

## GENERAL TERMS OF PARTICIPATION

### INTERNATIONAL EXHIBITION OF CIVIL SECURITY TECHNOLOGIES “ARM-SECURITY 2020”

#### 1. Organizers. General Information

##### Exhibition Organizers:

**Ministry of Emergency Situations of the Republic of Armenia;**

**Yerevan Plant of Mathematical Machines PLC.** (ZAO “YerZMM);

##### **Exhibition Companies Group “BIZON”**

(OVC “BIZON” PLC). (further - Exhibition Directorate)

Mail address: 129223, Moscow, P.O. 10;

Tel.: 007 (495) 937-40-81;

E-mail: [bizon@b95.ru](mailto:bizon@b95.ru);

##### **Main Agent for foreign participation:**

##### **Clondians Services Ltd.**

Address: Zinas Kanther&Origenous P.C. 3035, Limassol, Cyprus

Tel.: +357 25030509;

E-mail: [mcc.oxana@gmail.com](mailto:mcc.oxana@gmail.com);

**Exhibition website:** [www.arm-sec.com](http://www.arm-sec.com)

International Exhibition of Civil Security Technologies «Arm-Security” is organized and held in accordance with the decision of the Ministry for Emergency Situations of the Republic of Armenia and Police of Armenia.

Main sections of the exhibition schedule:

- Business program, which includes plenary sessions, conferences and round table discussions, including the ones with participation of high ranking officials and representatives of public authorities;
- Exhibition program, which includes the expositions of companies and manufacturers, designers and suppliers of:
  - Special equipment for state security provision, law-enforcement bodies;
  - Information and technical means of monitoring of emergency situations;

- Technical means and complex systems of for civil security provision;
- Technical means and complex systems of elimination of consequences of emergency situations;
- Systems of automated management, complexes and the means of communication for rescue operations;
- Tactical rescue equipment;
- Technical means of fire safety;
- Firefighting vehicles;
- Means of ensuring of nuclear and radiation safety;
- Means of ensuring of industrial and ecological safety;
- Material support of rescue services and services of elimination of emergency situations
  - Specialized civil security equipment;
  - IT technologies and data protection solutions.

#### 2. Venue.

Republic of Armenia, Yerevan, Exhibition Complex "ErevanEXPO", (3 A. Akobyan str., Yerevan)

#### 3. Dates.

Build-up time:

29<sup>th</sup> -31<sup>st</sup> August 2020 from 8 a.m. to 8 p.m.

Exhibitors' arrival to stands:

1<sup>st</sup> September 2020 from 9 a.m. till 6 p.m.

Dates of the exhibition:

2<sup>nd</sup> - 4<sup>th</sup> September 2020

Hours for Specialists and Business Visitors:

2<sup>nd</sup> September 2020 from 10 a.m. till 6 p.m.

(can be changed due to the high-rank officials presence)

3<sup>rd</sup>-4<sup>th</sup> September 2020 from 10 a.m. till 6 p.m.

4<sup>th</sup> September 2020 from 10 a.m. till 4 p.m.

Dismantling

4<sup>th</sup> September 2020 from 4 p.m. till 8 p.m.

5<sup>th</sup> September from 8 a.m. till 8 p.m.

#### **4. Main documents of «Arm-Security».**

Main documents for participation in the Exhibition are:

1. •Application for Participation
2. General Terms of Participation
3. Agreement and Appendices to the Agreement for participation

Documents for participation in the Exhibition shall be forwarded by the Participant to the Exhibition Directorate.

Providing signed Application for Participation the Participant agrees with the present Terms for Participation as legal basis for the Participation Agreement and shall exercise its rights according to the General Terms for Participation in «Arm-Security».

The **deadline** to supply participation documents to the Directorate (the agreement, the appendices, the forms) – **1<sup>st</sup> August, 2020**

#### **5. Registration of the Participants/Exhibitors**

Preliminary registration of participants of the Exhibition and booking of the exhibition space can be done by the Exhibition Directorate according to Preliminary Application Form sent by the company to the Exhibition Directorate. The Application is considered valid during 15 days after it has been received by the Exhibition Directorate. During this term the Applicant should send the signed Agreement of Participation in the exhibition otherwise Preliminary Application will be automatically cancelled.

