

**Rules for Organization and Holding of Exhibitions, Conventions and Other
Events at the Exhibition Premises
of the Patriot Congress and Exhibition Centre**

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1. General provisions

1.1. These Rules:

- define the rules for organising, holding and supporting exhibitions, conventions and other Events at the exhibition premises of the Patriot Congress and Exhibition Centre (hereinafter, the Patriot C&E Centre);
- contain the requirements to the form and scope of information provided when carrying out the Events;
- establish the procedure and the timelines for the fulfilment of works during preparation for and holding of the Events.

The requirements stipulated herein are mandatory for the Organisers, Operators, Event Participants, Exhibitors and Developers. The Event Operator shall be responsible for communicating these requirements to the Event Participants and the Exhibitors, as well as for monitoring their observance.

When carrying out the Events at the premises of the Patriot C&E Centre, the Operator shall be obliged to observe the laws of the Russian Federation and the Moscow Region in the area of protection and use of cultural heritage (historical and cultural monuments) of peoples of the Russian Federation and nature conservation areas under special protection. The Operator shall be held liable for the absence of necessary permits, licenses and approvals required to hold the Events; for the violation of rules and regulations of carrying out the activity; and for the violation of the procedure of engagement and use of foreign workforce.

The Patriot C&E Centre is entitled at any time at its own discretion to unilaterally alter these Rules and/or supplement them and assumes the obligation to publish such alterations and/or supplements on the official website of the Patriot C&E Centre within a week of introduction thereof.

1.2. The terms used in these Rules shall have the following meaning:

- 1.2.1. Event refers to exhibition, convention, corporate or any other event held in the territory of the Patriot C&E Centre and operated by an individual or a legal entity, who have entered with the Patriot C&E Centre into respective contracts for holding such Events.
- 1.2.2. Exhibition Event refers to an exhibition held within strictly determined timeframe, at which goods, services and/or information are demonstrated and gain widespread.
- 1.2.3. Convention Event refers to meetings arranged by and between representatives of countries, industries, professions, institutions or organisations aimed at sharing expertise and searching for necessary solutions and held either independently or together with exhibition events (conference, workshop, consultation, presentation, symposium, congress, forum etc.).
- 1.2.4. Non-Exhibition Event, Other Event refers to a corporate event, shooting, ball, festival, contest or other event except for exhibitions and conventions.

1.2.5. Event Organiser, Organiser refers to a Russian or foreign entity providing coordination, organisational and methodical support in preparing for and holding of the Event.

Organisers may include:

- Bodies of executive and legislative power of the Russian Federation and constituent entities of the Russian Federation;
- Exhibition organisations (operators/exhibition operators, exhibition facilities) and other organisations;
- The Chamber of Commerce and Industry of the Russian Federation (RF CCI) and local Chambers of Commerce and Industry;
- Associations and unions (inter-regional associations of economic cooperation of constituent entities of the Russian Federation, as well as industry-specific associations, unions and associations of product manufacturers and service providers);
- Government authorities of foreign states;
- Chambers of Commerce and Industry of the CIS countries (CCIs of the CIS countries);
- Individual entrepreneurs;
- Other entities.

1.2.6. Operator refers to a legal entity (either Russian or foreign) or an individual entrepreneur, who has entered with the Patriot C&E Centre into a contract for organisation and holding of the Event and/or rendering a range of services; defines a list of the Event Participants and renders a range of services associated with preparation for and holding of such Event (information and advertisement support, compilation of Event exhibition, business and cultural programme) required to participate in the Event. Responsibilities of the Event Operator may be exercised by its Organisers.

1.2.7. Entire Period of Holding of the Event refers to time period including mounting, work and dismantling of the Event.

1.2.8. Event Participant refers to an individual or a legal entity officially registered for participation in the Event.

1.2.9. Exhibitor refers to an Event Participant showcasing its exhibits (goods, works or services) at the Event within the scope of the Event topic and engaging its own or hired personnel for these purposes.

1.2.10. Mounting, Dismantling and Decoration Works refer to a set of works including development of designs for the Event, production, mounting and dismantling of stands, partitions, ramps, fascia panels, cross-banners, banners and separate structures, as well as construction, mounting, electrical and sanitary engineering works, etc.

1.2.11. General Developer of the Patriot C&E Centre refers to a design organisation that, under commission by the Patriot C&E Centre, controls technical documentation, monitors the quality of construction, mounting and electrical engineering works during the exhibition arrangement and assumes the full scope of responsibility for all decoration works performed at the exhibition premises of the Patriot C&E Centre, including by other developers, design organisations and exhibitors (“self-managed development”).

- 1.2.12. Developer refers to a legal entity, an individual entrepreneur or any other individual, who has been accredited by the General Developer and has entered with the Operator or the Exhibitor into a contract for the fulfilment of works associated with assembly and mounting of exhibition stands, structures and equipment and/or for the fulfilment of design and decoration works at the exhibition premises. The Organiser, the Operator, their subcontracted design organisations, as well as the Event Exhibitor and other entities may act as the Developer.
- 1.2.13. Stand (exposition) development refers to a set of works that involve constructing structural and design facilities at the exhibition premises, completing such facilities with necessary engineering equipment and connecting such equipment to engineering networks of the Patriot C&E Centre.
- 1.2.14. Accreditation refers to a document the General Developer issues for the Developer, under which the Developer is allowed to decorate and outfit the exhibition area (e.g. to perform construction, mounting, electrical engineering and other necessary works) of a stand (exposition) in the territory of the Patriot C&E Centre.
- 1.2.15. Official Provider of Freight-Forwarding Services refers to a freight-forwarding organisation that, acting on the basis of a contract with the Operator and the Exhibitors, renders freight-forwarding services, attends to customs clearance of exhibition cargoes and performs loading, unloading and handling operations at the exhibition premises of the pavilions of the Patriot C&E Centre.
- 1.2.16. Loading and Unloading Operations refer to the process of loading and placing cargoes onto a bearing platform (body) of a vehicle and the process of unloading cargoes from platforms, using respective lifting devices (e.g. wheeled cart, palette jack, fork lift loader, automatic loader, etc.) and without such devices (manually), as well as moving cargoes from the mounting gates and entrances to a stand and from the stand to a vehicle.
- 1.2.17. Exhibition Premises refer to a part of the territory of the Patriot C&E Centre used to hold the Events and includes floor area in the pavilions of the Patriot C&E Centre permitted for use.

Types of the Exhibition Premises:

- Closed Exhibition Premises (total) refer to the entire closed area at the Event venue as defined based on the pavilion layouts (closed exhibition premises in the pavilions);
- Open Exhibition Premises (total) refer to the entire open area used to hold the Event (exhibition premises outside the pavilions);
- Exhibition Premises (net) refer to the area for holding the Event calculated without regard to the total area of passages and occupied by the Exhibitors, stands and other structures and facilities at the Event;
- Unequipped Exhibition Premises (“undeveloped premises”) refer to an exhibition area without any structures or connections to engineering networks available at the Patriot C&E Centre;

- Equipped Exhibition Premises refer to an undeveloped exhibition area together with a stand (exposition) constructed on it and connections to engineering networks available at the Patriot C&E Centre;
- Space between Stands refers to space between neighbouring stands left due to the impossibility to develop the exhibition seamlessly as adjoining stands (e.g. in order to make passages and provide access to engineering networks).
- Built-On Area of a Stand (Exposition) refers to the exhibition area, where the Developer may carry out works incidental to the Exhibitor's stand (exposition) development under the contract entered into with the Operator.
- Exhibition Stand Area refers to an open/close area the Exhibitor occupies under the contract with the Event Operator to showcase its goods and/or services.
- Exhibition Area (total) refers to the entire area of the Event calculated along the perimeter of the Event exhibition, including the area of exhibition stands and spaces surrounding them (passages between exhibition stands, service areas, offices and administration premises); the Total Exhibition Area may also include other mounted facilities directly relevant to the Event.
- Option refers to tentatively booked exhibition area, where the Patriot C&E Centre's services associated with organisation and holding of the Event may be rendered.

1.2.18. Engineering Networks refer to the engineering and communication system of the Patriot C&E Centre, which supports functioning of the pavilion and satisfies technical requirements of the Events.

1.2.19. Accident refers to a dangerous occurrence that may lead to failure of the power network, water supply system, compressed-air line, fire, explosion, damage of buildings and structures or pose a threat to life and health of people.

