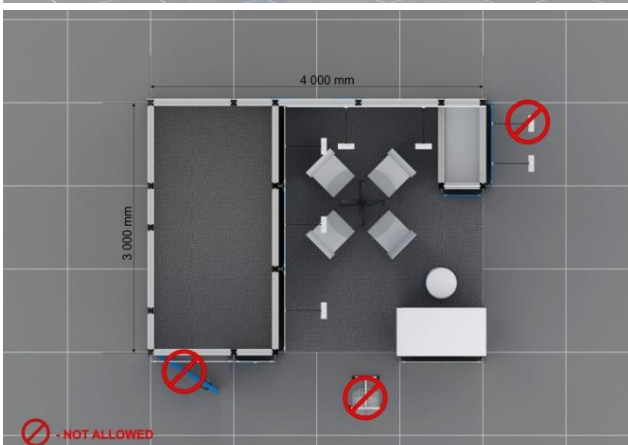


General requirements for stand project and participation in the exhibition

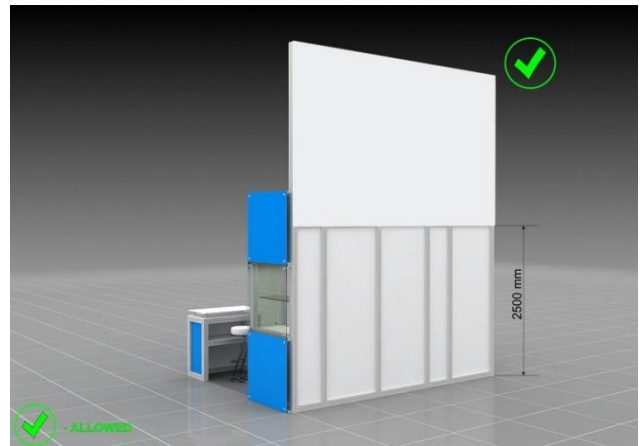
HYVE GROUP REQUIREMENTS FOR STAND PROJECTS AND DESIGN

1. Each stand must be completed with a floor covering (e.g., carpet) and also rear and side walls of a minimum height of 250 cm.
2. Construction may exceed a height of 250 cm, but only with permission in writing from Hyve Group, on receipt of the proposed stand design, prior to the exhibition (example of minimum package - 3 views are given below). Maximum height of stand structure should be no more than 6 metres
3. No part of the stand structure (including spotlights, flags, and decor elements) may extend beyond the boundaries of the site allocated including vertical perspective of the stand, exception can be made for light-weight spotlights installed at a minimum height – 4 m from floor.
4. The open sides of the stand according to the space application form and general floor plan of the exhibition shall not be closed by the exhibitor without permission in writing from Hyve Group.

NOT ALLOWED



ALLOWED



5. Please note that company names, logos and graphics are not permitted on the reverse side of your wall overlooking neighbouring stands.
 6. The reverse side of your wall/s visible from aisles and also if it overlaps the height of those on neighbouring stands (2.5 m shell scheme) must be of neat appearance (only white colour accepted).
 7. In order to ensure the safety of visitors to the exhibition, store rooms, offices and other premises with doors at your stand and which open directly to the aisles between stands must be equipped either with sliding doors or doors which open to the inside.
 8. The stand must be equipped with general light switcher that should be placed directly on the outer wall nearby the passageway. Leaving the pavilion at the end of the working day exhibitor or builder should make sure the lighting on the stand is switched off.
 9. Stand design should not block access to any fire, electricity or emergency exits points.
 10. There is a surcharge on the space occupied by double decker stands. Double decker stands have to be booked and paid through the space application form. Construction of double decker stands will only be permitted after payment of the surcharge.
- In case of violation of the requirements specified in the permit, the Organizer reserves the right to suspend the stand set up

Safety requirements for the design and construction of a double decker stands

1. Load carrying structure, floor covering:

The structure of double deck must have a static analysis of load capacity;
The podium and booth should withstand a load of not less than 500 kg/M²;
Parts of the podium resisting the load of the double deck structure should withstand a load of not less than 2500 kg/M²;
The floor covering on the double deck should withstand a load of not less than 400 kg/M²;

2. Stand barriers:

Barriers on the second level should have a height of not less than 1100 mm from the second level floor and prevent falling of various objects on the first level from upstairs;

Barriers of the second level should withstand a lateral load of not less than 100 kg/M²;

The walls of the second level filled with light-weight filling should be equipped with hard protective beams at a height of 1100 mm from the floor of the second level capable of withstanding lateral load of not less than 100 kg; Only triplex glass is used for stand decoration.

3. Stairs:

The stairs should be equipped with railings on both sides of the stairs;
The handrails should be offset from the wall by 80 mm minimum to ensure reliable grip and maintain side loading not less than 100 kg.
Each step should maintain loading not less than 350 kg/M²
The structure of the flight stairs should be tested for strength under simultaneous loading of steps with 90 kg.

The stairway should withstand a load of not less than 500 kg/M²;
The width of the stairway should not be less than 900 mm, the width of the step should be between 280 mm and 425 mm. The height of each step should be between 150mm and 170mm. The tread depth and height of each step should be the same throughout a set of stairs.

Ensure that there are kickboards between steps, to ensure that items or people do not slip between any gaps between the steps

Ensure there is a fully filled in hand rail on both sides of a staircase, ensuring there will be no gap, anywhere on the sides of the staircase

Inclination of the stairway should not exceed 36° from the horizontal axis. In front of the exit from the stairs there should be no obstacles and there shall be enough free space.

The exit from the stairs should end in the booth territory. The clearance between the bottom stair landing and the booth limit should be 500 mm minimum.

