

Regulations on Work Permits for Contracting Companies Carrying Out Assembly, Dismantling, and Maintenance of Temporary Facilities in Pavilions and at Outdoor Venues of SPIEF 2017 (Expoforum Convention and Exhibition Centre)

**St. Petersburg
2016**

Regulations on Work Permits for Contracting Companies Carrying Out Assembly, Dismantling, and Maintenance of Temporary Facilities in Pavilions and at Outdoor Venues of the Central Venue of SPIEF 2017

The Central Venue for St. Petersburg International Economic Forum 2017 (hereinafter, SPIEF 2017 CV) is the Expoforum Convention and Exhibition Centre (hereinafter, Expoforum CEC).

The objective of the work carried out by contracting companies to assemble, maintain, and dismantle temporary facilities, including electrical circuits and utility lines, in pavilions and at outdoor venues at the central venue of SPIEF 2017 is to support SPIEF 2017 events in full and within the specified deadlines.

The primary areas of activity of SPIEF 2017 Technical Management are:

- To manage safe construction and assembly operations and minimize the potential for harm to third parties and damage to public health and safety during preparation for and hosting of SPIEF 2017 events;
- To issue work permits to contracting companies;
- To provide technical oversight of compliance by contracting companies with the codes and regulations in force and the requirements of the design documentation during the assembly, disassembly, and maintenance of temporary facilities, including electrical circuits and utility lines, in pavilions and at outdoor venues at the SPIEF 2017 CV.

1. Key terms and definitions.

1.1. **Client** – a legal entity or individual which has signed a contractor agreement or government contract for construction of a facility and which operates in compliance with the RF Civil Code (updated version – Summary of Regulations SP 48.13330.2011, SNiP 12-01-2004. Construction Management, approved by RF Ministry of Regional Development Order of 27 December 2010 No. 781, effective as of 20 May 2011).

1.2. **Contractor** (construction and assembly companies, equipment suppliers) – a legal entity or individual which performs work under a contractor agreement and (or) government contract concluded with the client pursuant to the RF Civil Code (updated version – Summary of Regulations SP 48.13330.2011, SNiP 12-01-2004. Construction Management, approved by RF Ministry of Regional Development Order of 27 December 2010 No. 781, effective as of 20 May 2011).

1.3. **Design documentation** – the set of text and graphic design documents which define the functional process, structural, and technical engineering designs necessary to assess the design's conformity with the design specifications and the requirements of the laws, statutory regulations, and documents in the sphere of standardization and sufficient to develop working documentation (GOST R 21.10012009, Section 3.1.2.).

1.4. **Working documentation** - the set of text and graphic design documents which enable the technical solutions outlined in the approved design documentation to be implemented and which are required for performance of construction and assembly operations, and supply of equipment and materials for construction (GOST R 21.1001-2009, Section 3.1.8.).

1.5. **Working design** – the design documentation developed for facilities constructed for large-scale and repeated use, as well as for technically simple facilities and consisting of: the part to be approved and working documentation; (SNiP 11-01-95, Section 2.6.).

1.6. **Technical oversight** – the set of technical and inspection measures aimed at ensuring timely performance by the contractor of the construction and assembly operations according to the specified designs, the quality of all materials used, verification of datasheets, licenses, certificates, etc.

2. Regulations for Work Permits for Contracting Companies Carrying Out Assembly, Dismantling, and Maintenance of Temporary Facilities, including electric power supply and utility lines, in Pavilions and at Outdoor Venues of the SPIEF 2017 CV.

2.1. SPIEF 2017 Technical Management has established a step-by-step technical oversight procedure, which prescribes the following actions which must be carried out by clients and contractors in order to obtain a work permit for assembly, dismantling, and maintenance of temporary facilities, including electrical circuits and utility lines, in pavilions and at outdoor venues at the SPIEF 2017 CV.

2.1.1. Prior to **April 04, 2017**, the client shall provide information on the contracting companies that will perform work under contract with the client at SPIEF 2017 CV to the Roscongress Foundation by means of an official letter, including the information:

- Name of contracting company, including design company;
- Mailing addresses of contracting company;
- Legal addresses of contracting company;
- Full name, email address, and contact mobile telephone number (of managers of contracting company, including design company);
- Full name, email address, and contact mobile telephone number (of individuals from contracting company, including design company, responsible for performance of work);
- Notarized copies of Certificate of Compliance with ISO 9000 (GOST R ISO 9001-2008) international standards and Permit for General Construction, Electrical and Design Work issued by a self-regulatory organization (SRO);
- Full name and contact mobile telephone number of person responsible for electrical safety;
- Full name and contact mobile telephone number of person responsible for fire safety;
- Full name and contact mobile telephone number of person responsible for accident prevention and occupational safety during the performance of work.

