

**THE RULES**  
**regarding organizing the work of developers of exhibition booths and expositions on the expo-**  
**grounds of "NEC "Uzexpocentre" JSS**

**1. General Provisions**

1.1. The rules are intended to guide, to coordinate the interaction and to control the work of developers, divisions and branches of NEC "Uzexpocentre" JSS.

1.2. The rules govern the implementation of control over compliance with the technology and fire safety of the construction of exhibition booths and expositions, their timely transfer to operation of exhibition participants, maintenance of cleanliness, order and safety precautions during assembly and dismantling works.

1.3. The rules were developed to organize the work of developers of exhibition booths and expositions on the expo-grounds of "NEC "Uzexpocentre" JSS and are binding for all developers (domestic and foreign) of exhibition booths and expositions.

1.4. The developers are allowed to carry out construction and assembly works on the expo-grounds of NEC "Uzexpocentre" JSS on the basis of a letter of permission for the import / export and assembly / dismantling of exhibition equipment, materials and structures of exhibition booths, subject to the execution of all necessary approvals and the implementation of the provisions provided for in the present Rules.

1.5. If a participant of an exhibition event carries out assembly and dismantling works on its own, these rules apply to the participant in the status of a developer during the assembly and dismantling works.

1.6. The one-time fee for the exhibition is charged for developer's accreditation services in accordance with the approved standards of NEC "Uzexpocentre" JSS.

1.7. Control over compliance with these Rules is assigned to the exhibitions and exhibition service department, technical services engineers and a directorate of the exhibition organizer.

**2. Regulations for the coordination, assembly and dismantling**  
**exhibition booths and expositions**

2.1. The developer is obliged to provide NEC "Uzexpocentre" JSS with the booths' plans and specifications of materials used in the construction of exhibition booths, as well as all information about a booth to be built (plan of a booth, electrical wiring, steelworks' attachments, if any available) 7 days before the start of assembly of the exhibition for approval regarding compliance with fire safety's, security's and sanitation's standards. As well as a written application for the provision of basic and additional services 7 days before the start of assembly of the exhibition.

2.1.1. NEC "Uzexpocentre" JSS concludes a contract with the developer for the provision of accreditation services. After the specialists of NEC "Uzexpocentre" JSS have studied the documents provided and the developer has paid for the contract, a letter (certificate) is issued – accreditation for this exhibition.

2.2. For all used and imported construction materials, for the construction and assembly of an exhibition booth and exposition, the documents confirming their compliance with the requirements of fire safety rules must be submitted in advance, including the manufacturer's technical specifications, the documents confirming flame retardant treatment, etc.

2.3. The developer is obliged to provide NEC "Uzexpocentre" JSS in writing 10 working days before the start of work, with full name, contacts of a person-in-charge for provision of general guidance during the assembly and dismantling works and a list, copies of passports of workers (assemblers) for work in pavilion and expo-grounds.

2.4. Responsibility for compliance with fire safety and safety regulations during the construction and assembly of an exhibition booth is assigned to a person-in-charge of the developer.

2.5. A person-in-charge of the developer must conduct appropriate instructions with workers (assemblers) on labor protection, fire and electrical safety rules, and test knowledge with the execution of relevant documents before starting work.

2.6. Employees must know and follow the rules of personal hygiene; not to smoke on the expo-grounds (except for specially equipped places) and not to drink alcohol before and during work, and not to be in a state of narcotic and toxicological intoxication at the workplace.

2.7. The developer is obliged to provide emergency exits and passages in accordance with design standards, as well as passages to fire boards and cranes while arranging technological, exhibition and other equipment in the premises.

2.8. Each exhibition booth must have an information plate indicating the developer, last name, first name and patronymic, as well as a mobile phone number of a person-in-charge for compliance with the requirements of the present Rules and observing fire safety rules.

2.9. The developer's staff of assemblers operating on the assembly of exhibition booths, must be dressed in workwear (suit & trousers or overall and T-shirts upon season, gloves, protective headgear), special shoes and other personal protective device (safety belt, protective glasses, etc.) appropriate to the nature and conditions of work in order to ensure labor safety.

