

EXHIBITOR MANUAL

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Dear Exhibitors,

ITE Group, as the organiser of this event, will make every effort to ensure your stand is presented as effectively as possible. Please contact us with any issues that arise during your preparation for the exhibition.

This is the Exhibitor Manual, which contains important information, and order forms for technical services and additional equipment.

ITE Group is constantly striving to improve the service it offers exhibitors. This year, we are offering a new type of standard construction, Standard Premium – good value stands of original design, with a choice of decorative elements.

To ensure your stand is unique and fully consistent with the image of your company, we also offer custom build stands.

Several of the forms included in this manual must be completed by you and returned to the exhibition organisers no later than the specified deadline. These include:

- For equipped stands (**Standard and Premium**) – Form T for technical services, the plan of the stand, T2.1 and T3
- For space only sites - Form T for technical services and Form T2.1

The remaining forms must be filled out by you where necessary, but the orders made on them must be confirmed in Form T, which, upon receipt by the organisers, will be the basis of your invoice.

If you want to cancel an order, you should send us (at least 1 month before the exhibition) an official letter signed and stamped by your company director. Otherwise, the order will be processed and an invoice issued to you is to be paid.

Attention!!! For companies not having a stand built by ITE Group:



The design plan of your stand specifying all the dimensions (including height) must be approved by ITE EXPO INTERNATIONAL Technical Service Department. We accept your designs only by email, **no later than 1 month before the first day of the exhibition set-up**. It will take us no longer than 3 working days to confirm. Your design must meet ITE Group requirements for stand projects and design. Detailed information on this matter can be found in Your Stand section of this manual.

Please pay special attention to the fire safety rules. These rules apply to all exhibitors. The local fire safety authorities ensure compliance with these rules.

We recommend you follow our deadlines and procedures for submitting forms, as late orders are subject to surcharges in accordance with the Exhibition Centre's rules.

If you have any problems while filling out the forms, please do not hesitate to contact us. Our address, phone numbers and email addresses can be found in the «Contact us» page on the Exhibition's site.

We look forward to seeing you at the exhibition.

With best regards,

ITE EXPO INTERNATIONAL Technical Service Department

Exhibition Timetable: Pharmtech & Ingredients 2019

FRIDAY 15 November	08:00 – 19:45	Stands set-up (Indoor space only stands) ^{2,3}
SATURDAY 16 November	08:00 – 19:45	Stands set-up (Indoor space only stands) ^{2,3}
SUNDAY 17 November	08:00 – 19:45	Stands set-up (Indoor space only stands) ^{2,3}
MONDAY 18 November	08:00 – 19:45 14:00 16:00 16:00	Stands set-up (including equipped stands) ^{2,3} Latest Time at which exhibitors can arrive at their stands All exhibition goods must have been delivered and unpacked Finishing cleaning All stands must be ready and cleaned (including equipped stands)
TUESDAY 19 November	08:00 – 19:00 10:00 – 18:00	Working hours of pavilions ⁴ Exhibition open for visitors
WEDNESDAY 20 November	09:00 – 19:00 10:00 – 18:00	Working hours of pavilions ⁴ Exhibition open for visitors
THURSDAY 21 November	09:00 – 19:00 10:00 – 18:00	Working hours of pavilions ⁴ Exhibition open for visitors
FRIDAY 22 November	09:00 – 19:45 10:00 – 16:00 16:00 – 19:45 18:00 – 19:45 19:45	Working hours of pavilions ⁴ Exhibition open for visitors Participant's vehicle entry for dismantling Builder's vehicle entry for dismantling Equipped stands must be vacated ⁵
SATURDAY 23 November	08:00 – 19:45	Dismantling. Working hours of pavilions
SUNDAY 24 November	08:00 – 16:00 16:00 – 20:00	Dismantling. Working hours of pavilions ⁶ Final cleaning. Pavilion must be vacated, equipment and stands must be dismantled and moved out ⁵

¹ The latest time the chalking of the pavilion is to be finished is 12.00. Exhibitors and stand builders are not allowed to enter the pavilion before the end of the chalking.

² Please contact ITE EXPO INTERNATIONAL Technical Service Dept. for availability and prices for extra set-up/dismantling hours. Extension of working hours is ordered in Service Centre of the pavilion before 18.00. Extension of working hours on the last day of the set-up period must be agreed with the organiser.

³ The deadlines for setting up large and heavy equipment must be agreed in advance with ITE EXPO INTERNATIONAL Technical Service Dept.

The Organiser reserves the right to suspend the construction works at certain stands to organize the delivery of large-scale exhibits according to the Schedule.

⁴ Only exhibitors with exhibitor badges will be permitted entry to the pavilions. Set-up at stands is not permitted and work passes are not valid. From 8:00 - 19:45 responsibility for the exhibits lies with the exhibitor.

At 10.00 the exhibition is open for visitors. Please make sure that you stand is ready.

⁵ All exhibitor materials and structures must be removed from the venue (except those to be delivered in accordance with the schedule on the next day). Otherwise, the exhibitor will bear responsibility for their safety (or fully recycle disposable structures).

⁶ All building materials, construction and bulky waste must be removed from the exhibition centre by the exhibitor or builder. If necessary, stand builders / exhibitors must pre-order containers for disposal. In case of violation of this rule the exhibitor or builder will be fined. See the appendix General terms of participating in exhibitions at IEC Crocus Expo.

Exhibition Centre

Address

International Exhibition Centre "Crocus Expo", 16,18,20 Mezhdunarodnaya street Krasnogorsk 143402 Moscow Region, RUSSIAN FEDERATION

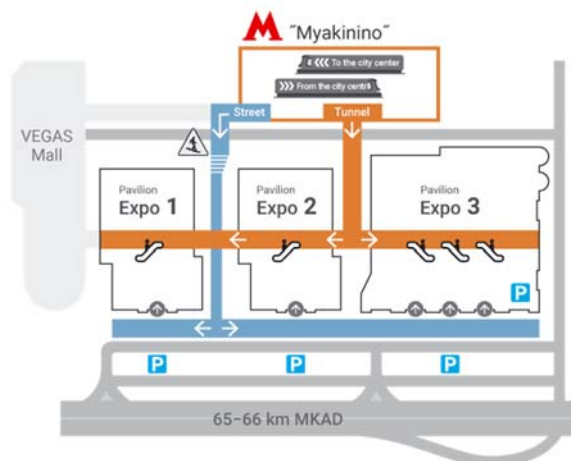
See the plan of the exhibition centre in this manual.

There is a thoroughfare from Myakinino metro station to Crocus Expo. Parking in the streets around the exhibition centre is limited.

Parking near the entrances of Exhibition Centre is possible only with a pass, which must be purchased in advance. For more information, please see Parking passes in the General and additional services section.

When planning your journey by car to Crocus Expo, please refer to the online map.

<http://eng.crocus-expo.ru/contacts/findus.php?lang=change>



Pavilions specifications

Ceiling heights in Pavilions

Pavilion	max. / min. height
Pavilion 1.....	900 / 410 cm (hall 1 и 2)
Pavilion 2, floor 1.....	795 / 400 cm (hall 8)
Pavilion 2, floor 2.....	785 / 765 cm
Pavilion 3, floor 1.....	950 / 450 cm (hall 12)
Pavilion 3, floor 2.....	850 cm

Please contact ITE EXPO INTERNATIONAL Technical Service Department if you are unsure which height applies to your location.

The height of the stand must not exceed that permitted (please see ITE Group requirements for stand projects and design).

Floor Loading

The maximum permitted loads on the pavilion floor are:

Pavilion 1.....	20 000 kg per m ²
Pavilion 2, floor 1.....	20 000 kg per m ²
Pavilion 2, floor 2.....	1 000 kg per m ²
Pavilion 3, floor 1.....	2 500 kg per m ²
Pavilion 3, floor 2.....	1 000 kg per m ²

The pavilion floors may have small deviations or irregularities in certain areas. Point loading is not allowed; stress must always be distributed.

Columns, hatch, and/or utility connection points

Columns, pillars, fire points and/or utility connection points for your or other stands can be located within your stand area.

In this case, power cables and pipes with a diameter of 50mm, as well as electrical cabinets and breaker boxes can be placed in aisles or your stand area **without additional consent**.

Please take into account the possibility when planning to cover the area with a podium or floor tiles.

For additional information please contact ITE EXPO INTERNATIONAL Technical Service Department.

Terms of participating in exhibitions

Organisers, exhibitors, visitors, builders, contractors, and any other third party operating at Crocus Expo are obliged to comply with the requirements of the General terms of participation in exhibitions held at Crocus Expo.

Please read the text of the general terms of participating at Crocus Expo.

<http://eng.crocus-expo.ru/services/index.php?lang=change>

Opening hours and access to the venue

The pavilion usually is open 08:00-19:45 during set-up and dismantling, and 09:00-19:00 on the days of the exhibition (from 8:00 only on the exhibition opening day).

Entrance to the exhibition halls is carried out with a pass.

Exhibitors

Exhibitor badges allow exhibitors and their staff access to the pavilions during the set-up/dismantling period and during the exhibition.

Stand builders

Work passes (not valid during the exhibition) will be issued by the Service Centre of your pavilion to all staff engaged during set-up and dismantling.

For more details see section Opening hours and access to the venue

Delivery / Removal goods

For importing and exporting goods to and from the exhibition complex a permit system is used.

⚠. Exhibitors must not bring or use their own cranes and/or loading devices at Crocus Expo.

For more details, see sections Opening hours and access to the venue, Delivery / Removal goods and Freight, delivery and customs.

