

# INTERNATIONAL SPECIALIZED EXHIBITIONS

September 11–13, 2018

Crocus Expo exhibition center

Pavilion 2, Halls 9, 10 and 11

**HOUSEHOLD  
EXPO**

**STYLISH HOME  
GIFTS**

**CHRISTMAS BOX  
PODARKI**

## EXHIBITOR MANUAL

[www.hhexpo.ru](http://www.hhexpo.ru)

[www.styhome.ru](http://www.styhome.ru)

[www.christmasbox.ru](http://www.christmasbox.ru)



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## **DEAR EXHIBITORS,**

We are glad to welcome you as the participants of our exhibition, which is the leading branch event in Russia and the best place for advertising, marketing, promotion, establishment of business contacts and search for partners.

Being the organizer of the event, MOKKA Expo Group will do its best to make your participation fruitful and to help you to have the full range of exhibition services.

This Manual has been developed to provide you with the necessary information regarding your participation in our event.

We would kindly ask you to review this Manual and to observe the deadlines to avoid any inconvenience while participating in the fair.

## **CONTACT INFORMATION**

### Exhibition Organizers

Mayer J. Group  
MOKKA Expo Group LLC  
InterDeco Expo LLC  
7 Yuzhnoportovaya str., 115093 Moscow,  
Russia  
+7 (495) 363-50-32/33  
[www.hhexpo.ru](http://www.hhexpo.ru)  
[www.styhome.ru](http://www.styhome.ru)  
[www.christmasbox.ru](http://www.christmasbox.ru)

### Exhibition Management:

Director of the exhibition  
Olga Dvinyaninova  
Tel.: 8-910-429-47-50

Curators of the exhibition projects  
Natalya Gordeeva  
Tel.: 8-919-784-17-90

Elena Sharovatova  
Tel.: 8-916-830-79-47

Lilia Voronina  
Tel.: 8-916-830-79-67

International department  
Maria Nikovskaya  
Tel.: 8-919-784-19-72

Daria Vyatchina  
Tel.: 8-916-598-72-01

Advertising and PR Director  
Xenia Ionova  
Tel.: 8-903-242-64-83

Department of PR and advertising  
Anna Struyeva  
Tel.: 8-919-784-19-49

Coordinator of the business programme  
Galina Shevchenko  
Tel.: 8-910-426-01-61

### Exhibition Center

Crocus Expo  
66 km Moscow City Motor Ring  
16 Mezhdunarodnaya str., Krasnogorsk,  
143402 Moscow region  
Tel./fax: +7 (495) 727-26-26  
[www.crocus-expo.ru](http://www.crocus-expo.ru)

### Official Contractor of the Exhibition Center

BuildExpo  
Tel.: + 7 (495) 727-26-12  
e-mail: [info@buildexpo.ru](mailto:info@buildexpo.ru)  
[www.buildexpo.ru](http://www.buildexpo.ru)

### Official Freight Forwarder

ADEFA LLC  
16 Mezhdunarodnaya str., Krasnogorsk,  
143402 Moscow region  
IEC Crocus Expo  
Pavilion 1, office 210  
Contact person: Anton Popov  
Tel.: +7 (903) 228-94 76  
e-mail: [anton@pfs.de](mailto:anton@pfs.de)  
Тел.: +7 (903) 228-94 76  
e-mail: [anton@pfs.de](mailto:anton@pfs.de)

**VENUE**

Crocus Expo International Exhibition Center

Pavilion 2, halls 9, 10, 11

66 km Moscow City Motor Ring

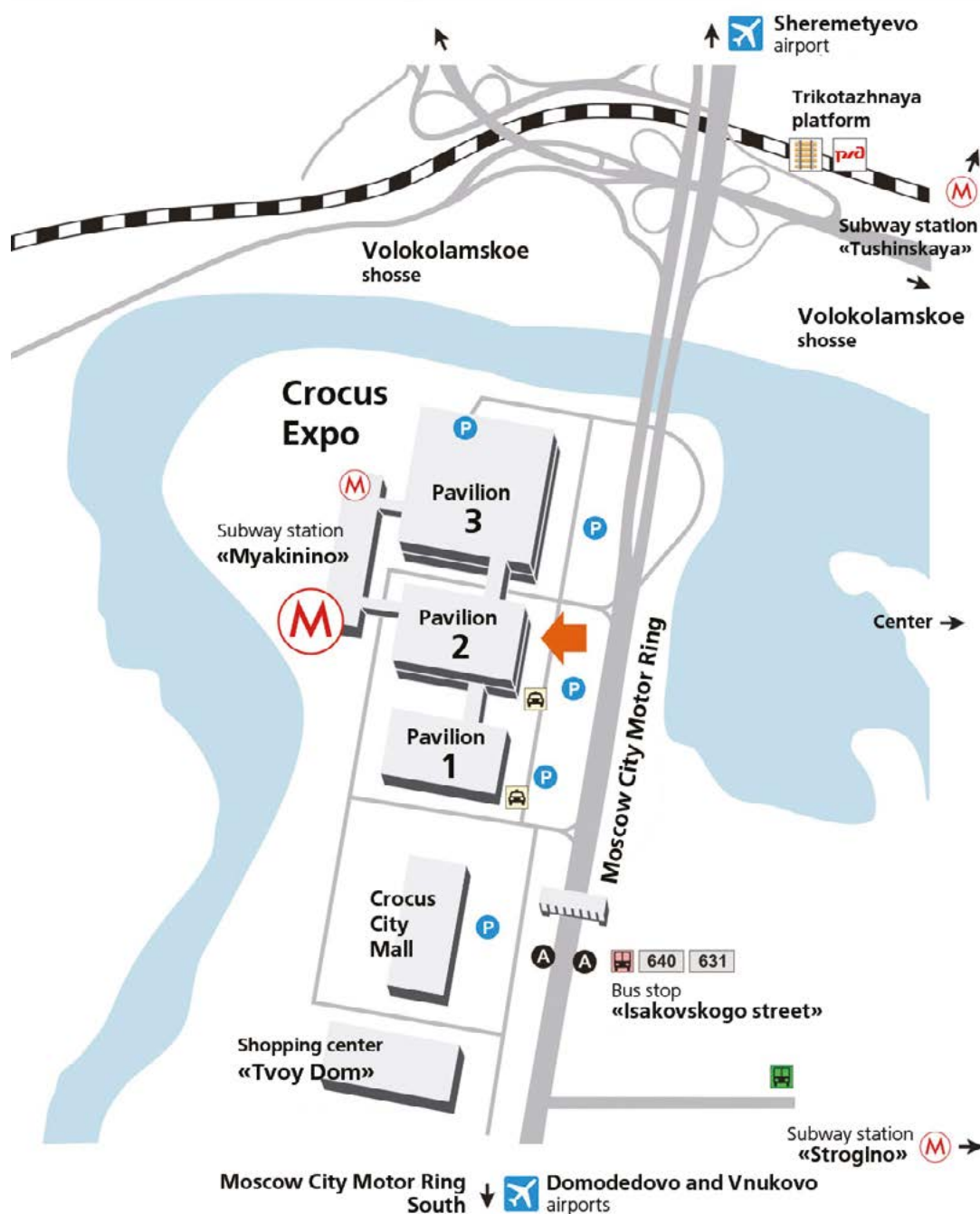
16 Mezhdunarodnaya str., Krasnogorsk, 143402 Moscow region