2.10. Preliminary assembly, installation and painting of an exclusive exhibition booth (assembled not from standard constructions and elements) is carried out at the developer's production sites, followed by disassembly into separate modular structures and elements and delivery to NEC "Uzexpocentre" JSS.

It is not allowed to carry out sawing, planing, sanding, painting and other works on processing the materials inside the pavilions' NEC "Uzexpocentre" JSS.

Assembly of booths is carried out at the expo-ground with usage of construction materials. They are the module constructions and booths' elements to be made in advance, primed and painted at the developer's production sites.

As an exception, only adjustment and tinting of structural elements of exhibition booths at the joints using power tools with dust collectors is allowed.

2.11. Work at height must be carried out in the presence of the developer's person-in-charge for the work. When performing work at height applying the ladders, scaffolding and lifting mechanisms, it is necessary to use safety devices and personal protective equipment. When performing loading and unloading operations, it is necessary to observe safety rules.

2.12. If the assembly of a booth requires steelworks' attachments of the pavilion, the assemblers of NEC "Uzexpocentre" JSS only have the right to carry out fixing work upon prior request.

2.13. When working with cutting power tools, it is necessary to use the device of personal protection, to turn off power tools and other electrical equipment during your absence.

It is forbidden to remove covers and protective devices on the tool and other equipment used, as well as to use damaged discs, saws and other equipment.

2.14. All work on the installation and assembly of exhibition booths, unpacking of containers and elements must be carried out within the area rented by the participant, the passages between the exhibition booths must be free from containers, packaging, construction materials, structures, equipment and exhibits.

Containers released from cargo (boxes, pallets, etc.) must be immediately removed from the pavilions outside the territory of NEC "Uzexpocentre" JSS or to a temporary storage warehouse with the appropriate payment for removal and storage.

2.15. Small construction debris and exhibition waste collected during the unpacking of containers and exhibition property, the developer is obliged to take out to specially allocated places (containers) outside the transport gates of the exhibition halls.

Containers and other large-sized packaging made of lumber, chipboard, fiberboard, hardboard, plastic and other similar materials, the developer is obliged to take out of the territory of NEC "Uzexpocentre" JSS within the established terms of assembly and dismantling of the exhibition.

2.16. The developer is prohibited:

- to enter the vehicles into the exhibition hall for loading and unloading operations without the consent of NEC "Uzexpocentre" JSS;
- to carry out the assembly of construction structures in areas where stationary electrical panels, technological hatches, fire cabinets and other engineering equipment are located;
- to import woodworking equipment, lumber and perform sawing, planing and other carpentry work;
- to carry out welding, sawing, grinding, painting and varnishing works, cutting metal with cutting and angle grinding machines (grinders), related to the manufacture of parts of the exhibition booth structure, as well as to carry out any types of fire work inside the pavilion and expo-grounds;

- to bring pressure vessels, as well as flammable, toxic substances and materials into the pavilions;
- to carry out paint and varnish works related to the complete painting of the structure of the mounted exhibition booth;
- to apply paint, varnish, glue or other hard-to-remove coating on floors, walls and columns of exhibition pavilions;
- to make various holes in the floors, walls, columns;
- to carry out suspension of structures and advertising media to the ceiling structures of the exhibition pavilion;
- to run into or pass through the carpet laid on the floor when transporting cargoes;
- to be within the assembling zone of an exhibition booth unnecessarily;
- to place and to store materials, clothing, footwear and other personal items outside the assembling zone of an exhibition booth;
- to use the booths of other developers and furniture with equipment delivered to the exhibitors for construction and assembly works, rest and meals;
- to take out exhibition furniture and equipment outside the assembling zone of an exhibition booth;
- to lean against the walls, columns, windows and doorways of an exhibition hall any building structures and materials;
- to stick and to place information signs on the walls, glass, columns, on the floor of an exhibition hall, on fire cabinets and other elements of a hall's interior;
- to cause damage to the flooring in the pavilions, asphalt concrete and paving slabs of outdoors in NEC "Uzexpocentre" JSS;
- to use drywall (plasterboard) when constructing booths;
- to carry out dismantling of the booths by overturning the structures of a booth onto the floor and dropping any elements of a booth onto the floor from a height.
- to use gasoline, kerosene, nitro-solvents and other flammable compounds to wash the surfaces of the booth;
- the developer's specialists who are in a state of alcoholic or narcotic intoxication are not allowed to perform the assembly or dismantling works.

