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EXPOCENTRE
International Exhibitions and Conventions
Moscow

GENERAL TERMS OF PARTICIPATION
IN EXHIBITIONS HELD AT EXPOCENTRE FAIRGROUNDS

January 1, 2005

Moscow

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Approved by Order No.116 d/d November 30, 2004 of Director General of EXPOCENTRE ZAO Amendments approved by Orders No.89 d/d August 16, 2005, No.112 d/d October 28, 2005, No.44 d/d May 22, 2006, No.38 d/d May 30, 2007, No.108 d/d December 12, 2008, No.64 d/d October 16, 2009, No.78 d/d December 04, 2009, No.67 d/d August 13, 2010, No.73 d/d August 30, 2011, No.21 March 6, 2012, No.117 d/d September 28, 2012, No.134 d/d November 13, 2012, No.154 d/d December 24, 2012, No.157 d/d December 26, 2012, No.12 d/d February 5, 2013, No.63 d/d July 28, 2014, No.30 d/d March 11, 2015, No.51 d/d April 9, 2015, No.62 d/d May 13, 2015, No.72 d/d June 8, 2015, No.155 d/d December 14, 2015, No.104 d/d July 21, 2016, No.65 d/d April 12, 2017, No.5 d/d January 23, 2018, No.121 d/d July 5, 2018, No.108 d/d September 11, 2019, No.145 d/d November 13, 2019, No.150 d/d November 19, 2019, No.158 d/d December 16, 2019, No.6 d/d January 21, 2020, No.83 d/d October 14, 2020, No.88 d/d October 23, 2020

The present General Terms of Participation in Exhibitions¹ Held at EXPOCENTRE Fairgrounds (hereinafter referred to as the General Terms of Participation) shall be mandatory for all participants (exhibitors), Organisers of Group Stands and Organisers of exhibitions held at EXPOCENTRE Fairgrounds.

1. REGISTRATION OF PARTICIPATION

1.1. In order to register for participation in the exhibition, the exhibitor shall forward to EXPOCENTRE AO (hereinafter referred to as the Company) an application.

1.2. The application, filled in with accordance with the Company's set form and signed by an authorised person², shall be submitted in one original with a copy of the exhibiting company's registration and a list of exhibited products attached. Only products complying with the main topic of the event (salon/section) and not prohibited to be sold and used in the Russian Federation are permitted to be exhibited. In case if some laws or other regulatory documents of the Russian Federation stipulate special conditions for circulation of the exhibits, such exhibits should be demonstrated only if the said conditions are satisfied. The responsibility for following laws, regulations and conditions lays with the exhibitor.

1.3. The dates of the mounting, running and dismantling of the exhibition, deadline for applications, space rental and registration fees are set by the Company for each exhibition.

1.4. When all terms of participation are settled, the Company and the exhibitor shall conclude a contract for participation in the exhibition, usually not later than 90 days before the mounting of the exhibition.

¹ Exhibitions, fairs and other similar events.

² The person acting on behalf of another person according to full power based on a letter of attorney or statutes of the Company

The present General Terms of Participation with its enclosures, amendments and supplements shall be an integral part of the contract.

1.5. It is allowed to arrange Group Stands (see Section 3).

1.6. In case the exhibition held at EXPOCENTRE Fairgrounds is organised by third-party companies (Organisers), a contract shall be signed between the Company and the Organisers of the exhibition. All clauses of the contract shall comply with the present General Terms of Participation.

1.7. The contract for participation in the exhibition including all supplements and amendments shall be signed by authorised persons.

1.8. The exhibitor shall take part in the exhibition in the exhibition space provided by the Company for temporary use (lease), specified in the agreement (contract) for participation in the exhibition. Any unilateral refusal to participate in the exhibition / rent exhibition space / part of the exhibition space shall not be allowed.

1.9. When signing the agreement (contract), persons authorised by the parties shall confirm that they have the signing authority to conclude the agreement (contract) in accordance with the current statutory requirements and constituent documents, and no additional coordination or consultations are required to sign the agreement (contract).

1.10. For urgent settlement of arising questions and problems, it shall be permitted during the preparation and running of the exhibition to conclude contracts and exchange documents between the Company and the exhibitor by fax and e-mail providing the originals are sent later.

1.11. In case the VAT rate is changed after the agreement (contract) is signed, the participant (exhibitor), Organiser of a group stand, exhibition Organiser shall pay a new amount of the VAT rate.

1.12. All payments for the exhibition space rental and the registration fee shall be non-cash transactions only.

2. REGISTRATION FEE

The exhibitor shall pay a registration fee, amount of which is set by the Company for each exhibition. The fee covers expenses on a general publicity and information campaign of the exhibition.

If the exhibitor withdraws from the exhibition or the agreement (contract) is terminated due to force majeure circumstances, the registration fee shall not be reimbursed.

3. ORGANISER OF GROUP STAND

3.1. The Organiser of Group Stand shall provide the Company with the list of exhibiting companies, showing the country of their registration, postal address, list of exhibits to be showcased at the exhibition, and size of the exposition space, not later than 90 days before the mounting of the exhibition.

The Organiser of Group Stand shall pay the registration fee for each exhibitor of the exposition.

The Organiser of Group Stand bears full responsibility for compliance with the present General Terms of Participation by his exhibitors. The Company reserves the right to exclude any company (organization) from the list of participants prior to the confirmation of the application.

The Organiser of Group Stand shall submit information for publication in the Official Catalogue on every exhibitor of his exposition as well as on his own Company providing it arranges its own stand.

3.2. On the Company's demand a separate contract for participation in the exhibition shall be signed with the Organiser of Group Stand. The contract shall be signed not later than 90 days before the mounting of the exhibition.

The contract shall in particular stipulate:

- after the signing of the contract the Organiser of Group Stand shall pay a registration fee, which is to be determined by the Company for each exhibition;
- the General Terms of Participation shall be an integral part of the contract;
- the Organiser of Group Stand bears full responsibility for compliance with the present General Terms of Participation by his exhibitors.

4. EXHIBITION SPACE

4.1. Exhibition space shall be leased to the exhibitor for the mounting, running and dismantling periods of the exhibition in a condition suitable for use for the above-mentioned purposes. A certificate of acceptance of the rendered services and leased space shall be signed by the authorised representatives of the parties not later than on the last day of the exhibition dismantling period.

4.2. The exhibitor shall be provided with raw or equipped (a stand on turnkey conditions) exhibition space in accordance with the contract for participation in the exhibition. Orders for mounting, dismantling and design of the exhibitor's stand and other kinds of work connected with the installation of standard scheme booths shall be performed by the Company's constructor-in-chief – OOO EXPOCONSTA (hereinafter referred to as EXPOCONSTA, see Section 6).

4.3. The exhibition space rental rate, in addition to paying for the use of the exhibition space, shall include:

- (1) organisational expenses;
- (2) the cost of shared electric illumination, heating, ventilation of the roofed exhibition areas, shared electric illumination of the open-air exhibition space;
- (3) the cost of security for the exhibition area and exhibition pavilions, pass regime;
- (4) the cleaning costs of the shared exhibition area and aisles in pavilions and open-air lots (excluding the stand area);
- (5) the cost of removal of garbage and packaging and construction waste from specially allocated areas during the mounting, running and dismantling periods of the exhibition;
- (6) the cost of passes to the Fairgrounds (Certificate of Exhibitor) issued by the Company according to the following:
 - one pass for every 3 sq m of the leased space if the exhibitor leases up to 90 sq m;
 - 30 passes and one additional pass for every 6 sq m of the leased space if the exhibitor leases more than 90 sq m;
- (7) at the exhibitions organised by the Company, the exhibition space rental shall also cover:
 - the cost of consumption of electric energy within 100 watts of installed capacity per 1 sq m of the leased space;
 - the cost of the publication of information about the exhibitor and/or other organisation, whose products (projects, services) are to be demonstrated at the space rented by the exhibitor, in the Exhibition Official Catalogue as stipulated in art. 12.4. of the present General Terms of

Participation; one copy of the Exhibition Official Catalogue (in the event of publication).

4.4. The minimum size of the exhibition space available for lease shall be equal to 9 sq m, each fraction square metre being considered as a full square meter.

4.5. The area leased to the exhibitor shall not be subleased without the written approval of the Company.

4.6. The space rental payment shall be transferred to the Company's account within the time limit indicated in the contract for participation in the exhibition.

The exhibition area unoccupied by the exhibitor before 12:00 of the last mounting day of the exhibition shall be considered as free-for-lease. The Company shall have the right to dispose such space at its own discretion. In this case, the sum received for the lease of such space shall not be reimbursed to the exhibitor.

The Company reserves the right to change the location of the exhibition space leased to the exhibitor within the limits of the total exhibition space reserved for the exhibition, including due to organisational and technical reasons, emergency situations, as well as at the request of state or municipal bodies and services.. In this case the Company shall send the exhibitor a prior written notification.

