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"Экоцентр"
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Муниципально-проспективный
комплекс

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**BASIC REQUIREMENTS FOR HOLDING EVENTS
WITHIN THE PREMISES OF SOKOLNIKI EXHIBITION AND CONVENTION CENTRE**

Contents

1.	Conclusion of the Principal Contract.	2
2.	Preparatory period.	3
3.	Provision of exhibition area for the Event.	4
4.	Development of exhibition area.	4
5.	Power supply of the Event.	6
6.	Cleaning of exhibition area.	6
7.	Installation of exhibits and related equipment.	6
8.	Fixed Event Period.	7
9.	Rendering of services to the Organizer and Participants of the Event.	7
10.	Materials handling and visitors transfer.	7
11.	Connection to power, water and compressed air supply, phone lines and Internet access.	8
12.	Advertising in Sokolniki EC.	9
13.	Civil liability insurance.	10
14.	Liability for violation of the "Basic requirements for holding events within the premises of Sokolniki EC".	10

The "Basic requirements for holding events within the premises of Sokolniki EC" contain the most essential conditions that must be followed by participants of the events held within the premises of Sokolniki EC (hereinafter the Exhibition Centre), fashion and volume of provided information, order and timing of any actions before and during the event.

The foregoing requirements are binding. The Organizer of the Event is responsible for providing these requirements to other Participants, as well as for compliance monitoring.

The following concepts are used in the "Basic requirements for holding events within the premises of Sokolniki EC":

Developer is an organization, an unincorporated business or an individual who has entered into a contract for assembly and installation of exhibition stands, structures and equipment, and/or decoration work in the exhibition area, with the Organizer or the Exhibitor;

Event is an exhibition, fair, corporate, congress or another event held within the premises of Sokolniki EC, organized by the companies that have entered into contracts thereof with Sokolniki EC;

General Event Period is the period including installation, dismantling, and operational activities;

Principal Contract is a contract entered into for the purpose of organizing and holding an Event, between Sokolniki EC LLC on the one part and the Organizer acting as the user of services, on the other part (including all appendices and amendments thereto);

Self-Propelled Exhibit is an exhibit by design capable of moving under its own power using its own engine (regardless of the ability to move due to its technical condition).

Authorized Person is an employee of Sokolniki EC entrusted to monitor compliance with the terms of the Principal Contract for holding the Event;

Organizer is a legal entity that owns all rights to the developed concept, subject, and title of the Event; draws up the list of Event participants and provides them with a range of services necessary for participation in the Event;

Participants are exhibitors and other individuals recognized as parties of the Event (promoters, distributors, participants of a forum, conference or congress etc.), as well as any Developers involved by them.

Exhibitor is an organization, an unincorporated business or an individual who has entered into a contract with the Organizer for participation in the Event to showcase their items (goods, works and/or services).

1. Conclusion of the Principal Contract.

- 1.1. The practicable date for the conclusion of the Principal Contract is 13 months before the Event. If completed by this date the Organizer is able to prepare the event in the best possible way. In turn, for the Organizers preparing their Events under such schedule, Sokolniki EC provides the most favourable tariff policy and allocates a priority exhibition space, conference rooms, and other resources.
- 1.2. The Principal Contract with a non-resident Organizer is concluded and executed in compliance with the requirements of the Russian legislation on currency regulation and currency control. For such Principal Contracts, applicable law is the law of the Russian Federation, and the official language is Russian.
- 1.3. For conclusion of the Principal Contract a resident Organizer provides Sokolniki EC with copies of the following documents certified by its Developer company:
 - 1.3.1. Entity charter;
 - 1.3.2. Memorandum of Association (if applicable to the constituent documents of a given legal form of organization);
 - 1.3.3. Extract from the Unified State Register of Legal Entities (issued less than 1 month before);
 - 1.3.4. Legal entity state registration certificate;
 - 1.3.5. Tax registration certificate;
 - 1.3.6. Document on the election (appointment) of an individual authorized to act with full authority on behalf of the legal entity, as well as a power of attorney for the representative of the legal entity.
- 1.4. For conclusion of the Principal Contract a non-resident Organizer provides Sokolniki EC with copies

of the following documents:

- 1.4.1. Document certifying legal status of the organization under the laws of the country where it is incorporated (in particular, the constituent documents of the organization and confirmation of state registration);
- 1.4.2. Tax registration certificate (if applicable in accordance with the Russian legislation);
- 1.4.3. Document on the election (appointment) of an individual authorized to act with full authority on behalf of the organization, as well as a power of attorney for the representative of the organization if the contract is signed by anyone other than the chief executive.
- 1.5. Said documents should be translated from foreign language and certified by a notary or a translator, whose signature should also be certified by a notary.

