



***GENERAL CONDITIONS FOR CONDUCTING EXHIBITIONS***

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***Valid from 14.04.2010 on***



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### ***Appendices to the General Conditions for Conducting Exhibitions:***

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***No guarantee accepted for data. Errors reserved.***

## **1. Application of the General Conditions for Conducting Exhibitions**

- 1.1. These Conditions shall be an appendix to the Contracts to be signed with participants of exhibitions/fairs/congresses (hereinafter referred to as "Exhibitions") conducted by the Organizer and/or Operator.**
- 1.2. These Conditions shall apply to all exhibitions, fairs and congresses held by the Organizer and/or Operator in the territory of the Russian Federation and abroad.**
- 1.3. These General Conditions for Holding Exhibitions shall come into effect on April 14, 2010 and shall remain valid until either a new text of these General Conditions comes into effect or amendments are introduced into the current version. Any amendments into the General Conditions for Conducting Exhibitions or their new version shall be approved by an authorized body of the Operator and shall come into effect as soon as they are issued.**
- 1.4. These Conditions shall not retroact and shall be applied to the relations arising after they came into effect.**

## **2. General Concepts**

- 2.1. Exhibition – a regular or single pre-planned event, public demonstration of the agricultural industry, products and services, works of art and other items located in a specially allocated area and lasting for a certain period of time.**
- 2.2. Fair – a marketing event accessible for all manufacturers (sellers and buyers) arranged in a certain place and for a certain period of time to enable the conclusion of purchase and sale contracts and formation of regional, interregional and international business relations.**
- 2.3. Congress – a meeting or assembly of directors, representatives of state authorities, territories, organizations, or researchers for the discussion of certain issues.**
- 2.4. Exhibition Organizer – a Russian and/or foreign legal entity supporting and coordinating the preparation and conduct of the Exhibition.**
- 2.5. Exhibition Operator (exhibition operator/executive management) – a Russian and/or foreign legal entity authorized by the Exhibition Organizer and performing the entrusted works and services for the preparation and conduct of the Exhibition (attracting exhibition participants, providing information and advertising, forming the exhibition's exposition, its business and cultural program, etc.).  
The Exhibition Operator's functions may be performed by the Exhibition Organizers.**
- 2.6. Applicant – a legal entity or an individual not forming a legal entity, which sends a Contract for participation in the Exhibition to the Operator.**
- 2.7. Exhibitor – an officially registered exhibition participant depending on the selected type of participation who has signed the Contract according to the established procedure.**
- 2.8. Co-Exhibitor – a legal entity or an individual who exhibits goods or services and has its/his/her own representatives in the Exhibitor's booth. The Co-Exhibitor has the status of an Exhibitor, with the same rights and duties arising out of the General Conditions for Participating in the Exhibition.**
- 2.9. Individual participation – direct participation of the Exhibitor in the Exhibition with a signed Contract and leased exhibition areas for presenting its/his/her own goods and services in the booth.**

- 2.10. *Remote participation – the Exhibitor’s participation in the Exhibition by placing information about its/his/her activities in the official catalogue of the Exhibition.*
- 2.11. *Collective exposition (booth) – an exposition (booth) representing 5 or more organizations (companies) with the exhibition area being at least 30 square meters. The Applicant for the Collective Exposition (booth) shall sign a Contract for Participation in the Exhibition according to the established procedure with the Exhibition Operators and shall have the status of the Exhibitor.*
- 12.12. *The Contract for participation in the Exhibition (as well as the State Contract) – a contract between the Operator and Exhibitor to set out the rights and obligations in relations between the parties regarding the Exhibitor’s participation in the Operator’s Exhibition.*
- 12.13. *Exhibitor's Guide – an official edition of the Operator in a written and/or computer-based form comprising the most important information on the given Exhibition (terms, prices and description of services) as well as standard forms of appendices for ordering different services during the Exhibition.*

### **3. Registration of the Exhibitor, Co-Exhibitor and Collective Exposition**

- 3.1. *Participation in the Exhibition shall be registered based on a free Operator’s offer published on its official website and accepted by the Exhibitor by means of signing a Contract for participation in the Exhibition by an authorized person; the organization’s seal shall be affixed to the Contract, and the Contract shall be sent to the Operator’s official addresses and fax numbers.*
- 3.2. *The Contract shall be sent to the Operator before the deadline fixed in the Contract. In case the Contract is received after the deadline, the exhibition area may be provided only as available. If the Contract lacks any essential data or is signed by a person other than the person authorized to do so, it shall be deemed invalid.*
- 3.3. *The Contract may be sent by fax, with the original to follow. The original Contract shall be provided to the Operator by the deadline for the beginning of the Exhibition. In case the original document was provided after the deadline or is not identical to the document faxed earlier, the document shall be deemed as having been received on the date when the original document arrived, and the contents of the document sent by fax shall not be taken into account. In case any document or a part thereof sent by fax is illegible, or if a part of the document has not been received, the appropriate document or a part thereof shall be deemed as having been received on the date when the original arrived.*
- 3.4. *Based on the data given in the Contract, the Operator shall take a decision about the Exhibitor’s participation in the Exhibition and register the Contract.*
- 3.5. *This Contract shall come into force after the Operator notifies the Exhibitor of the Contract registration using the official addresses and faxes of the Applicant. After the Operator registers the Contract, the Applicant shall acquire the status of the Exhibitor.*
- 3.6. *Contractual relations between the Exhibitor and Exhibition Operator shall be regulated by the following documents forming an integral part of the Contract for participation in the Exhibition:*
  - 1) *General Conditions for Conducting Exhibitions;*
  - 2) *"Fire Safety Regulations";*
  - 3) *"Regulations for Installation, Decoration and Disassembling Works in VVC";*