5. SERVICES AND PAYMENT FOR THEM

5.1. At the exhibitor's request and expense, the Company shall provide the services described in a detailed list given in the Rates for Services to Exhibitors at EXPOCENTRE Fairgrounds (hereinafter referred to as the Rates for Services), which are an integral part of the present General Terms of Participation (Enclosure No.1)³. The Company shall reserve the right to change rates for certain services.

All orders for services shall be processed by Service Bureau.

When ordering services (electrical, plumbing and other kinds of engineering services), the exhibitor shall provide the Company for coordination purposes with the lay- out of the exhibition stand indicating electric power and lighting equipment, technical description of every piece of technological equipment of the exhibitor (voltage, max. power consumption, compressed air consumption, water flow, etc.), terminals (connection of electric equipment to power-supply sources), and a plan of plumbing fixtures.

Services shall be rendered under the condition that payments were transferred in full to the Company's account or paid directly to the Company's cashier.

After the services have been rendered, a representative of Service Bureau and the exhibitor sign the Performed Work Report.

5.2. In case the exhibitor renounces the services he has ordered, he shall be required to reimburse the Company for the expenses actually incurred to provide such services. In case the exhibitor renounces the staff he has ordered, he shall be required to pay a penalty equal to one-day wages of the ordered staff.

5.3. Before the completion of dismantling, the exhibitor shall be required to return against a certificate all the equipment and tools leased from the Company in good condition. In the absence of a certificate

³ Rates for Services are to be published as a separate issue.

confirming the handover of the equipment and tools to a representative of the Company, the exhibitor shall not be allowed to remove the cargo from the site of the exhibition.

The balance of the account shall be reimbursed to the exhibitor's account in accordance with the bank requisites indicated in the exhibitor's application.

5.4. Telecommunication and audio/video services shall be rendered on the territory of the Fairgrounds only by the Company (which is the official communication provider) against the rates indicated in the Rates for Services. The Organisers of Group Stands shall not be allowed to set their own prices for telecommunication services.

Exhibitors shall be prohibited to:

- 1) connect mini-ATS and office equipment to the Company's communication lines;
- 2) lay cable communication lines inside pavilions of the Fairgrounds by the exhibitor's own means;
- 3) connect telecommunication equipment to the rented lines for rendering services to third parties;
- 4) use attendees and equipment owned by the exhibitor as well as attraction of third-party companies to render audiovisual services on the territory of the Fairgrounds without the Company's written permission;
- 5) use attendees and equipment owned by the exhibitor as well as attraction of third-party companies to provide audio/video services during lectures given in conference halls;
- 6) put on the air without permission or use a forbidden frequency or import and use radio electronic equipment and high-frequency devices (REE and HF) and exhibits without the written agreement with the Company;
- 7) use equipment on the exhibitor's stand with sound level that exceeds 75 dB on the border with the adjacent and opposite stands of other participants, or less than 5 metres away from the stand at the open-air sites.

The violators of these articles shall be fined. The amount of fines is set in the Rates for Services.

If the exhibitor cancels his application for audio and video services less than 24 hours and for telecommunication services less than 72 hours prior to the exhibition opening day, the exhibitor shall pay 20 % of the total cost of the ordered services. If the exhibitor cancels a telecommunication order less than 48 hours prior to the exhibition opening date, he shall pay 50% of the total cost.

5.5. The Company renders services connected with holding accompanying business events during the exhibition running (symposia, conferences, seminars, presentations, etc.).

6. MOUNTING AND DISMANTLING, DESIGN OF STANDS

6.1. Mounting, dismantling and design of stands shall be carried out by EXPOCONSTA, the contractor-in-chief on the territory of the Fairgrounds.

The exhibitors may employ third-party organizations (contractors) to carry out the mounting, dismantling and design of stands or undertake it entirely on their own only if they mount or dismantle non-standard or exclusive stands and have obtained a written consent of EXPOCONSTA (Enclosure No.2, "Permitting Regulations on Mounting of Non-standard and Exclusive Stands at Exhibitions Held at EXPOCENTRE Fairgrounds", and Enclosure No.3, "Regulations on Electrical Installations at Exhibitors' Stands").

6.2. Mounting regulations

The mounting of the exhibition stand shall be carried out only within the area leased to the exhibitor,

with the mandatory provision that aisles shall be left free from crates and construction waste.

EXPOCONSTA's permission is required for mounting stands higher than 2.5 metres and placing various advertising plants. The permission shall be given providing the exhibitor furnishes complete technical documentation. The maximum allowed height of stands including additional constructions is 6 metres.

If the exhibitor or his contractor fails to coordinate the scheme of the stand exposition with EXPOCONSTA or fails to stick to the coordinated scheme, the Company shall reserve the right to suspend the mounting and demand that the mounting be carried out in accordance with the scheme.

All high-altitude work shall be performed by EXPOCONSTA only.

Electrical services (the connection of exhibitors' stands and exhibits to power generation sources), work connected with compressed air and plumbing services shall be performed by the Company's specialists only.

The freight handling, construction, installation and dismantling which require hoisting devices shall be carried out only by EXPOWESTRANS OOO (hereinafter referred to as EXPOWESTRANS), the Company's general freight forwarding agent (see Section 10). The use of mechanical devices (including vehicles equipped with hoisting devices) and personnel of other companies shall be prohibited.

Authorization of EXPOWESTRANS is obligatory and must be received not later than 14 days before the start of the set-up period when delivering bulk exhibits with the unit weight of over 7.0 tonnes.

EXPOCENTRE has the right to prohibit the set-up of bulk exhibits with the unit weight of over 7.0 tonnes if these exhibits were delivered to the venue later than 48 hours after the start of the set-up period.

During the mounting and on completion of the mounting of the exhibition stand and the exposition (before the opening of the exhibition), the exhibitor and his erection crew must:

- remove all containers, packages and the remainder of constructing-and-mounting materials from the territory of the Fairgrounds;
- remove all the exhibition waste of main and auxiliary constructing-and-mounting materials, garbage and solid domestic waste from the mounting area to specially allocated places and containers at the open-air territory of the Fairgrounds.

It shall be prohibited:

- to carry out the mounting of building constructions in the areas of allocation of board power panels, structural actuator accesses, firefighting equipment and other engineering equipment;
- to bring woodworking equipment and saw-timber, to carry out sawing, planning and other woodwork connected with production of 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.

6.3. Allocation and maintenance of stands, constructions and exhibits

All temporary structures and the stand shall be set up within the boundaries of the area allotted to the exhibitor.

Aisles for visitors shall always be unobstructed and have a width of at least three meters. The exhibits shall stay at the stand during the whole period of the exhibition running.

Keeping the stands in a clean condition and cleaning the leased space shall be in the care of the exhibitor himself or shall be done for him at his request and at his expense.

6.4. Dismantling regulations

The exhibitor may start dismantling the exhibits and decoration only after the exhibition has been closed (it is prohibited to remove any exhibits before the exhibition is closed) and shall be required to complete the dismantling and return the leased exhibition area to its original condition and remove off the exhibition cargo by or on the specified date.

After the closure of the exhibition, all units and components of the exhibition stand (including saw-timber) shall be removed by the exhibitor on his own or by the Company on the exhibitor's request and at his expense.

If the exhibitor or his assignee fails to complete the dismantling within the specified time limit, the Company shall have the exhibition space vacated from the property belonging to the exhibitor, including sold exhibits, at the latter's expense by personnel of EXPOWESTRANS. In this case the Company and EXPOWESTRANS bear no responsibility for any possible damage in transit and shall charge the exhibitor or his assignee three times as much as the rental charged for the use of the exhibition and storage space between the dismantling completion date and the date on which these areas are vacated.

7. WORKING HOURS

Working hours in pavilions during the mounting, running and dismantling periods of the exhibition shall be from 8 a.m. to 8 p.m.

Permission of the Company shall be required for mounting and dismantling to be carried out in non-working hours.

Overdue working hours in pavilions during the mounting, running and dismantling periods of the exhibition shall be allowed under a letter of guarantee at extra charge and shall be registered not later than 24 hours in advance.

Following the official opening, the exhibition shall be open for visitors from 10 a.m. to 6 p.m. daily. Working hours of the final day of the exhibition shall be set till 4 p.m. unless otherwise provided.

8. PASS REGIME AND SECURITY

8.1. The Company shall ensure the outside security of the Fairgrounds, its buildings and constructions, and check the observance of the pass regime, which is obligatory for everyone (Enclosure # 4, "Pass Regime, Convey and Removal of Exhibits").

8.2. The Company shall provide the guarding of stands and exhibits at an exhibitor's order and expense. The attraction of third-party organizations and persons for providing guarding of stands and exhibits is not allowed.

8.3. Exhibitors have the right to stay at the leased stands from 8 a.m. to 8 p.m. (from the moment of switching-off of the alarm system till the switching on of the alarm system in pavilions).

8.4. The night parking on the territory of the Fairgrounds without the Company's consent is prohibited; violators shall be fined. The amount of fines is set in the Rates for Services.

