

**APPROVED BY
General Director
of ExpoForum JSC**

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ExpoForum JSC

**General conditions
of participation in exhibitions and events
held in Lenexpo Exhibition complex**

**Effective from
April 02, 2012**

Saint Petersburg

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General

These “**ExpoForum JSC, General conditions of participation in exhibitions and events held in Lenexpo Exhibition complex**” (hereinafter - the “General Conditions of Participation”) include general information on requirements for participants (hereinafter - the “Exhibitors”), collective organizers (hereinafter - the “Organizers”) and contractors of exhibitions and events held in LENEXPO Complex of ExpoForum JSC (hereinafter – “LENEXPO”), on the form and scope of information to be provided by them, and on the manner and timeframe for certain actions to be carried out at the preparation stage and during an exhibition (event).

Event - congresses, forums, conferences, symposia, seminars, fairs, competitions, corporate events, music and other festivals and other non-exhibition events.

The terms and definitions used in these General Conditions of Participation are established in accordance with the national standard of the Russian Federation **GOST R 53103-2008 Exhibition and Fair Activities. Terms and Definitions.**

The documents regulating the exhibitions (events) held in the territory of LENEXPO Complex are mandatory for those who have entered into any civil-law contracts with ExpoForum JSC. The exhibition (event) management and /or the Service Provision Department of ExpoForum JSC shall monitor compliance with requirements contained therein.

Information on times, conditions and location of exhibitions (events) as well as regulations (subject, book of services, service order forms, contracts for services), contact phone numbers and addresses of appropriate departments and services are issued separately. They constitute an integral part of the conditions of participation for each particular exhibition and are posted on the website www.expoforum.ru or www.lenexpo.ru.

1. Registration of participation

1.1. The Exhibitor (Organizer) who wishes to participate in the exhibition (event) held by ExpoForum JSC shall send an application form and any other documents necessary for registration of participation in the exhibition (event), with authorized signatures and seals, to ExpoForum JSC by post and/or e-mail no later than 30 calendar days before the starting date of installation works, unless otherwise specified in the conditions of participation in a particular exhibition (event). The list of required documents is defined in each case by conditions of participation and/or the contract for participation in a particular exhibition (event).

These documents shall be submitted in original or electronically scanned original with authorized signatures and seal, or sent by fax subject to further submission of original documents.

Exhibits should correspond to the subject of the exhibition (event).

When submitted, the application is subject to mandatory registration by the Sales Coordination Department of ExpoForum JSC.

1.2. Within 10 (ten) business days after receipt of the application, ExpoForum JSC and the Exhibitor shall sign a contract for participation in the exhibition (event), as a rule, no later than 20 days prior to the installation operations, where it is possible to provide an exhibition place for the Exhibitor.

1.3. Collective participation in exhibitions (events) held by ExpoForum JSC and organization of guest exhibitions (events) by a collective organizer in LENEXPO Complex is allowed. In this case, the Organizer and ExpoForum JSC shall sign a contract consistent with these General Conditions of Participation.

The Organizer is not allowed to transfer its rights and responsibilities for organization of collective participation to the third party.

1.4. The dates of installation, operation and dismantling of the exhibition (event), deadline for applications, space rental rates and registration fee for each exhibition (event) are set by ExpoForum JSC and published in the official information materials of ExpoForum JSC (including electronic media). The data contained in the information materials are not final and may be changed by ExpoForum JSC.

1.5. When holding an exhibition (event), the time of installation and dismantling is specified in the contracts for participation in this exhibition (event).

2. Registration fee

2.1. The Exhibitor shall pay the registration fee in the amount fixed by ExpoForum JSC for a particular exhibition (event).

In case of refusal to participate in the exhibition (event), the registration fee shall not be refunded.

2.2. The Organizer of the exhibition (event) shall not pay the registration fee.

3. Exhibition area

3.1. Exhibition and storage areas, including outside the exhibition pavilions, congress hall (exhibition pavilion 8A), conference halls, offices and other areas are let on lease to the Organizer (Exhibitor) for the installation, dismantling and exhibition (event) period in the condition suitable for use for the above purposes. Acceptance and delivery of any leased areas shall be registered in certificates signed by the authorized representatives of the Parties having a power of attorney for signing these documents.

3.2. The exhibition area is given to the Exhibitor (Organizer) in accordance with the contract for participation in the exhibition (event) both unequipped and equipped ("turnkey" exhibition stand).

The specifications of LENEXPO exhibition areas are given in Annex 1 hereto.

The application of the Exhibitor (Organizer) to carry out installation and dismantling, design and decoration, and other types of work for preparation of exhibition areas is accepted by the Sales Coordination Department of ExpoForum JSC.

3.3. Payment for the provided areas shall be made in full to the account of ExpoForum JSC two weeks before the installation start date, unless otherwise specified in the conditions of participation in a particular exhibition (event).

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

- fee for the use of exhibition area;
- cost of cleaning the general area of the exhibition (event) and passages in the halls (stands are to be kept tidy and cleaned by the Exhibitors);
- cost of general lighting, heating, ventilation of indoor exhibition areas and general lighting of open exhibition (event) grounds;
- cost of general security of the exhibition area and exhibition pavilions, access control;
- cost of passes issued by ExpoForum JSC to the representatives of the Exhibitor according to the lists provided by the Exhibitor, with 1 pass being given for every 6 square meters. The pass is made for a particular person (with specification of name, patronymic and surname).

It is prohibited to transfer the pass to another person. Additional passes are available for an extra fee.

3.5. The minimum leased exhibition area:

- the Organizer of the exhibition (event) is provided with the whole exhibition pavilion.
- the Exhibitor - 6 sq. meters.

Each incomplete square meter shall be deemed complete.

3.6. The Exhibitor (Organizer) may use the leased area only in accordance with the objectives and theme of the exhibition (event).

The Exhibitor (Organizer) is not allowed to sublease the leased area without the prior written consent of ExpoForum JSC.

3.7. The Exhibitor (Organizer) shall accept the exhibition area at least 24 hours before the exhibition (event) opening and deliver it upon dismantling against a certificate of acceptance signed by the authorized representatives of the Exhibitor (Organizer) and ExpoForum JSC. The Exhibitor (Organizer) shall not leave the exhibition (event) before its official end.

The exhibition areas ordered by the Exhibitor (Organizer) and not occupied 12 hours before the exhibition (event) opening shall be deemed vacant, and ExpoForum JSC shall be entitled to dispose of them at its own discretion. In this case, the amount received for the leased area shall not be refundable to the Exhibitor (Organizer).

4. Services and settlements

4.1. Upon the request and at the expense of the Exhibitor (Organizer), ExpoForum JSC provides the services specified in the List of Services Provided by ExpoForum JSC and Service Fees for Events in LENEXPO (hereinafter - the List of Services), which is an integral part of the General Conditions of Participation. ExpoForum JSC reserves the right to change the fees for certain services.

4.2. The service requests are processed by the Sales Coordination Department of ExpoForum JSC.

4.3. The Exhibitor (Organizer) shall submit the service requests to ExpoForum JSC no later than 15 business days before the fixed starting date of installation, unless otherwise stipulated in the conditions of participation in a particular exhibition (event). When requesting the services (electrical, plumbing and other engineering operations), the Exhibitor (Organizer) shall submit, for approval of ExpoForum JSC, the layouts of exhibition stands with specification of power and lighting equipment, the background data and specifications of each piece of equipment (machinery, machine tools), exhibited and auxiliary equipment, and provide a list of materials used for the exhibition. Should any heavy equipment (over 1 t) be exhibited, the Exhibitor shall specify its dimensions and weight.

4.4. The services are provided subject to receipt of money to the account or in cash by ExpoForum JSC.

After the services are provided and before the exhibition (event) is dismantled completely, an authorized representative of the technical administration of ExpoForum JSC and an authorized representative of the Exhibitor (Organizer) shall sign the Certificate of Completion.

4.5. Should the Exhibitor cancel the requested services, it shall reimburse the amount of costs actually incurred by ExpoForum JSC for registration and provision of these services, and in case of cancellation of requested staff, pay a penalty in the amount of one-day rate.

4.6. Before the end of dismantling operations, the Exhibitor must return, against a Certificate,

all the equipment leased from ExpoForum JSC in good working condition and, in case of any loss or damage, pay the full value of such equipment.

If there is no signed certificate evidencing the return of equipment to the representative of ExpoForum JSC or Certificate of Completion, the Exhibitor (Organizer) is not allowed to remove property from the exhibition (event) area.

