

PREPARED AND CONFIRMED
General Director
LLC "EXPOFORMA-service"
Kalinin M.N.
December 1, 2010.

AGREED
General Director
OJSC "Lenexpo"
Alekseiev S.P.
December 1, 2010.

Regulations
on Technical Control
in the OJSC "Lenexpo"

Brought into action
since December 1, 2010

St. Petersburg

Preface

On the basis of "General Conditions of Participation at the Exhibitions in the Territory of the OJSC "Lenexpo" the General constructor of the OJSC "Lenexpo" (hereinafter referred to as Lenexpo) – "EXPOFORMA-service (hereinafter referred to as – EXPOFORMA) is delegated with powers to perform technical control in the OJSC "Lenexpo", as follows:

- control of construction documents, provided by the outside constructor (exhibitor) conformity to the rules and requirements which have effect in the Lenexpo in order to admit it for assembling and decorating exhibition stands (expositions);
- control of adhering to the current norms and rules in the course of assembling and dismantling of stands and decorating them.

1. General Provisions

1.1. In accordance with "General Conditions of Participation at the Exhibitions in the Territory of the OJSC "Lenexpo":

"Performing of assembling and dismantling works, performing of other engineer works and decoration works by exhibitors and engaging of outside organizations (constructor) for performing these works is admitted only if the assemble /disassemble of nonstandard or exclusive exhibition stands is agreed in written form by EXPOFORMA.

The outside constructors are admitted to the exhibition areas in terms settled by the organizer after the inspection from EXPOFORMA of the construction documents for stands provided by the outside developers if they correspond to rules and requirements effective in the Lenexpo,

The constructors who did not pass inspection of their construction documents for stands are not admitted to the exhibition areas.

2. Tasks of General Developer in the Course of Technical Control

2.1. The tasks of General Developer are as follows:

- admittance of companies to building and assembling and decorating works in the territory of the Lenexpo on the basis of requirements, rules of the Lenexpo and normative documents of the Russian Federation;
- control of adhering to the current norms and rules in the course of assembling and dismantling of stands and decorating them.

3. Control of Construction Documents Performed by Companies Performing Assembling, Dismantling, Engineering and Decorating Works in the Lenexpo.

3.1. The construction documents are inspected by the Technical support and inspection department of the LLC "EXPOFORMA-service" (www.expoforma.ru)

3.2. The procedure of control is as follows:

3.2.1. Not later than 15 days before the beginning of assembling the exposition, the company which plans to perform assembling, disassembling, engineering and decorating works (hereinafter referred to as the CONSTRUCTOR) shall provide EXPOFORMA with the following documents:

1. The letter from the company-exhibitor with the application to admit it for assembling the stand of the company-exhibitor, adding the list of equipment and materials which must be delivered and removed, signed by the director of the company-exhibitor (Form 1).
2. The copy of Certificate of conformance to international standards ISO9000 (GOST R ISO 9001-2008) or the copy of Competency certificate for construction works, issued by the self-regulating construction organization.
3. The project of stand executed in the three-dimensional measurement, signed by the director of the company- constructor (Form 2). For the double-level stand, additionally, it is necessary

to provide technical documentation for construct and calculation of static strength of the platform.

4. The plan (drawing) of the stand (exposition) with the layout of water consumers, machines, refrigerator, display units and other equipment, signed by the director of the company-constructor (Form 3).
5. The electric circuit of the stand with locations of the electric board and basic consumers, signed by the director of the company- constructor (Form 4).
6. The scheme of electrical supply to the stand, signed by the person responsible for execution of electrical installation works (Form 5).
7. Certificates of conformity for delivered equipment and fireguard certificates for used materials.
8. The order (Form 6) of the director of the company-constructor at the blank with a stamp about appointment at this exhibition:
 - a person, responsible for performing electrical installation works and for state of electric installation at the stand, with the 4th group of admission, minimum, with a right to work as administrative-and-technical personnel;
 - a person, responsible for provision of fire safety;
 - a person, responsible for performing assembling and dismounting works and for observance of observance safety methods at the stands.
9. The list of persons who authorized for performing electrical works (on the blank of enterprise), participating in assembling of the stand at the specific exhibition (action), signed by the head of an enterprise (Form 7).
10. The list of installers participating in assembling/dismounting works at the exhibition (stand), signed by the director of company (Form 8).
11. The Xerox copies of the certificates of electrotechnical personnel, mentioned in the list with the 3rd group, minimum, of admission in terms of electrical safety, with the mark of acceptance.
12. The Xerox copy of checking protocols (or journal) of the electrotechnical personnel background.
13. The Xerox copy of the certificate of person, responsible for provision of fire safety about training the course of fire and technical minimum.
14. Card of constructor (requisites) (Form 9).
15. The copy of liability insurance contract of the constructor for infliction of injury, infliction of harm to property of other persons during the period of assembling and disassembling works and during operation of an exhibition.

