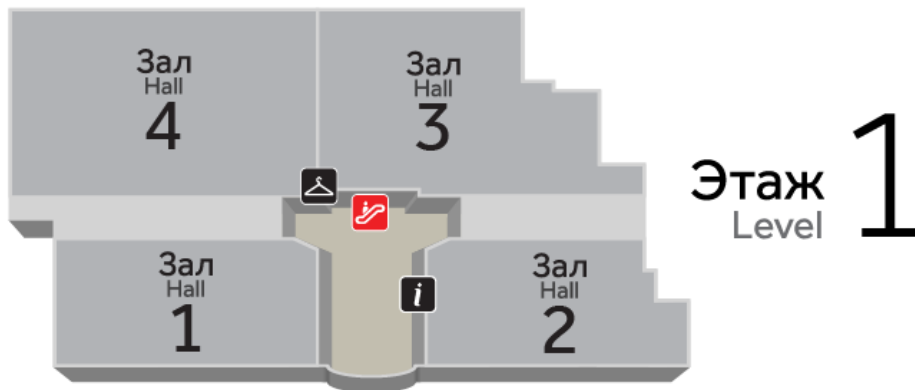
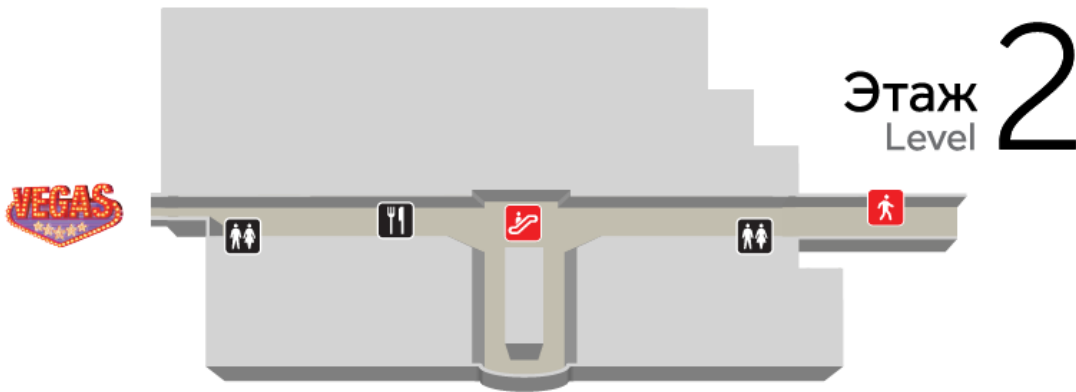
9.	Cargo transportation with use of hoisting devices, all types of lifting and transportation equipment. Cargo movement from one vehicle to another.	clauses 9.3., 9.4.	100 000 RUB	Penalty is imposed by representative of the Crocus Expo Transport and Logistics department.
10.	Storage of building and stand fitting materials outside the space contracted. Blocking of aisles between the stands.	clause 9.7.	50 000 RUB	Penalty is imposed by representative of the Crocus Expo Administrative department.
11.	Unapproved independent connection of any equipment to the Crocus Expo mains.	clause 10.1.	50 000 RUB	Penalty is imposed by representative of the Crocus Expo Administrative department or by authorized representative of the General Builder.
12.	Unapproved independent connection of any equipment to communication lines and installation and operation of communication equipment in violation of the Exhibition Centre telecommunication regulations.	clause 10.3.	30 000 RUB	Penalty is imposed by the Head of the Crocus Expo Telecommunications department.
13.	Unapproved placement of advertising and information media on the Exhibition Centre territory.	clause 11.6.	100 000 RUB	Penalty is imposed by representative of the Crocus Expo Advertising and Information department.
14.	Use of indoor air balloons filled with any gas but helium and/or treated with composition for long-term use.	clause 11.20.	30 000 RUB	Penalty is imposed by representative of the Crocus Expo Administrative department.
15.	Attraction of a third party for rendering security services on the Exhibition Centre territory.	clause 13.2.	500 000 RUB	Penalty is imposed by the authorized Crocus Expo representative.
16.	Exceeding permissible noise levels.	Instruction On Emergency Noise Measurements when Holding Events	25 000 RUB	Penalty is imposed by representative of the Crocus Expo Administrative department. Besides the source of the noise may be switched off from the mains.
17.	Landing of a helicopter on the grounds of the Exhibition Centre without appropriate permits and approval of Crocus Expo.		500 000 RUB	Penalty is imposed by the authorized Crocus Expo representative.