8.5. Convey and removal of exhibits and exhibition materials, which are not subject to customs clearance, shall be carried out according to the passes issued in accordance with the Enclosure # 4, "Pass Regime, Convey and Removal of Exhibits".

8.6. Convey and removal of exhibits and exhibition materials, which are subject to customs clearance, shall be carried out according to passes issued by EXPOWESTRANS (see Section 10).

9. SAFETY REGULATIONS

The exhibitors, group stand or pavilion organisers, event organisers as well as their contractors shall comply with the current legislation of the Russian Federation, as well as requirements established by the authorised state bodies with regard to exhibitions and congresses (including mounting and dismantling), including fire safety requirements, safety requirements, consumer protection and human welfare requirements and recommendations, and shall be held responsible for any breach thereof.

In order to prevent breaches of the Fire Safety Regulations (see Enclosure No.5) and labour safety rules during the mounting, running and dismantling periods of the exhibition, the exhibitors shall be required to:

- fulfill requirements of the Company in accordance with the current safety and fire regulations;
- use electrical equipment and electric cables which meet requirements of the Russian safety standards;
- not to overload the 3 tonnes permissible load for one square metre of the open-air (podium) and indoor exhibition area;
- not to exceed the maximum permissible weight of an exhibit which is 5 tonnes.

In case of overload or exceed of weight of an exhibit or if an exhibit is unstable or requires unconventional fastening techniques or is subject to special requirements to ensure technical safety, the exhibitor shall notify the Company of it in writing when applying for participation in the exhibition and then receive the Company's permission to put the exhibit on display.

It is prohibited to fasten exhibits or temporary pavilion structures to the foundations of the open-air and roofed exhibition areas by the means of embedding.

It is prohibited to dump into the drains (sewage) of the fairgrounds synthetic and natural resins, oils, lubricants, paints, coatings and wastes, petrochemical products and wastes, organic chemicals, coolants, contents of fire extinguishing appliances, and other substances prohibited to be dumped by the legislation of the Russian Federation.

10. TRANSPORTATION AND FORWARDING SERVICES. CUSTOMS FORMALITIES

Transportation and forwarding services provided during the running of the exhibitions held at EXPOCENTRE Fairgrounds and customs clearance of exhibits and other exhibition assets of the participants shall be provided to exhibitors by EXPOWESTRANS, the Company's general

forwarding agent and customs house broker. During the exhibition running, the territory of the Fairgrounds shall be considered a temporary customs zone; here is located the Exhibition Customs post of the Russian FCS Central Customs Administration.

EXPOWESTRANS shall provide information and logistics services, carry out handling and storage of freight and containers, exhibit installation, customs clearance of exhibits and other exhibition assets of the participants, and provide other kinds of services. The procedure for rendering these services is stipulated in EXPOWESTRANS Transportation and Forwarding Terms for Participants.

11. COMMERCIAL ACTIVITIES

The sale of exhibits and conclusion of business transactions at exhibitions shall be carried out in accordance with the legislation in force in the Russian Federation. It shall not be allowed to transfer the exhibits sold against the contract from stands until the end of the exhibition.

It shall be prohibited to retail the exhibits.

12. ADVERTISING, INFORMATION AND CATALOGUE

12.1. Within the rented exhibition space the exhibitors:

- are allowed to advertise goods and services that are related to the exhibition's subject matter, and produced or offered by the exhibitors. In this case, the advertising can include the distribution of printed materials and/or other information about their goods and services;
- are prohibited to advertise goods and services, related to the exhibition's subject matter, which are produced or offered by a third party, without getting written permission from the Exhibition Management. In this case, it is also prohibited to distribute printed materials and/or other information about a third party's goods and services.

12.2. The Company's written authorization shall be required in case of advertising through technical means which produce an optical or acoustic advertising effect outside the exhibitor's stand and for carrying out performances and shows.

It is prohibited to use at EXPOCENTRE Fairgrounds, for any purpose, any animals and birds without the written consent of the Company.

It is prohibited for exhibitors to use during the exhibition running musical compositions with or without words performed by entertainers or reproduced by any technical means without the settlement of all issues connected with the author's royalties.

12.3. All orders for photography, video recording and filming during the exhibition running shall be fulfilled by the Company or other persons and organizations with the written consent of the Company.

The Company shall reserve the right to carry out all types of filming on the territory of the Fairgrounds including the filming of the exposition as a whole and of individual exhibits, and to use the materials filmed for advertising its exhibition activities in mass media.

12.4. Before the exhibition opening date, the Company releases the Official Catalogue (as a print edition and/or an electronic version) and/or publishes it online (at the event's official website) containing the following information: the exhibitor's company name (and/or other organisation, whose products (projects, services) are to be demonstrated at the space rented by the exhibitor), its addresses (postal address, e-mail and web address), telephones, faxes, the pavilion and rented space (stand) number, and brief information about activities up to four lines long (each line contains 50

symbols including spaces and punctuation marks). In addition to it, the Official Catalogue also contains brief information about the exhibitor (and/or other organisation, whose products (projects, services) are to be demonstrated at the space rented by the exhibitor) under two headings: company name in Russian and Latin scripts, country, pavilion, hall and stand number.

The information shall be included in the Official Catalogue exclusively in accordance with the exhibitor's application.

12.5. Provision of advertising services to the Exhibitor and distribution of information and advertising materials by the Exhibitor at EXPOCENTRE Fairgrounds shall be carried out in accordance with Enclosure No.7 "Advertising at EXPOCENTRE Fairgrounds". The Exhibitor shall be fully responsible for the content and accuracy of any information forwarded to the Company for publication regardless of the means of transfer of the said information as well as the information distributed by the Exhibitor at EXPOCENTRE Fairgrounds.

12.6. The Company reserves the right to make editorial changes to submitted materials related to the Russian and English spelling, grammar and style.

13. ISSUE OF INVITATIONS TO THE RUSSIAN FEDERATION

EXPOCENTRE AO can issue invitations to the exhibition participants and organisers for entry to the Russian Federation.

Invitations are issued in accordance with the current legislation of the Russian Federation and the Procedure for Issuing Invitations to Enter the Russian Federation Through EXPOCENTRE AO (Enclosure No.8).

14. LIABILITIES

14.1.⁴ The exhibitor shall bear legal responsibility in accordance with the current legislation and the contract, including responsibility for compliance with requirements established by the authorised state bodies with regard to exhibitions and congresses (including mounting and dismantling), including fire safety requirements, safety requirements, consumer protection and human welfare requirements and

⁴ Under the previous wording of Clause 14.1 of the General Terms of Participation, the exhibitor had an obligation to pay insurance premiums under insurance contracts. In accordance with the Order No.88 dated October 23, 2020, "On Amendments to the Internal Documents and Forms of Agreements (Contracts) of EXPOCENTRE AO", the requirement for the exhibitors to pay insurance premiums under insurance contracts is preserved only for exhibitions scheduled to be held through December 31, 2020.

The previous wording of Clause 14.1 of the General Terms of Participation was the following:

14.1. The Exhibitor shall, at its own expense and with an insurance company selected by the Company, insure the following:
 – an exhibition space, storage space and other space rented by the Exhibitor for the duration of the build-up, open and dismantling periods of the exhibition (trade fair), the property located on the premises where the Exhibitor has rented a space, and the property of the Company that ensures normal and full operation of EXPOCENTRE Fairgrounds;
 – public liability for the whole period of build-up, running and dismantling of the exhibition (trade fair).

The Exhibitor shall transfer the full amount of insurance premiums according to the rates of the insurance company to the bank account of the Company alongside the space rental.

Insurance is not in place until the Exhibitor has paid the amount of insurance premiums in full.

The Company acts as the Exhibitor's attorney-in-fact that is it makes insurance agreements, provides the Insurer with information about the Exhibitor and the dates of the exhibition (trade fair), and performs other actions necessary to duly comply with the terms of the insurance agreement.

If the Company incurs damages that are not covered by the existing insurance policies, the Exhibitor is charged the actual amount of damage payable within 5 (five) working days from the date the Exhibitor has received an appropriate claim from the Company.

recommendations, and for disorderly conduct in accordance to the legislation in force in the Russian Federation.

In case of a failure to comply to/a violation of the Fire Safety Regulations (see Enclosure No.5) by the exhibitor, group stand or pavilion organiser, event organiser and/or their contractors, the Company reserves the right to demand a fine at the rate of 30,000 RUB for every case of a failure to comply/a violation from the exhibitor, group stand or pavilion organiser, event organiser.

In case of a violation by the persons working for the exhibitor, group stand or pavilion organiser, event organiser, their contractors or agents of the Fire Safety Regulations (see Enclosure No.5), the Company reserves the right to withdraw the pass to EXPOCENTRE Fairgrounds issued to such persons, disable it electronically and prohibit the access to the fairgrounds.

14.2. The exhibitor shall bear responsibility for actions/inactions of the third parties contracted by the exhibitor as for the exhibitor's own actions/inactions. The exhibitor's responsibility shall include but not be limited to any damage and injuries inflicted by the third parties on life and health of people, property of the Company, as well as property and belonging of individuals and legal entities present at the exhibition.

