Annex No. 5

REGULATION

**ON TECHNICAL CONTROL BY THE EXPO IEC OPERATOR**

IN THE INTERNATIONAL EXHIBITION CENTER

**Introduction**

Guided by the "Basic Requirements for Holding Events in the EXPO IEC", the Operator is determined by the EXPO IEC Administration - the General Contractor in the EXPO IEC.

The EXPO IEC delegates to the Operator the authority to conduct technical control of external developers in the EXPO IEC in a form of control of the design and technical documentation submitted by third-party Developers for compliance with the rules and requirements in force in the EXPO IEC in order to allow third-party Developers to assemble and design exhibition stands (expositions).

1. General Provisions, Terms and Definitions.
   1. In accordance with the "Basic Conditions and Requirements for Holding Events in the EXPO IEC":

*"Assembling and disassembling of non-standard or exclusive exhibition stands and other engineering and decoration works by the Exhibitors (Organizers) on their own, or involvement of third-party organizations (Developers) to complete these works is allowed only with the written consent of the Operator.*

*Third-party Developers are admitted to the exhibition areas within the time limits set by the Organizer after approval of the stand design and technical documentation submitted by the third-party Developer for compliance with the rules and requirements in force in the EXPO IEC.*

***Third-party Developers who have not passed the approval of the stand design and technical documentation are not allowed to assemble the exhibition stands.***

* 1. Basic Terms and Definitions of Concepts:
     1. **Stand** is a single complex of area and structural elements, design, which the Exhibition Organizer provides to the Exhibitor for demonstration of goods and/or services.
     2. **Mobile exhibition stand** is a mobile exhibition system of any configuration and/or a structure that can be transformed for the assembling of buildings of various designs from standard to exclusive ones.
     3. **Standard stand** is an exhibition stand of arbitrary permitted height (up to 6 m), built on the basis of exhibition systems such as Octanorm, Astralite/Prolite, MeroR8, Standex, Consta, Systems, SymaRondo, Maxima, SymaMolto, Joker, Tritix, Aluvision, InfinityConst, Clic and their analogues, including using additional exhibition equipment and decorative elements (banners, hanging panels, three-dimensional letters, etc.).
     4. **Portable mobile stand** is a folding mobile exhibition stand convenient for manual transportation (such as Pop-up, Roll-up, Fold-up, banner stands, etc.).
     5. **Exclusive exhibition stand** is a stand of arbitrary permitted height (up to 6 m), built according to an individual project based on the original design. Design solutions of the exclusive exhibition stand involve atypical technical and technological solutions that are not subject to replication. During construction of an exclusive exhibition stand, mainly building and decorative disposable materials (chipboard/MDF) for painting, chipboard, decorative plastics, etc.) are used, with certificates of compliance with fire and safety requirements.

Exclusive exhibition stands, in addition, include two-storey stands, stands built on the basis of original welded structures of an individual project that are not subject to replication, stands in which design draperies with decorative fabrics, professional lighting and stage equipment and other creative design solutions are used.

1. Operator’s Tasks during the Technical Control
   1. The Operator's tasks are:
      1. Check of the stand design and technical documentation submitted by third-party Developers with subsequent admission of these companies to assembling, disassembling and designing in the EXPO IEC based on requirements, rules in force in the exhibition complex and Kazakhstan regulatory documents;
      2. Monitoring of compliance by third-party Developers with the design and technical documentation, current norms and rules when assembling stands (expositions) and their decorating.
2. Control of Design and Technical Documentation of Companies Engaged in Assembling and Disassembling, Engineering and Decoration Works at the EXPO IEC (Accreditation Procedure)
   1. Design and technical documentation at the Operator is controlled by the Technical Control Department.
   2. Technical control procedure:
      1. No later than 15 working days before the assembling of the exhibition (exposition, event), the company planning to assemble and disassemble, engineer and decorate in the IEC (the Developer) submits to the Operator the following documents:
         1. Power of Attorney from the exhibitor (Form No. 1):
            * Power of Attorney from the Exhibitor's (Customer's) organization to the Developer to assemble and disassemble the exhibition stand or other structures. **Power of Attorney is filled in on the letterhead of the Exhibitor's company.**

Package of documents provided by the Developer for technical control is accepted and considered only if there is a Power of Attorney from the Exhibitor's (Customer) organization.

