

**Aviasalon Joint Stock Company
(Aviasalon JSC)**

**Terms and Conditions of Participation in Exhibitions
held at the TEC RUSSIA Exhibition Complex**

Effective from

March 5, 2019

Pursuant to Order No. 60c dated March 5, 2019 of Director General of Aviasalon JSC

Published at www.aviasalon.com

Zhukovsky

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GLOSSARY

For the purposes of these Regulations the following definitions are used:

Term	Definition
Exhibition	An educational and informative event aimed to show exhibits and achievements in a specific area and held within the exhibition space of the Exhibition complex divided into specific sections.
Official Organizer	Federal and other authorities defined by the RF Government / relevant agency.
Organizer	A legal entity authorized (under a contract) to hold an exhibition.
Conditions of participation	A document complimentary to the present T&C that details participation in every specific exhibition held by Aviasalon JSC.
Participant, Exhibitor	A legal entity that participates in an exhibition by one of the methods specified in Conditions of participation under a contract with the Organizer.
Co-exhibitor	A legal entity engaged by an Exhibitor to exhibit its products on the common exhibition space.
Visitor	A physical person who takes part in the exhibition on the basis of a ticket or pass.
General Contractor	The Organizer's counterparty providing the construction of all exhibition areas and supervising the activities of all Contractors, including the approval of design documents.
Contractor	A counterparty engaged by the Exhibitor to perform installation/dismantling and decoration works for the construction of non-standard exhibition stands and chalets.
Control Board	An interdepartmental authority appointed by the Organizer and responsible for the overall safety of the exhibition ground and access control.
Flight Control Committee	A body appointed by the Organizer for the period of the exhibition to provide flight permits for aircrafts and to ensure the compliance with flight rules at Ramenskoye Airfield.
Press	Russian and foreign specialized and mainstream media: print media, radio, television, Internet portals, information agencies, etc.
OMS	An order management system used to register exhibitors and to order Services.
Deposit	An amount equal to 25% of the total cost of the exhibition space to be transferred by an Exhibitor against the contractual amounts due to the Organizer as security for entering into and complying with the exhibition participation contract.
Exhibition complex	The exhibition venue within the formally established boundaries.
Commercial participant	A company of any type of ownership with experience in organizing retail trade and/or restaurant management and catering services at public events for the period of the exhibition.

INTRODUCTION

The present Terms and Conditions of Participation in Exhibitions held at the TEC RUSSIA Exhibition Complex (Regulations) is a public offer by which the Official Organizer proposes to make a contract with a Participant whose field of expertise and exhibited produce correlates with the theme of the Exhibition in order to ensure their participation in the Exhibition on the terms, listed in these Regulations, Conditions of participation and other documents regulating participation in the exhibition.

In the course of one month since signing the contract with the Official Organizer the Organizer publishes the schedule of the exhibition at www.aviasalon.com website. The Participant is considered to have accepted all the terms of the present offer upon paying the registration fee and/or buying an exhibition entry ticket.

The requirements of these Regulations apply to all individuals, legal entities and individual entrepreneurs participating in exhibitions held by the Official Organizer.

Terms and Conditions of Participation in Exhibitions held at the TEC RUSSIA Exhibition Complex are an integral part of the contract concluded between the Organizer and the Participant. Participants and third parties are responsible for acquaintance and enforcement of the Exhibition Regulations by independently engaged third parties.

Annexes to these Regulations include:

1. Conditions of participation.

This is a document that contains terms, deadlines and dates of the events held during the Exhibition, price lists and possible discounts for the services provided, terms of sponsorship, technical characteristics of chalets and exhibition halls. Conditions of participation are approved and published **no earlier than 12, but no later than 3 months** before the start of the exhibition. This document may have several editions, each of which is published on the official website of the Exhibition.

2. Flight organization manual.

This is a set of Regulations for the aircraft taking part in the exhibition. It is approved and published **no later than 30 calendar days** before the start of the exhibition. This document applies to all participants of the exhibition demonstration program.

3. Trade and catering rules.

This document contains a layout of trade and catering facilities, list of participation formats and tariffs. It is approved and published **no later than 3 months** before the start of the exhibition.

These rules apply to all the trade actors and tenants of the retail space in the exhibition area.

4. Regulation on the organization of demonstrations of equipment at the site.

This document is a set of rules for conducting demonstrations of equipment at the site within the framework of the demonstration program. It is approved and published **no later than 30 calendar days** before the start of the Exhibition. These Regulations extend their effect to all participants of the demonstration program of the Exhibition displayed at the test site.

All participation regulating documents are a public offer and are published on the official website of the Exhibition with an indication of their validity within the time limits indicated above.

Contacts of the Organizer

All questions and complaints related to participation in the exhibition can be sent to the Organizer at the following addresses:

Zhukovsky office

Central entry, Zhukovsky-2 (Gromov Flight Research Institute), Zhukovsky, Moscow region, Russia, 140182

Tel.: +7(495) 787-66-51

Fax: +7(495) 787-66-52

Moscow office

Office 408, Malaya Pirogovskaya st., 13, Moscow, Russia, 119435

Tel.: +7(495) 989-63-28

Fax: +7(499) 283-90-08

1. Opening hours of the exhibition.

Opening hours of the Exhibition complex during the construction and deconstruction periods are set to be 08:00 – 20:00. In case of a need for overtime works it is required to file an application in the appropriate form. Pavilion opening hours' extension during construction, exhibition and deconstruction periods is allowed under the guarantee letter of the Participant for an additional fee and is issued, as a rule, in no less than 24 hours. After the official opening day, the Exhibition works daily from 10:00 to 18:00 except for the last day, on which the closing time is 16:00 unless otherwise stated in the Conditions of Participation.

2. Participation in the exhibition program

The main format of participation in the exhibition program is the creation of an exposition in pavilions, open spaces, as well as holding negotiations in corporate chalets.

Participation in the exhibition program is carried out on the basis of payment of the registration fee and rental of exhibition space.

2.1. The registration fee for participation in the exhibition program, unless otherwise stated in the Conditions of Participation includes the provision of the following services:

- Receiving the package of Exhibition Participant documents;
- Publishing the information about the Participant in the prescribed amount in the official editions of the Exhibition;
- Participation in events held during the exhibition (those that are free for entry).

2.2. The rental rate for the exhibition space and chalets, unless otherwise stated in the Conditions of Participation, includes the following services:

- Rental of space provided;
- Passes and tickets, including car passes in the amount determined by these Regulations;
- Ensuring public and fire safety;
- Ensuring the possibility of contacting the duty medical staff at the Exhibition Complex;
- Services of duty and maintenance personnel (controllers, inspectors, electricians on duty, plumbing, etc.);
- General security of exhibition pavilions, chalets and open spaces;
- General lighting of the exhibition pavilions;
- Cleaning of the exhibition area and aisles in pavilions and open areas;
- General air-conditioning of exhibition halls.

2.3. Other forms of participation:

- **Collective booth.** The participant has the right to attract third-party organizations (co-exhibitors) to display exhibits on the common exhibition area. The booth is considered collective in the case of renting a common area of more than 45 square meters and the total number of co-exhibitors being at least 5.
- **National booth.** The exhibition area, organized by the Participant with the involvement of co-exhibitors from one country, is recognized as a national booth. The national booth cannot be smaller in area and number of co-exhibitors than the collective one. National booths have priority in distribution of the exhibition space.

2.4. Rules for the participation of co-exhibitors.

A co-exhibitor is a legal entity that demonstrates its goods and services in the exhibition space (or chalet) of the main Exhibitor (participant of the exhibition program). If attracting co-exhibitors, the Participant must determine the order of participation of co-exhibitors in the Exhibition by selecting one of the following options:

- **Participation of co-exhibitors at the Exhibition at the expense of the Participant.** In this case, all responsibilities for registration of their participation, as well as the participation of co-exhibitors, are assigned to the Participant. The Participant may grant co-exhibitor the rights to order and arrange services on behalf of the Participant by adding contact details of the co-exhibitor to OMS through “Account Management.” In this case the co-exhibitor’s compliance with these Regulations is a responsibility of the Participant.
- **Independent participation of the co-exhibitor in the Exhibition.** In this case, each co-exhibitor is obliged to register for participation independently. In this case the ordering and payment of all necessary services, as well as compliance with the rules of these Regulations are the responsibility of the co-exhibitor.

The list of co-exhibitors, as well as the procedure for their participation in the exhibition, should be submitted to the Organizer at the time of applying for collective and national stands.

Trading within the rented exhibition space is prohibited.

2.5. Rules of participation in the exhibition program Exhibition space

The amount of exhibition space is approved under the Conditions of Participation.

The distribution of exhibition space is carried out according to the principle of the first application. Priorities in the allocation of space are given to collective and national booths, as well as sponsors and information partners.

The minimum leased exhibition space is 12 square meters. Each incomplete square meter is considered to be full.

Exhibits

The Participant, within the deadlines set by the Conditions of Participation, is obliged to provide the Organizer with a list of exhibits planned for display at the exhibition, filling out the appropriate forms depending on the type of exhibits for foreign and Russian participants.

Military exhibits of Russian participants.

In accordance with the Decree of the Government of the Russian Federation No. 339 of 02.06.2007, military exhibits of the Russian participants are allowed to be shown only if there are appropriate permits provided by the Participant.

The list of exhibits is submitted by the Participant to the Organizer no later than 3 months before the beginning of the Exhibition. Permission to display these exhibits is granted by the Organizer, the Federal Service for Military and Technical Cooperation of Russia and the Federal Service for Technical and Export Control of Russia.