2.1.2. The Client considers the design of a temporary facility, which has been approved by the SPIEF 2017 Organizing Committee, and approves it for use between **January 09, 2017** and **April 24, 2017**.

The **Contracting Company** is not charged for the consideration and approval of a working design for the construction of a temporary facility of a **Forum Partner** or of the **Roscongress Foundation** if the working design has been submitted to SPIEF 2017 Technical Management and the Expoforum Convention and Exhibition Centre Technical Management before **April 24, 2017**.

If the design has been submitted for approval starting from **April 24, 2017**, the **Contracting Company** building a temporary facility for a Forum Partner or the Roscongress Foundation, is charged a fee in the amount of:

Timeframe for submitting project for accreditation	Price, RUB/m², excluding VAT
until April 24, 2017 inclusive	No accreditation cost
from April 24 to 01 May, 2017 inclusive	RUB 500/m ²
from May 02 to May 14, 2017 inclusive	RUB 750/m ²
from May 15 to May 20, 2017 inclusive	RUB 1250/m ²
from May 21 to May 30, 2017 inclusive	RUB 5,000/m ²

Starting **May 20, 2017**, working designs are no longer accepted for consideration and approval. Work Permits for construction of a temporary facility shall be not issued to the **Contracting Company** of a Forum Partner or the Roscongress Foundation.

The **Contracting Company** is not charged for the consideration and approval of a working design for the construction of a temporary facility (booth) of an **Exhibitor** if the working design has been submitted to the SPIEF 2017 Technical Management and the Expoforum Convention and Exhibition Centre Technical Management before **April 24, 2017**.

If the design has been submitted for approval starting from **April 24, 2017**, the **Contracting Company** building a temporary facility (booth) of an Exhibitor is charged the a fee in the amount of:

- **1.25%** of the cost of the exhibition space leased by the Exhibitor for the construction of a temporary facility (booth) if the design has been submitted prior to **May 01, 2017**;
- **2.5%** of the cost of the exhibition space leased by the Exhibitor for the construction of a temporary facility (booth) if the design has been submitted prior to **May 14, 2017**;
- **10%** of the cost of the exhibition space leased by the Exhibitor for the construction of a temporary facility (booth) if the design has been submitted prior to **May 20, 2017**.

Starting **May 20, 2017**, working designs are no longer accepted for consideration and approval. Work Permits for construction of a temporary facility shall be not issued to the **Contracting Company** of an Exhibitor.

After **May 20, 2017**, the decision on the approving working drawings for temporary facility and on the possibility of constructing them is made by the SPIEF 2017 Organizing Committee.

2.1.3. Prior to **April 15, 2016**, clients and their contracting companies shall submit to the SPIEF 2017 Technical Management working designs which have been approved for use:

- 5 hard copies;
- Digital copy (on CD) in PDF format.

2.1.4. SPIEF 2017 Technical Management will review the working designs approved for use by the client and the SPIEF 2017 Organizing Committee, issue comments which must be acted upon, and give final approval of the designs by **15 May 2016**.

2.2. Not later than **May 01, 2017**, contracting companies which submitted working designs that were endorsed by SPIEF 2017 Technical Management shall submit the package of documents required to obtain a Work Permit, consisting of the following:

2.2.1. A letter from the Client with a petition for issuance of a work permit to the contracting company;

2.2.2. An information card about the contracting company indicating the following:

- Name of the contracting company;
- Mailing address of the contracting company;
- Legal address of the contracting company;
- Bank account information for the contracting company;
- Full name, email address, and contact telephone number (of manager of contracting company);
- Full name, email address, and contact telephone number (of person responsible for performance of work);
- Certificate of government tax registration;
- Certificate of state registration of legal entity;
- Citation from Unified State Register of Legal Entities.

2.2.3. Notarized copies of Certificate of Compliance with ISO 9000 (GOST R ISO 9001-2008) international standards and Permit for Construction and Assembly Work issued by a self-regulatory organization (SRO);

2.2.4. 3D design project (3D visualisation of the facility in colour);

2.2.5. Working designs approved for use by the client.

2.2.6. Compliance certificates for the materials and equipment used in construction, as well as copies of fire certificates (or compliance certificates containing information on fire safety) and health and sanitary certificates.

2.2.7. Copies of datasheets for all electrical devices and assemblies;

2.2.8. List of materials, equipment, and parts imported into the SPIEF 2017 CV;

2.2.9. Instructions from the management of the contracting company on a form bearing the company's seal, which nominate:

- The person responsible for electrical work and electrical equipment installation, with a group four electrical safety permit or higher;
- The person responsible for assembly, maintenance, and dismantling work, and for compliance with safety regulations;
- The person responsible for compliance with Fire Safety Regulations during construction.

