

Approved by ZAO RESTEC Exhibition
Company Director General (Order # 17
as of March 3, 2008)

**General terms of
participation in International
Specialized Exhibitions held
by Restec Exhibition
Company
Infosecurity, Storage Expo,
Documation 2008**

Appendix 1

Moscow
2008

Dear exhibitors,

This manual provides you with all the necessary information for successful work at an exhibition.

Read the guideline carefully to do all the necessary in time. As long as you observe the organizer's requirements, you will avoid troubles and extra charges.

If you need special assistance or detailed explanation of the requirements, please consult the exhibition Steering Committee.

Tel.: (812) 320-8098 Fax: (812) 320-8090

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1. General information

1.1 DEFINITIONS

“Exhibition” – an organizer’s event set forth in the contract.

“Exhibitor” – a body corporate or an individual concluded the contract for direct or indirect participation in an exhibition.

“Organizer” – Restec Exhibition Company

“Exhibition space” – indoor or outdoor space where an exhibition is held.

“Booth” – exhibition unit with equipment (including electrical equipment) and furniture.

“Raw space” – an exhibition space reserved by an exhibitor to setup on a stand-alone basis.

“Standard booth” – an exhibition unit with wall panels, frieze panel with up to 10 signs heading, carpet covering, equipment and furniture occupying the exhibition space specified in Brief Requirements for Exhibitor participation for every event.

“Non-standard booth” – an exhibition unit that is different from standard booth in qualitative and quantitative characteristics.

“Display” – promotional materials, logos and other exhibitor’s property [delivered in a booth] meeting the goals of an exhibition.

“Exhibition steering committee” – an organizer’s working group which is directly responsible for coordination and holding of an exhibition.

“Accreditation” – an official approval for participation in an event given by Organizer to representatives of the Exhibitor.

“Attendee” – authorized representative of the Exhibitor.

“Rented space” – space given to the Organizer under civil law contract.

1.2. EXHIBITION ORGANIZER

The organizer of exhibitions is Restec Exhibition Company. For any questions on participation contact the Organizer:

Restec Exhibition Company
12 Petrozavodskaya Street, 12197110
Saint-Petersburg, Russia
Tel.: (812) 320-63 63
Fax: (812) 320-80 90
E-mail: main@restec.ru
Internet: <http://www.restec.ru/>

1.3. PARTICIPATION IN EXHIBITIONS

The registration requires an Exhibitor to fill in the application form for a stand at the exhibition and send it at the office address. The application form is drawn up according to the prescribed by the Organizer form and signed by the Exhibitor’s attorney.

Setup and dismantling period, working period of the exhibition, rental fee, registration fee and extra services fee are specified by the Organizer in Brief Requirements for participation and a reference book for each event.

After drawing up the application form and negotiation about participation terms, services are invoiced and a participation contract is made between the Organizer and the Exhibitor. The General terms of participation with appendices are the integral part of the contract. The participation contract is signed by all the attorneys.

Conclusion of the contract and documents exchange is allowed by fax and e-mail, but original documents must be sent afterwards.

1.4. NECESSARY DOCUMENTS

Main documents specifying a participation in an exhibition are:

- provisional application for participation;
- invoice;

- terms for participation in an exhibition;
- contract with appendices (autofinalizes by signing a certificate of completion of rendered services)

1.5. PARTICIPATION FEE

Participation fee includes a rental fee for an exhibition space allocated, registration fee and the organizer's service charge. A registration fee paid by an Exhibitor is set by the Organizer for each exhibition.

Registration fee includes:

- Information for an official exhibition catalogue (up to 500 signs);
- An exhibition catalogue;
- An accreditation of the Exhibitor's attendees. Permanent card (badge) is provided. Additional accreditation is paid extra.
- Registration of visitors;
- Package of informative documents;
- Other services specified in the terms for participation in an exhibition.

According to the participation contract concluded, the Exhibitor is provided with either raw space or standard booth.

Fee for raw space includes:

- Exhibition space;
- General exhibition advertising;
- General security of an exhibition;
- Cleaning of the gross exhibition space (garbage removal in designated places, cleaning of passages and public spaces).

Setup services and additional equipment are ordered and paid extra.