2. Preparatory period.

- 2.1. To solve operational matters associated with the preparation and holding of the Event, the Organizer appoints an Authorized Person endowed with all necessary powers, and notifies Sokolniki EC accordingly. On its part Sokolniki EC also notifies the Organizer about the appointment of its own Authorized Person.
- 2.2. During the preparatory period the Organizer should review the technical characteristics of the exhibition area in the Exhibition Centre, which is employed for holding the Event, as well as the terms of rendering, and scope of provided services.
- 2.3. In view of the information received the Organizer accommodates the exhibition within the exhibition area, determines electricity, compressed air and water consumption requirements, quantity and type of necessary phone lines and Internet access, conference rooms and other resources; sets the timing of related activities under the Event regime as set in the Principal Contract or other regulatory documents; and sets smoking rules for the Event.
- 2.4. Exhibition is accommodated within the exhibition area boundaries as set in the Principal Contract considering the location of the building restriction line (so called “red line” and “red zone”), floor weight load restrictions and other applicable specifications and requirements for fire and public safety at public events. Respective departments and functions of Sokolniki EC are responsible for monitoring compliance with said requirements and rules.
- 2.5. Permission for the accommodation of the exhibition and auxiliary facilities for the Event in outdoor spaces is subject to approval of Sokolniki EC administration.
- 2.6. Accommodation of the exhibition is reflected in the plan. At that, the following conditions should be met:
 - 2.6.1. free access to the control elements located on pillars and walls (fire hose cabinets and hydrants, power panels, switchboards);
 - 2.6.2. rational use of floor hatches to connect to power and water supply, sewerage and compressed air. If needed and to the extent technically feasible, connections can be made to the hatches located under the adjacent stands;
 - 2.6.3. unobstructed access to evacuation exits considering design standards for such facilities;
 - 2.6.4. accessibility of common areas (fast food bars, vending machines, WCs).
- 2.7. Plans are issued based on the layouts of exhibit halls and exhibition area obtained over the course of entering into the Principal Contract in hard and soft copies.
- 2.8. The Organizer agrees to provide the developed and approved plan of accommodating the exhibition and development schedule, which considers installation of large-scale exhibits and special equipment for its installation, with Sokolniki EC administration no later than in 14 (fourteen) calendar days prior to the General Event Period. The approved plan is handed over to the Principal Developer and Authorized Person of Sokolniki EC. Unapproved plans are not processed.
- 2.9. The Organizer's information as set in the Principal Contract is forwarded to Sokolniki EC, signed by the signatory of the Principal Contract or another individual authorized to act under a power of

attorney.

- 2.10. The scope of information to be forwarded over the course of the preparatory period by the Organizer to Sokolniki EC is determined by the Principal Contract, these requirements and regulations, and the Russian legislation.
- 2.11. For the purpose of improving interaction over the course of preparing and holding the Event, the Organizer and Sokolniki EC, as a rule, hold coordination meetings at least 5 (five) days prior to the General Event Period, and summary meeting no later than 5 (five) days after the Event.

3. Provision of exhibition area for the Event.

- 3.1. The Organizer accepts the exhibition area for the Event prior to installation (development). Provision of the exhibition area is based on the Principal Contract and is certified with a bilateral note to record the condition and size of the area to hold the Event.
- 3.2. Size and configuration of the provided exhibition area corresponds to the approved exhibition accommodation plan of the Event. Extension of the exhibition area provided under the Principal Contract, as well as its relocation, are only allowed subject to approval of Sokolniki EC documented with a bilateral note.
- 3.3. Return of the exhibition area after the Event by the Organizer to Sokolniki EC is documented with a relevant note.