After the completed Agreement for Participation in the Exhibition is received by the Exhibition Directorate, the invoice for payment (min. registration fee and 100% of the cost of purchased raw exhibition space) will be forwarded to the Participant and shall be paid within the stipulated time terms.

The company is registered as the Participant of the Exhibition or Exhibitor only after the payment will be received by the Exhibition Directorate.

In the process of the exhibition preparation fax and e-mail messages shall be used for operative exchange of information and documents. The Organizer and the Participant acknowledge the legal validity of signatures and stamps on fax copies of the Agreement, Appendixes, Invoices and other documents.

All these documents - fully completed, signed and stamped – shall be forwarded to the Exhibition Directorate not later than the **1<sup>st</sup> August, 2020** otherwise the Exhibition Directorate does not guarantee the fulfillment of its' obligations related to requested services.

After the full payment of the Agreement is made, the Exhibition Directorate shall fulfill all relevant obligations, even if the exhibits won't arrive to the Exhibition on time (for example, in case of loss of goods, transportation or customs control delay) or won't arrive to the Exhibition at all, or the entrance visa is not given to the Participant or Participant's representatives on time/ or not given at all.

#### **6. Allocation of the Exhibition Space**

The Exhibition Directorate allocates the Exhibition space according to the Exhibition profile and the exposition Floor Plan taking into account free spaces available.

Exhibition space with improved visibility (stands open from 2 and more sides, 2-level stands) is sold and purchased for the increased cost (check the Participation Agreement).

The Participant is not allowed to transfer purchased exhibition space or part of the purchased exhibition space either for payment or for free to a third Party, or to make exchange of the purchased exhibition space with another Participant without written consent from the Exhibition Directorate.

#### **7. Costs and Terms of Payment**

Costs of purchased unequipped exhibition space and optional equipment or/and additional services are indicated in the Agreement for Participation (and the Appendixes to the Agreement).

**Payments are made in Euro and are collected for:**

- Registration fee;
- Rent of raw exhibition space;
- Extra services.

Registration fee and advance payment - 100% of the cost of the rented unequipped exhibition space- is paid by the Participant in accordance with the invoice issued by the Exhibition Directorate within the time frames stipulated in the invoice. Reservation of the exhibition space

is made only after full invoice payment. All bank fees are charged from the Participant.

The cost of the Agreement will be increased on the sum of additional equipment or/and services ordered in Appendices. The total payment for Agreement and Appendices to the Agreement shall be made within the deadlines stipulated in these documents.

Final payment for participation in the Exhibition shall be made by the Participant in accordance with the terms indicated in the invoices.

In case if the Participant will not pay for his participation in the Exhibition in the indicated terms, Exhibition Directorate will not guarantee fulfillment of obligations related to provision of the services ordered by the Participant.

All claims related to stand building and assembly works shall be presented to the Exhibition Directorate during the Exhibition by the Participant's representative (according to the certificate of authority - Form 4) in the form of written application, assured by the Exhibition Directorate representative. Only in this case payment for these services will be returned to the Participant. Otherwise the claims will not be accepted.

Exhibition Directorate has the right to give the Participant various discounts related to the cost of the unequipped exhibition space.

## **8. Co-Exhibitors and National Pavilions**

All companies exhibiting on the Participant's stand are considered as his Co-exhibitors. Co-exhibitor shall act according to the same conditions as the main Participant and has the right to pay for its participation in the Exhibition separately. The Participant shall provide the Exhibition Directorate with the full list of its Co-exhibitors (Form 3) and with the layout of all his Co-exhibitors placements not later than 1<sup>st</sup> August, 2020.

In case if a Co-Exhibitor does not pay for his exhibition space or refuse from participation after the 10<sup>th</sup> of June 2020 all payments shall be made by the Participant.

The Participant bears full responsibility for Co-exhibitor's payments and for all losses and damages caused by Co-exhibitor. Each Co-exhibitor shall pay the Registration fee. The

Registration fee of Co-exhibitor can be paid by the Participant.