14.3. The exhibitor is informed and consents that the access to the leased area, participation in the exhibition, entry/exit, passage/movement of the exhibitor, exhibits or exhibition stands and materials within the territory of EXPOCENTRE Fairgrounds, services provided by the Company, EXPOCONSTA or EXPOWESTRANS to the exhibitor can be temporarily restricted in case of emergency situations or at the request of state or municipal authorities and services, including in case of presence at EXPOCENTRE Fairgrounds of representatives of state or local authorities. In such cases, the exhibitor shall undertake to comply with all the requirements of the authorised state or municipal authorities and services, and shall be responsible for failure to comply with them.

14.4. The Company bears responsibility in accordance with the current legislation for the fulfillment of its obligations stipulated in the contract/agreement for participation in an exhibition.

The Company shall under no circumstances be liable for:

- loss of or any damage to the exhibits and other assets belonging to the exhibitor, his assignee or persons in his employment, or those invited by him, or for any losses caused by fire, explosion, storm, flood, lighting and other disasters, or during the period of temporary restrictions stipulated in Clause 14.3 of the General Terms of Participation,

- any harm done to the employees, assignees or any other individuals employed or invited by the exhibitor, irrespective of the manner in which the harm has been done.

15. RESPONSIBILITY FOR DELAY IN PAYMENT, BREACH OF GENERAL TERMS OF PARTICIPATION, REDUCTION OF AREA, WITHDRAWAL FROM PARTICIPATION

15.1. The failure of the exhibitor to transfer the rental payment in time shall give the Company the right to cancel the contract for participation in an exhibition unilaterally.

The Agreement may be cancelled in any other case upon a significant violation by the exhibitor of the General Terms of Participation, including the cases of exhibiting products that do not comply with the main topic of the exhibition or its salons/sections, as well as a violation of exhibits sale regulations (see Section 11) and the Fire Safety Regulations (see Enclosure No.5). In these cases the Agreement shall be cancelled by means of a written notification about cancellation of the Agreement.

The date indicated in the notification shall be considered as a date of the Agreement

termination. All the money transferred by the exhibitor shall be withheld and all the invoices in excess of the sums transferred as payment for the services shall be paid by the exhibitor in accordance with the established procedure.

15.2. In case it is discovered that the exhibits do not comply with the art. 1.2 of the present Agreement, the exhibitor at fault shall be fined at the rate of 100% of the stand rental cost according to the Agreement. Simultaneously the exhibitor must immediately remove such exhibits from the showcase.

In case the exhibitor does not remove the said exhibits, the Agreement may be cancelled under the terms set out in 15.1.

15.3. Upon failure of the exhibitor to fulfill the General Terms of Participation including the failure to pay fines stipulated in the General Terms of Participation, the Company shall have the right to disconnect the exhibitor's stand from the source of electric energy, water and other systems, detain the exhibitor's cargo until the penalty payments and payments for forced storage of the exhibitor's cargo are received.

15.4. If the exhibitor reduces the display area or withdraws from the exhibition after the signing of the contract with the Company for participation in the exhibition, the exhibitor shall be required to pay a penalty at the following rate:

- (1) in case of reduction of the requested display area – 50 % of the rental for unused display area;
- (2) in case of withdrawal – 100 % of the rental of the requested display area.

If the exhibitor submits the application for participation after the specified time period and then reduces the display area or withdraws from the exhibition, the rental passed to the Company's account shall not be reimbursed.

The sum of the penalty can be retained by the Company from the contractual payments made by the exhibitor.

16. CANCELLATION OR POSTPONEMENT OF EXHIBITION

If the dates of the exhibition are changed or it is cancelled for reasons other than through the fault of the Company, the Company shall notify the exhibitors in writing. The Company shall not refund to the exhibitor the amounts spent by the Company to fulfill its obligations under the contract for participation in the exhibition, including the registration fee. The exhibitor shall not be entitled to demand reimbursement damages.

If the dates of the exhibition are changed or it is cancelled through the fault of the Company three months prior to holding of the exhibition, the Company shall be released from its obligations to the exhibitor under the condition of an immediate notification of the exhibitor. The registration fee shall not be reimbursed in any case.

17. SUBJECTS OF INTELLECTUAL PROPERTY

In conformity with the current legislation of the Russian Federation, the Company can, upon request from the Exhibitor⁵, can confirm the Exhibitor's participation in the exhibition and open demonstration of the claimed exhibits and/or trademarks there, and the commencement date of the open demonstration.

⁵ The Exhibitor shall submit the application together with the documents according to the Company's list on the opening day of the exhibition.

The Company can also provide information about the exhibition.

All issues related to protection of intellectual property that are within the domain of the relevant authorities (for example, requests to establish exhibition priority or exception to lack of novelty) in the Russian Federation and other countries should be managed by the Exhibitor on its own.

The Company is not liable for the actions of the relevant authorities of the Russian Federation and other countries related to registration of exclusive rights for intellectual property.

Upon request from the Exhibitor, the Company can issue a certificate confirming the demonstration of a registered trademark at the exhibition, given the Exhibitor has presented documents proving its exclusive right for the registered trademark.

The Exhibitor shall act in full compliance with the legislation in terms of IP protection.

The Company shall not be held liable for any possible violations of third party's IP rights by the Exhibitor. If the Exhibitor is showcasing at an exhibition organised by the Company the goods and services that are prohibited from civil circulation in the Russian Federation by the ruling of a court, the Company is entitled to unilaterally terminate the Participation Agreement with the breaching Exhibitor by sending a written notice to the breaching party. The amounts paid by the Exhibitor under the Agreement are forfeited for breaching the Agreement. All the invoices in excess of the amounts already paid for services shall be paid by the latter in due course. Breaching of this condition is subject to clause 15.2 of the General Terms of Participation.

The Company can, upon the Exhibitor's request, hold consultations on showcasing products and services involving intellectual property at exhibitions, on exhibition priority and establishing novelty of an invention without reference to specific disputes between exhibitors or between exhibitors and third parties.

18. SETTLEMENT OF DISPUTES

All and any disputes, disagreements and claims connected with the participation of the exhibitor in an exhibition held at EXPOCENTRE Fairgrounds shall, unless settled by the bilateral negotiations, be resolved:

- with Russian exhibitors: by the International Commercial Arbitration Court at the Chamber of Commerce and Industry of the Russian Federation in accordance with its applicable rules and regulations. Arbitral Award shall be final and binding upon the parties.

It is excluded to file the application to the State Court regarding the lack of the Arbitral Court competence on the basis of the fact that the Arbitral Court rendered the separate decision regarding the availability of its competence as a preliminary matter.

The issue of disqualification of arbitrators or challenges of arbitrators on other grounds shall be nonjusticiable by the State Court;

- for foreign exhibitors: by the International Commercial Arbitration Court at the Chamber of Commerce and Industry of the Russian Federation in accordance with its applicable rules and regulations. Arbitral Award shall be final and binding upon the parties.

It is excluded to file the application to the State Court regarding the lack of the Arbitral Court competence on the basis of the fact that the Arbitral Court rendered the separate decision regarding the availability of its competence as a preliminary matter.

The applicable law shall be the Russian Material law. In case of disagreements arising in the interpretation of the text of the present General Terms of Participation, signed agreements and other documents published in a foreign language, the Russian text shall be decisive.

19. FORCE MAJEURE. CONFIDENTIALITY AND PRIVACY POLICY

19.1. The Parties shall be released from responsibility for complete or partial non-fulfilment of their obligations under the agreement (contract) if they prove that proper fulfilment performance was impossible due to force majeure, i.e. extraordinary and unavoidable circumstances (in particular natural disasters (earthquakes, floods, hurricanes), fires, mass diseases (epidemics), strikes, military operations, terrorist acts, sabotage, transportation restrictions, prohibitive measures of states, bans on trade operations, including with individual countries, as a result of international sanctions and other circumstances beyond the control of the Parties to the agreement (contract)).

19.2. The Party that fails to fulfill its obligations due to force majeure circumstances shall notify the other Party in writing about such circumstances and their impact on the fulfillment of obligations under the agreement (contract) within ten days from the date of their occurrence, with the attachment of supporting documents issued/enacted/passed by the relevant authorities. If the affected Party fails to give notice within that time, it shall not be entitled to claim Force Majeure in the future.

19.3. If due to force majeure circumstances the exhibition has been rescheduled, the funds previously transferred by the exhibitor/event organiser/group stand or pavilion organiser shall be credited against the agreement (contract) payment for their participation in the exhibition held within the new dates.

19.4. If the force majeure circumstances continue to be in force for one month, the agreement (contract) may be terminated unilaterally out of court by sending a written notice to the other Party without compensation for the losses incurred as a result by the Parties.

19.5. Upon termination of the agreement (contract) in accordance with clause 19.4 of the General Terms of Participation, the exhibitor/event organiser/group stand or pavilion organiser shall reimburse the Company for expenses incurred by the Company in connection with the execution of the agreement (contract). The registration fee in these cases shall not be reimbursed.