**By public transport:**

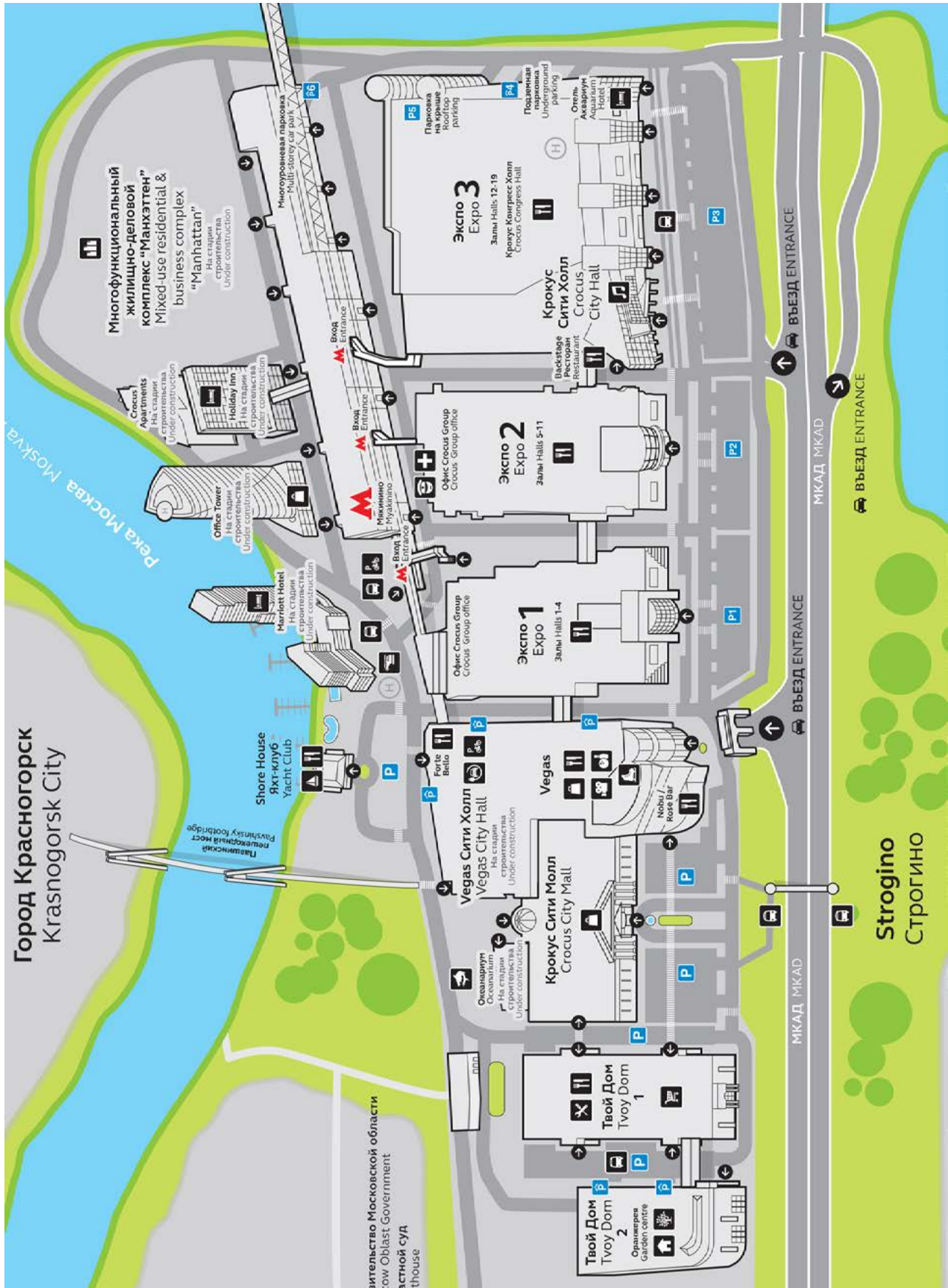
Subway station “Myakinino”, exit to the pavilions of the exhibition center

**By car:**

Outer side of Moscow City Motor Ring (66 km) – exit to Crocus City territory after Volokolamskoe shosse



INFRASTRUCTURE  
of Crocus Expo IEC



**DATES, DEADLINES, SCHEDULE OF THE WORK OF THE EXHIBITION**

**INSTALLATION–EXHIBITION–DISMANTLING**

Please pay attention to the fact that all payments for exhibition space and services should be transferred to the operating account of the Organizer of the exhibition BEFORE August 20, 2018. Otherwise, neither your company nor your booth contractor company WILL BE PERMITTED to work in the exhibition center. Additional services will ONLY be provided after all ordered services are PAID FOR IN FULL.

<b>September 8</b> SATURDAY	08:00 – 13:00	Layout
	13:00 – 20:00	Installation of booths
<b>September 9</b> SUNDAY	08:00 – 20:00	Installation of booths
<b>September 10</b> MONDAY	08:00 – 18:00	Installation of booths*
	08:00 – 20:00	Arrival of participants of the exhibition, layout of booths
	20:00	All booths should be ready, cleaning of booths and rented space should be completed
<b>September 11</b> TUESDAY	08:00 – 20:00	Working hours of the pavilion
	10:00 – 18:00	Exhibition is open to visitors
<b>September 12</b> WEDNESDAY	08:00 – 20:00	Working hours of the pavilion
	10:00 – 18:00	Exhibition is open to visitors
<b>September 13</b> THURSDAY	08:00 – 20:00	Working hours of the pavilion
	10:00 – 16:00	Exhibition is open to visitors
	16:00 – 20:00	Removal of exhibits. Standart booths should be vacated
<b>September 14</b> FRIDAY	08:00 – 18:00	Dismantling of booths
	18:00 – 20:00	Pavilion should be vacated, equipment and booth constructions should be dismantled and transported out of the exhibition center

\* Construction and finishing works, removal of waste to the aisles **after 17:00 on September 10** and in the morning of **September 11** is prohibited. In case this requirement is violated, cleaning of the polluted space is paid for by the Participant.

## PLEASE DO NOT LEAVE YOUR BOOTH WITH YOUR EQUIPMENT AND PERSONAL BELONGINGS UNATTENDED

Please make sure that your contractors and booth designers are familiar with the afore-cited schedule. Keep in mind that the organization of overtime works at "Crocus Expo" is paid for separately, which is why you should plan the construction and design of your booth in advance.

### REMINDERS

- **Any booth that has not been occupied by 20:00 of September 10, 2018, will be considered free for rent. If you cannot occupy your booth by that time, please inform us about this beforehand in writing.**
- Participants should be present at their booths, and the booths should operate till **16:00 of September 13, 2018.**
- Exhibition items and equipment should not be removed from the exhibition before this time.
- Contractors and participants of the exhibition who leave exhibits or booth equipment unattended after the exhibition is closed will have full responsibility over the items left unattended.
- All participants should remove their exhibits and other items **before 20:00 of September 13** to allow for the booths to be dismantled.
- All booth equipment left at the booth **after 18:00 of September 14** will be considered waste and removed at the cost of the participant.
- We kindly ask you to obtain the necessary invoices and certificates from your manager within the working hours of the exhibition from **September 11 to 13, 2018.**

In order to sign certificates of acceptance it is necessary to have the agreement with the original company seals on you, as well as a **power of attorney** for the right to sign financial documents for the employees of your firm (see p. 28) and a company seal. Please ask our manager in case you would like to change accounting documentation.



## GENERAL INFORMATION

### ACCESS TO THE TERRITORY OF THE EXHIBITION:

#### Participants:

During the exhibition participants and personnel working at the booths will be allowed to access the territory of the exhibition center upon presentation of a **BADGE**.

**The badge of participant may be obtained at the office of the organizers from August 10, 2018, at the address: 7 Yuzhnoportovaya street, block 25, Moscow, or at the information stand of the Organizer's Office of the exhibition, pavilion 2, Crocus Expo IEC, from 09:00 to 18:00 on September 10.**

#### Contractors:

Contractor companies may obtain entry permits for installers at BuildExpo LLC while going through the technical expertise. A representative of the contractor company may obtain the finalized permits at the service center of pavilion 2 while the exposition is being installed.

Installation entry permits for personnel engaged in installation-dismantling works of a participant's booth (with the exception of the official contractor's personnel) are given out at the Service Center of pavilion 2 according to lists. In order to obtain installation entry permits, one needs to provide the Service Center with a letter specifying the name of exhibitor company, booth number, full names and passport details of installers (See a sample letter on page 30).

**Access to the halls of Crocus Expo IEC without an entry permit is prohibited.**

**Entry permits for installers will not be valid while the actual exhibition takes place.**

### TRANSPORTATION OF CARGO

Transportation of cargo (equipment, exhibits) into the exhibition center will be conducted while the exposition is being installed in compliance with the following procedure:

- Prepare a letter with a list of your equipment and exhibits on the official company letterhead in three copies. All copies should have the original signature of the director of the company and the company seal.
- Endorse the letter at the Service Center of pavilion 2.
- Based on this letter, obtain entry permits for vehicles from the transport and logistics manager at the Service Center.

**The first copy** of the letter should be given to an employee of the Service Center in the hall of pavilion 2 next to the registration stand.

**The second copy** should be given to the guard in the hall.

**The third copy** should be kept by the exhibitor. It will be needed later for the removal procedure.

An example of the take-in letter for transportation of equipment and exhibits in and out of the exhibition center can be found on page 29. If you plan several entries you should present delivery letters for each entry.

In order to transport self-propelled exhibits into the halls it is necessary to order escort services.

Crocus Expo IEC charges a special FEE for the entrance of vehicles to the loading/unloading work zone next to the installment gates of the pavilions. The loading/unloading work zone is considered to be the territory within the distance of 30 meters from the walls of the pavilions of Crocus Expo IEC around the entire perimeter.

FEES (in RUB):

- |                |             |
|----------------|-------------|
| 1) Car – 1pc   | 2500,00 RUB |
| 2) Truck – 1pc | 5500,00 RUB |

Note that the tariffs are valid as of May 1, 2018, and are subject to change.

**If you would like to pay via bank transfer in advance, you should apply to the transport division of Crocus Expo IEC (tel.: +7 (495) 727-25-87, trans@crocus-off.ru) till August 20, 2018.**

The time for parking in the loading/unloading work zone is LIMITED:

- For a truck – up to 2 hours
- For a car – up to 1 hour

If the exhibition takes place on the 2nd exhibition level of the pavilion, the time for parking in the loading/unloading work zone is one hour longer.

**Crocus Expo IEC imposes a fine for overstaying the allowed parking time. A lost entry permit for vehicles cannot be recovered.**

As soon as the exhibits and equipment are unloaded, all cargo transport should leave the territory of Crocus Expo IEC. Parking at night on the territory is **PROHIBITED**.

During the running of the exhibition, including the opening day, entry of vehicles to bring additional exhibits and/or advertising materials is allowed based on the take-in **letter only in the morning from 9:00 to 09:30**.

## MAXIMUM HEIGHT OF A BOOTH

**The maximum height of booths at the exhibition is 6.85 meters.**

No part of the **standard booth** should be higher than **2.50 meters**. All constructions higher than that should be coordinated with the organizer. If the wall of a booth is higher than the neighboring booth, the participant with the higher booth should finish (clothe, paint, etc.) the background of the part of the higher booth which stands out so that the participant at the neighboring booth and the organizers are satisfied with its quality.

