



**26<sup>th</sup> INTERNATIONAL EXHIBITION OF MEANS OF  
STATE SECURITY PROVISION “INTERPOLITEX 2022”**

# **GENERAL TERMS OF PARTICIPATION**

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The 26<sup>th</sup> International Exhibition of Means of the State Security Provision "Interpoltex-2022" (hereinafter, the Exhibition) is held from October 18 to 20, 2022 on the territory of the International Exhibition Center "Crocus Expo", Moscow region, Krasnogorsk, International Street, International Exhibition Center "Crocus Expo". (hereinafter referred to as the Crocus Expo).

These Terms of Participation in the Exhibition (hereinafter referred to as the Terms of Participation) partially contain the provisions of the Basic Requirements for holding events at the Crocus Expo IEC (presented on the website <https://www.crocus-expo.ru>) (hereinafter - the Basic Requirements) and supplement them.

The official website of the Exhibition: [www.interpolitex.ru](http://www.interpolitex.ru).

**Exhibition Organizer and Operator:** Exhibition Companies Group BIZON Ltd. (ECG BIZON Ltd.);  
129223, Moscow, Prospect Mira, 119, Bld. 619  
Mail address: 129223 Moscow, P.O. Box 10  
phone.: (+7 495) 937-40-82  
E-mail: [bizon@b95.ru](mailto:bizon@b95.ru); [info@interpolitex.ru](mailto:info@interpolitex.ru);  
<http://www.b95.ru/en>; <http://www.interpolitex.ru/en>

### 1. GENERAL PROVISIONS

These Terms of Participation are an integral part of the Agreement/Contract for Participation in the Exhibition (hereinafter referred to as the Contract) and are binding for all exhibitors, participants and all other interested parties. Bringing the Terms of Participation to all third parties involved by the Participant, as well as control over their execution by these third parties, is entrusted to the Participant.

By signing the Contract, the Participant confirms acceptance of all points of these Terms of Participation. Any other agreements, special permits or other conditions are subject to written approval by the Organizer. The Participant is obliged to comply with the norms of the current legislation of the Russian Federation and the requirements of the main documents regulating the interaction between the Participant and the Organizer. Fines may be imposed on the Participant for their violation.

All claims regarding the quality and quantity of services ordered and paid for by the Participant will be accepted by the Organizer upon a written application from the Participant's authorized representative (if there is a Power of Attorney), certified by the Organizer's representative only during the days of the Exhibition.

The main documents regulating the interaction between the Participant and the Organizer are:

- Agreement with Appendices No. 1-4 and additional agreements;
- Conditions of participation in the Exhibition;
- Basic requirements for holding events at the Crocus Expo IEC;
- The main requirements of the Exhibition General Constructing Company. i.e. Bildexpo LLC";
- Instructions on fire safety measures during the construction (dismantling) of expositions and holding of exhibition events in the pavilions and outdoor areas of the Crocus Expo IEC;
- Forms A-F:
  - Form A: Lists of service and non-military weapons and cartridges offered for display;
  - Form B: List of exhibits planned for demonstration at the Participant's booth/stand;
  - Form C, C1: Information for insertion in the Exhibition Official Catalogue;
  - Form D: Schematic layout of a standard stand, taking into account the ordered additional equipment;
  - Form E: List of co-exhibitors;
  - Form F: Business Program
  - Form (or Personal Account): A list of the Participant's staff for personal passes (badges).

Under separate Contracts with any third parties, it can be provided (performed):

- advertising placement;
- individual project design and construction of the exhibition space (except for standard construction);
- freight forwarding services, loading and unloading operations;
- accommodation in hotels, transfer, cultural and guest program;
- insurance;
- catering of the Participant's representatives;
- warehouse and luggage storage services.

Any third party's services to the Participant executed by any third parties under separate contracts does not imply any guarantees or liability on the part of the Organizer.

## 2. DATES. DEADLINES

**TO PARTICIPATE IN THE EXHIBITION, PARTICIPANTS MUST MEET THE FOLLOWING DEADLINES:**

Table 1

Name	Deadlines
Providing the Organizer with information for insertion in the Official Exhibition Catalogue (Form C, C1)	up to 19 August 2022
Providing the Organizer with the list of the weapons (with their registration numbers) on the display (Form A)	up to 19 August 2022
Providing the Organizer with a complete list of Co-Exhibitors (Form E)	up to 16 September 2022
Submitting applications to the Organizer for participation in the Exhibition business program and for organizing the participants own events within the Exhibition business program	
Presentation of the Participant's list of exhibits displayed at the exhibition (Form B)	up to 16 September 2022
Providing the Organizer with the approved scheme of building the Participant's stand in case if the construction of the stand is executed through the Organizer (Form D)	up to 16 September 2022
Providing the Organizer with an application for participation in the Exhibition business program events (Form F)	up to 16 September 2022

Providing the Organizer with all applications for additional equipment and services without extra charges according to Appendices No. 2, 3, 4 to the Contract	up to 16 September 2022
Deadline for concluding Contracts	up to 16 September 2022
The final term of payment for all ordered services under the Contract	21 September 2022
Providing the organizer with the full list of the Participant's staff for registration and issue of passes	up to 30 September 2022
Transfer to the Organizer of the full package of documents (originals)	
Delivery of large-sized exhibits to the exhibition pavilions	15 October 2022 - from 11:00 to 13:00
Carrying out installation works by accredited at the exhibition construction companies	15 October 2022 - from 12:00 to 20:00; 16 October 2022 - from 8:00 to 20:00
Delivery of exhibits to the pavilions	17 October 2022 - from 8:00 to 20:00
Removal of exhibits from pavilions	20 October 2022 - from 18:00 to 20:00 (without the stands dismantling); 21 October 2022 - from 8:00 to 20:00
Dismantling of the exhibition	21 October 2022 - from 8:00 to 20:00
Deadline for completion of all works	21 October 2022 - 20:00

### 3. CONCLUSION AND EXECUTION OF THE CONTRACT

Participants of the Exhibition can be Russian and foreign enterprises and organizations, public organizations, associations, unions, representative offices, federal authorities, authorities of the subjects of the Russian Federation, etc. (hereinafter referred to as Participants). To participate in the Exhibition, the Participant must conclude an Agreement with the Organizer.

**The deadline for concluding the Contract is until September 18, 2022.**

The order of services for the organization of installation and design works, additional equipment, services for the provision of passes, for participation in business and competitive programs and advertising services is carried out in accordance with Appendices No. 1-4 to the Contract. The deadline for ordering services according to Appendices No. 1-4 is specified in the corresponding Appendices.

The Organizer has the right to provide discounts to the Participant for an unequipped exhibition space.

After receiving the advance payment, the company is registered as the Participant of the Exhibition can book the selected exhibition space.

In the process of the exhibition preparation fax and e-mail shall be used for operative exchange of information and documents. The Organizer and the Participant acknowledge the legal validity of signatures and stamps on fax copies of the Agreement, Appendixes, Invoices and other documents.

During the preparation of the Exhibition, the Contract price may be increased by the cost of additional services provided to the Participant in accordance with the Appendices and additional agreements to the Contract. The final payment under the Contract with Appendices and additional agreements to it is made by the Participant no later than the dates specified in corresponding documents.

Late order of services/equipment:

- for an order submitted from August 22, 2022, is set a charge of 50%;
- for an order submitted starting from September 19, 2022 and during the construction / installation of the Exhibition – the margin will be twice more, i.e. 100%.