Services for exhibitors

Business Trip Certificates

Business trip certificates can be signed in the Service Centre or Organiser's office on-site.

First Aid

There is a small medical cabinet for minor problems in pavilion 2 hall 8 (please see Map of the exhibition centre).

Tel. +7 (985) 410 8789

In case of a medical emergency, dial 112.

Service Centre

It provides paid services on the use of a computer, printing and photocopying services, international phone, etc.

Wi-Fi

You can use Wi-Fi free in the foyer exhibition centre (access may not be possible everywhere).

Bureau de Change and ATMs

There are cash machines in the lobbies of the pavilions. You can exchange foreign currency in the bank located in the lobby of pavilion 3 or at exchange points in the shops "Crocus City Mall", "Tvoi Dom" and "Vegas". (please see Map of the exhibition centre)

Restaurants/Cafes

There is a restaurant and a food court in every exhibition pavilion.

General requirements for stand project and participation in the exhibition

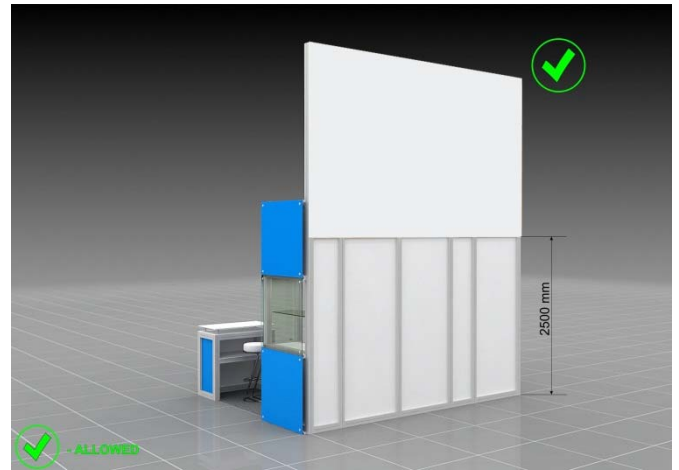
ITE GROUP REQUIREMENTS FOR STAND PROJECTS AND DESIGN

- 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.
- Construction may exceed a height of 250 cm, but only with permission in writing from ITE 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
- 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.

NOT ALLOWED



ALLOWED



- 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 ITE Group
- Please note that company names, logos and graphics are not permitted on the reverse side of your wall overlooking neighbouring stands.
- 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).
- 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.
- Stand design should not block access to any fire, electricity or emergency exits points.
- 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.

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; 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.

3. Barriers (Handrails):

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

4. 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.

5. Stairs:

- The main stairs of the booth should only be a stairway; use of spiral stairs can only be used auxiliary stairs – spiral staircases are not permitted in general.

- Single staircase should have a minimum unobstructed width of 1200 mm and maximum 1800 mm.
 - Doors must not swing across landings
 - Risers must not be open
 - If more than 50 people on the upper deck it needs 2 staircases
 - Where a staircase is divided into more than one channel, no single channel shall be less than 900 mm wide and an additional handrail must be provided between channels.
 - The width of the stairway should not be less than 900 mm;
 - The stairway should withstand a load of not less than 500 kg/M²;
 - Staircase between landings should contain no more than 12 steps where the tread depth is between 250mm - 350mm. When there are no more than 18 risers where the treads are 350mm or greater.
 - The tread depth and height of each step should be the same throughout a set of stairs.
 - The height of each step should be between 150mm and 170mm.
 - Inclination of the stairway should not exceed 36° from the horizontal axis;
 - With a height of raising of a ladder more than 450 mm it is necessary to provide a protection with a handrail
 - A handrail of a ladder must have height of 1100 mm and maintain side loading not less than 100 kg.
 - 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
 - The stairs should be equipped with railings on both sides of the stairs;
 - Railings of the stairway should have a height of 1100 mm and withstand a lateral load of not less than 100 kg;
- ### 6. Decoration of the booth:
- Only triplex glass is used for stand decoration.



- A level landing should be provided at the top and bottom of each staircase of minimum size as 1200 mm x 1200 mm .

Requirements ITE GROUP for the placement of screens and video walls

1. Should have a vertical bar (minimum timber 3/2 meaning 3 inches by 2 inches) attached to the surround in the centre of the installation. The screen should be then attached to this timber using a steel fixing or ratchet straps (no cable ties). When using ratchet straps screens should not be overtightened.
2. If there is no frame or surround on the top, a timber frame should be made. This top frame is not necessary if there is a stand supporting the screens properly weighted down with a ballast used that is heavier than the screen structure itself
3. This vertical support should be done every 3 meters if the screen is that wide
4. This means that screens that are only 2x2 meters we don't need anything added apart from the fixings in the surround
5. The frame supporting the screens needs to be strong enough and well secured to withstand the weight of the screens
6. All the screens need to be properly secured to the frame on all edges (properly meaning screws fully screwed in, without any gaps between the head of the screw and the timber of the surface)
7. No items should be leaning onto the screen installation.
8. Every screen should have free access to the back side for proper maintenance and inspections during the event period.
9. Every single screen structure could be a subject of additional Organiser on-site check.

Health and safety

ITE 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

The organizer of the exhibition provides insurance of property interests related to obligations arising from damage to life, health, working ability and property of exhibitors related to the exhibition organization, as well as with the operation of the relevant exhibition facilities for the exhibition period.

When an insured event occurs during the exhibition, the exhibitor has to notify the Organizer immediately and receive the necessary information and documents to get the possibility to open the insurance case.

The exhibitor has to assist the Organizer and the insurer during the proceedings of the insurance case and provide them with all the necessary information and documents in a timely manner. The organizer is not responsible of the exhibitor's impossibility to receive compensation if he does not provide the relevant information or documents.

The amount of liability of the Organizer for each insurance case is limited. In this regard, the exhibitor is recommended to independently provide additional insurance (in particular, insurance against possible harm to life, health, disability of the exhibitor's representatives at the exhibition, damage or loss of exhibits and other property used during the exhibition).

Fire safety rules

Exhibitors are advised to pay particular attention to the Fire safety regulations in this Technical Manual for exhibition centre.

These regulations 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.

When decorating your stand and installing exhibits, please consider the following:

- Documents (certificates etc.) must be presented for each element of the stand design, exhibits and samples on their compliance with the Fire Safety Regulations of the Russian Federation.

- It is prohibited to use materials with fire hazard higher than class KM0 for finishing of walls and ceilings, and materials with fire hazard higher than class KM2 for floor covering (G1 combustible, B1 inflammable, D1- D2 with low and moderate risk of smoke-generation ability, T1-T2 low and

moderate toxicity, RP1-RP2 slow reacting and resistant flame spread rate over surface).

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 Expocentre:

- 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 No. 160.

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

Contact: Oleg Borisov
Tel.: +7 (916) 547 0623

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 ITE 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**.

Contact: Oleg Ilin

E-mail: Oleg.Ilin@ite-exhibitions.com

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.

In the case of a violation of any of the requirements specified above, the organisers reserve the right to cancel an exhibit being presented.

Non-standard operational practices / Animals

Animals are prohibited at the Exhibition Centre, with the exception of guide dogs.

Using any technical special effects or unauthorised activities are prohibited. Any exceptions should be agreed with the Organizer in advance.

No flying vehicles (quadcopters etc.) or gyroscooters, scooters, electric unicycles, Segways etc. are allowed at the fairground.

 Any advertising activity outside the rented space is prohibited


Show-programs and presentations at the stand

Holding lotteries, shows, presentations and other events designed to draw a crowd to your stand, must be agreed with the organisers in advance.

Events must take place within the space of your rented stand.

Noise levels above 75 dB are not permitted.

We ask you to respect other exhibitors and their guests. In the event of complaints from other exhibitors, the organisers reserve the right to turn off the noise source, or where it is not possible, to turn off the electricity to the stand in accordance with the Act, signed by both a representative of ITE EXPO INTERNATIONAL and the exhibitor, which exists in 2 copies.

 Repeat violations of the rules will lead to closure of the stand without prior warning.

Coffee breaks, drinks receptions, catering

The exclusive rights to provide commercial catering services at Crocus Expo have been assigned to catering company Backstage. This includes all types of catering from coffee breaks to gala dinners. Any other company wishing to provide commercial catering services at Crocus Expo must acquire permission from Backstage Catering by Crocus Group in advance.

Tel.: +7 916 585 59 55

E-mail: info@backstagecatering.ru

Web-site: <http://backstagecatering.ru/>

Cooking and holding tasting sessions at the stand

Cooking and holding tasting sessions at exhibition stands must be agreed with the organiser and must comply with the following requirements:

1. Cooking must only be done using electric stoves and ovens
2. The stand must be fitted with a professional extractor hood with a filter to neutralise odours.
3. Open flames, and creating smoke or strong odours are prohibited.
4. The exhibitor must comply with the Fire Safety Regulations. Any deviation from these rules must be accompanied by written permission from the "Ministry of Emergency Situations of the Russian Federation".
5. Tasting sessions must comply with hygiene standards. The exhibitor must ensure proper waste disposal as well as keeping the stand and surrounding area clean.
6. In the event of complaints from other exhibitors, the organisers reserve the right to terminate the cooking and food tasting.

Trade at the exhibition

Trading at the exhibition is not allowed.

Deadlines On-site

All stands must be ready for inspection on the last day of set-up according to the exhibition timetable. Therefore, it is essential that you are present at your stand in the morning of the last day of set-up at the latest to ensure that your stand is completely and correctly built in order for you to have time to additionally equip and decorate it.