4.7. Final payments for participation in the exhibition (event) shall be made on the basis of invoices issued by ExpoForum JSC in accordance with bilateral certificates signed by ExpoForum JSC and the Exhibitor (Organizer).

Any arrears in payments for participation of the Exhibitor (Organizer) in the exhibition (event) are due within 10 days after the end of the exhibition (event).

Any amounts that remain after the Exhibitor (Organizer) has paid all the invoices shall be refunded to the Exhibitor's (Organizer's) account specified in the contract.

4.8. All types of communications and audio-visual services in the exhibition complex are provided exclusively by ExpoForum JSC at the rates specified in the List of Services. The Organizer shall be entitled to set its rates for communication services.

The Exhibitors (Organizers) are not allowed to:

- connect a PBX or other equipment to the communication lines without the consent of relevant technical services of ExpoForum JSC;

- lay cable communication lines inside the exhibition pavilions using its own efforts and resources;

- connect telecommunications equipment to the provided communication lines to render services to the third parties;

- use their own equipment and personnel as well as involve any third-party organizations for audiovisual services in the exhibition area without the written consent of ExpoForum JSC;

- use their own equipment and personnel as well as involve any third-party organizations for audiovisual support of lectures in the conference halls;

- broadcast without permission as well as bring and use radio electronic equipment and high-frequency systems and exhibits without the prior written consent of ExpoForum JSC;

- exceed the volume level of 75 dB with equipment operating on the stand which borders on the adjacent or opposite stands of other participants, and within 5 meters in case of open grounds.

Violation of this paragraph shall entail the penalties specified in Annex 2.

In case of cancellation of request for audio and video services less than 24 hours and telecommunication services less than 72 hours before the exhibition (event) opening, the Exhibitor (Organizer) will be charged at the rate of 20% of the total cost of requested services and in case of cancellation of request for telecommunications services in less than 48 hours before the exhibition (event) opening - 50%.

4.9. ExpoForum JSC provides services for business programs (workshops, conferences, seminars, presentations, etc.) in accordance with the List of Services.

4.10. Catering during the exhibition (event), banquets, receptions and business dinners in LENEXPO are organized by KARAMEL-Catering Ltd.. The requests are made directly to the Sales Coordination Department of ExpoForum JSC.

5. Installation, dismantling and design of stands.

5.1. ExpoForum JSC assigns the functions of general contractor to ExpoForum-Design Limited (hereinafter – EF-Design), which shall be in charge of installation, dismantling and design of both standard and non-standard (exclusive) stands.

Installation, dismantling and design of standard stands shall be carried out by EF-Design only.

The Exhibitors (Organizers) may install, dismantle and perform other engineering and design operations or involve the third parties (contracts) for only for non-standard and exclusive exhibition stands with the written consent of EF-Design.

5.2. Any third-party contractors are admitted to the exhibition area within the timeframe set by the Organizer only after EF-Design checks the compliance of their design documents for stands with the rules and requirements effective in the territory of LENEXPO.

The contractors who failed to pass the control of design documents for stands are not admitted to the exhibition area.

5.3. The list of documents to be checked, the procedure and cost of such control are determined in the Regulations for Technical Control on LENEXPO Grounds (www.expoforum-design.ru), developed on the basis of the requirements and rules effective in LENEXPO and on the regulations of the Russian Federation.

5.4. All the stands shall be installed within the boundaries of the exhibition area assigned to the Exhibitor (Organizer). Installation (construction) of stands shall be approved by EF-Design after checking the technical documents of contractor. The maximum permissible height of stands, including additional structures, is 6.0 meters (if the pavilion allows for it, see Annex 1 hereto).

In the case of construction of a two-storey stand, an extra fee of 50% of rental payment for the exhibition area occupied by the stand will be charged.

5.5. Drilling floor, columns, walls, paving slabs, asphalt pavement on the sidewalks and open grounds of LENEXPO during the construction of stands and other structures is allowed only with the written consent of ExpoForum JSC.

When the installation operations are performed at the height of 5 meters from the floor level, the safety requirements set out in the Standard Labor Safety Regulations for Steeplejacks (TOI RO-055-2003) shall be observed.

5.6. When several third-party contractors work on the same stand, each of them shall submit the design documents for its scope of work for EF-Design's approval.

During installation (dismantling), EF-Design shall monitor compliance with the current rules and regulations for installation and dismantling, both for the stand itself and for its design. The company installing (dismantling) the stand bears responsibility for any failures to comply with the safety regulations for installation and dismantling of the stand.

During the exhibition, the responsibility for any failure to comply with the safety regulations for stand operation is born by the Exhibitor.

The representatives of ExpoForum JSC and EF-Design shall exercise the general control of compliance with the effective construction standards and regulations of LENEXPO and the safety and security regulations of the Russian Federation and Saint Petersburg and accept any work related to the exhibition (event).

5.7. Passages for visitors (no less than 3 m in width) shall remain free. When stands are constructed along the hall walls, the fire passage of 1.5 m in width should be provided. It is strictly prohibited to store any containers, building structures, clothing, etc. in the fire passages behind the stands. It is strictly prohibited to build up emergency exits, locations of switchboards and fire hydrants.

The stands are cleaned either by the Exhibitor or by ExpoForum JSC at the expense of the Exhibitor.

5.8. As soon as dismantling operations are finished, the contractor shall receive a permit of the Technical Support and Service Department to leave after cleaning the leased area. It is not allowed to throw demolished structures and packages (timber, chipboard, fiberboard, plywood, etc.) into the bins for household waste located in LENEXPO.

5.9. Design of stands and content of posters, texts and messages shall comply with the requirements of the exhibition theme and aesthetics. It is not allowed to place materials on the walls, floors, columns, windows or doors as well as metal structures of hall ceilings.

5.10. Electrical work shall be performed in accordance with the regulations of the Russian Federation and the Rules of Electrical Work in LENEXPO (Annex 3 hereto.)

Connection of stands to power and water supply and any work related to compressed air supply shall be performed only by the specialists of ExpoForum JSC. Connected electrical cables and water, air and sewage hoses shall be covered with safety cable conduits or protective rubber bridges.

5.11. Any additional lighting at the standard stands or any mobile stands, including those having their own electrical circuits, shall be approved by the General Contractor. The elements of non-standard stands and interior design that are not exhibits may be installed within the standard modular structures (independent completion of a standard stand by the Exhibitor or a contractor engaged for this purpose) with the consent of the General Developer after passing control of design documents for the proposed works.

5.12. The exclusive stands shall be constructed from high-readiness elements pre-assembled and painted on contractor's premises. It is prohibited to use such construction materials as plasterboard (gypsum board, drywall, etc.) for stand. It is allowed only to join prefabricated elements, seal and paint joints in the exhibition halls, with the passages being previously covered with protection film. It is strictly prohibited to use stationary circular saws, surface grinding machines without dust extraction, open flame or welding. Attaching stand elements to walls or floors is not allowed.

5.13. Silica glass shall not be used at the height of more than 1.8 m from the floor to the top edge of the glass installed. A special type of glass – triplex – can be used at this height.

5.14. Flooring can be attached with special adhesive tape. Used tapes should not leave traces on the floor after removal.

Flooring in the passages is laid by the General Developer.

5.15. Handling, assembling and dismantling operations that involve lifting devices shall be performed by PAN-BALT Service Ltd. (hereinafter – PAN-BALT Service) only.

The use of motorized vehicles (including vehicles equipped with hoisting devices) and personnel of other organizations is prohibited.

The vehicles intended to be used by the contractors and the Exhibitors (Organizers) for handling operations are not allowed to enter the exhibition halls.

5.16. Storage of building materials and structures during installation (dismantling) is only allowed within the exhibition area assigned for development. Blocking passages between the stands is not allowed.

5.17. The Exhibitor (Organizer) can use the exhibition areas before or after the general period of the exhibition (event) with the consent of ExpoForum JSC on the terms of overtime use specified in the Service Fees, unless otherwise provided by the exhibition (event) contract or additional agreements. In this case the construction and assembly operations must be performed during the period stipulated by the exhibition (event) contract. No construction, assembly, decoration or design operations may be performed in the exhibition (event) opening day.

The construction period shall be extended in due course in the Sales Coordination Department of ExpoForum JSC till 16:00 of the day when the overtime use of exhibition area starts.

5.18. The exhibits and stands shall be installed and dismantled from 9 a.m. to 8 p.m. and in the last day of installation and the last day of the exhibition (event) - from 9 a.m. to 10 p.m. Any work in other time shall be executed only with the consent of ExpoForum JSC.

The time of installation (dismantling) shall be specified in the contract for participation in the exhibition (event).

