



BETTER  
know each other  
BETTER

Expocentr Fairgrounds, Moscow, Russia

July 4-6 **2007**

# SpEXPO

INTERNATIONAL  
FORUM OF EXHIBITION  
INDUSTRY

PLACE  
PRODUCT  
PRICE  
PROMOTION  
PARTNERSHIP

To Participants of Exhibitions  
and Congresses

www.5p-expo.com



Генеральный информационный партнер:



Генеральный партнер в Интернете:



Партнер рекламной программы:



Информационные партнеры:



Партнер по техническому обеспечению:



Organizer:



With participation of:



With support:





**5pEXPO**  
МЕЖДУНАРОДНЫЙ  
ФОРУМ ВЫСТАВОЧНОЙ  
ИНДУСТРИИ

**4-6 июля 2007**  
Россия, Москва  
ЦВК "Экспоцентр"



www.5p-expo.com

# MANUAL

## For 5pEXPO Forum Participants

### TABLE OF CONTENTS

	<b>Pages</b>
1. Venue information	<b>4</b>
2. Opening times, build up and breakdown schedule	<b>5</b>
3. Dates and deadlines	<b>5</b>
4. Participation cost	<b>6 - 7</b>
5. List of required documents to submit	<b>8</b>
6. Important information	<b>9</b>
7. Deliveries & collections. Site and staff access	<b>10</b>
8. General and additional services	<b>11 - 12</b>
9. Order FORMS	<b>13 - 29</b>

## **Dear Participants in the 5pEXPO 2007 Forum,**

We are very glad you have taken the decision to participate in this exhibition project.

This Manual contains comprehensive information to assist you participating in the 5pEXPO Forum and maximizing the effectiveness of your participation.

Please read this Manual carefully. Familiarize yourselves with the Order FORMS enclosed, complete those you need and return them to the Forum Organizers.

You should particularly note that some of the Order FORMS enclosed are compulsory and must be returned to the Forum Organizers **by the deadline date**.

Compulsory Order FORMS to be completed:

- ▶ **Proforma-Invoice M;**
- ▶ **Proforma-Invoice T;**
- ▶ **FORM 3** (Application for complimentary tickets);
- ▶ **FORM T4** (Fascia board/graphics,  
for shell-scheme stands only);
- ▶ **FORM T5** (Booth Layout);
- ▶ **FORM 12** (Application for holding seminars/presentations);

**The rest of the Order FORMS enclosed are optional, but if you choose to complete any of them, it is essential to confirm the placed orders in the relevant Proforma-Invoices. The Forum Organizers will release final invoices for payment in accordance with the Proforma-Invoices received.**

The timely submission of the completed documents will enable the Forum Organizers to provide you with everything you require (equipment, information, badges and tickets, etc). It is strongly recommended to meet the deadlines and comply with documents submission procedures, since late orders will incur surcharges according to the Rules of Participation in Exhibitions held at EXPOCENTR Fairgrounds.

To cancel orders made on the basis of any Order FORM of the Manual, please forward the Forum Organizers **(no later than 1 month prior to the build up time)** an official Letter signed by the General Director of the participating company with the corporate seal affixed. Otherwise the order(s) will be considered valid and the Participant will be liable for all payments due.

### **For companies that have ordered SPACE ONLY:**

**Every stand set up by a third-party contractor shall undergo an obligatory technical inspection. The procedure of submitting documents is detailed in the General Terms of Participation in Exhibitions held at EXPOCENTR Fairgrounds.**

**The booth layout and electrical layout featuring the position of each electrical appliance and its capacity** are obligatory documents to submit to EXPOCONSTA, ZAO for approval not later than 1 month prior the Forum commencement.

Please pay special attention to the *Fire Safety* section. These regulations are binding upon all the Forum Participants, and their implementation shall be controlled by the local fire safety service.

If you have any questions or difficulties while completing the Order FORMS, please do not hesitate to contact the Forum Organizers.

**We wish you every success!**  
**5pEXPO 2007 Forum Organizers**  
**Expocentr**

Tel.: +7 495 255 2891  
+7 495 255 3759  
+7 495 255 2848

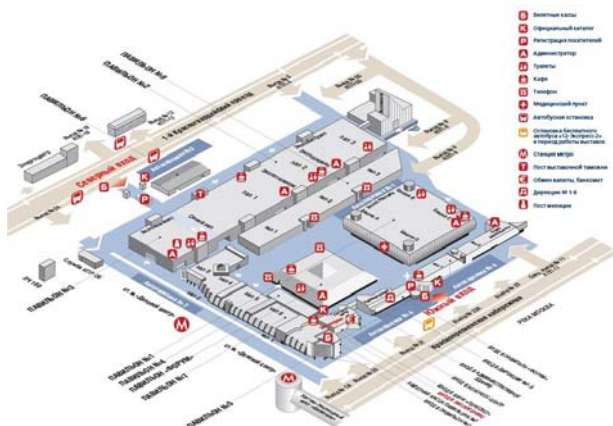
# 1. VENUE INFORMATION

The Forum will be held in Pavilion 1 at EXPOCENTR Fairgrounds at Krasnaya Presnya on 4- 6 July 2007.

## Address:

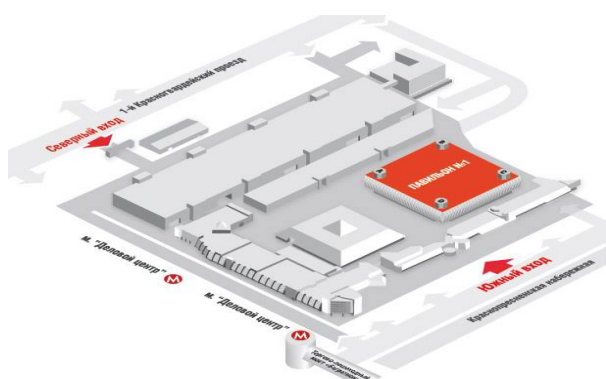
RUSSIA, 123100, MOSCOW  
KRASNOPRESNENSKAYA NAB., 14  
EXPOCENTR Fairgrounds

## EXPOCENTR Fairgrounds Layout



## Venue

EXPOCENTR Fairgrounds, Pavilion 1



## How to get here

### By public transport:

- to Delovoy Tsentr metro station – exit to Pavilions 1, 3, 4, 5, 7, Forum Pavilion, Central Pavilion and Offices;
- to Ulitsa 1905 Goda metro station, bus #12 or mini-bus # 500 to Vystovochny Kompleks bus stop – exit to Pavilions 2, 3, 6, 7 and 8.

### By car:

- Krasnopresnenskaya nab., 14 (South entrance): gates to Pavilions 1, 5, 7, Forum Pavilion, Central Pavilion, Offices, Congress Center and Expo-Service Firm;
- 1<sup>st</sup> Krasnogvardeisky proezd (North entrance): gates to Pavilions 2,3, 4, 6, 7 and 8.

## Restaurants/Cafes

Snack bars, cafeterias and cafes are located in every Pavilion. (See EXPOCENTR Fairgrounds Layout).

## Catering for Your Stands

To order delivery of meals right to your stand, please call + 7 495 255 2637.

## Bank/Bureau de Change

You can exchange currency or withdraw money at the bank located in Expo-Service. (See EXPOCENTR Fairgrounds Layout).

## First Aid

For an ambulance, call 03.

In case of minor injuries, headache, etc., apply to a first-aid station, located in Pavilion 1, to the right of the main entrance.

## Business Services

Photocopying, international telephone and facsimile services will be available at a charge in the Expo-Service Firm.

## Visa Support and Hotel Accommodation

Orbita Tour Company is the officially appointed travel agent for the 5pEXPO 2007 Forum. Tel.: +7 495 542 0324.

## Warrant (for travelling on official business)

You can get your business travel warrant signed in offices at the entrance to EXPOCENTR Fairgrounds (access from 1<sup>st</sup> Krasnogvardeisky proezd).

## Pavilion Technical Specifications

### Height restrictions\*

PAVILION	HEIGHT MAX / MIN
Pavilion 1	980 / 330 cm

\* Please contact the Forum Organizers for further details.

To specify the ceiling height in the pavilion, where your stand is located, please contact the 5pEXPO Forum Organizers.