Expenses shall be deducted by the Company from the funds previously transferred by the exhibitor/event organiser/group stand or pavilion organiser in payment of the agreement (contract), and in case of their insufficiency shall be reimbursed by these persons within five days from the date of the Company's sending the relevant request by transferring funds to the Company's current account.

19.6. Each Party shall be obliged not to disclose confidential information obtained from the other Party under the relevant agreement (contract).

For the purposes of the General Terms of Participation, the confidential information shall include any documentation, scientific and technical, technological, commercial, management and organisational information, or any other information which has actual potential commercial value by virtue of its non-public nature, which the third parties could use to their benefit in case this information is disclosed, and which is not publicly available on legal grounds and which is protected by any means adequate to its value.

The Parties shall bear responsibility in accordance with the current legislation for the consequences of the actions which lead to the disclosure of the said information.

19.7. The Party, which receives personal data of the personnel of the other Party and/or other persons for the purpose of providing/receiving services under the signed agreement (contract), shall ensure its protection in accordance with the current legislation and bylaws. In accordance with the current legislation, the Party which transfers personal data shall obtain consent of the personal data owner to process and use this data, including transfer of the personal data to contractors under the agreement (contract).

To the General Terms of Participation in
Exhibitions Held at EXPOCENTRE Fairgrounds

**Permitting Regulations of Mounting of Non-Standard and Exclusive Stands
at Exhibitions Held at EXPOCENTRE Fairgrounds**

Definition of Non-standard and Exclusive Exhibition Stand

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

2. **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.

To receive the permission to carry out the installation, the exhibitor or his contractor shall provide EXPOCONSTA with the following documents by the following date:

- 15 days prior to the beginning of the mounting of one-storey stands; - 45 days prior to the beginning of the mounting of two-storey stands: - A letter about the stand construction;
- A compliance certificate GOST R ISO 9001 as applied to the design and construction of exhibition stands, electric installations up to 1,000 V;
- A stand scheme made in the isometric projection;
- A certificate for a load-bearing unit for the two-storey stand;
- A statistical computing for the load-bearing unit of the two-storey stand with an attached position plan of construction elements;
- A 1:100 scale drawing, which indicates all sizes of the two-storey stand elements, with sectional views, signed by the designer in charge and stamped by the Company, which carried out the project of the stand;
- Electrical specifications indicating necessary power load, lay-out of exhibition stands indicating locations of electric power and lighting installations;
- A list (made on the Company's forms) of electricians taking part in the installation of the stand signed by the Company's head;
- Copies of the certificates of all listed electricians with a class of electrical safety admittance not lower than 3, with the check of certification;
- A copy of the examination journal of electricians;
- A copy of the assignment order for the electrician in charge (including safety measures);
- Permission of the fire safety service provider.

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

The exhibitor or his contractor shall have a letter of attorney authorizing him to sign the Agreement of chargeable rendering of technical control services and the Act of Compliance of the presented documentation with the General Term of Participation.

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

Alternation of approved projects shall not be allowed without the written consent of EXPOCONSTA and the fire safety service provider.

Upon obtaining the permission for stand installation, the exhibitor or his contractor shall receive a permission for convey and removal of equipment. The permission is issued by the director of the exhibition.

To the General Terms of Participation in
Exhibitions Held at EXPOCENTRE Fairgrounds

REGULATIONS ON ELECTRICAL INSTALLATIONS AT EXHIBITORS' STANDS

1. ELECTRICAL INSTALLATION REQUIREMENT

1.1 To get permission to carry out such services at exhibitors' stands, a Company or organization must have a compliance certificate GOST R ISO 9001 or a competency certificate issued by the Regional Public Organization the 'Partnership of Electrical Engineers' jointly with Moscow Interregional Territory Administration for Engineering and Environmental Supervision (Moscow Rostechnadzor).

1.2. Electrical installation and maintenance of the equipment at exhibitors' stands may be carried out only by persons complying with the professional requirements and qualified according to electrical safety standards (corresponding to the 3rd or higher grade of the Russian electrical safety standard).

1.3. In case a subcontractor is commissioned by the exhibitor to carry out electrical installation and services at the exhibition stand (or in case the exhibitor carries out the installation on his own), EXPOCONSTA will authorize the subcontractor's personnel assigned to carry out such services according to the personnel list signed by the subcontractor. EXPOCONSTA and the Company's Engineering and Technical Centre will supervise the installation progress. The manager of the installation Company (or the exhibitor himself) will assign a person to be responsible for the electrical equipment at the stand and will submit the authorised personnel list for permits to be issued by the COMPANY.

All electrical installations must be carried out according to the current Regulations for the Operation of Electrical Equipment (PTEEP), the Safety Regulations and the Construction Engineering Regulations of the Russian Federation (SNIIP). Special requirements for fairs and exhibitions must be also observed.

1.4. Electrical installations must be carried out according to the stand layout to be provided by the exhibitor. The layout should detail the positions of the electric power and lighting equipment, rated voltage, maximum permissible loads for all electrical units, and terminal points for connecting the equipment to power supply sources.

1.5. Upon issuing the permits to work at the exhibitor's stand, installation companies shall be in charge of supervising the personnel authorised to carry out electrical installations.

1.6. All operations at or near power circuits shall be carried out only after disabling the power supply.

1.7. When laying exposed circuits, provided no mechanical damage is possible, cables with a fire protection shield shall be used.

1.8. At exposed places and where people pass, cables shall be protected with special cladding.

1.9. Open wiring and the mounting of lighting equipment on inflammable structures are not permitted.

1.10. For all wire/cable connections and junctions, special clips and plugs shall be used. The connection of power-consuming equipment to the mains through direct wiring is not permitted.

The supply cable for the 380/220 V leading-in device (power panel) of the exposition stand shall be five-wire. The lines of single-phase electric wiring must be three-wire. It is permitted to use four-

wire cable if the thread section is not less than 10 mm^2 along copper.

The stand hardware must have neutral earthing according to the PUE requirements.

1.11. For mobile and portable power-consuming equipment, flexible wires/cables protected against mechanical damage shall be used.

1.12. All stands shall be equipped with power panels with RSD (residual current protective device) according to the PUE requirements and with the proper design load of extra current and overload protective devices installed separately for the lighting network and the power supply for equipment, as well as stand-by equipment which is permanently switched on (such as fax machines, refrigerators etc.).

1.13. Free access shall be provided to the main electricity terminal.

1.14. Lighting equipment for halls and stands shall comply with the Fire Hazard Regulations grade B2. Lighting equipment with lenses made of plexiglass, polystyrol and /or other easily flammable materials shall not be used. Lights should be installed so that the distance to flammable surfaces is no less than 40 cm.

1.15. Upon the completion of the installation work and presenting the Act of Quality Control of Installation Work Conducted by Constructor at Exhibition signed by EXPOCONSTA, a representative of the Company's Engineering and Technical Centre shall check the quality of the installation and connect the installed equipment to the power supply sources of the COMPANY according to the layout.

1.16. The Company's Engineering and Technical Centre shall switch on the power supply to the switchbox at the exhibitor's stand upon presenting the Act of Quality Control of Installation Work Conducted by Constructor at Exhibition and in the presence of the exhibitor's representative in charge of the electrical equipment (installation), and upon signing the Division of Liability Act for the Operation of Electrical Equipment Rated at max. 1000 V which specifies the division of liability between the COMPANY and the exhibitor (power consumer), see Section 3 of the present Enclosure.

1.17. The exhibitor shall supervise the state of the electrical equipment installed and operated at the exhibitor's stand for the duration of the exhibition in accordance with the Division of Liability Act.

Upon termination of the exhibition a representative of the exhibitor/subcontractor in charge of the dismantling of electrical equipment shall apply to a technician of the Company's Engineering and Technical Centre authorised to disable the power supply to the switchbox of the exhibitor's stand.

The dismantling of electrical equipment and its disconnection shall be carried out by the same personnel who carried out the installation.

2. LIABILITY

2.1. The property rights and liability for electrical equipment and networks for the duration of the exhibition are stipulated in the Division of Liability Act (see Section 3 of the present Enclosure) to be signed by the parties to the power supply contract (Power Supplier and Power Consumer) immediately prior to the delivery of power to the stand.

2.2. Engineering and Technical Centre is in charge of operating the power supply sources of EXPOCENTRE Fairgrounds.

2.3. During the mounting, running and dismantling periods of the exhibition, electrical equipment of the stand including the mains cable will be operated by the exhibitor.

2.4. The Company's Engineering and Technical Centre as the electric power provider for the exhibitor's stand has the right to disable the power supply in case of emergency to prevent accidents and as a preventive measure in case of incidents which may be caused by gross violation of the regulations specified in PTEEP and PTB.