5.19. To obtain a permit to carry out installation work in LENEXPO, the contractor shall have:

- a letter to obtain a permission for move-in with the list of moved-in property;
- a list of contractor's staff of involved in the installation of stands (exhibition) with a staff check roll specifying passport data and a list of the most valuable exhibits;
- an installation operations certificate issued by EF-Design.

5.20. To obtain permission for installation of exhibits in LENEXPO, the Exhibitor (Organizer) shall have:

- Fire safety documents for exhibits approved by the Commandant's Service of ExpoForum JSC. The scope of data to be provided and the approval procedure are set by Rules of Fire Safety During Installation (Dismantling) of Expositions and Operation of Exhibitions and Events in Pavilions and Outdoor Territory of LENEXPO of ExpoForum JSC (Annex 4);

A letter to obtain passes with a staff check roll specifying passport data and a list of the most valuable exhibits.

Passes for vehicles (move-in permissions) for the installation and dismantling period shall be issued by the Service Office.

5.21. The Exhibitor (Organizer) and contractors may park their vehicles in LENEXPO during installation (dismantling) period as follows:

- for passenger cars - no more than 1 hour;
- for trucks - no more than 2 hours.

5.22. The Exhibitor (Organizer) or its contractor may start dismantling exhibits and decoration elements only after the exhibition (event) is closed and shall finish dismantling operations, including work on bringing the leased exhibition area into initial condition and removal of property used in the exhibition, within the terms specified in the contract.

After the end of the exhibition (event), all the assemblies, elements and components of the stand (including timber) that do not belong to ExpoForum JSC and/or EF-Design shall be removed by the Exhibitor (Organizer) or its contractor using its own efforts or, should the Exhibitor so wish, by ExpoForum JSC at the expense of the Exhibitor.

If the Participant (Organizer) or its contractor failed to complete the dismantling operations in time, ExpoForum JSC shall vacate the exhibition area from the property, including exhibits, used by the Exhibitor (Organizer) during the exhibition (event), at the expense of the Exhibitor (Organizer). In this case ExpoForum JSC shall bear no responsibility for any damage which may be caused during transportation and shall charge the Exhibitor (Organizer) or its contractor with the triple rental payment for use of exhibition and storage areas from the final dismantling date till the actual release date.

5.23. The opening and closing hours of pavilions and the time when the Exhibitor (Organizer) and visitors are allowed to stay in the pavilions shall be fixed by the conditions of participation in each particular exhibition (event). ExpoForum JSC shall bear no responsibility for exhibits and property located on the stand.

5.24. The company that dismantled the stand shall remove its property upon returning the leased area to the pavilion manager who shall make a relevant note in the Exit Permit.

6. Cleaning of exhibition areas

6.1. During the assembling and dismantling operations, the exhibition space shall be cleaned (removal of construction waste, packages, small debris, etc) by the companies engaged in assembly of exhibits (stands).

For removal of bulky waste (waste that can not be placed in the garbage bags), the contractor and the Exhibitor (Organizer) shall order special containers in the Sales Coordination Department of ExpoForum JSC in advance.

6.2. The final cleaning in the common exhibition areas and passages between the stands in the first day of the exhibition (event) is made after the end of the construction and installation of exhibits, as a rule, from 09:00 a.m. to 10:00 a.m. It is prohibited to carry out any dust-generating work or put garbage in the stand passages after final cleaning. If construction and installation of exhibits are not completed by the time provided for by the contract of participation in the exhibition (event), the contractor or the Exhibitor (Organizer) shall remove the garbage from the stand and adjacent passages between the stands using their own efforts. If necessary, such cleaning can be ordered in the Sales Coordination Department of ExpoForum JSC. The cost of cleaning shall be calculated on the basis of rates specified in the List of Services with a 100% premium.

6.3. The garbage from stands shall be collected into the baskets available near the stands and put in the passages at the end of each day of exhibition (event).

6.4. Construction waste shall be removed from the territory of LENEXPO by LENEXPO at the expense of the Exhibitor (Organizer) at the rates specified in the List of Services.

7. Period of exhibition (event).

7.1. LENEXPO is open for visitors from 10:00 a.m. to 6:00 p.m. during the exhibition (event), unless otherwise provided for by the conditions of participation and (or) contract of participation in the particular exhibition (event).

7.2. The exhibition (event) is open 8 hours a day. Cleaning, maintenance, repairs and other work in exhibition areas is performed every day an hour before the exhibition (event) is to open. The Exhibitors (Organizers) are allowed to work during this time only within the exhibition areas they occupy.

7.3. The Organizer shall ensure that the events finish in accordance with the established exhibition (event) schedule, the exhibitors comply with the rules effective in LENEXPO, and the visitors and participants leave the exhibition space and premises no later than 30 minutes after the end of the exhibition (event).

7.4. The exhibition pavilions are closed, sealed and passed to security from 18:30 till 09:00, unless otherwise stipulated in the contract of participation in the exhibition (event). People are not allowed to stay in the sealed halls.

7.5. Should any receptions, cocktails, concerts, etc. be held in the exhibition pavilions after the end of the exhibition (event), the Exhibitor (Organizer) shall, subject to ExpoForum JSC approval, take extra measures to ensure the safety of property and exhibits.

7.6. Security companies may operate in LENEXPO only with the written consent

of ExpoForum JSC. The security companies that do not comply with the effective internal rules of LENEXPO are not admitted to its territory.

7.7. Parking in the territory of LENEXPO during the exhibitions (events) is allowed in accordance with the passes, unless otherwise specified in the other documents of ExpoForum JSC. Vehicles cannot stay in the territory of LENEXPO from 8-00 p.m. to 08-00 a.m. without permission.

8. Handling operations

8.1. Handling and lifting operations in LENEXPO during installation (dismantling) shall be performed by PAN-BALT Service from 09:00 a.m. to 8:00 p.m., unless otherwise specified in the contract of participation in the exhibition (event).

8.2. The order for handling operations shall be placed with the manager of PAN-BALT Service. When placing an order, approximate time of its execution (putting a car for handling and work completion) shall be specified.

8.3. The vehicles of organizations that obtained ExpoForum's permission to perform handling operations independently may enter the handling area upon producing their pass issued by the Services Department of ExpoForum JSC.

8.4. Transshipment of bulk and packaged goods in violation of existing rules and regulations is made in the last turn in case there is a technical capability.

8.5. The priority of placement/removal of large-sized items is determined by ExpoForum JSC or the Organizer in accordance with the moving-in/removal schedule and the sequence the stands are constructed in the exhibition areas with a view to ensuring the ability to move materials.

8.6. The schedule of arrival / departure of the Exhibitors is drawn by ExpoForum JSC or the Organizer who shall send it to ExpoForum JSC not less than 14 calendar days before the exhibition (event).

8.7. The Exhibitor (Organizer) shall inform PAN-BALT Service of any details of loading / unloading operations with large and heavy items, their transfer from the vehicle to the stand and the need for special equipment not less than 30 calendar days before the general period of the exhibition (event).

8.8. The exhibits may be removed in the last day of the exhibition (event) with the consent of ExpoForum JSC.

8.9. The participants of exhibition (event) are allowed to use their own hand trucks equipped with wheels covered with polyurethane or white rubber in the exhibition halls. The hand trucks shall be brought to the exhibition hall through the installation gate only. Bringing hand trucks to any other rooms without permission of the hall manager is not allowed.

9. Advertizing services

9.1. An official catalog of *exhibition (event) participants* is to be published by the opening day of the exhibition (event). Placing information in the catalog is mandatory. In case of failure to submit such information, ExpoForum JSC shall be entitled to use any available information to be published in the catalog without the consent of the Exhibitor (Organizer). The catalog shall be published in both the Russian and English languages. The volume of publication shall be 500 characters in each language. The materials for the official catalog shall be received by mail, fax or

e-mail 20 days before the start of installation works.

Any organization which does not take part in the exhibition (event) may place its advertisement in the official catalog. The advertizing text shall be received by ExpoForum JSC 20 days before the start of installation works.

The organizer of guest event shall issue the official catalog on its own or within the contract with the Advertizing and Information Service Department of ExpoForum JSC.

Payment shall be made by the advertiser.

9.2. Advertizing exhibition centers or exhibitions held outside LENEXPO is not allowed in LENEXPO without the consent of ExpoForum JSC.

9.3. No advertizing is allowed within the area used by the Exhibitor (Organizer) unless the advertized goods and services are relevant to the exhibition (event).

9.4. Advertizing media shall mean any advertizing and information products, such as banners, flags, stickers, posters, plasma screens, etc.

