

**APPROVAL REGULATIONS**  
**for Build-up, Decoration and Equipment of Exhibition-Related and Stand-Alone**  
**Events Held at Expocentre Fairgrounds**

**1. General Provisions**

1.1. The Approval Regulations for Build-up, Decoration and Equipment of Exhibition-Related and Stand-Alone Events Held at Expocentre Fairgrounds (further on referred to as Regulations) have been designed to regulate, coordinate and monitor the work of the Event Organizers and/or their Contractors, as well as the work of the units and divisions of Expocentre AO, and the General Contractor of Expocentre Fairgrounds - Expoconsta OOO.

1.2. The Regulations set out the procedures for monitoring the compliance of build-up, decoration and equipment installation work with the Regulations for Operation of Consumer Electrical Installations (PTEEP), Occupational Safety Regulations (PTB), Electrical Installation Regulations (PUE), Fire Safety Rules and Regulations and Construction Norms and Regulations (SNIps).

1.3. The Regulations have been devised on the basis of the General Terms of Holding Events at Expocentre Fairgrounds and are mandatory for all Event Organizers and Contractors undertaking build-up, decoration and equipment installation work at Expocentre Fairgrounds.

**2. Approval Procedures for Build-up, Decoration and Equipment Installation Work**

2.1. The Event Organizer and/or its Contractor gain permission to carry out build-up, decoration and equipment installation work at exhibition halls, pavilions and outdoor area given they have got all relevant approvals, are acting in compliance with the provisions of the General Terms, these Regulations and the Electrical Installation Regulations at exhibition-related and stand-alone events (Enclosure No. 5 to the General Terms).

2.2. To get permission to carry out build-up, decoration and equipment installation work the Event Organizer must present the Technical Inspection Department of Expoconsta OOO with the following documents:

1) the Event layout plan, including build-up, decoration and equipment installation layouts, approved by Fire Department No. 160 of the Federal Fire Service.

The Plan must include all appropriate drawings of structure elements, specification of materials, and layouts of structures, equipment, and furniture. The Plan must show the points of connection to the electrical mains with rated power per point, water (sewerage) mains with the diameter of pipes, the compressed air mains with rated air consumption, the rigging points for suspending sets and equipment from the ceiling and walls of the

venue, indicating the total weight of the suspended structures and load per each suspension point.

2) the GOST R ISO9001 Certificate of Conformity in terms of design, construction and electrical installation work up to 1000 V.

3) the electrical design or electrical schematics (in the form set by Expoconsta OOO) in compliance with the wiring plan.

4) the permission for delivery/removal, installation/dismantling of electrical equipment, structures, materials, furniture and sets (Enclosure No.6 to the General Terms).

5) the order designating one person who is responsible for general safety on site and another who is responsible for electrical installation work, safety of electrical equipment and its maintenance (in the form set by Expoconsta OOO) in conformity with the Regulations for Electrical Installation Work at Exhibition-Related and Stand-Alone Events (Enclosure No. 5 to the General Terms).

6) the list of electrical personnel (on the company's letter-head), who are installing electrical equipment for the Event, signed by the Head of the Event Organizer and/or its Contractor.

7) the copies of the qualification certificates of the listed electrical personnel graded no lower than electrical safety competence Level 3.

7) a copy of the Examination Log Book of the Electrical Personnel.

8) a copy of the Health, Fire and Electrical Safety Training Log Book of the Event Organizer and/or its Contractors' Personnel performing build-up and electrical installation work.

Expoconsta OOO has the right to request additional information on the safety of build-up and electrical work from the Event Organizer and/or its Contractor.

The authorized representative of the Event Organizer and/or its Contractor must have power of attorney to sign the Commercial Agreement for Technical Inspection of Technical Documents and Build-up and Electrical Installation Work. The approved work shall be carried out by the Event Organizer and/or its Contractor in compliance with the General Terms.

Any amendments to the previously approved plans are only allowed with written approval from Expoconsta OOO and Fire Department No.160.

Once the Event Organizer and/or its Contractor have gained permission to carry out build-up, decoration and equipment installation work, they must get authorization from the Company to deliver and install equipment.

### **3. Work at Height Approval Procedure for Rigging and Removal of Suspended Structures**

3.1. Rigging and removal of suspended structures in the exhibition halls, pavilions and outdoor sites are only carried out by Expoconsta OOO as well as the Company's partners authorized to undertake work at height on Expocentre's premises.