## BUSINESS TRIP CERTIFICATES

You may stamp your business trip certificate at the Organizer's Office in the exhibition hall.

## MEDICAL ASSISTANCE

A skilled medical worker will be present at the exhibition center during installment and dismantling works, as well as while the actual exhibition takes place. Should you require medical assistance, contact the Organizer's Office.

## INTELLECTUAL PROPERTY

A Participant who has concluded the agreement for participation in HouseHold Expo and Stylish Home exhibitions, guarantees the Organizer that design of the booth itself and booth elements, as well as any other articles exhibited at the booth, do not violate trading rights, copyrights and any other rights concerning the intellectual property of any third party.

## PHOTOGRAPHY

Participants have the right to take pictures of their own booth and of the overall exhibition. However, pictures of other booths or specific exhibition zones may be taken only with an explicit permission of other Participants and Organizers.

## INVOLVEMENT OF THIRD PARTY CONTRACTORS

Participants bear full responsibility for their choice of contractors, namely, the chosen contractors should be able to satisfy all the requirements of the participants, and the equipment and materials used by the contractors, as well as provided services, should meet the established tasks.

All contractors and handymen working at the exhibition should obey all law requirements directly or indirectly regulating their work.

Participants should provide the Official contractor with contact information on the chosen contractors no later than August 15, 2018.

**ATTENTION:** Organizers have the right to demand the termination of work by any person if the Organizer has reasonable ground to believe that the works are conducted with the violation of rules and instructions. In this case the Organizers may demand for such persons to leave the territory of the exhibition center.

## EMPTY PACKAGING

There should be no empty boxes, cases, pallets or packaging materials at the booth during the exhibition - they should be moved out by the freight forwarder or the Participant himself. Any packaging materials spotted at the territory of the exhibition will be thrown away as waste.

**All packaging should be removed from the halls by 17:00 of September 10. Any boxes left after that time will be moved out for an extra fee.**

## DIMENSIONS OF A BOOTH

The dimensions of your booth including all elements standing out should not exceed the length and width of your ordered exhibition space. All exhibits should be situated within the booth.

A participant cannot block the aisles with exhibition materials or put materials for demonstration out of the booth. Information materials and literature should be given out only from inside the booth and NOT from the aisles between booths or other zones of the halls.

## STANDARD BOOTHS

### **FASCIA BOARD:**

White panel, 300 mm wide, the name of the company is written in lower and upper case letters. The colour of the writing is dark blue. In case you need the writing to be in another colour, please contact the Organizer.

**Please make sure that you have ordered electricity supply of necessary power in kW.**

**ATTENTION:** If you are using a standard booth, the following is prohibited: full or partial dismantling works, independent changes of the electrical equipment of the booth, use of own lighting appliances without the approval of the Official contractor of the exhibition, connection of electrical appliances from other booths to sockets at your booth, unapproved connection to water, sewer and compressed air systems, use of own furniture made of exhibition constructs (Octanorm, etc.), dismantling of audio and video equipment, independent lining of panels, anchoring and use of duct tape and other adhesive materials to line panels, use of staplers to fasten exhibits to panels, drilling of constructions, allocation and installation of any exhibition equipment or constructions, which are not the exhibits of the exhibition participant, within the boundaries of the standard booth.

Wall panels of standard booths should not be in any way damaged. Using self-adhesive film or duct tape to line the surfaces of the booth independently is forbidden. In case this requirement is violated one will be billed for the service "lining with the materials of the client".

One should be careful when arranging exhibits and materials on wall panels. Light materials may be fixed with the help of wall mounted hooks. When arranging heavy materials one should consult with the contactor of standard booths as the installation of special rails will probably be required.

**A fine in the amount three times higher than the rental fee will be imposed for damaging wall panels and other exhibition equipment provided by the Organizer.**

## INDIVIDUAL CONSTRUCTION

Dear Ladies and Gentlemen!

We would like to offer you the possibility of ordering the construction of an exclusive exhibition booth.



If you would like for you booth to be different from the others in a favorable way, to involve interesting design decisions and emphasize the individual style and image of your business on the market, we are ready to help you. If you order an individual booth, you save time, optimize your budget and obtain guaranteed quality.

With a contract for the construction of a booth with the Official contractor of exclusive booths Mayer J Group you will get a full range of services and events:

- A 3D model of the booth;
- Approval of project and technical documentation with the engineering and fire divisions of Crocus Expo;
- Order of technical connections such as water, electricity, compressed air, etc.;
- Individual control of the construction during the installment of booths at the exhibition.

If you are interested in this offer, please contact your manager

## **GENERAL TERMS AND CONDITIONS FOR PARTICIPATION IN HOUSEHOLD EXPO, STYLISH HOME. GIFTS AND CHRISTMAS BOX. PODARKI EXHIBITIONS**

The general terms and conditions for participation in Household Expo, Stylish Home. Gifts and Christmas Box. Podarki exhibitions taking place on the territory of Crocus Expo IEC (hereinafter «General terms and conditions») are obligatory for all participants and organizers of collective expositions at the exhibition (hereinafter «Exhibitors»).

### **1. REGISTRATION FOR PARTICIPATION**

- 1.1. In order to take part in the exhibition the Exhibitor sends an application for participation to MOKKA Expo Group LLC or InterDeco Expo LLC (hereinafter «COMPANY»).
- 1.2. The application for participation in the form determined by the COMPANY is filed in one copy and signed by an authorized person (head of the company or a person acting based on a power of attorney issued by the company).
- 1.3. Fees for renting exhibition space, registration fees, dates of installation of booths, operation of the exhibition and its dismantling and closing dates for submitting applications are determined by the COMPANY for each exhibition and published in the official information materials of the COMPANY (including electronic materials). The data contained in the information materials are not final and may be changed by the COMPANY.
- 1.4. After agreeing on all terms and conditions for participation the COMPANY and the Exhibitor sign an agreement (contract) for participation in the exhibition. The General terms and conditions with all the enclosures, changes and additions are an integral part of the agreement.
- 1.5. The Exhibitor should follow all the rules established by Crocus Expo IEC which can be found at <http://eng.crocus-expo.ru/services/> :
  - «Basic requirements while running events at Crocus Expo IEC»;
  - «Instruction on fire safety measures while installing/dismantling expositions and running exhibition events in the pavilions and open spaces of Crocus Expo IEC» ;
  - «Rules for conducting electrotechnical works at Crocus Expo IEC».
- 1.6. Applications for additional services (electricity connection, cleaning of the booth, etc.) are submitted by the Exhibitor one month at the latest before the beginning of the installation of the exhibition and are paid for through invoices of the COMPANY.
- 1.7. The agreement (contract) for participation in the exhibition as well as all enclosures and additions should be signed by authorized persons.
- 1.8. In order to promptly solve any questions connected to preparing for and running the exhibition it is possible to conclude an agreement and exchange other documents by means of fax and e-mail messages. In this case it is obligatory to send the originals of the corresponding documents afterwards.

### **2. REGISTRATION FEE**

- 2.1. The Exhibitor pays the registration fee established by the COMPANY for the particular exhibition. This fee is required by the COMPANY to publish information about the exhibitor in the official catalogue of the exhibition and the exhibition guide, to provide the registration of the Exhibitor, badges of participants and entrance tickets.
- 2.2. In case of a refusal to take part in the exhibition the registration fee cannot be refunded.

### **3. EXHIBITION SPACE**

- 3.1. The exhibition space is rented to the Exhibitor and can be used during the installation, running and dismantling of the exhibition. The state of the rented space is fit to accommodate an exhibition booth. The acceptance and lease of the exhibition space is formalized by bilateral certificates signed by authorized representatives of the COMPANY and the Exhibitor and authenticated by company seals.
- 3.2. The exhibition space is rented to the Exhibitor both unequipped (raw) and equipped based on the agreement for participation in the exhibition. The exhibitor places an order for installation/dismantling works, decoration and design works and other types of works for the construction of standard booths with the Official contractor of Crocus Expo IEC – BuildExpo LLC (hereinafter «Official contractor»).

