

**Technical safety rules and regulations  
for stand installation within the premises  
of LLC “EC “Sokolniki”**

1. The build-up company's workers must use personal protection gear adequate for the carried out works. The company's workers are to wear protective clothing during the build-up/ take-down works.
2. The designated technical safety person appointed by the build-up company must make the personnel aware of the exhibition ground layout, including the locations for the exhibition ground administrators, fire posts, first aid posts, service centres; the emergency escape routes; telephone numbers of the administration and emergency services on the exhibition ground.
3. The technical safety person of the build-up company must instruct the company's workers on the work safety rules and regulations, safety rules and fire safety regulations applied at the exhibition ground during the general event period.
4. The build-up company must provide safety in the process of construction installing and hanging, to prevent objects such as lighting units or instruments from falling down; appoint a qualified specialist for installation and lifting operations. It is forbidden to stay under the trusses when performing work at height with the application of service platforms, mobile hoisting towers, scaffolds, ladders, etc. Admission to covered areas of work and areas where works at height and lifting works are performed must be restricted in order to prevent people from getting into dangerous areas. All service platforms must be equipped with hand, waist and toe rails. Instruments must be attached to a cord, where possible. Workers performing work at height and those on the ground working directly under the works at height must have head protection (safety helmets). Mobile hoisting towers must be immobile with their wheels secured during works. The legs of the ladders must be fastened. Moving the ladders with workers on them is forbidden. Standing on the last step of the ladder is forbidden. Having two men working at height on the same ladder at the same time is forbidden.
5. All the electrical works performed by the build-up company must be implemented by specially trained certified specialists with third degree work clearance minimum. Every electrical installation (electric service panel, automated machine, etc.) must have a residual cut-off device adequate for the operating current, that is to be installed in an accessible spot at the height of 1.8 m above the ground. The supply cable between the access hole or portable service panel and the short-circuit protective device must be protected from mechanical damage (i.e., placed inside a tube, metal hose, or other protective cover and secured). The length of the cable by the service panel must not exceed 1.5 m; surplus cable is to be stored within the build-up area. The minimum length of the five-core cable of adequate size from the connection point to the service panel is 30 m. Cable and wire joints must be made with fork-type connectors. Lay connection is not acceptable. Increasing cable length with terminal boxes is only allowed inside a

junction box. All electrical installations within a stand must be soundly secured to prevent any mechanical impact. All metal constructions of the exposition (build-up area) must be earthed.

6. Water connection is to be realized via a 1/2" or 3/4" dia armored hose, sewer connection is to be realized via a 40 mm dia hose. The build-up company/exhibitor is to install all connections by their own means. The build-up company provides its own connection pieces and adapters. Water feed will be provided to the build-up company's equipment after revising the connections of the water consuming equipment.
7. Compressed air connection (air pressure 6-8 kg/sq.cm) is to be realized via a 3/8 dia high-pressure hose. The build-up company/exhibitor is to install all connections by their own means. The build-up company is to provide connection pieces and adapters. Compressed air feed will be provided to the build-up company's equipment after revising the connections of the air consuming equipment.
8. The build-up company must calculate the time for the assembly/disassembly works so as to avoid overtime works. Overtime work is only allowed by the Organizer's authorization. The Organizer of the event is entitled to hold the build-up company to the worktime standards for its employees in order to mitigate risks of inappropriate behavior caused by fatigue.
9. At the company's stand there must be a stander containing basic information on the build-up company: company name, full name of the designated person responsible for the build-up/take-down of the stand, contact telephone. The designated person must be present at the stand during the build-up/take-down works.
10. When entering/exiting the loading gates in the process of lading/unloading works, the build-up company must follow the instructions of the Administrative department personnel of LLC "EC "Sokolniki", for the Administrative department provide traffic control on the territory.
11. Exclusive stands are to be built up of highly ready elements that have been previously assembled and painted at the build-up company's facilities. Only such works as adjustment of assembled elements and joint sealing and painting, with preliminary coverage of passageways with protective cover, are permitted in the Company's exhibition pavilions.