Military exhibits of foreign participants.

In accordance with the current legislation of the Russian Federation, all military exhibits of foreign Participants are subject to licensing. Customs procedures and licensing of these exhibits are carried out by the Organizer. For the timely passage of customs and obtaining a license, foreign participants must submit a list of exhibits in the appropriate form no later than 3 months before the start of the Exhibition.

If the Participant does not plan to display said exhibits, then he must fill in and sign a corresponding obligation form.

Civil and dual-purpose exhibits of Russian and foreign participants.

The Participant is obliged to provide the Organizer with a list of civil and dual-use exhibits in the appropriate form no later than 1 month prior to the Exhibition.

Weapons and ammunition.

Weapons and ammunition are allowed to be demonstrated if the Participant has the appropriate licenses and in accordance with the procedures of display established by the current legislation of the Russian Federation. Participants must provide the Organizer with copies of these licenses, certified by the issuing or higher bodies of internal affairs, taking into account the requirements established by federal law on licensing certain types of activities.

Exhibits that are not presented to the Organizer by any of the methods described above will not be allowed to be displayed at the Exhibition.

3. Technical characteristics of pavilions

Technical characteristics of the pavilions are specified in the Conditions of Participation. All exhibition buildings (pavilions and chalets) comply with the requirements of current standards and fire safety Regulations and are equipped with fire alarm systems.

Exhibition pavilions are equipped with power boards (voltage 380 / 220V 50Hz), water points, telephone lines and Internet connection. The chalets are equipped with water supply, telephone lines, Internet connection and a restroom.

The use of existing pavilion and chalet equipment is possible in the case of their connection through the ordering of Technical Services.

4. Types and requirements for building exhibition space

4.1. Types of building in exhibition area

In accordance with the exhibition area lease agreement, the Exhibitor is provided with an unequipped exhibition area for rent.

The equipment of the exhibition area is possible in the following ways:

- Construction of a standard exhibition booth
- Construction of a non-standard exhibition booth (exclusive construction)
- Chalet building
- Building an open air exhibition space

A standard booth is a booth built from standard exhibition structures on a carpet, the color of the panels is white, and the height of the walls is 2.5 m. As part of the standard stand construction, the following types of additional works can be implemented:

- Pasting exhibition panels to change the color of the walls;
- Saturating the booth with additional structural elements and furniture;
- Logo application;
- Use of suspensions, electrodynamic friezes and other additional elements.

The construction of a standard booth includes its equipment with a basic set of furniture and booth equipment. The filling of a standard booth may vary for a particular Exhibition, and is detailed in the Conditions of Participation. Additional equipment may also be ordered in the "Technical Services" section (Section 17.1. Of these Regulations). Construction of standard exhibition stands is carried out only by the General Contractor.

A non-standard booth is a booth made of non-standard exhibition systems, items using other materials (wood, chipboard, hardboard, fabric, etc.) and containing special

technological solutions, created for an individual project. Two-story stands and chalets are also qualified as a non-standard booth.

Booth structures, as well as all additional equipment are provided to the Participant for rent for the duration of the Exhibition in accordance with the services ordered. All booth components and accessories must be returned intact and cleaned from adhesive tape residue. The participant is liable for any damage caused to the stand structures and additional equipment, in a threefold amount of their rent. The cost of items ordered by the participant, but unclaimed for any reason, is not refundable.

5. Rules for approval of project documentation

In order to ensure compliance with the requirements for the development of exhibition space, carried out by the Contractor, the General Contractor shall coordinate the design documentation for the construction of exhibition space.

The coordination of project documentation is carried out on a fee basis on the basis of 100% prepayment. Tariffs for approval, as well as deadlines for approval are determined by the Conditions of Participation and the Agreement with the General Contractor.

The Contractor must be provided with the following technical documentation to the General Contractor for admission to the installation, maintenance and dismantling of stands / chalets, including electrical networks and engineering communications:

Working draft in electronic form in PDF format (from 2 parts: 1 part working draft, 2nd part of the application (certificates, acts, etc.)), and also in 2 copies on paper with signature and seal of responsible persons. **Each copy must be stitched and signed by the head of the organization in one folder-folder.** All technical documentation must be performed in accordance with the requirements of the "Unified system for design documentation" (ESKD).

Approved by the Customer (Participant) and the supervisory authority of the resolution of the special Fire Department No. 45, the working draft of the stand, chalet or street exposition including:

- title page;
- design project;
- explanatory note (technical part and electrician);
- working drawings and sheets (ceiling, doorways, interior decoration),
- static calculation (stability, wind loads) including calculation, conclusion, calculation model in electronic form, made in LIRA software, program license and certificate confirming the competence of the person who performed the calculation model;
- electric stand design indicating the voltage of the power supply, maximum load capacities for each piece of equipment, electrical connection points with full decoding of the symbols and indicating the total power on the stand (indicating the passport values of the maximum heating (heat generation) of each type of electrical equipment, and power consumption), single-line The circuit includes: The installed power of the consumer, the maximum current, the length of the group line cable, the voltage loss in the conductor, the current one short-circuit fault, the response time of the protection apparatus, the total leakage current, the name of the consumer, the distribution of loads across the phases.
- specification of materials, parts, components and equipment - a text design document defining the composition of equipment, products and materials intended for the acquisition, preparation and implementation of construction;

- measures to ensure fire safety, having the appropriate confirmation in the form of contracts, acts, licenses and certificates;
- schedule of work.

2. The total package of documents;

- a notarized copy of the Contractor's compliance certificate with the international standards of the GOST R ISO 9000 series;
- a power of attorney from the Participant for the construction of a stand (chalet) on the participant's letterhead;
- certificates of conformity for all materials and structures used in the construction of the stand, including electrics, acts of processing flame retardant composition of combustible materials used for the design of the stand;
- a list of electrical personnel (on the Contractor's form) participating in the electrical installation of this stand, signed by the head of the Contractor;
- photocopies of certificates of electrical personnel with a group on electrical safety (responsible for electrical installation not lower than the fourth group), with a mark on certification, a copy of the test log of knowledge of electrical personnel;
- copies of orders on the appointment of a person responsible for carrying out electrical work and on equipment and fire safety with telephones and the signature of the responsible persons "with the order I am acquainted";
- Photocopies of certificates of verification of knowledge of labor protection requirements and fire-technical minimum for managers and specialists;
- civil liability insurance policy;
- act of separation of responsibility for the operation of electrical installations (2 copies, signed when the exposure is connected);
- Protocols of the electrical measuring laboratory (provided prior to the commissioning of the finished exposure);
- letter of guarantee (about the reliability and stability of the structure).

All documents must be certified by the head of the Contractor company.

The general Contractor reserves the right to request additional documentation confirming the safety of the elements and materials used in the construction of the stand.

Construction of standard exhibition stands is allowed by Contractors only after the transfer of the right to build standard exhibition stands by the General Contractor is completed. This service is provided on a paid basis by the General Contractor. At the same time, the list of documents submitted for approval does not change.

According to the results of the agreement between the General Contractor and the Contractor, the Paid Services Agreement for the implementation of technical control and the Act of Compliance of the documentation provided to these Regulations shall be executed. These documents are confirmation of the approval, and allow you to proceed to the installation work.

Requirements for building exhibition space

The construction of exhibition stands and the building of an open exhibition area is carried out by the General Contractor.

The construction of a non-standard exhibition stand and the building of a chalet can be carried out by the Contractor, subject to the agreement of the project documentation.

General requirements for the production of works by Contractors:

All installation work must be performed in compliance with the existing Safety Rules, Rules for technical operation of electrical installations of consumers, Rules for electrical installations, Rules for fire protection in the Russian Federation, Technical Regulations on fire safety requirements (Federal Law FZ-123), Building norms and rules, POT (Order of the Ministry of Labor of Russia No. 328n of July 24, 2013), Rules on labor protection when working at height, the requirements of technical solutions and working drawings of approved working projects (schemes).

The construction of stands should be carried out only after marking the exhibition site for construction, made on the basis of installation plans and verified together with representatives of the Technical Service.

The construction of stands / chalets should be carried out only after the Contractor has accepted the building site with the drawing up of a certificate of the established sample with an indication of the revealed remarks.

After completion of the dismantling works, the Contractor shall transfer the exhibition area back. The acceptance of the exhibition space is carried out according to the act of acceptance with the participation of representatives of the General Contractor and the Contractor. In case of detection of remarks, they are eliminated by the Contractor independently or payment of the cost of repair work (material damage) is made.

The exhibition area is considered to be rented provided that:

Revealed comments by the Contractor have been eliminated independently or payment for the cost of repair work (material damage) has been made;

payment documents are attached to the act of acceptance of the exhibition area;

The acceptance certificate for the exhibition area is signed by all parties.

Before the start of work, the representative of the Contractor, appointed by the head of the organization responsible for the work, is obliged to verify the construction plan with the general development plan together with representatives of the General Contractor. If there are discrepancies that may lead to disruption of work, immediately contact Aviasalon JSC for a decision.

The construction of stands / chalets should be carried out only within the marked exhibition area, and the aisles between the stands should remain free. Storage of containers, construction materials, construction waste, tools, equipment in the aisles is prohibited. In case of violation of the location of the structures to be built with respect to the general marking, the Contractor is obliged to dismantle and re-install the structures at his own expense. It is not allowed to carry out any construction details beyond the boundaries of the allocated exhibition area adopted by the Contractor for construction.