NB: The height of your stand should not exceed the maximum allowable one. **See Important Information section of the Manual.**

## Floor Loading Restrictions

The floor loading limit is:

**2 500 kg per sq m** in all the pavilions, except for Pavilion 6. **1 200 kg per sq m** in Pavilion 6. The maximum allowable load **per 1 sq m** of the 2<sup>nd</sup> floor in Pavilion 1 is **1 500 kg**.

The maximum acceptable load **per 1 sq m** of outdoor area between Pavilion 2 and Forum Pavilion, and between Pavilion 2 and Pavilion 1 is **1 000 kg**.

The maximum permitted load **per 1 sq m** of other open air sites is **2 500 kg**.

It is essential to uniformly distribute the load over the surface and avoid locating heavy things in one place. The maximum allowable weight of one (1) exhibit is **5 000 kg**.

**The 5pEXPO 2007 Forum Organizers' Office will be located in Pavilion 1, STAND 10E01 on Sunday 1 – Sunday 8 July 2007.**

## 2. OPENING TIMES, BUILD UP/BREAKDOWN SCHEDULE

**The Press Conference on Forum Opening** will be held at **11:00 a.m.** on **3 July 2007** in **Hall A, Pavilion 1** (Entrance D) at EXPOCENTR Fairgrounds. To arrange accreditation for media representatives to attend the press conference and cover 5pEXPO Forum running and events, please contact the Forum Organizers at +7 495 255 2848, or EXPOCENTR's Press Service (contact person: Ms. Irina V. Ivanova, at +7 495 205 7154.

<b>SUNDAY</b> <b>01 July</b>	8.00-20.00	Construction of stands
<b>MONDAY</b> <b>02 July</b>	8.00-20.00	Construction of stands
<b>TUESDAY</b> <b>03 July</b>	8.00-20.00 19.00	Construction of stands All building of stands to be completed
<b>WEDNESDAY</b> <b>04 July</b>	12.00 10.00-18.00	Official opening of the Forum Forum open to Visitors
<b>THURSDAY</b> <b>05 July</b>	10.00-18.00	Forum open to Visitors
<b>FRIDAY</b> <b>06 July</b>	10.00-16.00 16.00-18.00 18.00-20.00	Forum open to Visitors Official closing of the Forum Removal of equipment
<b>SATURDAY</b> <b>07 July</b>	8.00-20.00	Dismantling of stands
<b>SUNDAY</b> <b>08 July</b>	8.00-20.00	Dismantling of stands

\* Working outside the published time will only be allowed in exceptional circumstances. If you need more time for build up and/or breakdown, please apply to the Forum Organizers immediately.

## 3. DATES AND DEADLINES

**! Completed Order FORMS must be returned to the Forum Organizers  
by Tuesday 20 June 2007**

### **Attention!**

**Wednesday 20 June 2007 is the deadline:**

- to pay all the invoices;
- to submit information about a third-party contractor appointed by the Participant to install their stand (only for third-party contractors);
- to submit documents to get approval for building works performed by a third-party contractor (only for third-party contractors).

Please remember that all charges for Exhibition Space Rental and additional services shall be due by Sunday 20 JUNE 2007. **Otherwise neither the participating company, nor its appointed contractor will be allowed access to exhibition area to start mounting.**

The final payment for participation in the Forum shall be made within one (1) month after the breakdown period is over.



## 4. PARTICIPATION COST

Dear Exhibitors,

**Your shell-scheme stand package includes:**

**FOR EXHIBITION AND CONGRESS ORGANIZERS, as well as EXHIBITION AND CONGRESS CENTRES**

### *A shell-scheme stand of 64 sq m:*

Stand constructions  
 Round table – 3 items  
 Square table – 2 items  
 Chair – 12 items  
 Armchair – 8 items  
 Literature stand – 4 items  
 Literature holder – 1 item  
 Carpeting  
 Cooler – 1 item  
 Refrigerator – 1 item  
 Fascia board with company name – 4 items (standard font)  
 42-inch diagonal display, DVD Input – 4 items  
 Interpreting services – 1 interpreter  
 Logo on fascia  
 Lighting  
 Power connection  
 Power supply (0.1 kW per 1 sq m)  
 Badge – 32 items  
 Parking passes – 3 passes  
 Reception invitations – 4 tickets  
 Stand cleaning  
 Security in pavilion  
 Complimentary tickets (according to the submitted names list)  
 Holding of a company presentation (according to prior application)  
 Participation in the Forum business programme events (according to prior application)

### *A shell-scheme stand of 32 sq m:*

Stand constructions  
 Round table – 2 items  
 Square table – 1 item  
 Chair – 8 items  
 Arm chair- 4 items  
 Literature stand – 3 items  
 Literature holder – 1 item  
 Carpeting  
 Cooler – 1 item  
 Refrigerator – 1 item  
 Fascia board with company name – 3 items (standard font)  
 42-inch diagonal display, DVD Input – 2 items  
 Interpreting service – 1 interpreter  
 Logo on fascia  
 Lighting  
 Power connection  
 Power supply (0.1 kW per 1 sq m)  
 Badge – 16 items  
 Parking passes - 2 passes  
 Reception invitations – 4 tickets  
 Stand cleaning  
 Security in pavilion

Complimentary tickets (according to the submitted names list)  
 Holding of a company presentation (according to prior application)  
 Participation in the Forum business programme events (according to prior application)

### *A shell-scheme stand of 16 sq m:*

Stand constructions  
 Round table – 2 items  
 Chair – 8 items  
 Literature stand – 2 items  
 Literature holder – 1 item  
 Carpeting  
 Cooler– 1 item  
 Fascia board with company name – 2 items (standard font)  
 42-inch diagonal display, DVD Input – 1 item  
 Logo on fascia  
 Lighting  
 Power connection  
 Power supply (0.1 kW per 1 sq m)  
 Badge – 8 items  
 Parking passes – 1 pass  
 Reception invitations - 2 tickets  
 Stand cleaning  
 Security in pavilion  
 Complimentary tickets (according to the submitted names list)  
 Holding of a company presentation (according to prior application)  
 Participation in the Forum business programme events (according to prior application)

### *A shell-scheme stand of 8 sq m:*

Stand constructions  
 Round table – 1 item  
 Chair – 4 items  
 Literature stand – 1 item  
 Literature holder – 1 item  
 Carpeting  
 Cooler – 1 item  
 Fascia board with company name - 1 item (standard font)  
 42-inch diagonal display, DVD Input – 1 item  
 Logo on fascia  
 Lighting  
 Power connection  
 Power supply (0.1 kW per 1 sq m)  
 Badge – 4 items  
 Reception invitations - 2 tickets  
 Stand cleaning  
 Security in pavilion  
 Complimentary tickets (according to the submitted names list)  
 Holding of a company presentation (according to prior application)  
 Participation in the Forum business programme events (according to prior application)

## FOR THE EXPOSHOW SALON

The participation cost includes:

### A shell-scheme stand of 9 sq m:

Stand constructions  
Round table – 1 item  
Chair – 4 items  
Literature stand – 1 item  
Carpeting  
Fascia board with company name - 1 item (standard font)  
Spot lights – 3 items  
Plug socket – 1 item  
Power connection  
Power supply (0.1 kW x per 1 sq m)  
Logo on fascia

*If the Exhibitor refuses to hire any of the equipment listed, hire charges of equipment will be non-refundable.*

*A special area for storing things or holding meetings is included in a standard shell-scheme stand of minimum 12 sq m.*

### SPACE ONLY:

Power connection  
Power supply  
Accreditation

### For participants who have ordered either a shell scheme stand or SPACE ONLY:

Badges for participants (1 badge for every 2 sq m)  
Car passes to park in EXPOCENTR Fairgrounds territory:  
100 sq m – 4 passes  
64 sq m – 3 passes  
32 sq m – 2 passes  
16 sq m – 1 pass

Complimentary tickets (according to the submitted names list)

Invitations to the Forum opening reception:

Up to 32 sq m – 2 invitations  
Over 32 sq m – 4 invitations  
100 sq m and more – 5 invitations

Daily cleaning

Security in pavilion

Participation in the Forum business programme events  
(according to prior application)

## FOR ALL PARTICIPANTS

### Forum Official Catalogue Entry:

- Company name (in Russian and Latin transcription)
- Address and contact details (country, city, address, telephone no., fax no., e-mail address, web site);
  - Coloured company logo;
  - Pavilion, Hall, Stand No.
- Brief information about the company's business activity (limit to 1 000 symbols, including spaces and punctuation marks, in Russian and English)

## 5. LIST OF REQUIRED DOCUMENTS TO SUBMIT

When accessing EXPOCENTR Fairgrounds to mount exhibit stands, please submit **originals** of the below documents addressed to the name of **Mr Alexey Kormnov**, the 5pEXPO Director, to the Forum Organizers' Office:

**Letter No.1 in triplicate:** Sample Letter for delivery of exhibition equipment, exhibits, materials and stand constructions (see **FORM No.1**).