4. Development of exhibition area.

- 4.1. Access for Developers is granted within the timeline as set in the Principal Contract, and subject to the Principal Developer's control of stands design documentation compliance with rules and requirements applicable in the Exhibition Centre.
- 4.2. Access to the premises of Sokolniki EC and the exhibition area for Developers who failed to pass the stands design documentation compliance control, is denied. Assembling, dismantling, and decoration activities by the Developers are only allowed in case of building non-standard and exclusive stands. Developers and Exhibitors are prohibited to perform assembling, dismantling, and decoration activities inside standard stands assembled by the Principal Developer, if not approved by the latter.
- 4.3. The list of documents required for control of the stands design documentation compliance is determined by the Principal Developer, based on the requirements and rules applicable in the Exhibition Centre and local regulations.
- 4.4. When designing and constructing two-storey stands, outdoor stands, and truss structures, Developers should meet legal requirements and terms of the contract concluded with the Principal Developer to ensure additional control for calculations and quality of the structures to be installed.
- 4.5. If more than one Developer operates at the stand, each Developer provides design documentation for its own scope of work to the Principal Developer for approval.
- 4.6. All installation and assembly activities, including flooring of passages, are performed within the timing as set in the Principal Contract. No construction, assembly or decoration activities are allowed on the opening date of the Event.
- 4.7. If technically feasible and subject to approval of Sokolniki EC, the Organizer or Participant of the Event may use the exhibition area additionally, prior to, or after the General Event Period. The Organizer and Participant use the areas on an overtime basis as set in the Service Reference Book of Sokolniki Exhibition and Convention Centre (hereinafter Service Reference Book).
- 4.8. Extension of construction and assembly within the General Event Period must be obtained by 5 PM of the day overtime use of the exhibition area is desired.
- 4.9. Developer must provide the following to be granted access for the construction of an exhibition in the exhibition area of the Exhibition Centre:
 - 4.9.1. Design documentation approved by Sokolniki EC Principal Developer accreditation department;
 - 4.9.2. Contract for technical review of the stand design documentation with the Principal Developer, and

- payment confirmation;
- 4.9.3. 3 copies of an entry letter for installation and dismantling with a list of the team members names and their ID details, and the list of exhibition equipment to be brought in. The letter must be formal and carry entry permissions from the Organizer and the Principal Developer.
- 4.10. No vehicles are allowed into the exhibit halls for materials handling by Event Participants.
- 4.11. Storage of construction materials and structures within the installation (dismantling) period is only allowed within the boundaries of the exhibition area provided for development. Obstruction of passages between stands is prohibited. In case extra space is required for storage of materials and structures, the Event Participant may hand over part of its property to be stored at Sokolniki EC warehouse on a charge basis.
- 4.12. Accommodation of extra lighting or mobile stands with internal electric circuits within standard stands is only allowed subject to permission of the Principal Developer. Installation of non-standard elements of the stands and interior that are not exhibits: independent extension or decoration that may significantly impact stand design by Event Participant, is only allowed subject to approval by the Principal Contractor and control of design documentation for the intended works.
- 4.13. No silicate glass is allowed at height of over 1.8m between the floor level and the upper edge of the installed glass. At said height special glass, such as triplex safety glass, is allowed.
- 4.14. Construction of exclusive stands should employ pre-fabricated elements that have been pre-assembled and painted at the Developer's production facilities. Only joining of finished elements, sealing and painting of seams are allowed within the exhibit halls, with floors covered by a protective film. Use of stationery buzz saws, file board sanders with no dust extraction, open fire or welding operations is strictly prohibited. No gypsum or gypsum-fibre sheets are allowed for construction or finishing of the stands.
- 4.15. Attachment of stand elements or other facilities to walls or floor is not allowed.
- 4.16. Design documentation for lightweight structures to be suspended to the ceiling girders in exhibit halls must be approved by Sokolniki EC Additional Services Department no later than 14 (fourteen) calendar days prior to the General Event Period. The following documentation must be provided for approval:
- 4.16.1. Stand design project;
- 4.16.2. Letter of information indicating the structure weight, quantity of suspension points, calculated load for each point, height of the upper suspension point, details of individuals responsible for designing, installation, and health and safety over the course of installation;
- 4.16.3. Suspension design project;
- 4.16.4. Work request on Sokolniki EC form.
- 4.17. Special adhesive tapes, which leave no marks after removal, may be used to fix flooring.
- 4.18. The Principal Developer makes flooring in passages. The Organizer must allocate time for flooring operations after installation and delivery of exhibits. Timing and duration of these activities must be approved by Sokolniki EC administration and the Principal Developer. Flooring with no protective film is only allowed subject to approval of the Principal Developer and Sokolniki EC technical department. No wheeled vehicles can be used for transporting exhibits or exhibition equipment in passages after completion of carpeting.
- 4.19. Attachment of structures or decoration elements to loadbearing structures of exhibit halls (beams, pillars etc.) is made by Sokolniki EC specialists. Method statement indicating weight of the structure to be suspended and suspension points is drafted by the Developer and must be approved by the Additional Services Department. In case installation occurs at a height of over 5 meters above floor level, safety requirements as set in the "Standard safety instruction for working at heights" must be met (TI RO-055-2003)
- 4.20. Within the General Event Period, compliance with the applicable rules and standards for installation