* + - 1. Stand appearance (Form No.2): certified by the Developer director:
         * Three-dimensional stand design project.
         * Explanatory note (stand dimensions, frame description, podium description, design description, list of materials and equipment, general information).
         * For a two-storey stand - floor drawings (plans) certified by the Developer director.
         * Stand isometry certified by the Developer director. Additionally submitted:

a) for a two-storey stand and a stand with a podium height of more than 1 m:

three-dimensional platform (podium) model

technical documentation for the platform (podium) design

static calculation of the platform (podium).

b) for the stand which design has non-standard load-bearing elements, technical documentation for these elements is additionally submitted.

* + - 1. Detailed electrical design of the stand (Form No. 3):
* Stand electrical diagram, as well as the SCS diagram, with the locations of the electric panel and the main consumers, signed by the Developer director.
* Power supply scheme of the stand, signed by a person responsible for electrical works.
  + - 1. Order on appointment of responsible persons (Form No. 4):

Order of the Developer Head on a stamped letterhead on appointment at this event:

* + - * + Responsible for electrical works and the condition of the electrical equipment of the stand is **not lower than the 4th group of admission with the right to work as administrative and technical personnel,** indicating contact phone numbers;
        + Responsible for fire safety, indicating contact phone numbers;
        + Responsible for assembling and disassembling and for compliance with safety regulations on the stand, indicating contact phone numbers.
      1. Letter for move in and move out of equipment (Form No. 5): Letter for permission to move in and move out equipment.
      2. Letter of Guarantee (Form No. 6): Letter of guarantee from the Developer.
      3. Copy of the certificate of compliance with international standards of the ISO 9000 series (GOST R ISO 9001-2008).
      4. Photocopy of the certificates of electrical personnel specified in the list, with an **electrical safety admission group not lower than 3**, with a mark on certification.
      5. Photocopy of the reports (or log) for testing of knowledge of electrical personnel.
      6. Photocopy of the certificate of a person responsible for fire safety on the completion of minimal training course on fire and technical safety.
      7. Certificates of conformity for equipment to be moved in and certificates of fire safety for the materials used.
      8. Copy of the Developer's liability insurance contract for causing harm to life, health, property of other persons for the period of assembling and disassembling and during the event.
      9. Exhibition plan indicating a location of the exhibition stand.
      10. List of personnel (Form No. 7):

List for obtaining badges from the EXPO IEC Operator is **provided to the Operator together with the technical documentation on the company's signed and stamped letterhead.** To obtain badges, an identity card or any other identity document of a responsible person is required. Validity period of the "assembling" badges applies only to the period of assembling and disassembling of the stands. These badges are invalid during the exhibition!

* + 1. Requirements for the stands for which the design and technical documentation is provided are defined by the "Basic Conditions and Requirements for Holding Events in the EXPO IEC" and are specified, including in Annex No. 1.
    2. The Operator's Technical Control Department checks the received full package of documents within **three working days** and issues to the Developer a Certificate of Admission (Form No. 8) for assembling and disassembling or refuses to perform works. Only a complete set of documents is accepted for consideration, according to the list under paragraph 3.2.1 of this Regulation.

Date of receipt of documents is a day of receipt by the Operator's Technical Control Department of the full package of documents according to the list under paragraph 3.2.1, of this Regulation.

* + 1. If the package of documents previously submitted by the Developer requires full correction or partial replacement of documents, due to changes in the exhibition stand design, replacement of equipment, materials or change of a Developer, as well as for other reasons, the technical control of the Developer's documentation is carried out repeatedly in accordance with paragraph 3.2. of this Regulation.
    2. The Operator reserves the right to refuse the Developer in assembling in the case of:
* late or incomplete submission of documents;
* non-compliance of the submitted documents with the "General Conditions for Participation in Exhibitions and Events in the EXPO IEC", Kazakhstan regulatory documents;
* inconsistencies of the information provided with the original documents;
* late payment for the Operator's services.
  + 1. After the technical control, the certificate of admission for assembling and disassembling (Form No. 8) is issued to the authorized representative of the Developer's organization only upon presentation to the Technical Control Department of the Operator of the original paper documents signed and stamped by the Head of the Developer's organization in accordance with paragraph 3.2. of this Regulation.
    2. Issued **certificate of admission for assembling and disassembling** (**Certificate of Admission**) grants to the organization that received this certificate of admission the right to access the EXPO IEC according to the lists of employees, move in equipment according to the lists of equipment to be moved in and assemble and disassemble the exhibition stands.