1.2.20. Construction and Structural Components of the Pavilion refer to major construction components of the building, including floor, walls, roof (ceiling), foundations, pavements and their parts, load beams, angle brackets, columns, stairs, load-bearing mounting elements and bracings, mounting gates, entrances and elements of profiled wall cladding.

1.2.21. Suspension Structure refers to an advertisement and exhibition structure (element) positioned separately from a stand, made of standard or non-standard exhibition or non-exhibition equipment and suspended to construction and structural components of the pavilion (e.g. ceiling, walls).

1.2.22. Contractor (Subcontractor) refers to an individual or a legal entity, who performs exposition design works in the territory of the Patriot C&E Centre under a contract with an exhibition participant.

1.2.23. Access Control refers to the system of security rules and regulations that govern the procedure of accessing to, exiting from and staying in the territory of the Patriot C&E Centre and ensure personal safety of people, as well as protection of equipment and assets of the Patriot C&E Centre and the Developer.

1.2.24. Hazardous Operations refer to all types of operations, which must only be performed by adequately skilled personnel having necessary knowledge and expertise, as proved by their attestation and appropriate certificates.

- 1.2.25. High Complexity Operations refer to all types of operations, which must be performed by properly attested personnel and other staff, who have passed necessary training before carrying out such types of operations.
- 1.2.26. Exhibition stand refers to a part of the exhibition area intended to accommodate the Event Participant's exhibition structures and equipment based on a contract with the Operator and/or to accommodate the Operator's personnel and equipment.
- 1.2.27. Double-Storey Stand refers to a 6-m high stand divided with a load-bearing inter-floor overlapping and equipped with an inner staircase leading to the second floor.
- 1.2.28. Standard Stand refers to a stand built of standard certified exhibition equipment according to respective specification contained in manufacturers' catalogues.
- 1.2.29. Non-Standard Stand refers to a stand built of standard certified exhibition equipment according to respective specification contained in manufacturers' catalogues, using other materials (e.g. MDF, HDF, plastics, polycarbonate, etc.) and custom-designed.
- 1.2.30. Exclusive Stand refers to a stand built according to an individual architectural and artistic design, using non-standard exhibition equipment, materials and systems, with the application of state-of-the-art creative, artistic and engineering solutions that cannot be copied or duplicated.
- 1.2.31. Adjacent Stands refer to neighboring stands partitioned with a common wall made of standard or non-standard exhibition equipment and structures.
- 1.2.32. Suspension Point refers to a suspension system consisting of a suspension device (rope, chain, cable or cort) being attached to a point of the suspension structure (suspension) with one end and a point of the pavilion ceiling structural element with the other end.
- 1.2.33. Advertisement and Information Area at the Patriot C&E Centre comprises floor surface, wall surfaces, window openings, load-bearing and decorative inner columns, inner and under-roof surfaces adapted for mounting of suspension structures, faces of walls in the pavilions at the Patriot C&E Centre, their roofs and glazing elements, doors and partitions suitable for mounting of structures.

The use of the advertisement and information area in the pavilions is calculated as follows:

- If advertisement and information media describing goods and services of respective organisations are placed above the Event Participants' or the Exhibitors' stands, such placement is deemed a part of stand design;
- If advertisement and information media describing third-party exhibition projects and/or providing information unrelated to the stand or site below are placed above the Event Participants' and/or the Exhibitors' stands, such placement is deemed advertisement placement;

- If floor standing structures are placed in close proximity to stands, structures and in passage areas, such placement is deemed advertisement placement without exception.

2. Exhibition Premises

- 2.1. Russian and foreign legal entities and individuals being not in arrears to the Patriot C&E Centre are accepted to the organisation of the Events held at the exhibition premises of the Patriot C&E Centre.
- 2.2. Working hours of the pavilions during the course of the Events:
 - During the Event mounting and dismantling period, the pavilions work from 08:00 to 20:00, unless otherwise provided by the terms and conditions of the contract.
 - One hour prior to the Event commencement and not more than 30 minutes following the Event work completion are meant for daily cleaning, routine, repair and other works to be carried out at the exhibition premises. During that time, the Operator and the Event Participants are only allowed to carry out works within the boundaries of their respective stands, directorates, press centres and other premises they use.
- 2.3. 30 minutes after the Event work completion and 30 minutes after mounting/dismantling work completion, power supply in the pavilions is disconnected, except for security lighting and special-purpose devices.
- 2.4. Where the Operator and the Event Participants need to be present in the pavilions beyond the pavilion working hours (cl. 2.2), the Operator and the Developer shall pay for the overtime use of the exhibition premises at the Patriot C&E Centre based on the rates stipulated in the Service Guide currently in effect.
- 2.5. Requests for early check-in or overtime use of the exhibition premises shall be filled in according to Appendix 1 to these Rules.

3. Procedure for Rendering Support Services

- 3.1. Based on requests received from the Operator and the Event Participants and at their expense, the Patriot C&E Centre renders a range of services required to prepare and hold the Event. All requests for services shall be drawn up by the Operator or the Event Participant and shall be sent to the Patriot C&E Centre not later than fourteen (14) calendar days prior to the Event commencement. Services not included in the Service Guide are rendered based on the rates agreed upon by the parties.
- 3.2. All service orders shall be drawn up based on individual requests filed by the Operator or the Event Participants with the Patriot C&E Centre and signed by an authorised officer.
- 3.3. A service order may be cancelled not later than the first day of the Event commencement, unless otherwise stipulated in the contract on holding the Event or the Service Guide. An order cancelled or unclaimed after the stipulated timeline shall be paid for in full.
- 3.4. Reasonable complaints against timelines, quality and scope of the services are accepted until the last day of the Event dismantling, unless otherwise stipulated in the contract on holding the Event or the request (contract request) agreed upon by

- the parties. Otherwise, the service shall be deemed rendered on time, in full scope and to the appropriate quality standard.
- 3.5. A layout and a power diagram of the exhibition area shall be submitted to the respective services of the Patriot C&E Centre in an electronic form (pdf files) via e-mail or as hard copies of the A3 size not later than 14 days prior to the event commencement.
 - 3.6. Acceptance of services rendered by the Patriot C&E Centre shall be formalised by means of a service acceptance certificate.
 - 3.7. The Operator, the Event Participant and the Exhibitor shall return all property leased from the Patriot C&E Centre before taking away the exhibits with a certificate issued. Otherwise, the Operator, the Participant and the Exhibitor are not allowed to take away the exhibits from the exhibition premises.
 - 3.8. Loading and unloading operations.
 - 3.8.1. Loading, unloading and handling operations are carried out at the Patriot C&E Centre by the General Provider of Freight-Forwarding Services during the mounting and dismantling period from 09:00 to 19:00.
 - 3.8.2. The Operator shall send to the General Provider of Freight-Forwarding Services information about peculiarities of loading/unloading of large-size and heavy-duty exhibits and delivery thereof from a vehicle to a stand, as well as about the need to use special rigging not later than 14 calendar days prior to the Event mounting commencement.
 - 3.8.3. It is allowed to take away exhibits on the last day of the Event work upon agreement with the Patriot C&E Centre. Taking away large-size and heavy-duty exhibits on the last day of the Event work is not allowed.
 - 3.8.4. For the purposes of transporting cargoes in the exhibition halls, the Event Participants are allowed to use hand carts and palette jacks with maximum load limit of 1,200 kg outfitted with wheels covered in polyurethane or white resin.
 - 3.8.5. Vehicle parking in the territory adjacent to the Patriot C&E Centre is allowed from 08:00 to 20:00, unless otherwise established by the regulations on holding the Event. At other time, the presence of vehicles is only allowed on terms and conditions agreed upon with the Patriot C&E Centre.
 - 3.9. Cleaning of the exhibition premises.
 - 3.9.1. During the mounting and dismantling period, cleaning of the exhibition premises is performed continuously. The Operator, the Event Participants and the Exhibitors shall pack packaging waste, small garbage, etc., in their own garbage disposal bags and put them into passages.
 - 3.9.2. Discharge liquids and waste paint materials are disposed of by the Event Participants and the Exhibitors independently in compliance with current rules and regulations.
 - 3.9.3. Final cleaning of the common exhibition area and passages between stands is performed on the Event opening day. After the final cleaning, it is prohibited to carry out works causing dust generation and to put garbage in passages. If development and exhibit mounting operations have not been completed by the time of the final cleaning, the Event Participant shall remove and dispose of the garbage from its stand and adjacent area of the passages between stands by its own forces. If necessary, such cleaning may be ordered separately. The area to