In case of the late order some items of equipment may not be available.

In case if the Participant has not paid for participation in the Exhibition on time (before September 21, 2022), the Organizer does not guarantee the fulfillment of obligations to provide the Participant with the services ordered by the latter.

All claims for non-delivery of services ordered and paid for by the Participant in time will be accepted by the Organizer only during the Exhibition period from the Participant's authorized representative (in accordance with the power of attorney signed by the Participant's manager) according to a written application certified by the Organizer's representative. Otherwise, the claims will not be considered.

The original copies of the signed Contracts, Appendices and any additional agreements to them, as well as the completed Forms (which are part of the contracts/agreements) must be handed over to the Organizer no later than September 18, 2022, otherwise the Organizer does not guarantee the fulfilment of his obligations related to requested services.

After the full payment of the Agreement, the Exhibition Directorate shall fulfill all outcoming obligations, even if the exhibits won't arrive to the Exhibition on time (for example, in case of loss of goods, transportation or customs control delay) or won't arrive to the Exhibition at all, or the entrance visa is not given to the Participant or Participant's representatives on time/ or not given at all.

#### **4. CO-EXHIBITORS. NATIONAL AND COLLECTIVE EXPOSITIONS**

All companies exhibiting on the Participant's stand are considered as his Co-exhibitors. Co-exhibitor shall act according to the same conditions as the main Participant and has the right to pay for its participation in the Exhibition separately. The Participant shall provide the Exhibition Directorate with the full list of its Co-exhibitors (Form 3) and with the layout of all his Co-exhibitors placements not later than **September 16, 2022**.

In case the Co-Exhibitor shall not pay for his exhibition space or will refuse from participation all payments shall be made by the Participant after October 10, 2022.

The Participant bears full responsibility to account of the Exhibition Directorate for Co-exhibitor's payments and for all damages caused by Co-exhibitor. Each of Co-exhibitors shall pay the Registration fee. The Registration fee of Co-exhibitor can be paid by the Participant.

National pavilion is the joint exposition of several companies from one country having one and the same organizer. Organizer of the National Pavilion is considered as the Main Exhibitor and represents his exhibitors in all issues related to rent of exhibition spaces and other arrangements, including badges and official catalogue entries arrangements.

Exhibition space with improved visibility (stands open from 2 and more sides, 2-level stands) is sold and purchased at the increased cost (please see the Exhibition Agreement).

The Participant is not allowed to transfer purchased exhibition space or part of his purchased exhibition space either for payment or for free to a third party, or to make exchange of the purchased exhibition space with another Participant without written confirmation from the Exhibition Directorate.

#### **5. ALLOCATION OF THE EXHIBITION SPACE**

The Exhibition Directorate allocates the Exhibition space according to the Exhibition profile and the exposition plan taking into account free space available.

NOTE: National and collective expositions have priority in the allocation of exhibition space.

Exhibition space with improved visibility (stands open from 2 and more sides, 2-level stands) is sold and purchased at the increased cost (please see the Exhibition Agreement).

- by 10% - on the exhibition area, open on both sides (configuration "corner"). The minimum size of the exhibition area of the "corner" configuration is 12 sq.m.;
- by 15% - on the exhibition area open from three sides (the "peninsula" configuration). The minimum size of the exhibition area of the "peninsula" configuration is 28 sq.m.;
- by 20% - on the exhibition area open from four sides (the "island" configuration). The minimum size of the exhibition area of the "island" configuration is 56 sq.m.;

In case if a Participant builds a two-storey stand, the price of the area of the second floor of the exhibition stand is 70% of the basic price of the exhibition area specified in the Contract.

The minimum size of the exhibition area:

- in the exhibition halls (construction of a standard stand through the Organizer) – 9 sq. m.;
- in the exhibition halls (construction of the individual stand through the Organizer) – 20 sq. m.;
- in the exhibition halls (construction of the stand is made by the Participant (collective organizer) or in case the installation and design works are made by the third-party organization hired by the Participant (collective organizer) – 20 sq. m.;
- in the exhibition halls (for demonstration of the large-scale exhibits, including self-propelled ones)-20 sq.m.

The Participant is not allowed to transfer purchased exhibition space or part of his purchased exhibition space either for payment or for free to a third party, or to make exchange of the purchased exhibition space with another Participant without written confirmation from the Exhibition Directorate.

## **6. REGISTRATION FEE**

The registration fee is paid by all the Participants (Co-Exhibitors) in the amount specified in clause 2.3. of the Contract.

The registration fee includes:

- publication of the Participant's information in the official Exhibition Catalogue (both in printed and electronic versions on the Exhibition website [www.interpolitex.ru](http://www.interpolitex.ru) );
- insertion of the name of the Participant in the general list of The Participants of the Exhibition;
- providing the Participant with one copy of the Official Exhibition Catalogue;
- publication and issue of the Exhibition Participant's Diploma.

## **7. PARTICIPATION WITHOUT ACTUAL PRESENCE/ IN ABSENTIA**

Participation in absentia includes:

- publication of the Participant's information in the official Exhibition Catalogue (both in printed and electronic versions on the Exhibition website [www.interpolitex.ru](http://www.interpolitex.ru) );
- providing the Participant with one copy of the Official Exhibition Catalogue;
- providing the Participant with one personal pass/badge ("Participant" category);
- inclusion of the name of the Participant in the General List of Participants of the Exhibition.

## **8. MOUNTING AND DISMANTLING WORKS**

Mounting: October 15, 2022 - from 12:00 to 20:00, October 16, 2022 - from 8:00 to 20:00, October 17, 2022 - from 8:00 to 20:00 (allowed only works related to the improvement/decoration of stands, equipment setup, placement of exhibits, final cleaning).

Dismantling: October 20, 2022 - from 18:00 to 20:00 (allowed only works not related to the dismantling of stand and booths), October 21, 2022 - from 8:00 to 20:00.

The General Construction Company of the Crocus Expo IEC is the Bildexpo LLC company. The Bildexpo LLC has full exclusive rights to perform works and services on the specified territory and establishes rules that are mandatory for all Participants of the Exhibition and Developers attracted by them.

During the preparation, installation, operation and dismantling of the Exhibition all Exhibitors and Developers are obliged to be guided by and comply with the "Basic Requirements of the General Developer "Bildexpo LLC"

Developers who have not passed the control of compliance of their design and technical documentation with the current norms and requirements are not allowed to enter the Exhibition Area.

Carrying out installation, dismantling and decoration works by the exterior/third party Developers is possible only in case of the construction of non-standard and exclusive exhibition stands.

Developers and Participants are not allowed to carry out any installation, dismantling and decoration works inside the mounted standard stands built up through the Organizer without the consent of the General Developer.

The exhibition stand of the Participant must comply with the general plan of the Exhibition and be serviced by qualified personnel during the entire period of the Exhibition. The Organizer has the right to prohibit the construction of exhibition stands that do not correspond to the general plan of the Exhibition.

### DIMENSIONS OF THE STAND

The dimensions of the stand, taking into account all protruding elements, should not exceed the dimensions of the ordered exhibition area in length and width.

In case if the Participant's stand has a side adjacent to the neighboring stand, then this side must have a wall at least 2.5 m high, while its surface at a height of more than 2.5 m must have a WHITE reverse (back) side.

It is not allowed to place inscriptions, company logos, graphics on the reverse side of structures adjacent to the neighboring stand and directed towards the neighboring stand.