2.2.10. List of accredited workers and engineers involved in construction and assembly work (on the company's letterhead), certified by the management of the contracting company. All workers and engineers listed must be citizens of the Russian Federation.

2.2.11. List of electricians carrying out electrical installation work (on company letterhead), signed by the manager of the organization (all workers and engineers listed must be citizens of the Russian Federation).

2.2.12. Photocopies of the certificates of all those listed as electricians demonstrating their knowledge of the Regulations for the Operation of Electrical Installations and Safety Regulations for Electrical Installations, with a group three electrical safety permit or higher.

2.2.13. Photocopy of the Record of Testing of Electrical Installation Staff, signed and sealed by the company manager, and copy of Rostekhnadzor Test Records for members of the certification commission.

2.2.14. Records of measurement of the insulation resistance of electrical equipment, conductors and cables completed by a duly licensed entity.

2.2.15. Copy of contracting company's liability insurance for damage to third party life, health and property during the assembly, maintenance, and dismantling work;

2.2.16. Copies of valid certificates of training on minimum fire safety requirements for managers or persons representing them in the performance of work, specialists and employees responsible for fire safety, and employees performing gas and electric arc welding and other open flame operations. Training on minimum fire safety requirements conducted within the organization holding the right to carry out educational activities, issued by the Committee for Education of any region in the Russian Federation.

2.2.17. A Work Plan approved by the client, with a construction schedule, in compliance with the requirements of SNIIP 12-01-2004 (updated version – Summary of Regulations SP 48.13330.2011, SNIIP 12-01-2004. Construction Management, approved by RF Ministry of Regional Development Order of 27 December 2010 No. 781, effective as of 20 May 2011);

2.2.18. A general work log, numbered, bound, bearing all signatures on the title page, and with a seal affixed in compliance with the requirements of SNIIP 12-01-2004 (updated version – Summary of Regulations SP 48.13330.2011, SNIIP 12-01-2004. Construction Management, approved by RF Ministry of Regional Development Order of 27 December 2010 No. 781, effective as of 20 May 2011);

2.3. Within three business days, SPIEF 2017 Technical Management will check the package of documents submitted and issue a Work Permit. The Work Permit issued grants the right and is the basis for obtaining permits for vehicles to haul equipment and materials according to the lists of equipment brought onto site.

2.4. SPIEF 2017 Technical Management reserves the right to refuse to issue a Permit to the contracting company in the event that:

- Documentation is not submitted in full or in a timely manner;
- The documents and information submitted do not conform to the requirements of Russian Federation statutory regulations, the working design, the Technical Specifications for Construction of Pavilions and Outdoor Venues at the SPIEF 2017 CV, the Technical Requirements for Contracting Companies Carrying Out Design and Construction and Installation Work at the SPIEF 2017 CV, and the Expoforum ECE Manual for Event Organizers and Exhibitors.

2.5. During the performance of work by the contractor, the outcome of work concealed by subsequent work shall be documented by Certificates of Completion of Concealed Work (Appendix C to SNIIP 12-01-2004 [updated version – Summary of Regulations SP 48.13330.2011, SNIIP 12-01-2004. Construction Management, approved by RF Ministry of Regional Development Order of 27 December 2010 No. 781, effective as of 20 May 2011]).

2.6. The results of acceptance of individual constructions shall be documented by Certificates of Intermediate Acceptance of Structures (Appendix D to SNIIP 12-01-2004 [updated version – Summary of Regulations SP 48.13330.2011, SNIIP 12-01-2004. Construction Management, approved by RF Ministry of Regional Development Order of 27 December 2010 No. 781, effective as of 20 May 2011]).

The contracting company shall be obliged to submit these certificates to SPIEF 2017 Technical Management.

Upon completion of the work specified in the design documentation by the contracting company, a final assessment of the conformity of the finished construction of the facility shall be carried out. A Certificate of Acceptance of Completed Construction of a Temporary Structure shall be issued according to the results of the assessment, using the form from SNiP 12-01-2004 (updated version – Summary of Regulations SP 48.13330.2011, SNiP 12-01-2004. Construction Management, approved by RF Ministry of Regional Development Order of 27 December 2010 No. 781, effective as of 20 May 2011).

2.7. In the event that SPIEF 2017 Technical Management has concerns regarding the performance and completion of the work identified during the inspection process, or other circumstances arise which make continuation of work impossible, in violation of:

- RF building codes;
- the working design;
- the Technical Specifications...;
- the Technical Requirements...;
- Manual for Event Organisers and Exhibitors ...;

SPIEF 2017 Technical Management shall have the right to prohibit the work and issue an applicable stop work order.

Work may only be resumed after the criticisms have been corrected and a Work Permit has been issued on behalf of the entity prohibiting the work.