- 3.3. The fee for using the exhibition space also includes:
- The cost of general electric lighting, heating, ventilation of the closed exhibition space (pavilion, hall);
  - The cost of general security at the exhibition center and pavilion;
  - Maintenance of an entry/exit permit regime;
  - The cost of cleaning of the whole territory of the exhibition pavilion (halls), aisles and open spaces (cleaning of booths is realized at the cost of the Exhibitor and is paid for additionally);
  - The cost of the removal of waste, packaging and small construction waste to specifically chosen places during the installation, running and dismantling of the exhibition (utilization of large construction waste is paid for additionally);
  - The cost of entry permits (badges) issued by the COMPANY based on the list provided by the Exhibitor and in compliance with the requirements of Crocus Expo IEC (with the exception of entry permits for vehicles of the Exhibitor which are paid for additionally in compliance with the fees of Crocus Expo IEC);
  - Public liability insurance of the Exhibitor for the whole exhibition period for the infliction of harm to life and health and/or damage to the property of third parties including the COMPANY, exhibitors and visitors of the exhibition.
- 3.4. The space rented to the Exhibitor cannot be given to other firms on a voluntary or a reimbursable basis without the written consent of the COMPANY.
- 3.5. Fee for using the space should be transferred to the operating account of the COMPANY within the dates specified in the agreement for participation in the exhibition. Without paying the total cost under the agreement the Exhibitor is not allowed to take part in the exhibition; any consequential losses are not reimbursed.
- 3.6. The exhibition space which has not been occupied by the Exhibitor before the deadline set for the completion of the exhibition installment is considered free for rent. The COMPANY reserves the right to deal with this space as it sees fit. In this case the finances paid by the Exhibitor under the agreement will not be reimbursed.
- 3.7. In any case the COMPANY is not responsible for:
- Any loss or damage of the exhibits and other material values belonging to the Exhibitor, its agent and other persons working with or invited by the Exhibitor, as well as any losses which may occur as a result of fire, explosion, damage by water or wind, lightning strike and other hazards regardless of the way the damage occurs;
  - Any harm which may be inflicted to the persons working with or invited by the Exhibitor under any conditions, regardless of the way the harm may be inflicted.
- 3.8. As a participant of the exhibition the Exhibitor is responsible for violating general safety and fire safety rules and for violating public order under the legislation of the Russian Federation.

## 4. SERVICES AND FEES

- 4.1. The COMPANY may provide additional services to the Exhibitor at the expense of the latter. A detailed list of the services provided may be obtained from the COMPANY. All orders for the services are formalized in additional applications to the agreement for participation in the exhibition. The services are rendered when the payment is transferred to the operational account of the COMPANY.
- When submitting an application for electrotechnical, plumbing and other engineering works the Exhibitor should provide the COMPANY with schematic plans of the exhibition booth. The plans should include the allocation of electric power equipment and lighting, reference data on the technical characteristics for every piece of the technological equipment of the Exhibitor (supply voltage, maximum power consumption, pressed air consumption, water consumption, etc.), information on the connection points of electric equipment to power supply sources, schemes of plumbing connections.
- 4.2. In case the Exhibitor refuses pre-paid services it should reimburse the costs spent by the COMPANY under the agreement concluded between the COMPANY and the Exhibitor. In case the Exhibitor refuses the booked personnel it should pay a penalty of 10% of the cost of one day's personnel work.
- 4.3. The Exhibitor should return all the equipment rented from the COMPANY in good condition before the completion of dismantling works. The Exhibitor is prohibited to move any property out of the territory of the exhibition without a certificate on retuning the equipment signed by a representative of the COMPANY.
- 4.4. Communication and audiovisual services at the exhibition center are only provided by representatives of Crocus Expo IEC at their own fees.
- 4.5. The COMPANY also provides services on conducting business programmers relevant to the exhibitions (symposia, conferences, seminars, presentations, etc.).

## 5. INSTALLATION AND DISMANTLING WORKS, DESIGN OF BOOTHS

5.1. Installation and dismantling works, works on the design of standard booths at the exhibition are carried out by BuildExpo LLC – the Official contactor of the exhibition center.

Independent installation, dismantling and other engineering and design works and the involvement of other companies (contactors) to conduct such works is only allowed with a signed consent of the Official contractor.

5.2. The booth can only be installed within the space rented by the Exhibitor. The aisles should not be blocked by packaging and construction waste.

5.3. During installation works and upon completion of the installation of the booth and the exposition (before the opening of the exhibition) the Exhibitor and its installation contractor should:

- Move all packaging, containers and the rest of construction and engineering materials out of the territory of the exhibition center;
- Move all waste from construction and engineering materials, garbage and solid domestic waste out of the place where installation works take place to special places and garbage containers on the open territory of the exhibition center.

It is prohibited:

- To install building constructions next to stationary electric boards, technological flaps, fire cabinets and other engineering equipment;
- To move wood industry equipment and lumber into the exhibition center and to conduct sawing, carving and other woodworks connected to the production of details of the exhibition booth;
- To conduct lacquer coating works implying the painting of the whole construction of the installed booth;
- To apply paint, lacquer, glue and other coating which is difficult to remove to the floors, walls and columns of the exhibition pavilions;
- To make holes of various kinds in the floors, walls and columns.

5.4. Rules for the layout and exploitation of booths, constructions and exhibits:

- All booths and temporary constructions, including mounted constructions, are installed within the space rented by the Exhibitor;
- Aisles for visitors of the exhibition should not in any way be blocked;
- Exhibits should be at the booth during the whole period of the running the exhibition;
- A clean state of the booth is provided by the Exhibitor and by third parties at its expense.

5.5. Rules for conducting dismantling works:

- The Exhibitor should begin dismantling of the exhibits and decorations only after the exhibition is closed. All dismantling works should be completed before the date specified in the agreement for participation in the exhibition, including works on bringing the rented exhibition space to its original state and removal of the exhibition freight;
- Upon completion of the exhibition all junctions, elements and details of the booth construction (including lumber) are brought out of the exhibition center independently by the Exhibitor;
- If the Exhibitor fails to complete dismantling by the specified date, the COMPANY will not be responsible for the property belonging to the Exhibitor.

5.6. Cleaning of booths and removal of garbage:

- After the installment and dismantling works Contractors should clear all waste left after the construction works. If a contractor does leave waste behind, the technical service of BuildExpo LLC will impose a fine on the contractor to the point of deprivation of accreditation.
- Exhibitors should independently clear all large waste and packaging and put all small waste in garbage bags and put them at the edge of their booths after laying out their booth and upon completion of the exhibition.
- The Exhibitor is responsible for ensuring that the contractor follows all the requirements established by Crocus Expo IEC.
- Garbage will be removed from the booth only if it packed in garbage bags and put in the aisle. It is prohibited to leave garbage outside of garbage bags in the booth after the exhibition is closed. If you have not brought garbage bags with you, they may be taken from the Organizer's Office.
- Removal of garbage bags is conducted:
  - at 18:00 on September 10;
  - from 08:00 to 09:00 on September 11 (before the opening of the exhibition);
  - on September 12 and 13 before the halls are closed to visitors (around 18:00).

- Cleaning of standard booths is conducted only from 18:00 on September 10, 2018, by the Official contractor (BuildExpo LLC). Cleaning of booths will not be conducted on any other days.
- Cleaning of exclusive booths will be conducted only from 18:00 on September 10, 2018, by the contractors of the booths.
- It is possible to book individual cleaning of your booth at the Service center of Crocus Expo IEC for an extra fee.

## 6. WORKING HOURS

- 6.1. The working hours of the halls (pavilions) during installation, running and dismantling of the exhibition are from 08:00 to 20:00. Installation and dismantling works exceeding the scheduled hours are only allowed with the permission of the COMPANY for an extra fee. The corresponding application and payment should be formalized at the Service Center of Crocus Expo IEC before 18:00 of the day when the overtime works are required.

The exhibition is open to visitors from 10:00 to 18:00 on September 11 and 12 and to 16:00 on September 13.

## 7. CONTROL OF ACCESS AND SECURITY

- 7.1. The Exhibitor should follow the entry/exit permit regime established by Crocus Expo IEC.
- 7.2. On request of the Exhibitor the COMPANY organizes individual security for booths and exhibits for an extra fee. It is prohibited to involve third parties to guard booths and exhibits.
- 7.3. The Exhibitor has the right to be present at the exhibition booth from 08:00 to 20:00 (from the moment of turning on the alert system of the pavilion to turning it off). During this time the Exhibitor is responsible for its property in full.
- 7.4. During the work of the exhibition it is prohibited to park your vehicles on the territory of the exhibition center at night. Failure to comply will cause a fine established by Crocus Expo IEC.
- 7.5. Moving of exhibits and exhibition materials which are not subject to customs control in and out of the exhibition center is organized through permits formalized according to the requirements of Crocus Expo IEC.

## 8. FIRE SAFETY RULES, GENERAL SAFETY RULES. CUSTOMS PROCESSING

- 8.1. The Exhibitors should follow the Fire safety rules established by Crocus Expo IEC and are responsible for violating them.
- 8.2. In order to prevent the violation of fire safety and general safety rules during installation, running and dismantling of the exhibition the Exhibitors should:
- Follow the requirements of the COMPANY in accordance with the acting general and fire safety rules;
  - Use electric equipment and electric cables which are compliant with the Russian safety standards;
  - Consider the acceptable load for one square meter of open (runway) and closed exhibition spaces (1 ton per sq.m.);
  - Not exceed the acceptable weight for an individual exhibit.
- 8.3. In case the acceptable load and the weight of an individual exhibit are exceeded and the exhibit is not steady enough, requires a special mount and/or increased general safety rules, the Exhibitor should inform the COMPANY about this in writing together with submitting the application and later obtain permission from the COMPANY to use this exhibit. It is prohibited to fix the exhibit and constructions of temporary pavilions to the foundation of open and closed exhibition spaces using the deepening technique.
- 8.4. Forwarding services and customs processing of exhibits are conducted by companies authorized by Crocus Expo IEC. The territory of the exhibition center will be considered a customs control zone during the exhibition.

## 9. COMMERCIAL ACTIVITY

- 9.1. Sale of exhibits and conclusion of commercial transactions at the exhibitions are conducted in compliance with the legislation of the Russian Federation. It is prohibited to hand out exhibits from booths sold under a contract before the closing of the exhibition.