In case of violation of these conditions, the Organizer reserves the right to suspend the construction of the stand.

### MAIN TECHNICAL CHARACTERISTICS OF THE EXHIBITION SPACE IN PAVILION No. 1

Table 2

1.	Maximum permissible floor load <sup>1</sup>	20 t / 1 m <sup>2</sup>	<sup>1</sup> – For distributed load. The permissible point load is determined based on the number and size of supports, as well as the total weight of the exhibit (stand).
2.	Height to the floor trusses	9 m <sup>2</sup>	
3.	Maximum permissible building height	7,5 m	
4.	Quantity/numbers of mounting gates	Hall 1 – 3 / 1, 2, 3 Hall 2 – 3 /13,14, 15 Hall 3 – 3 /10, 11, 12 Hall 4 – 5 /4, 5, 6, 7, 7a	
5.	The maximum permissible dimensions of goods transported through the mounting gate <sup>3</sup> : a) height b) width <sup>3</sup>	4,3 (7,5) m 4,0 (4,9) m	<sup>3</sup> – The location and dimensions of the mounting gates can be found on the hall plans.
6.	The maximum permissible dimensions of goods transported through the doors between halls: <sup>4</sup> a) height b) width <sup>3</sup>	5,8 m 5,0 m	<sup>4</sup> – The location and dimensions of the doors between halls can be found on the hall plans.
7.	The possibility of connections through the hatches located in the floor		<sup>5</sup> – See the location of the hatches on the hall plans.
8.	Supply of electricity (220/380 V)	Yes	
9.	Water supply	Yes	
10.	Supply of main compressed air	Yes	
11.	The maximum permissible loads on the floor beams when performing suspensions: a) per one point b) per beam (truss)	90 kg 900 kg	

Fastening of building structures and design elements to the supporting structures of exhibition halls (floor beams, columns, etc.) is carried out by the specialists of LLC "Bildexpo" only. The project for the fulfillment of such kind of works, indicating the weight of the suspended structure and the suspension points, is carried out by the Participant (Developer) and agreed with the General Developer.

Storage of building materials and structures during installation (dismantling) is allowed only within the limits of the Participant's stands.

During the installation/disassembly period, IT IS PROHIBITED:

- clutter the aisles between the stands and evacuation routes with equipment, construction materials, etc.;
- place and store materials, clothes, shoes and other personal belongings outside the exhibition area of the Participant;
- use the stands of other Participants and furniture and equipment imported by other Participants for construction and installation work, recreation and meals;

- make any holes in the floors, walls, columns and other structures of the pavilion;
- dispose of elements of disassembled structures and packaging containers (lumber, chipboard, fiberboard, hardboard, plywood, etc.) in garbage containers for solid household waste installed on the territory of Crocus Expo.

Dismantling of the Participants' stands is not allowed earlier than the terms specified in these Terms of Participation and in the Contract.

No later than 20:00 on October 17, 2022, the Participant's stand must be fully ready for the Exhibition. The participant must ensure the presence of an authorized representative at his stand until the moment of putting the exposition under guard protection (from 20:00) and check:

- the correct location of the stand;
- the complete set of the stand, including the ordered furniture and equipment;
- completeness of the ordered artistic and design works on the stand;
- cleanliness of the stand (containers and all packaging material must be removed from the stand by the Participant);
- arrangement of exhibits on the stand.

It should be taken into account that the use of heating devices and smoking on the stands is prohibited at the Exhibition. Self-propelled exhibits installed by the Participant for demonstration at the Exhibition must have anti-rollback devices, fuel is drained from fuel tanks, batteries are disconnected.

Columns, hatches, electrical cabinets and/or points of various technical connections can be located within the exhibition area of the Participant. In this case, power cables and pipes with a diameter of up to 50 mm, as well as electrical cabinets and shields can be laid/placed in the aisles or within the Participant's stand without additional approval. When planning the construction of the stand, the Participant is obliged to provide access to these communications at any time throughout the Exhibition. For more information, please contact the Organizer of the Exhibition or the General Developer Bildexpo LLC.

## **9. UNEQUIPPED EXHIBITION SPACE**

**(construction of the stand by the Participant (collective organizer) or fulfillment of installation and design works by a third-party organization of the Participant (collective organizer))**

In case of ordering an unequipped exhibition area for further construction of the exhibition stand by the Participant or the production of installation and design works by a third-party organization of the Participant (hereinafter referred to as the Developer), the Participant or the Developer is required to pass the control procedure of the design and technical documentation of the stands (hereinafter referred to as accreditation) from the General Developer company "Bildexpo LLC ". Address of "Bildexpo LLC ": 143402, Moscow region, Krasnogorsk district, Krasnogorsk, Mezhdunarodnaya str., 16 pavilion No. 1 of the Crocus Expo IEC (CROCUSGROUP service entrance).

For admission to the construction of the exposition at the Exhibition, upon arrival, the Developer must have:

- agreement with the General Developer and an act on the results of the control of his technical documentation;
- coordination with the Technical Operation Service and the Crocus Expo Fire Safety Group for the upcoming construction.

The scope of the information provided and the procedure for approval is determined by the "Instruction on Fire Safety Measures during the Mounting (dismantling) of Expositions and Holding Exhibition Events in the Pavilions and Outdoor Areas of the IEC "Crocus Expo".

Installation and dismantling of the stands is carried out within the time specified in the section "DATES. DEADLINES" of these Terms and Conditions, and must be carried out by qualified personnel.

In case of construction and equipment of the exhibition area by the Participant or the Developer, the Participant pays the Organizer the cost of connecting the stand to the source of electricity, water supply and sewerage in accordance with Appendix No. 2 to the Contract.

In case of necessity some services can be provided for an additional fee in accordance with the Appendices to the Contract:

- Additional services (Appendix No. 2);
- Providing additional passes. Services for organizing participation in business and competitive programs



- (Appendix No. 3);  
- Advertising services (Appendix No. 4).

The Participant is obliged to provide to the Organizer not later than September 18, 2022:

- information about organization (with full contacts) that will carry out the construction of the Participant's stand;
- data on the number of electrical connections and the planned power consumption of electricity, data on the types of sockets for power electrical connections;
- data on water supply / discharge;
- data about internet connections.

## **10. EQUIPPED EXHIBITION SPACE**

**(ordering the construction of a stand through the Organizer)**

The organizer provides services for the construction and design of the exhibition area of the participants with exhibition stands and equipment, furniture, presentation equipment, technical and other services (should be signed and mentioned in Appendices No. 1, 1a, 2 and additional agreements to the Contract not later than September 19, 2022).

The standard booth is constructed of lightweight aluminum structures and laminated panels of the Octanorm system (or any similar system) on a carpet, including a standard set of furniture and electrical equipment according to Appendix No. 1 to the Contract and additional equipment according to Application 1.1 to Appendix No. 1.

The basic dimensions of one wall panel are 250 cm high, 100 cm wide (including the vertical rack and the upper and lower slats), the color is white. The color of the frieze panel is white, width – 30 cm. The default color of the carpet is blue.

The Participant is obliged to provide the Organizer with:

- the scheme of the standard booth with the arrangement of the elements of the standard exhibition equipment, approved by his seal and signature, until September 16, 2022 (Form D);
- frieze inscription for a standard booth;
- layouts (in TIFF format) for all images on the wall panels and other surfaces;
- logos (in vector format);
- data on the required additional power consumption of electricity;
- data on water supply / discharge;
- data about internet connections.