## APPENDIX 3: Exhibition halls layout in pavilions

### CROCUS EXPO PAVILIONS (general layout)



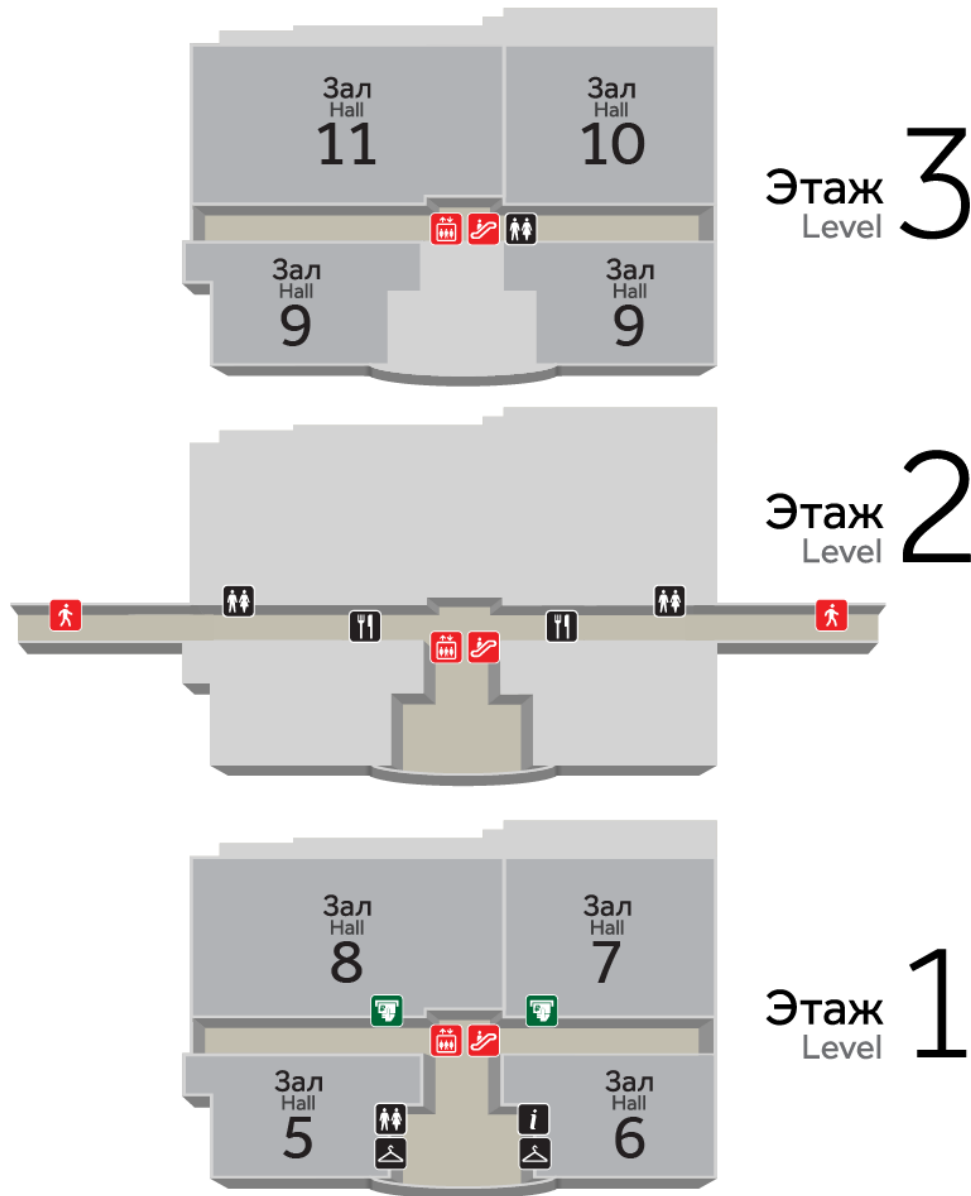
PAVILION 1