Any boxes/cartons must be unpacked and removed from the stand on the last day of set-up. Any boxes/cartons which have not been unpacked on the last day of set-up must be removed from your stand at your expense

The exhibition will be closed according to the exhibition timetable on the last day so that the forwarding agent can begin with the delivery of empty packages.

The removal and packing of exhibits is not allowed before the close of the exhibition.

⚠ Equipped stands must be vacated until 19:45 last day of exhibition. (except those to be delivered in accordance with the schedule on the next day). The dismantling of stands is not allowed before the morning of the first day of dismantling.

On the last day of dismantling the pavilion must be vacated from exhibits, constructions and rubbish

For more details, see section Exhibition timetable.

Equipped space. Type of stands.

The construction of equipped spaces is provided by the organisers, ITE EXPO INTERNATIONAL.

Please make a note of the type of stand you have chosen and what equipment is included in the price. Refunds will not be provided for equipment not used.

You can use the Exhibitor Manual to order various types of Standard or Premium stands, or Individual construction of your space only stand.

If you would like to change your stand from Standard to Premium, please use the Order forms for technical services in this manual.

To stabilise the stand it may be necessary to include additional supporting poles and beams or wall panels, which are not shown on your stand layout plan. Should you need to remove these supports temporarily due to the delivery of large exhibits to your stand please contact the ITE EXPO INTERNATIONAL Technical Service Department.

All electrical devices and equipment to be plugged in must be certified. Connecting individual devices to the electricity circuit not through the plugs provided is considered as your own stand construction and must be accredited by general stand builder of the venue (see section Space only sites and Regulations for electrical work).

Wall panels and other stand elements must be returned after the exhibition undamaged and without any marks from adhesive tape etc. The cost of repair or replacement of damaged equipment will be charged to the exhibitor.

It is not permitted to attach your own equipment to the stand, glue on to panels, apply logos, drill holes or attach advertising and other materials with drawing pins, adhesive tape etc.

When decorating your stand with fabric, banners etc. you must have fire safety certificates for each material used. For details see Fire Safety Regulations.

Locks for cupboards and showcases can be collected from the general stand builder office - BuildExpo, close to the organisers' office.

Standard stands

Standard stands will be built using Octanorm aluminium poles, beams and plastic laminated panels. The overall size of the wall panels used as standard is ~ 100 x 250 cm with a face size of ~ 95 x 235 cm. **Premium stands**

Maxima and Octanorm aluminium structures are used in the construction of Premium stands. The height of the structure is 3-4 m and the height of the walls 2.5-2.7 m.

If you want to know the precise dimensions of the stand, please contact ITE EXPO INTERNATIONAL Technical Service Department.

Additional equipment for Standard and Premium stands can be ordered via this manual (see Stand construction, furniture for Standard stands and Stand construction, furniture for Premium stands). Images of the equipment are available there.

Custom build stands

If you want your stand to fully reflect your corporate identity, using original and interesting design solutions to demonstrate your products and services as effectively as possible, we can help you.

Ordering a custom build stand will allow you to: save time, optimise your budget, and receive a full range of quality stand services from your personal manager.



The professionalism and experience of the organiser will help you avoid complications associated with building a custom stand, and guarantee a successful participation in the exhibition.

A whole range of additional services are included:

- Developing an original stand design
- Planning the stand in 3D
- Designing and approving the necessary documentation (strength calculation, electrical plan, fire safety acts, insulation resistance measurement acts, etc.)
- Selecting decorative elements, individual furniture and flower arrangements
- Controlling and supervising stand construction
- Ordering technical connections and services - power, water, compressed air, daily cleaning and stand security etc
- Ordering Internet, telephone and fax connections
- Ordering of presentation equipment, plasma screens, video walls and LED screens

If you are interested in this service, please contact Head of Custom Build Department, ITE EXPO INTERNATIONAL.

Stanislav Astashevskiy

Tel: +7 (499) 750 0828 #4704

Email: Stanislav.Astashevskiy@ite-exhibitions.com

Space only sites

The exhibitor or contractor hired by the exhibitor is responsible for building space only sites (inside and outside the pavilion).

Please provide your stand builder with a copy of the Exhibitor Manual.

When planning the construction of your stand, ITE Group's requirements for designing and building exhibition stands must be complied with, as well as all rules in effect at the exhibition centre (see General requirements for participating in the exhibitions at Crocus Expo).

⚠ The allowed height of the podium is not more than 150 mm. Any excess of this height must be agreed with the organizer.

The corners of the podium should not be sharp and should provide elastic protection to prevent possible injuries.

Carrying out of setup/dismantling and design works by exhibitors using their own resources or involving third party builders is possible only upon the condition of building non-Standard and Custom Build exhibition stands. Set-up is allowed to be carried out by organisations which have signed a contract with BuildExpo.

Shell Scheme and Modular stands must be ordered exclusively from ITE Group.

Non-standard stand: any stand higher than 2.5 meters custom-made of non-standard exhibition elements and equipped with original furniture and electrical equipment.

Exclusive stand: any stand custom-made of non-standard exhibition systems, elements and materials using special creative and technological solutions, which are not subject to duplication.

Set-up rules

Before set-up, please ensure that your stand is in the correct location as specified on the floor plan. If a stand is built in the wrong space, you will have to dismantle your stand at your own expense and build it again in the correct space.

The exhibitors and/or stand builder must remove all packaging, remaining building materials and rubbish from the stand and place them in containers outside the exhibition centre by 19:45 on the final day of set-up.

⚠ Construction work, and access by stand builders to the pavilions, is not permitted during the exhibition, including on the opening day.

Prohibited:

- To clutter the aisles between the stands and escape routes with equipment, packaging and building materials
- To mount structures in the areas allocated to board power panels, firefighting equipment and other engineering equipment and block access to them during the exhibition
- To bring woodworking and timber sawing equipment, carrying out sawing, planing and other woodwork for producing stand structures
- To varnish and paint if it is connected with the covering of the whole construction of an assembling stand
- To apply paint, varnish, glue or other coat difficult to remove to the floor, walls and pillars of any pavilion
- To drill holes in the floor, walls and pillars
- To suspend structures and adverts from the pavilion ceiling
- To drive over the booth carpet when unloading cargo to the exhibition stands
- To place or store materials, clothing, shoes or other personal items outside the stand area
- To use other exhibitors' stands, furniture or equipment for building your stand, relaxing or eating
- To bring in exhibition furniture and equipment outside of the set-up period
- To lean any building structures or materials against the walls, pillars, windows or doors of the exhibition hall.
- To stick or place any signs on the walls, glass, pillars, floor, fire cabinets, or other elements in the exhibition hall
- To damage the pavilion floor or tarmac or paving in the outdoor areas at Expocentre
- To dismantle stands by tilting structures and dropping individual elements of the stand on the floor from a height.

On finishing dismantling and having removed the floor covering, the exhibitor and/or contractor must remove adhesive tape from the pavilion floor and put it in waste containers.

⚠ To remove large construction waste, the exhibitor and/or contractor must arrange their own waste container. All damages to the pavilion structure, additional cleaning and removal of debris caused by the exhibitor and/or co-exhibitor will be charged to their account.

Double-decker stands must be fitted with fire alarm sensors. Please see Fire safety regulations for more information.

The structure of the stand must meet all safety standards and have the necessary certificates.

Technical evaluation

⚠ Exhibitors who have ordered space only or do some sort of construction within an equipped stand must present to LLC "BuildExpo" (General Builder in the territory of the exhibition centre), **not later than 14 days before the set-up**, the full technical documentation to carry out the **obligatory technical expertise of the project** (there is a charge for this expertise; submission of documents at a later date is subject to surcharges).

List of necessary documents for technical certification:

- a) ISO 9001 certificate of other documents confirming the quality of the electrical installation work completed (photographs of electrical equipment, fuse boxes, lighting tools, if such work took place during stand building)
- b) Authorisation from the exhibiting company for which the construction of the exhibition equipment has been carried out
- c) Letter with a list of equipment and materials to be brought in and out, certified by the director of the company - 5 copies
- d) General view of the stand, isometric projection, certified by the director of the company - 2 copies
- e) A detailed exhibition plan of the stand, including stand number and total construction area certified by the director of the company - 2 copies
- f) A detailed electrical plan of the stand, completed in accordance with GOST 21.614-88 (ST SEV 3217-81) including power supply voltage, maximum power load for each piece of equipment, connection points for electrical equipment with a full interpretation of symbols used, and a plan of power leads and fuse box equipment, certified by the director of the company
- g) An engineering plan of the stand with a connection diagram for water and compressed air, etc (if applicable) with a full interpretation of symbols used, certified by the director of the company
- h) Certificates of compliance for materials and equipment used
- i) Certificates for load-bearing structures for double-decker stands, a calculation of load-bearing structures of double-decker stands with the layout of construction parts attached, drawings of double-decker stands (scale 1:100) including dimensions and types of sections signed by the stand builder and stamped by the organisation completing the stand.
Please note: A static analysis must also be supplied for podiums over 1 meter in height and for complex suspended structures
- j) A list of electrical installers, of an access group no lower than the 3rd group in accordance with the rules and norms of the Russian Federation, who are participating in set-up and dismantling of electrical equipment at stands, certified by the director of the company
- k) A copy of the order for designating the responsibility of the stand building company staff member, of an access group no lower than the 4th group in accordance with the rules and norms of the Russian Federation, who is responsible for carrying out set-up and dismantling work and technical safety at stands
- l) Copies of the certification of electricians mentioned on the list, certified by the director of the company
- m) A copy of the electricians' validation report, certified by the director of the company
- n) A list of stand builders taking part in set-up and dismantling work at the exhibition (at the stand), certified by the director of the company - 2 copies
- o) An insurance policy for the stand builders listed.