Ordering services for the equipment of the exhibition area includes the following services:

- standard building of the selected type (*see Appendix No. 1 to the Contract*);
- connection of electricity with a capacity of up to 1 kW.

In case if the Participant plans to place on the standard booth any equipment or structure with a height of more than 3 meters, it is necessary to contact the Organizer to coordinate the possibility of such placement.

We recommend that Participants carefully study the ordered standard equipment of their booth in order to avoid urgent ordering of equipment and additional electrical power with a margin. Make sure that the ordered power supply corresponds to the planned power consumption.

If the Participant has not provided the scheme approved by his seal and signature before the specified date, the Organizer reserves the right to equip the Participant's booth in accordance with the standard equipment and layout of the stand elements at the discretion of the Organizer. Any changes to the standard layout of the booth after the deadline specified in this section, are carried out by the Organizer on an additional fee basis.

In case of necessity some services can be provided for an additional fee in accordance with the Appendices to the Contract:

- Additional services (Appendix No. 2);
- Providing additional passes. Services for organizing participation in business and competitive programs (Appendix No. 3);
- Advertising services (Appendix No. 4).

In case if the Participant does not use any equipment included in the basic equipment of the standard booth, its cost will not be refunded.

To stabilize the structures of the booth and provide it with electricity, additional fasteners (purlins, podium tables) and electrical equipment (electrical panel) can be placed at the Participant's booth. Please, note that

the image of these elements will not be included in the scheme of the stand sent to the Participant.

The structural and construction elements of the standard construction booths must be returned intact and be cleaned of any contamination. In other case the cost of damaged structural elements must be reimbursed by the Participant to the Organizer.

**IT IS STRICTLY FORBIDDEN:**

- to make any independent changes and/or complete or partial mounting/dismantling works;
- make independent changes to the electrical equipment of the stand(s);
- to make unauthorized (independent) connections to water supply, drainage networks and compressed air systems;
- to carry out installation/dismantling of audio and video equipment that is not coordinated with the Organizer or the General Developer;
- to carry out independent pasting of panels, fastening and decoration of panels using adhesive tape and other gluing materials;
- use staplers to attach materials to panels;
- to drill structures;
- to place or mount within the stand(s) or other zones any exhibition equipment and structures, items/pieces of furniture, showcases and any other elements that are not included in the content of the stand(s) or zones (s) and are not exhibits of the Participant.

Keys and locks from the doors of archive cabinets, showcases, doors of office premises of the stand must be obtained by the authorized representative of the Participant on the days of delivery of exhibits at the place established by the Organizer from the representative of the General Developer on a pledge. Keys and locks are issued under a refundable deposit – 1000 rubles. for the key, 500 rubles. for the lock.

Samples of equipment and standard booth construction are presented on the official website of the Exhibition [www.interpolitex.ru](http://www.interpolitex.ru) in the section "Stands Construction".

## 11. EXHIBITS

Admitted to display at the exhibition grounds will be only the products correspondent to the Exhibition profile and enlisted in the corresponding forms (Form A and B).

Information about the exhibits must be submitted to the Organizer:

- according to Form A - until August 19, 2022.
- according to Form B - until September 16, 2022.

At the same time, the lists of exhibits should not contain any samples of military products or products for military purposes (hereinafter - PMP).

When filling out Form E, the Participant must sign the special statement< which will witness that the list of Exhibits does not include samples of PMP.

### MILITARY PRODUCTS

A special PMP exposition can be organized within the framework of the Exhibition (in accordance with the Decree of the Government of the Russian Federation No. 339 of June 2, 2007). Information about the organizer of the PMP exposition at the Exhibition will be posted on the Exhibition website.

The Participant must inform the Organizer about his interest in demonstrating such products not later than June 17, 2022.

The procedure for demonstration of the PMP at the Exhibition, as well as information on the provision of lists of exhibits related to the PMP, will be posted on the Exhibition website.

### CIVILIAN WEAPONS AND AMMUNITION

For timely registration of permits for the exhibition of civilian weapons and cartridges, it is necessary to send to the Organizer of the Exhibition no later than August 19, 2022:

- a completed Form A (a list of the registration numbers of the exhibited weapons and cartridges, certified by the seal and signature of the head of the Exhibiting Company, as well as the indicated Form in the electronic form;
- a list of the Participant's employees at the stand with passport data, responsible for accounting for weapons and cartridges, ensuring their safety and security of storage, certified by the seal and signature of the head of the Exhibiting Company;
- The order of the head of the legal entity on the appointment of persons responsible for weapons;

- License to exhibit.

On the day of the delivery of the exhibits, it is necessary to have with you the documents for transportation, as well as all the above-mentioned original documents.

When exhibiting weapons and cartridges, participants are obliged to comply with the requirements of the provisions of the Federal Law of the Russian Federation No. 150-FZ "On Weapons" dated December 13, 1996 and the Decree of the Government of the Russian Federation No. 814 dated 07/21/1998 (ed. dated 12/31/2020) "On Measures of Regulation the Turnover of Civilian and Service Weapons and Ammunition on the Territory of the Russian Federation".

## **OTHER CONDITIONS**

Exhibits cannot be moved to other stands without the consent of the Organizer. Replacement or relocation of exhibits must be made within an hour before the opening or after the closing of the Exhibition on that day. Exhibits must not be removed from the exhibition before the closing of the Exhibition without the written permission of the Organizer.

The Organizer, taking legal measures if necessary, reserves the right to refuse the Participant to demonstrate products (insist on the removal of exhibits from the stand at the expense of the Participant) that are not timely presented in the relevant lists (Forms A, E), as well as incompatible with the objectives of the Exhibition or (and) may be dangerous to others.

The presentation and audiovisual equipment of the Participants is allowed to be used at the Exhibition only after obtaining the appropriate permit issued by the General Developer.

### Large-sized and self-propelled exhibits

The Participant is obliged to notify the Organizer of the presence of large-sized exhibits at his stand by **September 18, 2022**.

### Large - sized exhibits include such kind of exhibits:

- 1) the placement of which on the booth stand requires loading and unloading operations with the use of machinery;
- 2) or the dimensions of which do not allow their transportation to the stand at the stage of arrival of Participants due to the presence of any obstacles on the route.

Delivery of such exhibits to the pavilions is carried out on **September 15, 2022 from 11:00 to 13:00**.

In case if the exhibit (including large-sized) is self-propelled (an exhibit that, according to its technical characteristics, must move under its own power using its own engine, it passes to the exhibition site through the Loading and Unloading Area using special passes purchased in accordance with Appendix No. 3 to the Contract.

When moving a self-propelled tracked exhibit on the territory of Crocus Expo, technical work to prevent damage to the floor covering along the way of the exhibit to the exposition site is provided by the forces and facilities of the Participant.

Departure of self-propelled exhibits from the exposition area to the loading site, delivery of reusable containers to Exhibitors (from the storage site to the stand), execution of minor works on dismantling of exhibits and expositions is carried out in accordance with the work schedule. Loading and removal of bulky and heavy-duty exhibits on the last day of the Exhibition is not allowed.

In case if the delivery of large-sized exhibits will not be carried out on the specified date and time, and it will not be possible to place them on the agreed exhibition area, they will be placed on a free area at the discretion of the Organizer. In this case, the Organizer's services will be considered rendered in accordance with the Contract.