- be cleaned is defined in consultation with the administration of the Patriot C&E Centre and calculated based on the rates stipulated in the Service Guide.
- 3.9.4. During the course of the Event, garbage from stands is put in the waste bins located in the passages between stands. Garbage is removed from the bins three (3) times a day.
- 3.9.5. Additional cleaning may be ordered in compliance with the terms and conditions and the rates stipulated in the Service Guide.
- 3.10. Placement of advertisements.
- 3.10.1. Outdoor advertisement and information media are placed in the territory of the Patriot C&E Centre in compliance with the Federal Law dated 13.03.2006 No. 38-FZ "On Advertising" and other regulations stipulating requirements to outdoor advertisement and information media.
- 3.10.2. Advertisements violating the current laws of the Russian Federation are not accepted for placement; advertising campaigns carried out in breach of the established rules shall be terminated by the decision of the Patriot C&E Centre.
- 3.10.3. During the course of the Events, advertising services are provided by the Patriot C&E Centre based on individual requests. Advertisements are placed in the territory of the Patriot C&E Centre by the Patriot C&E Centre.
- 3.10.4. Within the boundaries of the exhibition area used, only those goods and services corresponding to the thematic scope of the Event are allowed to be advertised.
- Advertisement and information messages placed other than above the stand and containing a company name, a brand name, a list of products and their images are commercial advertisements and shall be paid for separately.
 - Placement of information about timelines and topics of exhibition events, business programme events, direction signs and other information about holding the event is not advertisement information.
- 3.10.5. Installation of advertisement and information messages on vehicles within the territory of the Patriot C&E Centre, including "mobile billboards," is allowed subject to being agreed upon with the Patriot C&E Centre.
- 3.10.6. The Patriot C&E Centre shall not be liable for safety of structures and/or media belonging to the Operator or other party participating in the Event.
- 3.10.7. Aerostatic balloons, air-inflated special structures and air balloons mounted inside and near the exhibition pavilions shall have a product certificate and a quality certificate (in case of filling the aforementioned products with helium, a quality certificate for this gas shall be provided). All documents shall be sent to the Patriot C&E Centre in advance.
- 3.10.8. Promotional campaigns and distribution by the Operator or other parties participating in the Event of any printed advertisements or end products beyond the boundaries of the exhibition area paid for under the contract is only allowed subject to the availability of a respective permission from the Patriot C&E Centre.
- 3.10.9. Advertising with the use of equipment, whose operation extends beyond the boundaries of the exhibition area paid for under the contract, and carrying out performances, shows, lotteries and other advertising campaigns that require

presence of the Event Participants and guests in certain place and on certain time is only allowed subject to a written consent of the Patriot C&E Centre.

3.11. Use of wireless network services at the exhibition premises of the Patriot C&E Centre.

3.11.1. In order to ensure uninterrupted operation of the equipment installed at the exhibition premises of the Patriot C&E Centre, wireless network may only be used by the Exhibitor in the area of a stand provided to it and with account for the following requirements:

3.11.1.1. Power rate of the transmitter must be limited to 80dB within the stand perimeter. The network must comply with the IEEE-802.b/g standards within the range of 2.4 GHz and with a maximum channel width of 20 MHz. The use of channels 1, 6 and 11 only is allowed. The use of the network of the IEEE-802.b/n standard within the range of 2.4 GHz is prohibited.

The network of the IEEE-802.b/n standard may only be used within the range of 5 GHz, under condition that equipment with switched-on DFS function is operated.

Own wireless network shall have an SSID (identifier) that uniquely defines the hall number and the stand number. In case of inconsistency of the name, network identification costs will be charged off the Exhibitor as a penalty.

3.11.1.2. The network shall not be accessible to third parties.

3.11.1.3. Unprotected access protocols are prohibited

3.11.2. The Exhibitors shall notify the Exhibition Service Directorate of the Patriot C&E Centre of their plans to use own wireless network prior to the commencement of the Event.

3.11.3. The Patriot C&E Centre reserves the right to conduct checks of arrangement by the Exhibitors of own wireless networks for compliance with the requirements stipulated herein either independently or engaging the relevant experts in presence of the Exhibitors' representatives working at a stand.

3.11.4. The Patriot C&E Centre is entitled to demand changing the settings or switching off own wireless network of the Exhibitor, if it interrupts operation of networks in the pavilion or other Exhibitors' networks. In case the Exhibitor does not introduce changes after such demand, the Patriot C&E Centre is entitled to either suspend the work or to switch off the wire network of the Exhibitor and to charge the Exhibitor a penalty.

3.12. Procedure of holding presentations at the exhibition premises of the Patriot C&E Centre:

3.12.1. Creating, editing and copying of presentation materials using technological equipment of the conference halls is not allowed.

3.12.2. Materials intended for demonstration need to be submitted to respective services of the Patriot C&E Centre as early as possibly, but not later than half an hour before the event commencement, on the following media: CD, DVD, removable USB carrier.

3.12.3. Media with presentation materials will be returned to the authors of the presentations. The materials provided are only intended for demonstration

during the course of the event, shall not be copied or distributed and shall be deleted from any temporary folders immediately after the event.

4. Special Terms and Conditions

- 4.1. The Patriot C&E Centre reserves the right to refuse the Operator the possibility to exhibit products, works or services that might pose threat to people.
- 4.2. The Events shall be organised and held in strict compliance with the rules of holding, the safety regulations incidental to carrying out mounting, dismantling and decorating works and the fire safety regulations incidental to carrying out the Event (Appendices to these Rules).
- 4.3. Safety and public order maintenance issues.
 - 4.3.1. During the general period of holding the Event, pavilion perimeter guarding is ensured by the Patriot C&E Centre.
 - 4.3.2. Engaging third-party entities and individuals having not been accredited by the Patriot C&E Centre for guarding the stands (expositions) is strictly prohibited.
 - 4.3.3. From 8:00 to 20:00 during the Event mounting and dismantling period, the Patriot C&E Centre arranges access to the pavilion through the main entrance equipped with a metal detecting archway and serviced by one security guard, and also arranges opening/closing of the mounting gates and controls delivery/taking away of property and equipment by the Developer. In case of extending the mounting or dismantling time after 20:00, the aforementioned services provided by the Patriot C&E Centre shall be paid for by the initiator of such works. The Operator shall ensure organisation of guarding the exposition, exhibits and valuable assets at the Event by own efforts and at its own expense.
 - 4.3.4. The Patriot C&E Centre shall take measures to ensure that the access and internal security control mandatory for all the Event Participants is complied with in the territory of the Patriot C&E Centre. For the period of holding the Event, the Patriot C&E Centre arranges access through the central entrance to the pavilion (1 security guard and 1 metal detecting archway).

In case the Operator needs further services, such as:

 - more entrances;
 - installing additional enclosures, guarding the exhibition stands (expositions);
 - exercising control over delivery/taking away of property (equipment) by the Developer/participants;
 - opening the mounting gates;
 - enhancing a throughput capacity of the central entrance,

all costs associated with engagement of more security guards during the course of the Event shall be borne by the Event Operator.
 - 4.3.5. Safety and public order maintenance issues when holding the Event shall be agreed upon with the Patriot C&E Centre Operator and the Kubinka Police Department on a mandatory basis.
 - 4.3.6. The Operator shall ensure organisation of guarding of the exposition, exhibits and valuable assets at the Event by own efforts and at its own expense. When