The booth allocated to the Exhibitor cannot be leased out to other companies without written consent of the organizer.

1.6. MODE OF PAYMENT FOR SERVICES

When the steering committee has registered the application form the Exhibitor pays 100% of the registration fee and 30% of the cost of participation not later than five banking days after the invoice received. The final settlement for participation is to be made not later than 30 days before set-up.

an Exhibitor is obliged to pay incur charges to the Organizer at the rate of:

- No less than 50% of the contract price if an Exhibitor informs about reduction of booth space or refusal of participation within one or two months before set-up date specified.
- No less than 70% of the contract price if the Exhibitor informs about reduction of booth space or refusal of participation within a month before set-up date specified.

An Exhibitor is obliged to inform the Organizer in writing about reduction of booth space or refusal of participation.

1.7. MODE OF MUTUAL PAYMENT

According to legislation, settlement can be made in two modes depending on an Exhibitor's will:

1. Settlements between two bodies corporate.

The following documents are drawn up:

- in case of cashless settlement
 - contract;
 - application form for participation;
 - certificate of completion;
 - money order;
 - tax-invoice.

The Exhibitor's attorney (except for chief executive) is obliged to have a power of attorney with right to sign judicial and financial documents concerning participation in the exhibition and identity card.

- in case of cash settlement allowed by Russian legislation contract;

- application form for participation;
- certificate of completion;
- cash register receipt;
- tax-invoice.

The Exhibitor's attorney (except for chief executive) is obliged to have a power of attorney with right to sign judicial and financial documents concerning participation in the exhibition and identity card.

2. GENERAL RECOMMENDATIONS AND REGULATIONS TO ALL EXHIBITORS

2.1. SET-UP AND DISMANTLING

Set-up is allowed within the space allocated to an Exhibitor but passages must be unoccupied.

Setup of booths higher than 2.5 m. and advertisements over booths requires a permission of the Organizer.

Headings and logos on backside of wall panels and other booth structures over 2.5 m. are forbidden.

Dirty panels and process control panel are not allowed to be used as inner side of a booth. An Exhibitor must keep these structures in proper form.

Columns, hatches, electric lockers can be situated on the Exhibitor's booth or behind it. Therefore additional cables and tubes in the booth or in passages can be laid.

Dismantling is allowed only when the exhibition is over. Dismantling (including exhibit items removal) must be finished on time.

2.2. ORGANIZATION OF EXHIBITIONS WORKING

On arrival and departure from the exhibition space permission must be obtained to take exhibition items in and out.

Any means of transport are not allowed in the exhibition space without written permission of the Organizer.

Exhibitors are strictly forbidden to repair faults in installed electrical equipment on their own. Exhibitors are strictly forbidden to plug in standard power source of the exhibition pavilion on their own.

Without written permission of the Organizer it is forbidden to fix equipment items and exhibition items to a floor, walls and partitions.

Clue, paints and other materials causing damage to a surface of equipment and structural units (walls, columns, etc.) rented are forbidden to fix design and informational materials. Information materials and exhibition items are allowed to be fixed to rented structures and exhibition equipment only with double sided self-adhesive tape or special hooks.

When an exhibition is over, an exhibitor is obliged to leave wall panels, floor and partitions without exhibition and equipment items.

In case of damage of equipment or structural units their selling value is paid. An Exhibitor does not obtain permission for enter and exit at dismantling period until the rented equipment has not been returned.

The organizer must be informed about non-standard telephone equipment of an Exhibitor: faxes, modems, automatic number identification, mini telephone exchange, etc.

Frieze panel illumination must illuminate only the given panel. Flashlights are forbidden. The organizer reserves the right to switch off an exhibitor's equipment if it hinders work of others exhibitors.

While displaying machines and mechanisms with moving parts an exhibitor is obliged to protect visitors.

The exhibitor is obliged to do marking of glass doors and partitions at eye level.

Audio, video and projection equipment, amplifiers or live music must not be used without the Organizer permission.

Audio and video presentations (demonstrations) must not hinder work of others exhibitors. In case of complaints the Organizer is entitled to restrict or cancel such presentations.

The organizer does not recommend erecting continuous partitions especially along booths entries.