Points 9, 11, 12, 13, 15 aren't carried out by foreign constructors.

3.2.2. The requirements for stands, for which the construction documents are provided, are specified by the General Conditions of Participation at the Exhibitions in the Territory of the OJSC "Lenexpo" and concretized in Appendix 2.

3.2.3. EXPOFORMA shall check the packet of documents within the period of three days and provides the CONSTRUCTOR with the CERTIFICATE of ADMISSION (Form 10) for performing installation works or withholds the permission for performing works.

3.2.4. EXPOFORMA reserves the right to refuse admission of the CONSTRUCTOR for performing installation works in cases as follows:

- Untimely or incomplete provision of documents;
- Mismatch of provided documents to the requirements of Lenexpo, normative documents of the Russian Federation;
- Mismatch of provided information with the original documents

3.2.5. The issued Certificate of Admittance provides the representatives of the admitted organization with a possibility to entrance to the territory of Lenexpo in accordance with the lists of personnel, to deliver equipment in accordance with the list of delivered equipment and to perform works in accordance with the plan of preparation and carrying out of measures.

4. Control of Adhering to the Current Norms and Rules in the Course of Assembling and Dismantling of Stands and Decorating Them.

4.1. All assembly works must be executed observing the current Accident Prevention Regulations (PTB), the Rules for Technical Maintenance of Consumers' Electric Installations (PTEEP), Electrical Installation Regulations (PUE), Preventive Firefighting Regulations in the RF and building regulations (SNIp). At the same time it is necessary to observe special requirements, conditioned by the peculiarities of Lenexpo and exhibition arrangements (see the "Instruction on Measures of Fire Security in the Course of assembling (dismantling) of expositions and performing exhibition and other arrangements in the pavilions and at open areas of Lenexpo" and the "Rules of Execution of Electrical Work in the OJSC "Lenexpo")

4.2. In the course of assembling/dismantling of exhibition stands (expositions), EXPOFORMA controls:

- observing of current building regulations by the CONSTRUCTOR.
- correspondence of kind, parameters and materials of the stand constructed by the CONSTRUCTOR to the provided construction documents.
- readiness of electrical equipment of stands for connection with power supply

4.3. If the CONSTRUCTOR violates the current norms and rules of performing assembly works, EXPOFORMA has a right to deprive the CONSTRUCTOR of access to performing assembly works in cases as follows:

1. The CONSTRUCTOR violates requirements of building regulations, normative documents and legislative instrument in the area of fire safety, electrical safety, labor protection, ecology.
2. The construction of stand (exposition), used materials and equipment does not match to the provided documentation.
3. The construction technologies and equipment of exhibition areas used by the CONSTRUCTOR may cause the loss of market condition of neighboring stands and/or pavilions.
4. The CONSTRUCTOR engages unskilled personnel for performing works.
5. Independent connection to the engineering and electric mains.
6. The stated electric load is exceeded.

4.4. EXPOFORMA denies access to assembly works by sending the notification (Form 11) to the CONSTRUCTOR.

At that, the CONSTRUCTOR is prohibited to perform assembly and decoration works.

4.5. The CONSTRUCTOR may be admitted to assembly works only after removal of existing disadvantages and after compensation of expenses, connected with removing of violations.

4.6. EXPOFORMA controls readiness of the stand electrical equipment for connection to power supply, performing:

- the check of electric equipment of the stand correspondence to the electric circuit and electric supply circuit, provided earlier.
- the check of the stand electric equipment correspondence to the requirements of current rules.
- check measurements of the stand electric circuit by specialist of the EXPOFORMA electric laboratory.