## **12. ENTRY/EXIT. CAR PASSES**

### **DURING THE MOUNTING/DISMANTLING PERIODS AND DELIVERY/REMOVAL OF EXHIBITS**

The entry of passenger and freight vehicles into the loading and unloading area of the Crocus Expo IEC during the mounting, delivery of exhibits, dismantling and removal of exhibits is carried out in accordance with the established regulations using additional vehicle passes purchased under Appendix No. 3 to the Contract.

The car pass is valid during the mounting and dismantling periods for entering the loading and unloading area of the Crocus Expo IEC for the delivery/removal of equipment and exhibits.

For the delivery/removal of self-propelled exhibits to the exhibition site through the Loading and Unloading Area, a special pass must also be purchased.

- The entry of vehicles into the loading and unloading area is carried out:  
on the days of installation and delivery of exhibits:
  - October 15, 2022 - from 12:00 to 20:00;
  - October 15, 2022 - from 11:00 to 13:00 – delivery of large-sized and self-propelled exhibits;
  - October 16-17, 2022 - from 8:00 to 20:00.on the days of removal of exhibits and dismantling:
  - October 20, 2022 - from 18:00 to 20:00
  - October 21, 2022 - from 8:00 to 20:00.

In order to deliver equipment and exhibits to the stand, the Participant on arrival to the Exhibition Centre must provide the Service Center Department (Information and Registration of Services Desk) with three copies of special letters for the delivery of exhibits. The letters must have a mark of the Organizer authorizing the delivery:

- The 1st copy remains in the Service Center Department (at the Information and Registration of Services Desk);
- The 2nd copy is transferred to the guard at the mounting gate at the moment of exhibits delivery;
- The 3rd copy remains with the Participant until the end of the Exhibition and is needed in order to receive a permit for the removal of exhibits and is handed over to the guard at the mounting gate during removal of the exhibits.

For the removal of equipment and exhibits, the Participant can use the letter issued for the delivery of exhibits.

Standard periods of time for staying in the loading and unloading area:

for a passenger vehicle - 1 hour; for a freight vehicle - 2 hours.

Please, note; every 30 minutes (that have started) are taken into account as a whole period.

For every 30 minutes of exceeding the regulatory period, the supervisory services of the Crocus Expo IEC and the General Developer charge an additional fee.

On the day of the closing of the Exhibition, the internal regulations for the start of dismantling work provide for: delivery of reusable containers to Participants (from the storage site to the stand), performing minor work on dismantling exhibits and expositions in accordance with the work schedule. Loading and removal of bulky and heavy-duty exhibits on the last day of the Exhibition is not allowed.

The presence of freight vehicles on the territory of the Crocus City Trade and Exhibition Complex for more than one day is not allowed. In this case, a day is a period that includes 24 hours from the beginning of finding the corresponding vehicle. Every day that has started is counted as whole in the final calculations.

## **DURING THE EXHIBITION PERIOD**

On the first day of the Exhibition, the delivery of equipment and exhibits is not allowed without permission of the Organizer.

The entrance to the VIP parking area near Pavilion No. 1 of the Crocus Expo IEC and the parking of vehicles on it is carried out according to additional passes purchased in accordance with Appendix No. 3 to the Agreement, which are included in the packages: "Delegate. Business", "Visitor. Business".

The entrance of vehicles to territory of the general parking lot (as well as staying there) at pavilion No. 1 of the Crocus Expo IEC is free.

Parking of third-party buses for transportation of Participants and guests of the Exhibition on the territory of the Crocus City Trade and Exhibition Complex is allowed according to special passes purchased in accordance with Appendix No. 3 to the Contract.

## **13. ENTRANCE TO THE EXHIBITION. PERSONAL PASSES (BADGES), INVITATION CARDS**

### **ENTRANCE TO THE EXHIBITION**

It is strictly forbidden to bring into the Exhibition area:

- firearms and bladed weapons, piercing and cutting objects;
- flammable and explosive substances;
- chemical and toxic substances;

- injurious objects;
- alcoholic beverages, soft drinks in glass containers;
- prohibited drugs, narcotic substances, etc.;
- bicycles;
- animals.

All material valuables moved to the Exhibition area are subject to inspection for the absence of prohibited items.

Hand luggage not exceeding the overall dimensions of 60 cm x 40 cm x 30 cm is allowed on the territory of the Exhibition.

Access to the Exhibition is carried out by personal passes (badges) of various categories with the presentation of an identity document using an automated access control system (AACS) installed in the Crocus Expo IEC.

All the Participant employees who need badges should be indicated in Form G.

All types of ordered in accordance with the Contract (Appendices and additional agreements to it) passes and invitation cards (after full payment) can be obtained from the Organizer.

The passes and car passes can be received:

- from October 10 to October 14, 2022 (in the Organizer's office: Moscow, VDNH, building 619);
- from October 15 to 17, 2022 (at the Exhibition Registration Desk at the Crocus Expo IEC).

The validity period of each type of pass is indicated on the pass form.

#### **PERSONAL PASSES (BADGES) -- CATEGORY "PARTICIPANT/EXHIBITOR"**

Based on the concluded and paid Agreement for participation in the Exhibition, passes of the "Participant" category are issued at the rate of 1 (one) free pass for every 4 sq.m. of rented area.

To obtain additional passes of the "Participant" category, it is necessary to complete Appendix No. 3 and pay for the ordered passes/badges

In order to receive passes of the "Participant" category, including (additionally purchased ones), it is necessary to submit the completed Appendix No. 3 to the Exhibition Directorate not later than **September 30, 2022**.

For Participants who have not submitted their lists for registration of badges before September 30, 2022, the badges will be made and issued at the Exhibition Registration Desk (located in the Registration Hall) of the Crocus Expo IEC, starting from October 15, 2022 on a first-come, first-served basis.

Badges of the category "Participant" are valid for admission to the Exhibition on October 15, 2022 from 12:00 to 20:00, and from October 16 to October 21, 2022 from 8:00 to 20:00.

#### **PERSONAL PASSES (BADGES) – CATEGORIES: "VIP", "VIP Delegate", "Delegate"**

Passes (badges) of the "VIP" category are issued in accordance with the list approved by the Organizer.

Passes (badges) of the "VIP Delegate" and "Delegate" categories are included in the "Delegate. Business" and "Delegate. Standard" packages.

The cost of paid exhibition space and services includes:

- 1 package "Delegate. Business" for every full 50 sq.m. of exhibition space;
- 1 package "Delegate. Business" in case of providing an equipped place at the specialized exposition "Gallery of Brands" (package "Basic" or "Comfort");
- 1 package "Delegate" for every full 18 sq.m. of exhibition space.

Additional passes (badges) of the "VIP Delegate" and "Delegate" categories for the management of the Participant's enterprise/company and guests invited by the Participant are purchased by the Participant in accordance with Appendix No. 3 to the Agreement.

Data for passes (badges) of the "VIP Delegate" and "Delegate" categories are provided by the Participant until **September 30, 2022**.

#### **PERSONAL PASSES FOR DEVELOPER PERSONNEL DURING MOUNTING AND DISMANTLING**

The entrance to the Exhibition of representatives of Developers during the installation, mounting and

dismantling of the Exhibition is carried according to passes issued by the General Developer on the basis of the submitted lists of the established Form.

The entrance to the Exhibition of representatives of installers and fitters/adjusters of exhibition equipment during the mounting and dismantling of the Exhibition is carried out in accordance with passes issued by the Service Center Department (Information and Registration of Services Desk) on the basis of the submitted lists.