The Organizer is entitled to leave out or move everything hindering exhibition working at an exhibitor expense. Equipment and exhibition items must situate within a space allocated.

Rental fee includes garbage removal in designated places, cleaning of passages and public spaces. Cleaning of booths and space rented is done by an exhibitor on its own or at an exhibitor expense and on an exhibitor request.

An Exhibitor accepts the overall responsibility for violation of industrial and fire safety, as well as for violation of the given terms of participation during exhibition working period and set-up and dismantling.

2.3. BOOTHS SETUP IN A ROW SPACE

Exhibitors ordered a raw space, engineer and setup booths on their own. In this case an Exhibitor must obtain permission of the Organizer.

Exhibitors which setup on their own or enlist services of outside agencies are obliged to provide the documents required by the technical requirements (appendix) to approve a project and to obtain permission for construction work.

If an Exhibitor enlists outside agencies, the organizer must be informed about:

- name of a company;
- contact person and his address;
- design project of a booth (is provided for approval not later than a month before an exhibition opens)

The Organizers reserve the right to suspend or cancel work of an Exhibitor which has not provided the required information on time before a setup.

2.4. TRANSIT WARRANT FOR CITY CENTER

Transit of freight transport through a city center in daytime is permitted with a transit warrant only. Transit warrants can be acquired in Moscow Administration of State Road Traffic Safety Inspection, Licensing Department: Address: 1-B Bolshaya Kosinskaya Street, Moscow. Tel:(495) 700 5211

3. REGISTRATION OF PARTICIPANTS

Every booth employee (stand-assistant, interpreter, hostess, electrician in charge, cleaner woman etc.), must be accredited and must have an attendee badge.

Registration fee includes a limited number of badges. Cost of additional accreditation of one exhibitor's attendee depends on terms of participation in each exhibition.

Attendee badges serve as admittance cards only for exhibitor's attendees working in a booth.

4. INFORMATION FOR CATALOGUE

An official catalogue is published by the exhibition opening. As the terms of participation specifies, the catalogue contains brief information about an Exhibitor (a company) in languages stated (up to 500 signs). More comprehensive information (more than 500 signs) is paid extra. The submission time is set by the Organizer in the Reference book for each exhibition.

If information is not provided on time specified, the Organizer can edit and publish information available.

Any company which does not participate in an exhibition can publish an advertisement in a catalogue. Restec Exhibition Company must receive the text of the advertisement not later than a month before the exhibition opens. An advertisement is paid by an advertiser.

The information for a catalogue must be guided by "Intellectual property" and "Advertising" sections.

5. INTELLECTUAL PROPERTY

An Exhibitor can utilize intellectual property within bounds of mutual relationship on exhibition work as follows:

- place an exhibitor's trademarks, logos, company names on advertising media (exhibition catalogue, banners, booths, posters, etc.)
- publish articles, reports and works of authorship provided by an Exhibitor in a conference abstracts.
- place copyrights or associated rights visual objects on advertising media (including copyright objects of advertising agencies);
- use audiovisual products for advertising;
- others possible ways to use intellectual property if mutually agreed by the parties.

- an Exhibitor must have right to use intellectual property by virtue of its development and \ or by virtue of a contract.

An Exhibitor can use intellectual property independently (including the own booth). An Exhibitor does not need to agree the usage of intellectual property with the Organizer.

Copyrights and creditors' claims for usage of intellectual property in frames of participation in an exhibition are to be secured by an Exhibitor at its own expense. An Exhibitor is obliged to use licensed software only.

Relevant licensees or their certified copies are recommended to be readily available.

6. ADVERTISING

An advertising campaign in frames of participation in an exhibition must comply with the Russian Federation advertising law.

An advertisement of goods and services within the booth is permitted if these goods and services correspond with an exhibition theme.

Distribution of printing outside of a booth is allowed at extra charge with the Organizer's permission.

An Exhibitor accepts liability for content and correctness of advertisements given to the Organizer.

If the Exhibitor's services or the goods produced are to be licensed compulsory, the certified copies of the licensee \ certificate or their copies with company's stamp are given to the Organizer along with advertising materials. Original documents are to be shown at that. Advertising materials must contain licensee number and the name of authority issued the licensee.

Advertising of goods with compulsory licensing must have a note "compulsory licensing".