**Letter No.2 in duplicate:** Sample Application for passes valid during build-up and breakdown only (see **FORM No.2**).

Passes for contractors and workmen involved in build-up and breakdown are not valid during the Forum running.

**Every stand mounted by a third-party contractor shall undergo a technical inspection with the Technical Control Department of EXPOCONSTA, ZAO, tel.: +7 495 255 3903. The procedure of technical inspection is obligatory for all Exhibitors who have ordered SPACE ONLY.**

### **Other documents to submit to the Forum Organizers**

1. The Power of Attorney should state the name of the corporate representative in charge of all work at the stand, and delivery/collection of exhibits and authorize him/her to sign Delivery and Acceptance Statements namely Delivery and Acceptance Statement for Rented Exhibition Space and, if needed, the Applications for Additional Services, for Show Personnel Passes and for Passes valid during build-up and breakdown. **See p.13 of the Manual for the Sample Power of Attorney.**

**The Power of Attorney should be issued in triplicate (1 original and 2 copies).**

2. One original version of the contract sealed and signed by the Director.

3. The below documents shall be signed by the Director of the Company with **the corporate seal** affixed:

### **Order FORMS**

**Proforma-Invoices M and T should be neatly completed, signed and sent with all the Order FORMS.**

**If the Proforma-Invoices M and T are neither completed nor signed and sealed, your order shall not be processed.**

Please tick one of the 'Yes' or 'No' check boxes in Proforma-Invoices M and T (FORM Returned section) to avoid misunderstanding and confusion in the event some of the FORMS are not submitted.

Completed Order FORMS and Proforma-Invoices M and T must be returned to the Forum Organizers before the deadline date.

**4. Invoices for Space Rental and Additional Services** (issued in accordance with the order FORMS attached) shall be paid by the due time, and a copy of payment order shall be faxed to EXPOCENTR on +7 (495) 255 2959.

**Attention!** Stand construction and decoration services, as well as transportation and loading/unloading services are to be ordered separately.

It is also possible to make payment in RUB cash in EXPOCENTR's Exposervice Firm. The maximum cash payment may not exceed 60 000 RUB. (Bank of Russia Instruction No. 1050-U of November 14, 2001).

### **Payment Policy**

All payments for the services ordered shall be due immediately upon receipt of the invoice. **All prices exclude VAT and other similar taxes of the Russian Federation.**

### **Late orders and orders made during the build-up period**

Please note that some services or equipment may not be available during the Forum running due to late order.

**During the week prior to the Forum commencement no application for technical services will be accepted.**

**Orders made during the build-up period will incur a 100% surcharge.**



## 6. IMPORTANT INFORMATION

### 1. Opening hours

During build up and breakdown the Pavilion is open 8.00-20.00, and during the Forum running – 9.00-19.00 (See OPENING TIMES, BUILD UP/BREAKDOWN SCHEDULE).

**Please note** that during the Forum running including the opening day, vehicles will be allowed access for delivery and collection of equipment only **8.00-9.30** and **18.00-20.00**.

### 2. Stand building via EXPOCONSTA, ZAO

EXPOCONSTA, ZAO is EXPOCENTR's General Contractor. All construction and stand decoration issues must be finalized with the Technical Control Department of EXPOCONSTA, ZAO.

After concluding the Contract for Shell Scheme Stand Construction, the Exhibitor shall contact the Contractor to discuss in every detail the construction process and additional equipment if needed.

For further information, please contact Ms Svetlana Lyubovskaya on +7 495 255 2666 or by e-mail on [exposhow@expoconsta.ru](mailto:exposhow@expoconsta.ru) Fax: +7 495 253 9513.

### Double-deck stands:

The double-deck stand must be provided with either fire extinguishing means or fire alarm detectors (See Fire Safety section of the General Terms of Participation in Exhibitions held at EXPOCENTR Fairgrounds). The double-deck stand constructions are to comply with the current safety regulations and are to possess reequipped strength characteristics and necessary certificates.

### 3. The maximum height allowed for any site is 6 m.

Under no circumstances will any part of your stand, furniture, lighting or exhibits be allowed to project beyond the boundary of your stand.

It is strictly prohibited to place signage and logos of your company on the back sides of your stand boundary wall panels that face the neighbouring stands. Violation of these provisions entitles EXPOCENTR to suspend construction of the your stand.

**4. Sound pressure:** when holding presentations and/or doing video/audio demonstrations, etc. Exhibitors are prohibited to generate sound exceeding **75 dB**. In the event of sound level complaints from other Exhibitors, EXPOCENTR is entitled to terminate the offending activity and cut off a noise source according to the Sound Measurement Statement. The Statement shall be made up in duplicate, signed by EXPOCENTR's authorized representative and delivered to the offender.

### 5. Banners, Flags and Balloons:

No advertising structures (banners, flags, etc.) may be placed on the pavilion constructions, walls and floor without the approval of EXPOCENTR. To place advertisements, please contact Ms Elena Bulanceva, the Advertising Manager on +7 495 255 2597 or by e-mail on [bulanceva@expocentr.ru](mailto:bulanceva@expocentr.ru). For suspension requirements, please contact Mr Anton Chernov, Technical Control Department of EXPOCONSTA, ZAO. Tel.: +7 495 255 3003, e-mail: [antonch@expoconsta.ru](mailto:antonch@expoconsta.ru)

## 7. DELIVERIES & COLLECTIONS. SITE AND STAFF ACCESS

### 1. Delivery and Collection of Exhibits and Equipment

To deliver to EXPOCENTR Fairgrounds exhibits and equipment, not subject to customs clearance, it is essential to prepare a Letter (issued in triplicate on company letterhead) signed by the Director of the Company with the corporate seal affixed. The Letter shall be addressed to the name of **Mr Alexey Kormnov**, the 5pEXPO 2007 Director.

#### The Letter shall be endorsed:

- before build up – in room 302, Pavilion 1, from 9.00 to 17.00, tel.: +7 495 255 2848, +7 495 255 2891.
- during build up – in the Forum Organizers' Office (Pavilion 1, Stand **10E01**, from 10.00 to 18.00).

On producing the Letter to the Manager of the Hall, where your stand is located, you will be given free one-time access vehicle pass on the first day of build up to bring in exhibit items to EXPOCENTR Fairgrounds. (1 copy of the Letter is to be left with the Hall Manager, the 2<sup>nd</sup> copy is to be produced at the entrance/security checkpoint/, the 3<sup>rd</sup> copy is to be kept by the Exhibitor).

Produce the endorsed Letter and one-time access vehicle pass to the security officer at the entrance to the fairgrounds. These documents allow delivery of exhibits and vehicle access (**for unloading only!**).

Please keep your copy of the Letter with you to produce it to a security officer at the entrance when collecting your exhibits on the breakdown period.

**Exhibit items are to be delivered and collected via the Access Doors of Pavilion 1.** The floor loading restriction is 3 000 kg per sq m.

**Delivery of LCD and plasma panels**, audio, video and office equipment, electronics and high frequency devices is to be approved by the EXPOTELECOM Firm of EXPOCENTR. (Tel.: +7 495 255 2777). In the event the Letter bears no endorsement of an EXPOTELECOM Representative, it cannot be endorsed by the Forum Organizers.

**Attention!** In case of delivery of **additional** exhibits during the Forum opening hours, it is essential to put them on the list of your Letter copy and on the one you leave with the Hall Manager to avoid difficulties when collecting exhibits.

**Additional delivery** of equipment during the Forum opening hours on July 4-6 is allowed only from 8.00 to 9.30 and from 18.00 to 19.30 after getting from the Hall Manager special passes against the Delivery/Collection Letter.

**To collect** your exhibits, apply to the Hall Manager on the first day of breakdown and produce your Letter copy to obtain one-time access vehicle pass featuring the vehicle registration number.