- 4) *“Regulations for the Use of the Advertising and Information Media”;*  
5) *Exhibitor’s Guide.*
- 3.7. *Before the Contract takes effect, the Operator shall be entitled to:*  
1) *reject the Applicant’s participation without giving any reasons;*  
2) *reject the exposition of exhibits that do not comply with the subject of the Exhibition;*  
3) *demand certificates for the origin of goods from the Exhibitor.*
- 3.8. *Distribution of exhibition areas.*
- 3.8.1. *The Operator shall provide the Exhibitor with an exhibition area based on the data on the desired booth size and section set out in the Contract for participation in the Exhibition, and shall inform it thereof by the deadline specified in the Exhibitor’s Guide. At the same time, the Exhibitor shall obtain the following from the Operator:*
- *Contract signed by the authorized person and sealed;*
  - *Invoice for the provided area*
  - *Information about the Exhibitor’s booth position within the general exposition.*
- 3.8.2. *The Exhibitor shall be entitled to express its/his/her objections regarding the position of its booth in a written form within a period of ten days from the date of receiving the documents.*
- 3.8.3. *Having received the Exhibitor’s written objection as to the position of its booth, the Operator shall agree with the Exhibitor on other possible variants of the booth location, and shall officially confirm the new position of the booth. The fact that the Exhibitor leased a given area during previous Operator’s exhibitions shall not entitle the Exhibitor to demand the same booth location at the forthcoming Exhibition.*
- 3.9. *The Operator shall not change the Exhibitor’s booth location after its official approval. However, if any exceptional circumstances demand this, the Operator shall inform the Exhibitor in writing about the forced changes in the booth location and size, closed entries to and exits from the territory, and about other structural changes affecting the Exhibitor’s booth location. Within a one-week period, the Exhibitor shall be entitled to serve its objections, withdraw from executing the Contract and demand the repayment of the funds paid for the booth lease. Any further Exhibitor’s demands shall be ruled out.*
- 3.10. *When there are no objections within the period of one-week after the confirmation of the booth location, the Contract shall be considered as valid and paid for.*
- 3.11. *The Exhibitor shall pay the participation fee for its/his/her participation in the Exhibition according to the invoice issued to it and the price list approved by the Operator. The payment for the Contract shall be recognized as duly made when the funds are transferred to the Operator’s settlement account.*
- 3.12. *The Exhibitor may allow a Co-Exhibitor to participate in the Exhibition and may provide the Co-Exhibitor with an exhibition area within its/his/her own exposition (booth). The Exhibitor shall register each Co-Exhibitor of the Exhibition according to the established procedure and ensure that both the fees for the Co-Exhibitor and the registration fee are paid. Admission of the Co-Exhibitor to the Exhibitor’s exposition (booth) area shall be subject to approval by the Operator.*

*The Exhibitor shall inform the Co-Exhibitors about all rights and duties arising out of the General Conditions for Participation in the Exhibition. The Exhibitor shall bear joint responsibility for the attracted Co-Exhibitors.*

*In case the Exhibitor fails to apply for the Co-Exhibitors or fully register the Co-Exhibitors, the Operator shall be entitled to charge the Exhibitor at his own discretion as if the Co-Exhibitors were registered.*

- 3.13. *The exhibitor / the organiser of the Collective Exposition must register all companies participating in the exhibition on the Collective Exposition. He is responsible for ensuring that all companies participating in the exhibition on the Collective Exposition observe the Exhibition Regulations. The registration fee is payable by each exhibitor and co-exhibitor on the Collective Exposition. The separate co-exhibitor fee does not apply.*

*Each participant of the Collective Exposition shall comply with the rules for the participation in the Exhibition. Any organizations taking part in the collective booth shall be registered based on the standard forms for the application of Co-Exhibitors enclosed to the contract for participation in the exhibition. The Organizer of the collective booth shall be entitled to provide the participating organizations with the exhibition areas only upon their registration. Participants of the collective booth shall share all Exhibitor's rights and obligations.*

*The Operator shall be entitled to exclude any company (organization) from the list of collective booth participants before the notification of the Collective Operator about the Contract registration.*

#### **4. Registration of Exhibitors at the Exhibition**

- 4.1. *Exhibitors shall be registered at the Exhibition at the information desk in the exhibition hall of each particular Exhibition. Here, the Exhibitor can obtain information on the location of its/his/her booth, the subject and exposition plan, and on other exhibitors, and can order additional equipment and services during the work of the Exhibition.*
- 4.2. *Exhibitors shall be registered at the entry to the exhibition by the deadline specified in the Exhibitor's Guide for each particular Exhibition according to the following procedure:*
- 4.2.1. *Upon arrival, the Exhibitor shall be obliged (by its/his/her own means and at its/his/her own expense) to place its/his/her exhibits in the exhibition area, to decorate the booth and, in case of independent construction, to install exhibition equipment in accordance with the standard forms of Appendices to the Contracts coordinated with the Operator.*
- 4.2.2. *After the allocation in the booth, an authorized representative of the Exhibitor shall be obliged to:*
- 1) *provide the Operator with an original Power of Attorney made in his/her name according to the form fixed in the Exhibitor's Guide;*
  - 2) *receive a package of Exhibition documents;*
  - 3) *fill in the proper field in the Register, which contains information on the Operator's provision of the Exhibitor with an exhibition area, a booth of the coordinated type, additional equipment and services as ordered, and a package of Exhibition documents;*
  - 4) *sign the Register.*

*In case of non-compliance of the property (services) provided by the Operator with the property or services claimed by the Exhibitor, the Exhibitor shall provide the Operator on the same day with a written claim indicating the time and nature of the breach, name, date and details of the document confirming the Operator's consent to provide this property and/or render this service, and attach documents confirming the payment. Claims failing to meet these requirements shall not be considered.*

- 4.3. *Prior to the departure, Exhibitors shall be registered before the deadline set forth in the Exhibitor's Guide according to the following procedure:*
- 1) *Exhibitors shall, prior to leaving the Exhibition, be obliged by their own means and at their own expense to disassemble the exhibition equipment (in case of independent construction of the booth) as well as remove and pack up all exhibits, information and advertising materials. In case of the lease of the booth from the Operator or third parties involved by the Operator Exhibitors shall clean up and return the exhibition area to the Operator, booth and all additional equipment in good condition. In case of a loss or damage, the Exhibitor shall reimburse the cost of the lost or damaged property.*
  - 2) *After this, an authorized representative of the Exhibitor assisted by a representative of the Operator shall fill in the proper field in the Register (containing information on the Operator's acceptance of the exhibition area returned by the Exhibitor, the booth of the coordinated type, and any additional equipment in good condition), sign the Register, and receive an acceptance certificate for work performed and an invoice from the accounting department of the Exhibition's executive management.*
- 4.4. *No disassembly of the Booth, packing of exhibits or their removal from the Exhibition area before the official closing of the Exhibition shall be allowed.*
- 4.5. *Any exhibition area not occupied by the Exhibitor by the deadline fixed in the Exhibitor's Guide shall be deemed free and may be assigned by the Operator to another exhibitor, with no reimbursement of the Exhibitor's losses.*

## **5. Registration Fee**

- 5.1. *The Exhibitor shall pay a compulsory registration fee at the rate set forth by the Operator for this particular Exhibition. The registration fee shall be paid by the Exhibitor together with the participation fee stated in the Contract based on the unified invoice of the Operator.*

*The registration fee shall cover:*

- 1) *general expenses of the Operator for the organization of this particular Exhibition (advertising, information, guarding of halls, waste disposal);*
- 2) *cost of the Operator's services for registration of the Exhibitor at the Exhibition;*
- 3) *cost of the Operator's services for adding information to the official Exhibition catalogue to the extent set out in the Exhibitor's Guide, as well as to the hall list of the Exhibition (the Booth number and company's name);*
- 4) *cost of one copy of the official Exhibition catalogue.*