National pavilion is the joint exposition of several companies from one country having one and the same organizer. The Organizer of the National Pavilion is considered as the Main Exhibitor and represents its exhibitors in all issues related to renting of the exhibition space, and other questions.

The National Pavilions have the priority locations at the floor plan. The National Pavilion exhibitor can supply the Catalogue entry information individually, while still the Organizer of the National Pavilion is responsible for providing the Catalogue entry information.

## **9. Construction, Assembly and Dismantling Works**

The Exhibition Directorate provides the services for exhibition space equipment (in accordance with Appendix 1, provided by 1<sup>st</sup> August, 2020. To change the previously ordered construction services, or extra equipment and services ordered later than 1<sup>st</sup> August, 2020 the surcharge is 100% and for all the services ordered after August 15, 2020 the surcharge compiles 200% and the orders accepted only if the equipment/service is available for providing. **Please order the required equipment and services timely!**

Mounting and dismantling of stands shall be performed within the time terms stated in clause 3 of the present document and shall be fulfilled by qualified personnel only.

Guarding of exhibits in the period of mounting/dismantling and during the Exhibition working hours shall be performed by the Participant.

The Participant shall confirm the individual construction project (customized booth design) with the correspondent services of the Exhibition complex by 1<sup>st</sup> August, 2020. (Conditions, contacts, set of documents needed for technical expertise is obtained from the special departments of the venue).

All information on the stand building company should be presented to the Exhibition Directorate by 1<sup>st</sup> August, 2020. All changes and supplements to the Agreement received after August 1, 2020 will not be accepted.

After the Exhibition is closed the Participant shall return rented Exhibition space and equipment in the original state. In opposite case the Participant shall recover all the damages caused

The Participant should accept the ordered services and constructed by the Directorate booths and equipment not later than 17.00 on the last day of the build-up; if the Participant fails to do so, the booth and the equipment are considered to be accepted in full volume and timely on the last day of the build-up. The booths' elements must not be damaged, no materials can be glued to them by adhesives, and no paint must be applied to the elements.

Mounting and dismantling of the exhibits is performed by the Participant. Packing material shall be removed or placed on storage.

In case the exhibition area is constructed and equipped by the Participant's (Collective organizer's) efforts, or in case the assembly and design works are performed by the third-party company (Collective Organizer), the Participant shall pay for connection to the electric power source and use of electric power according to the Price-list and Appendix 2 to the Participation Agreement.

The Exhibition stand design should correspond to the general look of the whole Exposition and should be serviced by the qualified personnel during the Exhibition. The walls of the booth with the neighboring booth should be neatly arranged, colored in white with all its height (from the pavilion floor to the top) and bear no names, logo or images of the Participant.

The extra equipment brought by the Participants (any banner, construction system, electrical equipment must be agreed with the special technical departments of the venue and approved for use during the exhibition, as well as ensure all the requirements for the customized booths (stated above) to be met.

The Exhibition Directorate has the right to prohibit the construction of stands with design contrasting to the general Exposition look or customized booths, failed to obtain the technical expertise from the special departments of the venue.

The use of heating equipment and smoking is prohibited at the booths. The vehicle equipment, brought by the Participant to be showcase at the

booth, should have wheel chocks, the gas tanks should be emptied and the accumulator batteries should be disconnected.

## **10. Exhibits**

Only products enlisted in corresponding forms (Form 1 and 1a) and correspondent to the Exhibition profile shall be admitted to display at the exhibition grounds.

The access for bringing-in the large-sized equipment to the open grounds of the Exhibition Complex "ErevanEXPO" venue is arranged on the 31<sup>st</sup> August and 1<sup>st</sup> September 2020 from 8.00 a.m. to 8.00 p.m. and on the 4<sup>th</sup> September from 10.00 p.m. and up to 5<sup>th</sup> September 2020 at 7.00 a.m.

Documentation arrangements to bring-in and bring-out civil weapons products with the Customs and the corresponding Authorities of Armenia are made by the Participant, (the freight-forwarder assisting).

Bringing-in the exhibits (Form 1A- civil weapons) to the exhibition is permitted on the 1<sup>st</sup> September 2020 from 9.00 to 18.00.