4.7. To render assistance to the CONSTRUCTOR for observing the requirements of norms and rules for performing assembly, electrical assembly and decoration works effective in the OJSC "Lenexpo", EXPOFORMA may execute the technical support of assembly and electrical assembly works and to render additional technical services, specified in Appendix 1, on additional application from the CONSTRUCTOR.

4.8. Using the results of control EXPOFORMA makes a decision about readiness (unreadiness) of the stand for connection to power supply. When the decision is positive, before connection of electric equipment Lenexpo and the CONSTRUCTOR sign the Certificate of differentiation balance participation of mains and exploitation responsibilities of the parties.

5. Conditions for Company-Constructor, which Received Admission for Performing Works.

5.1. The issued Certificate of admittance provides the CONSTRUCTOR with the right to perform works in terms specified by the Organizer of exhibition. The CONSTRUCTOR receives the permission to enter the territory of Lenexpo on the basis of Certificate of admittance to the Service bureau of Lenexpo.

5.2. The main document allowing removal of demounted stands from the exhibition area and departure of the CONSTRUCTOR after dismantling is the Permission for departure, received by the construction organization at the management office of an exhibition. The CONSTRUCTOR'S responsible representative presents worksite to the administrator of exhibition pavilion after dismounting, tidying up of its worksite and paying for additional services, rendered to the CONSTRUCTOR during the course of exhibition or after paying expenses for removal of violations committed by the CONSTRUCTOR during the assembly or disassembly works, and the administrator after accepting it signs and stamps the Permission for departure.

5.3. If the CONSTRUCTOR does not present its worksite and get out, the worksite is inspected, the cost sheet for its tidying up must be prepared describing the left material and the cost of these works is assigned to the CONSTRUCTOR. Henceforth, this company will not be admitted to the exhibition area until the moment when it compensates expenses for tidying up.

6. Special Conditions

6.1. The CONSTRUCTOR is admitted for construction-assembly works at the territory of Lenexpo only within the period of one exhibition (arrangement).

**Deputy Director General
"EXPOFORMA-service"**

Tabunschik A.C.

December 1, 2010.

**Appendix No 1
to the Regulations on Technical Control in the OJSC "Lenexpo"**

N o	Name of services	Units of measur ement	Price, rub.
1	Inspection of construction documents for the stands	1 sq.m.	350 (9 Euro*)
2	Technical support of assembly and electrical assembly works	1 sq.m.	The cost of services is calculated individually for each specific case
3	Works of electrical measuring laboratory:		
4	Measuring of insulating resistance of cable 1-phase lines	1 line	150 (4 Euro*)
5	Measuring of insulating resistance of cable 3-phase lines	1 line	500 (13 Euro*)
	Functional check of 1-phase automatic breakers and emergency circuit breakers	1 pc	300 (8 Euro*)
6	Functional check of 3-phase automatic breakers and emergency circuit breakers	1 pc	1000 (100 Euro*)
7	Check of electric circuit "phase-zero" (check of circuit breakers against short-circuit currents)	1 line	1000 (Euro*)
8	Check of metal connection (measurement of ground resistance)	1 line	700 (18 Euro*)

* for nonresidents of the RF

Notes:

1. The prices are given without VAT (18%) in cases of receiving the permission for development, not later than 15 calendar days before the beginning of assembly works.
2. When the permission for development is received more than 30 days before the beginning of assembly works, the price given in p.1 is decreased on 50%.
3. When the permission for development is received less than 15 days before the beginning of assembly works, the price given in p.1 is increased on 50%.
4. When the permission for development is received less than 5 days before the beginning of assembly works, the price given in p.1 is increased on 100%.
5. When building double-level stands the area of the 1st and 2nd floors is summarized.