#### **INVITATION CARDS. PASSES (BADGES) – “VISITOR” CATEGORY**

Invitation cards for guests invited by the Participant are provided to the Participant in printed or electronic form (promo code or file in \*pdf format).

At the same time, this number cannot exceed the total number of invitation cards that are due to the Participant without additional payment and for a specified fee (the package "Visitor. Business").

Participants have the right to receive up to 100 invitation cards for their invited guests without additional payment.

If necessary, according to Appendix No. 3 to the Contract, Participants can purchase additional “Visitor Business” packages on a paid basis

In order to receive invitation cards, you have to contact your personal manager in the Organizer's office.

Invitation card:

- is registered on the Exhibition website with subsequent receipt of the "Visitor" badge to the e-mail address specified during registration;
- or exchanged at the Exhibition Registration Desk for a personal pass (badge) of the "Visitor" category.

The pass (badge) of the "Visitor" category is valid for entry to the Exhibition for the period of the Exhibition from October 18 to 20, 2022 from 10:00 to 18

#### **14. LOADING AND UNLOADING OPERATIONS. FREIGHT FORWARDING SERVICES**

Loading and unloading operations are permitted and carried out only in the Areas of loading and unloading operations.

Loading and unloading and assembly/mounting and dismantling works with the use of lifting mechanisms are carried out only by specialists and facilities provided by the Department of Transport and Logistics of Crocus Expo Center.

Independent work on loading and unloading, installation or dismantling of equipment, as well as cargo transportation with the use of lifting mechanisms, all types of lifting and transportation equipment (cranes, crane manipulators, loaders, electric or hydraulic stackers and other similar machinery) is strictly prohibited. Storage of containers on the stand is prohibited.

Access of vehicles to the Loading and Unloading Areas is permitted only in accordance with special passes purchased after completion of Appendix No. 3 of the Contract. The pass grants the Participant the right to carry out independent loading or unloading operations from/to a certain type of vehicle in the Loading and Unloading Area during the installation and dismantling of the Exhibition, in compliance with the requirements and restrictions established by this section and the Basic Requirements.

The entry of vehicles into the exhibition halls for loading and unloading operations by the Participants is not allowed.

Freight forwarding and customs services for the processing of foreign goods, and services for the processing of all goods for non-resident Participants are provided by the Official Forwarder and the Official Customs Broker of Crocus Expo. The processing of foreign goods received not through Official forwarders is paid with an increase in the tariff by 100%.

Contacts of the official forwarder:

HMS EXPO LLC (representative office in Russia)  
143401, Moscow region, Krasnogorsk district, Krasnogorsk, Mezhdunarodnaya str., 16 (Crocus Expo, Pavilion 1, office 109)  
Tel.: +7 (499) 322-3361

Detailed information about the procedure for providing the corresponding documents and tariffs for freight

forwarding services and loading and unloading operations is specified in the Basic Requirements.

Contacts of the Transport and Logistics Department of Crocus Expo IEC: +7 (495) 727-25-87, E-mail: Trans@Crocus-Expo.ru

## 15. PROTECTION AND SECURITY

The general security and protection of the Exhibition Center is organized by Crocus Expo: each day from 20:00 to 08:00, the exhibition halls are closed, sealed and handed over to security. The presence of anyone in the sealed halls is strictly prohibited.

The participant is obliged to take all reasonable steps to ensure the safety of their stands and exhibits. The Organizer recommends that the Participant insure his property against any damage that may be caused.

Night security by the Participant's own forces is prohibited.

Services of individual protection of the Participant's booth and equipment are indicated in Appendix No. 3 to the Contract. (The continuous shift of the security guard is at least 12 hours (from 8:00 to 20:00 - during the day, from 20:00 to 8:00 - at night).

A participant demonstrating his exhibits at the Restricted Access Exposition and/or samples of any type of weapons at his individual exhibition should pay for technical and physical protection of his exhibits (Appendix No. 2 to the Contract) for the entire period of the Exhibition.

During the period of delivery of exhibits and work of the Exhibition in general, it is recommended that a representative of the Participant be constantly present at the stand from 8:00 to 20:00. During the period of removal of exhibits (if there are any exhibits at the Participant's stand) it is recommended that a representative of the Participant be constantly present at the stand - from 8:00 to 20:00.

In case of theft, damage to the stand or exhibition samples at night, the Participant is obliged to contact the duty station of the Police Department of the Pavshino microdistrict of the Ministry of Internal Affairs of Russia for the Krasnogorsk district (143402, Crocus Expo IEC, Pavilion 2, tel.: +7 (495) 926-34-20).

The organizer and the Crocus Expo IEC are not responsible for the safety of personal belongings, stands and exhibits

## 16. CLEANING

Cleaning of the general Exhibition area and the aisles in the halls is carried out daily 1 time a day during the Exhibition. During the Exhibition, the Participants put trash baskets filled with solid household waste in the aisles. Baskets not displayed from the stands into the aisles are not subject to cleaning.

Cleaning of the stand, as well as garbage removal from packaging and containers is not included in the cost of an unequipped and equipped exhibition area and is carried out at the expense of the Participant.

Individual stand cleaning services are ordered from the Organizer in accordance with Appendix No. 3 to the Contract.

The involvement of third-party companies by the Participant for cleaning floor coverings during the Exhibition period is not allowed.

During the mounting and dismantling of the Exhibition, Participants pack construction debris and waste into their own bags and put them into containers specially ordered for these purposes. Large-sized garbage (garbage that does not fit in garbage bags) is packed by Participants into containers for large-sized garbage ordered by them. Storing garbage outside containers is prohibited.

It is prohibited to carry out any construction, finishing or setup operations, putting garbage in the aisles after the end of mounting, installation and final cleaning before the opening of the Exhibition.

Upon completion of the dismantling of the stand, the participants must free the exhibition area from exhibition equipment and debris and hand it over in a clean condition.

Washing of vehicles and disposal of waste liquids in Crocus Expo and on the territory adjacent to the Exhibition Center, with the exception of places specially designated and equipped for such purposes, is strictly prohibited.

## 17. ADDITIONAL PERSONNEL/STAFF

In accordance with Appendix No. 3 to the Contract, it is possible to order: the interpreter services at the Participant's stand, the services of stand-assistant and other temporary staff (the provision of temporary staff services includes the provision of personal passes of the "Participant" category).

If you plan to order these services through another organization, please make sure that these employees will be provided with personal passes of the appropriate category to enter the Exhibition area.

Attraction of a foreign citizen or a stateless person to work at the Exhibition should be carried out in strict accordance with the rules for attracting foreign citizens and stateless persons to work in the Russian Federation and the rules of migration registration.

## 18. OFFICIAL EXHIBITION CATALOGUE

The official catalogue is published to the opening of the Exhibition. Each Participant who has paid the Registration Fee is provided with a possibility to have his own information space in the catalogue. The Participant should submit his information for insertion in the catalogue not later than **August 19, 2022**. After this date, the inclusion of information in the Official Exhibition Catalogue and making any changes to the submitted information is permitted only on a paid basis in accordance with Appendix No. 4 to the Participation Agreement. Information and any changes to it is not accepted after **September 16, 2022**.

All the materials must be sent to the email address of your personal manager in the Office of the Organizer in the prescribed form (Forms C, C1). The materials must meet the certain technical requirements. The Organizer will place the information in the Catalogue in the form submitted by the Participant.

Information inserted in the catalog will include:

- The Participant Company name in Russian and English languages, his address in Russian and English, phone, e-mail address, website address; booth number, logo.