- holding the Event, the Operator shall be obliged to use special equipment (metal detecting archways) available at the pavilions of the Patriot C&E Centre.
- 4.3.7. The Event Participants are allowed to be present at their stands during the period stipulated in the contract between the Patriot C&E Centre and the Event Operator. In case of unplanned change of time of holding the Event (presence at the premises of the Patriot C&E Centre beyond the timeline specified in the contract), the Operator shall ensure guarding of the Event by its own forces and at its own expense.
- 4.3.8. In case of a threat of a terror attack (extremist activity) or other such actions, the officers responsible for ensuring security at the Event shall without delay report to law-enforcement authorities, provide necessary assistance to these authorities and fully comply with their instructions.
- 4.3.9. It is prohibited to bring in the pavilion explosive, inflammable, toxic, radioactive, drug-containing substances, weapon, ammunition supplies and other forbidden means, items or materials.
- 4.4. Procedure of access to/exit from the territory of the Patriot C&E Centre for motor vehicles.
- 4.4.1. Motor vehicles shall access/exit the territory of the Patriot C&E Centre according to the procedure established in the specified territory and in compliance with the current legislation in effect in the Russian Federation and in Moscow.
- 4.4.2. Motor vehicles shall access/exit the territory of the Patriot C&E Centre through specially equipped security check points, with access being paid for based on the rates established by the Patriot C&E Centre.
- 4.4.3. During the course of the Events, temporary passes are drawn up and handed to the Operator on the basis of requests filed with the legal entity that arranges access to/exit from the territory of the Patriot C&E Centre.
- 4.4.4. The Event Participant's, the Exhibitor's letter serves as the basis for accessing the territory of the Patriot C&E Centre for motor vehicles transporting the exhibits and equipment intended to be showcased at the Events and to develop the exhibition stands.
- 4.4.5. The Event Participant's, the Exhibitor's letter shall specify:
- The name of the Event and its venue;
 - The motor vehicle access procedure;
 - The dates and time of mounting/dismantling, opening, fee-paid access;
 - The original (blue) seals of the Organiser, the Operator, the Event Participant or the Exhibitor.
- A stamp indicating the number of the pavilion hosting the Event shall be put on its reverse side.
- 4.4.6. The letter, mentioned under cl. 6.4.5 (or its copy bearing an original seal of an entity participating in the Event), serves as an access pass for one vehicle during the period of the Event mounting/dismantling.
- 4.4.7. In order to access the territory of the Patriot C&E Centre the Developer needs to have a vehicle pass drawn up. The pass is drawn up by the legal entity that arranges access to/exit from the territory of the Patriot C&E Centre on the basis of a letter according to the established form, which is issued by the General Developer during the accreditation procedure.

- 4.4.8. Vehicle drivers shall comply with the instructions and requirements of the security guards with regard to movement, parking, loading and unloading of motor vehicles at the pavilion mounting gates.
- 4.4.9. Approaching the mounting gates and the service entrances and parking the motor vehicles near them are only allowed for loading and unloading operations:
- during mounting/dismantling – from 08:00 to 20:00;
 - during the Event work – in the morning from 08:00 to 9:30;
– in the evening from 18:00 to 19:00.
- 4.4.10. The vehicle parking time near the mounting gates and the entrances when carrying out loading and unloading operations shall not exceed one (1) hour for each Developer of the Event.
- 4.4.11. Parking of motor vehicles is only allowed in the parking areas and sites specially designated for these purposes.
- 4.4.12. Night parking of motor vehicles is only allowed in the places specially designated for these purposes.
- 4.4.13. Repairing and washing of motor vehicles in the territory of the Patriot C&E Centre are strictly prohibited.
- 4.5. Access control, early check-in
- 4.5.1. Equipment required for development of the stands (expositions) is delivered to the territory of the Patriot C&E Centre based on the Developer's letter containing relevant marks (stamps) of the General Developer and the Patriot C&E Centre.
- 4.5.2. Mounting personnel are allowed to the exhibition premises on the basis of personal authorisation documents (badges) of mounting personnel, which are drawn up when the Developer passes accreditation by the General Developer.
- 4.5.3. The Developer shall access/exit (deliver/take away property) only within the timelines specified in the mounting/dismantling work schedule.
- 4.5.4. Moving of the Developer's motor vehicles into the pavilions is strictly prohibited. On extraordinary occasions, such moving is only allowed upon consent with the Patriot C&E Centre.
- 4.5.5. During the period of mounting/dismantling, it is only allowed to move a fork lift loader along specially designated aisle sections, while observing the specified directions on an obligatory basis.
- 4.5.6. Transporting stand (exposition) equipment and exhibits is only allowed using carts with rubber wheels or manually. Equipment skidding is prohibited.
- 4.5.7. On extraordinary occasions, the Developer may check-in and commence exposition mounting before the agreed timeline. For this end, the Developer shall submit to the Patriot C&E Centre an official letter not later than seven (7) days prior to mounting and pay for the services associated with temporary use of the exhibition area under conditions of early check-in as defined in the Service Guide.
- 4.6. Miscellaneous.
- 4.6.1. Sale of entrance tickets, exhibits and other property at the Events held in the territory of the Patriot C&E Centre shall be performed in compliance with the current legislation of the Russian Federation.

4.6.2. Issues of medical support of the Event participants and guests shall be agreed upon between the Operator and a healthcare institution licensed to provide medical care.

4.6.3. In case the Events are held involving the participation of animals and exhibiting and selling animal products, the Operator shall be obliged to:

- Comply with the requirements of the veterinary laws of the Russian Federations;
- Equip a facility (place) for dedicated personnel servicing the convention and exhibit event to conduct veterinary examination and to draw up relevant veterinary documents required for participation in the convention and exhibition event;
- Prevent animals without appropriate accompany documents and marks on veterinary examination from accessing the exhibition and convention event;
- Disinfect the premises prior to and after the Event.

The Operator shall submit to the Patriot C&E Centre copies of documents confirming that the requirements of the veterinary laws of the Russian Federation are complied with.

4.6.4. The schedule of the Operator's radio announcements shall on a mandatory basis include service messages about the Fire Safety Rules, the Rules of Staying in the Pavilions of the Patriot C&E Centre, as well about the Rules of rendering services. Such announcements shall be transmitted at least four (4) times a day, and the time of their transmission shall be agreed upon with the Operator. Transmission of these announcements is determined by the need to observe state fire safety standards, public order maintenance, working procedure and service rendering in the pavilions of the Patriot C&E Centre during the course of mounting/dismantling and exhibition/convention events.

4.6.5. Advertisements and information announcements are only transmitted based on a tentative request of the Operator or third parties and upon consent with the event Operator. The Operator bears responsibility for compliance of own advertisements, as well as of advertisements of third parties that obtained the Operator's agreement, with the advertising legislation of the Russian Federation. In case of unplanned transmission (which was necessitated immediately during the course of the event) of advertisements and information announcements of the Operator or third parties that obtained the Operator's agreement, the Patriot C&E Centre issues to the Operator's account an invoice based on the number of unplanned announcements at the double rate.

4.6.6. Information announcements of catering and food service companies at the Event are transmitted subject to prior agreement with the Event Operator. Information shall be provided to the Operator for a decision on its transmission to be made not later than seven (7) business days prior to the event commencement. Unagreed advertisements and information announcements shall not be accepted for transmission.

APPENDICES

APPENDICES

Request for Early Check-In

(company name)

is the Developer / Exhibitor (strike out whichever is not applicable) of the following

stand(s) at the exhibition _____
(name of the exhibition)

held on “ ____ ” _____ 20 _ at the Patriot C&E Centre
(dates of the exhibition)

Stand No. ____ located in hall _____ (1, 2, 3, 4), having area of _____ sq.m

Stand No. ____ located in hall _____ (1, 2, 3, 4), having area of _____ sq.m

Stand No. ____ located in hall _____ (1, 2, 3, 4), having area of _____ sq.m

Stand No. ____ located in hall _____ (1, 2, 3, 4), having area of _____ sq.m

Total area of the stand(s) being developed is _____ sq.m

Please consider the possibility to allow early check-in to the specified hall on “ ____ ”
_____ 20 _ during the period from ____ to ____.

In case of your positive response, please send us an invoice for services associated with early check-in. We guarantee that the services provided by the Patriot C&E Centre are paid for.

Please find attached a list of personnel engaged in mounting the stand, as well as the company details.

Chief Executive Officer of the company (position held)

L.S.