Appendix No 2

Basic Requirements for Stands in the Pavilions of Lenexpo

1. The stand is considered as standard when it is produced from the construction set Octanorm, Standex, Consta, MAXIMA, SYMA and etc., including using additional exhibition equipment (type Joker, EuroShop, Prolite, and etc.) and elements of decoration (banners, volume letters, and etc.) with the height of 2.5 m, maximum.
2. The maximum height of stand doesn't exceed **6 m**, in pavilion No4 – 1st floor - **4 m**, 2nd floor – **3,5m**.
3. The maximum permitted distributed loading of constructions, equipment and machines on the floor, considering the equipment of the exhibitor must not exceed the following values: pavilions No 3,6,7,8a – **2,5 t/sq.m.**
pavilions NoNo 6,4,8 – **2 t/sq.m.**
pavilions No 5 – **1 t/sq.m.**
4. Only the triplex glass must be used at the height of 1.8 m and higher.
5. Glass walls and doors must have a noticeable inscription or figure at the height of 1.5m.
6. Assembling and finishing the stand, the materials must be used with the fire hazard of not higher than:
class KM2 - for walls, ceilings and for fabrics used for decorating stands and expositions.
class KM3 – for flooring
7. The rear wall of stand in the block (if it is higher than the neighboring stand) must be white and without inscriptions and drawings.
8. Assembling double-level stands (constructions):
 - it is necessary to provide the structural strength of the stand (construction) when the blanket load of **400kg/sq.m.** minimum, forces the flooring of the 2nd floor, and this strength must be confirmed by corresponding calculations.
 - the enclosing structures of the 2nd floor and stairs must withstand the horizontal load of **80kgf/m** , and their height must be **1.1 m**, minimum, it mustn't concede falling of various things.
 - the construction of stand doesn't allow spiral stairs and stairs with balanced steps and steps with various width of run and various heights of steps. The width of stairs must be less than **0.9 m**.
 - when the height of stairs is more than 45 cm, they must be provided with guard rails
 - the slope of stairs must not exceed **1:1**, the width of run must be **25cm**, minimum, the height of steps must be **22cm**, maximum.
 - each room of the 2nd floor must be equipped with a dry powder fire extinguisher.
9. The electrical cable, hoses for water inlet and canalization laid in the passages, must be covered by safety trays and bridges (gangways).

PERFORMED ON THE BLANK OF ENTERPRISE EXHIBITOR**OJSC "Lenexpo"**

To the department of technical support and
service of exhibition and congress activity

To the directorate of the exhibition "name of exhibition"

To the department of technical support and control
"EXPOFORMA-service"

The company «company-constructor name» is the constructor of stands № __, № __ in pavilions №№ __ a total area __ sq.m. at an exhibition «the exhibition name» for company «company-exhibitor name».

You are kindly requested to permit delivery and removal of equipment of the company «company-constructor name» to the territory of Lenexpo during the period since __ until __.

The exhibition equipment is belonged to «company-constructor name».

The list of equipment is attached.

Stamp here

Director "name of the company-exhibitor"

List of the equipment and materials «the company-constructor name»

The stand (№, the stand name, the area)

Description	Quantity
Standard elements of construction	
Support " Octanorm "	20pc.
Nonstandard elements of construction	
Case of wood chip board 1000x500x200	30 sq.m.
Elements of walls and podium	
Filling with PVC 6mm 2500x1000	12 sq.m.
Sheet of wood chip board 2980x1900	6 sq.m.
Synthetic covering "Raduga"	20 sq.m.
Finishing materials	
Glass 1000x1000	12 pcs.
Triplex glass 1000x1000 (it is used at the height of H>1.8m)	20 pcs.
Four-color process on the film	15 sq.m.
Equipment (electrical, sanitaryware, and etc.)	
Electric board	1 pc.
Luminescent lamps 18 W	10 pc.
Refrigerator	1 pc.
Washer	1 pc.
LCD	2 pc.
Machines	
Wood-working USBX-520, P=30 kW, weight – 500kg, 3000x1000x100 (LxWxH)	1 pc.
Suspensions	
Banner 3x5m (WxH)	1 pc.