All exhibition area built up at the "Russia" Exhibition complex must necessarily be covered with flooring. For fixing the flooring is allowed to use special tapes with a sticky layer. Used adhesive tapes should not leave marks on the floor after removal.

The height of stands and stands in open spaces must comply with the technical solutions adopted in the Building Development Project.

To ensure energy and water supply of stands in the pavilions will be wired, hoses for supplying and draining water, as well as electrical cabinets and other equipment. If necessary, the General Contractor reserves the right to conduct additional cables or hoses in the aisles or within the rented exhibition space.

Sound level more than 75 dB at the border of the stand is not allowed.

If there are rooms with a complete ceiling overlap in the stand / chalet project, it is necessary to install ventilation and air conditioning with the emission of heat flows beyond the enclosing structures (walls) of existing buildings in order to ensure a comfortable stay of people. The calculation of heat release equipment temporary facility should be part of the project section.

When installing solid ceilings and other structures that will separate individual new temporary volumes (rooms, halls, zones, stands, etc.) or shut off the upstream equipment of automatic fire protection systems, the spaces under these ceilings and structures should be protected by additional systems automatic fire protection, depending on the requirements of the standards (including: automatic installation of a fire alarm system and (or) fire extinguishing installations (including modular fire alarm) a) respectively). It is allowed not to ensure the presence of these additional automatic fire protection systems, if the ceiling and other structures have a perforated periodic structure with perforations over an area of at least 40% of the ceiling and other structures, and the minimum size of each perforation in any section should not be less than 10 mm, and the thickness of the ceiling and other structures should not exceed more than three times the minimum size of the perforation cell.

It is allowed to use only tempered glass, and at a height of more than 2 m from the floor level to the upper edge of the object being constructed, it is allowed to use only glass of the "Triplex" type.

The erected walls of stands and any constructions for displaying advertisements must be stable and must not pose a threat to the health and life of third parties; the frames and elements of erected walls and other structures with the use of combustible materials must be exposed to flame retardant treatment. Suspended ceiling frameworks should only be made of non-combustible materials. The Contractor is responsible for the safe installation of any structures and should be able to confirm it if necessary. Temporarily erected by the Contractor objects should not be fixed with the help of neighboring temporarily erected objects. When the distance from the ceiling to the top of temporarily erected walls, partitions, exhibition and other structures is 0.6 m or less, it is necessary to ensure the presence of additional fire detectors of an automatic installation of a fire alarm system.

Fastening of temporarily erected objects and structures to stationary walls and to the floor of pavilions, chalets and asphalt pavement by the drilling method is not allowed.

- Construction work on the open spaces of the "Russia" Exhibition complex as well as inside the pavilions, chalets should be made of nodes and elements of a high degree of readiness, which have been pre-assembled and painted on the Contractor's production sites. On the territory of the "Russia" Exhibition complex, it is allowed to perform only fire-retarding treatment, joining of finished elements, sealing and painting of joints, with preliminary covering the floors of the aisles with a protective film. It is forbidden to use circular stationary saws, surface grinders that are not equipped with a dust extraction, open fire, welding.
- The use of combustible building and finishing materials is not allowed; in justified cases, when using materials that differ in their properties from non-combustible materials, the following requirements for fireproofing should be fulfilled. processing (in this case, in any case, indicators of fire hazard of materials for interior decoration and evacuation routes should not exceed the indicators established in Vol. 28 and 29 FZ-123 (depending on the type of evacuation routes and purpose of the premises):
- Contractors cannot use building materials to make walls, ceilings and fill suspended ceilings on stands and in a chalet with a higher fire hazard than: G1, B1, D2, T2, FP1 (or not exposed to flame retardant treatment to these figures). Suspended ceiling frames should only be made of non-combustible materials. For the application of noise and heat insulation, it is permissible to use only non-combustible materials (NG group) without using insulation made from combustible materials.

- Contractors cannot use building materials to cover floors on stands and chalets with a higher fire hazard than: G1, B1, D2, T2, RP1 or B1, D2, T2, RP1 (for carpets), or not exposed to flame retardant treatment before data indicators.
 - If it is necessary to use fabric finishing (drapery) of objects, the fabrics should be exposed to flame retardant processing with provision of subsequent characteristics for fabrics as for: flame-resistant fabrics (according to GOST R 50810-95), fabrics with moderate smoke-forming ability D2 (according to GOST 12.1.044-89), fabrics with moderate toxicity of T2 combustion products (according to GOST 12.1.044-89), fabrics that are not easily flammable (according to GOST R 53294-2009), can be used with Kendl fabrics or from Trevira CS fiber (or their equivalent).
 - At each temporarily erected object (stand / chalet) there must be fire certificates and acts of fire-prevention processing of materials confirming the classification of building materials and the possibility of their use. To confirm the fact of flame retardant treatment, the Contractors are obliged to submit to the General Contractor acts of work performed on carrying out flame retardant treatment, while not allowing the use of materials previously exposed to flame retardant treatment and already used in other events (since the preservation of flame retardant properties is influenced by including - humidity, temperature, the presence of mechanical, etc. exposure, other storage conditions of materials).
 - At each temporarily erected object (stand / chalet) there must be primary extinguishing agents (at least 1 fire extinguisher for 1 room);
 - If the project provides for a floor drop (podium), then the project should provide a ramp for people with limited mobility with a slope of at least 1: 6.
 - Deciduous and coniferous trees can only be used with wet roots. Bamboo, cane, straw, bark, peat and similar materials should be used only after special treatment.
- Constructions of stairs, ramps, steps and bridges must comply with safety requirements. All staircases, elevated platforms, zones must have a railing. The railing must have a height of at least 1.2 meters from the floor level and have at least the upper, middle and lower rail. Fencing stairs and railings must be continuous, equipped with handrails and designed for the perception of loads of at least 0.3 kN / m. Platforms should be designed for a load of at least 2.0 kN \ square m. and pass static tests. The height of single-level platforms should not exceed a height of 0.22 m. Stair slope should be no more than 1: 1; and the tread width is not less than 25 cm, the height of the step is not more than 22 cm. The width of the staircases and staircases must be at least 1.2 m, in justified cases, the width may be reduced to 0.9 m. P. stairs is prohibited. The width of the doors (or doorways) must be at least 0.8 m (for rooms with a stay of 50 or more people - at least 1.2 m), and height - not less than 1.9 m. The height of the passage on the escape routes, including when installing additional structures, must be at least 2.2 m.

Ways of evacuation should be equipped with elements of photoluminescent evacuation systems in accordance with the provisions of GOST 12.2.143-2009 "Occupational safety standards system. Photoluminescent evacuation systems. Requirements and methods of control.

To confirm the safe evacuation of people and ensure the fire safety of the facility, as well as justify the dimensional characteristics of the evacuation paths of the buildings, fire risk calculations are carried out on the basis of the provisions of art. 6 and Art. 53 FZ-123 "Technical Regulations on Fire Safety Requirements".

- When building objects, the Contractor must ensure the attractiveness of the appearance of the walls and partitions adjacent to the aisles where participants

of MAKS can be located through the use of decoration, displays, etc. The partitions of objects bordering the neighboring stands should be of a neutral type and correspond to the design solutions of the adjacent stands.

- The interiors of buildings, structures, pavilions, chalets, and open areas of the “Russia” Exhibition complex should not be damaged, stained or otherwise modified. Painting, wallpapering, sticking materials on the surfaces of walls and building equipment is prohibited. Curbstones, columns, located at exhibition sites, can be hidden to the permitted height of the structure, provided that they are not damaged.
- In cases where it is necessary to build a foundation, a podium, it must be built above the floor level. Digging is prohibited. Painting floors of buildings and road surfaces in open areas is prohibited.
- If necessary, the use of mortar, it should be kneaded and applied to metal, plastic sheets or tarpaulin. It is forbidden to apply mortar on the floor of a building or road.
- Oil and similar substances should be removed immediately if they are spilled on the floor or pavement. Carpets and carpeting must be laid in accordance with safety Regulations and must not protrude outside the construction site. Only polyethylene or polypropylene adhesive tape can be used to adhere a carpet to a floor or pavement. Such materials should not leave marks.
- When using bulk materials (earth, sand, etc.), technological hatches or openings in buildings and in open spaces of “Russia” Exhibition complex should be covered and protected from contamination. If dust appears during this, it must be removed by suitable means.
- It is possible to hang a limited number of structures and equipment to the roof beams of the rooms of the “Russia” Exhibition complex.

Suspension of structures and equipment, as well as the structures and equipment of the stands should not overlap the coverage areas of the equipment of automatic fire protection systems and air conditioning systems.

The possibility of using suspended structures on the stand must be coordinated with the Technical Service.

- When developing working projects regarding the design and design of stands / chalets, the Contractor must ensure that the requirements are met so that all the inscriptions on the walls of temporarily erected objects, logos and names of organizations should not stand for the permitted height of structures and should look attractive from all viewpoints.
- When designing stands / chalets, it is necessary to ensure the integrity of the design of the temporary object when perceiving the wind load of the air flow at a speed of at least 30 m / s

Drilling asphalt pavement in open spaces of the “Russia” Exhibition complex is PROHIBITED.

Fastening of objects erected on the open spaces of the “Russia” Exhibition complex, to the surface on which the temporarily erected object is being erected, must be made with the help of weighting agents.

- When developing a working draft and installing stands on the “Russia” Exhibition complex, the Contractor should not exceed the maximum permissible load during the execution of works.