## 10. ADVERTISING. INFORMATION. CATALOGUE

### 10.1. Within the booth:

- The Exhibitor is allowed to advertise goods and services relevant to the theme of the exhibition which are manufactured and sold by the Exhibitor. This includes handing out printed materials and/or any other information about these goods and services.
- Advertising of any kind of goods and services relevant to the theme of the exhibition which are manufactured and sold by third parties is prohibited without a written consent of the COMPANY.

### 10.2. Advertising using technical means capable of causing an optical or an acoustic advertising effect outside the booth of the Exhibitor and conducting performances and show programmes are only allowed with a written consent of the COMPANY.

Playing musical works with or without a text by any technical means or by employing artists during the exhibition is prohibited without settling the issue of the payment of author's fee.

### 10.3. All orders for photo and video shooting during the work of the exhibition are fulfilled by the COMPANY or third parties with a written consent of the COMPANY.

The COMPANY has the right to conduct photo and video shooting on the territory of the exhibition including the whole exposition and individual exhibits and to use the footage for advertising its exhibition business in mass media.

### 10.4. By the opening of the exhibition the COMPANY publishes an Official catalogue (as a printed edition or on a compact-disc) which contains the following information: the name of the Exhibitor and its address (postal and electronic, Internet), telephone and fax numbers, numbers of the pavilion and the booth, brief description of the company activities in no more than 500 characters, including spaces. If the Exhibitor so desires, the COMPANY may publish more comprehensive information about the Exhibitor in the official catalogue for an extra fee (under current rates of the COMPANY).

For an extra fee the COMPANY may also put a comprehensive annotation and coordinates of the Exhibitor on the web-site of the COMPANY.

## 11. RESPONSIBILITY OF THE EXHIBITOR FOR DELAY IN PAYMENTS. FAILURE TO COMPLY WITH THE GENERAL TERMS AND CONDITIONS FOR PARTICIPATION. REFUSAL TO PARTICIPATE

### 11.1. If the Exhibitor fails to follow the payment schedule, the COMPANY has the right to unilaterally terminate the agreement for participation. The agreement for participation may also be terminated if the Exhibitor significantly violates the General terms and conditions for participation. The agreement may be terminated by sending a written notification about the termination of the agreement to the Exhibitor. The date specified in the notification is considered to be the date of the termination of contractual relations. At the same time all the payments transferred to the COMPANY by the Exhibitor are retained as a compensation for the expenses of the COMPANY. Any invoices exceeding the sum of money transferred as payment for services are paid by the Exhibitor under the established procedure.

### 11.2. If the Exhibitor does not fulfil the General terms and conditions (including not paying the established fines), the COMPANY has the right to disconnect the booth of the Exhibitor from electric power and water supply sources and from other systems and to detain the freight of the Exhibitor until all fines and the cost of the induced storage of the freight of the Exhibitor are paid.

### 11.3. If the Exhibitor refuses to participate in the exhibition after concluding an agreement for participation with the COMPANY, the Exhibitor reimburses the COMPANY its expenses as specified in the agreement. In case the Exhibitor reduces the size of the ordered exhibition space or refuses to participate later than the established deadline, the rental fee transferred to the account of the COMPANY is not subject to reimbursement.

## 12. CANCELLATION OR DELAY OF THE EXHIBITION

### 12.1. In case of a change in the dates of the exhibition or its cancellation as a result of circumstances which have arisen by no fault of the COMPANY, the latter notifies the Exhibitors about this in writing. At the same time the commitments of the COMPANY arising from the General terms and conditions cease to be in force. The COMPANY reserves the right not to reimburse the Exhibitor for the money spent under its instructions. The Exhibitor does not have the right to demand a compensation for the damages.

### 12.2. In case of a change in the dates of the exhibition or its cancellation caused by the COMPANY no later than 3 months before its opening, the COMPANY is excused from any responsibilities before the Exhibitor provided the COMPANY immediately notifies the exhibitors about the mentioned circumstances.

### 12.3. The registration fee is not reimbursed in any case.

## **TECHNICAL MANUAL**

### **FOR COMPANIES RENTING UNEQUIPPED SPACE**

Dear Exhibitor, if you occupy unequipped (raw) space at the exhibition, you should provide your contractor with a copy of this Technical manual!

Installation of non-standard booths will not be allowed without a technical approval of the Official contractor of the exhibition center.

#### **GENERAL TERMS AND CONDITIONS FOR CONSTRUCTION:**

- Only licensed companies that have signed a corresponding Agreement with the Official contractor will be allowed to conduct electrical works at non-standard booths.
- A booth is allowed to be assembled only from approved standard exhibition constructions or from previously manufactured non-standard elements/blocks produced from certified exhibition materials. Such non-standard elements should be assembled, polished and painted before they can be moved into the territory of the exhibition center. In compliance with the acting rules they should also be treated with fire resistant solutions.
- Electrical works at the booth should only be conducted using certified equipment and materials. All preparatory works should be completed before the electrical equipment is delivered to the exhibition center. It is necessary to follow European standards while conducting the works. For maintaining safety the use of a five-wire system is expected.
- The connection of a booth to a power supply source at the exhibition is conducted only by the technical division of Crocus Expo IEC and only after the necessary inspection and trial reports are signed.
- After the exhibition is closed all booths should be disassembled and all their elements should be moved out of the exhibition center by the participants or their contractors.
- The Participant should inspect the area allocated for the construction of the booth in advance, in order to avoid possible costly changes of the construction due to obstacles or limited height of the ceiling which may not always be marked on the exhibition plan.

#### **RULES FOR CONDUCTING INSTALLATION WORKS**

##### **During installation and dismantling works inside the halls it is PROHIBITED:**

- To conduct woodworks (saw, carve, etc.), paint and weld.
- To use twists and splice into electrical wires. All wires should be joined by standard connectors.
- To leave elements of non-standard booths in the exhibition halls or throw them into garbage containers near the pavilions upon completion of dismantling. All remains from the booth should be moved out.
- To use the structures of the pavilion (columns, beams) as elements of the booth without a prior approval from the administration of the exhibition center. Technical suspension at the exhibition center is conducted only by the technical division of the center.
- To make holes in the floors, walls and columns of the pavilion.

##### **During installation and dismantling works inside the halls it is ALLOWED:**

- To conduct little corrective and fitting works, namely final finishing of non-standard elements with non-combustible water based paints (during the works neighboring booths and aisles should be covered with protective film)
- Corrective woodworks may only be conducted with a jigsaw; sawdust should be immediately vacuum cleaned upon completion of the works.
- To use garbage containers for regular waste and packaging materials in small amounts.
- To put the equipment and materials within the boundaries of the booth and in the aisles (no further than 1 meter from the booth).

## REQUIREMENTS FOR THE DEVELOPMENT AND DESIGN OF EXHIBITION BOOTHS

- The booth should necessarily have back and side walls with a height of 2.5 m and floor covering (carpet, laminate, etc.)
- The height of a booth should not exceed 2.5 m without the approval of Organizers which may be obtained only after providing a design project of the booth specifying all measurements (see a sample of a minimum set of pictures – 3 pcs. - for the approval of the project below). Maximum height of the construction is 6 m.
- No part of the booth construction (including lamps, flags, décor elements, etc.) should exceed the boundaries of the occupied exhibition space, including in the vertical projection of the booth, with the exception of light lamps allocated at the height of minimum 4 m from the floor.
- The sides of the booths which are open according to the overall plan of the exhibition should not be closed with solid walls without an approval from the official technical agent of the exhibition.
- It is forbidden to put writings, logos and graphics on the reverse side of constructions located at/next to the boundaries of the booth and directed towards neighboring booths.
- All exterior surfaces of constructions which may be seen from passageways between booths and from neighboring booths should be properly decorated (only the white colour is allowed).
- To ensure safety of visitors of the exhibition, utility rooms, offices and other rooms with doors at the booth, the exit of which is directed to the passageway between booths, should be equipped only with sliding doors or a swing door which should be opened inwards, in the direction of the booth space.
- It is prohibited to build booths, the construction of which prevents a direct access to fire hydrants, stationary power electric boards and obstructs evacuation exits.
- The construction of two-storied booths implies that the Participant has paid extra for the exhibition space of the second floor.
- In case these requirements are violated, the Organizers reserve the right to stop the construction of the booth during installation till the violations are eliminated.

## TECHNICAL EXPERTISE

The permission to conduct installation and design works for participants who equip their rented exhibition space independently or for their contractors acting on behalf of the participants is given following the results of an OBLIGATORY CHARGEABLE technical expertise. The technical expertise and the services of an electric laboratory measuring the resistance to insulation are paid for by the company which conducts the construction of the booth.

The contractor company should provide BuildExpo LLC ([www.buildexpo.ru](http://www.buildexpo.ru)) with all technical documentation and documents confirming the right to conduct construction and installation works 14 days at the latest before the start of installation works at the exhibition.

**If the booth is two-storied the floor area of the second story is added to the floor area of the first story of the booth.**

Documents for the permission should be submitted 7 days at the latest before the start of installation works.

Documents for performing statistic calculations and verifying the existing statistic calculations will not be accepted earlier than 14 days before the start of installation works.

In case the timelines for submitting the documents for accreditation are not met, its cost will be increased:

Less than 7 days – by 50%.