The structures, advertizing media, etc. of exhibition (event) participant shall include any objects that contain advertizing and/or reference information intended to draw attention to the exhibition (event) participant (installations, cars, stands, mobile stands, showcases, etc.).

9.5. Installation work shall mean single placement of advertizing media.

9.6. Online advertizing and selection of exact location for outdoor advertizing and advertizing inside the pavilions shall be approved by the Advertizing Department of ExpoForum JSC.

9.7. Installation of advertizing vehicles, including mobile billboards, shall be approved by the Advertizing Department of ExpoForum JSC in writing.

9.8. The exhibition (event) participants shall provide the accessories required for mounting advertizing structures, aeronautical (tethered) items or advertizing media and the necessary fittings for suspension of advertizing media to the ceiling trusses or overlaps along with relevant certificates of quality and compliance.

Security of fixtures for advertizing structures and used equipment is ensured by the customer who ordered to place them.

The Exhibitor shall be responsible for the quality of its own structures, advertizing media and fixtures.

9.9. The advertizing materials (banners on the facade and in the registration halls, media for boards and roller structures) shall be manufactured, and the advertizing media shall be installed on or dismantled from the structures belonging to ExpoForum JSC, by the Services Department of ExpoForum JSC only.

9.10. The ready-made advertizing media of the exhibition (event) participant may be accepted only if they are prepared in compliance with the specifications given by the Services Department of ExpoForum JSC. The ready-made advertizing media of the exhibition (event) participant shall be presented for installation at least 5 days before the order execution date. The Services Department of ExpoForum JSC shall not place any ready-made advertizing media of the exhibition (event) participant if they do not meet prescribed technical requirements.

9.11. Balloons released indoors should be filled with helium and should not have any special treatment for long-term use. Documents confirming the absence of this type of treatment must be attached.

9.12. Aeronautical and tethered equipment (balloons, airships, pneumatic figures, etc.) used by the exhibition (event) participant may be installed only upon producing a permit of state agencies to use this type of equipment and raise aeronautical equipment. The representatives of operating company shall be present during the operation of aeronautical and tethered

equipment. At night time and/or under adverse weather conditions, the aeronautical and tethered equipment shall be lowered and fastened securely to the ground.

9.13. The exhibition (event) participant is not allowed to hold any promotional campaigns or distribute any printed advertisement and/or finished products outside the used exhibition area unless it has obtained the approval of the Guest Exhibition Department and the Sales Department of ExpoForum JSC and paid the fee required in accordance with the List of Services. The distributors shall not interfere with the exhibition (event) and the operation of the exhibition complex.

9.14 The technical advertizing media the effect of which extends beyond the used exhibition area as well as the performances and show programs shall be approved by the Advertizing Department of ExpoForum JSC. The lotteries and other promotional campaigns that require the presence of exhibition (event) participants and visitors in a particular place and time are not allowed without permission.

9.15. Advertizing contrary to the Russian laws cannot be placed; advertizing campaigns held in violation of the rules shall be terminated by decision of the management of ExpoForum JSC.

9.16. The exhibition (event) organized by ExpoForum JSC may be advertized in press, on radio and television or using any other media.

The Advertizing Department of ExpoForum JSC shall assist the Exhibitor (Organizer) in organization of press conferences, meetings with the representatives of the press, etc. The costs related to organization of these events shall be incurred by the Exhibitor (Organizer).

9.17. Requests for workshops, lectures and video films shall be submitted to the Advertizing Department of ExpoForum JSC 30 days prior to installation. When applications are filed after the deadline, a 50% premium shall be charged.

10. Fire safety regulations

10.1. The Exhibitors (Organizers) and the contractors shall comply with the effective fire safety regulations of LENEXPO (Annex 4) and shall be responsible for any violations of these fire safety regulations in accordance with applicable laws.

10.2. Materials used in construction and equipping of exhibition stands must have a certificate of conformity.

10.3. Power lighting lines shall be installed according to the rules for electrical equipment installation.

Stands that demonstrate electrical equipment, machines or cars must be equipped with certified 8- to 10-liter carbon-dioxide or dry powder fire extinguishers, with one fire extinguisher for every 20 square meters (per vehicle).

10.4. The exhibition (event) exhibits shall be arranged in such a manner that the width of passages to all the fire hydrants and electric boards may be not less than one meter.

10.5. In order to prevent the violation of fire safety rules and regulations for exhibitions and installation and dismantling operations, the Exhibitor (Organizer) shall:

- comply with LENEXPO's requirements arising from the current rules;
- ensure fire protection of exhibits and other property on the stand.

10.6. Smoking in the exhibition pavilions or stands is strictly prohibited.

11. Liability and insurance

11.1. ExpoForum JSC shall be liable for any of the following cases:

- any loss and/or damage to the exhibits or other property of the Exhibitor (Organizer), contractor, their agents or persons involved by the Exhibitor (Organizer). If necessary, the Exhibitor (Organizer) may request security services for its stand for an extra fee;
- any losses incurred in result of fire, natural disasters and other hazards;
- any damage caused to its employees, agents or other people hired or engaged by the Exhibitor (Organizer) and their property.

11.2. The Exhibitor (Organizer) shall insure its liability for damage to life, health and property of the third parties for the entire installation, dismantling and exhibition (event) period.

11.3. The persons engaged in the construction and equipping of exhibition stands and offices shall insure their liability for damage to life, health and property of the third parties for the entire installation, dismantling and exhibition (event) period.

12. Area reduction. Refusal to participate

In case of refusal to use a part of the ordered exhibition area or refusal to participate in the exhibition (event) after signing a contract for participation, the Exhibitor (Organizer) shall pay the following penalty:

- for the Organizer – in case of a notice of reduction of exhibition area and cancellation of ordered services given no later than 2 months, and for the Exhibitor - no later than two weeks before the scheduled installation start date - a penalty equal to 50% of the rental payment for unused exhibition area and 100% payment for actual work performed and services rendered;
- in case of a notice of reduction of exhibition area and cancellation of ordered services given less than a month (for the Organizer) and 7 days (for the Exhibitor) before the scheduled installation start date - a penalty equal to 100% of the rental payment for unused exhibition area and 100% payment for actual work performed and services rendered.

13. Liability for violation of

“ExpoForum JSC, General conditions of participation in exhibitions and events held in Lenexpo Exhibition complex”

13.1 Failure to comply with the Conditions of Participation and other regulations for exhibitions (events) shall be deemed as a material breach of the contract for exhibition (event) and entail the sanctions provided by the contract for exhibition (event) and the current legislation of the Russian Federation.

13.2. In accordance with the effective legislation, the following sanctions may be applied to the violators of the Conditions of Participation: warning, termination of work until elimination of revealed violations, fines, compensation for damages, temporary or permanent loss of accreditation, transfer of materials related to revealed violations to the law enforcement agencies. The amount and procedure of sanctions are specified in Annex 2.

13.3. The work suspended in result of revealed violations may be resumed subject to elimination of violations and payment of the fine imposed.

13.4. Any measures against violators of the Conditions of Participation shall be taken on the basis of certificate drawn up by the authorized representatives of ExpoForum JSC.

Technical Specifications of LENEXPO Exhibition Spaces

No	Content	Pavilion 3	Pavilion 4		Pavilion 5	Pavilion 6		Pavilion 7		Pavilion 8	Pavilion
			floor 1	floor 2		floor 1	floor 2	floor 1	floor 2		
1.	Area of the exhibition halls, square meters	2512.8	2416.2	2489.9	2760.8	1588.6		8132.9	528.0	2669.9	3449.3
1.1.	Maximum permissible floor distributed load t/ sq. meters	2.5	2.0	2.0	1.0	2.5		2.5	0.4	2.5	1.5 2.5
1.2.	Height to ceiling trusses, meters	7.0	4.6	4.2	7.0	13.5		7.5		7.0	7.5
1.3.	Maximum permissible height of building, meters	6.0	4.0	3.5	6.0	6.0		6.0		6.0	6.0
2.	Number of cargo elevators		2 elevators for 5000 kg each								
2.1.	Maximum size of the transported cargo		h=2.2m b=2.5m								
3.	Number of mounting gates	1	2+1 (basemen		2	2		4+1 (hall 7.1)		1	2+1
3.1.	Overall dimensions of mounting gates (HxB), meters	5.0x4.8	3.8x3.5 (2.5x2.5)		3.2x3.0	4.0x4.0		5.0x4.8 3.8x3.8 (2.2x2.5)		4.0x4.8	5.2x5.8
4.	Overall dimensions of inter-pavilion gates, meters				2.5x2.5 (between 5 and 5A)						4.0x4.0 (rolling in Pavilion 8)
5.	Possible connection:										
5.1.	Electricity 220/380V, max P KW	13 points 350	24 points 320	24 points 280	13 points 380	12 points 210		77 points 800	20 points	13 points 350	13 points 350
5.2.	Tap water	13 points	8 points	8 points	15 points	4 points		60 points	5 points	10 points	30 points
6.	Number of conference halls (negotiation rooms)		(2)		1(2)	1	1	5			
7.	Maximum load capacities of balks (trusses) for suspension (kg per unit)	50		50	50	50		50		50	50