If it is necessary to improve the quality of the Participant's information in the catalogue, it is possible to publish additional advertising materials on a paid basis in accordance with Appendix No. 4 to the Participation Agreement.

Technical requirements for the materials provided for insertion in the catalogue:

- logo - in vector format: eps, ai, cdr (all text elements must be represented in curves);
- photo - 40x28 mm (300 dpi)

The Organizer does not guarantee publication of the Participants' materials submitted later than the specified deadlines and/or not meeting the technical requirements.

## 19. BUSINESS PROGRAM

### ORGANIZATION OF THE PARTICIPANT OWN EVENTS WITHIN THE FRAMEWORK OF THE BUSINESS PROGRAM

The Organizer has the exclusive right to organize and hold all the events within the framework of the Business Program of the Exhibition.

The Participants can submit an application for organizing their own events within the framework of the Business Program of the Exhibition for consideration by the Organizer no later than **September 16, 2022**. Upon confirmation of the application by the Organizer, the Participant is obliged to sign Appendix No. 3 to the Contract and promptly pay the cost of services for the provision of specialized premises and equipment. The Organizer includes this event in the Business Program of the Exhibition and reserves the right to adjust the date and time of the event in agreement with the Participant.

The Organizer reserves the right to refuse to hold a Participant's own event without explaining the reasons.

### PARTICIPATION IN THE EVENTS HELD WITHIN THE FRAMEWORK OF THE BUSINESS PROGRAM

Participation without a report

The staff of the Participant can participate without a report in all events of the business program of the Exhibition (it can be possible that the registration as a participant of the event will be mandatory), with the exception of events requiring a separate personal invitation and/ or additional payment for participation to the Organizer or third parties attracted by him.

Participation with a presentation / report



Exhibition participants interested in participating in the events of the business program of the Exhibition with a presentation / report must submit an application (**Form F**) to the Organizer in advance (**by September 16, 2022**), indicating the name of the event, the topic of the report and presenting their materials in the form of abstracts.

Participation in certain events of the Business Program of the Exhibition with a presentation / report may require additional payment from the Participant.

- The main dates and terms of the Participation with a presentation / report.

Acceptance of documents for participation in the Business Program with a presentation / report - until September 16, 2022.

Reception of the speaker's presentations (based on the Windows software product, slide size 16:9) - until October 05, 2022.

Amendments and additions to the title of the report or speaker's data - until October 05, 2022.

Acceptance of the form for registration and receipt of passes - until October 18, 2022.

Replacement of the speaker - until October 18, 2022, excluding printed materials and official information resources of the Exhibition.

Applications for the rehearsal of the presentations / reports are accepted until 17.00 on October 17, 2022.

Information about the final schedule of the business program and presentations / reports of the participants in thematic tracks is posted on the official website of the Exhibition.

The schedule of the speakers' appearance on the stages of the Business Program is carried out strictly according to the rules of the program of each of the tracks. The speaker must arrive at the stage where he is speaking 15 minutes before his presentation.

- Requirements for application for participation with a presentation / report and materials of the Participant with a presentation / report:
  - contract (if participation with the report is carried out on a paid basis);
  - forms (see the main documents);
  - presentation of the speaker;
  - photo of the Participant for the website;
  - video announcement of the Participant's presentation.

The service "Participation with a presentation / report" can be considered as an independent form of Participation in the Exhibition, or as part of a package within the framework of other services.

Registration of the speaker as a participant of the Exhibition is carried out by the Organizer on the basis of a signed Contract.

The decision on the compliance of the Participant's presentation / report with the subject of the Business Program and the inclusion of the presentation / report in the program of the thematic track is made by the Organizer, taking into account the fullness of the tracks of the business program.

The Exhibition Directorate has the right to recommend the Participant to make changes or supplement the topic of his presentation / report in order to better match the goals of the Business Program and the theme of the track. Confirmation of booking the time for the Participant's presentation / report is brought to him by the Organizer's personal manager.

- Grounds for the decision to refuse to accept the Participant's presentation / report:
  - no payment under the Contract or absence of completed Forms within the established time frame;
  - inconsistency of the topic of the presentation / report with the objectives of the Exhibition and the subject of the tracks of the business program;
  - refusal of the Participant to make changes or additions to the content of his presentation / report to better match the goals of the Exhibition and the theme of the selected track;
  - no time limit in the theme track or in the Exhibition program.
- Grounds for decision to exclude the Participant's report from the Exhibition program:
  - provision by the Participant of a presentation that does not meet the requirements set out in the Terms of Participation, as well as with violation of the deadline for its provision;
  - refusal of the Participant to make changes or additions to the presentation to bring it in line with the requirements of the Terms of Participation.
- Requirements to the presentation / report:
  - the content of the report should be innovative in nature - innovative approaches to solving problems,

- new effective methods or strategies, research results, interesting practical cases or know-how, or contemporary methods of work and implementation of innovative technologies and developments;
- the presentation should be based on the practical experience of the speaker and oriented on managers and top managers of industrial, technological and financial organizations, as well as representatives of the industry business community;
  - recommended time limit on speeches: up to 15 minutes, thematic justification - 2-4 theses, introductory part - no more than 10% of the report;
  - the presentation/report should not contain advertising of products, solutions, services - names, branding, analogies to any particular service or product;
  - a comparative analysis of several products to solve the same problem should be objective, without emphasizing the advantages and diminishing the disadvantages of its product;
  - during the presentation, it is allowed to invite participants of the Business Program to continue discussing the topic of the report at the Exhibition stand of the speaker;
  - the presentation / report should be prepared directly for the Exhibition, all the elements from presentations at other events should be completely revised;
  - the topic and main content of the presentation / report should significantly differ from the reports presented at any other events that took place before, (as well as the events, which will take place within 30 days after the Exhibition);
  - the content of the presentation / report should differ significantly from the materials published in electronic or printed editions.

Assessment of compliance of the report with the concept and subject of the Business Program is carried out by the Organizer on the basis of the materials provided by the Participant: presentations, video. The organizer reserves the right to exclude a report that does not meet these requirements from the Business Program at any stage of the work.

- Requirements to photos

A participant with a presentation / report provides the Organizer with his photo for placement in the official electronic and printed publications of the Exhibition (business program events). Photo format: business style of the speaker's clothes; color, without corners, with a full image of the face in the center. Photo size: up to 2 MGb, 6x8 cm. File format: jpeg. or rdf. At the request of the Participant and payment for the corresponding position under the Contract, the Organizer provides professional photo shooting of the speaker.

- Requirements to presentations:

- the recommended presentation volume is no more than 15 slides;
- each slide should not contain a large amount of text. The text should contain: the main theses delivered by the speaker, short sentences for describing the problem, the elements of the main topics on which the presentation is based;
- graphic images are recommended to be formed from large elements, they should not contain small digital or other markings, technical calculations or formulas;
- presentation format should be based on the Windows software product, the size of the presentation slides is 16:9;
- the presentation may not have the first slide, containing the title with the topic of the report and information about the speaker, because, such a slide is displayed on the stage screens by the Organizer's representative before the speaker's speech;
- in the presentation, it is recommended not to use the last slide in the format "Thank you for your attention" (it is enough to say this phrase verbally) or in the format "Contacts of the speaker" (the Organizer considers this information as advertising);
- if there are any sound elements in the video presentation that need to be reproduced during the performance, this information is brought to the Organizer at the time of transmission of the presentation and again - during the waiting period before the exit for the speech - to the person responsible for the stage;
- the only exception to the placement of the logo and the name of the company, as well as the name of the product, trademark in the speech are the presentations and reports of the participants of the competition program "National Security - 2022".