7. SECURITY

The organizer maintains general security of an exhibition during a working period (**access mode in day and nighttime and public safety in exhibition space**). The organizer is not liable for security of exposition items and other commodities of an Exhibitor. An Exhibitor is liable for security of exposition items and other commodities at a set-up and dismantling period

Private security of a booth in day and \or nighttime can be ordered from "Reed Elsevier (Russia) LLC", the show manager of an exhibition.

Please, pay attention what for the purpose of security of Exhibitors' commodities, employees, attendees and Exhibitor's guests cannot be in an exhibition space (booth) when an exhibition is closed.

During a working period every Exhibitor is obliged to send attendee(s) at opening of exhibition space an hour before an exhibition opens. An attendee must be present at the closing of an exhibition – up to booths will be taken under security.

8. Fire safety

The Organizer maintains overall fire safety of an exhibition.

For the purpose of fire safety Exhibitors are forbidden:

- to keep garbage and packing in booths (when the working day is over, Exhibitors which have not ordered individual booth cleaning are obliged to collect garbage in bags or boxes and leave it in passages);

- to keep flammable liquids and containers with combustible gases;
- to smoke in booths and exhibition space;
- to weld and to solder, to hold demonstration using fire, or fire hazardous demonstrations;
- to display inflammable exhibition items or to use inflammable materials in booths, to use materials resistant to flame-retardant treatment. All the combustible materials and items used at exhibition must be covered with flame-retardant substances. The relevant licensees and fire safety certificates must be shown to the Organizer. A booth must be provided with fire fighting equipment;

- to paint using inflammable dyes;

- to use booths as storeroom for advertising materials and goods;

All the Exhibitors must be aware of fire precautions, know what to do in case of fire and be able to use fire fighting primary means.

9. Insurance

Any risks insurance concerning participation in an exhibition is taken out by an Exhibitor on its own, on independent contracts.

10. Show manager of an exhibition

10.1. Booth erection, extra services

Contact the show manager of an exhibition for erection (standard booths, individual projects on booths, booths from own materials), exhibition equipment of booths, furniture and other services including:

- connection to engineering services, telephones, Internet connection
- hanging up of lightweight structures and banners,
- order of additional equipment (computers, video equipment, office equipment and accessories, etc.),
- provision of additional staff (interpreters, guards, cleaners),
- accommodation and cultural program for Exhibitors (transfer, hotel accommodation, restaurant booking, individual cultural program).

**«Reed Elsevier (Russia) LLC»
24/1, Building 5, Entrance 1,
Bolshaya Nicitskaya Street
125009, Moscow
Tel:(495) 937-68-61 (121),
Fax: (495) 937-68-62,
Contact person: Alexey Moroz
E-mail: Alexey.moroz@reedexpo.ru**

The full list of services of the show manager is in the reference book of exhibitions participant, **Reed Elsevier (Russia) LLC**.

Representatives of the show manager of an exhibition will be working in the Organizer's booth during an exhibition working period (including set-up and dismantling).

To avoid any misunderstanding we recommend you to familiarize with the full text of requirements printed in reference book of exhibitions participant, Reed Elsevier (Russia) LLC.

11. RECEPTION AND ACCOMMODATION SERVICES FOR ATTENDEES AND VISITORS OF EXHIBITIONS AND CONFERENCES

This section contains information about travel services of "Restec Tour Ltd." at working period of an exhibition. Travel services are provided on independent contracts.

**119 Mira prospekt, All-Russia Exhibition
Center, bld. 334
129223, Moscow,
Tel.: (495) 544 38 31, 544 38 35
Fax: (495) 544 38 38
E-mail: markova@restec.ru.**

"Restec Tour ltd." – is an official tour operator with exclusive right to serve the Organizer's events.

Basic reception services:

- hotel accommodation,
- visa support,
- transport services,
- transfers,
- meeting in airports and railway stations,

- VIP-services,
- plane and train tickets booking,
- individual excursions,
- theater tickets booking,
- professional guides and interpreters ,
- table booking in any city restaurant

12. MEDIA MAINTENANCE

“RESTEC Media ltd.”
15 Chkalovsky Prospect, 197110
Saint-Petersburg, Russia,
Tel.: (812) 320-96 89, 303-98-73
Fax: (812) 303-98-72
E-mail: media@restec.ru
http: www.restecmedia.ru

“RESTEC Media ltd.” – a full service advertising agency. It is the leading Saint-Petersburg agency working efficiently in the sphere of exhibition and trade fair activities. It presents the full range of events necessary for successful promotion of companies, goods and services.