- 5.2. *In case of refusal to participate in the Exhibition, the registration fee shall not be refunded.*
- 5.3. *If the Exhibitor fails to pay the registration fee, the Contract shall be deemed as null and invalid, and no exhibition area shall be reserved.*

## **6. Services and Payment for Services**

- 6.1. *The Operator shall provide the Exhibitor with an exhibition area for temporary use during the period of installation works, disassembling works and for the duration of the Exhibition.*
- 6.2. *The acceptance and lease of the exhibition area, construction and decoration services, as well as all additional equipment shall be documented by an entry (on the Exhibitor's acceptance of the exhibition area and services under the Contract) in the Register to be approved with signatures of authorized representatives of the Exhibitor and the Operator at the entry and exit to/from the Exhibition territory.*
- 6.3. *Payment of the Exhibition participation fee under the Contract shall be made by the Exhibitor in full to the account specified by the Operator in the amount and prior to the opening Exhibition. In case the payment is not made in full and by the specified deadline, the Operator shall be entitled not to register the Exhibitor and to bar it/him/her from participating in the Exhibition and in the installation and decoration works.*
- 6.4. *The total price of the Contract shall comprise the price set in the Contract as well as the price set in the Appendices to the Contract for additional services according to the forms fixed in the Exhibitor's Guide.*
- 6.4.1. *Prices given in the Contract may comprise:*
- 1) *rent for the exhibition area. The rent for the exhibition area shall be formed on the basis of the cost per square meter of the occupied area and shall be applied to the entire duration of the Exhibition, irrespective of the duration of the Exhibition in days. Each incomplete square meter shall be deemed as complete, and the area shall be considered as a rectangle irrespective of projections, columns, bearings, etc;*
  - 2) *registration fee;*
  - 3) *extra charge depending on the booth type;*
  - 4) *cost of other possible services according to the forms from the Exhibitor's Guide agreed upon between the parties.*
- 6.4.2. *The list of extra services and their cost shall be defined in the forms fixed in the Exhibitor's Guide in the volume given in the Exhibitor's Guide.*
- 6.5. *All forms from the Exhibitor's Guide shall be submitted to the Operator by the deadline fixed in these forms, either as originals or by fax in advance, with the original document to follow the fax, and payment shall be made before the deadline fixed in the appropriate forms. If the deadlines for filing the forms from the Exhibitor's Guide and making payment are violated, the Operator shall not guarantee their timely execution.*

*If the forms are filed or payments made after the fixed deadline, the cost of the Exhibitor's participation in the Exhibition shall be increased to the rate being in effect at the moment.*

## **7. Refusal to Participate in the Exhibition and Additional Services of the Operator**

- 7.1. The Exhibitor shall have the right to refuse to participate in the Exhibition or to reject any additional services. The Exhibitor shall provide the Operator with a refusal in written form. If the refusal is received later than 30 days prior to the opening of the Exhibition or is not received at all, and the Exhibitor was not present at the Exhibition, the Operator shall be entitled to charge the full price of the Contract in accordance with the provisions of the Contract for participation in the Exhibition.**
- 7.2. If the refusal is received earlier than 30 days prior to the opening of the Exhibition, the Exhibitor shall have its/his/her payment refunded minus a deduction of 50% of the Contract price as compensation for the actual expenses of the Operator for preparations made for the Exhibitor's participation in the Exhibition and as a penalty. The Registration Fee shall not be reimbursed.**
- 7.3. In the event that the Exhibitor reduces the requested exhibition area, the Exhibitor shall pay a forfeit to the Operator in the amount of 50% of the cost of the reduced exhibition area.**

## **8. Cancellation or Suspension of the Exhibition**

- 8.1. In case the terms of the Exhibition are changed or the Exhibition is cancelled for any reason beyond the control of the Operator, the Operator shall notify all Exhibitors thereof in writing. At the same time, the Operator's obligations arising out of the General Conditions for Conducting Exhibitions shall become invalid. The Exhibitor acknowledges that the Operator incurred expenses related to the fulfillment of its/his/her obligations under the Contract and shall be entitled not to reimburse to the Exhibitor the funds spent on its/his/her instructions. The Exhibitor shall have no right to claim any reimbursement of damages.**
- 8.2. In the event that the terms of the Exhibition are changed or the Exhibition is cancelled by the Operator at least three months prior to its conduct (provided the Exhibitors were promptly notified thereof), the Operator shall be exempted from any liability to the Exhibitor.**

## **9. Insurance**

**The Operator recommends that the Exhibitors take out insurance for the period of the Exhibition with coverage both for the exhibits displayed in the booth and for liability insurance to protect the Exhibitor and its/his/her authorized officials against any civil liability for third parties based on their activities during the Exhibition.**

## **10. Installation, Decoration and Disassembling Works**

- 10.1. Installation, decoration and disassembling works including electrical and sanitary engineering works shall be performed by companies authorized by the Operator within the fixed periods and within the exhibition area provided for use.**
- 10.2. All temporary structures and booths shall be erected within the bounds of the provided exhibition area. The height of booths shall not exceed what is stated in the**

*Exhibitor's Guide. Any additional booth height including the building of a booth with two or more stories shall be coordinated with the Operator, and a permit shall be given provided full technical documents are received.*

- 10.3.** *Handling operations, installation works and exposition design at the Exhibition shall not be commenced earlier than the term set forth by the Operator and shall be completed (including the removal of packages) no later than the terms specified in the Exhibitor's Guide in full compliance with the Operator's requirements.*
- 10.4.** *All decoration, booth lease, power and water supply services as well as additional equipment ordered by the Exhibitor shall be paid for against separate invoices in accordance with the rates set by the Operator. The invoices shall be paid prior to the commencement of any installation works.*
- 10.5.** *The disassembling of the exposition may begin only within the term specified in the Exhibitor's Guide. The Exhibitor shall complete the disassembling and other works to return the rented exhibition area to its initial state, and shall remove all exhibition cargoes not later than the term set forth by the Operator for this Exhibition.*
- 10.6.** *Exhibitors who build their booths on their own shall perform the disassembling works for their respective booth and equipment and shall remove all of their exhibits at their own expense or at the expense of third parties. The exhibition area shall be handed over to the Operator by the fixed deadline and in the original condition. In case of the Exhibitor's failure to do so, the Operator shall be entitled to remove the exhibits at the Exhibitor's expense and to prepare the exhibition area for future use at the Exhibitor's expense. The Operator shall not be obliged to store the removed exhibits and may dispose of them at its/his/her own discretion.*
- 10.7.** *After the Exhibition is over, the Exhibitor shall remove all exhibits, packing, advertising and information materials from all booths ordered by the Exhibitor from the Operator. The booth as well as additionally provided equipment shall be handed over to the Operator in due (original) condition. In case of any loss or damage to any structural elements of the booth or to equipment provided by the Operator to the Exhibitor for temporary use, the Exhibitor shall reimburse the Operator for the cost of the lost or damaged property.*
- 10.8.** *The Exhibitor shall bear responsibility for the recycling of any waste resulting from the disassembling works. In case it/he/she fails to comply with this provision, the Operator shall be entitled to perform the required works at the Exhibitor's expense.*