BuildExpo shall reserve the right to request additional information connected with stand installation safety.

The exhibitor or his contractor shall have a Letter of Attorney that allows him to sign the Agreement of chargeable rendering of technical control services and the Act of compliance of the presented documentation with the General Terms of Participation.

The exhibitor shall carry out permitted work in accordance with the General Terms of Participation.

Alteration of approved layouts shall not be allowed without a written permission of BuildExpo.

General and additional services

All services ordered through this manual are available only during the official dates of the exhibition. Any exceptions must be agreed with the organiser in advance.

Temporary personnel

Interpreters, stand attendants and supporting staff can be ordered using Form T1. If you bring your own personnel, please make sure that you provide them with badges. The Organisers do not provide labour for the handling of goods and other items. Please contact the official Freight Forwarding and Handling Agents for these services. See section Freight, delivery and customs.

Cleaning

General cleaning of the aisles will be carried out every morning prior to opening as well as the removal of small amounts of refuse, if they are placed in plastic bags or cartons in front of the stand in the evening.

All types of cleaning at the Exhibition center are made only by Crocus Expo, except for cleaning, wiping and polishing of exhibits. It's not allowed to enlist the services of the third-party companies for cleaning at the Exhibition center's area. Self-dependent cleaning by using technical equipment at the Exhibition center's area is forbidden.

To have individual daily cleaning for your stand, place an order using Form T1.

For all types of stands: All construction work must be finished and the aisles cleared of all empty packages, left over materials and rubbish on the last day of set-up. See Exhibition timetable and Set-up rules.

If this rule is violated, the exhibitor must compensate all costs for cleaning adjacent aisles and stands and cover all other costs and losses this might have caused.

For space only sites:

Removal of the stand after dismantling, including ordering a waste container for large waste, must be arranged by the contractor of the stand. More details please see section Set-up rules.

Security

The pavilion is usually open 08:00-19:45 during set-up and dismantling, and 09:00-19:00 on the days of the exhibition (from 8:00 only on the exhibition opening day).

Any security personnel of your own are not allowed to stay in the pavilion overnight.

General security for the pavilion is included in the cost of renting a stand space. It is recommended to have at least one member of your company at the stand at all times, from when the exhibition opens to when the hall is closed by the security team, to ensure the security of your exhibits and personal items (see Exhibition timetable).

When the pavilion is open, your stand (valuable exhibits, as well as laptops, mobile phones, personal items etc.) must remain under the supervision of your staff.

The organisers and exhibition centre administration do not bear responsibility for any losses occurred from when the pavilion opens to when the hall is closed by the security team.

Equipped stands must be vacated at last day of exhibition. Individual stand security can be ordered using Form T1.

Parking passes

Parking in the streets around the exhibition centre is limited. Car passes allow parking in specially allocated parking areas next to the entrances to Pavilions. The parking pass does not allow access to the loading/unloading zones.

Consultation regarding questions about filling in and approval of documents can be received from the managers of BuildExpo's Technical Department.

Crocus Expo, Pavilion 1, room №119, service entrance

Tel.: +7 (495) 727 2671

E-mail: ingener@buildexpo.ru


Information on the website

http://www.buildexpo.ru/bexpo/services/tech_doc.php

Parking passes can be ordered on Form T1. Ordered and paid car passes may be collected from the Organisers office from the first day of set-up. Please note that the vehicle registration number must be entered in the car pass.

If you need to enter the venue for the unloading or loading of local goods, please follow the respective procedure described under Delivery / Removal goods.

You can also order passes to the loading/ unloading zone on **Form T1**.

 Parking spaces should not be used for promotional purposes.

Electricity

Electricity will be supplied for the exhibition. During set-up and dismantling exhibitors or their contractors should use battery powered tools or bring an extension cable drum to reach one of the few on-site plug sockets. With the latter it is necessary to protect the cable from mechanical damage.

When connecting computers and other devices sensitive to power cuts and voltage drop, we strongly recommend the use of an uninterruptible power supply (UPS). In this case Organisers are not responsible for failure in operation or damage at the equipment

For space only sites

Electricity consumption and supply **are not included** in the cost of the space and must be ordered on Form T2.1. Make sure that you have ordered the power capacity you need.

Connection of electric supply to stands should be done by exhibitors themselves (or their stand builders) in observation of the Regulations for electrical work.

If 24 hour supply during the show is required, please advise the ITE EXPO INTERNATIONAL Technical Service Department.

Stands must be equipped with a fuse box, and a cable corresponding to the section load (at least 30m in length) must be supplied from the stand to the power source.

Electrical equipment is connected to the power source after measuring the insulation resistance of the electrical circuit. Please see sections Regulations for electrical work and Technical evaluation.

For Shell Scheme stands

Please check the stand specifications in your contract.

You can order necessary power supply on Form T2.1.

Additional sockets and spotlights can be order on Form T4.2 and T4.4.

Setting up of exhibition and electric equipment (except for exhibits) within the standard stand is rated as self-custom building and have to pass **chargeable technical evaluation**.


These requirements also apply to mobile stands that have electric lighting equipment and showcases.

The use of extension cord for the lighting equipment and electrical appliances is **forbidden**. For the lighting equipment used at mobile stands and in showcases approval is necessary to contact with technical department of BuildExpo.

Water and drainage

Water connection and single fill/removal into a container can be order on Form T2.1. Sinks can be ordered on Form T4.2 and T4.4 only for equipped stands.

Water pipes have a diameter of ½ inch(15 mm) and the drainage pipes 32 mm. Any other pipes or adapters need to be provided by the exhibitor or stand builder.

 The organisers will provide plumbing connections only for standard equipment ordered through the exhibitor manual. Connecting hoses to equipment being presented and handling the connection during the exhibition must be carried out by specialists from your company or contractors working on your stand.

Water is usually provided during the exhibition only. If you need a water connection before the exhibition opens, please arrange with the organisers 5 days before set-up.


Hoses leading to equipment on your stand must be covered by ramps or protectors.

It is forbidden to dispose of processed technological fluids into the sewage system.

Compressed air

The maximum available pressure is 6 bar. Please place your order on Form T2.1.

Pipes have a diameter of ½(15 mm) inch. If you need another diameter you should provide your own adapter.

 The connection of the equipment to the pipes has to be made by a specialist of the exhibitor or his stand builder. In some areas compressed air cannot be provided, please check with the ITE EXPO INTERNATIONAL's Technical Department.


Compressed air is usually provided during the exhibition only. If you need compressed air before the exhibition opens, please arrange with ITE EXPO INTERNATIONAL's Technical Department 5 days before set-up.

Hoses leading to equipment on your stand must be covered by ramps or protectors.

Telecommunications

Internet connections can be ordered on Form T2.2.

You can order audio and video equipment on Form T2.2. Audio and video equipment not listed in Form T2.2. can be ordered upon request.

 In accordance with Crocus Expo regulations, exhibitors can use their own telecommunication and audio-visual equipment ONLY, if they have received permission from the BuildExpo department in charge. There is a fee for their service.

Tel.: + 7 (495) 727 2671


Graphic works

We kindly ask you to state the company name in Form T3 which will be printed on the stand fascia. You can also order additional fascia inscriptions, company logo or other graphic works.

Usually organizers place stand numbers on special plastic plate on each stand.

Additional equipment for Standard and Premium shell scheme

Please refer to your space application form to see what is included in the type of stand you have booked.

 The organisers will not provide additional equipment for furniture for space only stands.


You can order additional furniture, kitchen equipment, lighting and etc. for Standard shell scheme on Form T4.1-T4.2 and on Form T4.3-T4.4 for Premium.

Please indicate the positions of all ordered items on the Sketch of equipped stand and return it with the order forms to the ITE EXPO INTERNATIONAL Technical Service Department.


If you are interested in ordering special items not listed on Forms T4.1-T4.4, please do not hesitate to contact ITE EXPO INTERNATIONAL Technical Service Department for information about availability and cost.

Technical suspensions from the ceiling

Placing advertising and technical suspensions from the ceiling in the exhibition complex must be ordered through organisers.

 Suspensions from the ceiling are not possible in all parts of pavilions. Organising a suspension over your stand is possible **in advance** with ITE EXPO INTERNATIONAL's Technical Department. In the case of changes to the structure of the suspension or the stand re-locating, permission must be re-obtained.

To place banners / technical suspensions from the pavilion's ceiling structure, documents set out in Form T5 and the Application form for hanging suspensions must be presented to ITE EXPO INTERNATIONAL's Technical Department for agreement no later than **1 month before the start of set-up**.

 No advertising structures (street banners, flags etc.) can be placed on the floor, pavilion structures, walls and on other pavilion parts as well as at the open area without organisers permission. On issues relating to placement and distribution of advertising materials

please contact ITE EXPO INTERNATIONAL Technical Service Department.

The organisers accept orders for suspensions only after having agreed on the full package of required technical documents.

For installing a suspension and/or its precise positioning, you may need to order additional services such as lifting mechanisms (a hoist) or additional suspension points (guying).

Prices for additional services are in the Form T5.

For banners, a fire safety certificate must be presented. See section Fire safety regulations.


Regulations for electrical work and Technical evaluation must be adhered to when installing suspended fixtures with lights and/or dynamic elements and laying electric cables. (see the Regulations for electrical work and Technical evaluation parts).

Deadlines, payments & late orders

Form T, and the order forms, should be sent to ITE EXPO INTERNATIONAL Technical Service Department before the deadlines specified.