Павильон 1 Pavilion 1



PAVILION 2

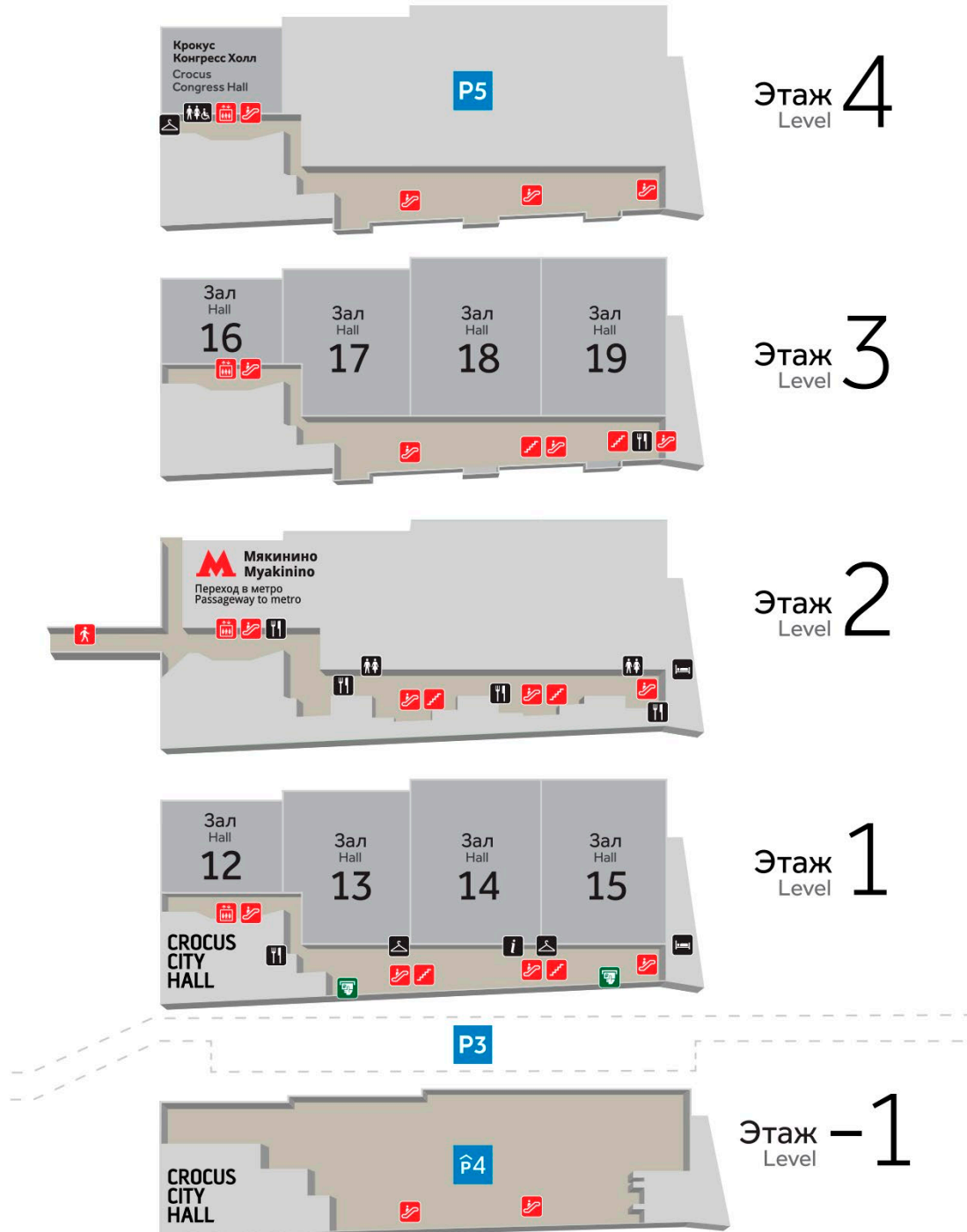


Павильон 2 Pavilion 2





PAVILION 3



Павильон 3 Pavilion 3