## **11. Advertising**

- 11.1.** *All kinds of advertising activities shall be carried out in accordance with the Regulations for the Use of the Advertising and Information Media forming an integral part of the Contract.*
- 11.2.** *All kinds of advertising activities shall be allowed but only within the bounds of the rented booth and in connection with the Exhibitor and with goods and services manufactured or sold by the Exhibitor in strict compliance with the subject of the Exhibition.*
- 11.3.** *The placement of outdoor advertising outside the booth shall be allowed only in certain places as coordinated with the Operator and only subject to payment of an appropriate amount not included in the Contract price.*

- 11.4. *Any audio or moving advertising shall be coordinated in writing between the Exhibitor and the Operator to avoid any encumbrances to other participants. The Operator shall be entitled to ban any advertising violating the layout or integrity of the entire exposition, failing to comply with ethics or moral standards or infringing the Exhibition's image.*
- 11.5. *Any audio equipment shall be subject to approval by the Operator before its installation in the booth. An application for such approval shall be filed at least three weeks prior to the opening of the Exhibition. The volume level at the Exhibitor's booth boundaries shall not exceed 70 dB.*
- 11.6. *In case Clauses 11.1 – 11.5 are violated, the power supply to the Exhibitor's booth can be suspended. The Exhibitor shall not be entitled to lodge any claims regarding any direct or indirect damage as a result of such power supply disruption.*
- 11.7. *When any audio or video materials are reproduced, the exhibitors shall bear their own responsibility for their compliance with the copyright to the materials being reproduced.*
- 11.8. *By paying an extra fee based on appropriate forms given in the Exhibitor's Guide, the Exhibitor may have the Operator make and install advertising signboards, banners, radio advertisements, promotional printed materials, etc. in places and based on the rates fixed by the Operator.*
- 11.9. *In case the Exhibitor places advertising and information materials on its/his/her own, it/he/she shall be obliged to complete the assembling works by the deadline fixed by the Operator for this Exhibition.*
- 11.10. *The Exhibitor shall receive and document the receipt of information and advertising services from the Operator before the Exhibition begins, and shall return and document the return of materials and equipment provided for by the Regulations for the Use of the Advertising and Information Media.*
- 11.11. *The disassembling of advertising and information materials may be commenced only within the period specified in the Exhibitor's Guide. The Exhibitor shall complete the disassembling of advertising and information materials by the deadline fixed by the Operator for this Exhibition.*
- 11.12. *After the Exhibition is over, all construction elements, advertising and information materials, including banners, flyers, etc. shall be removed either by the Exhibitor on its/his/her own or by the Operator on the Exhibitor's behalf and at the Exhibitor's expense.*

## ***12. Transportation and Expedition Services, Customs Clearance***

- 12.1. *Only the Operator and organizations authorized by the Operator shall have the right to render transportation and expedition services for exhibitors and customs clearance in respect of the exhibits. To order these services, the Exhibitor shall send a form (from the Exhibitor's Guide) to the Operator in due time and make the payment for these services.*
- 12.2. *Handling operations involving hoisting devices shall be performed only by companies authorized by the Operator. The use of any other hoisting devices is forbidden.*
- 12.3. *Exhibits brought to Russia from abroad and transported abroad from Russia shall be subject to customs clearance without exception.*

- 12.4. *The entry/departure of exhibition participants by motor vehicles during the period of installation and disassembling works and for the duration of the Exhibition shall be subject to the regulations fixed in the Exhibitor's Guide.*

### **13. Exhibition Work Procedure**

- 13.1. *The working hours of the Exhibition for Exhibitors and visitors shall be defined in the Exhibitor's Guide.*
- 13.2. *The Operator shall take part in the resolution of all issues arising out of the preparation and work of the Exhibition including but not limited to: settlement of conflicts between the Exhibitors, closing of expositions, reduction of rendered services in case these Conditions are violated, etc.*
- 13.3. *The Exhibitor itself/himself/herself shall be responsible for the safety of exhibits during the working hours of the Exhibition.*
- 13.4. *The Operator shall issue permits for bringing in and removing exhibits and exhibition equipment to and from the hall.*
- 13.5. *The Exhibitor shall keep the booth clean and shall clean any exhibition areas used by it/him/her either on itself/himself/herself or by the Operator on the Exhibitor's behalf and at the Exhibitor's own expense.*
- 13.6. *All kinds of lotteries, drawings and prize competitions shall be held only in compliance with the effective legislation of the Russian Federation and as coordinated with the Operator on the basis of a separate contract. The organizer of lotteries, drawings and prize competitions shall be responsible for compliance with the legislation.*
- 13.7. *In case the Exhibitor plans to sell exhibits to visitors directly, the procedure for organizing retail trade during the event shall be defined in accordance with clauses 1, 2 and 3 of Article 2 of the Federal Law dated May 22, 2003 under No. 54-FZ on the use of cash registers in making cash payments and/or payments with the use of payment cards. In this case, the Exhibitor shall comply with the retail trade regulations in Moscow and shall bear responsibility for complying with them.*
- 13.8. *All exhibits shall remain in place until the Exhibition is over. If the exposition integrity is broken through the fault of the Exhibitor, and thus any visitors, the Operator and/or other exhibitors sustained damage, the Operator shall charge the Exhibitor a penalty amounting to 25% of the total Contract price.*
- 13.9. *The Operator shall provide security guards for buildings and structures within the exhibition complex and rules of entry to its territories.*
- 13.10. *The Exhibitor shall have the right to be present in the exhibition booth during the period set forth in the Exhibitor's Guide and between the time the security guard retires from the exhibition hall and the time when the burglar alarm is activated.*
- 13.11. *Any surveys of Exhibitors and Exhibition visitors to be conducted outside of the Exhibitor's booth shall be subject to the Operator's permission.*
- 13.12. *The Operator shall be entitled to demand from the Exhibitors to withdraw any non-certified exhibits as well as exhibits failing to comply with the mandatory standards applicable to such goods.*