Penalties for Violation of the “ExpoForum JSC, General conditions of participation in exhibitions and events held in Lenexpo Exhibition complex”

No.	Violation	Paragraph of the General Conditions	Penalty
1	<p>Connection of PBX or other equipment to the communication lines without the consent of the relevant services of ExpoForum JSC;</p> <p>Laying the cable communication lines inside the pavilions of the exhibition complex using the efforts and resources of the Exhibitor;</p> <p>Connection of telecommunication equipment to provided communication lines in order to render services to the third parties;</p> <p>Use of own equipment and personnel or involvement of the third-party organizations for provision of audiovisual services in the exhibition area without a written consent of ExpoForum JSC;</p> <p>Use of own equipment and personnel or involvement of the third-party organizations for audio and visual support of lectures in the conference halls;</p> <p>Going on the air without a relevant permit, move-in and use of radioelectronic equipment and high-frequency systems and exhibits without a written approval of ExpoForum JSC;</p> <p>Excess of the loudness level of 75 dB set for equipment operating at the stand (bordering with the adjacent and opposite stands of other participants, on the open grounds – within radius of 5 m)</p>	4.8.	20,000 rubles
2	Performing installation operations on the basis of the design documents not approved in the prescribed procedure.	5.2.	30,000 rubles or withdrawal of accreditation for a period of up to 1 year. In case of repeated violation, the accreditation may be withdrawn for an
3	Violation of the rules of storage of construction materials and structures	5.17.	1,500 rubles
4	Painting construction structures in non-designated areas	5.13.	2,000 rubles
5	Use of manual tools not equipped with a vacuum cleaner	5.13	3,000 rubles
6	Using open flame or performing welding operations in non-designated areas	5.13	3,000 rubles
7	Use of adhesive tapes that dirty the floor or other structures they are attached to	5.15	2,000 rubles
8	Violation of the rules of assembly work at the height of over 5 meters	5.6	2,000 rubles

9	Bulky waste left by the contractor on the site of stand dismantling	5.9.	2,000 rubles
10	Parking vehicles in the territory of LENEXPO from 20:00 till 08:00 with no special permission	7.7	2,000 rubles
11	Use of not permitted types of hand trucks for transportation of cargo	8.9.	1,000 rubles
12	Exceeding the standards of allowable noise	9.14. SNIP (Construction Rules and Regulations) 23-03-2003z	5,000 rubles or referring the case to the law-enforcement authorities
13	Move-in, installation and use of equipment and materials that are not covered by the design documentation and don't have fire safety certificates; use of combustible materials not processed by the fire – retarding composition for decoration of exhibition stands (expositions)	10.2	10,000 rubles
14	Installation and operation of electrical equipment with violation of the Electrical Installations Code or the Regulations for Operation of Consumers' Electrical Installations; use of non-standard (homemade) damaged electrical appliances and electrical fittings; placement of tissues, paper or other combustible materials on lighting equipment; placement of lighting equipment closer than 0.5 m to the combustible materials, expositions, decorations and sprinkler fire system	10.3	4,000 rubles
15	Reduction of the width of the aisles, blockage of evacuation routes, main and emergency exits, approaches to the technical facilities, fire breaks between the walls of the buildings, stands, expositions and racks, approaches to the fire alarm, fire cock cabinets, fire extinguishers, electric boards and other technological equipment with different goods, equipment, property, containers, packages and other devices that hinder evacuation of people.	10.4	3,000 rubles
16	Storage of goods, property, construction materials, containers, packaging and other materials very close to the walls of the buildings and fire hydrants, under the galleries of passages. Blockage of approaches to fire hydrants, gas and diesel generators and transformer substations as well as placement of containers, pallets and boxes with goods, property and vehicles on the covers of fire hydrant wells.	Annex 4	4,000 rubles
17	Smoking at the workplace, in the exhibition or sales area, within the territory of stand or exposition, in the administrative, residential, industrial, technical or storage areas and in any other places not designated for this.	10.6	2,000 rubles
18	Performing fire and other hot work without a work permit or approval of the technical maintenance	Annex 4	5,000 rubles

	services or the fire control departments with violation of the fire safety rules.		
19	Use of spark-producing tools and open flame in the buildings, structures and exhibition pavilions, demonstration of exhibits and goods with the use of open flame, displaying fireworks, fire shows or pyrotechnical special effects without the approval of fire control departments. Use and storage of flammable liquids, combustible liquids and combustible gases; filling exhibition vehicles with fuel and draining the fuel; parking vehicles with open reservoir tap or fuel and oil leaks; charging batteries directly at the exhibition vehicle.	Annex 4	5,000 rubles 7,500 rubles
20	The violations of the fire safety rules listed in paragraph 1, which resulted in the fire (setting on fire) that caused damage to the property of ExpoForum JSC	Annex 4	Compensation for damage + 45,000 rubles
21	The violations of the fire safety rules listed in paragraph 1, which resulted in the fire (setting on fire) that didn't cause damage to the property of ExpoForum JSC	Annex 4	The amount of penalty increases by 100%
22	Damage to the manual fire-warning detector of automatic fire alarm system, bringing it into operation with no evidence of fire.	Annex 4	1,500 rubles
23	Damage to the fire cock cabinets and fire extinguishers. Not intended use of fire cocks, fire horses, fire extinguishers and equipment; their loss; mounting equipment and property to the major pipelines of the fire-extinguishing system	Annex 4	5,000 rubles
24	Damage to the sprinklers of the automatic fire-extinguishing sprinkler system	Annex 4	Compensation for damage +30,000 rubles

**ExpoForum JSC,
Rules of Electrical Work in LENEXPO**

1. Electrical work shall be performed in accordance with the requirements of the Electrical Installation Code, the Regulations for Operation of Consumers' Electrical Installations, the Labor Safety Rules and the Rules of Fire Safety During Installation (Dismantling) of Expositions and Operation of Exhibitions and Events in Pavilions and Outdoor Territory of LENEXPO of ExpoForum JSC.
2. The contractor's personnel mounting the electrical equipment shall meet the requirements for the electrical personnel and have at least the third-level electrical safety qualification. The person responsible for electrical equipment (installation of electrical equipment) shall have at least the fourth-level electrical safety qualification.
3. The electrical circuits are to be made for each stand with indication of the cut of incoming cable and lines coming from the board, the full list of electric power and lighting equipment as well as the voltage and capacity of connected loads.
4. Each stand shall be equipped with an electric board with ground fault interrupter and protection devices that correspond to the calculated loads, separately for the lighting network and for the equipment that requires twenty-four hour supply of the electricity (refrigerators, fax machines, etc), the most equally distributed between the phases and the enclosed scheme of the loads connected.
5. Light switches and switches of other electrical equipment of the stand shall be located outside the locked premises. Free access shall be provided to the input electrical distribution equipment.
6. The neutral and grounding buses shall be isolated from each other (without bridges) in the electrical board of the stand. The neutral bus shall be isolated from the body. The metal constructions of the exhibition stands shall be visibly grounded from the electric board body. Single-phase wiring lines shall be made three-wired with copper conductors.
7. It is prohibited to perform electrical work using spiraling and terminal buses (unsecured connections). All the connections of electrical wires shall be made at electrical connectors.
8. Electrical lighting devices mounted on the stand structure and hanging elements shall have securing strap with metallic slings (ropes).
9. The contractor shall use the outlets available in the exhibition halls to connect the necessary tools during the installation and dismantling period. Using these outlets during the exhibition (event) is not allowed.
10. Stands shall be connected as and when completed. Before connecting the electrical equipment of a stand, EF-Design, the General Contractor, shall check the readiness of electrical equipment for connection. For this purpose, the following aspects are checked:
 - conformity of the parameters of electrical equipment of the stand to the parameters that were submitted earlier in the electrical circuit scheme and power supply schematic diagram.
 - conformity of the electrical equipment of the stand to the Electrical Installation Code, the Regulations for Operation of Consumers' Electrical Installations, the Industrial Safety Standards and the Labor Safety Regulations.
 - the experts of the electric laboratory of EF-Design also take control measurements of the electric circuit diagram parameters, with a Report of Measurements being drawn up.