Request for Overtime Use of Exhibition Premises

(company name)

is the Developer / Exhibitor (strike out whichever is not applicable) of the following stand(s) at the exhibition _____
(name of the exhibition)

held on “ ____ ” _____ 20 _ at the Patriot C&E Centre
(dates of the exhibition)

Stand No. ____ located in hall _____ (1, 2, 3, 4), having area of _____ sq.m

Stand No. ____ located in hall _____ (1, 2, 3, 4), having area of _____ sq.m

Stand No. ____ located in hall _____ (1, 2, 3, 4), having area of _____ sq.m

Stand No. ____ located in hall _____ (1, 2, 3, 4), having area of _____ sq.m

Total area of the stand(s) being developed is _____ sq.m

Please consider the possibility to allow overtime use of the exhibition premises (mounting the stand(s) beyond officially established timeline) in the specified hall on “ ____ ” _____ 20 _ during the period from ___ to ___.

In case of your positive response, please issue an invoice for services associated with overtime use of the exhibition premises. We guarantee that the services provided by the Patriot C&E Centre are paid for.

Please find attached a list of personnel engaged in mounting the stand, as well as the company details.

Chief Executive Officer of the company (position held)

L.S.

Rules and Safety Regulations

Incidental to Carrying Out Mounting, Dismantling and Decorating Works

1. Procedure and rules of carrying out of mounting and dismantling works

1.1. Having arrived to the territory of the Patriot C&E Centre for stand (exposition) development, the Developer's officer responsible for mounting/dismantling works (hereinafter, the Developer's officer) shall:

- a) Check-in with an authorised representative of the Patriot C&E Centre (hereinafter, the Patriot C&E Centre's authorised representative) in the registration logbook;
- b) Accept from the Patriot C&E Centre's authorised representative an area designated for the stand (exposition) development by having signed a Certificate of Examination of Area to be Developed. The Certificate shall specify all deficiencies of the floor surface (stains, cracks, remaining adhesive tape, sticky tape, etc.)
- c) Present a list of equipment and property delivered, as well as identification documents (badges) of personnel, to a security guard of the Patriot C&E Centre for control at the mounting gates and entrances;

In separate cases, the access and unloading procedure is determined by the Manager of the Security Service of the Patriot C&E Centre together with the Event Operator. The Developer must comply with their instructions and requirements on an obligatory basis.

1.2. The Developer is only entitled to deliver its equipment and to place it in the pavilion subject to availability of marking of the area of main exposition to be developed.

1.3. The General Developer of the Patriot C&E Centre is entitled to require that the developers of exclusive stands enter into civil liability insurance contracts for infliction of harm in carrying out construction activity. The final decision on the necessity to enter into an insurance contract is to be made by the Manager of the Engineering Department of the General Developer. In case of refusal to provide an insurance contract the developer will lose accreditation and will not be allowed to develop the stand.

1.4. If marking is not available (or has not been finished), the Developer's responsible officer shall without delay inform the authorised representative of the Patriot C&E Centre on this fact.

1.5. The Developer shall carry out loading/unloading works within very short time limits (its vehicle may stay near the gates for not more than an hour).

1.6. The Developer shall place the equipment and property delivered to the pavilion at the premises designated for the stand (exposition) development. On exceptional occasions, temporary (up to 3 hours) storage of equipment is allowed in passages, but not further than one metre from a stand boundary line.

1.7. Storage of exhibition equipment and other materials is only allowed on surfaces protected from scratching and chipping of the floor covering.

1.8. It is strictly prohibited to place own equipment and property along the whole passage width and in the areas of adjacent stands.

1.9. A stand (exposition) shall be mounted in compliance with the design documentation.

1.10. Stand (exposition) mounting is only allowed on carpet flooring.

1.11. Installation of metal structures of stands and exhibits is only allowed on underlining (wooden or rubber) protected from scratching and chipping of the floor covering.

- 1.12. Outputs of engineering systems (electrical wire, water supply, sewage and compressed air hoses) shall be positioned within the stand boundaries through hatches of assembly channels. It is prohibited to place them in passages between stands.
- 1.13. The Developer shall provide permanent access to protective cutout devices (circuit breakers, water taps) located in the pavilion assembly channels.
- 1.14. Protective film of carpet flooring shall not extend for more than 20 cm beyond the carpet edge and may be attached by silver adhesive tape. Use of transparent adhesive tape is prohibited.
- 1.15. Stand development using certified non-exhibition equipment is allowed upon condition that the stand height does not exceed 3 m.
- 1.16. When developing a stand (exposition), it is strictly prohibited to use structural elements for purposes other than those intended, i.e. to use crossbars, connectors and other elements instead of load-bearing structures.
- 1.17. Stand structures and elements (outrigger brackets, light fixtures, angle brackets, superstructures, advertising media, logos and other stand equipment) must not extend beyond the stand (exposition) area along the whole height (from pavilion floor to ceiling).
- 1.18. It is prohibited to place advertising elements, logos, etc., on walls adjacent to neighbouring stands.
- 1.19. Rear walls of neighbouring stands shall be attached to one another or to structural elements of a neighbouring stand.
- 1.20. Mounting of a common adjacent wall of neighbouring stands is only allowed subject to an agreement with the General Developer and an authorised representative of the adjacent area (material for development of a common adjacent wall shall also be agreed upon with the latter).
- 1.21. It is strictly prohibited to use sticky tape and adhesive tape leaving sticky and dirty strips after dismantling.
- 1.22. Using manual tools not supplied with dust exhaustion is strictly prohibited.
- 1.23. All transport containers (trays, drawers, boxes and other packaging) not declared for storage and warehousing during the Event shall be immediately taken away by the Developer from the territory of the Patriot C&E Centre once they have been emptied. Containers subject to warehousing shall be transported to a place of warehousing, which shall be agreed upon in advance with the Patriot C&E Centre's authorised representative and the Event Operator. The Developer shall also take away residual construction and mounting materials, wreckage and construction debris from the territory of the Patriot C&E Centre independently after its exhibition (stand) has been developed.
- 1.24. All mounting, design and decorating activities at a stand (exposition) shall be finished not later than two (2) hours before the Event opening. After opening of the Event, carrying out of mounting works at a stand is strictly prohibited.
- 1.25. Dismantling works shall be completed within timelines stipulated by the Event Dismantling Schedule.
- 1.26. Carrying out dismantling works at the exhibition stands, as well as equipment dismantling, before the Event closing time is prohibited.
- 1.27. The Developer shall remove all construction debris remaining after dismantling, including stand and exhibition components, high density fibreboard, chip board, medium density fibreboard and carpeting, and also clean the floors from the mounting adhesive tape and other stickers.

1.28. Once dismantling is complete, the Developer's responsible officer shall handover the premises after dismantling to the authorised representative of the Patriot C&E Centre under the Transfer and Acceptance Certificate. Deficiencies revealed shall be rectified by the Developer before the end of the Event dismantling. The Patriot C&E Centre is entitled to suspend taking away the Developer's equipment and property from the territory of the Patriot C&E Centre for the period during which deficiencies are rectified.

1.29. In the event the Patriot C&E Centre's property (equipment) is damaged or rendered inoperative through the Developer's (its contractors') or third parties' fault, a Damage Certificate shall be issued.

1.30. On extraordinary occasions, subject to agreement with the Patriot C&E Centre and the Operator, it is allowed to carry out wood sawing and painting in the pavilion using protective devices and materials.

1.31. The Developer is obliged to place at each stand an information stander, specifying contact details, including name of the entity, full name of its authorised representative and contact phone number.

2. Procedure of carrying out elevated works.

2.1. The General Developer shall attach suspension structures to construction and structural elements of the pavilion ceiling.

2.2. In order to handle suspension structures, the Developer shall submit to the General Developer a written request and technical documentation of a suspension structure.

2.3. In order to handle higher-complexity suspension structures, a request shall be accompanied by its structural element specification, as well as calculation of load on each point of a suspension structure.

2.4. Having agreed with the General Developer on all issues associated with the performance of elevated works using a suspension structure, the Developer shall pay to the General Developer for this service based on the established rates.

3. Procedure for development of double-storey and double-tier stands, as well as safety and fire safety requirements they shall comply with.

3.1. In order to obtain permit for double-tier or double-storey stand development, the Developer shall submit to the General Developer additional documents upon request.

3.2. Within the area of operation of stationary ceiling mounted air conditioners and air ventilation devices that exercise general climate control in the pavilion, the height of double-tier and double-storey stands shall not exceed 6 m;

3.3. Stand ramp shall be capable of withstanding the load of 500kg/sq.m.

3.4. Ramp elements carrying loads of a bearing structure of a double-storey stand shall be capable of withstanding the load of 2,500kg/sq.m.