**Attention!!** In the event of delivery of large-size exhibits, it is essential to give the Forum Organizers the dimensions of exhibits to specify the delivery (unloading) schedule.

**2. Staff access to EXPOCENTR Fairgrounds** to get a delivery/collection letter issued shall be allowed on production of one-time access passes, which are to be obtained against the Letter mentioned above and on production of the passport to the Pass Office manager at the North entrance (access from 1<sup>st</sup> Krasnogvardeisky proezd).

**Exhibitors: Forum Exhibitor Passes** entitle the staff of the participating companies to access the venue during build up, the Forum opening hours and breakdown. **Forum Exhibitor Passes** shall be obtained from the Forum Organizers.

**Contractors: Passes for contractors and all workmen** involved in build up and break down (**not valid** during the Forum open hours) shall be obtained in the Forum Organizers' Office.

**Attention! Exhibitors, contractors, workmen and all staff should carry access passes at all times.** Otherwise, in accordance with the **security** arrangements for this event **access will be denied** to all who do not have the appropriate passes.

### 3. Site Access

**Commercial vehicles whose permitted weight exceeds 5 000 kg per axle shall not be admitted to EXPOCENTR Fairgrounds area.**

**Overnight parking in EXPOCENTR Fairgrounds premises is strictly prohibited.** In the event, the vehicle cannot leave the area due to breakdown, notify the Forum Organizers and EXPOCENTR's Security Service about that. To reserve a parking place in EXPOCENTR's guarded parking area, please order parking passes by completing **FORM 13**.

#### Car and commercial vehicle passes for the Forum open time, build up and breakdown

1. Please remember that commercial vehicles are allowed free access to the venue for loading/unloading on production of a pass obtained from the Hall Manager against the Delivery / Collection Letter.
2. Since the number of parking places in EXPOCENTR Fairgrounds premises is limited, please book your parking passes **in advance**.
3. **Attention!** Free parking passes for Exhibitors and contractors **which must feature the car registration number and contact telephone number of the authorized person will be given by the Forum Organizers**.

When access of commercial vehicles is registered, axle load including both load and vehicle weight should be indicated in access passes.

#### **Passes for commercial vehicles to get within the Moscow Third Transport Ring (to EXPOCENTR Fairgrounds)**

1. According to the Instruction of Mayor of Moscow No. 2678-RP of 28.12.2005, since February 1, 2006, commercial vehicles of maximum permitted weight of over 7 000 kg have been allowed access to and free movement within the territory encircled with the minor ring of the Moscow Ring Rail Road from 22.00 till 7.00.
2. For one-time movement of commercial vehicles from MKAD (the Moscow Automobile Ring Road) to EXPOCENTR Fairgrounds premises from 7.00 to 22.00 special passes are required. These passes are issued by the Motor Licensing and Inspection Department of the Moscow Traffic Police (KRO GIBDD) at the address that follows: Moscow, ul. Bolshaya Kosinskaya, 1B, Floor 2, Window No. 1.  
Tel.: + 7 495 700 5211, 700 0633, fax: + 7 495 700 5227
3. To apply for passes registration in KRO GIBDD, the following documents are to be submitted:
  - the Contract for Participation in the exhibition event, featuring the dates and the venue of the event;
  - the detailed information on the applicant company;
  - in case the vehicle is rented by the applicant company, the contract for transportation is obligatory;
  - CMR note or other documents, featuring the load weight and amount;
  - the original and a copy of the vehicle registration document.

## 8. GENERAL AND ADDITIONAL SERVICES

### Exhibitor Badges and Passes

You can get exhibitor badges and passes in the Forum Organizers' Office during build up on July 1-3, 2007. The number of passes provided to the Exhibitor is indicated in Section 4 of the present Manual.

To obtain extra exhibitor passes, please complete **FORM 13**.

### Complimentary Tickets

Complimentary tickets will be issued by the Forum Organizers against the application submitted by the Exhibitor. (See **FORM 3**)

### Fascia Board/Graphics

Please complete **FORM T4** to indicate your company name (to appear on fascia board).

By completing **FORM T6.4** you can also order exhibition stand graphics, etc.

### Additional Equipment, Furniture

Please read the Manual carefully to check what your shell scheme stand package already includes.

Should you require any stand extras please refer to **FORMS T6.1 and T6.2**.

**ATTENTION!!!** Additional equipment and furniture listed on **FORMS T6.1 and T6.2** are provided only to stands constructed by EXPOCENTR's appointed contractors.

See the most often ordered furniture and equipment at [www.expoconsta.ru/rus/stand\\_st.php?d=10](http://www.expoconsta.ru/rus/stand_st.php?d=10)

**Please mark the required option on the corresponding Order FORMS and indicate the position of the equipment ordered on your stand layout, and send the FORMS back.**

To order equipment not listed on **FORMS T6.1 and T6.2**, please contact EXPOCONSTA, ZAO for the availability of the equipment required and fees.

Contact name: Ms Svetlana Lyubovskaya

Tel.: +7 495 255 2666, fax: + 7 495 253 9513, e-mail: [exposhow@expoconsta.ru](mailto:exposhow@expoconsta.ru)

### Telecommunications and Presentation Equipment

To order a PC, Internet connectivity, audio and video presentation equipment, please complete **FORM T7**.

Audio and video equipment that is not listed on **FORM T7** can be provided additionally upon the Exhibitor's request.

**Attention!!!** Audio, video and lighting equipment, electronics and high-frequency devices brought in to EXPOCENTR Fairgrounds shall comply with electrical safety regulations of GLAVGOSENERGONADSOR RF (Central State Energy Supervision) and be accompanied by appropriate documentation submitted to the EXPOTELECOMM Firm for approval. Approval will incur an additional charge. Delivery of Exhibitors' own equipment, except for electronics and high-frequency devices requires no approval.

### Electricity

Electric power will be supplied to the stands during the Forum running. During build up and breakdown Exhibitors and contractors should use instruments driven by accumulators, or bring in an extender for professional use and connect it to one of temporary plug sockets in the pavilion.

### For SPACE ONLY

The cost of electricity is **included** in the Space Rental charge. You may order power supply of 2 kWt capacity or more, if necessary. Please make sure you have ordered power supply of the required capacity.

Exhibitors who have **SPACE ONLY** shall order a switchboard and a cable to connect to the distribution box, if they are not provided by the contractor.

### For shell scheme stands

The cost of power connectivity and consumption is **included** in the Space Rental charge. You may order power supply of 2 kWt capacity or more by completing **T8**. Please make sure you have ordered power supply of the required capacity.

### Waste and Water Supply

To order water supply, please see **FORM T8**, a sink and other equipment can be ordered by completing **FORM T6.2**.

### Show Personnel

To order stand personnel, interpreting and security services for the Forum running, complete **FORM T9**.

If you book additional stand personnel not via EXPOCENTR, please make sure that all your staff members are provided with staff badges and passes. Please note that your security officers will not be admitted to the pavilion at night time.

### Cleaning

EXPOCENTR cleaning staff will regularly provide an aisle and stand floor cleaning service for each open day of the Forum. Rubbish left in a plastic bag or card box near the stand will be also removed.

The Exhibitor must leave the Exhibition Space clean and tidy after the Forum is over. Any materials, crates and rubbish left by Exhibitors for removal by cleaning staff after breakdown will be subject to a surcharge. Exhibitors will be liable for any charges relating to their debris.

### Security

The exhibition space rental rate covers general security service in the pavilion.

**Unfortunately, theft and shoplifting have become more often at exhibition venues lately.**

To avoid lost, damage or theft of exhibits, you are advised to order stand security service and/or not to leave your stand unattended during the Forum open hours from 8.00 to 10.00 and from 18.00 to 20.00, i.e. before the Forum is opened and after it is closed for visitors.

**Any lost, damage or theft of exhibits is Exhibitors' responsibility.**

## GENERAL AND ADDITIONAL SERVICES (Continued)

During build-up and breakdown as well as the Forum running the Pavilion will be locked by security at 8:00 pm and will be opened at 8:00 am. From 8:00 pm till 8:00 am the Pavilion will be protected by the infrared motion sensor alarm. The Exhibitor must ensure that their stand is always staffed during the opening hours of the Forum, when the Pavilion is open.