Following the check of electrical equipment readiness, EF-Design decides on connection (or non-connection) of the stand to the electrical installations. Before connection, the Certificate of Delimitation of the Balance Participation of Networks and Operational Responsibilities of the Parties shall be signed. The electrical equipment of the stand shall be connected only by the electrical engineering personnel of ExpoForum JSC.

11. The contractor shall submit the Protocol of Insulation Resistance Measurement with regard to the entrance cable of each stand. The brand and cut of the cable shall comply with the information indicated in the Protocol. In case of failure to submit the Protocol twenty four hours before the opening day of an exhibition, the stand shall not be connected to the network. In this and all the other cases, the measurements shall be performed by EF-Design against payment. The Protocols of Insulation Resistance Measurement shall be valid for one exhibition only.

12. In the places of public passages (out of the territory of the stand) as well as in the places where mechanical damage of the cable is possible, the cable shall be covered with a hard electrotechnical tray or bridging board.

13. If the contractor fails to comply with the applicable Electrical Installation Code, the Regulations for Operation of Consumers' Electrical Installations, the Industrial Safety Regulations and the Labor Safety Rules in the course of the electrical installation work, EF-Design shall be entitled to prohibit electrical installation work, with a relevant Notification being drawn up.

14. The electricity consumer at the exhibitions is not allowed, without the approval of EF-Design, to connect any additional loads energy-intensive consumers not indicated in the application (kettles, microwaves and others) to the input equipment and to install or attach to the exhibition equipment of EF-Design its own lamps or spotlights that are not structurally adapted for attachment to the exhibition facilities.

**ExpoForum JSC,
Rules of Fire Safety During Installation (Dismantling) of Expositions and Operation
of Exhibitions and Events in Pavilions and Outdoor Territory of LENEXPO**

I. General Provisions

1.1. These Rules are developed on the basis of the Federal Law No. 69– FZ On Fire Safety dated December 21, 1994, Federal law No. 123-FZ Fire Safety Technical Regulations dated July 22, 2008 and the Fire Safety Regulations of the Russian Federation (Fire Safety Regulations 01-03).

The Rules determine the main fire safety measures in the exhibition halls of the pavilions and on the outside grounds of LENEXPO in accordance with the requirements of GOST (All-Union State Standard) 12.1.004-91 Fire safety. General Requirements. These Rules also prescribe the measures to be taken in order to ensure the safety of people, preserve the material assets and create conditions for successful fire suppression. These Rules are binding upon all the employees of ExpoForum JSC, the employees of tenants and other people within the territory of LENEXPO.

1.2. The responsibility and control of compliance with fire safety rules during installation (dismantling) of exposition equipment (stands) and operation of exhibition and other events rest with the managers and authorized representatives of organizers, contractors and participants of the events held in the leased area, on the premises and in the territory, as well as with the directors (experts) of exhibition projects, engineers (experts), services and departments of ExpoForum JSC.

Each employee of ExpoForum JSC, the employees of tenants and other people who are in the territory of LENEXPO shall know and fulfill the requirements of these Rules and the Fire Safety Regulations of the Russian Federation.

1.3. The officials responsible for fire safety shall:

1.3.1. Ensure compliance with the fire safety rules and prevent smoking in the work areas and within the territory of expositions.

1.3.2. Upon detecting any faults in operation of the utility networks that may lead to fire (setting of fire), take immediate measures to stop operation of the networks, facilities and equipment and call the qualified experts of ExpoForum JSC to eliminate the faults discovered.

1.3.3. Arrange and supervise continuous cleaning of stands, passages and expositions, disconnection of lighting network, computers and copy machines till the end of work.

1.3.4. Not allow the use of primary fire extinguishing means or fire-fighting equipment for the household and other purposes not related to fire extinguishing.

1.3.5. Timely fulfill all the fire prevention activities at the request of the authorized fire safety personnel of ExpoForum JSC.

1.3.6. Before starting the installation of the exhibition stands (expositions), carry out target fire drill (against signature).

1.4. The builders of stands (expositions) and the participants of the exhibitions (events) shall know the fire safety rules and observe the established fire regime in the exhibition halls and in the territory LENEXPO.

1.5. Any person found guilty in violation of the fire regime shall bear responsibility in accordance with the applicable law of the Russian Federation depending on the nature

of the violation and its consequences. If the exposition is constructed or designed in violation of the fire safety rules and regulations of the Russian Federation and these Rules, the management of ExpoForum JSC as an owner of buildings, structures and land plots reserves the right to stop the construction and demand that the respective participant (organizer) dismantle such exposition, stand, etc.

Any matters not covered by these Rules and arising during the installation, operation and dismantling of exhibitions shall be settled on site by the organizers of the exhibition with the person responsible for fire safety of ExpoForum JSC.

II. Fire safety measures during installation of expositions and operation of exhibitions

2.1. No later than 14 business days before the beginning of installation, the Organizers shall submit the following documents:

- order of appointment of persons responsible for fire safety and electrical safety and lists of briefings for managers, participants, installers etc. against signature;
- all design, construction and technical documentation for stands and equipment;
- pavilion development plans;
- electrical connections plans;
- water connections plans;
- diagrams of evacuation from the pavilions and stands;
- letters of application for moving in oversized, heavy and fire hazardous equipment;
- technical documentation and certificates for the exhibits demonstrated in action and for the fuel used, and information about all the radioactive, inflammable and explosive materials and exhibits, high pressure tanks; samples of fire-resistant fabrics for drapery of the pavilions, stands;
- agreed letters of application for hanging fabrics, banners and structures;
- technical documentation for 2 – level stands;
- pavilion (territory) decoration schemes, schemes of interior and exterior hangings and scripts of cultural programs shall be attached to the plans and schemes of discos and corporate events.
- The exhibition scheme shall be bicolor, all the stands shall be numbered and the closed 2 – level stands shall be marked red.

2.2. All the exhibition equipment, construction materials of the stands, draperies, coats, etc. used for decoration of expositions in the exhibition halls shall be certified according to the fire safety rules under the Law of the Russian Federation No. 5151 – 1 On Certification of Products and Services dated June 10, 1993, by the authorized executive bodies in the relevant certification area.

2.3. Installation and operation of stands, decorations, draperies, devices and equipment for decoration of the exposition is allowed only after submission of:

- fire safety certificates (declaration of compliance) for the materials and equipment to be used;
- agreements and certificates for fire-protective treatment of the materials produced from flammable materials and used for decoration of the exposition (stand);
- copies of licenses of the State Fire Service of the Ministry of Emergency Situations and the organizations that conducted fire-protective treatment as well as fire safety certificates for the fire-protective compositions used by them;
- copies of the documents certifying the qualification of organizations that developed the design documentation and are to install the expositions (stands).

- letters of application for move-in of equipment and materials.

2.4. The stands, decorations and exhibition equipment shall be assembled and installed in such way that they may not be close to the columns or block the free passages to fire cock cabinets and primary fire fighting means or exits from the halls and pavilions. The width of the aisles shall be at least 3 meters, the distance from the building constructions (walls, columns, partitions) shall be at least 1 meter, the distance from the electric boards, sewer pipes, storm drains, etc., fire cock cabinets and fire fighting equipment shall be within at least 1 meter, the passages to emergency exits from the halls and office spaces shall be equal to the width of the doorway but not less than 1.5 meters.

It is prohibited to install any turnstiles and doorsteps in entrances and exits.

2.5. All the private stands and each space built, including the second floors, shall have 8-liter carbon dioxide fire extinguishers or powder fire extinguishers and the relevant documents in accordance with the fire safety requirements.

2.6. Only fire-resistant and nonflammable materials shall be used for construction and design of exhibition stands in the pavilions.

Rugs, runners and other floor coverings shall be securely attached to the floor around the perimeter and at the joints.