Exhibits can't be moved to other exhibition spaces without preliminary confirmation of the Exhibition Directorate. Change or transfer of the exhibits shall be made the same day within an hour before the Exhibition opening or after the Exhibition closing. Exhibits shall not be taken away from the exposition before closing of the Exhibition without written permit of the Exhibition Directorate.

In case of need the Exhibition Directorate is authorized by applying legal measures to deny the Participant in display of its products (insist on removal of exhibits from the Participant's booth) if the products displayed are not included in the correspondent lists (Form 1, 1a) or is incompatible with goals of the exhibition and/or can cause any threat to the people around.

Daily bringing-in/removal of properties to/from the Exhibition territory shall be fulfilled on the base of a company letter-head list with the permit mark of the Exhibition Directorate.

## **11. Direct Trade and Souvenirs Trade**

Direct trade (from stands) of goods: magazines, books, models of equipment etc. is prohibited.

Trading at the Exhibition territory is arranged within the special locations in accordance with Rules of Trade of the Republic of Armenia.

### **12. Freight-forwarding services. Customs**

Freight-forwarding services and Customs clearance of temporary brought-in to the territory of the Republic of Armenia products are accomplished by official freight-forwarders of the Exhibition. Check up the official site of the Exhibition <http://arm-sec.com/> for more information.

### **13. Insurance**

The Exhibition Directorate recommends the Participants to insure all the property for any damage that can be caused.

The recommended insurance types are:

- ✓ Insuring the Participant's property, showcasing exhibits, models, templates, layouts, stands;
- ✓ Life insurance of the Participant's personnel during the days of the Exhibition;
- ✓ Participant's responsibility for the third-party at the Exhibition; servicing personnel insurance.

### **14. Guarding**

General guarding of the Exhibition is arranged during the days of the Exhibition.

The Participant shall be responsible for its booth's and exhibits' safety.

Additional services on individual guarding of stand are provided in accordance with the Appendix 3.

The Participant having civil weapons exhibits for display at the Exhibition is obliged to arrange the guarding of the exhibits by duly signed and paid for Appendix 3 to the Participation Agreement for all the days of the Exhibition.

In case of theft or damage of exhibits occurs the Participant shall immediately apply to the Exhibition Directorate and local police department.

### **15. Cleaning of Stands, Additional Personnel**

General cleaning of the Exhibition (passage ways between stands and outdoor space) is included in the price of participation. Individual stand

cleaning and additional personnel services (interpreter, assistant etc.) are provided in accordance with the Appendices 3 and 4.

### **16. Hotel Accommodation, Tourist Services**

Tourist services, hotel accommodation, as well as cultural program are fulfilled by official partners of the Exhibition. Check up the official web-site of the Exhibition <http://arm-sec.com/> for more information.

### **17. Conference Program. Contest program.**

#### **Ways to participate in the Conference program:**

**«Delegate - Participant of the Conference» without presentation:**

**FOR the EXHIBITORS** the participation of one delegate without presentation is free of charge.

Participation only within the conference program **without exhibiting** is charged as per Appendix 7 and Form 2a of the Participation Agreement.

**«Delegate - Participant of the Conference» with presentation:**

Participation of a delegate – participating with a booth or without it within an event of the Conference program is provided as per duly signed and paid Appendix 7 and Form 2a of the Participation Agreement.

Delegates wishing to make presentations within the Conference program of the event should provide the materials to the Exhibition Directorate before **1<sup>st</sup> August, 2020**.

#### **Requirements to the presentations:**

The presentational materials should be preliminary confirmed by the Exhibition Directorate. The materials should be provided in a form of main theses, the volume not exceeding 2 typed pages (3600 characters including spaces) in MS Word Format (Times New Roman- 12), single-interval, no illustrations.

The theses should include:

- name of the conference program event;
- title and theme of the presentation;
- speaker's company full name and position;

- speaker's company mailing address, tel, fax and email;
- speaker's name and family name;
- speaker's telephone and fax numbers;
- speaker's e-mail address;
- the text of the presentation theses.