and dismantling of the stand and its decoration, legal, health and safety requirements is monitored by the Principal Developer. Fire safety requirements are monitored by Sokolniki EC Authorized Persons.

- 4.21. The Developer is granted exit permission from the hall administrator as soon as it cleans the exhibition area. Disposal of structures or packaging elements (lumber, chipboards, fibreboards, orgalite, plywood etc.) in household waste containers located in the premises of the Exhibition Centre is prohibited.

5. Power supply of the Event.

- 5.1. The Organizer must approve conditions of power supply for the Event with Sokolniki EC technical department by submitting estimated Event power consumption data.
- 5.2. Temporary power supply networks for Events in outdoor areas in the Exhibition Centre are installed by the Principal Contractor based on the submitted requests.

6. Cleaning of exhibition area.

- 6.1. Exhibition area within installation and dismantling period must be cleaned continuously, such as removal of waste, packaging, petty waste etc. The Event Participants pack the waste to be disposed of into their own bags and place them in designated areas as instructed by the exhibit hall administrator.
- 6.2. The Participants dispose of waste liquids and waste paint materials in accordance with the applicable environmental standards. No disposal into Sokolniki EC sewer system (toilets) is allowed. Disposal of waste oil is only allowed provided a fat catch basin is installed, which is supplied by catering service providers.
- 6.3. Final cleaning of the exhibition area and passages between stands is made on the opening day after development and installation of exhibits, between 8 AM and 10 AM, unless otherwise provided in the Principal Contract. As soon as the final cleaning is complete, no dust generation activities or storage of waste in the passages is allowed. In case development and installation of exhibits are not complete by the time as set in the Principal Contract, the Event Participants must clean and dispose of waste from the stand and adjacent passage area between the stands. As needed, the cleaning can be ordered in Sokolniki EC. The area to be cleaned is determined in consultation with the exhibit hall administrator. The cost of work is based on the Service Reference Book including 100% premium.
- 6.4. Extra cleaning can be ordered based on the terms and tariffs provided in the Service Reference Book.
- 6.5. No car wash is allowed in the Exhibition Centre or in adjacent area.

7. Installation of exhibits and related equipment.

- 7.1. Participants are granted access for installation of exhibits in the exhibition area within the timeline as set in the Principal Contract.
- 7.2. The Exhibitor must provide the following documents to be granted access for installation of exhibits in the exhibition area of Sokolniki EC: 3 copies of the exhibits, materials and equipment delivery letter, complete with fire safety certificates (opinions of fire test laboratory, conformity statements) for the materials to be used for stand decoration.
- 7.3. In the course of installation and dismantling of the exhibits, personnel operating at the stands should also be guided by the requirements set out in the Development of Exhibition Area section. It is prohibited to attach exhibits or decoration elements to standard stand structures, electrical equipment, light fixtures or other stand equipment not intended for this purpose.
- 7.4. The Event Participants, their representatives and agents bear complete and full liability for any damage caused by their act or omission to the property of Sokolniki EC or other Event Participants.
- 7.5. Sokolniki EC reserves the right to refuse the Exhibitor to showcase any product that may pose hazard to others.