2.17. The developer can use the inventory of NEC "Uzexpocentre" JSS, having previously paid.

2.18. When decorating the standard booths, the developer must use a high-quality self-adhesive film (oracal) that does not leave traces of glue and dirt on the exhibition equipment.

2.19. Dismantling of exhibition booths and expositions can be started after finishing an exhibition only and must be completed before 06.00 p.m. daily before the last day of dismantling an exhibition or with the registration of an extension of the dismantling time for a period not later than 06.00 p.m. of finishing day of dismantling an exhibition, unless other hours for finishing the dismantling are specially set for this exhibition.

2.20. The developer undertakes to bring the elements of a booth into the territory of NEC "Uzexpocentre" JSS at the agreed time to start the assembly and to take them out no later than one day of dismantling, as well as to release and to restore the provided exhibition space to its original state in fixed time.

2.21. All exhibition property, decoration, equipment and constructions (materials, joints, parts) of exhibition booths before finishing the dismantling period must be taken out of NEC "Uzexpocentre" JSS.

2.22. The area provided for an exhibition booth must be cleared of construction waste, debris, floor coverings, adhesive tape, stains and glue.

### **3. Requirements for the performance of electrical works**

3.1. To perform electrical works at the booths of exhibitors, the organizations that have the appropriate certificates only are involved.

The persons who meet the requirements for electrical personnel and have the appropriate

qualifications in electrical safety are allowed to carry out electrical assembly work and operational maintenance of electrical equipment at exhibition booths.

3.2. All electrical assembly works must be carried out in accordance with the “Rules for the Arrangement of Electrical Installations”, approved by the order of the head of the State Agency for Supervision in the Electricity Industry (No. 84 of February 13, 2004), safety regulations for the operation of electrical installations of consumers (No. 271 of August 2, 2004) and other regulatory documents.

3.3. Electrical assembly works are carried out in accordance with the layout of an exhibition booth presented by the exhibitor, which should indicate the location of electrical power equipment and lighting, power supply voltages, maximum load powers for each piece of equipment, points of connection of electrical equipment to power supply sources.

3.4. From the moment the personnel are admitted to electrical assembly work, the control over compliance with safety requirements by personnel is assigned to a developer’s person-in-charge.

3.5. All electrical assembly works on current-carrying sections (or near them) should be carried out only when the voltage is removed.

3.6. When laying electrical networks openly, if there is no danger of their mechanical damage, it is necessary to use cables with a fireproof sheath.

3.7. In open areas and in places where people pass, the cable must be closed with special trap.

3.8. It is forbidden to lay an unprotected electric wire and to install lighting fittings on combustible structures.

3.9. All connections and branches of wires and cables must be made only with special clamps and connectors; it is forbidden to connect electrical receivers to the power supply by directly connecting the wires.

3.10. The power cable to the 380/220V input device (group electrical panel) of the exposition booth must be four-wire, and single-phase electrical wiring lines must be two-wire.

3.11. The metal structures of a booth must be zeroed in accordance with the requirements of the “Rules for the Arrangement of Electrical Installations”.

3.12. To connect mobile or portable current collectors, it is necessary to use flexible wires, cables and protect them from mechanical damage.

3.13. Each booth is equipped with a group electrical panel with an RCD (residual current device) - in accordance with the requirements of the “Rules for the Arrangement of Electrical Installations” and with the corresponding calculated loads of protection devices against overcurrents and overloads separately for the lighting network and the power supply of technological equipment, as well as equipment that needs to be supplied with power around the clock (refrigerators, faxes, etc.).

3.14. A free access must be provided to the electrical distribution input devices.

3.15. The electric lamps should be used in relation to fire hazardous premises for illumination of the booths. The use of diffusers made of organic glass, polystyrene and other flammable materials in the lamps is not allowed.

3.16. Upon completion of the electrical assembly works, a developer’s person-in-charge checks the quality of the electrical assembly works and together with an electrician of NEC “Uzexpocentre” JSS connects to the power supply according to the layout.