PERFORMED ON THE BLANK OF COMPANY-CONSTRUCTOR
Design project of stand _____

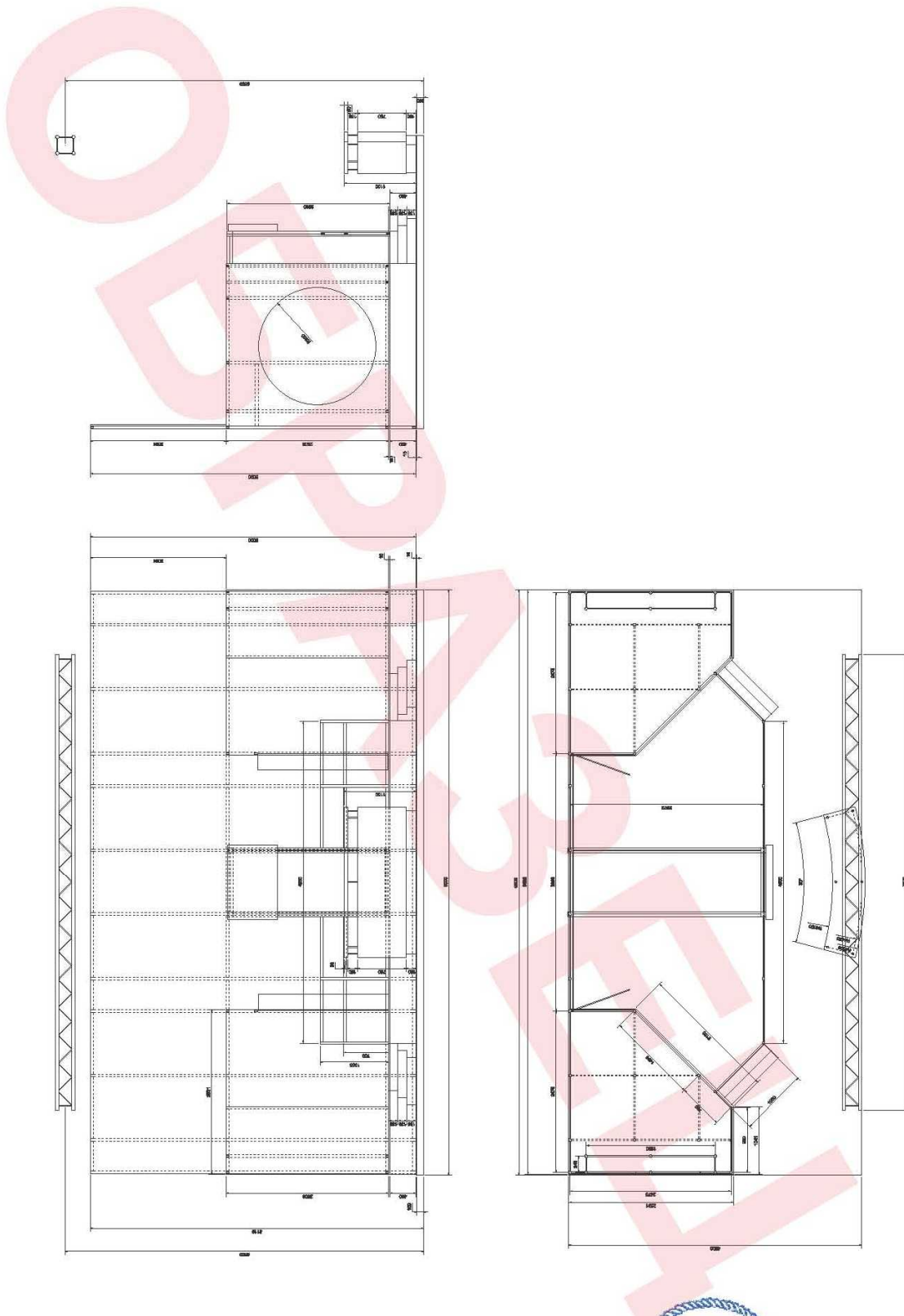


Stamp here

Director "name of the company-constructor " _____

PERFORMED ON THE BLANK OF COMPANY-CONSTRUCTOR

Drawing of stand _____

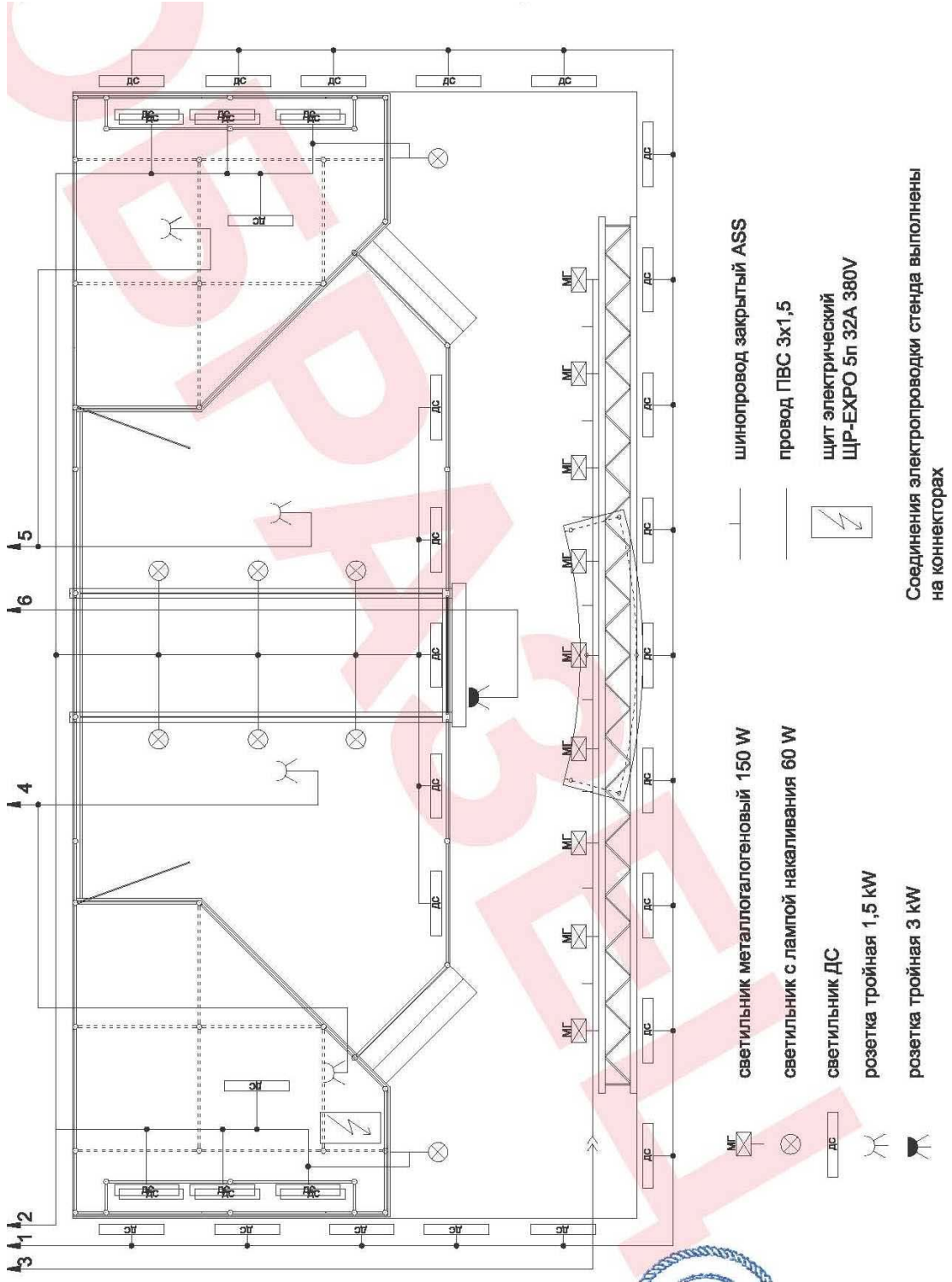


Stamp here

PERFORMED ON THE BLANK OF COMPANY-CONSTRUCTOR

Electric circuit of stand

Exhibition _____ Pavilion № _____ Exhibitor _____



Stamp here

Scheme of electrical supply and lighting

(must be filled out by the electrician)

Exhibition _____

Company name _____

Pavilion _____ **Hall** _____ **No Stand** _____

Total electrical load, kWt _____

Main lead-in cable Type: _____ Section: _____

Sub cable branches Type: _____ Section: _____

Leading to 380V sockets Type: _____ Section: _____ Load, kWt _____

Lead-in			№ Groups	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Lead-in automatic device	Magnetic starter device	Residual current protective device		220V											380V				
			Face value of automatic device / RCD																
			Type of automatic device / RCD																
			Consumer: Lighting, socket, equipment																
			Load, kWt																

Signature of responsible person for wiring job: _____ / _____ / _____
(name) (signatur)

Contact phone _____

PERFORMED ON THE BLANK OF COMPANY-CONSTRUCTOR

ORDER No

_____2011

To provide the general management and observing the safety requirements while performing assembly and disassembly works at the exhibition "name of the exhibition" at the territory of Lenexpo since until I
ORDER:

1. To appoint _____ a responsible person for performing assembly-disassembly works and observing the safety rules.
2. To appoint _____ a responsible person for provision of fire safety.
3. To appoint _____ a responsible person for performing electrical installation works and the state of electrical equipment of the stand.