The procedure and deadlines for payments are set out in the contract and corresponding agreements and invoices for technical services.

Orders received less than two months before set-up are subject to a 20% surcharge, increasing to 50% six weeks, and 100% two weeks, prior to the start of set-up.

 Technical orders received less than 1 week before the set-up of the exhibition cannot be processed.

Any services that are ordered during set-up are subject to a 100% surcharge.

Please be informed that some services may no longer be available.


Payments for additional services ordered during set-up must be made immediately in the organisers' office in cash in roubles or by credit card.

Freight, delivery and customs

Freight forwarding and handling on-site

To organise bringing exhibits and equipment in and out of Crocus Expo pavilions, a loading and unloading zone of 30 meters around the perimeter of the pavilions has been assigned.

Entry of vehicle transport into this zone is organised through paid passes. For details see Entry procedure for exhibition.

 The exclusive right for providing services on loading/unloading and handling of local cargo (i.e. cargo with the status of goods of the Customs Union) in the territory of the exhibition centre belongs to the Transport and Logistics Department of Crocus Expo IEC.


Orders for cargo handling (loading, storing goods and containers, delivering exhibits to stands) must be applied for in advance (preferably at least 14 days before set-up). Please contact Crocus Expo's Transport & Logistics Department for the application form for cargo handling, as well as information on the cost of these services and passes for the loading and unloading zone.

Attention! Orders for cargo handling submitted 14 days before set-up and during set-up will be subject to extra charges.

In line with the fire safety regulations, storing containers at the stands is prohibited.

Tel.: +7 (495) 727 2587

E-mail: trans@crocus-off.ru

 On the basis of your applications we will prepare the schedule of exhibition equipment and exhibits delivery obligatory to all exhibits. In case the goods and exhibits arrive off-schedule the delivery is not guaranteed.

Loading and unloading must be carried out in accordance to the Exhibition timetable and only in cargo handling areas. Opening loading gates when the exhibition is open for visitors is prohibited.

Exhibitors are prohibited from loading, unloading and transporting cargo using hoisting devices or any type of lifting and transporting equipment (cranes, truck-mounted cranes, fork-lift trucks and other hoisting devices of any type) themselves. A fine will be issued for any violation.

Importing and exporting exhibits and equipment must take place in accordance to the procedure set out in the section Entry procedure for exhibition.

Customs clearance

To deliver international cargo (i. e. cargo without Customs Union goods status) to the territory of the exhibition centre, please use the services of official customs freight forwarders of Crocus Expo IEC


If you use services of any other freight forwarders to deliver your cargo to the Russian Federation, to deliver your goods to the territory of the

Entry procedure for exhibition

Enter of exhibition venue

Exhibitor badges allow exhibitors and their personnel access to Pavilions during the set-up/dismantling period and during the exhibition.

Exhibitor Badges are issued at the registration desks in the pavilion foyer on the last day of set-up

 Exhibitor badges are printed with your name and company according to the information provided in the personal exhibitor account.

Stand builders: Apply for these passes at the General Stand Builder of the venue company "BuildExpo" during the expertise/accreditation procedure and can receive them in the Service Centre during set-up.

To receive work passes for **other set-up personnel** you need to present a letter listing the name of the company, the names and all passport details of the set-up personnel to the Service Centre not earlier than two weeks before the set-up.


Passes are valid during set-up and dismantling upon presentation of identification documents. Staff must keep passes on them at all times. Security staff are given strict instructions not to allow access to the pavilions for individuals without passes.

Registration Entry/Exit of exhibits

Procedure for Goods in/out letters and arrival rules:

For importing goods that are not subject to customs clearance at the exhibition, 3 copies of your Goods in/out letter must be prepared on headed paper, signed and stamped by your company director, and authorised:

- At the organisers office
- Then at the Service Centre in your pavilion

 If additional goods and/or advertising material are brought in during the exhibition, these items must be added to both copies of the Goods in/out letter (your copy and the one at the Service Centre) to avoid problems when removing the items.

Additional goods may be brought in from 09.00 - 9.30 and 18.00 - 18.30 only, once authorisation from the organisers and the Service Centre in your pavilion has been granted and a pass for the loading and unloading zone has been purchased and obtained.

Access to the cargo gates will be on the basis of an authorised Goods in/out letter (1 copy remains in the Service Centre, 1 to be presented to security on arrival, 1 to remain with the exhibitor to be presented on leaving) and a purchased pass for the loading and unloading zone, which can be acquired from the Service Centre on the basis of a Goods in/out letter or a completed Form T1.

Information on the price of passes for the loading and unloading zone can be found at the Service Centre.

exhibition centre, your freight forwarders shall contact one of the above official customs freight forwarders of Crocus Expo.


Please check the information on the website <http://www.crocus-expo.ru/>.

<http://www.crocus-expo.ru/partner/pograzgr.php>

For stand builders and exhibitors who have ordered loading and unloading services from the Transport and Logistics Department of Crocus Expo, access to the loading and unloading zone is free of charge.

You can get loading and unloading zone passes (preordered by Form T1 and prepaid) in the organisers' office from the first day of set-up.)

Please refer to the Exhibition timetable for the times and conditions for bringing goods in.

 Standing time at the loading and unloading zone is limited:

- cargo vehicle - 2 hours;
- passenger vehicle - 1 hour.

The administration of Crocus Expo will impose fines for overstay in the loading and unloading zone.


Transport must exit the confines of Crocus Expo territory directly after dropping off exhibits and equipment.

Night parking, car wash and repair are prohibited on the territory of the Crocus Expo.

During set-up and dismantle period special parking zone for heavy-duty truck will be organized on the territory of Crocus Expo.

To bring mobile exhibits into halls and to open exhibition spaces, services for their accompaniment must be ordered.

REMOVING equipment and exhibits is permitted only after the exhibition has closed to visitors. Please refer to the Exhibition timetable for the permitted times for removing goods.

 The entrance for contractor's vehicles in the loading and unloading zone at the last day of the exhibition is allowed from 18:00.

To remove equipment, your copy of the Goods in/out letter must be authorised at the Service Centre in your pavilion on removal day and presented to security on leaving.

Sample letters

Goods in/out letter

Письмо на ввоз / вывоз оборудования и экспонатов

Application for entry/exit exhibitions goods

Выставка _____

Exhibition _____

В дирекцию выставки

to the Event Direction

Компания _____ Павильон _____ Зал _____ Стенд _____

Company

Pavilion

Hall

Stand

Страна _____

Country

Просим разрешить ввоз (с последующим вывозом) следующего оборудования и экспонатов Российского производства и/или иностранного производства, прошедших таможенную очистку:

We apply for a permit to bring in and bring out the following custom cleared exhibits and stand materials.

№	List of exhibits / Наименование	Quantity / Количество
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Ответственный за противопожарную безопасность на стенде: _____

Responsible for Fire safety on the stand

(Ф.И.О., контактный телефон / Name, mobile)

Ответственный за технику безопасности на стенде: _____

Responsible for Health & Safety on the stand

(Ф.И.О., контактный телефон / Name, mobile)

Руководитель: _____ / _____

Person in charge:

Подпись / Signature

Ф.И.О. / Name

« ____ » _____ 201_ г.

Place stamp here

Sample letter for obtaining work passes

On headed company paper

Service Centre Crocus Expo IEC
Exhibition _____

(name of company)

(address, telephone, e-mail)

For setting up the exhibition equipment and exhibits of

(stand number and area, m²)

Please provide us with passes for admission of personnel

No	Full name	Passport number

Responsible for Health & Safety on the stand

(Name, mobile)

Responsible for Fire safety on the stand

(Name, mobile)

Person in charge:

(signature)

/ _____ /
(Name)