5.1. Additional requirements for chalet development:

Prohibited:

- Climbing to the roof, as well as attaching anything to the roof;

- Connecting to service networks and wires, as well as pipelines;
- Displaying exhibits in the chalet and in the adjacent area of the chalet;
- Use barbecues and similar equipment for cooking;
- To build any structures outside the rented area of the chalet and use the area in front of the chalet;
- To build fences between the patio areas of the chalet that exceed the permitted height of 1.10m, and also to erect and mount any structures (flagpoles, aerostats, etc.) that impede viewing;
- In the patio area, erect a canopy with a depth of more than 4 meters from the chalet walls (in a 3 G and 5 G chalet, a canopy can be installed over the entire patio area), and the floor (floor) rising from ground level in the patio area is more than 200 mm.
- To construct the construction of entrance groups in the chalet with a height of more than 5m. and a depth of more than 1m.
- In units of chalets 1 G and 6 G, there is the possibility of using an operated roof. Special conditions for the use of the operated roof can be specified in the Conditions of Participation.

Requirements for exhibition stands apply to building a chalet and patio areas in full.

5.2. Rules for organizing technical suspensions to overlap trusses

- Suspended construction should not go beyond the boundaries of the rented exhibition space of the participant.
- The technical parameters of the suspended structure must ensure its durability for the entire duration of the exhibition. The technical service has the right to request changes in the suspended structure and / or request additional documents to guarantee the safety of the structure.
- When using its own winches, the Contractor must provide the necessary documentation for working with lifting mechanisms and removable lifting devices. Responsibility for the quality and operation of their own winches is borne by the Contractor.
- A hanging attachment of auxiliary equipment (lighting equipment, advertising media, etc.) is prohibited.

5.3. Power supply and water supply of exhibition stands

Independent connection to power shields, as well as points of water intake and drainage is prohibited. This type of work is carried out only by the Technical Service of the Organizer at the request of the Participant.

For the period of installation and dismantling, the Contractor is provided with the possibility of using installation electricity (if available).

Connection of exhibition stands inside the pavilions is carried out from the nearest power shields located along the pavilion perimeter. The participant is obliged to provide a supply cable of a sufficient section of a length of at least 50 lm. to connect to the pavilion shield.

The connection of the exhibition stand according to the permanent scheme is subject to the following conditions:

- The power consumed by the stand is ordered and paid for in full;
- The tests of insulation resistance of electrical wiring

The use of autonomous sources of electricity is not allowed without the consent of the Technical Service.

Requirements for water supply and drainage hoses:

- Pressure hose - section 1", length not less than 10 m.
- Drain hose - medium hardness, cross section 100 mm, length not less than 10 running meters.

6. Air conditioning rules

Do not attempt to carry out work on the installation of air conditioning system in a chalet 1 group G and 6 G. All work on the installation of air conditioning systems in the chalets of Group 1G and 6G is carried out only by the Technical Service.

It is allowed to install split-systems in chalets of group 1D, 2D, 1F, 2F, 2G, 3G, 4G, 5G and in the pavilions independently by development companies only after passing through the paid procedure for coordinating the installation of split-systems from the General Contractor.

7. Pavilion cleaning rules

The rental rate includes the cost of the general cleaning of the pavilions and the exhibition complex. During the exhibition, cleaning of the aisles between the stands is carried out. Participants should collect garbage from the stands in plastic bags and leave them in the aisle at the stand, for further disposal. Participants who need cleaning at the stand should order the service of daily cleaning of the stand separately (clause 17.1. Of this Regulation).

The final cleaning of the common exhibition areas and walkways between the stands should be completed on the last day of installation. After the final cleaning, it is prohibited to carry out work associated with the formation of dust and put construction debris into the aisles. If the construction and installation of the exhibits are not completed by the time the installation is completed, the Contractor or participant will independently take out the garbage from the adjacent area of the aisles between the stands to the nearest garbage can outside the pavilion or order the corresponding service (paragraph 17.1 of this Provision). In case of violation of these Regulations, the Technical Service is entitled to impose a penalty in accordance with these Regulations.

8. Demonstration program and static display participation

Depending on the exhibition, the demonstration program may include:

- flight program in the area of the Ramenskoye airfield of Flight Research Institute named after M.M. Gromov;
- showing the ride quality of military and civilian vehicles at the range of JSC "Exhibition complex "Russia";
- static exposure of aircraft;
- static exposure of military and civilian equipment.

Participation in the demonstration program and at the static exposition is carried out on the basis of the payment of the registration fee and the rent of the static exposition area (provision of parking places for aircraft) to the extent necessary for the demonstration of exhibits and / or temporary placement of the exhibit demonstration program.

Registration fee rates include a list of services similar to those for participation in the exhibition program.

Payment for the provision of parking spaces for aircraft includes:

- provision of the actual place on concrete runways (runway-1) and unpaved runways;
- provision of places in accordance with the applicable standards with fire-fighting equipment (fire extinguishers);
- providing a common ground loop;

- marking of aircraft parking places;
- lighting at night of the runway 1;
- maintenance of the arrival and departure with towing to the static parking and back. (If the aircraft is located on a static parking and participates in demonstration flights, towing for flights is paid by the Participant at separate fares).

The exhibits of the demonstration program and the static exposition are subject to design according to a scheme similar to the exhibits of the exhibition program.

8.1 Flight Program Organization Rules

Flights in the framework of the flight program at the exhibition are divided into:

- **qualifying flights.** Flights based on the results of which the Flight Management Committee decides on the admission of aircraft to the flight program. Qualifying flight is obligatory and free of charge for the Participants who have applied for participation in the flight program. In the case of unsatisfactory performance of a qualifying flight, the Participant may perform an additional qualification flight taking into account the comments made by the Flight Management Committee. All additional qualification flights are subject to payment.

- **training flights.** Flights for testing elements of demonstration flights and flight demonstration complexes in the flight zone or in the area of the Ramenskoye airfield. The right to conduct training flights is available for a fee.

- **familiarization flights.** Flights to familiarize the pilot with the area of flights under the exhibition program, or flights with potential customers on board. The right to conduct familiarization flights is provided for a fee.

- **demonstration flights.** Flights performed in accordance with the approved exhibition demonstration flights program and demonstration flight implementation plan. The flight hour fee from the Participant of the demonstration flight is not charged by the Organizer. All other types of flights, incl. transport flights and flights of aircraft, control flights on flying devices for technical reasons (after assembly, repair, etc.) are carried out in accordance with the current rules of the Ramenskoye airfield.

Payment for training, familiarization and additional qualification flights in the area of the Ramenskoye airfield is carried out under direct contracts with Gromov Flight Research Institute in accordance with the tariffs in force at the airport at the time of the conclusion of the contract.

To participate in the flight program, Participants must complete and submit to the Organizer no later than 1.5 months prior to the exhibition (unless otherwise specified in the Participation Conditions, an application for participation in the flight program for each aircraft with the obligatory attachment of the following documents:

- certificate (certificate) of aircraft airworthiness (copy);
- a valid pilot certificate or certificate of entitlement to fly on this type of aircraft;
- copies of proof of insurance:

liability to third parties in the event of damage to their identity or property for an insurance amount not lower than the following, depending on the weight of the aircraft: over 110 tons - 25 million USD; from 30 to 110 tons - 10 million USD; from 8 to 30 tons - 5 million USD; from 0 to 8 tons - 1 million USD.

- life and health of the flight crew in case of death or injury due to an accident - for the insured amount of 75,000 USD for each crew member;
- passengers and other persons taken aboard the aircraft when performing flights in case of death or injury due to an accident - for the insured amount of USD 75,000 per person.
- a document on the flight crew's medical clearance;

- a description and scheme of the main demonstration flight, as well as a reserve in case of adverse weather conditions, approved by the head of the organization;
- advertising (announcer) text on the demonstration flight, as well as the data of the aircraft.

Documents are sent by the Organizer for inspection to the Flight Management Committee, which decides on admission to the qualifying flight. According to the results of the qualification flight, a decision is made on the admission of the aircraft to the flight program. The number of additional qualifying flights required is determined by the Flight Management Committee.

The flight program is carried out in accordance with the Manual for the organization and implementation of flights, which is approved by the Exhibition Organizer.

The dates and dates of arrival, departure and location of the aircraft on the territory of the Ramenskoye airfield during the preparation and holding of the exhibition are indicated in the Manual on the organization and operation of flights.

8.2. Rules of the organization of the display at the site

To participate in the show, it is necessary to fill out and submit to the Organizer, within the time specified in the Participation Terms, an application for participation in the show at the test site for each unit of equipment being demonstrated.

The demonstration of equipment at the site is carried out in accordance with the procedure defined in the Regulations for the organization of demonstrations of equipment at the site. This policy is provided to registered exhibitors.

8.3. Rules for the formation of static exposure for aircraft

Static exposure of aircraft is formed in accordance with the following rules and in accordance with the scheme approved by the Organizer and Flight Director, appointed by the Organizer:

- Aircraft with a dry weight of less than 3 tons are placed on unpaved static parking, aircraft with a dry weight of more than 3 tons are placed on concrete static parking.
- When carrying out the deployment of aircraft crews and technical staff must strictly follow the instructions of the relevant technical services of the aerodrome.
- All aircraft must be grounded and have a valid standard fire extinguishing equipment. When placing the aircraft, the following intervals between the ends of the planes are observed: with one engine - at least 2 meters; with two engines - at least 3 meters; with four or more engines - at least 5 meters; between the rows of products, a distance of at least 1.5 wing span is observed.
- Parking of aircraft must have fences that exclude the passage of visitors directly to the aircraft. Aircraft must be moored in accordance with current Regulations.
- The inclusion of auxiliary power units (VSU) on static parking during the working hours of the exhibition is strictly prohibited. For violation of this requirement, the Participant may be fined.