### **IT IS STRICTLY FORBIDDEN TO:**

1. Smoke at the workplace, on the territory of exhibition pavilions, stands, expositions; in administrative, service, technical and storage rooms.
2. Drink alcohol.
3. Use adhesive tapes that leave marks on the floor and pavilion constructions.

4. Use file board sanders, stationery circular saws or other dust-producing equipment not equipped with dust extraction.
5. Narrow passageways, block emergency exit ways, access ways to technical rooms; narrow or block fire breaks between buildings and constructions; block passageways between stands and expositions; block access ways to fire alarm notification appliances; use unrented space for temporary storage of equipment, materials, personal staff, for eating or resting.
6. Use compressed gases, including liquefied incombustible gases; use special effects such as pyrotechnics, laser, dry ice, etc. Usage of compressed gases is only permitted by way of exception when strictly necessary. Special spots for compressed gas usage must be marked in the exhibition layouts in the organizers' office and in the plan submitted to the fire safety officer. Usage of gases must be included in the build-up company's/participant's risk assessment. Only one gas bottle per stand is allowed. Spare bottles must be kept in a specially designated place.
7. Dump into the canalization (toilets): paints, oils and technical liquids. Tanks for technical liquids dumping are to be found by the loading gates.
8. It is strictly forbidden to: damage the flooring of the exhibit halls during the moving, storage and transfer of stand construction materials; drilling the floors and parts of the exhibit halls constructions with the purpose of fixing stand constructions; leaning any construction structures and materials to the walls, columns, windows and doorframes of the exhibit halls; storing metal sections and any other constructions and materials on uncovered floor of the exhibit halls; performing paintwork and any other works without backing such as carpet covering, plywood sheets etc.; moving materials and equipment across the floor without using trolleys with rubber wheels (simple, hydraulic etc.). Mobile hoisting towers, ladders, step-ladders, exhibition furniture and other equipment with metal or wooden frames should only be installed on rubber or plastic pads.
9. Store (leave till disassembly) any equipment or materials in the pavilion behind the stands, by the loading docks, or under the stairs.
10. Leave construction waste, loading pallets, containers or any combustible materials in the pavilion after the assembly/disassembly works.
11. Block access ways to fire cock cabinets, fire extinguishers, service panels, and other technical equipment with any goods, equipment, containers, or other staff.
12. Enter the pavilion without a special pass.
13. Stay in the pavilion after the fixed time without authorization for overtime works.
14. Store goods, personal things, construction materials, or containers in outdoor areas in close proximity to building walls and fire hydrants; block access ways to fire hydrants, gas and diesel generators, or transforming substations with containers, loading pallets, crates with goods or personal staff.
15. Use open fire, highly inflammable liquids, or sparking equipment inside buildings and exhibition pavilions.
16. Damage manual fire alarm notification appliances of the automatic fire alarm system, fire cock cabinets, and fire extinguishers; operate them without signs of fire breaking out.
17. Fasten equipment and constructions to the major fire-extinction system pipeline.
18. Connect stand equipment to the pavilion's service panels without authorization; use defective or uncertified electrical equipment; connect to other stands' sockets without authorization. Distributing boxes at the stand are to be placed out of everybody's reach.

Electrical power cutoff after the exhibition closure is to be effectuated upon the exhibition ground's authorization.