### **14. Patent Rights and Industrial Property**

- 14.1. *In accordance with the Paris Convention for Industrial Property Protection effective in the territory of Russia, which defends the rights of bona fide entrepreneurs in the field of industrial property, all of the participants of officially recognized international exhibitions held within the territory of Russia shall be provided with the temporary protection of the industrial property (inventions, utility models, industrial designs and trademarks) for exhibits of these exhibitions.*
- 14.2. *Only non-infringing articles may be exhibited. The Exhibitor shall be responsible for meeting this requirement.*
- 14.3. *The temporary protection (exhibition priority) shall be established in Russia for inventions and utility models for a period of 12 months, and for industrial designs and trademarks for a period of 6 months. The aforesaid terms shall be calculated from the date of the open display of a respective exhibit at the exhibition.*
- 14.4. *The Operator shall be entitled to remove exhibits from the booth at the Exhibitor's expense if such exhibits violate the provisions of the patent laws or current Russian legislation, or are banned for other reasons.*

#### **15. Visa Support**

- 15.1. *The Operator shall support and assist participants of the Exhibition in obtaining entry visas by engaging designated companies. To obtain these services, the Exhibitor shall provide these companies in due time with a form from the Exhibitor's Guide and payment for the services. When using the services of these companies, the Exhibitor shall have an opportunity to renew visas, if necessary, as well as to register its/his/her accommodation at a private address.*
- 15.2. *To prepare entry visas, the Exhibitor shall: provide the company designated by the Operator with the data necessary for registration and required by the designated companies one month prior to the commencement of the installation works.*

#### **16. Liability of the Exhibitor**

- 16.1. *The Exhibitor shall bear responsibility arising out of its/his/her participation in the Exhibition including responsibility for its/his/her non-compliance with:
  - 1) safety regulations;
  - 2) fire safety regulations;
  - 3) transportation and parking regulations;
  - 4) regulations for installation, decoration and disassembling works;
  - 5) regulations for the use of the advertising and information media;
  - 6) General Conditions for Conducting Exhibitions.*
- 16.2. *The Exhibitor shall be obliged to avoid causing damage to the Operator, its/his/her property and employees during the term of the Contract.*
- 16.3. *If any damage is caused through the Exhibitor's fault, it/he/she shall reimburse the Operator for the losses on the basis of the report to be signed by authorized representatives of the Exhibitor and Operator.*
- 16.4. *If the Exhibitor fails to make payments under the Contract in due time, the Operator shall have the right to unilaterally refuse to execute the Contract, and if the Exhibitor has already occupied the exhibition booth – to suspend the supply of all communications for the Exhibitor's booth.*

*The Contract for participation in the Exhibition may be terminated in other cases if the Exhibitor has committed any material breach of the General Conditions for Conducting Exhibitions. At the same time, the funds transferred by the Exhibitor shall be withheld, and all invoices for amounts exceeding the amounts of funds transferred for services shall be paid by the latter in accordance with the established procedure. These payments shall be considered as penalties imposed on the Exhibitor.*

- 16.5.** *In case the Exhibitor fails to comply with the General Conditions for Conducting Exhibitions including the non-payment of penalties, the Operator shall be entitled at its/his/her own discretion either to suspend the rendering of all services to be provided by the Operator, or to reduce the volumes of equipment supplies, or may consider a unilateral exclusion of the Exhibitor from these services with the consequences defined by these General Conditions, or may withhold exhibits (cargoes) of the Exhibitor as security (Articles 14, 359-360 of the Civil Code of the Russian Federation) pending payment of sums due, penalties and cost of forced storage of exhibits (cargoes) belonging to the Exhibitor unless otherwise agreed upon with the Operator.*
- 16.6.** *If the Exhibitor fails to pay 100% of the Contract price prior to the commencement of the installation works at the Exhibition, the Operator shall be entitled to bar the Exhibitor from access to the Exhibition.*
- 16.7.** *The Exhibitor's delayed payment for services under the Contract may cause an increase in the cost of services for "urgency" or lead to incomplete performance due to time constraints.*
- 16.8.** *In case the Exhibitor disputes the invoice, it/he/she shall prepare and submit a claim to the Operator within ten days following the receipt of the invoice but no later than one day prior to the opening of the Exhibition. Claims received later than the specified period shall not be accepted. The Exhibitor shall be fully responsible for payment of commission expenses of banks and corresponding banks for transferring payments.*

#### **17. Liability of the Operator and Exemption from Liability**

- 17.1.** *The Operator shall bear responsibility for the timely conduction of exhibitions as well as duly provision of extra services to be agreed upon by the parties according to the appropriate forms from the Exhibitor's Guide.  
The Operator shall not bear any responsibility for exhibition materials and other Exhibitors' property. The Operator shall provide general guard for the Exhibition and twenty-four-hour maintenance of public order at the Exhibition without any protection of exhibits on an individual basis. The Exhibitor shall insure safety of its own property. In case of need, it is possible to arrange the booth security by a competent security organization based on appropriate forms from the Exhibitor's Guide and for an additional charge.*
- 17.2.** *The Operator shall not bear any responsibility for weather conditions (such as temperature, air pressure and humidity, wind, clouded sky and precipitation, range of visibility, fog, storm, ground temperature and condition, and snow cover depth and condition) regarding the Exhibitor's participation in open-air sites and prefabricated pavilions during exhibition events.*

- 17.3. *The Operator shall not bear any responsibility for the content of the Exhibitor's advertising materials as well as availability of any permits, certificates, licenses, patents and duly registered copyright regarding the exhibits being displayed.*

#### **18. Dispute and Discrepancy Settlement Procedure for the Parties**

- 18.1. *In case the Exhibitor and Operator fail to reach an agreement by way of bilateral negotiations, all disputes and discrepancies between them shall be referred to the Arbitration Court of Moscow in accordance with its regulations.*
- 18.2. *The Russian law of substance shall apply. In case of a discrepancy in the interpretation of these General Conditions for Conducting Exhibitions published in a foreign language, the Russian version shall prevail.*
- 18.3. *The claim procedure for settling disagreements under the Contract for participation in the Exhibition shall be mandatory. All claims against the Operator must be lodged by the Exhibitor within 10 days after the closing of the Exhibition in written form. The Exhibitor shall be obliged to provide documents confirming the validity of the claim, fact of approval of the respective obligation and its breach by the Operator, the cost of the breach as well as documents confirming payment for participation in the Exhibition or for additional services. Claims received after the period specified or failing to comply with the requirements set out shall be deemed groundless and shall not be accepted for consideration.*

