

Technical Requirements for Contracting Companies
Performing Design and Construction and Installation Work at the
SPIEF 2017 Central Venue (Expoforum Convention and Exhibition Centre)

St. Petersburg

2016

Technical Requirements for Contracting Companies Carrying Out Design and Construction and Installation Work at the SPIEF 2017 Central Venue (Expoforum Convention and Exhibition Centre).

1. Contracting companies certified for compliance with ISO9000 (ИСО 9001-2008) series of international standards may be permitted to perform work at the SPIEF 2017 Central Venue (hereinafter, SPIEF 2017 CV).

In order to carry out work regulated by the Russian Ministry of Regional Development Order No. 624 of December 30, 2009, contracting companies must demonstrate that they hold a permit for types of work that impact the safety of capital construction projects issued by a self-regulatory organization (SRO).

2. SPIEF 2017 Technical Management will oversee compliance with the following requirements by contracting companies carrying out assembly, maintenance, and dismantling of temporary rooms and facilities being constructed in pavilions and outdoor venues of the SPIEF 2017 CV:

- the working design;
- Safety Regulations (PTB);
- Regulations for the Operation of Consumer Electrical Installations (PTEEP);
- Regulations for the Design of Electrical Installations (PUE);
- Russian Federation Fire Safety Regulations;
- Building Codes, Federal Law No. 123-FZ dated July 22, 2008 ‘Technical Regulation on Fire Safety Requirements’, Summary of Regulations (SP);
- Technical Requirements for Contracting Companies Carrying Out Design and Construction and Installation Work at the SPIEF 2017 CV.

3. Pursuant to the Regulations on Work Permits for Contracting Companies Carrying Out Assembly, Dismantling, and Maintenance of Temporary Facilities in Pavilions and at Outdoor Venues of the SPIEF 2017 CV, in order to obtain a work permit for assembly, dismantling, and maintenance of SPIEF 2017 temporary facilities, including electrical power supply and utility lines, in pavilions and at outdoor

venues of the SPIEF 2017 CV, contracting companies shall submit the following documentation to SPIEF 2017 Technical Management:

3.1. A working design approved by the client and the SPIEF 2017 Organizing Committee, including:

1. Title page;
2. Statement of Work;
3. Summary;
4. Technical specifications for all types of work to be carried out; specifications should be developed on the basis of the Technical Specifications for Construction of Pavilions and Outdoor Venues at the SPIEF 2017 CV (Expoforum Convention and Exhibition Centre);
5. Design project;
6. Working designs and electrical diagrams (including datasheets indicating maximum heat dissipation for each type of electrical equipment);
7. Calculations of electrical equipment's heat emissions and their offsetting;
8. Sections: HV (heating and ventilation), WSS (water supply and sewerage);
9. Specifications for materials and equipment;
10. Fire safety assurance measures (including technical and organizational).

The working design, including the design project, shall be approved by the Client and submitted to the Roscongress Foundation by the deadlines indicated in the Regulations on Work Permits for Contractors Carrying Out Assembly, Dismantling, and Maintenance of Temporary Facilities in Pavilions and at Outdoor Venues of the SPIEF 2017 CV.

3.2. Package of documents required to obtain Work Permit.

All technical documentation shall be approved by the Client and executed in accordance with the Unified System of Engineering Documentation.

4. When developing working designs and carrying out work, contracting companies shall follow the Technical Requirements for Contracting Companies Performing Design and Construction and Installation Work at the SPIEF 2017 Central Venue, the Technical Specifications for Construction of Pavilions and Outdoor Venues at the SPIEF 2017 CV and the following requirements in pavilions F (1), G (2), H (3) and in the Congress Center of the Expoforum Conference and Exhibition Centre:

- A limit of **0.16 kWt per 1 sq. m.** of structure has been set on the electrical power output for temporary facilities in pavilions F (1), G (2), H (3) and the outdoor venues at the Expoforum Conference and Exhibition Centre.
- When installing electrical equipment, electrical wiring and cables, it is essential to ensure that there is unimpeded access to the equipment, wiring, and cables in order to permit monitoring of any hidden abnormal heating;
- The maximum permissible height of temporary facilities shall not exceed 4.5 m measured from the finished floor of the pavilions at the highest point;
- The maximum allowable height of suspended temporary structures (excluding hoists and cables/chains) from the highest point of the suspended construction to the finished floor level of the pavilions must not exceed 8 metres.
- Only energy-saving cold lighting fixtures shall be used for lighting (LED lighting, fluorescent lamps). The use of halogen lights and incandescent lights is prohibited.
- All facilities constructed shall be equipped with air conditioning systems based on portable air conditioners or high-wall or cassette type split systems.