Services of “RESTEC Media ltd”:

- comprehensive advertising campaign
- organization and performance of PR-campaigns
- multimedia services
- Internet promotion
- branding and rebranding
- prepress

Appendix.

Technical requirements for booths setup organizations

The Exhibitor can use the own qualified staff or to resort to services of outside building organization for electrical installation work.

The organization the staff thereof sets up an electrical installation in an Exhibitor's booth is liable for complete fulfillment of safety requirements, electro safety and fire safety. The organization must fulfill the technical requirements of Restec Exhibition Company for booths setup organizations.

The organization the staff thereof sets up an electrical installation in an Exhibitor booth guarantees proper equipment maintenance by qualified staff. The organization is liable for its equipment. The equipment must have a log book. The technical staff must have documents approving their qualification.

Measures preventing electrical shock must be undertaken in public places (including exhibition pavilions) for electro safety and fire safety.

Electrical Installation Regulations are to specify these protective measures at the design and setup stage. Operational Code for Electrical Installation, Interindustry Rules on Labor Safety and other technical standards are to be abided in service

Therefore, the setup companies are obliged to provide "Reed Elsevier (Russia) LLC" technical services with the following documents 20 days before set-up:

1. letter with a list of companies ordered booth set-up.
2. certificate of activity (building).
3. booths design project with dimension mentioned (length, height), with a signature of setter in chief.
4. electric circuit diagram of each booth with connection units and protection devices, size and type of cables, maximum capacity, with a signature of setter in chief.
5. list of the set-up employees with copies of certificates in safety awareness, rules on electrical installation operation and safety on it.
6. copies of fire certificates of the materials used at booths set-up.

The following requirements must be satisfied at the same time:

- every booth must have the own electric board with safety switches complying with design loads and a power cable to plug in 380/220 Volts. The cable length from an electric board to a standard power source is determined by a booth site in exhibition space.
- electrical wiring must be made of stranded copper wire in double insulation. Electrical wiring which is lower than 2.5 meters over a floor must be covered with a conduit wiring or trunking;
- all the chains must be protected by cut-outs or safety fuse in case of exceeding carrying capacity.
- electric board must be readily available and must have automatic cut-out for 30mA.

Bare cable joints are forbidden.

All the devices and electrical equipment (including kettles and heaters) must have cut-outs.

Plugs must comply with German standard (eurostandard).

When booth set-up is over, insulation resistance test of power net and resetting fuse test (zero phase) must be conducted. The tests must be done by the organization entitled to do such tests (approved by licensee). Relevant log sheets must be done after completion of the tests.

Wires are to be arranged and pressed for a bolt 8mm in diameter or 5 pole plugs (Eurostandard) for 380 v\32A to plug in regular power box (depending on a certain scheme).

Cables laid on a floor must be covered with a floor conduit protecting from mechanical defects but not hindering people entrance.

All electrical equipment must be produced industrially.

A consumer is not allowed to plug in over maximum capacity.

When set up is finished, the organization claims that the booth is prepared for input of current.

As the experts of Restec Exhibition Company and "Reed Elsevier (Russia) LLC" examine the booth, it will be plugged in.

In case Electrical Installation Regulations, Operational Code for Electrical Installation, Interindustry Rules on Labor Safety and given technical standards are not abided, technical services of Restec Exhibition Company and "Reed Elsevier (Russia) LLC" are entitled not to plug in the booth, or to switch off any electrical equipment which in their opinion hinders visitors or other Exhibitors. A formal document is drawn up at that.

At set-up period and exhibition working period an Exhibitor is obliged to have in non-standard booth (designed on individual project) the following documents:

1. design project of the booth;
2. copies of fire certificates of the materials used at booths set-up.
3. log sheets of insulation test for an equipment and cables. Log sheets are to be done by licensed organization.
4. log books for electrical equipment.
5. electricians' accesses.