#### **19. Force Majeure**

- 19.1. *The Operator shall bear no responsibility for any losses attributable to the onset of circumstances impeding the fulfillment of obligations under the Contract (either in full or in part) such as: fire, acts of God, war, military operations of any nature, bans on export or import, or other circumstances beyond the Parties' control; the period for fulfilling the obligations in this case shall be prolonged by a period of time corresponding to the duration of the aforesaid circumstances.*
- 19.2. *In case these circumstances last for more than three (3) months, the Exhibitor and Operator shall be entitled to refuse to fulfill their obligations under the Contract, and in this case neither of the Parties shall be entitled to claim any reimbursement of possible losses from the other Party.*
- 19.3. *The Party whose obligations cannot be fulfilled under the Contract under the aforesaid circumstances shall notify the other Party immediately about the onset and termination of the circumstances preventing it/him/her from fulfilling its/his/her obligations.*
- 19.4. *The occurrence and the duration of force majeure circumstances are to be verified by documents issued by the appropriate authorized organs of the contracting parties.*

**Appendix No. 1  
to the General Conditions for Conducting Exhibitions**

**FIRE SAFETY REGULATIONS**

**GENERAL PROVISIONS**

*The stand construction company undertakes to submit the required documentation on the fire resistance properties of the booth materials, floor covering, etc. to the fire safety inspectorate of the Organizer or Operator no later than 15 working days prior to the commencement of installation works.*

*Pursuant to Clause 150 of the Fire Safety Regulations of the Russian Federation (PPB-01-03), any exhibition decoration materials (floor coverings, banners, drapery fabrics, etc.) that are made of combustible materials may only be used after being treated to make them fire-resistant. The use of carpets and the laying of carpets in public buildings are governed by Clause 1. 60\* SNiP 2.08.02 - 89\*. By their fire safety characteristics, the used materials must not be easily flammable or emit toxic vapors or high levels of smoke.*

*Fire safety certificates must be provided as a proof of the fire safety properties of the carpet. Compliance with these requirements set by fire safety provisions and regulations is a necessary requirement for visitors and exhibitors to be able to use the exhibition halls in safety, to enable the safe evacuation of visitors and to avoid any spreading of the fire in the exhibition area.*

*If you have any questions relating to fire safety of the booths in the exhibitions held by in the territory of the All-Russian Exhibition Center or the documents you are required to provide, please address them to: 5th Regional Department of the State Fire Inspection for the North-Eastern Administrative District, Chief Administration of the Russian Ministry of Emergencies (in Moscow) (129223, Moscow, Prospekt Mira, housing estate 119, VVC, bldg. 313, tel.: 181-94-52, fax 974-35-69).*

*In case the Exhibition is held beyond the official boundaries of the All-Russian Exhibition Center (VVC), the fire safety regulations being in effect on the site specified by the Operator as the venue of the Exhibition shall apply.*

**Appendix No. 2  
to the General Conditions for Conducting Exhibitions**

**REGULATIONS FOR INSTALLATION, DECORATION AND DISASSEMBLING WORKS IN THE  
ALL-RUSSIAN EXHIBITION CENTER (VVC)**

**1. LIST OF DOCUMENTS**

**The exposition and/or booth construction company shall conclude a contract for the verification of technical documents and contract for electric measurements with an authorized Contracting Organization, and provide the Contracting Organization stipulated by the Operator (hereinafter referred to as the General Developer) with the following documents no later than 15 business days prior to the commencement of installation works (45 business days for a two-storey booth):**

- 1.1. A letter written on the company's letterhead paper stipulating the name of the company for which the booth is to be erected and featuring a list of the equipment and materials to be brought in and brought out authorized by the director of the company;**
- 1.2. A license to perform electrical engineering and other technical works (a notarized copy);**
- 1.3. A license to plan and design buildings and installations of the second responsibility level (a notarized copy);**
- 1.4. A technical plan of the booth showing all water-supply, compressed-air and other connections; the plan must be certified by the director of the company and contain a detailed legend explaining the symbols used;**
- 1.5. A full list of materials and structures used in the booth authorized by the director of the organization;**
- 1.6. Compliance certificates for the used materials, structures and equipment authorized by the competent authority;**
- 1.7. Copies of orders on the appointment of a person who has a level-four license or above and is responsible for installing and dismantling the electrical equipment at the booth as well as an appointment of a person who is responsible for installing and dismantling the stand and for ensuring compliance with safety regulations at the booth; both appointments must be certified by the director of the company;**
- 1.8. Fire-safety certificates for all materials, structures and equipment used. In case any flammable materials are used, it is necessary to provide a Report on Fire-Protective Treatment with a certified copy of the license issued to the company that performed the works according to the established procedure;**
- 1.9. A certificate for the two-storey load-bearing booth structure as well as design details of the structural features;**
- 1.10. A static analysis for the two-storey load-bearing booth structure as well as design details of the structural features;**
- 1.11. Drawings showing all of the two-storey booth dimensions with a scale of 1:1,000 with sectional views (the drawings must be signed by the designer and director of the organization);**

- 1.12. *A list of electricians who have a level-three license involved in the electric works at the booth certified by the director of the organization;*
- 1.13. *Copies of ID cards of the electricians mentioned in the list certified by the director of the organization;*
- 1.14. *A copy of the booklet listing the electricians' qualifications certified by the director of the organization;*
- 1.15. *A detailed electrical layout of the booth certified by the director of the organization and showing electric voltage, maximum load power per each equipment unit and electrical equipment terminals, and featuring a detailed legend explaining the symbols used;*
- 1.16. *A list of the workers involved in the installation and dismantling works at the booth certified by the director of the company;*
- 1.17. *An insurance policy covering the workers mentioned in the above list;*
- 1.18. *Additional information related to the safety of the exhibition booth construction.*

## **2. REQUIREMENTS SET FOR INSTALLATION, DECORATION AND DISASSEMBLING WORKS**

- 2.1. *The exposition and/or booth Construction Company shall conclude a contract for the verification of technical documents with the General Developer.*
- 2.2. *The General Developer shall be entitled to measure the insulation resistance of all electricity networks on the booths and constructions as well as verify the authenticity of the provided data.*
- 2.3. *All installation, design and dismantling works performed by the firm hired to build the exhibition booth must comply with the relevant Regulations for the use of electrical equipment (PEEP), Health and safety regulations (PTB), Regulations for the installation of electrical equipment (PEU), Fire-safety regulations of the Russian Federation and Buildings standards and norms (SNIIP). It is also necessary to comply with the requirements set by the exhibition complex.*
- 2.4. *To prevent any breaches of health and safety regulations, the General Developer shall monitor all electrical engineering works as well as provide the laying of water and sewage pipes and connecting cables.*
- 2.5. *Such electrical and sanitary engineering works as connecting the booths to the exhibition complex utility systems (power supply and water inlet and outlet facilities) shall be performed only by experts of the General Developer.*
- 2.6. *The booth construction company shall notify the General Developer about intended usage of pavilion structures for hanging any structures on them (including exhibits, flags, etc.) in advance based on a letter of guarantee. Only the General Developer shall perform such works.*
- 2.7. *The construction company constructing the exposition (booth) shall provide all of its employees with name badges to be worn on the outer clothing and showing the employee's membership of the company, his/her position and full name.*
- 2.8. *Employees without name badges showing details of their company, position and full name are not permitted to work on the exhibition grounds. The stand construction company shall bear responsibility for such employees.*
- 2.9. *Once all installation and dismantling works have been completed, the company hired to build the booth must ensure that all structural elements and materials as well as equipment for the building of the booth including timber, fiberboard, chipboard,*