8.4. Rules of placement and display of balloons.

The balloon is an aircraft whose lift force is based on aerostatic or simultaneously aerostatic and aerodynamic principles. Balloons are divided into manned, automatic, tethered and free.

Thermal aerostat- balloon with a shell filled with hot air.

The gas balloon is a light shell made of durable fabric, which, being filled with air with the help of the built-in supercharger, acquires a given shape and size. Is located permanently.

The airship is a balloon moving in the atmosphere with the help of a power plant controlled in height, direction, speed, range and duration of flight.

The order of placement of balloons.

Thermal balloons when flying on a leash rise to a height of no more than 30 m, limited by the length of tethered files (at least 4 pieces), fixed to the mooring means in compliance with the rules and safety measures. Gas balloons are fixed to the standard mooring means with the help of a power halyard with a length of no more than 30 m. In addition to the power halyard, there must be a halyard that provides for the forced opening of emergency gas release valves from the casing in case of a power hinge break.

Airships are fixed on the mooring (possibly mobile) mast and are additionally equipped with towing halyards necessary for mooring during transportation and taxiing of the airship to the starting point and back.

At all the above locations or start / landing locations, the Organizer ensures the duty of the trained personnel of the Participant with the aim of:

- not allowing unauthorized access to outsiders' balloons;
- lowering and fixing to the means of mooring gas balloons in case of deterioration of weather conditions or setting them at night parking, as well as at the direction of the dispatcher.

Zones of placement on the territory of the exhibition and the position of payment for participation of balloons as well as placement of advertising materials of third parties on the surfaces of balloons are indicated in the Participation Terms.

The order of application and approval of balloons is similar to the procedure for participation in the flight program.

All types of balloons declared for participation in the demonstration program fly in accordance with the Guidelines on the organization and implementation of flights.

9. Business program participation

Participation in the business program is based on the payment of the registration fee.

The application for participation in the business program is sent for consideration by e-mail to the Organizer. The conclusion on inclusion in the business program is sent to the applicant within three working days after receiving the application. The application of the Participant of the business program must contain theses of the proposed report, in accordance with the requirements set forth in the Conditions of Participation.

10. Indirect participation in the exhibition

Indirect participation in the exhibition is carried out in accordance with the Conditions of Participation on the basis of payment of the registration fee.

11. Catalogue publication rules

The catalog is the official publication of the exhibition, and is provided to all exhibitors free of charge, and is also available for sale during the exhibition.

Publication in the catalog is available to all Participants who have successfully registered. To place information in the catalog, all Participants must provide the following information to the Advertising Services Service:

- the name of the organization (in Russian and in Latin transcription);
- contact details (address, telephone, fax, E-mail, Internet address);

- brief information about the activities of the company in Russian and English languages (200 characters in Russian, 200 characters in English, including spaces and punctuation). Only common abbreviations are possible.

Information for mandatory publication must be provided no later than 1 month before the start of the exhibition. In the case of providing information after the deadline, the placement of information in the catalog is not guaranteed.

The publication of additional information, as well as logo placement and advertising in the catalog is provided for a fee, and is issued through the appropriate service.

12. Sponsorship

Participation as a sponsor is carried out on the basis of a sponsorship agreement with the Organizer.

The proposed sponsorship packages, as well as the cost and scope of services are approved by the Conditions of Participation.

13. Press

Russian and foreign specialized and non-specialized media: periodicals, radio, TV channels, Internet portals, news agencies, etc. have the right to participate in the exhibition in the corresponding status of the "Press".

The participation of the press is carried out on the basis of accreditation, giving the right to:

- Participation in press conferences, press tours and other specialized events;
- Using an equipped press center at the exhibition;
- Participation in the events of the business program, as well as events of the exhibition and demonstration programs (free to visit);
- Passes and tickets in the amount corresponding to the quota for accreditation, determined by these Regulations.

13.1. Accreditation Procedure for Journalists

Accreditation of mass media journalists (hereinafter referred to as mass media) to exhibitions is conducted in accordance with the law of the Russian Federation "On Mass Media".

Officially registered Russian and foreign media have the right to accreditation. Advertising agencies and publications do not receive accreditation. Publishers and publishing houses receive accreditation only for journalists of individual media in their composition.

Considering the infrastructure features of the exhibition complex, to take part in the exhibition is limited to the corresponding quotas:

- specialized editions - no more than 5 people;
- socio-political and business publications - no more than 5 people;
- TV companies - no more than 7 people;
- Radio companies - no more than 2 people;
- information agencies - no more than 3 people;
- Internet publications - no more than 2 people;
- information portals - no more than 2 people.

The Head of the Organizer's Press Service may increase the quota at the official request of the media if there is a valid reason.

The decision on accreditation is made within seven days from the date of receipt of the application for accreditation. The head of the Press Service of the Organizer has the right to refuse accreditation to editors:

- in the case of providing information that does not correspond to reality;
- in cases of biased or tendentious publications, previously distributed.

Confirmation of accreditation of a journalist is the omission of the category “Press”. Any other accreditation cards, as well as business IDs for work in the exhibition area are invalid.

The procedure for the special accreditation of journalists in the case of visits by officials of Russia or foreign countries is established on the basis of the Law of the Russian Federation On Mass Media.

13.2. Accredited Journalist Rights

Accredited journalists have the right to:

- receive information about upcoming meetings, meetings, press conferences and other events of the exhibition,
- use all services specially prepared for the work of journalists;
- be present during the events of the exhibition;
- use the technical equipment necessary for audio, video and photo and video;
- attend briefings, press conferences, other events specifically organized for the media by the press center;
- work in the press center during the exhibition, use the infrastructure of the press center.

13.3. Responsibilities of accredited journalists

Accredited journalists must:

- check the accuracy of the information provided to them;
- to satisfy the requests of the persons who provided information about the reference to the source, as well as about the authorization of the quoted statement, if it is announced for the first time;
- when receiving information from citizens and officials to inform them about the conduct of audio and video recordings, film and photography;
- to present an editorial certificate or other document proving the identity and powers of the journalist when carrying out professional activities upon demand;
- not to use their professional capabilities in order to conceal information or falsify socially important information, spread rumors under the guise of reliable messages, gather information in favor of an outsider or a non-media organization;
- at the request of representatives of the security services to stop the implementation of photos and video;
- when using official information and quoting the statements of the Exhibition Participants, follow the Rules of Mention.

13.4. Rules of Mention

When using official information and quoting the statements of the Exhibitors, the finished materials should contain a reference to the name of the exhibition and the source of the information received or include a link to the exhibition website, if the information is taken from the site. Making any changes, additions or distortions in the copied (quoted) information is not allowed.

Print media / Radio - any article or interview taken on the territory of the exhibition complex during the exhibition must contain a reference to the exhibition (text or emblem / logo).

Television - any program or interview taken on the territory of the exhibition complex during the exhibition must contain a reference to the exhibition (text or emblem / logo).

Internet publications - any article or interview written during the course of work or following the results of an exhibition must contain a reference to the exhibition (text or emblem / logo).

Photos - any released photograph must contain a reference to the exhibition in the image or in the caption (text or emblem / logo).

BLOGS / social networks - when using official information obtained during the Participation in the exhibition, and quoting the statements of exhibition participants (with their personal consent), ready-made materials posted on the Internet (blogs, social networks, etc.) must contain reliable facts.

The organizer is not responsible for the statements of the participants of the blogosphere, social networks. The organizer informs that he has the right to use the text of articles, photos and video materials received or created by media representatives during the preparation or holding of the exhibition with reference to the authors of these materials.

13.5. Termination and withdrawal of accreditation

The basis for termination of accreditation is:

- dismissal of a journalist from the editorial office;
- termination of the activities of the media, which is represented by the journalist
- media management decides to remove the journalist from coverage of the exhibition and / or replace it with another journalist (based on official notification).

If an accredited journalist due to circumstances (dismissal, illness, business trip, etc.) does not have the opportunity to participate in the exhibition, the editors have the right to accredit another employee within the time limits not contradicting the general terms of accreditation.

A journalist may be deprived of accreditation:

- with the intervention of a journalist in the order of events;
- in case of dissemination of information that does not correspond to reality.

The decision to deprive a journalist of accreditation is made by the Head of the Press Service of the Organizer through the execution of a decision. The decision should be motivated, written in writing, should contain references to the provisions of current legislation. This decision with official notification to the editorial office of the media, from which the journalist was accredited, should be sent within 2 days from the date of the decision. From the moment of notification, the "Press" pass is considered invalid and must be returned to the Press Service by the editors of the media.

To resolve conflict situations related to accreditation, a journalist or media editorial may contact the Head of the Press Service.

The organizer is not responsible for the deprivation of accreditation, seizure of equipment or other material values, in the event of their seizure by law enforcement agencies that ensure the safety of events. The journalist has the right to send a written complaint against the actions of law enforcement agencies that prevent the Organizer from performing his professional duties and to the Operational Headquarters.

A special photo and video service is provided free of charge for accredited representatives of general and official information partners, subject to availability.

14. Access to the exhibition area.

Access to the exhibition area is possible only with access documents: passes and tickets, which are determined by the Participation Terms.