19. Assembly stands out of constructions and materials that have not undergone fireproofing and/or do not have fire safety certificates. Quick assembly constructions made of flake board, HDF, wood, polywood, etc. are to be brought in coated or otherwise treated, with fire safety certificates for fireproof agents, paints, coats, etc., and with fireproofing certificates and copies of the fireproofing organization's license.
20. Leave the rear wall of the stand uncompleted. The wall-face of the rear wall is to be completed and have the white colour regardless of the stand's location and configuration.
21. Place advertising information or company's logo on the back wall facing another stand.
22. Use paint coatings other than water based paints.
23. Leave sharp objects (nails, self-drilling and bolt screws) on the floor during the stand assembly/disassembly period. There are to be no protruding sharp fasteners (nails, self-drilling and bolt screws) in wooden or other constructions.
24. Enter service rooms of the LLC "EC "Sokolniki" without authorization.
25. Leave light after the end of the event day. All external and internal lighting must be switched off. All electrical equipment and appliances (plasma screens, audio systems, etc.) are to be plugged off. Only equipment requiring continuous power supply (refrigerators, cooling chests, etc.) is to stay plugged in.
26. Drive on or across the carpeting in the pavilions when cargo handling.
27. Install silicate glass at a height more than 1.8 m from the ground level to the upper edge of the installed glass. Only special safety glass installment is allowed at such heights.
28. Usage of stationery circular saws or file board sanders not equipped with dust extraction, open fire, and welding works.
29. Application of gypsum plasterboards and gypsum-filament boards for stand construction and decoration.

**Should the build-up company fail to implement any of the present regulations, the company will be charged penalty in accordance with Appendix №1 to the present technical safety rules and requirements.**

## Appendix №1.

### Penalties for violation of the Technical safety rules and regulations for stand installation within the premises of LLC “EC “Sokolniki”

Item №	Violation	Penalty	Note
1	Carrying our build-up works on the basis of project design documentation that has not been duly authorized: <ul style="list-style-type: none"> <li>- the build-up works are carried out by another company;</li> <li>- non-compliance of the assembled constructions with the submitted project design documentation;</li> <li>- unauthorized hanging structure.</li> </ul>	50,000 rub + denial of accreditation for 3 following months	The penalty is issued by a representative of LLC “EC Sokolniki”
2	Smoking at workplace, within the territory of exhibition pavilions, stands, expositions, in administrative, service, technical and storage rooms, and other unauthorized places	10,000 rub	The penalty is issued by an authorized representative of the Fire Safety Service or a representative of LLC “EC Sokolniki”
3	Drinking alcohol	10,000 rub	The penalty is issued by a representative of the Security Service or a representative of LLC “EC Sokolniki”
4	Usage of adhesive tapes leaving marks on the pavilion’s floor surface or other surfaces	10,000 rub	The penalty is issued by a representative of LLC “EC Sokolniki”
5	Usage of file board sanders, circular saw, and other dust-producing machines not equipped with dust extraction	10,000 rub	The penalty is issued by a representative of LLC “EC Sokolniki”
6	Blocking of passages between stands with equipment, constructions or materials	10,000 rub	The penalty is issued by a representative of LLC “EC Sokolniki”
7	Discharge of paint, oils, and technical fluids into the canalization system (lavatories). Tanks for technical fluids are located by the pavilions’ loading gates	50,000 rub + forwarding information to the environmental police	The penalty is issued by a representative of LLC “EC Sokolniki”
8	Drilling of pavilion’s floor, walls and columns with the purpose of stand fastening	50,000 rub + reparations	The penalty is issued by a representative of LLC “EC Sokolniki”
9	Storage of equipment, materials, or containers behind the stands, by the loading gates, or under the stairs during the Fixed Event Period	10,000 rub	The penalty is issued by a representative of LLC “EC Sokolniki”
10	Usage of unrented space or stands of the General Build-Up Company for temporary storage of equipment, materials, personal staff, for eating or resting	10,000 rub	The penalty is issued by a representative of LLC “EC Sokolniki”