**All the necessary documentation required for conducting the technical expertise and the costs are available at the web-site of BuildExpo LLC at**

[www.buildexpo.ru/bexpo/services/terms.php](http://www.buildexpo.ru/bexpo/services/terms.php)

You may consult with the managers of the technical division of BuildExpo LLC on the issues of formalizing and approving the documents. Tel.: +7 (495) 727-2671;

E-mail: [ingener@buildexpo.ru](mailto:ingener@buildexpo.ru), [managerexpo@buildexpo.ru](mailto:managerexpo@buildexpo.ru)

## MOBILE BOOTHS

Additional lighting and mobile booths with their own electrical circuits are permitted at standard booths only with the approval of the technical division of the Official contractor – BuildExpo LLC. Connection of mobile booths to the power grid is allowed only with the permission for connection.

Power and lighting equipment installed at mobile booths and windows should meet the «Rules for conducting electrotechnical works at Crocus Expo IEC» (see p. 25).

In order to approve the lighting equipment it is necessary to provide the following documents (45 work days before the installation of the exhibition):

- A photo of the stand (or a 3D model);
- A decree appointing the person responsible during the installation of the construction;
- A certificate of the booth (passport of the booth).

The approval procedure should be finalized before the start of the exhibition at the technical division of BuildExpo LLC:  
Tel.: (495) 727-2671

E-mail: [ingener@buildexpo.ru](mailto:ingener@buildexpo.ru), [managerexpo@buildexpo.ru](mailto:managerexpo@buildexpo.ru)

## OVERTIME USE OF EXHIBITION SPACE

All works on the installation and design of the booth should be completed under the schedule of the work of the exhibition before 20:00 of September 10, 2018.

In case the works on the exhibition booth are not completed in the established timeline, the participant or the contractor company may order extended installation time provided there is a technical possibility.

Extended installation time is provided for an extra fee.

The minimal period for overtime use of the exhibition space to be ordered is 2 hours. With the overtime use of the exhibition space from 20:00 of the last day of installation to 08:00 of the first day of running the event the fee is increased by 100%.

The order for overtime use of exhibition space should be formalized before 16:00 on the day when the overtime works are to be conducted.

## GENERAL AND ADDITIONAL SERVICES, COMMUNAL AND TELECOMMUNICATION SERVICES

### 1. ELECTRIC POWER CONNECTION AND CONSUMPTION

The booths are connected to electric power only **during the running of the exhibition**. During installation and dismantling works the participants (or their contractors) should use instruments operating on their own batteries or bring a professional extension cord and plug it into one of the sockets in the pavilion. One should also consider the protection of the extension cord from mechanical damage. Should you plug in a computer or other appliances sensitive to power failure and voltage fluctuations we recommend that you use an uninterruptible power supply unit (UPS).

#### Ordering electric power:

##### • For standard booths:

Only the Official contractor has the right to connect the booths to electric power supply sources and conduct electrical works at standard booths.

##### • For exclusive booths:

Participants building their booths independently on unequipped (raw) space should order and pay for the connection of their booths and ensure that their contractors have all the necessary licenses and permissions, including the permission to connect the booth to a power supply source. The connection of the booth to electric power is conducted by the Exhibitors (or their contractors) independently while adhering to the «Rules for conducting electrotechnical works at Crocus Expo IEC» .

The connection of exhibition booths and other construction objects to electric power networks is conducted only after the Official contractor has checked the quality of electrical works, electrotechnical measures and the gear efficiency characteristics.

The minimal position for unequipped space is 220V/5kWt.

### 2. WATER SUPPLY

To ensure works on the connection of water supply to your booth before the start of installation works, it is necessary to order and pay for water supply before August 15, 2018. Orders after this deadline will be accepted with an extra charge for a late order.

The connection of water supply is often delayed due to the use of forklifts in the halls. We kindly ask you NOT to use water at the booth before the connection is finalized. Failure to comply with this measure may cause flooding and damage of the booths. It is unlikely that you will be able to use the water supply before the first day of the running of the exhibition.

### 3. COMPUTER, AUDIO AND VIDEO EQUIPMENT

**ATTENTION:** In order to obtain permission to use your own audiovisual equipment (TV-sets, plasma panels, projectors, sound amplification sets, video walls (ORION, LED screens, etc.) one should get the approval of the Official contractor – BuildExpo LLC, tel. +7 (495) 727-26-71, e-mail: ingener@buildexpo.ru.

The approval procedure is chargeable without documents confirming that the equipment belongs to the participating company.

Click on the link below in order to download the application and a detailed instruction for obtaining the permission: <http://www.buildexpo.ru/bexpo/services/savt.php>

### CLEANING OF BOOTHS

During installation and dismantling of the exhibition contractors should put the accumulated garbage in bags and store them within the boundaries of the booth. The garbage bags will be thrown away once a day by the cleaners of the exhibition center. **PUTTING THE ACCUMULATED GARBAGE IN THE AISLES IS PROHIBITED.** The garbage of contractors failing to comply with this requirement will be taken away at their own expense. In special circumstances works on the construction of a booth may be stopped till the garbage is taken away to the satisfaction of the exhibition center administration. This rule will be observed without exceptions to ensure occupational safety and health protection as well as to ensure that other contractors have unhindered access into the halls and work in a safe working environment.

**Every day** the cleaners of the exhibition center will vacuum clean the aisles between the booths **before the opening of the exhibition.** Participants of the exhibition should collect garbage into plastic bags and leave them in the aisle next to their booth to ensure that it is thrown away. Participants of the exhibition may order individual cleaning of their booth at the Service Center of the pavilion. This service is to be paid for in cash.

Tel.: +7 (495) 727-11-38

E-mail: [service@crocus-off.ru](mailto:service@crocus-off.ru)

### SECURITY AND SAFETY

Organizers provide general security of the exhibition during installation and dismantling works. However, neither the Organizer, nor the exhibition center administration will have responsibility over any loss or damage to the booths, exhibits, goods, property and personal belongings regardless of the cause of the damage.

During installation/dismantling of the exhibition the pavilion is closed by a security guard at 20:00 in case no overtime works are officially permitted.

During the running of the exhibition the pavilion is sealed by security guards at 20:00 and opened at 08:00.

The safekeeping of individual booths is the responsibility of the Participant at any time. It is obligatory for its employees to be present at the booths, especially during installation and dismantling works when the booth is most vulnerable.

The Participant has full responsibility over the safekeeping of the booth, exhibits and personal belongings at any time.

Please pay attention to the fact that your own security service will not be allowed in the pavilion at night.

Please contact the Organizer's Office if any losses or damage occur.

The Organizers have the right to undertake any measures deemed necessary to provide safety at the exhibition. At any time the security guards have the right to stop and inspect any person, box, bag, etc. as well as vehicles entering or leaving the territory of the exhibition. Furthermore, the Organizer has the right to deal with any suspicious item or vehicle left unattended at the exhibition or next to the exhibition hall in any manner deemed necessary by the Organizer.

You may order individual security for your booth at the Service Center of the pavilion to be paid for in cash.

Tel.: +7 (495) 727-11-38

E-mail: [service@crocus-off.ru](mailto:service@crocus-off.ru)

### PARKING PERMITS

Parking at the territory of Crocus Expo IEC is free of charge. However, parking space around the exhibition center is limited. In order to drive up to the entrance of the pavilion and park at special parking spaces, a VIP-permit is required.

You may order VIP-permits for cars for the period of the running of the exhibition from your manager.

A VIP-permit does not give you the right to drive up to the installation gates in the loading/unloading zone.

Your permits ordered and paid for in advance may be obtained at the Organizer's Office during the installation.

Do not forget to fill in your car registration number in the permit.

- The cost of a VIP-permit for the period of running the exhibition is 9000 RUB\*;
- The cost of a VIP-permit for the whole period of the event (including installation and dismantling) is 10500 RUB\*.

The tariffs are valid as of May 20, 2018, and are subject to change.

## TECHNICAL SUSPENSION

All suspension works at the exhibition should be approved by the Organizers.

Applications for mounting banners, lighting truss systems (aluminum farms), elements of the booth construction, etc. from the ceiling of the pavilion should be submitted to your manager who will determine the possibility of conducting such suspension works. Please keep in mind that any suspension works should only be conducted by industrial climbers of the exhibition center.

## LATE ORDER / ORDER DURING INSTALLATION

In case you order additional equipment or services later than the deadline established by the Organizer and your order is accepted, the following surcharge will apply:

- 50% if your order is placed after the last day of submitting applications (August 15, 2018);
- 100% if your order is placed after the start of the installation of the exhibition (08:00 of September 10, 2018).

Orders placed after the deadline are only accepted provided there is a technical possibility and the necessary equipment.

Additional services ordered during the installation and the running of the exhibition should be paid for in RUB (in cash) immediately at the Organizer's Office.

## PHOTOCOPIING / SERVICE CENTER

You may use chargeable photocopying services, international telephone and fax connection at the Service Center in hall 2 of Crocus Expo IEC.