Changes in the size and layout that might degrade occupant evacuation conditions, limit access to fire extinguishers, fire hydrants, and other firefighting equipment, or reduce the operational zone of automatic fire protection systems (automatic fire alarms, fixed automatic fire extinguishers, smoke control systems, and emergency management and warning systems for evacuation in case of fire) shall not be permitted during the construction and installation of temporary facilities and the suspension of temporary structures.

Evacuation routes, taking into account the construction of temporary evacuation routes (corridors, passageways etc.) shall be equipped with a luminescent evacuation system in accordance with the provisions of GOST R 12.2.143-2009 'A System of Standards for Workplace Safety. Luminescent Evacuation Systems. Requirements and monitoring'.

Where any temporary ceilings or other constructions which result in the creation of separate new, temporary spaces (rooms, halls, areas, exhibits, etc.) inside the pavilions and venues of the Expoforum Convention and Exhibition Centre are installed, or cover equipment situated above them, the spaces shall be protected with automatic fire protection systems according to the requirements of relevant regulations (including: automatic fire alarms and (or) fire extinguishers (including modular type) respectively). Non-installation of additional automatic fire protection systems is permitted if the ceiling and other constructions have a regularly perforated structure with perforations over an area of not less than 40% of the area of the ceiling and other constructions, while the minimum size of each perforation must be no less than 10mm in any direction, and the thickness of the ceiling or other construction must not be more than three times the minimum mesh width of the perforations.

If the distance from the ceiling to the top of temporary walls, partitions, display and other constructions is 0.6 m or less, additional fire alarm notification equipment for the automatic fire protection systems shall be fitted.

The preparation and running of SPIEF 2017 requires the minimum possible use of combustible construction and finishing materials. Where warranted, when materials are used which are different to non-combustible materials, the following requirements should be met (*while in any event the fire hazard class of materials for finishing rooms and escape routes must not exceed the ratings set in tables 28 and 29 of FZ-123 [dependent on the type of escape route and the purpose of the room]*).

Where there is a need to use carpeting for floor coverings in rooms and on evacuation routes, it shall be treated with fire retardant materials certified for compliance with the provisions of FZ-123 to ensure a fire hazard class of materials not lower than V1, D2, T2, and RP1. Where there is a need to use fabric finishings

(drapes), the fabrics shall be subject to fire retardant treatment to ensure that they match the characteristics of flame-resistant fabrics (in accordance with GOST R 50810-95), fabrics with moderate smoke generating capacity D2 (in accordance with GOST 12.1.044-89), fabrics which generate moderate quantities of toxic substances T2 (in accordance with GOST 12.1.044-89), and fabrics which are not considered to be highly flammable (in accordance with GOST R 53294-2009). The use of Kendal fabrics or fabrics made from Trevira CS fibres (or their equivalent) is permitted. Where decorative finishing materials are used on walls and ceilings, when it is necessary to use combustible materials, they shall be treated with fire retardant materials certified for compliance with the provisions of FZ-123 to ensure a fire hazard class not lower than: G1, V1, D2, T2, or RP1.

For construction of flooring in temporary facilities, sites and exhibits it is not permitted to use materials with a fire hazard class greater than: G1, V1, D2, T2, RP1, or materials which have not undergone fire retardant treatment to ensure the required fire hazard class.

Only non-combustible materials (from group NG) not insulated with combustible materials may be used for soundproofing and heat insulation.

As confirmation of fire retardant treatment, the contractors must provide to the SPIEF 2017 Technical Management certificates for the completed fire retardant treatment, while the use of materials subjected to fire retardant treatment earlier and previously used at other events is not permitted (since during storage there are many factors may affect fire retardant qualities, including damp, temperature, the effect of mechanical or other actions and other storage conditions).