**The Exhibitors are solely responsible for the security of their exhibit items and personal belongings at their stands from the time the Pavilion is opened until the time it is closed by the security officers.**

To order stand security service, please complete **FORM T9**.

### Floral Requirements

To order artificial or live plants and flowers to decorate your exhibition stand, please contact Elite Flora Company, located in Pavilion 2, Hall 2, not later than 2-3 days prior to the Forum commencement. The Forum Organizers regrettably do not have either the company's catalogue or price list. To obtain information on fees and services, please call Elite Flora Company:

**Tel.: +7 495 254 3992 / +7 495 254 9404**

**Fax: +7 495 254 2810**

**To benefit from additional advertising options available, please complete FORM 11.**

To apply for **holding a seminar or presentation**, please complete **FORM 12**

**Hotel reservation and visa support services** are provided by **Orbita Tour Company** – EXPOCENTR's business partner, **tel. +7 495 542 0324**. Complete **FORM 13** to order hotel accommodation.

### Parking Pass

EXPOCENTR's parking facilities are limited. The parking pass entitles the exhibitor to park his car in EXPOCENTR's parking area, but the parking pass does not admit the pass holder either to the Pavilion Access Doors or to the Pavilion Entrances.

You can obtain your parking passes in the Forum Organizers' Office during the build-up period. The parking pass should contain the registration number of your vehicle.

**If your stand is less than 16 sq m**, you can order parking passes by completing **FORM 11**

Please note taxis are not allowed to access EXPOCENTR Fairgrounds territory.

**If you need to access EXPOCENTR Fairgrounds area to load/unload exhibit items, please follow the procedure detailed in Access to EXPOCENTR Fairgrounds section.**

To obtain **customs clearance**, please contact EXPOWESTRANS, ZAO, EXPOCENTR's official customs broker and forwarding agent.

Tel.: + 7 495 205 7421, fax: + 7 495 253 9584

E-mail: [exhib@ewt.ru](mailto:exhib@ewt.ru)

**Loading and unloading services** (loading, storage of exhibits and containers, delivery of exhibits to stands) are rendered by EXPOWESTRANS, ZAO and should be ordered within a 24-hour time period.

**Storage of containers and packaging in the Pavilion and in EXPOCENTR Fairgrounds territory is strictly forbidden.**

To order loading/unloading services, please contact EXPOWESTRANS, ZAO, the official forwarding agent of EXPOCENTR.

**SAMPLE FORMAT: Power of Attorney**  
**To be issued in triplicate (1 original and 2 copies)**

Company \_\_\_\_\_

**Power of Attorney No.**

Issued Date \_\_\_\_\_  
(dd-mm-yyyy)

Expiry Date \_\_\_\_\_  
(dd-mm-yyyy)

\_\_\_\_\_  
(Name and Address of the Company)

\_\_\_\_\_  
(Name and Address of the Payer)

Bank Account No. \_\_\_\_\_ in \_\_\_\_\_  
(Name of the Bank)

hereby authorizes \_\_\_\_\_  
(Job Title) (Full Name)

Passport No. \_\_\_\_\_

Issued by \_\_\_\_\_

Issued Date \_\_\_\_\_  
(dd-mm-yyyy)

- 1) to sign the documents listed below:
  - Applications for Participation in the 5pEXPO Forum,
  - Contract for Participation in 5pEXPO Forum,
  - Delivery and Acceptance Statement for Rented Exhibition Space,
  - Orders for Additional Services,
  - Acceptance Reports.
- 2) to receive the listed below materials for 5pEXPO 2007 Forum Participants:
  - Exhibitor passes,
  - Passes valid throughout build up and breakdown only,
  - Vehicle passes.
- 3) to sign other documents related to and perform any legal act in connection with participation in the 5pEXPO 2007 Forum.

Signature of Authorized Person \_\_\_\_\_

Director General \_\_\_\_\_  
(Signature) (Printed)

Chief Accountant \_\_\_\_\_  
(Signature) Corporate Seal (Printed)

# PROFORMA INVOICE

Please return completed form to the 5pEXPO Organizers:

☺ Olga Sidorova  
☎ +7 495 255 2848  
☎ +7 495 255 2959

✉ [sov@expocentr.ru](mailto:sov@expocentr.ru)  
✉ Krasnopresnenskaya nab. 14  
123100, Moscow

**DEADLINE:**  
**20 June 2007**



Exhibiting Company

Contact Name

Telephone

E-mail

Fax

**It is essential that you return this Proforma-Invoice (M-INVOICE) to the Forum Organizers, which will guarantee that none of the FORMS you have completed will get lost!!!**

Placing an order and forwarding relevant FORMS completed to EXPOCENTR mean the Participant agrees to full payment of services ordered. The order cannot be cancelled unilaterally by the Participant.

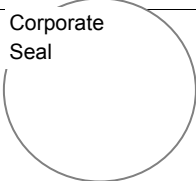
Please complete in BLOCK letters. (The Forum Organizers accept no liability or responsibility for any errors due to inaccuracy of information provided.)

FORM No	FORM Returned	FORM Title	Total, €
FORM 1	<input type="checkbox"/> Yes <input type="checkbox"/> No	Catalogue Entry; Internet-Catalogue	
FORM 2	<input type="checkbox"/> Yes <input type="checkbox"/> No	Index of Goods	
FORM 3	<input type="checkbox"/> Yes <input type="checkbox"/> No	Advertisement in Catalogue	
FORM 10	<input type="checkbox"/> Yes <input type="checkbox"/> No	Additional Advertising Opportunities	
FORM 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	Holding Seminar / Presentation	

**Please note:**

- All prices exclude VAT and other similar taxes of the RF.
- Payment is to be made within 7 days of the date of the invoice.
- Placing an order and forwarding relevant FORMS completed to EXPOCENTR mean the Participant agrees to full payment of services ordered.
- The order cannot be cancelled unilaterally by the Participant.

Corporate  
Seal



**TOTAL**

**Signature**

**DATE**



# PROFORMA INVOICE

Please return completed form to the 5pEXPO Organizers:

☺ Olga Sidorova  
☎ +7 495 255 2848

📧 [sov@expocentr.ru](mailto:sov@expocentr.ru)  
✉ Krasnopresnenskaya nab. 14

**DEADLINE:**

**20 June 2007**



Exhibiting Company

Contact Name

Telephone

E-mail

Fax

**It is essential that you return this Proforma-Invoice (T-INVOICE) to the Forum Organizers, which will guarantee that none of the FORMS you have completed will get lost!!!**

Placing an order and forwarding relevant FORMS completed to EXPOCENTR mean the Participant agrees to full payment of services ordered. The order cannot be cancelled unilaterally by the Participant.

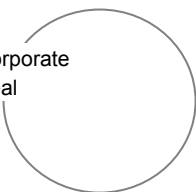
FORM No	FORM Returned	FORM Title	Total, €
T 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	Add. fascia name	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Logo/ Graphics	
T 6.1, 6.2	<input type="checkbox"/> Yes <input type="checkbox"/> No	Add. Stand Equipment	
T 7	<input type="checkbox"/> Yes <input type="checkbox"/> No	Telecommunication	
T 8	<input type="checkbox"/> Yes <input type="checkbox"/> No	Electricity	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Water	
T 9	<input type="checkbox"/> Yes <input type="checkbox"/> No	Stand Attendant	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Interpreter	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Security	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	Car Passes	
		% Surcharge for late order	

Please complete in BLOCK letters. (The Forum Organizers accept no liability or responsibility for any errors due to inaccuracy of information provided.)

**Please note:**

- All prices exclude VAT and other similar taxes of the RF.
- Payment is to be made within 7 days of the date of the invoice.
- Placing an order and forwarding relevant FORMS completed to EXPOCENTR mean the Participant agrees to full payment of services ordered.
- The order cannot be cancelled unilaterally by the Participant.

Corporate  
Seal



**TOTAL**

Signature

DATE

**Sample Letter for delivery of exhibition equipment, exhibits, materials and stand constructions**

*To be submitted in triplicate*

**On company letterhead!**

**EXPOCENTR  
5pEXPO 2007 Forum**

**To. Mr Alexey Kormnov  
Director  
5pEXPO 2007 Forum**

Herewith we ask your permission to bring in the below indicated equipment and materials to be demonstrated and/or used at the booth of \_\_\_\_\_ company, booth # \_\_\_\_\_, Pavilion # \_\_\_\_\_/outdoor site # \_\_\_\_\_ near Pavilion # \_\_\_\_\_ during the running of the 5pEXPO 2007 Forum.