8. Fixed Event Period.

- 8.1. Within the Fixed Event Period, the Exhibition Centre is open between 9 AM and 7 PM, unless otherwise provided in the Principal Contract.
- 8.2. Duration of the Event is 8 hours a day. One hour prior to the Event and one hour after it are allotted daily for Sokolniki EC services to clean the area, perform repair and maintenance and other activities. At that time the Organizers and the Participants are only allowed to operate within the boundaries of their stands, directorates, press-centres and other facilities in use, provided they do not interfere with operations of Sokolniki EC services.
- 8.3. In accordance with the opening hours of the Event, the Organizer monitors to ensure its timely end and the Event Participants comply with the applicable rules in the Exhibition Centre, taking measures together with Sokolniki EC administration to ensure both visitors and Participants leave the premises after the Event has ended.
- 8.4. At 7 PM exhibit halls are closed, sealed and secured. Presence of any individuals in sealed halls between 7 PM and 9 AM is prohibited.
- 8.5. In case receptions, cocktail parties, shows etc. are held in exhibit halls after the Event, the Organizer subject to approval by Sokolniki EC takes extra measures to ensure security of exhibition equipment and exhibits.
- 8.6. Operation of 3rd party security companies within the premises of the Exhibition Centre is only allowed subject to permission of Sokolniki EC. Security companies that failed to comply with the rules applicable in the Exhibition Centre are prohibited to operate in the premises.

9. Rendering of services to the Organizer and Participants of the Event.

- 9.1. The Organizer draws up all service requests and submits it to Sokolniki EC Additional Services Department no later than the date specified in the Principal Contract or in the Service Reference Book. The services are provided based on applicable tariffs according to the Service Reference Book.
- 9.2. If agreed between the Organizer and Sokolniki EC, services to the Event Participants are provided based on requests and advance payments made via wire transfer, or in cash via cash register, within the amounts as stipulated by current standards.
- 9.3. Services beyond the scope of the Service Reference Book are provided based on negotiated prices.
- 9.4. Sokolniki EC sells admission passes and official catalogues for the Event, unless otherwise specified in the Principal Contract.
- 9.5. Any trade, public catering, and consumer services within the exhibition area can only be performed subject to permission of Sokolniki EC and in accordance with the requirements of applicable laws and other regulations that govern trade, public catering, and consumer service activities. In case catering is provided in exhibit halls, disposal of waste oil is only allowed provided a fat catch basin is installed, which is supplied by catering service providers or leased from Sokolniki EC.
- 9.6. The Organizer signs services (works) completion certificate no later than the last date of the Event Period.
- 9.7. Any service request can be withdrawn no later than the first date of the General Event Period (except for advertising services) unless otherwise specified in the Principal Contract or the Service Reference Book. Any order withdrawn or unclaimed later than the said date, will be paid for in full.
- 9.8. Prior to removal of exhibits the Event Participant should return all property leased from Sokolniki EC under a handover certificate, otherwise removal of exhibits is prohibited.

10. Materials handling and visitors transfer.

- 10.1. Materials handling, installation and dismantling activities involving lifting mechanisms should only

employ professionals and means of Sokolniki EC.

- 10.2. Materials handling and lifting operations can be performed within the installation and dismantling period between 9 AM and 6 PM, unless otherwise specified in the Principal Contract with Sokolniki EC.
- 10.3. Unpacked or off-packed materials are handled last if technically feasible.
- 10.4. Unless otherwise specified in the Principal Contract for the Event, the Organizer submits a materials handling request.
- 10.5. Freight forwarding and customs handling services for exhibits for non-resident Participants are provided by relevant companies based on licences and in accordance to applicable Russian law and international regulations.
- 10.6. Sokolniki EC may require the Organizer to provide materials handling and stands development sequence schedule for approval. For this purpose the Organizer provides weight, dimensions, and other data on exhibits of the Event Participants, as well as the sequence of exhibition facilities development.
- 10.7. The Organizer communicates any specifics regarding handling of large or particularly complex exhibits and delivery of it between vehicles and stands, as well as the need to employ any special gear for lifting operations, to Sokolniki EC technical department manager no later than 14 (fourteen) days prior to the General Event Period.
- 10.8. Self-propelled exhibits are accepted and processed in the materials handling area.
- 10.9. Removal of exhibits on the last date of the Event is allowed subject to approval by the Organizer and Sokolniki EC administration. Removal of large or heavy exhibits on the last date of the Event is prohibited.
- 10.10. Parking of vehicles in designated areas adjacent to the Exhibition Centre is allowed between 8 AM and 8 PM. At other times parking of vehicles is only allowed on terms agreed with Sokolniki EC management.
- 10.11. The Organizer arranges bus transfer for visitors between the nearest metro station and the Exhibition Centre. Bus entry to the premises is free. The Organizer is responsible to ensure the buses observe traffic and parking rules.
- 10.12. Third party buses with a seating capacity of over 10 are let in the premises of the Exhibition Centre with a special pass that can be purchased at entry, or issued in advance and paid via Sokolniki EC accounting office.