Irrespective of the need for treatment, contracting companies shall be obliged to provide SPIEF 2017 Technical Management with fire safety certificates for the construction and finishing materials and equipment (including conductors and cables) used, records of measurement of the insulation resistance of electrical conductors and cables (carried out on site after the installation of the appropriate materials, including conductors and cables), and certificates of work completed and concealed

indicating compliance with the requirements of the standards and regulations in force.

5. The Roscongress Foundation has enlisted the following organization to carry out fire retardant treatment and other work to ensure fire safety:

Spas Invest LLC which holds the necessary licenses issued by the Ministry of Emergencies of the Russian Federation (22 Beloostrovskaya St., phone +7 (812) 323 2359, +7 (812) 328 7406, +7 (812) 946 3384, +7 (921) 929 7152, email: spasinvest@bk.ru).

Prices for these services are listed in Table 1 and shall not be subject to alterations.

Table 1.

No.	Types of materials or constructions treated	Regulatory grounds for fire retardant treatment	Note	Price for fire retardant treatment per 1 sq. m. of surface
1.	Carpet flooring	Must be treated under the requirements of tables 28 and 29 of FZ-13 (as amended on July 10, 2012)	Treatment to ensure fire hazard class up to V1, D2, T2, RP1 under FZ-123 (as amended on July 10, 2012)	RUB 478.61
2.	Metal load-bearing structures	Must be treated under the requirements of table 21 of FZ-13 (as amended on July 10, 2012)	Cost of treatment may vary depending on the thickness of the metal and on the required fire hazard class	RUB 1,887.86 (for fire hazard class R45)
3.	Blended fabrics containing fibers of cotton, linen, rayon and polyester (with up to 70% of synthetic materials)	Must be treated under the requirements of tables 28 and 29 of FZ-13 (as amended on July 10, 2012) and under article 108 of Fire Safety Regulations of the Russian Federation	Treating draperies, curtains, etc., finishing materials	RUB 127.12
4.	Fabrics: cotton, linen and silk (with up to 10% of synthetic materials)	Must be treated under the requirements of tables 28 and 29 of FZ-13 (as amended on July 10, 2012) and under article 108 of Fire	Treating draperies, curtains, etc., finishing materials	RUB 107.45

		Safety Regulations of the Russian Federation		
5.	Woolen and half-woolen fabrics (with up to 60% of synthetic materials)	Must be treated under the requirements of tables 28 and 29 of FZ-13 (as amended on July 10, 2012) and under article 108 of Fire Safety Regulations of the Russian Federation	Treating draperies, curtains, etc., finishing materials	RUB 124.56
6.	Particle board, melamine board, medium density fiberboard, laminated particle board, laminated medium density fiberboard, laminated melamine board, wood, and other flammable (including wooden) finishing materials for halls and evacuation routes	Must be treated under the requirements of tables 28 and 29 of FZ-13 (as amended on July 10, 2012)	Treatment to ensure fire hazard class up to V1, D2, T2, RP1 under FZ-123 (as amended on July 10, 2012)	RUB 331.01

6. Where mounting of equipment and constructions must be carried out at the pavilions and outdoor venues of the Expoforum Conference and Exhibition Centre, these services may be ordered from ART-Festival LLC:

197110, Russia, St. Petersburg, 20 Petrovsky Avenue, Lit. S

Phone +7 (812) 326 8242

+7 (921) 310-3534 Pavel A. Demyanchuk

podves@expoforum.ru; http://www.art-festival.ru

7. Where loading and unloading must be carried out at the pavilions and outdoor venues of the Expoforum Convention and Exhibition Centre, these services may be ordered from PAN-BALTService LLC:

196140, Russia, St. Petersburg, 62/4 Peterburgskoe Highway, Lit. A

Phone +7 (812) 322 6038; fax +7 (812) 322 6098

+7 (921) 322 6034 Vladimir V. Belyaev

info@pbs.spb.ru; http://www.pan-baltservice.ru

Wireless access networks (Wi-Fi) and radio transmitting equipment (hereinafter, RTE) shall be used at St. Petersburg International Economic Forum 2017 in accordance with the **Regulations on Using Wireless Access Networks (Wi-Fi) and Other Radio Transmitting Equipment at the Venues of the Forum and the Exhibition.**

Addenda 1, 2, 3 to the present Regulations contain the list of RTE which do not require obtaining a prior permit, the list of RTE which are prohibited at the Event without obtaining a prior permit for the use of radio frequencies, and the application form for using RTE.