Where the need should arise to carry out rigging and removal of suspended structures in the exhibition halls, pavilions and outdoor sites of Expocentre Fairgrounds, the Event Organizer and/or its Contractor must present the Technical Inspection Department of Expoconsta OOO with the drawings and layout of the suspended

structures and the information letter describing the structures (in the form set by Expoconsta OOO).

When considering the documents submitted by the Event Organizer and/or its Contractor, the Technical Inspection Department has the right to demand that amendments be made in the structure of a suspended element.

The Event Organizer and/or its Contractor must submit the set rigging documents approved by the Technical Inspection Department to the Company within a reasonable period of time.

All responsibility for the quality of assembly and safety of the suspended element and its suspension points rests with the Event Organizer and/or its Contractor.

3.2. In case the Event Organizer and/or its Contractor undertake rigging and removal of suspended structures using their own lifting equipment, they must present the Technical Inspection Department with the copies of the following documents signed and stamped by the authorized person:

- 1) the valid qualification certificate of the person responsible for safe operation of lifting cranes, article 9.4.4 of the Safety Regulations 10-382-00;
- 2) the valid qualification certificates of the riggers;
- 3) the valid electrical installation safety certificates of the electrical personnel;
- 4) the licence of the educational institutions that issued these certificates;
- 5) the workplace briefing log book;
- 6) test results and conclusions for the electric hoists;
- 7) the certificate of quality for the electric hoists and interchangeable lifting tools;
- 8) the log book of inspections of the lifting tools;
- 9) the order designating a person responsible for safe operation of the lifting equipment (in the form set by Expoconsta OOO).

In case the strength and quality of assembly and fastening of the suspended structure do not comply with the stated technical specifications and cause reasonable doubts and, also, if the documents submitted by the Event Organizer and/or its Contractor for approval do not conform with the above listed requirements, Expoconsta OOO has the right to refuse any work at height.

3.3. In case the Event Organizer and/or its Contractor undertake rigging and removal of suspended structures using their own workforce and equipment, they must get approval of this work from the Technical Inspection Department by submitting all relevant documentation and acting in compliance with the set regulations.

3.4. The suspension of additional equipment (lighting, banners etc.) to the previously approved suspended structure is prohibited without authorization from the Technical Inspection Department.

3.5. Pavilions No. 4, 5, 6 and 7 (Halls 1 and 2) do not allow rigging and removal of suspended structures.

#### **4. Procedure for Submitting Documents to Fire Department No. 160**

To gain permission to undertake build-up, decoration and equipment installation work in terms of fire safety, the Event Organizer must submit the following documents to Fire Department No. 160 no later than 10 days before the commencement of the build-up period:

1) the application for approval of the event layout plan, its decoration and equipment installation layouts in terms of fire safety to Fire Department No. 160.

2) the event layout plan, its decoration and equipment installation layouts.

The event layout plan must include all relevant drawings and specification of materials, layout of structures, equipment and furniture; it must show the location of exhibits, offices and utility rooms (a movie hall, projection rooms, kitchen, coffee-rooms, restaurants, bars and information desks) with all dimensions and tie-ins; the layout must show all emergency exits, fire hydrants, internal fire plugs and electricity boxes in compliance with the plan of the rented premises that the Event Organizer has got from the Company. The Event Organizer must ensure that a clear passage to all exits, fire hydrants, internal fire plugs and electricity boxes as well as sufficient space for their unobstructed operation are left.

3) the order designating a person responsible for fire safety during the Event;

4) the list of build up and decoration materials on the Event Organizer's letterhead;

5) documents (certificates, reports etc.) proving compliance of the build-up and decoration materials with Federal Law No. 123-FZ *Fire Safety Regulations*.

6) When some build-up and decoration materials do not comply with the relevant fire safety regulations, the Event Organizer must submit:

- the Certificates of fire-retardant treatment of combustible materials;
- a copy of the licence of the specialist company processing fire-retardant treatment;
- copies of the Certificates of Conformity for the fire-retardant composition;

7) copies of the Certificates of Sufficient Minimum Qualification in Fire Safety of the persons responsible for fire safety during the Event, as well as build-up, decoration and equipment installation work.

8) a copy of the list of personnel briefed about safety on site and fire safety during build-up, decoration and equipment installation work.

9) the Fire Safety Checklist.