11. Connection to power, water and compressed air supply, phone lines and Internet access.

- 11.1. The Principal Developer and Sokolniki EC technical department connect facilities to electrical, water, sewer, and compressed air systems, based on the electrical connections scheme and plan of water and compressed air supply points submitted by the Organizer.
- 11.2. Sokolniki EC IT department connects phone lines and Internet access based on the plan of phone and Internet connection points, as well as the Organizer's requests.
- 11.3. The Organizer must provide the following for electrical connections:
 - 11.3.1 Provide Exhibitors' information regarding electrical appliances in standard stands to the Principal Developer no later than 14 (fourteen) days prior to the General Event Period. Within the same deadline, the Organizer ensures the Developers provide the information required by the Principal Developer to include the stands they develop into the overall electric network. Details provided later than the said deadline, are deemed to be separate electrical connections in the overall electric network.
 - 11.3.2. The Organizer approves standard stand electrical connections scheme issued by the Principal Developer no later than 7 (seven) calendar days prior to the General Event Period. The scheme indicates quantity of electrical connections and consumption of stands joined in blocks. Based on the approved scheme the Organizer issues and submits a request to Sokolniki EC for connection of

- standard development blocks to the grid, indicating quantity and power consumption;
- 11.3.3 The Organizer issues and submits a request to Sokolniki EC for connection of independently developed stands to the grid, indicating its quantity and power consumption. Connection of exhibition stands and other developed facilities can only be made after the Principal Developer completes quality check of electric installation and measurements in the installed networks.
- 11.4. The Organizer must plan connections to power, water, compressed air, phone and Internet, considering locations of inputs and terminals in floor hatches in the exhibit halls, switchboards and cabinets located along the walls and on pillars.
- 11.5. The Organizer approves location of utilities with Sokolniki EC technical department and communicates the layout to the Event Participants.
- 11.6. The Event Participants are prohibited to do the following:
- 11.6.1. Connect PABX or other appliances to provided communication lines unless approved with relevant functions of Sokolniki EC;
- 11.6.2. Install communication lines inside exhibit halls using own resource and efforts;
- 11.6.3. Connect communications equipment to provided communication lines to render services to third parties;
- 11.6.4. Carry equipment leased from Sokolniki EC away from the Exhibition Centre premises.

12. Advertising in Sokolniki EC.

- 12.1. Only Event Organizers are authorized to advertise in the Exhibition Centre and adjacent area in locations designated and approved in advance by Sokolniki EC.
- 12.2. Advertising must employ vehicles provided (used) by Sokolniki EC. Use of other vehicles from the Organizer and the Participants is only allowed subject to approval by Sokolniki EC administration. A vehicle means any advertising or informational item: banners, flags, stickers, posters and any other advertising and/or informational items used to draw attention to the Event Participants' advertisement (installations, vehicles, stands, brochure holders, standers of various types, mobile stands, displays, stickers etc.). In case of loss / damage of Sokolniki EC structures within the lease period, the Event Participant compensates five-fold cost of the structure lease according to the Service Reference Book.
- 12.3. Installation means one-off accommodation of a single vehicle. Any relocation or design change must be approved by Sokolniki EC and at additional cost.
- 12.4. Specific locations for the outside advertisements, advertisements inside exhibit halls, and advertisement on the Internet website, unless specified by the Service Reference Book, are determined subject to approval by Sokolniki EC administration.
- 12.5. Technical connections for the Organizer's or Participant's advertising equipment (power, water etc.) are provided at additional cost, based on the Service Reference Books tariffs.
- 12.6. Use of advertising vehicles, including mobile billboards is only allowed on a charge basis and subject to approval by Sokolniki EC administration.
- 12.7. The Event Participants provide all gear for mounting advertising structures and aerostatic (tethered) devices and vehicles, as well as the necessary fittings to suspend the vehicles to ceiling girders and beams and must obtain approval by Sokolniki EC.
- 12.8. The customer is responsible to ensure security of advertising structures, fittings, and fasteners.
- 12.9. Sokolniki EC bears no responsibility for the quality of the Event Participant's structures, and/or vehicles, and fasteners.
- 12.10. The Organizer produces vehicles (facade and registration hall banners, boards, and roller structures vehicles, stickers), while installation and dismantling are performed exclusively by Sokolniki EC resources.
- 12.11. Ready-made vehicles from the Event Participant can be accepted only if they are produced based on the technical specification provided by Sokolniki EC. The ready-made vehicle must be submitted for

installation no later than 3 (three) days prior to the order completion date or on the first date of the Event installation. Sokolniki EC is entitled to refuse installation of the Participant's vehicle, if it fails to meet the technical specifications. In case the ready-made vehicles are submitted less than 24 hours prior to the order completion date, 100% premium of the installation tariff applies.

