List of the documents, which must be allowed for the approval of the construction of the two-storied stands at Exhibitions, held on EXPOCENTRE Fairgrounds

The Customer (Exhibitor or Builder) must submit, in accordance with the “General Terms of Participation”, the listed below information for coordination with EXPOCONSTA **before 45 days** of the two-storey stand installation, preliminary having coordinated with Fire Department.

1. Power of Attorney from Exhibitor to his Builder.
2. Information letter (on the letterhead of company), in accordance with Form 6A.
3. Notarized copy of Company Certificate ISO 9001 in conformity with exhibitions stands designing, building, as well as conducting electrical works up to 1000 volts. (translated into Russian or English).
4. Plan of pavilion with indicated layout of the stand.
5. General views of the stand with indicated sizes and maximum height of the stand.
6. General view and drawings of the load-bearing unit of two-storey stand and draft of the staircase.
7. Drawing of the first floor with indicated used materials and sizes of all elements.
8. Drawing of the second floor with used materials and maximum load-bearing capacity for the walls and barriers.
9. Static calculation of the load-bearing capacity of the two-storey stand (in Russian only).
10. Scheme of electrical supply and installations of the stand, there must be indicated the voltage, maximum electrical power required for each equipment or exhibits (if electrical connection for the exhibits is required) (**fill in the Form 3).**
11. The list (on the letterhead of company) of the electricians participating in the construction of the stand, signed by manager in charge of electrical works.
12. Letter about the person responsible for the conducting electrical works at the stand (from above-mentioned list) and person responsible for the technical safety during mounting and dismounting works.
13. Copies of the documents (qualification certificates or diplomas), confirming the right to conduct electrical works by people indicated in the above list.
14. If the Builder uses glass, full information about its quality and way of processing must be submitted (see Form 6B).

All documents are to be submitted in Russian or English languages **(point 9 must be in Russian only**).