If the presenters are from different companies/organizations the theses are prepared for these companies/organizations separately. The theses should be sent via email or using other ways in electronic format to the manager in the Exhibition Directorate, responsible for cooperation with the speaker's company.

The Exhibition Directorate has the exclusive right to organize and hold the events of the conference program.

In case the Participant plans to hold his own presentation or any other event during the Exhibition using special premises of the Exhibition complex the Participant shall provide Application 6 not later than **1<sup>st</sup> August, 2020** and pay for it within the time terms stipulated in the invoice.

The Exhibition Directorate shall include the mentioned event in the general program of the Exhibition, while keeping the right to change the date and time of the event on being agreed with the Participant. The Exhibition Directorate also has the right to reject in holding of the event within its congress program without any reasons being given.

**The Contest program** is a part of the conference program of the Exhibition.

The registration of the Contestants begins after announcing it on the official website of the Exhibition. All documents regulating the Contest are located on the Exhibition website: [www.arm-sec.com](http://www.arm-sec.com)

### **18. The Official Catalogue**

The Exhibition Directorate publishes the official catalogue of the Exhibition.

The Participants shall forward the materials for publication to the Exhibition Directorate not later than **1<sup>st</sup> August, 2020**.

The materials shall be correspondent to technical requirements of the Exhibition

Directorate according to the Appendix 8 of the Participation Agreement and shall be provided via e-mail to the manager in the Exhibition Directorate, responsible for cooperation with the speaker's company/organization.

For contacts, please check the official web-site of the Arm-Security event [www.arm-sec.com](http://www.arm-sec.com)

The Exhibition Directorate does not guarantee publication of the Participant's materials provided after the time terms stipulated and/or inapplicable to technical requirements of the Exhibition Directorate.

### **Attention!**

The Exhibition Directorate places the information into the Catalogue in the exact wording according to the excel file of Appendix 8, according to which the Participant can place the following information into the Official Catalogue: logo, company name, company mailing or residential address, telephone number, fax number, website, text of 150 characters including spaces in each language, Russian and English. If the information was given only in English the Exhibition Directorate places the information in one language only.

### **19. Advertising. Photography and Video Filming**

All types of advertisement (with exception of third-party advertising) are permitted only within the exhibition space purchased by the Participant and only in the interest of the Participant. Other types of advertisement shall be separately documented by the Advertising Agreement and duly signed and paid for. The Participants shall not hold any survey of visitors outside its stand.

Use of sound-amplifying equipment should be agreed with the Exhibition Directorate.

Photography and video filming with professional equipment shall be fulfilled only by Mass Media accredited in the press-center of the Exhibition.

The Exhibition Directorate has the right to arrange all types of photography and video filming on the territory of the Exhibition, including the whole of exposition, separate booths, exhibits, Participants and Visitors for mass media advertising campaign purposes.

### **20. Passes (Badges)**

Applications for **all types of passes**, including application for additional “Exhibitor” type passes and passes for motor transport with access to parking lots of the Exhibition complex shall be provided to the Exhibition Directorate by **1<sup>st</sup> August, 2020**.

In case if application is provided or changed after this date cost of the named passes will be increased to 200%.

Period of validity of each type of passes is displayed on it. Transferring passes to third-parties is strictly prohibited

**VIP Passes** are issued according to the list approved by the Exhibition Organizing Committee or purchased according to Appendix 4 and Form 2 to the Participation Agreement.

VIP pass gives its owner the right to enter the exhibition, to participate in all conference events of the exhibition, coffee-breaks and the official reception.

#### **Passes for the Participants purchasing the Exhibition Space (Participant Passes /Exhibitor Badges)**

Limited quantity of Participant passes is granted for free (Form 2) – Three (3) Participant passes/badges for each following 9 sq.m of indoor exhibition space or outdoor exhibition space purchased.

The Participant passes/badges give the right to enter the exhibition, open area events, as well as attending the venue during build-up and dismantling periods.

**Additional Passes/Exhibitor badges** for the Participant’s personnel can be purchased for additional payment (on providing completed Appendix 4 and Form 2 to the Exhibition Directorate by 1<sup>st</sup> August, 2020) duly signed and stamped and paid for.

**Delegates/Participants passes (badges)** are given to the Exhibitors free of charge – one badge for each exhibiting company.