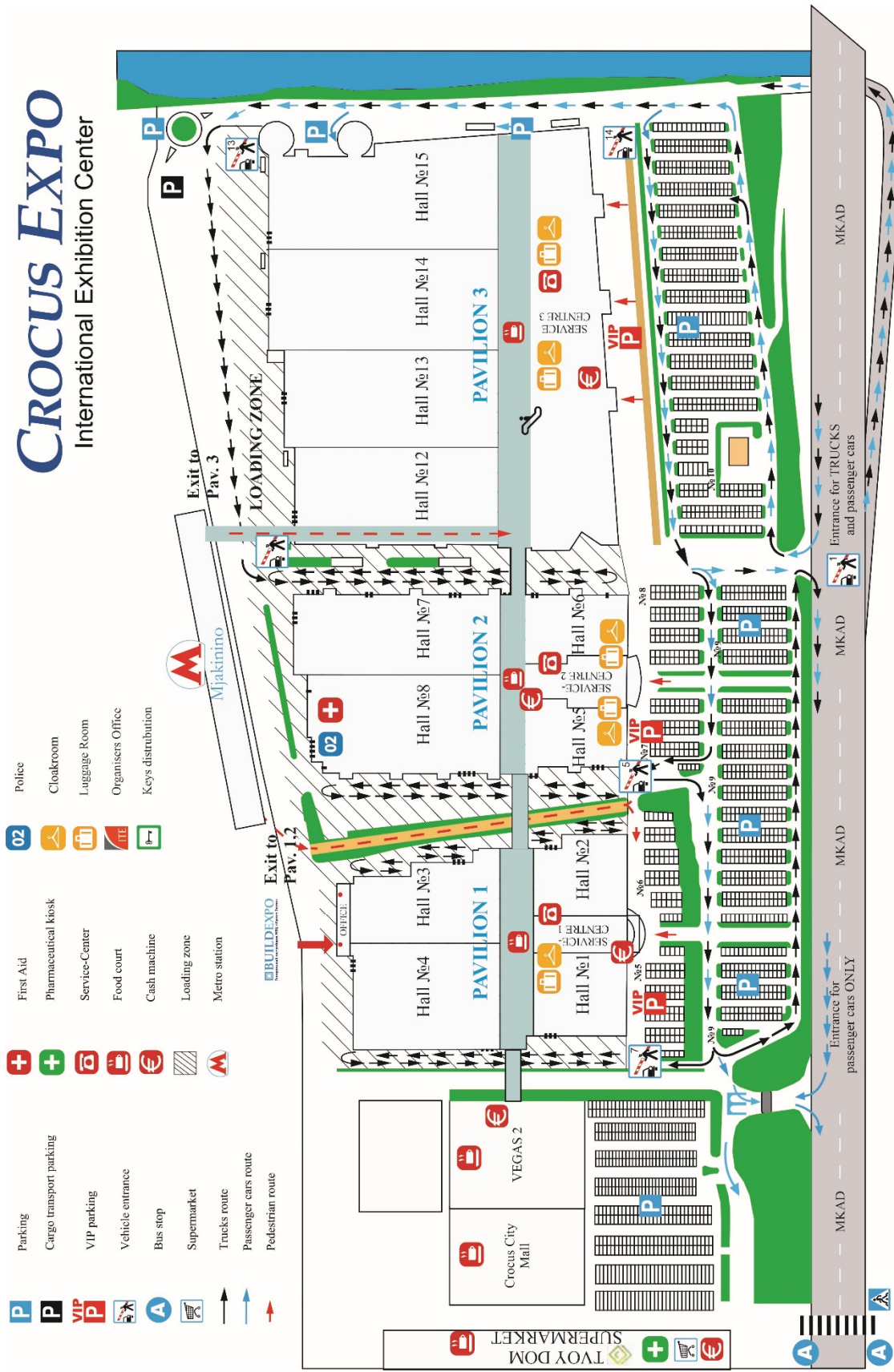
Place stamp here

Appendix

Map of exhibition centre

CROCUS EXPO

International Exhibition Center



Fire safety regulations

Fire safety regulations for exhibitions and fairs held in Crocus Expo

I. GENERAL PROVISIONS

1. These provisions have been developed on the basis of Federal law 69-F3 "On fire safety" of December 21 1994 and according to Federal Law No. 123-FZ "Technical Regulations for Fire Safety Requirements" as of July 22, 2008, the rules of fire safety in the Russian Federation (PPB 390) confirmed by Order #390 of the Ministry of Emergency Situations of Russia dated April 25 2012, the general instructions on fire safety in buildings and premises of Crocus Expo confirmed by the General Director of Crocus Expo from 10 February 2012 no.22, and the general instructions on holding events at Crocus Expo confirmed by the Directorate of the Krasnogorsk branch of Crocus Expo from 25 October 2011.

The instructions set out the main procedures for fire prevention in exhibition pavilions and at open-air spaces of the exhibition centre, according to the requirements of the GOST 12.1.004-91 "Fire safety rules. General requirements" standards, building regulations and rules, and procedures for ensuring the safety of people and property and the creation of conditions for successful fire extinguishing. These requirements are compulsory for all employees of Crocus Expo, employees of the tenant company and of stand builders and designers, exhibiting companies, and anyone else in the pavilion.

2. The deputies to the Senior Engineer of Crocus Expo are responsible for fire safety in the pavilions.

3. Authorised heads of organisations - stand builders and participants at rented exhibition space - are responsible for observing fire safety rules during set-up (stands), the exhibition itself and dismantling, and during exhibitions and other events.

Compliance with fire safety regulations during set-up (dismantling) of exhibition stand equipment (exhibits) and during exhibition and other events is monitored by authorised employees of the Fire Department of JSC Crocus, responsible representatives of the Department of Exhibition Organisation, the Department of Non-Exhibition Event and Congress Organisation of Crocus Expo, and representatives of the General Builder of Crocus Expo.

4. Official persons responsible for observing fire safety rules must:

- Undergo the minimum required standard of fire and technical training at a specialised organisation (training centre) licensed to teach fire safety measures by the State Fire Prevention Service of the Ministry of Emergency Situations of the Russian Federation, as well as holding a certificate of completion of the training
 - Official representatives of organisations that hold large-scale events, responsible for fire safety, are required to undergo a fire safety briefing at Crocus Expo on controlling and maintaining fire safety and the safe evacuation of people (visitors and exhibitors) in the event of a fire
 - Ensure a fire engine and crew are available on site at exhibitions 10,000 sqm and over;
 - Ensure adherence to stand building and set-up requirements, coordination of design documentation, letters for bringing in stand building and design materials, fire safety requirements and smoking rules on site at the exhibition and at working areas
 - Take immediate measures to disconnect offending networks, equipment or installations if faults are discovered in engineering systems, along with calling qualified experts of Crocus Expo in order for them to remove the problem
 - When work at the exhibition is over, organise and oversee the cleaning of work sites and stands and the turning off of lighting systems, electric devices, computers and other equipment
 - Ensure the protection of available (rented) fire extinguishing means, fire prevention equipment and tools, communication and alarm facilities, and regular and emergency exits.
 - The use of fire extinguishing and protection equipment for commercial reasons, or in a manner or in situations unrelated to putting out fires, is prohibited.
 - Return according to agreement all hired fire-fighting equipment before exhibits begin to be removed
 - Carry out in good time all fire safety measures put forward by authorised employees of Crocus Expo
5. Builders of exhibition stands and participants of exhibitions and other events should know, observe and maintain the fire safety procedure in pavilions and premises, and not undertake any actions that may cause fire.
6. Organisers - builders, set-up companies, exhibitors - guilty of infringing fire safety regulations bear responsibility according to effective labor, administrative, criminal and civil legislation of the Russian Federation, depending on the type of infringements and their consequences, and are exposed to penalty provisions according to the order 22 of the President of JSC Crocus of 10 February 2012, 'Basic Requirements for Holding Events at Crocus Expo', approved by the Director of the Krasnogorsk subsidiary of Crocus Expo on 25 October 2011.

All issues not covered in this instruction which arise during set-up, the exhibition itself or dismantling are resolved onsite by event organisers, responsible directors or assistants to the Chief Engineer of Crocus Expo and authorised representatives of JSC Crocus.

II. MAINTENANCE OF PAVILIONS

7. The territory around the pavilion buildings and exhibition halls of Crocus Expo must be kept clean and regularly cleared of rubbish, combustible waste and packaging.

Combustible waste, oily cleaning materials and disposable packaging must be stored in fireproof containers kept no closer than 10m from the pavilions in dedicated and equipped areas.

Starting fires or burning waste and containers on the territory next to the pavilion closer than 50m to it is forbidden.

Storing construction materials, structures, equipment and property in exhibition halls during set-up (dismantling) and during the event itself is only allowed within the exhibition space allocated for building. Blocking the aisles between the stands is not permitted.

Storing combustible waste, packaging or containers in pavilions, even for a short space of time, is forbidden. Unneeded shipping boxes, containers and exhibition equipment should be removed from the exhibition halls, or their storage should be arranged in a warehouse (container warehouse) or at a specially designated site.

Building or other materials, exhibition equipment, packaging, containers with flammable and combustible liquids, or cylinders with combustible gases must not be stored close to the outer walls of pavilion buildings or under passages between pavilions. Storage locations are to be agreed upon with JSC Crocus and should be located at least 10m from outer walls of pavilion buildings.

Temporary structures (tents, booths, stalls, pavilions, containers, stands, etc) must be located at least 15m from pavilion buildings and structures.

8. Smoking in pavilions and on the exhibition territory is strictly prohibited.

9. Fire fighting crews must have free access to roads, passages and entrances of buildings and structures of Crocus Expo pavilions, external fire evacuation stairs and fire hydrants; they must also be kept in a good condition and clear of snow and ice in winter. Vehicles must not be parked on the covers of fire hydrants or within a radius of 2m from them.

10. When using evacuation routes and exits, it is forbidden:

- To block evacuation routes and exits (passageways, corridors, platforms, galleries, lift halls, ladder platforms, flights of stairs, doors, evacuation hatches, etc), access to fire hydrants, fire extinguishing means, alarm systems or fuse boxes with exhibition stands (exhibits), advertising posters, boards, information desks, any materials, products, equipment, rubbish and other objects. It is also forbidden to board up or lock emergency exits
 - To establish drying areas, coat racks or cloakrooms in the landings of main and emergency exits, or to store stock or materials there, even temporarily
 - To prop open or remove entirely self-closing doors of staircases corridors, halls and landings
11. Every day upon completion of work at the exhibition, stands should be examined by those responsible for fire safety.

The exhibition can only be closed following cleaning, removal of rubbish, packaging and waste, and the switching off of electrical devices, office equipment and the lighting system.