Regulations on Using Wireless Access Networks (Wi-Fi) and Other Radio Transmitting Equipment at the Venues of the Forum and the Exhibition.

Using own equipment which provides Wi-Fi coverage is allowed only in compliance with the rules and pursuant to obtaining a permit to use radio transmitting equipment (hereinafter, RTE) as stipulated in the present Regulations.

The procedure for obtaining a permit to use RTE at the St. Petersburg International Economic Forum (hereinafter, the Event) applies to all the radio transmitting equipment, including that which requires licensed frequencies (two-way radios, Wi-Fi access points, etc.).

Those employees of contracting companies who, due to work requirements, will be present at the Event, as well as organizations and the employees participating in the Event (hereinafter, RTE users) appoint an authorized person to obtain a permit for the use of radio frequencies for the duration of the Event and notify the IT department of the Roscongress Foundation.

Procedure for obtaining a permit to use radio frequencies:

Step 1. RTE user must fill out the application form (Addendum 3) to use RTE at the Event and submit it to: rte@roscongress.org.

Step 2. After it has been verified that the application has been filled out correctly, the IT department creates an order for frequency assignment, which is sent to the Federal Security Service (the Regulator) to obtain a temporary permit to use the RTE during the Event at the Central Venue.

Step 3. Notification on the status of the radio frequency application is sent to the user's email indicated in the application.

Step 4. Having received the temporary permit and prior to arrival at the Event venue, the RTE user must familiarize themselves with the terms of using radio frequencies and re-program their RTE for the frequencies assigned.

Attention! The number of frequencies is limited, RTE users must submit applications to receive a permit to use requested frequencies and radio channels no later than 15 (fifteen) business days before the start of the Event. **The decision on the radio frequency application is rendered in no fewer than 10 (ten) business days.**

If an RTE user has a permit to use radio frequency, they are not required to register the RTE! Using RTE without a permit at the Event's Central Venue is prohibited! If a Contractor's employees use their own equipment which provides Wi-Fi coverage,

the Client has the right to dismantle the unauthorized equipment and to demand punitive damages from the Contractor in the amount of RUB 100,000 (one hundred thousand) for each discovered breach.

Addendum 1

LIST

of types of radio transmitting equipment that may be used at the Event venue without obtaining a prior permit to use radio frequencies

1. Individual devices (USB modems) providing wireless access using GSM, IMT-MC, UMTS, Wi-Fi, WiMax, LTE radio technologies, either built-in or forming parts of other devices.
The use of USB modems is permitted only for personal purposes; creating a wireless network for ensuring the work of a cluster of devices or personnel groups is prohibited without obtaining a prior permit!
2. Individual cell phones using GSM, IMT-MC, UMTS standards, including built-in or forming parts of other devices.
3. **Individual ground stations providing mobile satellite connection:** INMARSAT, "Globalstar, Thuraya, Iridium.
4. Remote control devices for car alarm systems.
5. Bluetooth radio electronic devices, including built-in or forming parts of other devices.
6. Radio electronic equipment used to search for, and rescue victims of natural disasters.
7. User satellite navigation system receivers: GPS/GLONASS, including built-in or forming parts of other devices.
8. Medical implants and other medical equipment implanted in human body.
9. Hearing aids for the hearing impaired.
10. Remote controls for cameras and flash lights.

Addendum 2

LIST

of types of radio-electronic equipment whose use is prohibited at the Event venues without obtaining a prior permit to use radio frequencies

1. Wi-Fi access points
2. Portable and vehicle-mounted radio transmitters and walky-talkies

Application form for the use of radio transmitting equipment

Organization's official name	
Contact person at the organization	
Contact person's email	
Contact phone	
Type of equipment for which a permit is requested	
Manufacturer and model	
Number of units	
Place of use	
Description of tasks which require radio transmitting equipment	
Comments	

Signature of person authorized to submit the application

official seal

_____ / _____ /