*organic glass, carpet mats, etc. are removed from the exhibition site (from the territory of the VVC). The General Developer can render this service.*

- 2.10.** *All assembling and dismantling works shall be performed before the deadline stipulated by the lease contract. The General Developer of the exhibition complex can give special permits to perform assembling and dismantling works outside the periods stipulated by the lease contract based on a letter of guarantee no later than 24 hours before the work is due to commence; such overtime works shall also be agreed upon with the Exhibition Activities Department.*
- 2.11.** *All building and installation works must be completed by 19.00 on the day before the Exhibition is due to commence. The firm hired to build the exhibition booth bears full responsibility for meeting this deadline.*

**Appendix No. 3**  
**to the General Conditions for Conducting Exhibitions**

**REGULATIONS FOR THE USE OF THE ADVERTISING AND INFORMATION MEDIA**

**1. GENERAL PROVISIONS**

- 1.1. The regulations governing the use of advertising and information media (hereinafter referred to as the Regulations) shall stipulate the requirements for the design, placement (installation, mounting or application), operation and dismantling of outdoor, indoor and audio advertising used in the exhibition areas where the Exhibitions are held.**
- 1.2. The Regulations shall also regulate the information and advertising decoration of the exposition and/or booths of the enterprises and organizations being Exhibitors that are a part of the advertising and information space of the Exhibition as well as the control procedure to monitor the compliance with these regulations.**
- 1.3. The Exhibition's Advertising and Information Space (hereinafter referred to as the Exhibition's Advertising and Information Space) shall be formed by the territory lying within the official boundary of the VVC as well as internal areas of the VVC pavilions stipulated by Operator as the venue of the Exhibition.**
- 1.4. In case the Exhibition is held beyond the official VVC boundaries, the Exhibition's Advertising and Information Space shall be formed by the territory specified by the Operator as the venue of the Exhibition.**
- 1.5. The terms for using the Exhibition's Advertising and Information Space shall be regulated according to the terms of the Exhibition held by the Operator.**
- 1.6. Compliance with the Regulations is mandatory for all individuals and legal entities operating in the Exhibition's Advertising and Information Space regardless of their legal form or form of ownership.**

**2. COMPETENCE OF THE OPERATOR'S WORKING GROUPS (EXECUTIVE DIRECTORS)**

- 2.1. Exhibition Office:**
  - 2.1.1. Stipulates terms and conditions, signs Contracts with the Exhibitors including Contracts for the right to place advertising and information media;**
  - 2.1.2. Coordinates the activities of all of the Operator's working groups with respect to the placement of advertising and information media in the Exhibition's Advertising and Information Space.**
- 2.2. PR and Advertising Department:**
  - 2.2.1. Develops the design of the Exhibition taking into account the places where the Operator's information and advertising materials are to be placed;**
  - 2.2.2. Prepares a plan for the placement of advertising and information media in the Exhibition's Advertising and Information Space;**
  - 2.2.3. Holds negotiations with Exhibitors regarding the places where the advertising and information media is to be placed in the Exhibition's Advertising and Information Space;**

- 2.2.4. *Renders a full range of services aimed at the preparation of the documents required for the placement of advertising and information media in the Exhibition's Advertising and Information Space;*
  - 2.2.5. *Upon the Exhibitor's request and at the Exhibitor's expense, renders a full range of services including design development and its coordination as well as production, installation and maintenance of the advertising and information media in the Exhibition's Advertising and Information Space;*
  - 2.2.6. *Supervises over the quality and volumes of the advertising and information media placed in the Exhibition's Advertising and Information Space according to the contracts concluded with the Exhibitors.*
  - 2.2.7. *Supervises over the compliance with these Regulations.*
- 2.3. *Maintenance Department:*
- 2.3.1. *Coordinates designs and layouts of the information and advertising decoration of the expositions and/or booths that are a part of the Exhibition's Advertising and Information Space and belong to enterprises and organizations being Exhibitors at the Exhibition;*
  - 2.3.2. *Holds negotiations regarding the connection of the information and advertising media to electric mains as well as discusses the possibility for mounting the information and advertising media on technical structures (such as lamp posts, etc.).*

### **3. REQUIREMENTS SET FOR INFORMATION AND ADVERTISING MEDIA AND INFORMATION**

- 3.1. *Outdoor advertising*
- 3.1.1. *Outdoor advertising comprises rooftop installations, panels, billboards, scoreboards, displays, signs, posters, banners and other media installed in the Exhibition's Advertising and Information Space for spreading advertising and other information aimed at a large target audience and intended to create a visual impact.*
- 3.1.2. *The placement of rooftop installations, panels, billboards, wall posters and displays needs to be approved by the Operator and shall be defined on an individual basis for each particular location. A decision about their placement shall be taken only when a rough design is provided.*
- 3.1.3. *Outdoor advertising structures must be designed, made and installed in compliance with building standards and regulations and with the regulations governing the design of outdoor advertising media. Outdoor advertising structures must be kept in good condition.*
- 3.1.4. *Advertising information placed on the facades of pavilions and in display windows, which is intended for creating a visual impact from outside, shall be placed via the Operator.*
- 3.1.5. *Outdoor advertising media must not block any thoroughfares or impede any mechanized cleaning of traffic ways and sidewalks, any agro-engineering works, repairs of asphalt covers or lawn-mowing.*
- 3.1.6. *Rooftop installations are various types of two- or three-dimensional structures that are mounted either fully or partially at the roof level or on the roof of a building or pavilion.*