III. MEASURES TO ENSURE FIRE SAFETY DURING SET-UP AND DURING EXHIBITION EVENTS

12. Companies organising exhibition and other events at which many people will gather are to agree on an Exhibition Placement Plan for the event with the fire department of JSC Crocus no later than 10 calendar days prior to the beginning of the overall event period. The plan should be compiled in accordance with fire safety requirements:

- Ensure free access to fire hydrants
- Ensure the width of aisles between rows of display stands (exhibits) and around the stage floor (podium)
- Provision of free and easy access to emergency exit doors
- Ensure the use of fire-prevention gaps with a width of no less than 8 meters if the exhibition space is 8000 sqm

13. Companies building display stands (exhibits), stage boxes, podiums, tribunes, etc. must finalize all project documentation for building, equipping and designing exhibition stands (exhibits) and for mounting exhibits at exhibition spaces with JSC Crocus, no later than 7 days prior to the start of the overall event period. The following must be supplied for this:

- Letter to bring in equipment and materials
- A general building plan indicating all sizes in relation to space borders, main and emergency exits, and the width of the main aisles
- A stand (exhibit) building plan as an isometric image
- Fire safety certificates (conclusions of a fire test laboratory, declarations of conformity) for building and other materials, decoration, drapery, banners, equipment etc used in stand building and design (floor, walls, ceiling)
- Agreement on fireproof treatment of materials, decoration and drapery used in stand (exhibit) building and decoration, and of stage boxes and podiums, etc, as well as copies of licenses from the Ministry of Emergency Situations of Russia awarded to the organisation which carried out fireproof treatment, and the fire safety certificate of the treatment applied by them

• A copy of the order appointing the officials responsible for fire safety during stand (exhibit) building and also certificates confirming their completion of the minimum required standard of fire and technical training

14. All construction equipment, decoration materials, drapery, cladding and so forth used in stand design and construction in exhibition halls should be certified according to the law of the Russian Federation 'On certification of products and services' dd. June, 10, 1993 № 5151-1 by certifying authorities.

15. Stand building materials with a fire danger rating higher than the following are not permitted:

• G2 (moderately combustible), B2 (moderately inflammable), D3 (high smoke generating capability), T3 (highly dangerous by toxicity of combustible products) – for decoration, drapery of walls and ceilings and filling of suspended ceilings

• G2 (moderately combustible), B2 (moderately inflammable), RP2 (weakly spreading flame), D3 (high smoke generating capability), T2 (moderately dangerous) – for floor coverings.

Combustible materials with higher fire danger must be treated, or other compensating fire prevention measures coordinated with the fire department of JSC Crocus must be carried out.

Frames of suspended ceilings should be made from non-combustible materials. Carpets, rugs and other floor coverings should be fixed firmly to the floor around the perimeter and at junctures.

16. Stands should be built from parts of a high degree of readiness that have been assembled and painted beforehand at the stand builder's production premises.

The installation of spiral staircases, staircases that are curvilinear in full or in part in plane, as well as triangular and curvilinear steps and steps with varying width of tread and varying heights within the flight of stairs and staircase is not allowed at stands with more than one level.

17. Display and advertising stands, information stands, decorations and various equipment should be set up and installed so that there is no blocking of evacuation passageways and exits from halls, foyers, lobbies, office doors, warehouses and technical premises, and so that there is free access to control elements (fire hydrants, fire extinguishing equipment, fuse boxes, wiring closets, emergency stairs) located on pillars and along walls of showrooms.

A specific location for placing external and internal advertising stands, boards and information racks is to be agreed by companies organising events with the Department of Advertising and Information of JSC Crocus and with the fire department of JSC Crocus.

To ensure free access (no less than 0.8 m) to fire hydrants, fire extinguishing equipment and fuse boxes, the installation of easy to open constructions (curtains, folding doors, boards on magnet, etc) is permitted.

The width of passageways between stand (exhibit) aisles and around the stage floor (podium) should be no less than 3 meters.

Free and easy access to emergency exit doors equal to the width of doorways but no less than 1.5 m from exhibition halls and 0.8 m from offices, warehouses and technical premises must be provided.

18. When setting up temporary structures (tents, booths, marquees, pavilions, etc.) in open territories (areas) as well as multi-layered stands and closed stands, ceilings in pavilion halls must be equipped with wireless smoke detectors or additional automatic fire detectors connected to a receiving control device of the fire alarm system in the fire department control room of JSC Crocus. Detectors are to be installed by the General Builder on the territory of Crocus Expo.

19. The following is forbidden in exhibition halls, at stands, display areas and at exhibits:

- Smoking or using open flames
- Installing equipment and using materials not detailed in the project documentation
- Using finishing or decorative materials made of combustible plastic, polystyrene, polyvinyl chloride or vinyl artificial leather fireproof treatment certification or a conclusion from a fire test laboratory)
- Storing promotional materials and goods, or setting up workshops
- Using exhibition hall territory (free space) behind stands for smoking, eating, as locker rooms, or for storing packaging, exhibits, supplies and other materials
- Using diffusers made from organic glass, polystyrene or any other combustible material in lamps, wrapping up electric lamps with paper, fabric or other combustible materials, or operating lamps with caps (diffusers) removed that are part of the design of the lamp

• Using non-standard (self-made) electrical devices or systems, temporary electric networks, sparking power tools, or electrical wires with twists and terminal blocks

• Turning off all the pavilion lights during working hours of the exhibition or other events with a large number of people in attendance

• Setting up extra electric loads not provided for in manufacturing guidelines

• Leaving switched-on electrical devices unattended

• Using damaged sockets, switches, cables and wires, other faulty electrical products, and also boilers and heaters with open heating elements or coils

• Installing booster lights, spotlights, projectors or electric lamps closer than 0.5 meters from exhibition equipment, stands, decoration or drapery or fire sprinklers

• Using stationary circular saws or flat-grinding machines that do not have dust extraction capabilities

• Storing decoration, drapery, equipment and packaging underneath it, or various combustible materials under stage floors, flights of steps and landings, or spectators' stands

• Use flammable paints or spray cans for painting stands or exhibits

• Storing or using flammable liquids or fuel tanks, empty gas tanks, or storing packaging under fuel or oil

• Filling exhibition vehicles with fuel or taking fuel from them, holding open fuel tanks, or allowing fuel or oil to leak

• Recharging batteries directly from exhibition vehicles

• Parking fuel tankers or flammable gas transportation vehicles in exhibition halls

• Using pipes of fire-fighting equipment to hang any equipment

• Connecting stand parts, equipment or devices to supply pipes of fire-fighting equipment

• Tampering with the fire sprinkler system or smoke alarms

• Using fire extinguishing equipment or internal fire hydrants installed in the sprinkler system for any other purpose than putting out fires

• Blocking or closing fire hydrants or access to them with any equipment or stands, as well as blocking the working area of fire alarms with banners, posters, decoration, curtains, floating or tethered equipment (balloons, airships, blimps, etc) or any other objects

20. All mounted armchairs and chairs should be lined in rows and fastened firmly to the floor in exhibition and conference halls and at spectators' stands. When there are no more than 200 seats, chairs do not have to be fastened to the floor, but they must be joined to each other in rows.

21. If there are exhibition or other events with a presentation (display, installation) of more than 25 vehicles, the event organiser must develop a plan for arranging the vehicles, describing the sequence and order of their evacuation in case of fire. The plan should be agreed with the fire department of JSC Crocus. Exhibition halls and open areas where vehicles are shown should be equipped with towing cables or bars at the rate of one cable (bar) per 10 exhibition vehicles. Venues for test drive demonstrations should be equipped with fire extinguishing means rented from CJSC Crocus Expo, and if necessary, fire posts should be put out by the fire department of JSC Crocus.

All power and lighting equipment and electric wiring must be mounted and used in strict conformity with the Electric Equipment Installation Rules and with the Users' Electric Installations Technical Operation Rules. Connection to an electric network in exhibition halls of IEC Crocus Expo may be done only by Technical Operation Service experts on the basis of the Electric Connections Card filled in by the General Builder of Crocus Expo.

All portable wires and cables used for connection of lighting devices and other equipment in exhibition halls should be laid to prevent damage to them.

Wires and lighting cables laid on the floor in places where people will walk and that will bear weight should be protected with crossovers.

Portable lamps and electric devices may be plugged in sockets only when they are being used.

22. When display stands (exhibits), pavilions, tents, marquees, etc. are placed in open territories (areas), organisers of events must hire fire extinguishing equipment (portable, mobile, or automatic fire extinguishers) from CJSC Crocus Expo, in the quantity indicated in Appendixes 1,2 of Fire Prevention Rules of the Russian Federation, and ensure that a mobile fire point is set up (1 fire engine with a fire-fighting crew) with fire department professionals of JSC Crocus.

The use of open flames (torches, candles, chandeliers, etc) or demonstration by exhibitors of open flames, shooting, fireworks and other pyrotechnic and smoke effects is allowed only with written permission of Crocus Expo and when an individual fire post is provided. Imitation of shots and explosions can be carried out only with specialised equipment that can guarantee full fire safety.

23. To receive permission to carry out fireworks, salutes, fire shows and other special pyrotechnic effects, the organisers must submit a written statement to

the fire department of JSC Crocus no less than 5 days prior to the planned date of the event. The following should be enclosed with the written statement:

- A plan of pyrotechnic installations arrangement, a plan of storage and installation locations of fireworks and pyrotechnic products linked to the area with distances to buildings indicated, and a security cordon plan for the fireworks venue with borders of the danger zone indicated.

Fire shows and other special pyrotechnic effects should be organised according to the requirements of "Instructions on Fire Safety Measures when Organising and Carrying out Fireworks, Salutes, Fire Shows and Other Special Pyrotechnic Effects on the Territory of JSC Crocus".

Following the activity, a careful check must be made in the area where special effects have taken place, with smoldering and unburned waste being cleaned away. The area must then be ventilated with ventilation equipment.

24. The organiser of the events must prepare an admission warrant signed by the Chief Engineer of Crocus Expo for performing all kinds of fire-hazardous operations at exhibition venues (stands), and the executor of these operations should receive fire-prevention training.

Only emergency operations are accepted, as they are permitted and coordinated onsite.