- 12.12. The Participant's vehicles are stored for 3 (three) days after dismantling. Longer term storage is not provided.
- 12.13. Aerostatic and tethered equipment (balloons, airships, pneumatic structures etc.) used by the Event Participant, can only be installed subject to permission from authorities to use such equipment and operate aerostatic machinery. Representatives of the operating company must be present on site for the period of use of the aerostatic and tethered equipment. At night time and under rough weather all aerostatic and tethered equipment must be landed and securely fastened to the ground.
- 12.14. Promotion activities and distribution of any printed advertisement or finished goods outside the exhibition area by the Event Participants is only allowed on a charge basis and subject to permission of Sokolniki EC administration. Distribution is only allowed in locations approved by Sokolniki EC administration. Distributors should not interfere with activities and operations of Sokolniki EC.
- 12.15. Any advertisement that fails to comply with applicable Russian law will not be accepted. Advertising activities violating the applicable rules are terminated subject to the decision of Sokolniki EC management.

13. Civil liability insurance.

- 13.1. The Organizer must insure civil liability for damage inflicted within the General Event Period prior to the commencement of the General Event Period. Insurance can be effected based on the terms of the Principal Contract by the Organizer's own resource or via Sokolniki EC.
- 13.2. The Organizer must provide the following information about insurance company to Sokolniki EC:
 - 13.2.1. Insurance company details (brochure, promotional leaflet etc.);
 - 13.2.2. Insurance company's published balance sheet;
 - 13.2.3. Copy of the license to perform insurance activity with all appendices, including but not limited to liability insurance;
 - 13.2.4. Link to the company's website;
 - 13.2.5. Original and notarized copy of the insurance certificate. The certificate must explicitly state that its insurance object is the Organizer's and Event Participants' civil liability associated with holding an event in specific exhibition areas of the Exhibition Centre, where the insurance area equals the total area of indoor and outdoor areas used by the Organizer to hold the Event as per the Principal Contract concluded with Sokolniki EC. The insurance area must cover the maximum exhibition area considering its actual extension versus the area specified in the Principal Contract. Insurance period must be equal to the General Event Period as specified in the Principal Contract. Discovery period must be of at least 3 (three) years as of the end of the insurance period;
 - 13.2.6. Waiver of subrogation of claims towards Sokolniki EC.
- 13.3. The Event Participants must effect other kinds of insurance using their own resource. The only acceptable insurance policy includes insurer's waiver of subrogation of claims towards Sokolniki EC.

14. Liability for violation of the “Basic requirements for holding events within the premises of Sokolniki EC”.

- 13.4. Failure to comply with the “Basic requirements for holding events within the premises of Sokolniki EC” and other regulations governing the Event is regarded as a substantial breach of the Principal Contract and invokes sanctions as provided by the Principal Contract and applicable Russian

legislation.

- 13.5. The following sanctions may be applied to violators of the “Basic requirements for holding events within the premises of Sokolniki EC”, based on the applicable legislation: a warning, a note of damage with imposition of a fine (appendix no. 1), termination of activities until the identified violations have been remedied, withdrawal of accreditation for a certain period of time or permanently, transfer of violation details to law enforcement authorities.
- 13.6. Resumption of activities suspended based on the identified violations can only be made subject to the remedy of the identified violations and payment of the fine imposed or damage compensation.
- 13.7. Measures to violators of “Basic requirements for holding events within the premises of Sokolniki EC” are taken based on the note issued by authorized representatives of Sokolniki EC (appendix no. 1).