Stamp here

Director "name of the company-constructor" _____

PERFORMED ON THE BLANK OF COMPANY-CONSTRUCTOR**LIST**

of assemblers " name of the company-constructor " for performing work
the exhibition "name of exhibition" in the Lenexpo since ____ until____

№	Surname, name, patronymics, position	Sign after briefing	
		about safety arrangements	about fire prevention
1	Petrov Peter Pietrovich, assembler		

Stamp here

Director "name of the company-constructor " _____

**Card of the constructor
company (organization) _____**

Full name of firm (in accordance with constitutive documents):	
Short name of firm (in accordance with constitutive documents):	
Legal address (in accordance with constitutive documents):	
Postal address:	
Settlement account	
Bank:	
Correspondent account:	
SVIFT:	
Bank account:	
The contract is signed by:	
General Director:	Surname, name, patronymics

**АКТ – ДОПУСК
(CERTIFICATE of ADMISSION)**

на производство работ
(for performing works)

Настоящий Акт подтверждает, что
(The Certificate confirms that)

_____ (наименование компании-застройщика) (The company-constructor name)

**ДОПУСКАЕТСЯ
(IS ADMITTED)**

с «_____» _____ 2011 г.

к проведению монтажных работ на выставке
(for performing assembly works at the exhibition)

Стенд №

(the stand №) _____

Примечания:

(Notes:)

От ООО «ЭКСПОФОРМА-сервис»

(Deputy Director General "EXPOFORMA-SERVICE")

М.П.

(stamp here)

/Табунщик А.С./

/Alexander Tabunshchik /

Примечания:

Выданный Акт-допуск дает право представителям организации, получившей допуск, на доступ на территорию Ленэкспо по Спискам сотрудников, ввоз оборудования по Спискам ввозимого оборудования и производство работ по плану подготовки и проведения мероприятия.

Пропуска на въезд на территорию Ленэкспо выдаются в отделе Сервиса (вход в павильон №4 с ул. Наличной).

(Notes:

The issued Certificate of Admittance provides the representatives of the admitted organization with a possibility to entrance to the territory of Lenexpo in accordance with the lists of personnel, to deliver equipment in accordance with the list of delivered equipment and to perform works in accordance with the plan of preparation and carrying out of measures.

The entrance tickets to the territory of Lenexpo are issued at the Service department (entrance to pavilion No 4 from the Nalichnaya Street).

Выставка

(Exhibition) _____

Уведомление (Notification)

о лишении допуска на производство работ
(about access deny for performing works)

"EXPOFORMA-SERVICE" notifies the company _____
(the company-constructor name)

About denying of access for performing assembly works at the stand
Pavilion No _____

from ___ h. ___ min. « _____ » _____ 2011 .

By reason of following causes:

М.П.
(stamp here)

Deputy Director General "EXPOFORMA-SERVICE" _____ /Alexander Tabunshchik /

Extract from the Regulations on Technical Control in the OJSC "Lenexpo":

The LLC "EXPOFORMA-service" has a right to deny access of the CONSTRUCTOR for performing assembly works in cases as follows:

1. The DEVELOPER violates requirements of building regulations, normative documents and legislative instrument in the area of fire safety, electrical safety, labor protection, ecology.
2. The construction of stand (exposition), used materials and equipment does not match to the provided documentation.
3. The construction technologies and equipment of exhibition areas, used by the CONSTRUCTOR, may cause the loss of market condition of neighboring stands and pavilions.
4. The CONSTRUCTOR engages unskilled personnel for performing works.
5. Independent connection to the engineering and electric mains.
6. The stated electric load is exceeded.

The CONSTRUCTOR may be admitted to assembly works only after removal of existing disadvantages and after compensation of expenses, connected with removing of violations.

The notification is received by
Representative of the CONSTRUCTOR _____ / _____ /

___ h. ___ min. « _____ » _____ 201 .