### 21<sup>ST</sup> WORLD PETROLEUM CONGRESS **EXHIBITOR'S MANUAL**



# REGULATIONS FOR CARRYING OUT OF ELECTRICAL AND PLUMBING WORKS IN CROCUS EXPO IEC

#### **ELECTRICAL WORKS**

- 1. To carry out electrical works in Crocus Expo IEC you must have a license for carrying out of respective works.
- 2. Installation booth wiring must be carried out in accordance with the «Operation Rules of Customers' Electrical Installations», requirements of «Safety Operation Rules of Customers' Electrical Installations» and guidelines "Fire Safety Regulations in the Premises of IEC Crocus Expo».
- 3. Each independent electrical installation (booth, machine and etc.) should be equipped with a separate device protecting against short circuits and overload (switchboard and PCD-protective cutout device) with rated triggering current. This device should be installed in an easily accessible place at the height of 1.8 m above floor level.
- 4. Prior to event each Contractor must agree the electrical diagrams of the booths with the Exhibition Management Office indicating the necessary capacity and doing breakdown into groups.
- 5. All electrical works carried out in booths by Contractors must be done by qualified electrical staff. Prior to connecting the booths to the electrical network of IEC Crocus Expo, electrical check measurements must be made and the Certificate of Operational Responsibilities must be signed.
- 6. All switchboards must be equipped with protective cutout devices (PSD) if they are necessary for layout of internal wiring in the booths of Contractors. The feeding cable from the booth switchboard to the terminal point of the IEC electrical network must be provided by the Contractor. Mandatory requirement to the cable 5 wires.
- 7. The feeding cable from the electrical hatch to the cutout device should be protected from mechanical damage (placed in tube, metal chute, casing, etc. with fixation).
- 8. Cable wire connections should be made by welding or with the use of tee bolts. Connections by twisting wire pairs (as well as build-up (extension) of wiring with terminal blocs) are not allowed.
- 9. All metal structural elements of the exposition (booth), housings of electrical switchboards, metal hoses, metal wiring pipes, etc. must be earthed.
- 10. Connection of the booth must be carried out only subject to compliance with all the above requirements.

#### **PLUMBING WORKS**

- 1. Works on connecting to the exhibition hall water and sanitation systems as well as works on laying hoses at the stands must be done only by qualified experts.
- 2. Works on laying and connecting of hoses must be done with the water supply turned off.
- 3. For laying of water and sewer hoses it is required to protect them from damage. Hoses and fittings must be made of fireproof materials. For routing the hoses in the gangways between the stands, special ladders must be used in order to cover and protect communications throughout their entire length.
- 4. Works on laying water and sewer lines near power supply lines must be done in accordance with the electrical requirements.
- 5. At the joints of water lines with the stand structures (walls, podiums) these lines must be equipped with the shutoff valves.
- 6. Free access to the places of the equipment and hoses connections must be provided.
- 7. Upon completion of works on laying hoses and connecting equipment, engineering services check the connections quality and connect water and sewer lines to the water supply according to the hall floor plan.
- 8. A responsible representative of engineering services turns on the water supply in the presence of Contractor and/or Exhibitor.
- 9. Engineering Services monitor the work of the equipment connected to the water supply and all the connections at the stands during the exhibition.

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- 10. After the end of the exhibition water supply at the stand can be turned off only by the authorized representative of the engineering service on request of the Exhibitor and/or Contractor.
- 11. Works on turning off the equipment and dismantling of communications must be done by the same qualified staff that executed the connection.
- 12. During the whole period of the exhibition (including buildup and breakdown periods) equipment, hoses, valves and places of connection of communications must be served only by same qualified staff who prepared their installation.
- 13. Engineering Services are entitled to disconnect the water supply in case of emergency or in order to prevent an accident, and in the event of a serious breach of the electrical requirements and/or safety requirements when working on the stand.
- 14. The Exhibitor and/or Contractor has no right to connect additional water supply lines that are not declared on the floor plan without the prior permission of the engineering services.