3. DIVISION OF LIABILITY ACT
for the Operation of Electrical Equipment
Rated
at max. 1000 V between the COMPANY and the Exhibitor (Power Consumer) during
the Exhibition
running

Moscow

_____ 20_____

The Power Supplier – EXPOCENTRE AO, Krasnopresnenskaya nab. 14, Moscow and
the Exhibitor (Power Consumer) – _____

Company
name

at EXPOCENTRE Fairgrounds, Pavilion No. _____ Stand No. _____

have hereby agreed as follows:

1. Liability for operating electrical equipment shall be divided along the border formed by the Exhibitor's (Power Consumer's) cable terminals where they are connected to the power supply source.
2. The Exhibitor (Power Consumer) is responsible for the operating the Exhibitor's (Consumer's) power switchboard, power supply cable, all electrical equipment and cables at the stand.
3. The Exhibitor (Power Consumer) shall not connect additional loads other than specified in the application.
4. The Exhibitor (Power Consumer) shall provide access to all electrical installations for the Company's supervisors.
5. The following persons shall be responsible for operating electrical equipment and observing safety regulations on their own side of the division border:

Authorised Representative of the COMPANY

_____ tel.: + 7 (499) 795-27-76

(position)

(name)

Authorised Representative of the Exhibitor (Power Consumer)

(position)

(name)

Representative
of the COMPANY

Representative
of the Exhibitor (Power Consumer)

(signature, name)

(signature, name)

Enclosure No.4
To the General Terms of Participation in Exhibitions
Held at EXPOCENTRE Fairgrounds

PASS REGIME, CONVEY AND REMOVAL OF EXHIBITS

During the mounting, running and dismantling of the exhibition, the following procedures of issuance and use of documents, which permit the staff of participating companies to enter EXPOCENTRE Fairgrounds, shall be established.

1. Issuance and use of exhibitor passes

The issuance of exhibitor passes is based upon the official corporate letter signed by the Director of the exhibiting Company with the corporate seal affixed.

The corporate letter shall be accompanied by the completed Application for Exhibitor Passes Form. The letter shall be considered and registered by the Exhibition Management.

Barcoded exhibitor passes shall be obtained against a Power of Attorney signed by the CEO of the exhibiting Company with the corporate seal affixed.

Barcoded exhibitor passes allow entrance to EXPOCENTRE Fairgrounds via turnstiles within the time period indicated in the pass. Any turnstile can be used for entrance, whereas exit is allowed via the ONLY FOR STAFF turnstile.

The pass is strictly individual and non-transferable. In case of a violation the Company reserves the right to withhold the individual pass, block it electronically and terminate the right of access to EXPOCENTRE Fairgrounds.

2. Issuance and use of constructor passes

The issuance of constructor passes is based upon the official corporate letter signed by the Director of the constructing Company with the corporate seal affixed.

The letter shall contain the telephone number of the constructor's Health and Safety Representative. The corporate letter shall be accompanied by the completed Application for Constructor Passes Form. Non-Moscow residents employed by the constructing Company shall produce their Moscow registration document.

The letter shall be considered and registered by the Exhibition management. Barcoded constructor passes shall be obtained against Power of Attorney signed by the Director of the constructing Company with the corporate seal affixed.

Constructor passes admit access to EXPOCENTRE Fairgrounds during build-up and dismantling only and are valid on production of any identity document.

Barcoded constructor passes allow entrance to EXPOCENTRE Fairgrounds via turnstiles during the build-up and dismantling periods indicated in the pass. Any turnstile can be used for entrance, whereas exit is allowed via the ONLY FOR STAFF turnstile.

3. Issuance procedures and use of chargeable vehicle passes

The vehicle pass form shall show the number of passes and the period of their validity, the name of exhibition, the check-point of entrance and exit, and the parking lot. The form shall be stamped by the Company's Service & Protocol Department.

The vehicle pass form contains the regulations of its use.

The name of Company and license plate number shall be filled in by the exhibiting Company.

In case the vehicle was substituted, the respective changes in the pass shall be certified by the stamp of the Company's Service & Protocol Department.

The pass, which was not filled in completely, shall be invalid.

The pass shall be valid only for the specific vehicle. In case the vehicle has been substituted, the

pass shall have two stamps of the Company's Service & Protocol Department.

4. Use of vehicles during mounting, running and dismantling of exhibitions

Parking shall be allowed only on the indicated spot.

The access of vehicles to the private entrances and freight gates shall be allowed: during the exhibition running from 8 a.m. to 9.30 a.m., during the mounting and dismantling periods from 8 a.m. to 7.30 p.m. (only for handling operations).

Overnight parking shall not be allowed.

Washing and repair of vehicles shall not be allowed on the territory of EXPOCENTRE Fairgrounds. The speed on the territory of EXPOCENTRE Fairgrounds shall not exceed 15 km/h.

On demand of a security guard, the vehicle shall be provided for examination.

When entering the Fairgrounds, cars shall receive a special card, which shall be returned to a security guard at the check-point when leaving the Fairgrounds.

5. Delivery and removal of exhibits and exhibition equipment

Registration and issuance of one-entry passes for the delivery/removal of exhibits and exhibition equipment are done at the Control Stations located near the Entrances to the Fairgrounds.

To receive your one -entry pass for the delivery of exhibits and exhibition equipment at the Control Station, present the Power of Attorney and two copies of the delivery/removal permit application. Keep one copy of the application; submit the other copy to the Pavilion or Open-air site Management.

After you have received your one-entry pas for the delivery of exhibits and exhibition equipment, go to the Entrance gates to the Fairgrounds, present your pass and the delivery/removal application, and submit the vehicle for security inspection. When the Security Officer has indicated the time of entrance in the pass, you can proceed to the Pavilion where your stand is located.

To receive your one-entry pass for the removal of exhibits and exhibition equipment during the dismantling period, present the Power of Attorney at a Control Station.

It is allowed to get several passes during the mounting and dismantling periods if necessary.

FIRE SAFETY REGULATIONS

1. General provisions

1.1. The Company shall provide exhibition area for an exhibition, maintain this space in good condition and guarantee basic fire safety conditions taking into account construction rules and regulations.

In accordance with the Russian Federal Law No.69-FZ from 21 December 1994 and the current Fire Prevention Rules approved by the Russian Government, responsibility for fire safety and taking fire prevention measures during exhibitions lies with exhibitors, group stand or pavilion organisers and event organisers represented by a company head or an authorised person. During the set-up and dismantling periods, responsibility for fire safety and occupational safety of construction and installation of stands and displays at the space rented from the Company by the exhibitors, group stand or pavilion organisers and event organisers lies with contractors represented by a company head or an authorised person (by a power of attorney or an order).

Exhibitors, group stand or pavilion organisers, event organisers and their contractors shall comply with the present Fire Safety Regulations and shall be responsible for any violations of these regulations. In addition, during the set-up and dismantling periods, the exhibitors shall be responsible for actions/inactivity of their contractors as well as violations of the present Fire Safety Regulations.

Compliance with the present Fire Safety Regulations shall be supervised by the Company's engineering departments, the exhibition management and the Company's fire safety service provider.

In accordance with the laws in force, officers of the Department of Supervisory Activities and Preventive Measures of the Russian Ministry of Civil Defence, Emergencies and Disaster Relief (MChS) in Moscow can hold exhibitors, group stand or pavilion organisers, event organisers and their contractors liable for a violation of the fire safety regulations in force.

2. Coordination of display layout

2.1. The display layout shall be submitted to the Company as regards fire safety regulations at least two months before the announced start of the set-up period.

2.2. The layouts of pavilion and open-air displays submitted by participants shall be required to indicate:

- location of exhibition stands, exhibits, offices, various auxiliary premises showing all dimensions and tied up with a particular display area
- location of free passageways to the exits and unobstructed access to inner fire hydrants and power cabinets
- exhibits displayed in operation, operating principles of engines, fuel and lubricants used and raw materials processed.

The legends and inscriptions in the layouts shall be made in the Russian language.

2.3. Exhibitors or event organisers shall submit to the Company, at least one month before the start of the set-up period, fire safety certificates and information about all materials and exhibits to enable coordinated safety measures to be taken. All building materials used for stand construction and decoration shall be certified in accordance with the Federal Law No.184-FZ on Technical Regulation from 27 December 2002 under the established procedure.

3. Requirements for display

3.1. Two-storied and double deck stands as well as stands with increased fire risks must be equipped with additional fire detectors connected to the central fire alarm board of the Fairgrounds.

3.2. Carpets and runners used in pavilions shall be securely attached to the floor along the perimeter and at the joints thereof. Floor coverings shall be made of materials which meet fire safety requirements for specific premises.

3.3. During installation and dismantling of exhibits, the approach ways to the pavilions and passages shall be kept vacant. Storage of construction materials, structures and equipment shall be allowed only within the limits of the area allocated for construction. Unneeded transportation crates, packaging and other materials and equipment shall immediately be removed from the pavilions.

3.4. When placing support, exhibition or other types of equipment, it shall be ensured that there are passages to evacuation paths and exits. Thresholds and turnstiles shall not be set up in evacuation paths. Aisles for visitors shall have a width of at least three metres and a circular layout and offer free access to hydrants of the internal firefighting main and primary fire extinguishing equipment.