Tel.: +7 (495) 727-11-38

E-mail: [service@crocus-off.ru](mailto:service@crocus-off.ru)

## CATERING

Only the official partners of Crocus Expo enjoy an exclusive right to provide catering services at Crocus Expo IEC:

- BackstageCatering LLC (Anna Zayko, tel.: +7 (926) 007-0587, e-mail: [info@backstagecatering.ru](mailto:info@backstagecatering.ru))
- Sucre LLC (Nurana Orudjeva, tel.: +7 (926) 208-5555, e-mail: [sucre.banket@gmail.com](mailto:sucre.banket@gmail.com))
- Catering services include all kinds of catering including coffee breaks and buffets. Involvement of third parties to provide catering services and/or to sell food without the approval of Crocus Expo IEC is prohibited. The violation of this requirement results in a fine in the amount of 500 000 rubles.

## STANDARD NORMATIVE REQUIREMENTS

### REQUIREMENTS FOR HEALTH PROTECTION AND SAFETY RULES

Organizers pay close attention to their obligations on following the general safety rules at every exhibition. We kindly ask the Participants and contractors to pay close attention to these issues as well.

These obligations will to the most possible extent ensure the safety and health protection for all employees and guarantee that any appliance, item, substance or working system used at the exhibition will not jeopardize anyone's safety and health. All your employees and contractors should also have access to this information, instructions and manuals and should work under control ensuring their own safety and the safety of anyone who is working in close surroundings or present at the exhibition.

#### **Before and after the exhibition you should pay special attention to the following:**

- You should be familiar and follow all fire safety and personal safety rules, know the location of medical aid stations. This information should also be available to all your employees.
- Certain aisles in the halls of the exhibition center should be clear at all times. You will be informed about their location during the installation and dismantling of the exhibition.
- High-altitude works should be conducted following all the necessary safety requirements and using special equipment: ladders, scaffolding, safety helmets, etc.
- If it is necessary to use personal protective equipment you should ensure that the handymen using it are familiar with the principles of working with such equipment and know the limits of its application.
- Participants or their contractors who would like to use glass in construction should pay attention to the fact that the use of non-hardened and non-laminated glass is controlled under the Rules for booth construction. All glass to be used for the construction of booths should be hardened or laminated which should be confirmed by a marking on the glass or a copy of a relevant certificate. In case transparent glass may be mistaken for an open passage, such glass panels should be clearly marked upon the completion of installation works. You may use various marking techniques such as, for example, solid or dashed lines glued on the glass, a logo of your company glued on the eye level (1,5 meters from the ground), etc. You may use polycarbonate as an alternative to glass. The use of plexiglass at the exhibition is prohibited.
- It is necessary to make sure that portable power equipment is used only as intended and following all the relevant safety rules. You should use as few power cables as possible; and they should not be aligned on the intersections of aisles. The capacity of the equipment in use should correspond to the capacity of the power sockets. The power equipment should not be left unattended while under voltage. Please try to avoid creating any dangerous situations.
- All your employees should be familiar with work safety rules and keep their working places in order to decrease the possibility of creating dangerous situations.
- **Please make sure that your contractors understand the necessity of following these safety rules.**

### RULES FOR CONDUCTING ELECTROTECHNICAL AND PLUMBING WORKS

#### **Electrotechnical works:**

1. Only the Official contactor of the exhibition center has the right to connect the booths to power supply sources and conduct electrical works on standard booths. Participants who assemble their booths themselves (having bought unequipped space) should order and pay for the connection of their booths to a power supply source and the consumption of electrical energy at the exhibition. They should also make sure that their contractors have all the necessary licenses and permissions and obtain the permission to connect their booth to a power supply source.
2. In order to conduct electrical works it is necessary to have a license on the right to conduct such works.
3. Installation of electrical wiring at the booths should be conducted in compliance with the «Rules for exploitation of electrical installations of the consumers» and the «Fire safety rules on the premises of Crocus Expo IEC» .
4. Each individual electrical installation (booth, electrical junction, etc.) should be equipped with an individual short circuit and overload protection device (electric board and ground fault circuit interrupter) with an overvoltage protection system. This device should be installed in an accessible place 1.8 meters high from the level of the ground.

5. Before the start of the exhibition each individual booth contractor should submit electrical schemes of the booths indicating the required capacity and with a separation in groups to the Managements of the exhibition center.
6. All electrotechnical works at the booths of individual contractors should be conducted under the supervision of an electrician with a qualification of no lower than class III. Before connecting the booths to the power grid of the exhibition center one should submit an inspection report on the insulation resistance and conclude an agreement on the separation of responsibilities.
7. All electric boards necessary for the distribution of inner power grid on the booths of individual contractors should be equipped with the ground fault circuit interrupter. The supply cable from the electric board of the booth to the connection point to the electricity grid of the exhibition center should be provided by the contractor. 5 conductor cables are obligatory.
8. The supply cable from the power key to the circuit interrupter should be protected from mechanical damage (put inside a tube, metal hose, casing, etc. with subsequent consolidation).
9. All metal constructions of the exposition (booth), electric board cases, metal hose, metal tubes of the electric wiring, etc. should be earthed.
10. Electric power will only be connected if the above-mentioned requirements are met.

**Plumbing works:**

1. Works on connecting the equipment to water supply and sewer systems of the pavilion as well as laying of hoses at the booths of the participants of the exhibition should be conducted only by qualified specialists.
2. Laying and connecting of hoses should be conducted only when the water supply is off.
3. It is necessary to ensure the protection of water supply and sewer hoses from mechanical damage. Hoses and hose fixings should be manufactured from fire protection materials. When laying hoses in the aisles it is necessary to use special ramps closing and protecting the full length of this equipment.
4. When laying water supply and sewer hoses next to electric communication lines it is necessary to follow the electrotechnical requirements.
5. The points of connecting water supply hoses to the wall constructions of the booth (walls of the runway) should be equipped with shut-off valves.
6. It is necessary to provide clear access to the connection points of the equipment to the hoses.
7. Upon completion of the works on laying hoses and connecting equipment, the engineering services of the pavilion check the quality of the connections and connect the water supply and sewer lines to the water supply systems of the pavilion in compliance with the exposition plan.
8. Water supply is turned on by an authorized representative of the engineering services of the pavilion in the presence of the booth contractor and/or the Participant of the exhibition.
9. Engineering services of the pavilion supervise the work of the equipment connected to water supply and the state of the connecting points at the booth during the work of the exhibition.
10. Upon completion of the exhibition water supply at the booth may be turned off only by an authorized representative of the engineering services of the pavilion upon request of the Participant of the exhibition and/or the booth contractor.
11. Turning off of the equipment and dismantling of the communications and the booth should be conducted only by the same authorized personnel who have conducted their installation.
12. During the whole period of the running of the exhibition including installation and dismantling works the equipment, hoses, valves and connecting points of the communications should be maintained only by the qualified personnel who have conducted their installation.
13. Engineering services of the pavilion have the right to turn off water supply in the case of a breakdown or to prevent one as well as in the case of a gross violation of the electrotechnical requirement and/or general safety rules while conducting works at the booth.
14. Participants of the exhibition and/or booth contractors do not have the right to connect additional water supply lines which have not been declared on the exposition plan without a prior approval by the engineering services of the pavilion.



## FIRE SAFETY REQUIREMENTS

Any ignition or smoke, however little they might be, should be immediately reported to the Organizer's Office or the security guards. Please do not call emergency services such as 911 from your cell phone as this may lead to confusion. If the evacuation of personnel is required, the order to evacuate will be given by the employees of the security service of Crocus Expo IEC.

All aisles, ramps, entrances, exits, corridors, lobbies, halls, entrance halls, passages, approaches to the electrical, fire alarm and water supply boards at the exhibition center should be clear and uncluttered and should be used for no other purposes except as passages.

All fire alarm boards and hatches on the whole territory of the exhibition center and outside of it should be easily approachable.

All demonstrational and other equipment as well as any parts of booth construction of the Participants should be only located within the boundaries of the booth and should not stand out in the aisles between the booths.

The supply of advertising materials and booklets should be stored in closed containers which are prohibited to be put in the aisles and near exits. Fire safety rules also prohibit storing any flammables within the boundaries of the booths and in the space between them.

### **A written permission from the Organizers is required for:**

- The demonstration (as such or while operating) of any mechanical, chemical and other equipment which may be deemed unsafe by the fire-fighting services. When in doubt whether a piece of equipment is dangerous, one should submit it for examination in order to uncover a potential danger;
- The demonstration of any toxic or dangerous materials including highly flammable liquids, compressed gases and dangerous chemicals.

All materials used for assembling of the booths and producing of visual aids should be treated with a fire-protection solution or manufactured from incombustible components. All materials and products used at the booth of the Participant will be considered a part of the booth and will be required to meet fire safety rules.

Please make yourself familiar with the more detailed fire safety rules while conducting construction works on the territory of Crocus Expo IEC.