14.1. The order of travel and access to the territory

Walking movement of Participants and Visitors on the territory of the Ramenskoye airfield is not allowed. For all categories of Participants, Visitors and Services of the Organizer, free transport is provided, which ensures delivery to the territory of the exhibition complex. Schedules and traffic patterns of this transport are published on the exhibition website no later than 1 month prior to the date of the start of the exhibition.

14.2. Access during assembly / disassembly

Access to the territory during installation / dismantling is carried out by passes of the relevant categories, or by one-time passes for the import / export of equipment.

14.3. Coordination of import / export of exhibits and equipment

The importation of exhibits and stand equipment is carried out only on passes for the import / export of equipment. The pass is issued by the Logistics Service of the Organizer.

To obtain a pass, the Exhibitor must submit a letter of import / export of equipment, completed in accordance with the approved form. The letter is issued in 3 copies:

1. The first copy is provided to the Fire Department and to the General Contractor for approval of project documentation.
2. The second copy is provided to the Organizer for registration of a single pass.
3. The third copy remains with the Participant for the subsequent registration of the export of equipment.

After approval by the Fire Department and the General Contractor, all copies of the letter are provided to the Organizer (Technical Service) for affixing the “**import allowed**” mark, the grounds for which are:

- no debt to pay the bill for participation;
- the presence of a mark on the passage of the approval of project documentation from the General Contractor;

The equipment export permit is affixed by the Organizer (Technical Service) on the equipment export letter by putting the “**export allowed**” mark under the following conditions:

- confirmation of the closure of all primary documents and payment for services;
- the presence of the mark "export allowed".

All goods imported from outside the territory of the Russian Federation must go through customs clearance. Services for customs clearance of goods can be provided by the Organizer (Logistics Service) or the official Agent of the Organizer.

14.4. Entry / exit procedure

Entrance to the territory of the exhibition complex of freight (and passenger) vehicles intended for loading / unloading is carried out during the assembly / dismantling works in accordance with the mode of the exhibition.

The maximum allowable time for a vehicle to be in the exhibition complex is 4 hours. The time of entry of the car is marked at the entrance by a security officer. Check-out time is checked by a security guard at the check-out. In case of exceeding the limit, restrictions may be applied to the Participant in the subsequent

execution of access documents. The control over compliance with the rules for the location of freight transport in the exhibition complex is carried out by the Logistics Service of the Organizer

Departure of cars is carried out only with a mark "export is allowed."

14.5. Access during the exhibition

Access control to the exhibition area.

The passage of visitors, participants and organizers to the territory is carried out through checkpoints (CAT), indicated on the scheme. At the checkpoint, identification of passes and personal inspection of visitors and hand luggage is made. The bearer of the permit must have a passport or other identity document.

Entrance of motor transport is carried out through the "Ramenskoye" aerodrome through which are marked on passes for cars. At the checkpoints, car passes are checked and vehicles that enter the territory are searched.

When entering the territory of the Ramenskoye airfield, by car passes, the driver and passengers may not have personal passes or tickets. In this case, they purchase tickets at the box office in front of the checkpoint of the exhibition complex.

Drivers of vehicles and passengers who violate public order, the rules of travel and parking are removed from the territory along with vehicles with the withdrawal of a vehicle pass without compensation for its cost.

The procedure for making material values and equipment

All material assets moved through the Ramenskoye airfield are subject to inspection for the absence of prohibited items.

It is allowed to bring in hand luggage to the exhibition area, which does not exceed the overall dimensions of 60 cm x 40 cm x 30 cm. Equipment that exceeds the established dimensions must be registered and imported by car.

On the territory of the exhibition is **allowed to carry / carry**:

- office consumables;
- personal office equipment, including: cell phones, laptops, etc.;
- photo and video equipment;
- food products (except alcoholic beverages);
- personal items;
- medicines and related items (if you have documents (certificate) from the medical institution about the need to take these medicines).

It is **prohibited to bring / carry** to the exhibition area:

- firearms and cold arms, piercing and cutting objects;
- flammable and explosive substances;
- chemical and toxic substances;
- traumatic items;
- bulky items larger than 60 cm x 40 cm x 30 cm;
- alcoholic beverages, non-alcoholic beverages in glass containers;
- illicit drugs, narcotic substances, etc.;
- animals;
- bicycles.

14.6. Special access procedure

In the case of security events during the exhibition with the participation of state security objects in pavilions, chalets, at static sites and along the route of state security

objects, a special zone is being organized guarded by the Federal Guard Service of the Russian Federation (FSO RF).

The order of passage / passage is carried out in accordance with the requirements of the Federal Security Service of the Russian Federation or by special passes, which are issued in accordance with the procedure approved by the Federal Security Service of the Russian Federation.

15. Traffic and parking rules

On the territory of the exhibition complex the Rules of the road are in force, the control over which is carried out by the traffic police. The allowed speed of vehicles is no more than 20 kilometers per hour.

Car parking is allowed only in specially designated areas - on asphalt sites, without interfering with traffic and unloading. Motor vehicles parked in unauthorized places are evacuated to a paid parking lot with subsequent compensation by the vehicle owner for the costs of its evacuation and storage.

Night parking, parking on lawns, as well as the washing and repair of motor vehicles on the territory of the exhibition complex are prohibited.

Violators of the rules of parking and traffic may apply penalties established by the Conditions of Participation.

16. Installation procedure

Works on construction, assembly and advertising and design works of the exhibition area begin, **in the terms specified in the Conditions of Participation**. Permission to initiate the start of installation work is the coordination of project documentation. To obtain permission, the package of documents should be sent for approval to the General Contractor **no later than 20 calendar days** before the start of the exhibition. Contact details of the General Contractor are specified in the Exhibition Participation Terms.

All installation work must be completed **1 day before the date of the exhibition**. On the last day of installation work, only advertising and commissioning work is allowed. All exhibition areas should be exempt from packaging and packaging by 17:00 on the last day of installation.

In case of non-compliance with this rule, the General Contractor has the right to independently organize the export of these materials and their storage at the Participant's expense.

16.1 Assembly work

The list of installation work carried out exclusively by the Organizer (Technical Service) includes:

- connection of the stand to the power supply source (after signing the Acts on insulation resistance),
- plumbing connections,
- High-altitude work is performed only by industrial climbers.

The list of installation work carried out exclusively by the Organizer (Logistics Service) includes:

- loading and unloading operations carried out with the use of lifting mechanisms.

Participants, their representatives and contractors are fully responsible for any damage caused by their actions or inaction caused to the premises or property of the exhibition venue, as well as to other participants of the event.

16.2. In the framework of the installation work is prohibited:

- make installation of building structures in the areas where stationary electric boards, technological hatches, fire cabinets and other engineering equipment are located.
- close access to fire boards and automatic fire extinguishing equipment, if such equipment is available near the border of the stand. If the project of the stand provides for the installation of a blank wall, an opening (curtain, door, hatch, etc.) must be provided in it that provides direct access to the fire shield.
- import woodworking equipment and lumber and produce sawing, planing and other carpentry work related to the manufacture of construction parts of the exhibition stand.
- to perform paint and varnish work associated with the complete painting of the construction of the mounted exhibition stand.
- apply paint, varnish, glue or other hard-to-remove flooring on floors, walls and columns of exhibition halls.
- use of stationary circular saws, surface grinders, not equipped with a vacuum cleaner.
- use twist to build electrical wires.
- use when mounting the stand (exposure) drywall.
- use pavilion structures (columns, beams) for fastening or as stand elements not included in the scheme agreed with the General Contractor.
- make various openings in the floors, walls, columns and other structures of the pavilion.

In the course of installation works, the General Contractor has the right to stop the execution of works and operation of the exhibition space by the Contractor / Participant, if violations of these Regulations are found until the discrepancies are eliminated, or to apply penalties to the Participant or the Contractor.

17. Dismantling procedure

Work on the dismantling of stands, bringing to the original condition of the rented exhibition space, the return of the exhibition space is carried out **within 5 days** from the end of the exhibition.

On the last day of the exhibition, all works related to the dismantling of exhibits and stand decoration (delivery of containers to the stand, packaging and removal of exhibits, equipment) are prohibited.

17.1. Dismantling works

Responsibility for carrying out dismantling works shall be borne by the Participant, who is the tenant of the exhibition area.

Dismantling works are carried out in the terms defined in paragraph 2 of this Regulation. In case of non-compliance with the deadlines for dismantling by the Contractor, the General Contractor is entitled to dismantle the stand independently. In this case, the Contractor will be charged the cost of costs incurred by the General Contractor for the implementation of dismantling works, but not exceeding 20% of the cost of renting exhibition space.

In the course of dismantling and packaging all the elements of the disassembled stand (sawn timber, chipboard, fiberboard, hardboard, plywood, etc.), exhibition waste of basic and auxiliary construction and installation materials, garbage and municipal solid waste must be removed from the exhibition complex. Disposal of these items in containers for household waste is prohibited.

In the process of dismantling, the collapse of stand structures is prohibited.

According to the results of dismantling works, the exhibition area should be transferred to the Organizer (Technical Service) under the Act of acceptance-transfer (return) of exhibition space.

18. The procedure for electrical works

To perform electrical work at the exhibitors' stands, only firms and organizations that are licensed to carry out these types of activities are involved.

The electrical personnel of the contracting organization must have an electrical safety clearance group of at least third. The employee of the contractor responsible for electrical equipment (for the installation of electrical equipment) must have a tolerance group of at least fourth. All electrical personnel must be in possession of documents confirming their qualifications.