1. Monitoring Compliance with the Applicable Rules and Regulations during the Stand Assembling and Disassembling and its Decoration
   1. All assembling and disassembling must be carried out in compliance with the applicable Accident Prevention Regulation, Regulations for Operation of Consumer Electrical Installations, electrical safety rules, Fire Safety Rules in Kazakhstan and Building Codes and Regulations. At the same time, it is necessary to fulfill special requirements stipulated by peculiarities of the IEC and exhibition events (see "Instructions on Fire Safety Measures during Assembling and Disassembling of Expositions and Holding Exhibition and other Events in the EXPO IEC Pavilions and Outdoor Areas" and "Rules for Electrical Works in the EXPO IEC).
   2. During the assembling and disassembling of exhibition stands (expositions), the Operator monitors:

* compliance by the Developer with the current building codes and regulations;
* compliance with the type, parameters and materials of the stand constructed by the Developer with the provided design and technical documentation;
* readiness of the stand electrical equipment for electrical connection.
  1. Failure to comply with the "Basic Requirements of the Operator" when arranging exhibition events at the EXPO IEC and other documents regulating the assembling and disassembling is considered as a material violation of the concluded Contract and entails the sanctions provided for by the Contract, as well as the current Kazakhstan legislation.
  2. Following sanctions may be applied to violators of the "Basic Requirements of the Operator" when arranging exhibition events in the EXPO IEC: termination of work until the identified violations are eliminated with imposing a fine provided for by these requirements and compensation for the damage caused; deprivation of accreditation for a certain period or indefinitely; transfer of materials on identified violations to law enforcement agencies. Amount and procedure for the sanctions is given in Annex 4.
  3. The resumption of work suspended on the basis of identified violations is allowed, provided that the identified violations are eliminated and the fine imposed is paid.
  4. Taking measures against violators of the "Basic Requirements of the Operator" when arranging exhibition events in the EXPO IEC is carried out on the basis of an act of violation drawn up by the Operator's authorized representatives
  5. The Operator monitors the readiness of the stand electrical equipment for electrical connection by:
* check of compliance of the stand electrical equipment with the previously presented electrical scheme and power supply scheme;
* check of compliance of the stand electrical equipment with the current rules;
* if necessary, control measurements of parameters of the stand electrical circuit by the Operator's electrical laboratory specialists.
  1. In order to assist the Developer in meeting the requirements of norms and rules of assembling, electrical installation and decoration in the EXPO IEC, the Operator, at the additional request of the Developer, can perform technical support of assembling and electrical work.

1. Conditions for Developers Admitted To work
   1. The issued certificate of admission entitles the Developer to carry out work within the time limits determined by the exhibition Organizer. The Developer receives permits to enter the EXPO IEC on the basis of the certificate of admission from the Operator.
   2. The main document authorizing the removal of disassembled stands from the exhibition area and the departure of the Developer after disassembling is the exit permit obtained by the construction organization in the Exhibition Directorate. The Developer's responsible representative, upon completion of disassembling, cleaning of its construction site and payment for additional services rendered to the Developer during the exhibition, or reimbursement of costs for elimination of violations committed by the Developer during assembling or disassembling, presents its construction site to the Operator's responsible employee who, having accepted it, puts a signature and stamp on the exit permit.
   3. If the Developer failed to present its construction site and left, the construction site is examined, an estimate is made for its cleaning with a description of the material left and the appropriate work is carried out, followed by attributing the cost of these works to the Developer. Subsequently, this company is not allowed to enter the exhibition area until the cleaning costs are compensated.
2. Special Conditions.
   1. The Developer's admission (certificate of admission) to assembling and disassembling to the EXPO IEC s valid only for one event.

Head of the Operator's Technical Control Department