25. In order to avoid hot metal particles and sparks coming into contact with neighboring stands; going to adjacent floors or under equipment or installations; or coming into contact with technical and access hatches or ventilation, installation or other openings (holes) in floor and ceiling canopies, walls, and partitions where hot work is taking place, cover them with non-combustible materials or fire blankets, and if necessary pour water on them.

The venue for hot work should be checked by an employee of Crocus Expo. It should also be cleared of combustible substances and materials and fitted with fire extinguishing equipment (fire extinguisher, a box with sand and a spade, bucket of water, fire blanket, etc).

The performer of the hot work is obliged to carefully check the venue where hot work has taken place within 3 hours of its completion.

26. Demonstration of functioning models and installations using flammable and combustible liquids is permitted only when liquids are transferred by pipeline from a reservoir installed outside pavilion buildings and no less than 10 m from them, and when exhaust gases are removed outside.

The use of cylinders with combustible and toxic gases or the storage of empty gas cylinders at display stands inside pavilion buildings is not allowed. The use of cylinders with inert gases is permitted, but only if they are taken outside the pavilion immediately after use.

The placement of group cylinder installations to supply gas to a welding and cutting venue is permitted outside the pavilion building, near solid (without apertures) external walls.

The supply of gas from group cylinder installations to a demonstration venue at a display stand is permitted via high-pressure hoses, the length of which must not exceed 30 m and which should be covered with protective bridges.

Gas containers should be stored in special constructions in open areas at least 10 m from pavilion buildings. Special constructions should protect containers from precipitation, sun rays and other sources of heat, and they should also be naturally ventilated and made from non-flammable materials.

Safety notices (posters) ("Pathway is blocked", "Do not smoke", "Do not enter with fire" and others) should be hung in places where gas containers are stored. Containers with flammable gas should be stored separately (in different warehouses or in different areas) from containers of oxygen, compressed air, chlorine, fluorine or other oxidizers, or containers with toxic gases. When containers with oxygen are stored and transported, oil (grease) must not get in and the container reinforcement must not come into contact with oily materials. It is prohibited to touch valves when filling containers with oxygen manually.

- An order appointing the person responsible for observing fire safety measures during the event

The valves of stored containers should be protected by safety valves.

Gas cylinders with boots should be stored in a vertical position in special slots, cages or other devices to prevent them from falling.

Cylinders without boots should be stored in a horizontal position on frames or racks made from non-flammable materials. The stack height should not exceed 1.5 m and valves should all face the same way.

If a gas leak from the cylinders becomes evident, they should be taken away from the special construction to a safe place.

The storage of any other substances, materials and equipment in a gas cylinder storage location is prohibited.

Empty and full gas containers must be handled according to the same security measures.

Gas container storage locations and venues for welding and cutting work should be equipped with fire extinguishing equipment. Fire extinguishing means can be rented from JSC Crocus for the overall event period.

The following documents must be at a display stand:

- Certificates of conformance and fire safety for welding and cutting equipment.
- Copies of the order for appointing an official responsible for fire safety, and copies of certificates confirming their completion of the minimum required standard of fire and technical training
- A welder's certificate
- An admission warrant for carrying out dangerous work
- A gas container inspection certificate.

Fire safety measures and workplace requirements are set out in "Instruction on Fire Safety Measures when Carrying Out Welding Work in Crocus Expo Pavilions".

IV. ACTION IN CASE OF FIRE

27. Upon detection of a fire (burning) or any signs of a fire (smoke, smell of burning, and rise in temperature), each employee, builder, and exhibitor at the event must:

27.1. Inform everyone at and around the stand of the fire

27.2. Inform Crocus Expo by phone **35-01, 21-61, +7 (495) 727-11-37, +7 (916) 547-03-78**, the duty worker of the security service, the hall administrator or any other representative of the Crocus Expo pavilion administrator immediately of the exact location of the fire (number and name of stand, location, floor), what is burning, and the name and telephone number of the person reporting the fire

27.3. Take measures to evacuate people from the stand and the exhibition hall

27.4. Begin fire extinguishing with available fire extinguishing equipment

28. Once at the location of the fire, managers and those responsible for fire safety in exhibitions and exhibition stands must:

28.1. Send a message confirming there is a fire to the fire department of Crocus Expo and make the security service exhibition and management aware (55-55.(495) 980-11-11).

28.2. If life is at risk, immediately organise rescue of the people at risk with all available means, and to remove anyone not involved in fighting the fire from the premises

28.3. To organise, alongside putting out the fire, evacuation and protection of material assets

28.4. Upon arrival of the fire fighting team from Crocus Expo's fire department or from the fire protection territorial bodies of the Ministry of Emergency Situations of the Russian Federation, convey the situation, the structural and technological features of the stand, its location, and all other necessary information.

Regulations for electrical and plumbing work

Electrical work:

1. Installation booth wiring shall be carried out in accordance with the "Rules for Operation of Customers' Electrical Installations", requirements of "Safety Rules for

Operation of Customers' Electrical Installations" and guidelines "On Fire Safety in the Premises of IEC Crocus Expo".

2. Each independent electrical installation (booth, machine and etc.) should be equipped with a separate device protecting against short circuits and overload (switchboard and PCD – protective cutout device) with rated triggering current. This device should be installed in an easily accessible place at the height of 1.8 m above floor level.

3. Prior to holding an Event, each Individual Contractor shall agree the electrical diagrams of the booths with the General Developer indicating the necessary capacity with breakdown into groups within the terms and according to the procedure established in the "Basic Requirements of the General Developer BUILDEXPO LTD for arrangement of Events at IEC CROCUS EXPO".

4. All electrical works carried out in booths by Individual Contractors must be performed by trained and certified electrical personnel with access category not lower than grade 3. The Access Certificate shall allow electrical personnel to service electrical devices of the organization where they were certified and received access of the relevant category from the manager in charge of electrical facilities.

5. Prior to connecting the booths to the electrical network of IEC Crocus Expo, electrical check measurements shall be performed and the Certificate of Operational Responsibilities shall be signed. All current-conducting elements of the booth should be secured against accidental touching.

6. All switchboards, necessary for layout of internal wiring in the booths of Individual Contractors shall be equipped with protective cutout devices (PSD). The feeding cable from the booth switchboard to the terminal point of the IEC electrical network shall be provided by the contractor. Minimum cable length: 30 m. Mandatory requirement to the cable – 5 wires.

7. The Feeding cable from the electrical hatch or mobile switchboard to the cutout device should be shielded against mechanical damage, placed in cable channel kind of Legrand 90-18 (black) or hall defender (kind of Adam Hall Defender III). The maximum length of the electrical hatch or mobile switchboard cable should not exceed 1.5 m. The Independent Contractor or Exhibitor should place the excess cable within the booth.

8. Cable wire connections should be connected using closed fork connectors. Connections by twisting wire pairs, pull boxes and making connection with the help of lay-up as well as build-up (extension) of wiring with terminal blocks are not allowed. The booth wiring should be secured excluding the possibility of mechanical impact.

9. It is forbidden to carry out electrical works placing the open channel of the bus duct facing "up" or "side". The bus duct should be installed at a height of not less than 2.5 m above floor level with the open channel facing down. Installation of bus ducts at a height of less than 2.5 m and/or with the open channel of the bus duct facing "up" or "to the side shall be possible subject to protection of the bus duct against mechanical damage and ingress of foreign objects.

10. It is prohibited to fasten electrical equipment generating heat during operation (projectors, lighting, etc.) using caprone and plastic straps. This equipment should be fastened with metal fixings. Lighting and sound equipment located on the outboard structures must be additionally insured by metal cables or chains. In the case of non-compliance with this requirement, a suspension mounting structure will be banned.

11. All metal structural elements of the exposition (booth), housings of electrical switchboards, metal chutes, metal wiring pipes, etc. shall be earthed.

12. Connection of the booth shall be carried out only subject to compliance with all the above requirements.

must be used; in places where people pass, pipes must be covered by special ramps.

4. The laying of water supply and drainage lines near electrical wires and equipment must comply with existing Russian standards and regulations.
5. Water supply lines on stands and at places connected to structures shall be equipped with water pressure valves.
6. Free access must be provided to water input devices.
7. Upon completion of plumbing work, the pavilion's engineering and technical service will check the quality of the installation and connect the installed equipment to the water supply, according to the plan of the exhibition.
8. The water supply to the stand is turned on a representative of the engineering and technical service in the presence of the stand builder and exhibitor.
9. The engineering and technical service shall supervise the state of the plumbing equipment installed and operated at exhibitors' stands for the duration of the exhibition.
10. At the end of the exhibition, the water supply to the stand will be turned off by the engineering and technical service at the request of the stand builder or exhibitor.
11. The dismantling and disconnection of plumbing equipment must be carried out by the same personnel who carried out the installation.
12. During the exhibition, and set-up and dismantling periods, plumbing equipment at stands, including pipes and valves, shall be operated by the installer.
13. The engineering and technical service has the right to turn off the water supply in case of emergency and to prevent accidents which may be caused by gross violations of the PTEEP and PTB regulations.
14. Exhibitors and stand builders may not connect additional water supply lines not specified in the exhibition plan to the water mains without obtaining the permission of the engineering and technical service.

Regulations for Plumbing Installations at Exhibitors' Stands:

1. Plumbing and maintenance of the water supply and drainage system at exhibitors' stands shall only be carried out by persons complying with professional requirements and having the relevant qualification for existing standards and regulations in Russia.
2. Plumbing work should only be carried out after the water supply to the relevant parts has been turned off.
3. When laying exposed water supply and drainage lines provided no mechanical damage is possible, pipes with a fire resistant covering