- 3.1.7. *Freestanding billboards are double-sided or one-sided (two- or three-dimensional) structures that are installed on the lawns, ground or asphalt.*
- 3.1.8. *Wall posters are structures placed on the walls of building or other structures.*
- 3.1.9. *Advertising panels are structures mounted on temporary fences on construction sites.*
- 3.1.10. *The areas for the placement of structures and their dimensions shall be defined on a case-by-case basis.*
- 3.1.11. *Advertising structures and other design elements shall be mounted to take account of the design features.*
- 3.1.12. *Hanging signs are mounted on self-supporting illumination masts or specially designed posts located at a height of at least four meters from the ground level (from the lower edge of the sign), and are hung on the side furthest from the road.*
- 3.1.13. *The standard sizes of hanging signs mounted on self-supporting illumination masts are 1.8 m by 1.2 m and 1.5 m by 1 m (portrait format).*
- 3.1.14. *Structures made as specially designed posts and areas for their placement shall be agreed on a case-by-case basis.*
- 3.1.15. *If only one side of the hanging sign is used for advertising purposes, the reverse side must feature the Exhibition's logo. Hanging signs must not be used without images on them.*
- 3.1.16. *Banners are printed on a soft base (cloth, film, etc.).*
- 3.1.17. *Flags and canopies are outdoor advertising media that consist of a base, one or more flagpoles, and soft cloth. Flags may be mounted on illumination masts, buildings or structures. The information field of a flag consists of the total area of both the front and reverse sides. The area of the information field of a canopy consists of the area of one side only.*
- 3.1.18. *Projection advertising consists of advertising messages projected onto walls. The projected images must not dazzle the visitors attending the Exhibition, and the technical specifications of the projection equipment must comply with health and safety regulations.*
- 3.1.19. *Unconventional types of advertising media (balloons, aerostats, etc.) are temporary decorations placed for the period of the Exhibition.*
- 3.2. *Indoor advertising*
  - 3.2.1. *Banners on pavilion balconies are one-sided advertising structures mounted on the pavilion balconies. The places for the placement of banners and their dimensions shall be defined for each pavilion on a case-by-case basis. The mounting of banners must take account of the specific structural features of the pavilion balcony.*
  - 3.2.2. *Banners on the pavilion walls are one-sided advertising media mounted on the pavilion walls. The places for the placement of banners and their dimensions shall be defined for each pavilion on a case-by-case basis. The mounting of banners must take account of the specific structural features of the pavilion walls and ceilings.*
  - 3.2.3. *Banners on the ceilings of halls are double-sided advertising media mounted on the ceiling structures of pavilions at a height of at least four meters from the ground level to the lower edge of the banner.*
  - 3.2.4. *The places for the placement of banners and their dimensions shall be defined for each pavilion on a case-by-case basis.*

- 3.2.5. *If only one side of the banner on the ceiling is used for advertising purposes, the reverse side must feature the Exhibition's logo. Banners must not be used without images on them.*
- 3.2.6. *Floor advertising media may be placed outside the Exhibitor's exposition/booth provided this has been approved by the Operator.*
- 3.2.7. *Posters and stickers are printed on a soft base (paper, film) and may be placed on structural features of the pavilion or on the surfaces of expositions/booths provided this has been approved by the Operator.*

### **3.3. *Audio information***

- 3.3.1. *Audio information includes audio messages broadcast by Radio VVC from various points around the exhibition pavilions as well as broadcast directly from the expositions/booths with the use of amplifiers.*
- 3.3.2. *All audio information broadcast in the Exhibition's Advertising and Information Space shall be approved by the Operator. Audio information broadcast from exhibition booths must not exceed the admissible volume (70 dB).*
- 3.3.3. *The used equipment must ensure good sound quality.*
- 3.3.4. *No broadcasting of audio programs containing distorted, deafening, croaking or cracking sounds or programs not meeting the quality standards shall be permitted.*
- 3.3.5. *Audio advertising must comply with the current Russian legislation on advertising, copyright and allied rights as well as requirements of the International Code of Advertising Practice.*

### **3.4. *Promotional information***

- 3.4.1. *Promotional information is allowed to be distributed only within the bounds of the booth and may include the following:*
  - *Distribution of printed advertising products (flyers, leaflets, invitations and other printed products of advertising nature);*
  - *Distribution of various lottery tickets, raffles, souvenirs and gifts.*
- 3.4.2. *Exhibitors may only distribute any promotional materials outside their booths with the explicit consent of the Operator and in accordance with the application forms submitted and the rates specified in the Exhibitor's Guide.*

## **4. TECHNICAL STANDARDS AND HEALTH AND SAFETY REGULATIONS GOVERNING THE INSTALLATION AND USE OF ADVERTISING AND INFORMATION MEDIA**

- 4.1. *Design documentation for all advertising and information media must be approved by the Operator.*
- 4.2. *All installation, construction and electrical works and maintenance of advertising and information media must be fully consistent with the design documentation.*
- 4.3. *The following documents are required for the installation of advertising and information media:*
  - *design agreed upon with the Operator;*
  - *a record of insulation measurements (if any connection to the power supply is required);*
  - *a record of resistance measurements of the protective grounding (if any connection to the power supply is required);*

- *records of all welding and concealed works.*

## **5. APPROVAL PROCEDURES FOR DOCUMENTS FOR THE PLACEMENT OF ADVERTISING AND INFORMATION MEDIA**

- 5.1.** *Any outdoor or indoor advertising and information may be placed in the Exhibition's Advertising and Information Space only via the Operator based on contracts signed with the exhibitors and/or applications for extra services based on the forms given in the Exhibitor's Guide.*
- 5.2.** *When a Contract is signed, the Operator must inform the Exhibitor of all applicable rates, terms and conditions, and procedure for placing advertising and information media or information in the Exhibition's Advertising and Information Space.*
- 5.3.** *The Exhibitor must provide the Operator with a rough design of the advertising and information media showing how these media are to be integrated into the Exhibition. If the Exhibitor fails to submit this documentation, it may be refused permission to install the media.*
- 5.4.** *The provision and acceptance of services (works) related to the placement of advertising and information media or information are documented by the Exhibitor and Operator in writing.*

## **6. USE OF THE EXHIBITION LOGO**

- 6.1.** *The Exhibitor may use the Exhibition's logo in its own advertising and information materials for the purposes of the identification and information on the participation in the Exhibition, and use this logo in advertising media of all types in the form specified by the Operator (logo proportions, text, official colors, color, font size and type). The use of the Operator's trademarks or Exhibition's logo for any other purposes may be allowed only if approved by the Operator and if a license agreement is signed with the Operator.*
- 6.2.** *The Exhibitor is not entitled to change the creative elements of the Exhibition at its/his/her own discretion for the further use in advertising and information materials or advertising media.*

## **7. LIABILITY FOR VIOLATIONS OF THESE REGULATIONS**

- 7.1.** *The Operator is entitled to unilaterally terminate the Contract for the placement of advertising and information materials and information and remove advertising and placement materials and information from all information and advertising media, as well as to claim the recovery of damages in a judicial procedure in case the advertiser violates the current legislation.*
- 7.2.** *The Exhibitor shall bear full liability for the content of the information presented for advertising purposes.*