From the moment of admission of personnel to electrical installation work, control over compliance by personnel with safety requirements is assigned to representatives of installation organizations.

Electrical work must be carried out in accordance with the requirements of PUE, PTEEP, POT RM.

In order to ensure electrical safety, measures should be provided to maximize the possibility of electric shocks, for which the electrical circuit must be implemented TN-S circuit (zero protective and zero working wire separated throughout the electrical circuit). For each booth / chalet, electrical diagrams should be developed indicating the cross-section of the input cable and the lines extending from the electrical panel, a complete list of electric power equipment and lighting, as well as the voltage and power of the connected loads. All installed electrical equipment must have technical passports (or other documents indicating passport values for the maximum heating of each type of electrical equipment).

Each room, object, zone with electrical equipment must be equipped with an electrical panel with a RCD (leakage current of 30 mA).

Switches of lighting and other electrical equipment of premises, stands must be located outside the closed premises. To electrical distribution input devices and other electrical equipment must be provided with a free approach.

Cable lines and wiring must be made of copper conductors. It is allowed to use only cables and electrical wiring of class ng-LS, FRLS, HRLS (low flammability, Low Smoke low smoke and gas emission) with a cross section of at least 0.75 mm. sq. Wiring located at a height below 2.5 m from the floor level should be performed in tubes or cable channels. When laying wires and cables on the floor of buildings and the road surface of open spaces, the wires and cables are covered with plastic or rubber floor cable channels and rubber stops-crossings (gangways) that should not impede the passage of people and vehicles, but at the same time preventing damage isolation.

All lighting equipment at exhibition expositions should be energy-saving, the use of metal halogen and gas discharge lamps, and lamps with high energy consumption and heat transfer is not allowed.

It is forbidden to carry out electrical work using open intergrowths, twists and terminal blocks (not closed connections). All electrical connections must be made at the electrical connectors (connectors). Wire plugs must comply with German standard (European standard).

All electrical circuits must be protected by automatic switches or fuses, in case of exceeding the permissible current.

Each room, object, zone with electrical equipment must be equipped with an electrical panel with a residual current device. The number of power shields at the temporary construction site is determined depending on the technical characteristics of the power needed to connect to the power supply system.

Before applying voltage to the stand / chalet power supply system, representatives of the Technical Service, electrical engineering personnel of Aviasalon JSC together with the Contractor's electrical engineering staff check the readiness of the temporary power supply system and compliance with the design of the installed electrical consumers (equipment, appliances, panels, etc.). When this is checked:

compliance of the electrical equipment parameters of the stand / chalet previously presented in the working draft for development;

availability of the protocol of control measurements of the parameters of the temporary electrical circuit by specialists of the electrical laboratory, which has a license for the production of this type of work.

Based on the results of the readiness test of the stand / chalet power supply system, a decision is made to connect it (or not to connect it) to the existing electrical networks. Prior to the connection, the "Act of delimitation of the balance membership of networks and the operational responsibility of the parties" must be signed.

If the Builder does not comply with the existing documents, Regulations and POT (the Order of the Ministry of Labor of Russia No. 328n of July 24, 2013) during electrical work, representatives of the Technical Service may prohibit electrical work with the preparation of the "Act" in the prescribed form.

It is not allowed, without coordination with the Technical Service, to attach additional electrical equipment not specified in the electrical diagrams of the working draft for temporary construction to the input device.

For the operation of temporary power supply networks in the technical areas of the stand / chalet at the place of their entry into the existing engineering channels, free access to the place of connection should be provided.

Electrical work is carried out in accordance with the project of power supply of the stand, represented by the participant, which should contain the locations of electric power equipment and lighting, power supply voltage, maximum load power for each piece of equipment, points of electrical equipment connection to the power supply sources.

All electrical work in existing electrical installations should be carried out only when the voltage is removed.

It is forbidden to lay unprotected electrical wires and install lighting fixtures on combustible structures.

Laying the electric wire under the podium is allowed only in an insulating sleeve.

The state of the electrical equipment of the exhibition stands and expositions during the period of the exhibition is monitored by the Participant, in accordance with the act of delimiting operational responsibility. The limit of operational responsibility is the upper terminals of the switching device of the exhibition stand.

The removal of voltage from the input device at the end of the exhibition is made by the electrical personnel of the exhibition at the request of the representative of the Participant or the person responsible for dismantling electrical equipment.

Dismantling of electrical equipment and the corresponding disconnections at the stand are made by the personnel who performed the installation.

19. Commerce and catering.

Trade and food in the exhibition area is carried out in accordance with the current legislation, rules and Regulations governing the activities of organizations in the consumer market and in the service sector.

All work on the organization of trade / catering, providing various services to participants and guests of the event is carried out by the Organizer.

A trade participant for the period of the exhibition is a company of any type of ownership, having experience in organizing retail trade and / or managing restaurants and providing catering services at public events.

Only accredited Trade Participants are allowed to serve visitors and exhibitors.

19.1. Principle of selection (selection) and accreditation of Trading Members

1. For caterers and catering operators, having their own production base (at least 300 square meters) located in Moscow or Moscow Region, which allows them to present the widest range of products.
2. Competitive pricing policy in relation to the goods and services provided for guests of the exhibition (on the basis of agreed prices for products sold or on the basis of submitted commercial offers).
3. Experience in the organization of retail / catering / catering services at the exhibition complex, as well as mass events in the territory of the Russian Federation for at least three years.
4. Provision of building, equipment, design and service of trade places and / or service area during the exhibition.
5. Providing a general concept of organizing retail / catering / catering services that meets the conditions for holding international events and includes:
 - Commercial proposal for the organization of retail trade / catering / catering services;
 - development of a unified style of design of trading places
 - options for building unequipped areas;
 - options for equipping trading places with trade equipment.

For accreditation, the Trading Member must provide the Organizer with the following documents:

- concept of development and organization of retail / catering / catering services;
- offer;
- extract from the register, the date of issue of which at the time of submission does not exceed 20 days;
- a copy of the Certificate of registration in the register;
- a copy of the Certificate of registration with the tax authority of the legal entity;
- power of attorney or document confirming the powers of the person signing the contract;
- assortment list of products sold;
- for organizers of public catering, copies of existing medical books for all employees involved in the implementation of trade, serving and cooking (recooking) ready meals and products;
- for catering operators, a lease of production space.

The Organizer reserves the right to deny accreditation to a Trade Participant who does not meet the criteria for accreditation.

Non-accredited companies are not allowed to carry out retail / catering / catering services at the venue.

In case of detection of an unaccredited Trading Member, the Organizer represented by the Trade Management and Catering Service reserves the right to suspend the activities of the non-accredited Trading Member and to withdraw the passes.

19.2. Venues of trade and catering

Trade is carried out only in special areas on the territory of the exhibition complex.

For the unauthorized movement, change of leased retail space or an increase in the area allocated on the basis of the contract, a space lease agreement is terminated with the Trade Participant or personal / car passes are withdrawn depending on the contractual relationship.

19.3. Requirements for the organization of the stationary outlet / catering

- full compliance with the requirements of Rospotrebnadzor, Fire Department, CIAZ GU MVD;
- full compliance with the declared parameters and characteristics;
- compliance with established rules and Regulations of trade;
- availability of documents confirming the quality of products, certificates of conformity, invoices for goods, permits for trade, licenses (patents);
- registration of advertising information on the legal form and name of the company, legal address;
- the presence of clearly and correctly decorated price lists or price lists;
- availability of medical records of staff, branded clothing from sellers.

19.4. Rights and obligations of the Trading Member

Responsibility for violation of the laws, rules and Regulations governing the activities of organizations in the consumer market and in the services sector is fully vested in enterprises that have received the right to serve visitors to the exhibition. The control over the observance of the said standards is ensured by the regulatory authorities of the Moscow Region and the Zhukovsky urban district authorized by law. The work of objects of trade and public catering is carried out in the days and hours of work of the event.

Each Trade Participant is obliged to ensure compliance with fire and sanitary-epidemiological rules and Regulations during the preparation and implementation of trading activities in the exhibition area.

In order to ensure compliance with the requirements of the Sanitary and Epidemiological Service, occupational health and safety Regulations, fire safety Regulations and safety techniques at the trade / catering organization, in accordance with the current legislation, the Trading Member shall:

- Assign the order to the person responsible for electrical safety. Every day, during the exhibition, the staff is obliged to monitor the cleanliness of the trade / catering facility. After the end of the work, the territory of the object should be removed, the garbage should be placed in a container, the equipment prepared for transfer to safety, material values, the remnants of products should be removed or transferred for safekeeping.
- Coordinate with the responsible representatives of the fire brigade, working at the exhibition complex, the issues of fire safety of objects of trade and public catering.
- Provide documents on the health of technological (domestic) equipment.

- To coordinate with the Territorial Department of the Office of Rospotrebnadzor "Assortment List" of products for sale at the Event.

The service of organizing trade and public catering has the right to suspend the activity of the outlet until the elimination of violations in the following cases:

- trade in beverages in glass containers;
- uncleaned garbage;
- lack of medical books for staff;
- the work of non-accredited staff;
- improper clearance of the outlet;
- violation / change of trade borders;
- violation of fire and technical safety rules;
- violation of the range of low-quality and uncoordinated goods;
- violation of sanitary and temperature standards of storage of goods;
- lack of information about participants in trade and price tags for goods.

20. Security

Guidelines for maintaining the order and safety of exhibitors, visitors and organizers of the exhibition are provided by the Operational Headquarters.