3.5. The intermediate overlapping (floor of the second storey) shall be capable of withstanding the load of 350kg/sq.m.

3.6. Requirements to enclosures and walls of the second storey:

a) The height of second-storey enclosure structures shall be not less than 1,100 mm from the second-storey floor level and shall be capable of withstanding the lateral load of not less than 100kg/sq.m;

b) Second-storey walls, in which light filling is used, shall have hard protective filling at the level of 1,100 mm from the second-storey floor level and shall be capable of withstanding the lateral load of not less than 100kg/sq.m;

c) The looseness gap (vertical deviation) of the walls, railing and frames shall be within the limits of 5 mm.

3.7. Requirements to staircase to the second storey of a stand:

a) Straight stairway stairs only may be used as the main staircase;

b) The use of spiral staircase is only allowed subject to further agreement with the General Developer;

c) The width of stairway stairs shall be not less than 900 mm;

d) The width of a stair shall be not less than 250 mm and not less than 150 mm for spiral stairs;

e) The calculated load on staircase shall be 500 kg/sq.m;

f) The inclination angle of stairway stairs shall not exceed 36 degrees relative to the horizontal axis;

g) If the staircase height exceeds 450 mm, it shall be equipped with enclosure and railing;

h) The staircase railing shall be 1,100-mm high and shall be capable of withstanding the lateral load of 100kg/sq.m.

4. Fire safety requirements applicable to development of double-tier and double-storey stands:

4.1. When designing double-storey stands, fire safety requirements complying with the current rules and regulations shall be observed.

4.2. All upper parts of the stands shall be open towards the pavilion ceiling in order not to create obstacles when an automatic fire suppression sprinkler system is activated.

4.3. It is strictly prohibited to arrange own ceiling above the stands, as well as to horizontally place above them panels, banners or other elements and structures that might impede the proper functioning of automatic fire suppression systems.

4.4. All enclosed spaces (premises) located on the first floor of a stand shall be equipped with additional fire alarm detectors and fire extinguishers by an organisation licensed to perform such type of works by the Ministry of the Russian Federation for Civil Defence, Emergencies and Elimination of Consequences of Natural Disasters (a copy shall be provided).

4.5. Large-size double-storey stands (over 50 sq.m) and stands of higher complexity design shall be equipped with fire extinguishers of the carbon dioxide type in accordance with fire safety calculations.

4.6. A fire extinguisher may be leased from the Patriot C&E Centre.

5. Safety requirements when carrying out mounting and dismantling works.

5.1. Property and equipment transported using palette jacks and wheeled carts must be reliably secured on these movable gears. At least two persons must be involved in transportation.

5.2. When transporting cargoes across floor covering at the exhibition premises of the Patriot C&E Centre, special precautions must be taken.

5.3. It is allowed to pile up metal structures onto the pavilion floor using wooden support bars.

5.4. Only properly attested personnel having respective certificates are allowed to perform elevated works (over 1.3 m above the floor level or ground surface). The Developer's personnel without certificates shall not be permitted to perform elevated works.

- 5.5. Performing elevated works on a step ladder is only allowed if there is a safeguarding assistant.
- 5.6. It is strictly prohibited to perform mounting and elevated works using incidentally found supports or untested equipment (chairs, step ladders, rolling towers, scaffolds with expired period of validity of tests, etc.).
- 5.7. When operating power tools, it is obligatory to use protective gears (non-conducting gloves, glasses or shields, mounting gloves, etc.). Power tools shall be tested (the Developer's responsible officer shall have compliance and test certificates).
- 5.8. When working with dry building mixes, respirators must be used.
- 5.9. During suspension mounting/dismantling, unauthorised persons shall not be allowed to stay within the radius of 5 m from the mounting place.
- 5.10. Rolling towers, scaffolds, trestle supports and platforms shall be factory fabricated or made according to relevant designs and drawings, with technical certificates and operation manuals available. It is strictly prohibited to perform elevated works using handmade uncertified gears, as well as in the absence of enclosures of working sites.
- 5.11. Working sites, covering and access boards of rolling towers and trestle supports shall be equipped along the perimeter with 1.1-m high enclosures on an obligatory basis. In the absence of appropriate enclosures, using auxiliary facilities to perform elevated works is strictly prohibited.

6. Requirements to artistic decoration of a stand.

- 6.1. It is prohibited to use silicate glass when mounting structures above 1,800 mm from the pavilion floor level.
- 6.2. Only specially finished glass (triplex or tempered glass) shall be used at the stands.
- 6.3. Artistic decoration of a stand is only allowed using environmentally clean and certified materials.
- 6.4. During the course of artistic decoration of a stand (exposition), open floor around and inside the stand shall be covered to prevent staining it with solutions and paints.
- 6.5. Only aqueous emulsion paints are allowed to be used in the pavilion.
- 6.6. It is strictly prohibited to use naphtha, paraffin solvents and nitrosolvents to wash the stands and other equipment, as well as to use varnishes and paints other than aqueous emulsion.

7. Procedure of stand (exposition) connection to the pavilion power networks

- 7.1. The stands shall be connected to the pavilion power networks on mounting days from 9:00 to 18:00, unless otherwise stipulated in the contract.
- 7.2. The Developer's electrical personnel involved in electrical installation works shall pass electrical safety attestation to the third group or higher and shall keep respective certificates at all times during the period of mounting and dismantling works.

7.3. Electrical works within a stand (exposition) area to a point of connection + - 0.00, protection against physical damage of a supply cable of a stand (exposition) distribution switchboard using cable trays and boards shall be performed by the Developer.

7.4. Connection to the Patriot C&E Centre's power network outside a stand shall only be performed by the personnel of the Patriot C&E Centre. It is prohibited to independently open hatches of assembly channels and connect to/disconnect from the pavilion power networks.

7.5. Once the Developer has finished electrical installation works at a stand (exposition), connection of electrical equipment to a power supply source shall be performed following electricity supply network insulation resistance measurement, as well as upon signing by the Patriot C&E Centre and the Event Participant of a Protocol on delimitation of belonging and accountability for operation of electricity-generating equipment with voltage of over 1,000V.

7.6. The Event Participants' electrical equipment shall be connected to a power supply source using a five-wire electrical cable corresponding to cross-section load and an incoming switch with rating corresponding to the power rating stated at a stand. Herewith, free access to the electrical distribution board at a stand shall be provided. For standard stands, an electrical cable shall be provided by the Developer of standard stands. For independently developed stands, an electrical cable shall be provided by the Stand Developer (the Event Participant). Length of a cable provided by the Stand Developer (the Event Participant) shall be not less than thirty (30) linear metres.

7.7. In open places and in passages, the Developer shall shield electrical cables with special boards.

7.8. All metal structures of a stand shall be grounded and bonded in compliance with the requirements of the Electrical Safety Rules. According to the Electrical Safety Rules, a stand shall be outfitted with a group switchboard with automatic circuit breakers for each outgoing line and a residual current protective device, whose rates are conditioned upon the power diagram when calculating power ratings.

7.9. A lighting network, socket units, engineering equipment, as well as equipment carrying voltage on a 24-hour basis (refrigerators, facsimile machines, alarm system, etc.) shall be connected through separate automatic circuit breakers.

7.10. Explosion-proof lights or lights with enhanced explosion-proof rating suitable for fire-hazardous premises of the V II Class shall be used for illuminating halls and stands.

7.11. Following completion of the Event work, voltage shall be removed from the incoming line section by the personnel of the Patriot C&E Centre upon request of the Developer's representative in charge of dismantling works.

7.12. The Developers and the Event Participants are not allowed to connect additional loads, which have not been specified in the power diagram, to the incoming line section, unless consented with the authorised officer of the Patriot C&E Centre.

8. Procedure of stand (exposition) connection to the water supply system

8.1. Within the territory of the Patriot C&E Centre, immediate connection of a stand (exposition) to the water supply system shall be performed by the personnel of the Patriot C&E Centre upon request submitted to the General Developer as a part of the documents' package.