Appendix №1
to basic requirements for holding events within the premises of Sokolniki EC

**PENALTIES FOR VIOLATION OF BASIC REQUIREMENTS FOR HOLDING EVENTS WITHIN THE
PREMISES OF SOKOLNIKI EXHIBITION AND CONVENTION CENTRE.**

#	Violation description	Penalty	Notes
1	Storage (disposal) of waste in undesignated locations, including passages.	20 000 RUB	Imposed by a representative of Sokolniki EC LLC
2	Use of duct tapes producing marks on floors or other structures.	10 000 RUB + damage compensation	Imposed by a representative of Sokolniki EC LLC
3	Use of file board sanders, buzz saws and other dust generating equipment with no dust collection.	10 000 RUB	Imposed by a representative of Sokolniki EC LLC
4	Obstruction of passages between stands with equipment, structures and materials.	10 000 RUB	Imposed by a representative of Sokolniki EC LLC
5	Disposal of paint, oil, and technical liquids to the sewers (toilets) (technical liquids disposal tanks are located at exhibit hall loading gates).	50 000 RUB + transfer of information to the environmental police	Imposed by a representative of Sokolniki EC LLC
6	Drilling of floors, walls or pillars in the exhibit hall to fasten the stand structure.	50 000 RUB + damage compensation	Imposed by a representative of Sokolniki EC LLC
7	Storage of any equipment, materials or packaging within the Fixed Event Period behind the stands, by loading gates or under stairs.	10 000 RUB	Imposed by a representative of Sokolniki EC LLC. Inflicted damage is compensated separately based on the storage cost
8	Construction waste, pallets and packaging left in the exhibit hall after installation and dismantling period	20 000 RUB	Imposed by a representative of Sokolniki EC LLC. Inflicted damage is paid separately based on the presented calculation.

9	Reduction of passage width, obstruction of evacuation routes, main and emergency exits, routes to service rooms, fire clearance between building walls and stands, exhibitions and racks, blocking access to fire alarm systems, fire hose cabinets, fire extinguishers, switchboards and other technological equipment with various items, equipment, property, packaging and other materials that impede evacuation. Storage of goods, property, construction, packaging and other materials in the immediate proximity to building walls and fire hydrants.	10 000 RUB	Imposed by authorized representatives of Fire Safety Service or Sokolniki EC LLC.
10	Storage of goods, property, construction and packaging materials outdoor in the immediate proximity of building walls and fire hydrants. Obstruction of access to fire hydrants, gas and diesel generators, transformer substations, storage of containers, pallets, crates carrying goods or property, and parking of vehicles on fire hydrant manhole cover.	10 000 RUB	Imposed by authorized representatives of Fire Safety Service.
11	Breach of fire safety requirements causing fire (combustion) that inflicted damage to Sokolniki ECC property	50 000 RUB + damage compensation	Imposed by authorized representatives of Fire Safety Service.
12	Damaging or activating an automatic fire alarm unit with no signs of fire. Damaging fire hose cabinets or fire extinguishers. Improper use of fire valves, hoses, fire extinguishers and equipment, and loss of those; attachment of equipment or property to the fire extinguishing system pipelines.	25 000 RUB + damage compensation	Imposed by authorized representatives of Fire Safety Service or Sokolniki EC LLC.
13	Unauthorized connection of stands to the exhibit hall electric panels; use of defective or uncertified electric equipment; unauthorized connection to electric sockets of adjacent stands.	25 000 RUB with subsequent withdrawal of accreditation for 3 months	Imposed by a representative of Sokolniki EC LLC
14	Absence of an individual responsible for installation / dismantling at the stand.	10 000 RUB	Imposed by a representative of Sokolniki EC LLC
15	Use of platform trucks or pallet jacks for handling materials or equipment through the passage between exhibit halls 4 and 4.1	50 000 RUB with subsequent withdrawal of accreditation for 3 months	Imposed by a representative of Sokolniki EC LLC or security

Note

of damage inflicted to elements of exhibition structures, materials or equipment.

« __ » _____ 201_

EcoCentre Sokolniki Museum and Educational Complex Limited Liability Company represented by the administrator of exhibit hall No. ____ (full name), hereinafter referred to as the Provider, and _____, represented by _____, hereinafter referred to as the Organizer, have concluded the present Note as follows:

At the Event (exhibition) « _____ », held between «__» and «__» _____ 201_ the Organizer violated the following basic requirements for holding events within the premises of Sokolniki EC:

Item No.	Violation	Penalty amount
1		
2		
3		
4		
5		
6		
7		
8		
9		
TOTAL		

Total penalty amount: _____ (amount in words) RUB

The Provider
Sokolniki EC LLC

The Organizer