2.7. All the places where expositions and exhibition stands are located shall always be kept clean. On the exhibition stands (places of the expositions), it is prohibited to:

- use gas equipment, including gas cylinders and open flame for cooking;
- store construction materials, including construction waste, in the passages and/or aisles, behind the stand;
- mount equipment and use materials not specified in the design documentation;
- arrange create storages, workshops, warehouses of advertizing materials and official goods;
- deliver and install high-pressure vessels without written permission of ExpoForum JSC;
- use drapery made of flammable materials that can not be treated with fire-retarding composition;
- use fuel-based paints for painting the stands;
- store and use highly inflammable liquids, inflammable liquids and containers with inflammable gas and their packages;
- use pipelines of fire-extinguishing installations to hang or attach any equipment, advertizing materials etc;
- connect equipment and devices to feed pipelines of fire-extinguishing installations;
- lay electrical cables of pipelines in the passages without cable trunking;
- disturb sprinkle systems of fire-extinguishing installations;
- use internal fire cocks installed on the sprinkler network for the purposes other than fighting fire;

- overload (close) fire cocks and approaches to them with any equipment, stands, etc., or cover the operating zones of fire-warning detectors with banners, posters, decorations, curtains, etc.;
- use diffusers made of organic glass, polystyrene and other inflammable materials in lamps;
- turn off the light completely in the exhibition halls during the exhibitions (events);
- install additional electric loads not specified in the approved circuit diagram;
- leave unattended the equipment and devices connected to the electric grid;
- use damaged sockets, switches, cables and wires, other broken electrical equipment as well as boilers and heaters with open heating elements or spirals;
- install illumination lamps, spotlights, searchlights and electrical lamps closer than 0.5 meters to exhibition equipment, stands, decorations, draperies and sprinklers of fire sprinkle system, cover bulbs and lamps with paper, fabric and other inflammable materials or use lamps without caps (diffusers) incorporated in the design of a lamp;
- clean stands and rooms using gasoline or other highly inflammable liquids and combustible fluids;
- fill the exhibition vehicles with fuel and drain the fuel from them, keep them with fuel tanks open or have any leakages of fuel and oil;
- charge batteries straight in the vehicles;
- park vehicles for transportation of highly inflammable liquids, combustible fluids and gases in the halls.

2.8. It is necessary to install electrical switches and protective equipment outside any closed premises.

The free access shall be provided to the electric distribution input devices.

2.9. When expositions (stands, pavilions, tents) are located on the open grounds (sites), the organizers of events shall equip them with emergency fire-fighting equipment in the number specified in Annex 3 to the Fire Safety Regulations of the Russian Federation.

2.10. The use of open flame (torches, candles, chandeliers, etc.) or the demonstration of exhibits in action using open flame, shooting, fireworks, other pyrotechnic and smoke visual effects is allowed only in the exceptional cases and only outside the pavilions, with the written consent of the person responsible for fire safety within LENEXPO of ExpoForum JSC and in the presence of an authorized representative of ExpoForum JSC.

After the end of an event, a thorough inspection of the place where any special effects were set off shall be carried out, with smoldering remnants of materials and unburned elements of fireworks being removed. Then the room shall be ventilated using ventilation systems.

2.11. The organizer of the event shall obtain ExpoForum's permit to perform any kinds of fire, welding or other hot work in the places of expositions (stands).

2.12. When using escape routes and exits it is prohibited to:

- block escape routes and exits (passages, corridors, lobbies, galleries, elevator lobbies, staircase landings, flights of steps, doors, escape hatches, etc.), accesses to fire cock cabinets, emergency fire-fighting equipment, alarms and electric boards with any materials, goods, equipment, garbage and other things or block the doors of escape exits in any way;
- fix self-closing doors of staircases, corridors, lobbies and vestibules in the open position or remove them.

2.13. Smoking in the exhibition halls or exposition area (site) is **strictly prohibited** and shall be allowed only in specially designated and equipped places.

2.14. Transportation crates, packaging and other materials and equipment not to be further used shall be taken out of the pavilions and kept in the storage room or specially designated area (place), while construction waste shall be immediately put in the contractor's vehicle container and taken away.

2.15. The exhibition stands shall be inspected every day after the end of opening hours by the responsible officials of the exhibitor and be closed only after disconnection of all electrical appliances, office equipment and lighting of the stand.

III. Maintenance procedure for roads, territories and pavilions

3.1. The exhibition halls and pavilions shall be always kept clean; the stands shall be free from waste and containers. It is strictly prohibited to leave garbage or waste bins on the stands after the end of exhibition opening hours.

Any combustible rubbish, oily cleaning cloth or disposable containers shall be stored outside the buildings in the specially designated place in fireproof containers not closer than 15 meters from the buildings and exhibition pavilions.

Lighting a fire or burning waste and containers in the territory of LENEXPO is prohibited.

3.2. Any doors, passages and driveways to the buildings and structures of the pavilions, outdoor fire (evacuation) stairs, fire hydrants and fire pier shall always be kept free for fire engineering and be in good working condition. They also shall be kept free of snow and ice in winter. It is prohibited to park any vehicles on top of fire hydrant wells or near the exterior doors, installation gates and emergency stairs.

Any temporary structures (tents, booths, kiosks, pavilions, containers, expositions, etc.) shall be located at the distance of at least 15 meters from the buildings, including exhibition pavilions.

IV. Operation procedure in case of fire

4.1. Upon detecting a fire (setting on fire) or any signs of burning (smoke, smell of burning, high temperature, etc.), an employee of ExpoForum JSC, a contractor or a participant of exhibition shall:

4.1.1. Inform everyone on the stand and in the room about the fire (setting on fire).

4.1.2. Call immediately a fire-fighting team by phone:

01 and 355 75 00

and inform pavilion manager and LENEXPO's security service officer on duty by phone: **321-27-02** or mob. **+7 921 334 0877**. The administrator and security service officer on duty shall, in their turn, report to the management of ExpoForum JSC, superintendant and other services. A person who reports a fire shall name the exact address and location of fire (name of the stand, room, floor), a thing which is burning, give his or her family name and a phone number used to deliver a message.

4.1.3. Take measures to evacuate people from the room.

4.1.4. Start fire-fighting operations with emergency fire-fighting equipment.

4.2. Upon arriving at the site of fire, managers and officials responsible for fire safety in the places of exposition and exhibition stands shall:

4.2.1. Duplicate information about the beginning of fire (setting of fire) to the operator of the dispatcher's office, inform the security service and the top management.

4.2.2. In case of any threat to people's lives, organize their salvation using available resources. They shall also make all the employees and visitors not involved in firefighting leave the dangerous zone.

4.2.3. While fighting the fire, organize the evacuation and protection of material assets.

4.2.4. Upon arrival of a fire-fighting crew of the territorial body of the State Fire Service of the Ministry of Emergency Situations of Russia, inform them of the current situation, the design

and technological features of the stand and room and provide them with other necessary details.

Attention! Electricity supply in emergency areas, facilities and other exhibition halls shall be disconnected by electricians on duty

mobile phone 8 921 343 7816,

work phone 321 2728.

Attention! Ventilation and air conditioning system shall be disconnected by servicemen on duty

mobile phone 8 921 343 8243,

work phone 321 2734.

ExpoForum JSC,

Fire Safety Rules for Welding Demonstration in LENEXPO

1. Stand requirements for hot works:

1.1. To obtain permission for welding both inside the pavilions and in the outdoor exposition, the Exhibitors shall submit:

- Certificate of Technical Readiness of welding equipment and other equipment necessary for welding demonstration approved by the manager of the organization planning to put on a welding demonstration, signed and sealed;
- Fire safety, occupational safety and labor safety regulations for welders and other people performing welding work approved by the manager of organization, signed and sealed;
- Permit to perform hazardous work approved by the manager of the organization performing planning to put on a welding demonstration, signed and sealed (shall be approved on site by the authorized officer of ExpoForum JSC);
- Order for appointment of responsible person (people) for electrical and fire safety, signed and sealed;
- List of employees working on the stand (those who participated in the fire drill), signed and seal;
- Stand construction plan approved by the manager and sealed;
- List of gases used, number of gas cylinders;
- Guarantee letter from the contractor about the compensation for unforeseen damages that may be caused due to hot and explosive (welding) work during the exhibition in pavilion No._;
- Technical documentation and certificates for the exhibits demonstrated in action;
- Welder's Certificate (original, copy);
- Certificate of completion of fire safety training (original, copy);
- Certificate of Electrical Safety Qualification (original, copy, at least the second level);

1.2. In all the other cases not covered in these Rules, the Exhibitors giving a welding demonstration shall be governed by the effective Fire Safety Regulations of the Russian Federation PPB 01-03.

1.3. In accordance with the General Conditions of Participation in Exhibitions and Events Held in LENEXPO of ExpoForum JSC, the relevant service approved by the Director General of ExpoForum JSC and the authorized representatives of EF-Design shall check the documentation and decide on granting a welding permission to the Exhibitor.

2. Additional stand requirements for hot works:

2.1. Welding demonstration is allowed only on special welding tables equipped with local ventilation or filter-ventilation equipment with closed bottom. Such tables shall have side walls of at least 65 cm in height to prevent the spread of welding sparks and at least 2 carbon dioxide

fire-extinguishers (capacity of 8 - 10 liters) or at least 2 powder fire extinguishers (capacity not less than 8 liters) for each welding station, a box with sand and a shovel.