- 8.2. The Developer shall submit to the Patriot C&E Centre a stand (exposition) layout, specifying location of water supply points, fourteen (14) calendar days before the general period of holding the Event.
- 8.3. Within the territory of the Patriot C&E Centre, it is strictly prohibited to independently connect to water supply and discharge systems.
- 8.4. Once connected, functioning of the water supply system shall be tested in presence of the Developer's authorised officer.
- 8.5. Plumbing equipment installed at a stand shall be complete with shut-off valves. Plumbing equipment with malfunctioning shut-off valves and water discharge system shall not be connected.
- 8.6. The Developer (Exhibitor) shall connect the Event Participants to a hose laid, using own forces and own components and materials.
- 8.7. Water supply to a stand (exposition) and pressure test of a line assembled shall be conducted by the personnel of the Patriot C&E Centre in the Developer's presence before the Event opening, not later than by 17:00. After 17:00, connection shall only be made subject to further coordination with the personnel of the Patriot C&E Centre.
- 8.8. In case of water leakages caused by poor-quality equipment connection made by the Developer (the Exhibitor) or its malfunctioning, the Developer (the Exhibitor) shall compensate for losses incurred by the Patriot C&E Centre, including those inflicted as a result of damaging materials of neighbouring stands, wetting electrical cables and, subsequently, de-energising neighbouring stands.
- 8.9. Water supply to each stand (exposition) is turned on from 9:00 to 10:00 every day. In order to ensure individual industrial processes (bringing exhibits to the required operation mode, filling pools and reservoirs, etc.), water supply may be turned on earlier as stipulated in the request or agreed upon with the Patriot C&E Centre. Water supply shall be turned off following the Event completion by the personnel of the Patriot C&E Centre upon the Operator's request.
- 8.10. On the last working day of the Event, water supply to all stands (exhibitions) is turned off immediately after the Event closing, once obligatory advance announcement has been made via load speakers in the pavilion.
- 8.11. During the period of holding the Event, the personnel of the Patriot C&E Centre together with the General Developer's representative shall exercise continuous control over the state and proper functioning of the Exhibitor's plumbing equipment. As necessary and in case of an accident, a plumber on duty shall immediately turn off emergency networks of the central water supply system and take all actions to rectify the situation.
- 8.12. In case water supply is turned off in the territory of the Patriot C&E Centre due to the reasons beyond our control (accident at municipal water mains or other reasons), an engineer on duty shall immediately notify the Event Operator of this fact and shall disconnect a stand (exposition) from the centralised network until water supply is restored.

9. Procedure of stand (exposition) connection to the Internet and telephone lines

- 9.1. Connection to the Internet and telephone lines shall be made by a company authorised by the Patriot C&E Centre on the last day of the Event mounting based on the Operator's

request and a diagram, indicating location of connection points of telephones and the Internet.

9.2. The Operator shall on an obligatory basis coordinate location of utility and communication lines with the Patriot C&E Centre's Engineering Services.

9.3. The Event Participants must not:

9.3.1 Connect telecommunication equipment to the communication channels provided for the purposes of rendering services to third parties;

9.3.2 Take away the equipment leased from the Patriot C&E Centre outside the pavilion.

10. Requirements to fulfilment of works of enhanced danger and complexity

10.1. Works of enhanced danger include the following:

- Electrical installation and other works involving the use of power tools;
- Elevated works;
- Electric gas welding works;
- Works involving the use of compressed gas cylinders;

10.2. Works of enhanced complexity include the following:

- Loading and unloading operations involving the use of hoisting cranes and other gears;
- Delivery of large-size and large-tonnage exhibits and equipment into the pavilion and their placement;
- Handling glass and glassware (transportation, cutting, mounting of showcases, shelves, etc.)
- Non-standard attachment of equipment and exhibits to walls, floor and other structural elements of buildings and structures in the territory of the Patriot C&E Centre;
- Cutting and adjustment of heavy-duty, large-size metal and wooden structures.

10.3. Only properly attested personnel who have on an obligatory basis passed training and attestation and hold respective certificates with regard to this particular type of work are allowed to perform works of enhanced danger and complexity. In case a certificate is not available at the work site, a staff member shall not be allowed to work (copies of documents shall be submitted to the Patriot C&E Centre).

10.4. Having arrived to the Patriot C&E Centre for carrying out works of enhanced danger and complexity, the Developer's authorised officer shall submit to the Patriot C&E Centre's authorised representative a duly filled in logbook of safety and fire safety instructions from the Developer's facility.

10.5. It is allowed to perform the specified works only after further safety and fire safety instruction conducted by the Patriot C&E Centre's authorised representative.

10.6. A permit to carry out works is only issued when an authorised officer has been assigned by the Developer, all necessary equipment, tools, protective gears (including enclosures), auxiliary facilities, gears and spare parts required to perform this type of work have been allocated and a first aid kit is available.

10.7. The aforementioned works shall be performed under the supervision of the Patriot C&E Centre's authorised representative and the Patriot C&E Centre's engineering personnel.

10.8. In case of revealing that those who performed such works have violated safety regulations, fire safety regulations, sanitary and hygiene regulations, industrial rules and

requirements to fulfilment of this particular type of work, the Patriot C&E Centre's authorised representative shall be entitled to suspend the works until the deficiencies having been revealed are rectified or to entirely forbid further performance of the works if these may cause an accident or threat life and health of people. In this case, a protocol is issued and signed by both parties and penalties are imposed.

11. Sanitary and hygiene requirements (SHR)

11.1. When being in the territory of the Patriot C&E Centre, all participants in the exhibition process (including the Developer) shall strictly abide by the sanitary and hygiene rules and requirements and prevent any action that leads to contamination of walls, floors, premises and surroundings and causes harm to people health. Those who are guilty of violation of the SHR shall bear liability in conformity with the effective legislation of the Russian Federation.

11.2. Dirty vehicles and exhibits, as well as those in improper physical state (in dirt, with leaking oil, fuel, etc.) are prohibited from entering the territory of the Patriot C&E Centre.

11.3. Parking of motor vehicles with an operating engine is prohibited near the mounting gates and entrances.

11.4. It is strictly prohibited to pour petroleum products, paints, solvents, electrolytes and any construction mixes onto the pavilion floor surface, into hatches, collectors and toilets.

11.5. It is prohibited to deliver radioactive substances, chemical solutions, compounds, etc., which are harmful to human health, into the territory of the Patriot C&E Centre.

11.6. It is not allowed to drop litter in the territory of the Patriot C&E Centre. Waste bins for envelopes, glass and plastic bottles, polyethylene bags, etc., are placed across the entire territory.

11.7. Repairing and washing of motor vehicles in the territory of the Patriot C&E Centre are strictly prohibited.

11.8. In the territory of the Patriot C&E Centre, it is strictly prohibited to use open fire and create conditions to this end (e.g. to spill highly inflammable liquids or to store combustible materials, equipment and property even on a temporary basis).

11.9. Construction debris, components of expositions and structures, waste cleaning clothes and napkins, unnecessary equipment and materials, etc., shall be immediately removed from the pavilion and the territory of the Patriot C&E Centre by the Developer.

11.10. Disposing of mercury-containing lamps and breaching their integrity are strictly prohibited in the territory of the Patriot C&E Centre. Those who are guilty shall be liable to a fine; de-mercurization of floor surface and other spaces contaminated with mercury compounds shall be performed at their expense. Minimum de-mercurization area is 100 sq.m.

11.11. In the territory of the Patriot C&E Centre, it is only allowed to wash stand equipment and exhibits using household chemical agents. It is strictly prohibited to use highly inflammable liquids for these purposes.

11.12. In the territory of the Patriot C&E Centre, it is strictly prohibited to perform painting works with the use of highly inflammable liquids.

11.13. Disposal of construction mixes (solutions of cement, alabaster, plaster, glue, aqueous emulsion paints) in the pavilion is strictly prohibited.

11.14. It is strictly prohibited to pour into hatches and assembly channels of the pavilion residual construction mixes, petroleum products, waste oils and greases or to sweep small litter and waste into them, which may lead to the sewage network breakdown and cause fungi and malignant bacteria. In case this has happened, preventative actions shall be immediately taken and the administrator shall be notified.

11.15. It is strictly prohibited to use bathroom facilities (toilets, sinks, hatches and assembly channels) to dispose and wash tools and painting accessories.

11.16. The use at the exhibition premises of X-ray units, laser stations, high-frequency devices, as well as arrangements (exhibits) with radioactive isotopes and other equipment with emission sources, which are harmful to people, is only allowed subject to special approval by a respective oversight authority (certificates and technical documents shall be submitted to the Patriot C&E Centre).