*Item*

*Quantity*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**Please add lines, if necessary.**

Exhibition equipment will be brought in by (type of a vehicle) \_\_\_\_\_,  
license plate \_\_\_\_\_

We guarantee to remove all the brought in items after the Forum completion.

**Director** \_\_\_\_\_ / \_\_\_\_\_ (Full Name)

Corporate Seal

Dated as of « » \_\_\_\_\_ 200

**ATTENTION:** After the letter has been signed by the Director or Manager of the FORUM, it is to be shown to the Pavilion Manager when entering the Access Door.

**Note:** all exhibits, TV and video equipment shall be indicated with their types and models. Booth maintenance items shall be listed as well.

# FORM 2

**Sample Application for passes valid during build-up and breakdown only**

*To be submitted in duplicate*

**On company letterhead!**

**EXPOCENTR  
5pEXPO 2007 Forum**

**To. Mr Alexey Kormnov  
Director  
5pEXPO 2007 Forum**

Herewith we ask you to issue \_\_\_\_\_ (quantity) passes valid during build-up and breakdown for the staff involved in installation and dismantling of stand # \_\_\_\_\_ of \_\_\_\_\_ (company name), participating in the 5pEXPO 2007 Forum.

**Staff list (passport details enclosed):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

***Please add lines, if necessary***

**Our Health and Safety Representative on the stand will be:** \_\_\_\_\_

Passport: \_\_\_\_\_ Mobile No. \_\_\_\_\_

**Director** \_\_\_\_\_ /  
(Signature)

(Full name)

**ATTENTION!** After the application has been signed by the Director or Manager of the FORUM, please submit it to EXPOCENTR's Exposervice Firm to obtain passes.

*Sample application for complimentary tickets*

*To be submitted in duplicate*

***On company letterhead!***

**EXPOCENTR  
5pEXPO 2007 Forum**

**To. Mr Alexey Kormnov  
Director  
5pEXPO 2007 Forum**

We ask you to issue \_\_\_\_\_ (quantity) complimentary tickets in accordance with the list enclosed.

**Director** \_\_\_\_\_ /  
(Signature)

(Full name)

# FASCIA BOARD/GRAPHICS

Please return completed form to the 5pEXPO Organizers:

☺ Olga Sidorova  
☎ +7 495 255 2848  
☎ +7 495 255 2959

✉ [sov@expoctr.ru](mailto:sov@expoctr.ru)  
✉ Krasnopresnenskaya nab. 14  
123100, Moscow

**DEADLINE:**  
**20 June 2007**



4

Exhibiting Company

Contact Name

Telephone

## **ATTENTION! Fascia boards are supplied to SHELL SCHEME STANDS ONLY!**

Exhibitors, who have rented SPACE ONLY, must order fascia board and graphics requirements from their appointed contractors.

### • FASCIA NAME ON FASCIA PANEL

☐ We order **fascia board with the company name in one language (included in the cost of stand, standard color letters)**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23		

(Please complete in **BLOCK** capitals)

### • LOGO

☐ We order a logo (included in the stand cost, standard color letters)

### • ADDITIONAL FASCIA SIGNAGE

We order \_\_\_\_\_ additional signage at a price of € 2,15 per letter

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23		

(Please complete in **BLOCK** capitals)

### • ADDITIONAL FASCIA LOGO

We order \_\_\_\_\_ logo(s) at a charge of

☐ € 25 per simple logo

€

☐ € 40 per compound logo

€

### • GRAPHICS

Please send your graphics images in \*.ESP or \*.CDR Vector Format files by e-mail or send on disk to the below address: Moscow, 123100, Krasnopresnenskaya nab. 14, Pavilion 1, Entrance A, Floor 3, Room 302, 5pEXPO Forum Organizers' Office. Please indicate the location of logo(s) on the stand wall panels

If you wish to place your company's logo or other graphics on wall panels, ceiling lattices and/or advertising cubes, please contact Ms Svetlana Lyubovskaya, ExpoConsta, ZAO, tel.: + 7 495 255 2666 for details and fees.

**Late orders received after 10 June will incur surcharges. (See General Terms of Participation in Exhibitions held at EXPOCENTR Fairgrounds; Section Late Order and Order during Dismantling)**

Please indicate this Grand Total Amount in the Proforma-Invoice (T-INVOICE). If the latter is not completed, your orders will not be processed.

**TOTAL**

Signature

DATE

## STAND LAYOUT FORM

**Please return completed form to the 5pEXPO Organizers:**

☺ Olga Sidorova  
☎ +7 495 255 2848  
☎ +7 495 255 2959

 [sov@expocentr.ru](mailto:sov@expocentr.ru)  
 Krasnopresnenskaya nab. 14  
123100, Moscow

**DEADLINE:**

**20 June 2007**



5

**Exhibiting Company****Contact Name****Telephone**

All Forum Participants are asked to indicate **all** stand constructions, including the position of wall panels, furniture, plug sockets, spotlights and other equipment ordered additionally to ensure proper placement of items.

1	sq m
---	------

**Signature**

DATE \_\_\_\_\_



# ADDITIONAL EQUIPMENT, FURNITURE

Only for stands installed by EXPOCENTR's General Contractors

Please return completed form to the 5pEXPO Organizers:

☺ Olga Sidorova  
☎ +7 495 255 2848  
☎ +7 495 255 2959  
✉ [sov@expocentr.ru](mailto:sov@expocentr.ru)  
✉ Krasnopresnenskaya nab. 14  
123100, Moscow  
**Tuesday 15 May 2007**

**DEADLINE:**

**20 June 2007**



6.1

Exhibiting Company

Contact Name

Telephone

Please do not order additionally equipment included in your exhibition stand package.

code	Unit	Description	Price, €	Quantity	Total, €
<b>STAND CONSTRUCTION</b>					
210	sq m	Carpet	10,00		
<b>STAND CONSTRUCTIONS</b>					
<b>Wall panel:</b>					
220	pc	2.5x1.0	45,00		
221	pc	2.5x0.5	35,00		
222	pc	2.5x1.3	70,00		
226	pc	R 2.5x1.0	65,00		
224	pc	2.5x1.0 / acryl	75,00		
252	sq m	Ceiling lattice	20,00		
255	sq m	Ceiling grid	10,00		
260	pc	Lockable folding door	90,00		
264	pc	Curtain	30,00		
268	pc	Podium H-0.5 1.0x1.0	50,00		
269	pc	Podium H-0.5 1.0x0.5	30,00		
270	pc	Podium H-1.0 1.0x1.0	60,00		
271	pc	Podium H-1.0 1.0x0.5	40,00		
272	m	Shelf on wall / W-0.3 m	10,00		
	m	Sloping shelf on wall/ W-0.3 m	15,00		
	m	Bar counter panel R-1.0 /ширина 0.5 м	125,00		
	m	Bar counter H-1.1 1.0 x 0.5	75,00		
<b>STAND EQUIPMENT</b>					
300	pc	Plastic chair	15,00		
303	pc	Conference chair	30,00		
306	pc	Bar stool	30,00		
308	pc	Lounge chair	25,00		
310	pc	Table 0.7x0.7	40,00		
311	pc	Table 0.7x1.2	70,00		
313	pc	Table, round	25,00		
314	pc	Bar table	35,00		
316	pc	Coffee table	30,00		
320	pc	Cupboard H-0.7	45,00		
321	pc	Cupboard H-1.1	25,00		
324	pc	Literature holder	50,00		
325	pc	Literature stand	75,00		
330	pc	Mirror	55,00		
331	pc	Clothes rack	75,00		
332	pc	Clothes stand	20,00		
340	pc	Wooden shelf unit	40,00		
350	pc	Refrigerator 150 л	10,00		
370	pc	Coffee percolator, 10 cups	10,00		
377	pc	Waste basket	20,00		
394	pc	Showcase H-1.1	45,00		
392	pc	Showcase H-1.8	40,00		
398	pc	Showcase H-2.5	70,00		
430	pc	TV/VCR	190,00		
	pc	Clothes rail L-1.0	25,00		

# ADDITIONAL EQUIPMENT, FURNITURE (Continued)

Only for stands installed by EXPOCENTR General Contractors

Please return completed form to the 5pEXPO Organizers:

☺ Olga Sidorova  
☎ +7 495 255 2848  
☎ +7 495 255 2959

✉ [sov@expocentr.ru](mailto:sov@expocentr.ru)  
✉ Krasnopresnenskaya nab. 14  
123100, Moscow

**DEADLINE:**

**20 June 2007**



# 6.2

**Exhibiting Company**

**Contact Name**

**Telephone**

Please do not order additionally equipment included in your exhibition stand package.

code	Unit	Description	Price, €	Quantity	Total, €
<b>ELECTRICAL EQUIPMENT</b>					
500	pc	Main electric switchboard 220V/63A	80,00		
520	pc	Основной электрощит 220V/125A	180,00		
	pc	Lights:			
510	pc	Spotlight	20,00		
515	pc	Halogen light 50 W	30,00		
516	pc	Halogen light 150 W	55,00		
517	pc	Halogen light 300 W	70,00		
517a	pc	Halogen light 500 W	80,00		
531	pc	Hanging spherical light	30,00		
	pc	Plug socket 220 V	20,00		
	pc	Plug socket 380 V	45,00		
	pc	Installation of main electric switchboard	65,00		
<b>PLUMBING EQUIPMENT</b>					
600	pc	Sink, hot plates, boiler 60x100	150,00		
601	pc	Sink, boiler 50x50	120,00		
604	pc	Water supply	100,00		
<b>ADVERTISING EQUIPMENT</b>					
	pc	Advertising cube white panels, 1.0x1.0	110,00		
	pc	Advertising cube, rotating, milk glass, light inside, 1.0x1.0	320,00		
<b>GRAPHICS</b>					
606	pc	51-100 mm	1,00		
607	pc	101-200 mm	2,00		
608	pc	201-300 mm	3,50		
609	pc	301-400 mm	5,00		
610	pc	401-500 mm	7,00		
611	pc	501-600 mm	10,00		
612	pc	601-700 mm	12,00		
613	pc	701-800 mm	15,00		
614	pc	801-900 mm	20,00		
615	pc	901-1000 mm	25,00		
616	pc	Logo on fascia, simple (one colour, flag)	25,00		
617	pc	Logo on fascia, complex (two and more colours, flag)	40,00		
		Logo on wall panel:			
618	pc	Simple 0.5x0.5	40,00		
619	pc	Complex 0.5x0.5	60,00		
620	pc	Simple 1.0x1.0	60,00		
621	pc	Complex 1.0x1.0	100,00		
622	m	Colouring of fascia by adhesive tape (alcor)	5,00		
623	sq m	Colouring of panel by colour tape (1 side)	15,00		
624	sq m	Colouring of panel by colour tape (2 sides)	20,00		
625	sq m	Full-colour printing	120,00		

**All equipment is provided on a rental basis only. Late orders received after 10 June will incur surcharges. (See General Terms of Participation in Exhibitions held at EXPOCENTR Fairgrounds; Section Late Order and Order during Dismantling)**

Please indicate this Grand Total Amount in the Proforma-Invoice (T-INVOICE). If the latter is not completed, your orders will not be processed.

**TOTAL**

**Signature**

**DATE**

# TELECOMMUNICATIONS, PRESENTATION EQUIPMENT

Please return completed form to the 5pEXPO Organizers:

☺ Olga Sidorova  
☎ +7 495 255 2848  
☎ +7 495 255 2959

✉ [sov@expoctr.ru](mailto:sov@expoctr.ru)  
✉ Krasnopresnenskaya nab. 14  
123100, Moscow

**DEADLINE:**  
**20 June 2007**



Exhibiting Company

Contact Name

Telephone

## • PERSONAL COMPUTER

We order:	Quantity	Per 1 hour	Total, €
System unit		X € 25	
TFT 17" Display		X € 25	

## • INTERNET

We order:	Quantity	Rental rate during the exhibition	Total, €
Internet* access with speed up to:			
64 Kbps, 1 Gb of traffic		€ 200	
128 Kbps, 2 Gb of traffic		€ 400	
256 Kbps, 2 Gb of traffic		€ 535	
Additional IP-address		€ 20	
Additional traffic, per 1 Gb		X € 135	

## • PRESENTATION EQUIPMENT

We order:	Quantity	Per 1 hour	Total, €
VHS-player		X € 30	
DVD-player		X € 30	
TV set, up to 29"		X € 40	
Digital LCD projector		X € 300	
Overhead projector		X € 50	
Slide projector		X € 35	
Panasonic Plasma Display Panel 50"		X € 135	

\*) The rate covers 1 IP-address; network equipment shall be ordered additionally. Your stand is provided with a RJ-45 plug socket.

Late orders received after **10 June** will incur surcharges. (See **General Terms of Participation in Exhibitions held at EXPOCENTR Fairgrounds; Section Late Order and Order during Dismantling**)!

Please indicate this Grand Total Amount in the Proforma-Invoice (T-INVOICE). If the latter is not completed, your orders will not be processed.

**TOTAL**

Signature

DATE

# UTILITY CONNECTIONS

Please return completed form to the 5pEXPO Organizers:

☺ Olga Sidorova  
☎ +7 495 255 2848  
☎ +7 495 255 2959

✉ [sov@expocentr.ru](mailto:sov@expocentr.ru)  
✉ Krasnopresnenskaya nab. 14  
123100, Moscow

**DEADLINE:**  
**20 June 2007**



8

Exhibiting Company

Contact Name

Telephone

## • ELECTRIC POWER SUPPLY – for SPACE ONLY

☐ We order **consumption and connection to electric power supply**: one socket included. The cost is valid during the Forum.

Up to 2kW	<input type="checkbox"/> € 166	Up to 15kW	<input type="checkbox"/> € 357	
Up to 5kW	<input type="checkbox"/> € 217	Up to 20kW	<input type="checkbox"/> € 428	
Up to 10kW	<input type="checkbox"/> € 280	Over 20kW	<input type="checkbox"/> € 451	Total: € _____

☐ We order **electric power consumption only**

Up to 10kW	<input type="checkbox"/> € 160	Up to 50kW	<input type="checkbox"/> € 557	
Up to 20kW	<input type="checkbox"/> € 300	Up to 75kW	<input type="checkbox"/> € 700	
Up to 30kW	<input type="checkbox"/> € 400	Up to 100kW	<input type="checkbox"/> € 1000	Total: € _____

**Attention (if you order unequipped stands)!!** If your stand constructor does not supply you with a panel board and a cable to a distribution box, you have to order connection to electric power supply below.

☐ We order **connection of the stand to electric power supply** (a panel board and a cable to a distribution box):

Rent of power cable, per 1 m			
1,5; 2,5; 4 и 6 sq mm	<input type="checkbox"/> € 1,5	35 and 50 sq mm	<input type="checkbox"/> € 10
10; 16 и 25 sq mm	<input type="checkbox"/> € 4	Over 70 sq mm	<input type="checkbox"/> € 20
Rent of switchboard, each	<input type="checkbox"/> € 100	Total: € _____	
Rent of fire detector, each	<input type="checkbox"/> € 95		

Fire detectors are mandatory for double deck stands in pavilions and for temporary outdoor pavilions.

## • WATER SUPPLY CONNECTION

We order _____ connection(s), consumption and drainage	<input type="checkbox"/> € 35,70 (connection to the water mains in the outdoor area)
<input type="checkbox"/> € 270 (on the pavilion floor level)	<input type="checkbox"/> € 20 (laying of pipes for connection of stands to the water mains in the outdoor area, per 1 m)
<input type="checkbox"/> € 310 (on the second level of the stand)	Total: € _____

Sinks are not included. You can order a sink using Form T 6.2.

Late orders received after **10 June** will incur surcharges. (See **General Terms of Participation in Exhibitions held at EXPOCENTR Fairgrounds; Section Late Order and Order during Dismantling**)!

Please indicate this Grand Total Amount in the Proforma-Invoice (T-INVOICE). If the latter is not completed, your orders will not be processed.

**TOTAL**

Signature

DATE

## SHOW PERSONNEL

**DEADLINE:****20 June 2007**

9

Please return completed form to the 5pEXPO Organizers:

☺ Olga Sidorova  
☎ +7 495 255 2848  
☎ +7 495 255 2959

✉ [sov@expocentr.ru](mailto:sov@expocentr.ru)  
✉ Krasnopresnenskaya nab. 14  
123100, Moscow

**Exhibiting Company****Contact Name****Telephone**

Please indicate required services and their cost. If you order interpretation services, please specify the language required.