4. Barriers (Handrails):

Barriers shall be provided to protect exposed edges of staircases, landings, balconies, galleries and other changes of level.

5. The construction of barriers (handrails) should:

- Provide guarding to all exposed edges of stairs and ramps at a height of 1100 mm.
- Be non-climbable, i.e., with solid infills or vertical guard rails a maximum of 100mm apart.

Must have lower sections that reach to the floor of the upper level, «Toe-Boards», so that no item can be accidentally kick through an opening gap.



Requirements Hyve Group for the placement of screens and video walls

1. Screen elements shall have reliable attachment (metal frame).
2. If no frame is provided, the screen should be installed in a niche.
3. The screen shall be fixed in the niche along the perimeter with metal angles and screws.
4. There should be no apertures between the fixing elements and the niche plane.
5. The upper edge of the screen can be not installed in the niche if the structure holds the screen reliably. The weight of the structure should exceed the screen weight.
6. For screens exceeding 3 m in width or height, the niche shall have a vertical beam (every 3 running meters minimum).
7. The beam shall be strong enough to secure the screen from falling down. When a timber beam is used, its section should be 50x75 mm minimum.
8. The screen should be securely attached to the beam with slings or belts.
9. When screens are mounted on hangers, they shall have independent points for attachment to ceiling beams.

Health and safety

Hyve Group applies the HSE policy mandatory for all exhibitors, builders, contractors and other persons.

Exhibitors and their stand contractors have a duty of care to other exhibitors, visitors and public.

Insurance against risks

Exhibitors shall provide third party civil liability insurance to the extent stipulated by their exhibitor contracts.

In case of an insured event, the insurer shall be notified thereof as soon as possible.

Exhibitors shall also notify the Organiser about the insured event as well as request information and documents that can be forwarded to the insurer for the purpose of insurance case initiation consideration.

The Organiser shall cooperate with the Exhibitor concerned and insurer in the course of the insurance case investigation and provide them all with any necessary information and documents upon reasonable request.

Exhibitors are recommended to arrange additional insurance (for example, insurance against injury, loss of capacity for work of the Exhibitor's representatives at the exhibition, damage to showpieces and other property used as a part of participation or loss thereof).

Fire safety rules

Exhibitors are advised to pay particular attention to the to "Instruction of fire safety measures during set-up (dismantling) of exposition and events that take place in pavilions and open areas of Crocus Expo IEC.

(<http://www.crocus-expo.ru/services/>)

These instructions are to be adhered to when designing and constructing, decorating (with fabric, panels etc.) and setting up your stand. Please pass on a copy of Fire safety regulations to your stand builder.

Smoking in the pavilions is prohibited. Smoking areas are provided in outdoor areas at the Exhibition Centre.

Using open fires, pyrotechnics and smoke effects, or storing and using flammable substances and combustible pressurised gases are prohibited.

All exhibits, models or samples being presented at the exhibition that do not comply with fire safety regulation documents (wooden houses, gazebos, etc.), must be treated with a fire-retardant substance and the following documents must be presented when importing the items into Exhibition Centre:

- A copy of the license (from the Ministry of Emergency Situations) of the organisation engaged in the fire-retardant treatment
- A copy of the materials' certificate for flame retardancy
- A certificate confirming the flame-retardant treatment

Any deviations from these rules must be accompanied by the written permission of the Fire Department of Crocus JSC.

If the fire certificates are not in Russian, exhibitors also need to provide a translation of the document/s into Russian.

Ivan Romanishin

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Installing and presenting exhibits

The pavilion floors may have small deviations or irregularities in certain areas. Please bear this in mind when installing exhibits.

Please note that the weight of your exhibits must not exceed the maximum load on the pavilion floor (see Technical specifications of the pavilion).

Times for installing and dismantling oversized and heavy exhibits must be agreed **in advance**.

For more details, please contact HYVE EXPO INTERNATIONAL Technical Service Department.

If the equipment you are presenting is loud, has a specific odour or light effects that may cause complaints from other exhibitors and/or visitors, you must obtain **permission** in advance and agree on a **presentation schedule** with the organisers.

All equipment parts, including extendable parts, must be kept within the space of your rented stand.

The exhibitor is obliged to install protective fencing, screens etc. to ensure the safety of exhibitors and visitors when presenting the exhibit.

If you planned to demonstrate the equipment in action at the stand, please inform the Organizer **in advance**.

Oleg Ilin

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Disposal processes for waste created when demonstrating equipment must be arranged with the organiser in advance. Please note that the exhibition centre does not provide disposal facilities for liquid waste.

Please, see HYVE GROUP requirements to the equipment set up and demonstration on the next page.

HYVE GROUP requirements to the equipment set up and demonstration

1. All the equipment parts including extendable parts during its demonstration must be kept within the space of your rented stand.



2. The exhibitor is obliged to install protective fencing, screens etc. to ensure the safety of exhibitors and visitors when presenting the exhibit.



3. All the equipment parts that have open sharp, stabbing, cutting surfaces (whether they move or not) must be covered with appropriate protective casing (covers, pads, etc.) to prevent injury to exhibitors and visitors.



4. Demonstration of equipment in action is permitted only by a trained operator controlling the specified equipment. It is forbidden to leave working equipment at the stand without supervision of the machine operator.



5. To ensure the safety of visitors equipment exhibited in action shall be placed at a distance of at least 1.0 m from the stand borders. If you plan to demonstrate the equipment in action, you must inform the Organizer in advance.

In case of violation of the requirements specified in the permit, the Organizer reserves the right to suspend the demonstration of equipment