## MEASURES FOR PROVIDING FIRE SAFETY DURING DISMANTLING OF THE EXPOSITION AND EXHIBITION ACTIVITIES

1. The Exhibitors should approve all project documentation for the equipment of the expositions with the fire-protection division of Crocus Expo IEC 45 days at the latest before the start of installation of exhibition equipment. Employees involved in the installation and the work of the exposition should attend a fire-protection briefing.
2. All exhibition equipment, construction materials of the booths, decorations, draperies, lining and other materials used for the layout of the exposition in the exhibition halls should be certified by the designated certification authorities under law of the Russian Federation No. 5151-1 «On the certification of products and services» of June 10, 1993.
3. Installation and exploitation of various booths, decorations, draperies, appliances and equipment for the layout of the exposition is allowed only after submitting the following documentation to the fire-protection division:
  - A take-in letter for transportation of equipment and exhibits in and out of the exhibition center;
  - A general schematic plan of the construction of the exhibition with the indication of all sizes and with a link to the boundaries of a certain exposition, main and emergency exits, the width of main and service passages;
  - A schematic plan of the construction of the exposition;
  - Certificates on fire safety (declaration of conformity) for the materials and equipment to be used;
  - Agreements and certificates on the fire-protection treatment of the flammable materials to be used for the layout of the exposition (booth);
  - Copies of the licenses of the State Firefighting Service of the Russian Emergencies Ministry given to the organization which has conducted fire-protection treatment and fire safety certificates for the used fire-protection solutions;
  - Copies of the licenses to operate of all the organizations which have developed project documentation and which are to conduct the installation of the exposition (booth).
4. The installation and assembling of booths, decorations and exhibition equipment should be conducted in such a way so as not to lead to their installation close to the columns, to cluttering of clear passages to fire cabinets, primary fire-fighting means or exits from the halls.

The width of the main passages should be no less than 3 meters, the distance from the building construction (walls, columns, partitions, etc.) – no less than 0.25 meters, from the service equipment (electric boards, sewer pipes, stormwater drainage, etc.) – no less than 1 meter, from the fire cabinets and fire-fighting means – within the radius of no less than 1 meter; the passages to the doors of emergency exits from the halls and utility rooms should have the width of a doorway but no less than 1.5 meters.

5. When building exhibition booths in the pavilions it is prohibited to use materials with a fire risk higher than:
- G2 burning group (moderate level of burning), B2 flammability group (moderate level of flammability), D2 smoke-forming ability group (moderate level of smoke-forming ability), T2 toxicity group (moderate level of danger) – for the coating of walls, ceilings and the filling of suspended ceilings;
  - B2 flammability group (moderate level of flammability), RP2 flame propagation group (low level of flame propagation), D2 smoke-forming ability group (moderate level of smoke-forming ability), T2 toxicity group (moderate level of danger) – for the coating of the floors.
- Flammable materials with a higher fire risk should be treated with a fire-protection solution.  
The frames of suspended ceilings should be produced from non-flammable materials.  
Carpets, rugs and other types of floor carpeting should be firmly fixed to the floors along the perimeter and at junctures.
6. All exhibition booths and places of expositions should always be kept clean. At the exhibition booths (places of expositions) it is prohibited:
- To smoke and use open sources of fire;
  - To assemble equipment and use materials not specified in the project documentation;
  - To arrange storerooms, storage of advertising materials and representative goods, as well as workshops;
  - To use drapery materials from flammable plastic which cannot be treated with a fire-protection solution;
  - To use flammable paints for painting the exposition booths;
  - To store and use highly flammable and flammable liquids, as well as vessels with flammable gas;
  - To use the pipelines of fire-fighting systems for mounting or fixing any type of equipment;
  - To connect equipment and appliances to operating pipelines of fire-fighting systems;
  - To damage the integrity of sprinklers of fire-fighting systems;
  - To use inner fire hydrants installed at the sprinkler system for any other purposes other than fire extinguishing;
  - To clutter (close) fire hydrants and passages to them with any equipment, booths, etc. and to cover the fire alarm zones with banners, posters, decorations, drapes and any other items;
  - To use diffusers from organic glass, polystyrene and other flammable materials in lamps;
  - To use household electric extension cords, non-standard (self-made) electric appliances, temporary electricity grids, spark-producing electric tools and to install electric wiring using twists and terminal blocks;
  - To turn off all the lights in the exhibition halls during the running of the exhibitions and other events which presuppose mass presence of people;
  - To install additional electric appliances not specified by the production technology;
  - To leave running equipment and appliances unattended;
  - To use damaged sockets, switches, cables, wires and other defective electric installation systems, as well as boilers and heaters with open heating elements;
  - To install lamps, footlights, spotlights and electric lamps closer than 0.5 meters to the exhibition equipment, booths, decorations, draperies, sprinklers of the fire-fighting system; to cover electric and other lamps with paper, fabric and other flammable materials as well as to use lamps with removed caps (diffusers) where such caps are provided for by the lamp construction;
  - To clean booths and halls using petrol, kerosene and other flammable and highly flammable liquids,
  - To store the packaging of flammable liquids, as well as fuel and oils;
  - To tank any exhibited vehicles with fuel and pour the fuel out, to keep the fuel filler caps open, to allow the leakage of fuel and oil;
  - To charge vehicle batteries directly on the exhibited vehicles;
  - To put vehicles for transporting highly flammable and flammable liquids and gas in the exhibition halls. The demonstration of functioning models and installations operating on highly flammable and flammable liquids and gas is only allowed provided their pipeline flow comes from a reservoir located outside the building of the pavilion and the exhaust fumes are extracted outside.
7. All power and lighting equipment as well as electric wiring should be installed and exploited in strict compliance with the Rules for electrical installations and the Rules for technical exploitation of customers' electric installations.

All portable wires and cables for connecting lighting appliances and other equipment in the exhibition halls should be laid in such a way to ensure that they are not damaged.

Wires and lighting cables laid on the floor in the areas where people pass and heavy loads are being transported should be protected by footbridges.

Portable lamps and electric appliances may be plugged into socket outlets only for the time they are being used.

8. The use of open fire (torches, candles, chandeliers, etc.) and demonstration of exhibits in action using open fire, the use of shots, fireworks, other pyrotechnical and smoke effects is allowed in exceptional cases with a written permission of the Head engineer of Crocus Expo IEC and in the presence of an authorized representative of the fire-protection division. Imitation of shots and explosions should be conducted with the help of special appliances which guarantee complete fire safety.

Upon completion of the event it is necessary to thoroughly check the area where the special effects were created, remove any smoldering remains of the used materials and unburned elements of pyrotechnical tools, then to ventilate the premises with the help of ventilation systems.

## Power of attorney

City of \_\_\_\_\_

«\_\_\_\_\_» \_\_\_\_\_ 2018

\_\_\_\_\_, (registered in the Unified State Register of Legal Entities under № \_\_\_\_\_ on \_\_\_\_\_ if applicable), represented by \_\_\_\_\_, acting on the basis of the by-law, hereby authorizes \_\_\_\_\_ (passport No. \_\_\_\_\_, issued by \_\_\_\_\_ on «\_\_\_\_\_» \_\_\_\_\_) to represent the interests of \_\_\_\_\_ at the exhibition \_\_\_\_\_, with the right to sign financial and economic documents, including applications for additional equipment and certificates of acceptance.

The powers under the present power of attorney may not be sub-delegated.

The power of attorney is valid \_\_\_\_\_.

\_\_\_\_\_  
(signature \_\_\_\_\_)

Director \_\_\_\_\_ / \_\_\_\_\_ /

Chief accountant \_\_\_\_\_ / \_\_\_\_\_ /

Company seal

**EXAMPLE OF TAKE-IN LETTER  
FOR TRANSPORTATION OF EQUIPMENT AND EXHIBITS IN AND OUT  
OF THE EXHIBITION CENTER**

(to be filled in on the company letterhead in three copies)



**To: THE ORGANIZING COMMITTEE OF HOUSEHOLD EXPO,  
STYLISH HOME. GIFTS,  
CHRISTMAS BOX. PODARKI EXHIBITIONS**

From: \_\_\_\_\_  
(company name)

Hall \_\_\_\_\_ Booth No. \_\_\_\_\_

Herewith we ask your permission to bring in the below stated equipment and exhibits to be demonstrated and/or used at HouseHold Expo, Stylish Home. Gifts and Christmas Box. Podarki exhibitions on the territory of «Crocus Expo» IEC on September 11-13, 2018

**LIST OF EXHIBITS:**

- |           |                |
|-----------|----------------|
| 1. _____  | quantity _____ |
| 2. _____  | quantity _____ |
| 3. _____  | quantity _____ |
| 4. _____  | quantity _____ |
| 5. _____  | quantity _____ |
| 6. _____  | quantity _____ |
| 7. _____  | quantity _____ |
| 8. _____  | quantity _____ |
| 9. _____  | quantity _____ |
| 10. _____ | quantity _____ |
| 11. _____ | quantity _____ |

Date \_\_\_\_\_

Signature \_\_\_\_\_

**Company seal**

(the above letter is to be presented when entering Crocus Expo IEC at the entrance and the mounting gate)

A sample letter (to be filled in on the company letterhead) to OBTAIN INSTALLATION ENTRY PERMITS AT IEC CROCUS EXPO during the running of the exhibitions **HOUSEHOLD EXPO, STYLISH HOME, CHRISTMAS BOX. PODARKI**

To the Management of Crocus Expo IEC  
from \_\_\_\_\_ (participating company)

HALL № \_\_\_\_\_ BOOTH № \_\_\_\_\_

Hereby we ask to allow access of the following personnel for installation/design of exhibition booths at the exhibitions **HOUSEHOLD EXPO, STYLISH HOME, CHRISTMAS BOX. PODARKI:**

No	Full name	Passport details
1		
2		
3		
4		
5		
6		
7		
8		

Person in charge of safety at the booth:

\_\_\_\_\_ (full name, contact telephone number)

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_ STAMP \_\_\_\_\_