11	Leaving of construction waste, pellets or containers in pavilions after the build-up/disassembly works	20,000 rub	The penalty is issued by a representative of LLC "EC Sokolniki". The damage inflicted is paid separately in accordance with the provided calculation.
12	Reduction of passage width, blocking of evacuation routes, main and emergency exits, approach routes to technical rooms, firebreaks between building walls or stands, expositions, shelve stands, approach routes to fire notification installations, fire cock cabinets, fire extinguishers, electric service panels, and other technical equipment with goods, equipment, property, containers, packing and other machines, that impede evacuation to the outside. Storage of goods, property, containers and other materials in immediate proximity to building's walls and fire hydrants	10,000 rub	The penalty is issued by an authorized representative of the Fire Safety Service or a representative of LLC "EC Sokolniki"
13	Staying in the pavilion without a special pass or unauthorized overtime staying	20,000 rub	The penalty is issued by a representative of the Security Service or a representative of LLC "EC Sokolniki"
14	Storage of goods, personal things, construction materials, or containers in outdoor areas in close proximity to building walls and fire hydrants; blocking access ways to fire hydrants, gas and diesel generators, or transforming substations with containers, loading pallets, crates with goods or personal staff; planting of containers, pellets, containers or boxes with goods, property or vehicles upon covers of hydrant wells	10,000 rub	The penalty is issued by an authorized representative of the Fire Safety Service
15	Use of open fire, highly inflammable liquids, or sparking equipment inside buildings and exhibition pavilions	15,000 rub	The penalty is issued by an authorized representative of the Fire Safety Service or a representative of LLC "EC Sokolniki"
16	Breaching of fire safety regulations leading to a fire (ignition) damaging the property of EC "Sokolniki"	50,000 rub + reparations	The penalty is issued by an authorized representative of the Fire Safety Service
17	Damaging or activating of manual fire alarm notification appliances without signs of fire breaking out; damaging fire cock cabinets or fire extinguishers. Improper use of fire cocks, fire hoses, fire extinguishers or equipment, loss of those; fastening of equipment or property to fire system's main pipelines	25,000 rub + reparations	The penalty is issued by an authorized representative of the Fire Safety Service or a representative of LLC "EC Sokolniki"

18	Unauthorized connection of stands to pavilion's electric service panels; usage of defective or uncertified electric equipment; unauthorized connection to electric sockets of adjacent stands	25,000 rub + denial of accreditation for 3 following months	The penalty is issued by a representative of LLC "EC Sokolniki"
19	Installment of lighting units at a distance less than 0.5 m from set design constructions, draping or other combustible surfaces	10 000 rub	The penalty is issued by authorized representatives of the Fire Safety Service
20	Assembly of stands out of constructions and materials that have not undergone fireproofing and/or do not have fire safety certificates.	20,000 rub	The penalty is issued by an authorized representative of the Fire Safety Service or a representative of LLC "EC Sokolniki"
21	The rear wall of the stand (or the wall facing adjacent stand) is uncompleted (not covered with a banner or not painted white); or has advertizing information facing another stand	20,000 rub + denial of accreditation for 3 following months	The penalty is issued by a representative of LLC "EC Sokolniki"
22	Stand take-down by way of collapsing	25,000 rub + denial of accreditation for 3 following months	The penalty is issued by a representative of LLC "EC Sokolniki"
23	Absence of the standard-form information stander during build-up/ take-down works	10,000 rub	The penalty is issued by an authorized representative of LLC "EC Sokolniki"
24	Absence of the responsible person during build-up/take-down works at the stand	10,000 rub	The penalty is issued by a representative of LLC "EC Sokolniki"
25	Installment of silicate glass at a height more than 1.8 m from the ground level	10,000 rub	The penalty is issued by a representative of LLC "EC Sokolniki"
26	Breaching of high work safety rules	15,000 rub	The penalty is issued by a representative of LLC "EC Sokolniki"
27	Unauthorized disassembly of stands (or their elements) of the General Build-Up Company or any other company's stand.	50,000 rub + denial of accreditation for 3 following months	The penalty is issued by a representative of LLC "EC Sokolniki"
28	Usage of trucks or pallet jacks for carriage of equipment or materials through the passage between pavilions 4 and 4.1	50,000 rub + denial of accreditation for 3 following months	The penalty is issued by a representative of LLC "EC Sokolniki" or a representative of the Security Service
29	Leaving light after the end of the event day; leaving any electrical equipment or appliances switched on or plugged in (except for the equipment requiring continuous power supply)	10,000 rub	The penalty is issued by a representative of LLC "EC Sokolniki" or a representative of the Security Service