11.17. The use of products and construction materials containing asbestos or other harmful and dangerous substances is prohibited.

11.18. Demonstration exhibits and arrangements that emit fume, gas and other harmful substances (including chemical compounds) during their operation shall on an obligatory basis be equipped with autonomous exhaust systems enabling release of gases outside the pavilion.

11.19. Noise from operating machines, devices, exhibits and other equipment shall be kept to a minimum and within a stand (within a radius of 5 m from a stand) and not exceed 70 dB as stipulated in the sanitary regulations.

11.20. Climate control (air ventilation, temperature control) in the pavilion is exercised automatically by the industrial equipment installed. Therefore, it is prohibited to use additional heaters, air conditioners, fans, aerosol dispensers and other local climate control appliances without consultation with the Patriot C&E Centre.

Fire Safety Regulations Incidental to Carrying Out the Events

1. The exhibition premises at the Patriot C&E Centre are provided to the Operator in a proper state meeting the main fire safety requirements to carry out the Events.
2. The Operator and the Developer shall be liable for fire safety and observance of the fire-fighting requirements during the course of mounting/dismantling works and holding the Event, with an authorised officer to be assigned by the Operator.
3. Control over observance of the fire safety rules is exercised by the General Developer, the Patriot C&E Centre and the authorised body of the Ministry of the Russian Federation for Civil Defence, Emergencies and Elimination of Consequences of Natural Disasters.
4. Exhibition layout of the Event with regard to observance of the fire safety requirements shall be approved by the Patriot C&E Centre, the authorised body of the Ministry of the Russian Federation for Civil Defence, Emergencies and Elimination of Consequences of Natural Disasters and the General Developer. Exposition layouts of exhibition events shall on an obligatory basis indicate the following:
 - Location of offices, various auxiliary premises (conference halls, kitchen, canteens, bars, check-in and information desks, etc.), with all dimensions and ties to a given exposition shown;
 - Location of emergency exits, fire hydrants, fire extinguishers, inside fire plugs and electrical cabinets in accordance with an extract from the pavilion layouts received by the Operator from the Patriot C&E Centre. Free access and an area required to ensure normal operation shall be provided to exits, fire hydrants, inside fire plugs and electrical cabinets;
 - Exhibits showcased in action, engine operation principles, fuels used, lubricating materials and processed raw materials;
 - Conventional symbols for convenient interpretation of drawings and all necessary explanations.
5. Layouts of non-exhibition events shall on an obligatory basis indicate the following:
 - Arrangement of furniture, temporary structures and buildings;
 - Escape routes;
 - Arrangement of equipment, specifying connection points and required electricity consumption;
 - Location of the cloakroom and smoking areas;
6. Explanations and captions on exhibition layouts shall be readable in Russian.
7. In sufficient time in advance, but not later than one month prior to the commencement of mounting works, the Event Operator shall on an obligatory basis submit to the Patriot C&E Centre data on all fire- and explosion-hazardous materials and exhibits for appropriate and well-coordinated safety measures to be undertaken. It is strictly prohibited to deliver such materials and exhibits without consent of the Patriot C&E Centre.
8. Immovable structures of the stands shall be made of non-burning and hard-burning construction materials. In finishing of inner premises of the stands, offices, as well as ramps, ceiling and enclosures, non-burning and hard-burning construction materials shall be used. Using burnable decorative materials untreatable by fire retardant shall not be allowed.
9. It is prohibited to perform painting works in the pavilion using highly inflammable paints.
10. When constructing double-storey and double-tier exhibition stands and exposition stands of higher fire hazard, the latter shall be equipped with additional fire alarm detectors and fire extinguishers.

11. For all stand materials used by the Developer in building the Event exposition, fire safety certificates and protocols of treatment with fire retardant agents shall be submitted to the General Developer.
12. Carpets and carpet flooring used in the pavilions shall be securely attached to the floor along the perimeter and at the joints. These shall be made of hard-burning material and have a protocol of treatment with fire retardant agents available.
13. Stationary film and video projection equipment shall be installed at the premises or cabinets made of non-burning materials and having isolated exits to the outside or to a corridor not intended for presence of people.
14. During the course of mounting and dismantling works, access roads in the pavilions (mounting gates and passages) shall be unhindered. Transportation boxes, packaging and other materials and equipment, which are no longer required, shall be removed from the pavilion without delay.
15. It is prohibited to arrange thresholds and turnstiles along the escape routes and visitor traffic routes. Passages for visitors shall be not less than 3-m wide and shall enable circular traffic, as well as unhindered access to escape exits, switchboards, inside fire plugs and other fire-extinguishing appliances. Staircases, escape exits, passages, corridors and lobbies shall at all times be kept unhindered and free from any items that might impede people's movement.
16. It is prohibited to arrange expositions and warehouses or to accommodate offices and service premises at staircases and beneath them.
17. It is allowed to use electrical appliances for making tea and coffee only at the premises specially intended and outfitted for these purposes.
18. Electrical heaters, refrigerators and air conditioners shall connect to a separate power line with a starter protective device.
19. At the exhibition stands, it is prohibited to:
 - Arrange storerooms and workshops;
 - Store combustible and highly inflammable liquids;
 - Install cylinders with combustible gases;
 - Showcase exhibits in motion with the use of open fire.
20. If permissible current in low-power electrical appliances (transformers, electric motors, etc.) installed at an electrified stand, is below the target value, for which a power network protective device is rated, additional protection shall be provided. All electrical installations shall be grounded.
21. When laying exposed circuits, provided no physical damaging is possible, it is allowed to use cables with non-burning and hard-burning outer cover.
22. All connection and branching of wire and cable shall be made by means of welding, soldering, extruding or special clamping. In places of connection and branching, wire and cable conductors shall be securely isolated.
23. In order to connect portable current collectors, flexible wires protected against physical damage shall be used; in electrical engineering works, only certified products (junction boxes, power dividers, sockets, etc.) shall be used.

24. In order to illuminate halls and stands, electrical lighting fixtures pertaining to fire-hazardous premises of the P II Class shall be used. The use of diffusers of organic glass, polystyrene and other highly inflammable materials in lights is not allowed. The distance from illumination lights to burning and hard-burning surfaces shall be at least 50 cm.

25. At the exhibition stands, demonstration of operating arrangements and installations fuelled by highly inflammable liquids or combustible gases is only allowed if they are supplied through a pipeline from a reservoir installed outside the pavilion and exhaust gases are released to the outside. Installing and showcasing exhibits and processes associated with the possibility of breaking out of fire (welding, soldering and other types of works involving open fire, combustible solvents, etc.) shall be subject to approval by the Patriot C&E Centre in advance (1 month).

26. Storage of advertising materials and promotional goods shall not be arranged at the exhibition stands.

27. Exhibits, standby equipment, containers and packaging materials shall be stored outside the pavilion or at specially allocated premises.

28. Smoking inside the exhibition pavilions is not allowed.

29. All other issues, which remain beyond the scope of these Rules and which might arise during mounting, dismantling and holding of the Event, shall be settled on the spot by the representatives of the Patriot C&E Centre.

30. If decoration of an exposition (stand) does not meet these Rules, the Patriot C&E Centre shall be entitled to demand the exposition dismantling from the General Developer.

31. In compliance with the current legislation of the Russian Federation, extra penalties shall be imposed on all the Event Participants by the State Fire Fighting Service bodies according to a legally established procedure for the breach of fire safety regulations.

32. All the Event Participants shall be aware of and abide by fire safety measures, be able to take actions in case of fire and use primary fire-fighting means, and namely

- they shall be briefed on fire-fighting measures and occupational safety rules in workplaces, places of holding the Events and places of common use at the premises non-adjacent to the exhibition pavilions within the territory, with briefs being filled in the logbook (the logbook shall be kept by the Event Operator);
- they shall have a booklet (instruction) about fire-fighting measures, fire safety rules and behavior (actions) in case of an emergency situation and the rules of the use of primary fire-fighting means (to be developed and distributed by the Event Operator).

33. At the moment of holding the Events, maps of escape from the territory of the Event shall hang on all entrances to and exits from the Event, indicating location of emergency exits, escape routes (connected to routes and emergency exits from the pavilion in accordance with the pavilion layout).

34. The Operator shall by its order assign one of its staff members responsible for ensuring safety during the entire period of holding the Event.