At night (from 20.00 to 08.00) the territory of the exhibition complex is guarded. During this period, the presence of Participants and Visitors (except for the exceptions specified in Section 4 of this Provision) is prohibited on the territory of the exhibition complex.

The organizer is not responsible for the safety of the property on the territory of the rented exhibition area during the daytime, during the installation, the exhibition and the dismantling works. To ensure the safety of property in the leased exhibition area during the daytime, the Participant has the right to order individual stand security or organize a permanent presence of a representative of his Company at the stand from the moment the exhibition complex is disarmed from 08.00 until the pavilion is armed at 19.00

In order to organize the security of the rented exhibition space in the daytime, the Participant must submit a corresponding application to the Organizer.

21. Fire safety Regulations

The Organizer (Technical Service) provides for the exhibition pavilions (rooms) that meet the requirements of current standards and fire safety Regulations.

Responsibility for fire safety of rented exhibition space and compliance with fire safety requirements during the period of installation and dismantling and during the exhibition is the Participant.

Control over the implementation of this instruction is carried out by representatives of the Federal Fire Service, attracted by the Operational Headquarters. Contacts with employees of the Federal Fire Service attracted by the Operational Headquarters are published on the official website of the exhibition.

In order to ensure compliance of the construction of the stands and the construction of the exhibition area with the requirements of the existing fire safety standards, the Participant must provide an employee of the Federal Fire Service in consultation:

- space-planning solutions of the stand, as well as other documents (certificates of conformity of building structures and materials, wiring diagrams for current consumers, orders for persons in charge of fire safety, certificates for employees of the PTM) no later than 5 working days before submission of documents to the Directorate Organizer (Technical Service).

- information on all explosive, radioactive and chemically hazardous substances and materials used in the exposition in the format of a letter for the import / export of equipment.

Fire safety rules:

- Stationary stand structures should be made of building structures and materials that have certificates of fire safety compliance and meet the requirements of Federal Law No. 123-FZ of July 22, 2008, "Technical Regulations on Fire Safety Requirements". For the finishing of the premises of stands, offices, podiums, ceilings and fences, materials with indicators of fire danger permitted for use in these types of premises should be used. All combustible building materials that do not meet the requirements of fire safety standards must be treated with flame retardant. The use of finishing materials from combustible plastics is prohibited. The use of combustible finishing materials on the evacuation routes (in the halls, lobbies, corridors, staircases) is prohibited.
- Carpets and rugs used in pavilions must be firmly attached to the floor, around the perimeter and at the joints.
- During the installation and dismantling of exhibits, fire safety requirements should be met in terms of providing free access to exhibition pavilions and fire hydrants. Passages in the pavilions should be free. Shipping boxes, packaging materials and equipment should be immediately removed from the pavilions and the surrounding area.
- If there are fire cabinets or electric boards on the exhibition stand, they should be provided with free access (it is allowed to use decorative curtains or other draperies, which do not interfere with instant access, in consultation with the fire brigade). With such a masking of fire cabinets and fire extinguishers, you must use special fire safety signs that meet the requirements of the airbag 160-97 "Signal colors. Signs of fire safety. Types, sizes, general technical requirements".
- It is forbidden to arrange exposition of combustible materials on the staircases and under the staircases, as well as to place offices and office cabinets.
- The use of electrical appliances for making tea and coffee is allowed only in rooms specially designated and equipped for this purpose. The use of gas equipment for cooking in rooms is prohibited.
- The equipped exhibition area is prohibited:
 - arrangement of storerooms and workshops;
 - storage of flammable and flammable liquids;
 - installation of vessels with flammable gases;
 - demonstration in action of exhibits using open fire.
- Electrical equipment and electrical installations must comply with the requirements of the rules of electrical installations (PUE).
- Flexible wires should be used to connect the mobile current collectors, protected from mechanical damage with an appropriate degree of protection.
- To illuminate the halls and stands should be used electric lamps with a degree of protection corresponding to the class of the zone according to the EMP. The use of organic glass diffusers, polystyrene and other flammable materials in luminaires is not allowed. The distance from illumination lamps to non-combustible or hard-to-combustible surfaces should be at least 50 cm.
- In the exhibition hall, the demonstration of operating models and installations operating on flammable liquids or combustible gases is permitted only if the fuel is supplied from tanks and reservoirs installed outside the building and the exhaust gases are discharged to the outside.

- Installation and demonstration of exhibits and processes related to the possibility of fire (welding and soldering, other types of work of increased danger, as well as work with flammable solvents, etc.) should be carried out only after the development of the necessary fire prevention measures.
- In exhibition halls, pavilions and chalets it is prohibited to place warehouses of promotional products and representative goods. On the premises of offices, it is allowed to store these products in quantities not exceeding the daily requirement. Storage of exhibits, spare equipment, containers and packaging materials should be carried out outside the pavilions in specially adapted premises, taking into account storage compatibility groups.
- Transparencies and banners placed on the facades of buildings and structures are made of non-combustible or slow-burning materials. However, their placement should not limit the ventilation of staircases, as well as other specially provided openings in the facades of buildings and structures from smoke and combustion products in case of fire. Banners and banners must comply with fire safety requirements for facing external surfaces of external walls. Laying in the space of the air gap of hinged facade systems by the open method of electrical cables and wires is not allowed.
- All employees prior to the commencement of work must undergo a fire briefing. Persons who have not passed the introductory fire-fighting instruction are not allowed to work.
- Temporary welding and other fire-hazardous works should be carried out in accordance with the requirements of the Rules of the fire regime in the Russian Federation (RFID) and the instruction on fire safety measures on the territory of Gromov Flight Research Institute. Gas and electric welders should have a certificate of competency and a fire safety certificate (certificate of training under the fire-technical minimum program). Admission to fire hazardous work is allowed only after checking the knowledge of the requirements of fire safety Regulations and checking the operability of gas and electric welding equipment and apparatus, taking measures to ensure fire safety at the site of fire hazardous work.
- Flammable work should be carried out only after completing the "work permit" to perform hot work. "Admission order" is issued no later than one day prior to the commencement of work with notification of the Federal Fire Service.
- If the design of the exposition does not meet the requirements of these instructions, the Organizer has the right to require the participant to dismantle the exposition before bringing it into compliance with these requirements.
- Every day after the end of the working day, all exhibition areas should be cleared of combustible waste and materials. All electrical equipment must be de-energized, with the exception of electrical equipment involved in a continuous process, in accordance with the requirements of the manufacturer's instructions.
- Ways of evacuation and movement of Visitors should be free and have geometrical dimensions not less than required by the standards. On the evacuation routes and the movement of visitors it is forbidden to make thresholds and turnstiles. Passages for visitors should be at least 3 meters and provide a ring movement, as well as free access to escape routes, electrical panels, fire cabinets and other fire extinguishing agents. Emergency exits, technological aisles, corridors, vestibules should always be kept free from any objects that impede the movement of people.
- Smoking on the territory of the exhibition complex is allowed only in specially equipped and designated areas. Smoking inside the pavilions, chalets and other equipped exhibition space, as well as in the area of static exposure is prohibited.

All Exhibitors and Visitors must know and comply with the requirements of these fire Regulations, be able to act in case of fire and use primary fire extinguishing agents. For violation of fire safety Regulations, incl. and to representatives of foreign firms, in the prescribed manner penalties are applied in accordance with the legislation of the Russian Federation.

Fire safety issues that are not specified in these Regulations and arise during the preparation and holding of the exhibition are resolved in working order by representatives of the Federal Fire Service with the participation of the Organizer (Technical Service).

The exhibitor is responsible for the safety and operability of existing systems of fire automatics and firefighting equipment. In case of damage to the equipment of fire automatics or primary fire extinguishing equipment (violation of the set of fire hydrants, fire extinguishers, damage to fire alarm loops, etc.), the Exhibitor must immediately notify the Organizer (Technical Service).

22. Medical Assistance

On the territory of the exhibition at all its stages the provision of qualified medical care. To apply for medical care, you must call the emergency number or contact one of the first-aid stations located at the exhibition complex.

23. Changing the schedule of the exhibition (cancellation of the exhibition)

Changing the duration of the exhibition, the cancellation of the exhibition is possible only by decision of the Organizer. In case of cancellation of the exhibition 4 months (or less) before its holding due to circumstances that occurred not through the fault of the Organizer, the latter notifies the Participants in writing. At the same time, the obligations of the Organizer arising from the concluded contracts shall become null and void. The Organizer returns to the Participant 50% of the cost of services, rental of exhibition space in accordance with the concluded agreement. Losses incurred by participants in this case are not refundable by the Organizer.

In case of cancellation of the exhibition more than 4 months before its holding due to circumstances that occurred through no fault of the Organizer, the latter notifies the Participants in writing. At the same time, the obligations of the Organizer arising from the concluded contracts shall become null and void. The Organizer returns to the Participant all the funds transferred in accordance with the concluded contract minus the registration fee.

24. Dispute Settlement

Any disputes and controversies associated with participation in the exhibition are subject to consideration:

- with the Russian Participants - in the Arbitration Court of the Moscow Region.
- with foreign participants - in the International Commercial Arbitration Court at the Chamber of Commerce and Industry of the Russian Federation in accordance with its Rules; the decision of the said arbitration court is final and binding on both parties.

The material and procedural law to be applied is the law of the Russian Federation. In case of discrepancies between the foreign and Russian texts of the Exhibition Regulations and other documents regulating participation, as well as concluded contracts, the text drawn up in Russian shall prevail.