3.17. Removal of voltage from the input device at the end of the exhibition is carried out by the electrical personnel of NEC “Uzexpocentre” JSS on the request of a person-in-charge for the dismantling of electrical equipment.

3.18. The dismantling of electrical equipment and the appropriate shutdowns at a booth are carried out by the personnel who performed the assembly.

3.19. Electrical works (connection of the booths and exhibits to power supply sources), compressed air supply, as well as all plumbing works are carried out by specialists of NEC “Uzexpocentre” JSS only.

3.20. When assembling (dismantling) the booths, the developer uses stationary electric sockets (220 V 16 A) located along the perimeter of the exhibition pavilions to connect power tools.

3.21. Electric motors, control devices, ballasts, control-measuring and protective equipment, auxiliary equipment and wiring must have a plan and a level of protection corresponding to the zone class according to the “Rules for the Arrangement of Electrical Installations”, as well as have the short circuit and overload protection devices.

3.22. During the operation of electrical installations, it is prohibited:

- to use the electrical appliances and devices in conditions that do not comply with the

recommendations (instructions) of enterprises-manufacturers or have malfunctions that can lead to a fire, as well as to operate wires and cables with damaged or lost insulation properties, to use twists;

- to use the damaged sockets, knife-switches, other electrical installation products, etc.;
- to mount sockets, automatic switches, knife switches, etc. on a combustible surface.

#### **4. Additional terms**

4.1. The developer bears the full financial responsibility for damage to the property of NEC "Uzexpocentre" JSS and other exhibitors.

4.2. If the above or other elementary safety and security rules are not observed, NEC "Uzexpocentre" JSS (after agreeing with the organizers in advance) has the right to suspend the assembly until the violations are eliminated.

4.3. In a case that the responsible employees of NEC "Uzexpocentre" JSS detect deviations from fire safety standards according to the agreed projects for the construction of exhibition booths and expositions, they inform the representative of the developer about this and take part in the preparation of acts and instructions to eliminate deviations.

4.4. The developer undertakes to reimburse NEC "Uzexpocentre" JSS for all losses that may arise due to the direct fault of the developer.

4.5. The developer undertakes not to transfer the rights and obligations of the developer to third parties without the written consent of NEC "Uzexpocentre" JSS.

4.6. Exhibitors who ordered indoor unequipped exhibition area from the developer are not entitled to use standard exhibition equipment (such as "Octanorm" and "Maxima") as elements of individual booths without approval of NEC "Uzexpocentre" JSS.

4.7. The developer undertakes to return the rented booth equipment in its pure form (without pasting with adhesive tape, sticker, scotch tape).

4.8. The developer is responsible for the improper use of exhibition space, the property of NEC "Uzexpocentre" JSS and monitors compliance with technical safety requirements.

4.9. If the developers violate the above safety and fire safety rules, NEC "Uzexpocentre" JSS draws up an act indicating the violations. On the basis of the Act "On Violations", the developer is imposed a fine in the amount of up to 50 (fifty) basic calculated values, and the developer is included into the "black list", according to which the developer loses his right to construct on the expo-grounds of "NEC "Uzexpocentre" JSS within 3 (three) years.

#### **The important note!!!**

During the period of assembly / dismantling of exhibition booths, the working day is set from **09:00 a.m. to 06:00 p.m.**

On the day preceding the opening day of an exhibition (on the day of arrival), the working day is set from **09:00 a.m. to 09:00 p.m.**

If it is necessary for the developer to carry out work after the specified time, the latter is obliged to make payment in accordance with the approved standards of NEC "Uzexpocentre" JSS.

**In case of emergency and/or questions regarding fire safety and safety regulations on the area of "Uzexpocentre" NEC JSS, please use the following contact information:**

**Labour protection & and safety engineer – Irmetov A.**

**Phone: +998 93 3902265**

**Civil defense and fire safety engineer – Sarimsakov T.**

**Phone: +998 97 4013282**

**Department of exhibitions & exhibition services**

**Phone: + 998 71 2385600**

**Name of exhibition:** \_\_\_\_\_

