

International specialized exhibition for **stationery and office** supplies
«Skrepka Expo powered by Paperworld» Russia, Moscow, Crocus Expo, Pavilion 3, Hall 18,
February **25-27**, 2014

The official guide for exhibitors

Location: CROCUS EXPO International Exhibition Center, 65-66 km of MKAD (Moscow Ring Road), P.O. Krasnogorsk-4, Krasnogorsk, 143400, Moscow Region, Russia

Dates and hours:

February, 25-27, 2014

Working hours:

Opening: February, 25- 2014 11.00 am-6.00 pm;

Closing: February, 27- 2014 10.00 am-5.00 pm;

Other days: 10.00 am - 6.00 pm.

Installation time: February, 22-24- 2014 from 8:00 am till 8:00 pm.

Dismantling time: February, 27- 2014 from 5:00 pm till 8:00 pm, February, 28- 2014 from 8:00 am till 8:00 pm.

Exhibition management:

During all the exhibition preparation process the Management of «Skrepka Expo powered by Paperworld» is glad to offer its assistance in organizing your booth area. We will answer all questions concerning exhibition area, filling necessary application forms and documents, stand construction planning, promotional opportunities, etc.

Phone: +7 (495) 648 9138, 789 9380,

e-mail: skrepkafair@apkor.ru

website: www.skrepkaexpo.ru

During the exhibition Management representatives of «Skrepka Expo» will be at the stand «Directorate» to assist you.

Contact telephone numbers: +7 (916) 459 2965, +7 (905) 757 7537.

Time: 8:00 am-8.00 pm.

Exhibition Preparation Calendar:

To have a successful participation in the exhibition the Exhibitor should correlate with the **delivery schedule**. The Exhibitor should present to the exhibition Management **Application Forms** and **Additional Application Forms**, filled in time.

- Information for the exhibition catalogue - before January, 15
- "Standard booth" Information - before February, 1
- "Space only" booth Information - before February, 1
- Information on additional equipment, services and advertising - before February, 5
- List of employees for the Exhibitor Badges - before February, 10

The Exhibition Management requests to comply with above mentioned terms. The information for the catalogue will not be placed if the Exhibition team receives it after **January, 15**. From **February, 1** the order for basic and additional services could be performed only by their availability and the price increases on 100%. From **February, 20-2014** the order for any services will be taken only during exhibition build-up for cash and with a price markup 100%.

Security:

The security guards are placed at the main entrance to the EC and loading gates of the exhibition halls (during the exhibition hours loading gates are closed). During build-up and dismantling periods the exhibition hall will be open from 08:00 a.m. till 08:00 p.m. During Exhibition days the exhibition hall will be open from 09:00 a.m. till 06:00 p.m. For the Exhibition days the overnight security will be provided from 06:00 p.m. till 08:00 a.m. To ensure daily security of your stand, please order an individual security guard or don't leave it unattended. You can order overnight security guard to ensure overnight security of your stand. Only Crocus Expo security guards are authorized to stay in the exhibition hall overnight.

Exhibition Organizers shall not be responsible for the safety of the exhibits.

Access to the Exhibition hall:

The access for employees and representatives to the exhibition hall shall be implemented:

Build-up days: Stand constructors employed by the Exhibitor shall be provided with temporary passes allowing access to the exhibition hall. Exhibitors contracted "Space Only" sites shall provide their staff with passes. The passes are to be issued by the Service Center (stand "Directorate") according to the list submitted by the exhibitors in advance.

Exhibition days: Only Exhibitor badges allow access to the exhibition hall 8.00 am – 8.00 pm, every day.

Exposition entrance for visitors carried by invitation tickets (free of charge) or by tickets which can be purchased at CROCUS EXPO International Exhibition Center booking offices. Company-exhibitor can order gratuitous tickets for their clients at the Directorial Office center.

Exhibits attendance and loading/unloading regulations:

The Company's arrival is executed during Exhibition build-up days in above mentioned time period. For stand build-up it is recommended to arrive on first and second build-up days and for products unloading, stand set-up – third build-up day. It is also recommended to arrive on third build-up day for exhibitors contracted "Standard Stand".

The Company's representative shall have a letter entitled "Equipment list for exhibition "Skrepka Expo". The letter shall be presented to the Crocus Expo Service Center in triplicate, signed and sealed by the authorized representative of the Exhibitor's company, enclosed with the list of equipment delivered (furniture, office outfit etc.). On the basis of the letter, verified by the Service Center stamp (ENTRY IS PERMITTED), the Hall Manager issues one-pass exhibits entry permission and the security guards allow access to the exhibition hall. All handling operations at the Crocus Expo grounds are to be carried out exclusively by the Crocus Expo. To remove the exhibits, the Exhibitor shall present one copy of the entry permission letter verified by the Service Center stamp (REMOVAL IS PERMITTED) to the security guards.

Access to the exhibition area:

The entrance to the parking for the private transport is free (except VIP parking).

The entrance to loading gates of exhibition hall is paid (prices are settled out in the enclosure "additional services for exponents"). The pass should be ordered in advance in Directorate by filling in the application form or it can be purchased in the Service Center of Crocus Expo. The map is stated on the backside of the pass.

Providing loaders, rental trucks, etc. by Crocus Expo on domestic prices.

Telephone: +7 (495) 7272524.

Damage of property. Exhibitors shall bear responsibility for any damage caused to floor, walls, pillars, stand equipment or property of other Exhibitors. Exhibitors shall not use paints, lacquers or any sticky substances for floor, walls, pillars or stand equipment covering. If damage "an act of property damage" to recover damages.

General builder of exhibition stands, IEC "Crocus Expo" is «Build Expo City". If the exhibiting company leases in the exhibition "Expo Clip" booth "space only", then the developer given area must be accredited to stand LLC "Build Expo City". Information by

phone: +7 (495) 7272671, <http://www.buildexpo.ru/bexpo>

If the exhibiting company leases in the exhibition "Expo Clip" "Standard booth" that all works are carried out in coordination with the Directorate of the stand of the exhibition.

Insurance.

Exhibition Organizer shall insure with Ingosstrakh Insurance Company, the civil liability of the Exhibition Organizer as well as the civil liability of the Exhibitor against damage or harm caused to health and/or property of the third parties, including Exhibition Organizer, exhibitors and visitors. The Exhibitors shall insure individually against other risks, including insurance against loss or damage due to the Exhibition cancellation, loss or damage of the exhibits or other properties of their stands area.

The present documents have enclosures, which are an integral part of the «Official guide for exhibitors». Enclosures can be sent by exponent's request.

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Enclosures: "Stand "Space only", "Additional services", "Brief official guide for exhibitors", "Instruction, contents, prices for Standard stand".

Company name _____

Represented by _____

I hereby confirm that I have read and accepted the rules and items of "The official guide for exhibitors"

Signature _____

If you have any questions, please, don't hesitate to ask the Exhibition team.
We will be glad to help you.

Exhibition team «Skrepka Expo powered by Paperworld»