- Requirements for the video announcement of the performance before the event

Along with the documents and materials established by the Conditions of Participation, the Participant

with a presentation / report has the right to provide the Organizer with a video announcement of his speech - a video about the main theses of his report made within the Business Program. The video time format is up to 5 minutes, provided to the Organizer in MP4 format, H264 codec, HD frame size, FullHD. The video clip can be used by the Organizer to assess the compliance of the report with the concept and subject of the Business Program, as well as for advertising purposes with placement on the official information resources of the Exhibition.

At the request of the Participant and payment of the corresponding position in the Participation Agreement, the Organizer can provide professional shooting of the video announcement of the Participant's speech before the event, the video announcement time limit is up to 2 minutes. General requirements for the video announcement of the speech: business style of the participant's clothing, the text of the announcement should contain a phrase about participation in the Business Program, as well as the main issues and problems planned for presentation in the report.

## 20. ADDITIONAL PROGRAMS

### “NATIONAL SECURITY” CONTEST

All documents defining the procedure / order of the Contest (Charter of the Contest, nominations of the Contest, composition of the Contest Commission) will be posted on the Exhibition website [www.interpolitex.ru](http://www.interpolitex.ru). Registration of participants of the Contest begins after the announcement of the Contest is posted on the official website of the Exhibition. Participation in the Competition is registered in accordance with Appendix No. 3 to the Contract.

## 21. ADVERTISING

The Participant can advertise his products only inside the exhibition space provided to him. Any other advertising at the Exhibition, including advertising activities of the Participant outside his stand (placement of any kind of advertisements, distribution of promotional products, conducting PR campaigns, interviewing visitors, etc.), is carried out by the Participant only with the written consent of the Organizer and payment for the corresponding items of Appendix No. 4 to the Contract.

Advertising can be related only to the exhibits and correspond to the goals and objectives of the Exhibition. The Participant is responsible for the content and reliability of his advertising/ informational materials transmitted by the Participant to the Organizer and any other third parties.

All advertising materials are placed on the territory of the Exhibition in accordance with Federal Law No. 38 FZ of March 13, 2006 "On Advertising" and other legal acts defining the requirements for outdoor advertising and information.

In case if the Participant's activities and/or goods are subject to licensing, the Participant must submit a license (or its certified copy) to the Organizer simultaneously with the transfer of advertising materials. The license number and the name of the issuing authority must be indicated in the advertising materials. Advertising of products subject to mandatory certification must be carried out with the mark "subject to mandatory certification". The Participant is recommended to have licenses, permits and certificates for the advertised goods and/or activities of the Participant at the Exhibition stand.

When placing advertising and informational materials, the Participant is responsible:

- for the content and legality of the use of the submitted materials and other intellectual rights, including those belonging to third parties;
- for unfair and unreliable information, as defined by the legislation of the Russian Federation;
- for claims related to:
  - unauthorized use of trademarks, protective, brand names, company names and their logos;
  - unauthorized use of the results of any third party intellectual activities or means of individualization;
  - any other actions related to the violation of the legislation of the Russian Federation on the use of exclusive and other intellectual rights.

The Participant undertakes to reimburse the Organizer for any imposed penalties and the losses associated with them for cases of violation by the Participant of the provisions of this section of the Terms of Participation, in case if the responsibility is assigned to the Organizer.

## **SOUND LEVEL**

The use of sound equipment at the stands of the Participants is allowed only with the written consent of the Organizer. At the same time, during the Exhibition, the sound level at the stand should not interfere with the work of other Participants (a sound pressure level of more than 60 dB along the border of the Participant's stand is not allowed). If there are complaints from other Participants about the high sound level at your stand, the Organizer has the right to demand that the level be reduced to an acceptable value. If the above requirements are ignored, the Organizer reserves the right to turn off the source of the audio signal and collect a fine from the Participant.

## **22. PHOTO AND VIDEO SHOOTING**

The Organizer reserves the right of all types of photo and video shooting on the territory of the Exhibition, including the exposition in general, as well as shooting of individual stands, exhibits, representatives of the Participants and guests for further use for the purpose of promoting the Exhibition and advertising his activities in the media.

## **23. HOTEL ACCOMODATION, TRAVEL SERVICES**

Tourist services, hotel accommodation, as well as transfer and cultural program are fulfilled by the official agents – partners of the Exhibition. Information on the official partners of the Exhibition can be obtained in the corresponding section of the official website of the Exhibition: [www.interpolitex.ru](http://www.interpolitex.ru).

## **24. DIRECT TRADE AND SOUVENIRS**

Any types of trade, catering and consumer services on the exhibition area of the Participant must be carried out only in accordance with the requirements of applicable laws and other regulatory legal acts regulating activities in the field of trade, catering and consumer services.

## **25. CATERING SERVICES FOR THE PARTICIPANTS**

Catering services at Crocus Expo are provided by the official partners of the Exhibition Center:

- Limited Liability Company "Backstage Catering";
- Sukre Limited Liability Company.

In order to protect the health of representatives of the Participants, visitors and guests of the Exhibition, the involvement of any other organizations for the provision of catering services and / or the sale of foodis not allowed without the permission of the Organizer.

## **26. INSURANCE**

The Organizer recommends that the Participant insure his property against any damage that may be caused during the Exhibition.

Recommended types of insurance at the Exhibition:

- Insurance of the Participant's property (exhibits, models, mock-ups, stands);
- Insurance of life and health of the Participant's personnel during the Exhibition;
- Insurance of the Participant's liabilities to the third party at the Exhibition;
- insurance of personnel of any third parties attracted by the Participant.

All the services for these and other types of insurance are provided by the official insurer of the Exhibition. Information about insurance services will be posted in the corresponding section of the official website of the Exhibition [www.interpolitex.ru](http://www.interpolitex.ru).

## **27. RESPONSIBILITY FOR VIOLATION OF THE TERMS OF PARTICIPATION**

Failure to comply with these Terms of Participation and other documents regulating the Exhibition is considered as a substantial breach of the Terms of the Agreement and entails the application of sanctions indicated in the Agreement, as well as in the current legislation of the Russian Federation.

In accordance with the current the following sanctions may be applied to the violators of the Terms of Participation current:

- warning;
- termination of work until the identified violations are eliminated with the imposition of a fine provided for by the current rules of Crocus Expo and compensation for the damage caused;
- withdrawal of accreditation for a certain period of time or indefinitely;
- transfer of materials on detected violations to the law enforcement agencies.

The amount and procedure for the application of penalties is indicated in Appendix 2 of the Basic Requirements.

The resumption of work suspended in connection with the detected violation is allowed, provided that the violation is eliminated and the fine imposed is paid.

Taking measures against violators is carried out on the basis of an act drawn up by the authorized representatives of the Organizer and/or Crocus Expo.

## **28. REGISTRATION OF ACCOUNTING DOCUMENTATION**

Accounting documents are issued by the Organizer's accounting department during the days of the Exhibition. The Participant must submit to the Organizer's accounting department the originals of the Contract, corresponding Appendices and all additional agreements to the Contract with the original seal and signature of the authorized head of the Participant organization in 2 (two) copies. After that, the Participant's representative will be issued documents, including the original copy of the Certificate of Services Rendered and an invoice. The date of the closing documents is the last day of the Exhibition - 20.10.2022.