Participants/Delegates participating only in the conference program of the Exhibition get the badges according to the purchased number of them, as per Appendix 7 and Form 2a not later than **1<sup>st</sup> August, 2020**.

Participant/Delegate pass gives the right to attend all conference events, exposition and cultural events of the Exhibition at its open area.

**Additional Participant/Delegate passes** can be purchased for additional payment (on providing completed Appendix 7 and Form 2a to the Exhibition Directorate by 1<sup>st</sup> August, 2020) duly signed and stamped and paid for.

In case if the applications (Appendix 7 and Form 2a) is provided or changed after this date cost of the named passes will be increased to 200%.

**Exhibitor’s vehicle access** to the Exhibition venue during build-up/dismantling periods is arranged on presenting a copy of the Participation Agreement, a letter (3 hard copies) addressed to the Exhibition Directorate, requesting to allow move-in/move-out of the equipment and exhibits and on presenting **the Exhibitor badges per** each person entering including the driver and temporary personnel (builders).

During build-up/ dismantling vehicles accessing and parking near the Exhibition complex "ErevanEXPO" is allowed only for the periods of unloading/loading of the equipment in the locations specified by the Exhibition Directorate.

**During the exhibition’s days access and parking near the Exhibition complex "ErevanEXPO" is strictly prohibited.**

**Official reception passes** can be purchased by duly signed, stamped and paid for Appendix 4. The purchased tickets to attend the official reception of the Exhibition are given to the Participant during the days of the Exhibition by the Exhibition Directorate.

#### **21. Cancellation of the Agreement**

The cancellation of the Agreement by the Participant’s initiative shall be accomplished by provision of written notification and enters into force after being received by the Exhibition Directorate. In this case, if the notification is received not later than 10<sup>th</sup> June, 2020, the 100% of payment with exception of Registration Fee and 25% of the contract total amount shall

be returned to the Participant. After this date the payments are not returned.

In case of Co-exhibitor's refuse of participation in the Exhibition the Registration Fee for Co-exhibitor's participation shall be paid by the Participant.

The Agreement can be cancelled by the Exhibition Directorate's initiative in the following cases:

- If **the full payment** for the Agreement was not made by **20<sup>th</sup> August, 2020**;
- If the Participant habitually breaks the requirements for order, fire safety and security provision;
- If the Participant won't equip the purchased space within the time terms stipulated and/or won't occupy exhibition space within 24 hours after the Exhibition opening;
- If the Participant displays the exhibits not correspondent to the thematic plan of the exhibition without preliminary agreement with the Exhibition Directorate;
- If the Participant either for payment or for free transferred purchased exhibition space or its part to third Party as well as in case of exchange of exhibition spaces with the other Participant.
- If the Participant does not fulfill the requirements of these Terms of Participation.

In case the event is cancelled due to the fault of the Directorate, all payments made by the exhibitor are returned to the Participant in full.

## **22. Force Majeure**

In case the Organizer due to the circumstances beyond his control should stop the exhibition or close it before above mentioned and indicated time and dates or cut down the program of demonstrations, the Participant is not entitled to compensation of his expenses connected with the event or to partial refund of costs paid for the rented exhibition space.

## **23. Conclusion/General provisions**

By submitting the application and signing the Agreement for participation in the exhibition the participant confirms his consent with all points of these General Terms of Participation. Any other agreements, special permits or other

conditions shall be subject to written approval of the Exhibition Directorate. The Participant shall abide the present Conditions for Participation, safety, fire prevention and other instructions enforced in the territory of the "YerevanEXPO" Exhibition Complex, and the current laws of the Republic of Armenia.

The complaints as to the volume and quality of the services duly paid for and provided are accepted with the written claims of the Exhibitor's authorized person (on presenting the authorization letter Form 4), during the days of the Exhibition.

## **24. Disputes. Litigation**

All measures and events related to organization and holding of the exhibition are regulated by the Legislation of the Republic of Armenia.

All disputes shall be solved by means of negotiations. If no agreement can be reached by negotiations, all disputes are subject to review in accordance with the legislation identified in the preceding paragraph.