3.5. Demonstration of operating models and units using flammable liquids or combustible gases at exhibition stands shall be allowed with the provision that these are pumped via pipelines from containers installed outside the building and the exhaust gases are vented to the outside.

3.6. Hot works shall be carried out with the written authorization of the Company's exhibition management in strict compliance with the fire safety regulations in force and under supervision of the Company's fire safety service provider.

4. At the displays, it is prohibited to

4.1. Smoke tobacco and tobacco products (smoking of tobacco and tobacco products shall be only allowed in the outdoor and adjacent areas in specially allocated places designated as Smoking Area and equipped with fire-resistant garbage cans).

4.2. Use open fire (torches, candles, demonstrating exhibits in operation using naked flame, etc.), arc lamp projectors with the protection less than IP54, fireworks and other types of fire effects.

4.3. Use and store containers with flammable gas, flammable and highly flammable liquids.

4.4. Store advertising materials.

4.5. Open fire hydrant boxes, disrupt the integrity and completeness of firefighting systems.

4.6. Use damaged sockets, switches and other electrical elements, electrical cables with visible insulation defects.

4.7. Use electrical heaters which do not have thermal protection or heat controllers, or when heat controllers are damaged.

4.8. Wrap paper, fabric and other flammable materials around electric bulbs and lamps, as well as use lamps with hoods (diffusers), required by design, removed.

4.9. Leave electrical equipment and devices plugged in while unattended, except electrical devices which can and (or) must be in 24-hour operation in accordance with the manufacturer's instructions.

5. Responsibilities

5.1. If the display's design does not meet the present regulations, the Company's exhibition management shall be entitled to demand from the exhibitor, group stand or pavilion organiser and event organiser that the display be dismantled.

5.2. In case of violation of the present Fire Safety Regulations, the Company reserves the right to impose a penalty or other sanctions stipulated in the General Terms of Participation on the exhibitor, group stand or pavilion organiser and event organiser at fault .

Rules for the Use of Vehicles at EXPOCENTRE Fairgrounds

**RULES
for the Use of Vehicles at EXPOCENTRE Fairgrounds****All drivers of vehicles entering EXPOCENTRE Fairgrounds are under obligation to**

1. Obey the traffic regulations enforced in the Russian Federation at EXPOCENTRE Fairgrounds.
2. Follow the fire prevention rules enforced in the Russian Federation.
3. Follow all rules enforced at EXPOCENTRE Fairgrounds (parking rules, speed limit, etc.)
4. In case of vehicle fire, immediately call 101 and 112 (mobile calls only).

Drivers are not allowed to

1. Bring in to the fairgrounds firearms, explosives, drug containing substances, highly flammable liquids, and objects not declared in delivery/removal letters or packing lists including additional equipment such as heating and cooking devices.
2. Enter the fairgrounds and stay at the fairgrounds in a vehicle with faulty electrical equipment and fuel system.
3. Service and repair the vehicle.
4. Use combustible gas cylinders to heat the vehicle's cabin and other units, and to cook and prepare food.
5. Leave the vehicle running or with any working equipment unattended.
6. Smoke outside of designated areas and use open flame.
7. Breach the parking arrangement leaving a smaller space between vehicles.
8. Block the gates and driveways.
9. Recharge an auto battery from inside the vehicle.
10. Leave the vehicle with an open fuel cap.
11. Wash the engine and other car parts using highly flammable and combustible liquids.
12. Refuel the vehicle and dump the fuel and other flammable liquids in the sewer system.

Persons guilty of violating the rules at EXPOCENTRE Fairgrounds will be prosecuted according to the current Russian laws.

Passes of the violators can be withdrawn and their vehicles can be expelled from EXPOCENTRE Fairgrounds.

To the General Terms of Participation in
Exhibitions Held at EXPOCENTRE Fairgrounds

ADVERTISING AT EXPOCENTRE FAIRGROUNDS

I. Requirements for advertising materials, responsibility, guarantees of the Exhibitor

1. The content and presentation of the advertising materials provided by the Exhibitor shall comply with the requirements of the current legislation of the Russian Federation (including such requirements to presentation of advertising as the presence of obligatory warnings and suchlike as established by the current legislation of the Russian Federation in regard to advertising of selected goods and services). The Exhibitor shall ensure that his/her advertising complies with the current legislation of the Russian Federation.

According to the Federal Law of the Russian Federation No.436-FZ of 29 December 2010 "On Protection of Children from Information Harmful to Their Health and Development", the Exhibitor shall mark the submitted advertising materials with the informational sign appropriate for the category of the submitted information and advertising materials.

The Exhibitor shall ensure that distribution of advertising materials does not infringe on any rights of third parties including but not limited to copyright and related rights. The Exhibitor shall at his/her own cost and expense settle all payments with authors and holders of related rights.

The Exhibitor shall ensure that the advertising placed in accordance with the relevant Agreement does not use/include official state symbols (anthems) of the Russian Federation and other countries as well as symbols of international and religious organizations.

2. Together with advertising materials the Exhibitor shall provide the Company with certified copies of licenses and/or special permissions, if the advertised activities, production and (or) selling of goods (provision of services) are subject to licensing and/or special authorization/permission; certified copies of conformity certificates or other papers (including conformity statements) of conformity of goods (services) to requirements of technical regulations if the advertised goods (services) are subject to obligatory certification or any other obligatory confirmation of their conformity to requirements of technical regulations; certified copies of registration certificates or other papers which confirm the state registration of goods (services) if the advertised goods (services) are subject to state registration.

The validity period of the documents submitted by the Exhibitor and specified in the first paragraph of the present clause shall continue into the period of validity of the relevant Agreement.

In case the validity period of the documents submitted by the Exhibitor and specified in the first paragraph of the present clause changes (is suspended/terminated which includes document cancellation or annulment) during the period of validity of the relevant Agreement, the Exhibitor shall immediately notify the Company about this fact and provide a written confirmation of renewal of the validity of the document or a new valid document.

The Exhibitor's failure to perform the abovementioned actions shall be considered by the Company as grounds for suspension or cancellation of placing the relevant advertising.

Together with advertising materials the Exhibitor shall provide the Company with information about using creative products of Russian and foreign authors in the advertising.

Upon the request of the Company, the Exhibitor shall provide the Company with other documents (including ones confirming truthfulness of information contained in the advertising) within 3 (three) working days.

3. The Exhibitor shall replace the advertising materials rejected by the Company or modify these materials in accordance with requirements of the current legislation of the Russian Federation about advertising and/or demands of the Company and submit new advertising

materials (the replaced or modified in accordance with requirements of the current legislation of the Russian Federation about advertising and/or demands of the Company) before the start of the advertising placement.

In the event the Exhibitor refuses to replace the advertising materials rejected by the Company or modify these materials in accordance with requirements of the current legislation of the Russian Federation about advertising and/or demands of the Company, these actions shall be treated as the Exhibitor's cancellation of the advertising placement. In this case the Company shall reserve the right to refrain from the fulfillment of obligations under the relevant Agreement on advertising services. If this occurs, the Exhibitor shall reimburse the Company all actual costs of the rendering of advertising services.

4. In the event the Federal Antimonopoly Service of Russia (a territorial department) opens administrative proceedings against the advertising submitted by the Exhibitor in violation of the current legislation of the Russian Federation, the Company shall have the right to suspend the placement of the advertising which is the subject of the said proceedings until the Federal Antimonopoly Service of Russia (a territorial department) makes a decision to discontinue the administrative proceedings due to disconfirmation of violation of the current legislation of the Russian Federation about advertising. In case the Federal Antimonopoly Service of Russia (a territorial department) makes a decision that the advertising violates the current legislation of the Russian Federation, the Company shall have the right to withdraw from obligations to render advertising services under the relevant Agreement. If this occurs, the Exhibitor shall reimburse the Company all actual costs of the rendering of advertising services under the relevant Agreement.

5. The Exhibitor shall bear full responsibility for the content and presentation of the advertising provided under the relevant Agreement as well as any infringements of rights of third parties including copyright and any other rights related to creative products used in the advertising in accordance with the current legislation of the Russian Federation.

6. In the event of disputes or claims by third parties related to infringements of copyright and/or related rights and/or any other rights connected with advertising materials provided by the Exhibitor under the relevant Agreement, the Exhibitor shall settle the said disputes and claims at his/her own costs and expense. The settlement of claims by the Exhibitor shall be done within the dates specified in the said claims or within a reasonable time if the dates are not specified.

In the event a third party files a claim against the Company related to truthfulness and content of advertising materials of the Exhibitor as well as infringement of copyright and/or related rights and /or any other rights of third parties resulting from the implementation of the relevant Agreement by the Company, the Exhibitor shall take all actions provided for by the current legislation of the Russian Federation including intervening in legal proceedings as a proper defendant and shall reimburse all related losses and legal costs in full within 5 (five) working days from the date of receiving the demand from the Company.