2.2. The welding table shall be set with the rear wall at the level of the outer boundary of a stand. The distance from the walls of the stand shall be 5 m or a protective curtain from incombustible fabric shall be hung. The height of the protective curtain shall be not less than 1.8 m from the floor level. The lower edges of the curtain shall contact the floor.

2.3. The floor under the welding table shall be covered with the slabs made of noncombustible materials or with asbestos cloth. The slabs shall cover the whole demonstration area and exceed its limits at least 5.0 m from all sides (Fire Safety Regulation 01 – 03, paragraph 644, part 2). Sparkles shall not spread beyond the work place during the welding demonstration.

2.4. The work place shall be kept free of any combustible or explosive materials within the radius indicated in the table:

Height of the point above the floor level or adjoining territory, meters	0	2	3	4	6	8	10	above 10
Minimum radius of cleaning zone, meters	5	8	9	10	11	12	13	14

2.5. Carbon dioxide and powder fire-extinguishers certified and ready for service (in the number indicated above) as well as a box with sand (capacity up to 10 kg), a shovel and a bucket with water shall be kept neat the welding table.

2.6. Wires connected to a welding apparatus, distribution boards and other equipment as well as welding points shall be selected in accordance with the cuts and power consumption. They shall be safely isolated and protected from high temperatures and mechanical damage in the necessary areas.

2.7. Power shall be supplied to the welding apparatus through the automatic cutoff devices to prevent short circuits or heat overloads. The apparatus shall be connected to power supply by the electrical engineers of ExpoForum JSC in accordance with the effective Regulations for Operation of Consumers' Electrical Installations, with regard for power consumption of the welding apparatus.

2.8. The electrodes used during welding shall be factory-made and comply with the nominal welding current. When replacing the electrodes, put their remains (stubs) into special metal boxes.

2.9. Any metal parts (bodies) of electrical welding equipment (power supply) that are not under voltage as well as the samples and structures to be welded shall be grounded for the whole welding period.

2.10. It is prohibited to use grounding network wires, sanitary-engineering network pipes (water pipes, gas pipes, etc.), metal structures of buildings or technological equipment as a return conductor.

2.11. The elements of welding apparatus and power supply sources that are under voltage shall be covered with protective devices.

2.12. The welding equipment shall be used in accordance with the requirements of the Regulations for Operation of Consumers' Electrical Installations approved by Order of the Ministry of Energy of Russia No. 6 dated January 13, 2003; the Inter-industry Regulations POTRM-016-2001 and the

Inter-industry Labor Safety Regulations for Electrical and Gas-Welding Operations POTRM-020-2001.

2.13. The passages between any stationary power sources should be at least 1 m wide.

2.14. Gas cylinders shall be stored and transported only with safety caps screwed on their necks. Avoid pushing or striking gas cylinders during transportation. Cylinders shall be delivered to the welding points using special trolleys or stretchers. Carrying cylinders on shoulders or in hands is strictly prohibited.

2.15. When stored, transported or used, the gas cylinders shall be protected from sunlight and other sources of heat. The cylinders installed indoors shall be located at a distance of not less than 1 meter from the heating devices and at a distance of not less than 5 m from the heat sources with open flame and the stoves. The distance from burners (horizontally) to bypass ramp (group) settings shall be not less than 10 m, and to certain cylinders with oxygen or combustible gases – not less than 5 m. String cylinders with oxygen and cylinders with combustible gases or calcium carbide, paints, oils and fats in one room is strictly forbidden.

2.16. When handling empty cylinders from oxygen or combustible gases, observe the same security measures as for filled cylinders.

2.17. Using oxygen cylinders where oxygen pressure is lower than the limit of work pressure established by the reducer of this cylinder is strictly prohibited.

2.18. Gas hoses at the joining nipples of equipment and reducers shall be fastened securely with loops.

2.19. Gas welding or gas cutting with open gas flame inside the pavilion is prohibited, except for the cases of elimination of emergency situations specified in the work permit.

2.20. In the event of the fire source, take immediate measures to extinguish it and inform the pavilion manager or call 01.

2.21. When operating portable electric tools and manual electrical machines for dressing welded edges and joints, comply with the Inter-industry Labor Safety Regulations POTRM-016-2001 RD 153-34.0-03.150-00, section 10, and the passport and user's manual for a particular tool.

2.22. The decision to use inert gases in the relevant operations shall be passed after all the documentation on organization of stand operations is submitted.

3. Labor safety guidelines for gas-electric welders

3.1. Labor safety guidelines

3.1.1. People not younger than 18 who participated in periodic training and have appropriate certificates are allowed to perform welding works.

3.1.2. Be careful in the territory of the stand. Do not touch any bared wires or conducting parts of electrical equipment, do not open electric boards, etc.

3.1.3. Do not make any repairs, connect welding equipment to supply mains or replace safety cutoffs in electrical circuits yourself. These kinds of work are to be performed by electricians.

3.1.4. Do not switch on ungrounded welding equipment.

3.1.5. Do not use homemade welding equipment or accessories.

3.1.6. Do not perform welding operations if the work place is not equipped with fire-extinguishing appliances (fire extinguisher, sand, bucket with water, etc.).

3.1.7. Before welding, enclose the work place with portable fireproof shields (screens).

3.1.8. When organizing the use of shielding gas cylinders, observe the Rules for Design and Safe Operation of Pressure Vessels PB 03-576-03.

3.2. Labor safety requirements before starting.

3.2.1. Inspect the work place and take away any unnecessary objects, hoses, metal trims, inflammable materials, etc. from nearby places and passages.

3.2.2. Check the correct operation of tools, accessories and appliances.

3.2.3. Check the reliability and serviceability of insulation of welding wires, burners and holders.

3.2.4. Check the serviceability of shielding gas supply hoses and the reliability of their fixture in the joints.

3.2.5. Switch on filter-ventilation equipment in due time.

3.2.6. Check the installation and ensure that gas cylinders are properly secure. They shall be located in a special bay (stand) in the upright position and fixed with a chain or a loop.

3.2.7. Do not place cylinders nearby heaters, fire, etc.

3.2.8. Protect cylinders against impacts, pushes and contacts with conducting parts, electric cables or pipelines.

3.2.9. Use only special trolleys and stretchers to move cylinders.

3.2.10. Open cylinder valves manually or with a special key.

3.3. Labor safety requirements during work.

3.3.1. When a welder experiences the current, the work shall be stopped immediately.

3.3.2. Do not install welding cable together with gas hoses or pipes under pressure.

3.3.3. Do not leave welding electrode holders and welding blowpipes under pressure without supervision.

3.3.4. Always disconnect power supply sources or welding equipment from supply mains before moving them.

3.3.5. Do not use welding equipment and power supply sources with open live parts, removed protective shields, cover plates, etc.

3.3.6. Collect electrode stubs into special boxes or cases.

3.3.7. In case of supply interruption, switch off welding equipment immediately. In case of sudden blackout, do not move in the darkness until emergency lights turn on.

3.3.8. In case of fire, extinguish the electric wires with carbon-dioxide and powder fire extinguishers and the burning oils and other liquids with sand.

3.3.9. In case of electric shock, disengage the victim from the electric current. Do not touch the naked parts of the body of the victim or metal objects.

3.3.10. Work finished, turn off ventilation. Cut off gas supply from cylinders and pipes. Roll welding wires and hoses and put them in the designated place.

4. Main requirements during welding.

4.1. Do not start welding when equipment is out of order.

4.2. Do not use clothes and gloves with the traces of oil, grease or other highly inflammable

liquids and inflammable liquids.

4.3. Do not allow people having no qualification certificate and a fire safety ticket to work.

4.4. Do not smoke. Do not use open flame or sparking tools.

4.5. Do not store spare gas cylinders together with oxygen and inflammable gas cylinders.

4.6. Do not use wires without insulation or with damaged insulation. Do not use non-standard cutouts.

4.7. Do not use metal structures, communications or technological equipment as a reverse conductor. Do not store spare cylinders on the stand, behind the stand, in the utility office rooms of the stand or other places in the pavilion.

4.8. Do not carry cylinders on shoulders or in hands.

4.9. Do not store or transport gas cylinders without screwed protecting caps.

4.10. Do not weld freshly painted structures or products.

4.11. Do not weld if filter-ventilation equipment, other technological appliances or welding apparatuses are out of order or if electrical wires get in contact with compressed gas cylinders, or if the procedure specified in these Rules is not observed.

Responsible for welding

V.N.Smirmov

Responsible for electrical equipment

Yu. A. Avdeev

Superintendent

F.D. Khmelevsky