### • SHOW PERSONNEL

INTERPRETER		1 hour	4 hours	8 hours	Total, €
<b>Business talks</b>					
From Russian into -	(English, German, French, Italian or Spanish)	€ 34,28	€ 102,80	€ 171,43	
From Russian into -	2 languages	€ 48,57	€ 145,71	€ 242,86	
From Russian into -	(oriental and rare languages)	€ 40,00	€ 120,00	€ 200,00	
<b>Lectures, presentations</b>		<b>1 hour</b>			
From Russian into -	(major European, oriental and rear languages)	€ 80,00			
<b>Simultaneous interpreting –</b> (per booth, service of 2 interpreters )	(major European, oriental and rear languages)	€ 251,43			
<b>BOOTH ATTENDANT</b>				€ 45,71	
<b>MODEL</b>				€ 100,00	
<b>SECURITY</b>					
08.00-20.00 (in pavilion)	€ 7,14 per 1 hour				
20.00-08.00 (in pavilion)	€ 114,28 for 12 hours				
08.00-20.00 (open area site)	€ 8,57 per 1 hour				
20.00-08.00 (open area site)	€ 157,14 for 12 hours				

**All applications for interpretation and booth attendance services must be submitted no later than 20 days prior to the Forum commencement.**

Please indicate this Grand Total Amount in the Proforma-Invoice (T-INVOICE). If the latter is not completed, your orders will not be processed.

**TOTAL****Signature****DATE**

## ADDITIONAL ADVERTISING OPPORTUNITIES

Please return completed form to the 5pEXPO Organizers:

☺ Olga Sidorova  
☎ +7 495 255 2848  
☎ +7 495 255 2959

✉ [sov@expocentr.ru](mailto:sov@expocentr.ru)  
✉ Krasnopresnenskaya nab. 14  
123100, Moscow

**DEADLINE:**

**20 June 2007**

FORM

10

**Exhibiting Company**

**Contact Name**

**Telephone**

### OUTDOOR ADVERTISING

Billboards will be mounted within the EXPOCENTR Fairgrounds area. It is essential to indicate a preferred place for your advertising on the advertising layout.

The price covers the rent of advertising space, manufacture of a banner, technical support (mounting, dismantling)

#	Rent of advertising structure + manufacture of banner	Location	Quantity	Price, €	Tick the appropriate
1	Billboard 1x2 m			€ 180	<input type="checkbox"/>
2	Billboard 2x2 m			€ 360	<input type="checkbox"/>
3	Billboard 3x2 m			€ 540	<input type="checkbox"/>
4	Billboard 4x2 m			€ 720	<input type="checkbox"/>
5	Billboard 6x3 m			€ 1 620	<input type="checkbox"/>
6	TRIVISION display area 6x3 m			€ 1 500	<input type="checkbox"/>
7	TRIVISION display area 6x4 m			€ 2 000	<input type="checkbox"/>
8	Billboard 12x4 m			€ 2 544	<input type="checkbox"/>
9	Billboard 15x5 m			€ 3 975,29	<input type="checkbox"/>
10	Billboard 18x4 m			€ 3 816	<input type="checkbox"/>
11	Folding sign stand ("shtender") *			€ 90	<input type="checkbox"/>

### ADVERTISING STRUCTURES IN PAVILION

#### SUSPENDED FLAGS/BANNERS

Flags (balls, banners and other kinds of structures) are attached to metal constructions of pavilion ceiling.

Mounting and dismantling services are provided by EXPOCONSTA, ZAO.

Contact person: Ms Anton B. Chernov

Tel.: + 7 495 255 3903, e-mail: [antonch@expoconsta.ru](mailto:antonch@expoconsta.ru)

### ADVERTISING AGENTS AT THE FORUM

Participants are allowed to distribute and demonstrate promotional materials outside of their stands only providing they have an Advertising Agent Certificate (Pass for distributor of promotional materials at Expocentr Fairgrounds during exhibition).

Distributor of promotional and information materials (one day)	<input type="checkbox"/> € 34,29
Advertising Agent Certificate (for the whole exhibition period)	<input type="checkbox"/> € 150

### PROMOTIONAL CAMPAIGN

Permit to carry out promotional campaigns (per event)

☐ € 200

Please indicate this Grand Total Amount in the Proforma-Invoice (M-INVOICE). If the latter is not completed, your orders will not be processed.

Corporate  
Seal

**TOTAL**

Signature

DATE



## ADDITIONAL SERVICES

Please return completed form to the 5pEXPO Organizers:

☺ Olga Sidorova  
☎ +7 495 255 2848  
☎ +7 495 255 2959

✉ [sov@expocentr.ru](mailto:sov@expocentr.ru)  
✉ Krasnopresnenskaya nab. 14  
123100, Moscow

**DEADLINE:**  
**20 June 2007**

FORM

11

Exhibiting Company

Contact Name

Telephone

## PARKING PASSES

Forum Exhibitors are entitled to **free** parking passes to park within the EXPOCENTR Fairgrounds area. The passes will be allocated on the following basis:

- A stand of 100 sq m – 4 passes ☐
- A stand of 64 sq m – 3 passes ☐
- A stand of 32 sq m – 2 passes ☐
- A stand of 16 sq m – 1 pass ☐

☐ We order \_\_\_\_\_ additional parking passes at a charge of € 150 per pass (parking lots #4 and #9) and at a charge of € 200 per pass (parking lots #1, #2 and #5)

License plate # 1 \_\_\_\_\_

License plate # 2 \_\_\_\_\_

License plate # 3 \_\_\_\_\_

## EXHIBITOR BADGES

Forum Exhibitors are entitled to one **free** badge for every 2 sq m of the space rented:

- A stand of 100 sq m – 50 badges ☐
- A stand of 64 sq m – 32 badges ☐
- A stand of 32 sq m – 16 badges ☐
- A stand of 16 sq m – 8 badges ☐
- A stand of 8 sq m – 4 badges ☐

☐ We order \_\_\_\_\_ additional badges at a charge of € 25,14 per badge.

## ПРИГЛАШЕНИЯ НА ПРИЁМ

**Complimentary** reception invitations are allocated on the following basis:

- A stand of 100 sq m – 5 invitations ☐
- A stand of over 32 sq m – 4 invitations ☐
- A stand of up to 32 sq m – 2 invitations ☐

☐ We order \_\_\_\_\_ additional reception invitations at a charge of € 50 per invitation.

**Make a copy of the FORM, if necessary.**

Please indicate this Grand Total Amount in the Proforma-Invoice (M-INVOICE). If the latter is not completed, your orders will not be processed.

**TOTAL**

Signature

DATE

# HOLDING SEMINAR/PRESENTATION

Please return completed form to the 5pEXPO Organizers:

☺ Olga Sidorova  
☎ +7 495 255 2848  
☎ +7 495 255 2959

✉ [sov@expoctr.ru](mailto:sov@expoctr.ru)  
✉ Krasnopresnenskaya nab., 14  
123100 Moscow

**DEADLINE:**  
**20 June 2007**



# 12

**Exhibiting Company**

**Contact Name**

**Telephone**

Company \_\_\_\_\_

Speaker (Full Name) \_\_\_\_\_

Country \_\_\_\_\_ City \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_ Internet \_\_\_\_\_

Number of participants \_\_\_\_\_ persons

5pEXPO Forum Exhibiting Company ☐ yes ☐ no

Topics of reports (if to be delivered) / Presentation title

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Key points

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please note that we can only offer you the times that are available.

Please indicate below the most suitable sessions:

Option 1: Date « \_\_\_\_ » \_\_\_\_\_ 2007 Time \_\_\_\_\_ Duration \_\_\_\_\_

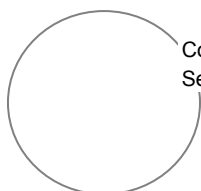
Option 2: Date « \_\_\_\_ » \_\_\_\_\_ 2007 Time \_\_\_\_\_ Duration \_\_\_\_\_

Technical requirements (equipment): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Make a copy of the FORM, if necessary.**

**Full Name** \_\_\_\_\_ **Job Title** \_\_\_\_\_



Corporate  
Seal

**Signature**

**DATE**