7. In the event of fines imposed by appropriate authorities on the Company related to any information and advertising materials of the Exhibitor including their content, truthfulness, presentation, etc., the Exhibitor shall be obliged to reimburse the said fines and losses in full within 5 (five) working days from the date of receiving the demand of payment from the Company.

II. Regulations for distribution of information and advertising materials by the Exhibitor at EXPOCENTRE Fairgrounds

1. Only exhibitors of exhibitions held at EXPOCENTRE Fairgrounds are allowed to hand out information and advertising materials at EXPOCENTRE Fairgrounds.

Distributors of information and advertising materials shall obtain the pass of distributor of information and advertising materials (hereinafter referred to as the pass).

2. How to obtain the pass:

2.1. The pass is issued by Service Bureau of EXPOCENTRE upon application in the prescribed form with samples of information and advertising materials in printed or electronic form attached. If life-size cutouts or any technical means are used, photos of them shall also be attached.

2.2. The pass shall contain the exhibition name, its location (pavilion numbers), dates, company name, and the distributor's name. The incomplete pass is invalid.

2.3. The pass is individual and non-transferable to third parties.

2.4. All changes/corrections to the pass shall only be made by the Service Bureau staff.

2.5. Pass applications may be refused.

3. Rules for distribution of information and advertising materials at EXPOCENTRE Fairgrounds:

3.1. The distributor has the right to hand out information and advertising materials of the company he/she represents from 9.00 to 18.00 during the opening hours of the exhibition indicated on the pass, within the venue of this exhibition (pavilions and open-air sites) and in compliance with its subject matter.

3.2. The distributor is prohibited to

- promote trade shows, conventions and similar events,
- hand out information and advertising materials in the visitor registration zones,
- hinder the work of other exhibitors and obstruct the flow of visitors,
- sell goods,
- use sound amplifying equipment (the use of other technical means requires authorization),
- be dressed in swimwear, underwear or be topless,
- use body art and suchlike in promotional actions,
- use images violating social norms.

4. The distributor is obliged to

- comply with the Fire Safety Regulations (Enclosure No.5 to the General Terms of Participation in Exhibitions Held at EXPOCENTRE Fairgrounds),
- keep the venue clean and maintain order,
- wear the pass prominently and have an ID on him/her at all times.

5. In the event of violation of the rules for distribution of information and advertising materials at EXPOCENTRE Fairgrounds, the breaching distributor will be issued with a violation report, prohibited from further distributing information and advertising materials and his/her pass will be withdrawn by an authorised person of EXPOCENTRE AO.

Enclosure No.8
**to the General Terms of Participation in Exhibitions
Held at EXPOCENTRE Fairgrounds**

**The Procedure for Issuing Invitations to Enter
the Russian Federation Through EXPOCENTRE AO**

1. General provisions

- 1.1 The present Procedure regulates the rules of issuance of invitations to enter the Russian Federation through EXPOCENTRE AO (hereinafter referred to as the Invitations) for foreign citizens participating in exhibitions (hereinafter referred to as the Applicants), as well as the obligations of the Applicants after their arrival in the Russian Federation.
- 1.2 When applying for the Invitation, the company participating in the exhibition or organising the exhibition (hereinafter referred to as the Company) shall provide true information about the Applicants and immediately notify EXPOCENTRE AO of any changes in the provided information.
- 1.3 The Invitations shall be issued only after checking the status of the Company (exhibitor/organiser).
- 1.4 Application for the Invitation (hereinafter referred to as the Request) shall be considered as acceptance of the terms and conditions of the present Procedure.
- 1.5 EXPOCENTRE AO reserves the right to change the present Procedure in accordance with the current legislation of the Russian Federation at any time.
- 1.6 EXPOCENTRE AO reserves the right to refuse to issue the Invitations without giving any reasons.
- 1.7 EXPOCENTRE AO shall not be responsible for the terms and results of the review and processing of the documents by the Migration Department of the Main Department of the Russian Ministry of Internal Affairs in Moscow and for the decisions on issuing visas taken by the Russian consular services abroad.
- 1.8 Under no circumstances EXPOCENTRE AO shall be liable for any losses incurred as a result of the refusal to issue the Invitation by the Migration Department of the Main Department of the Russian Ministry of Internal Affairs in Moscow, and the refusal to issue the visa by the Russian consular services abroad.

2. Rules of Invitation processing

- 2.1 To receive the Invitation, the Company shall contact the Protocol Department of EXPOCENTRE AO by phone +7 (499) 795-37-43/44 or e-mail at visa@expocentr.ru in any format.

After the status of the exhibitor/organiser is confirmed, a Request template will be sent to the specified e-mail address.

- 2.2 To receive the Invitation, the Company shall send the Request containing all necessary information, including contact details for contacting the Applicant on the territory of the Russian Federation, on the Company's letterhead to the Protocol Department of EXPOCENTRE AO in advance. The Request shall be sent by e-mail at visa@expocentr.ru or by fax at + 7 (495) 605-72-10. In its turn EXPOCENTRE AO shall send its contact information for prompt communication during the Applicant's stay in the Russian Federation.
- 2.3 In case the Applicant is a citizen of the country in respect of which the Visa Facilitation Agreement is in force, the Invitation shall be issued by EXPOCENTRE AO.
 - 2.3.1 Processing of this type of Invitation shall be included in the cost of participation in the exhibition.
 - 2.3.2 Processing of the Invitation may require up to 3 (three) working days after receiving the Request containing all the necessary information.
 - 2.3.3 In case the Russian Consulate in the Applicant's country does not accept electronic copies of the Invitation, the Applicant shall order express delivery or find another way to receive the original copy of the Invitation.

- 2.4 In case the Applicant is a citizen of the country in respect of which the Visa Facilitation Agreement does not apply, the Invitation shall be issued by the Migration Department of the Main Department of the Russian Ministry of Internal Affairs in Moscow.
- 2.4.1 Processing of this type of the Invitation shall be paid according to the Rates for Services Provided at Exhibitions Held at EXPOCENTRE Fairgrounds valid at the moment of the issuing the invoice.
- 2.4.2 The invoice shall be issued for a legal entity after receiving the Request containing all necessary information. If the details for issuing the invoice differ from those of the Company, the Company shall inform the Protocol Department of EXPOCENTRE AO about it before the invoice is issued.
- 2.4.3 Payment shall be made by bank transfer only from a legal entity. Payment by bank cheques or credit cards is not accepted.
- 2.4.4 Processing of the Invitation in the Migration Department of the Main Department of the Russian Ministry of Internal Affairs in Moscow may require up to 20 (twenty) working days after the receipt of payment and submission of documents.
- 2.4.5 If for any reason the trip did not take place, the Applicant shall notify EXPOCENTRE AO. The payment for processing the Invitation shall not be refunded.

3. Obligations of the Applicant after arrival in the Russian Federation

- 3.1 Contact Service Bureau of EXPOCENTRE AO to obtain an exhibitor badge personally and against signature.
- 3.2 Promptly reply to all inquiries received from EXPOCENTRE AO via phone numbers and e-mail addresses specified in the Request.
- 3.3 Immediately notify the Company that processed the Request about any obstacles to leave the Russian Federation in time. Also, notify EXPOCENTRE AO of such obstacles by phone +7 (499) 795-37-43/44, +7 (499) 795-37-99 (Call Centre) or e-mail at visa@expocentr.ru.

4. Personal data, guarantees of the Company in respect to the Applicants

- 4.1 By sending the Request, the Company confirms that
- the Company entrusts EXPOCENTRE AO (address: Russia, 123100, Moscow, Krasnopresnenskaya nab., 14), represented by its authorized employees, on the terms and conditions posted on the website of EXPOCENTRE AO, with processing of personal data of the Applicants for the purpose of issuing the Invitation,
 - the Applicants have given their consent to provide their personal data to EXPOCENTRE AO for the above mentioned purposes,
 - the Applicants have given their consent to receive messages from EXPOCENTRE AO by phone, in the form of SMS messages, and by post about issues related to the stay of the Applicants in the Russian Federation,
 - the Applicants shall comply with the stated purpose of the visit to the Russian Federation and shall not be engaged in labour activities (be employed) in the Russian Federation,
 - the Company guarantees to cover all expenses related to the Applicants' stay in the Russian Federation, including unforeseen expenses to ensure their timely departure from the Russian Federation and expenses in case of deportation, if required.
- 4.2 In case EXPOCENTRE AO incurs expenses while rendering assistance to the invited foreign citizen for their timely departure from the Russian Federation, the Company that has submitted the Request undertakes to reimburse the said expenses to EXPOCENTRE AO within 30 (thirty) days from the date of issuing the invoice and as billed.
- 4.3 The activities with the Applicant's personal data may include the following: collection, recording, systematization, accumulation, storage, clarification (updating, modification), extraction, use, transfer (provision, access), depersonalization, blocking, deletion, destruction.
- 4.4 Processing of the Applicants' personal data can be performed both with the use of automation means and without such means.